

CONSTITUTION & BY-LAWS

FIRST BAPTIST CHURCH BANGS, TX

Section 1 – MINISTRIES: presented to the Church for consideration and approval, March 2011.

Approved April 2011

Last updated May 24, 2017

MIN - MINISTRIES

MIN-YM Youth Ministry:

Purpose Statement

The youth ministry at First Baptist Church Bangs seeks to (1) provide a safe and healthy environment for all youth to express their faith and love for Jesus Christ (2) help each student understand God's love, (3) give each student a strong foundation in the knowledge of God's Word, (4) assist each student to know Jesus as Savior and Lord, and (5) encourage each student to grow in the grace and wisdom of the Lord as they take an active role in the church body.

YM 1.1 Youth Volunteers

YM 1.1.1 Selection & Approval

Youth volunteers include Sunday School teachers and adults who volunteer to help at other events, both on and off the church campus. Selection and approval will adhere to the following section from the Child Safety Policy.

WORKER SELECTION, APPROVAL AND SUPERVISION

The following guidelines are minimum standards that are used as Bangs FBC reviews applicants for positions in Children's and Youth Ministries. Each department may adopt higher standards as necessary. The first and foremost criteria for volunteers or employees serving in any capacity with our children and youth are that they be called of God to serve.

Primary Approval Process:

All volunteer and paid staff will complete an application process, have background checks completed, and be interviewed by the department head where they will be serving before being placed into a position of responsibility. Additionally, paid staff will have references contacted.

Alternative Approval Process:

On occasions, additional volunteers or youth interns may be needed or used. On such occasions, they may assist with a letter of recommendation from their church or a supervising college professor.

MINIMUM AGE

All youth ministry volunteers must be 18 years of age or older.

SIX MONTH RULE

Volunteers are required to be members of Bangs FBC a minimum of 6 months before they may begin working in a supervising capacity with children or youth. Following the interview/screening process, volunteers may serve as an assistant prior to being a member of FBC for six months.

Applicants will undergo a screening process to be determined by the youth minister and in conjunction with the associate pastor. Basic elements of this process include the applicant completing an application and participating in a face-to-face interview with a staff member, but other elements may be added as deemed necessary by the youth minister and associate pastor.

YM 1.1.2 Commitment Form

All youth workers are required to complete a commitment form prior to working with youth. The form will outline ministry expectations and duties, as well as expectations of Christian conduct. [see Form]

YM 1.1.3 Duties of Youth Volunteers

Youth workers are expected to: 1) Engage students and their parents, both inside and outside of church walls, whether at school activities or at church activities; 2) Actively reach out to both lost youth and youth who are inactive members of church/youth group; 3) Help with supervision, set-up, takedown and cleanup, and administration of youth activities; 4) Promote the youth ministry at FBC; and 5) Commit to on-going training and enrichment opportunities.

YM 1.1.4 Background Check & Safety Policy (See *Children's Safety Policy*)

All youth workers will submit to a background check in compliance with the Children's Safety Policy of FBC.

YM 1.4 Youth Building Rules of Conduct

Youth are not allowed to be in the youth room unless an adult volunteer is present. Youth are expected to remain with the group during activities. The youth building is not a place for youth to engage in roughhousing. Youth will show respect for all property (whether church property or other people's personal property) and all people (adults and peers).

YM 1.5 Out of Town Trip Expectations & Rules of Conduct

When on an out of town trip, all youth will obey the directions of any church staff and/or adult volunteer. Adult volunteers are expected to know the location of all the students under their supervision. Students are expected to conduct themselves in accordance with the youth ministry's expectations of student conduct which will be presented prior to the trip.

MIN-CM Children's Ministry

Purpose Statement

The children's ministry at First Baptist Church Bangs seeks to (1) help each child understand God's love, (2) give each child a strong foundation in the knowledge of God's Word, (3) assist each child to know Jesus as Savior and Lord, and (4) encourage each child to grow in the grace and wisdom of the Lord.

CM 2.1 Children's Teachers & Volunteers

CM 2.1.1 Selection, Approval & Retention

Teachers & volunteers working with the children of FBC must:

- Be a born-again believer
- Be a growing disciple of the Lord Jesus
- Be a member of FBC
 - Non-Members may serve as Helpers provided they complete Primary Screening Form, or come with a recommendation from another church.
- Have a sincere love for children and see their efforts as a ministry
- Have a teachable spirit
- Abide by the church philosophy on childcare
- Complete and submit a Primary Screening Form
- Be 18 years of age (Adult)
 - Junior High & High School students 13 and older may be helpers

CM 2.1.2 Approval Process and Background Check (See *Child Safety Policy*)

CM 2.1.3 Commitment Form

All workers with the children's ministry are required to complete a commitment form prior to working with our children. The form will outline ministry expectations and duties, as well as expectations of Christian conduct.

CM 2.1.4 Duties of Children's Teachers & Volunteers

- Value each child as a wonderful creation and gift from God.
- Faithfully fulfill your commitment to your class (being consistently here, prepared, and on time).
- Notify appropriate leadership when you need to be absent. The more notice given, the better.
- Graciously interact with parents, knowing that this relationship is just as important as the relationship with the child.
- Make it your goal to foster a positive working relationship with team members.
- Refrain from gossip or tale-bearing concerning leadership, children, or parents. Disagreements or concerns should be discussed with the Children's Ministry Coordinator.

CM 2.1.5 Teacher/Volunteer Arrival Times

Leaders are expected to be in their classrooms prepared and ready to receive children 15 minutes before the committed hour in which you serve. Arriving early and having time to prepare for your class prior to their arrival sets you up for success!

CM 2.2 Children's Ministry Team

CM 2.2.1 Election of Members

Members of the Children's Ministry Team will be recommended by the Nominating Committee and approved by the congregation.

CM 2.2.2 Purpose

The Children's Ministry Team will help the children's minister create and implement a long-term ministry structure and ministry strategy that correlates with the vision and purpose of both the church and the children's ministry.

CM 2.3 Discipline

In order to ensure an appropriate learning environment, the Church has adopted discipline procedures that stress clear limits and expectations for behavior. No corporal punishment will be allowed. (See *Children's Operational Procedures*)

CM 2.4 Special Events

CM 2.4.1 Approval Process

Special events will be approved by pastoral staff on a case-by-case basis, depending on calendar and facility availability (if on-campus), and possible budget concerns. All special events will correlate to an intentional ministry focus that aligns with the vision and values of the children's ministry and that of the church.

CM 2.4.2 Parental Notice

Parents will be given at least 1 weeks' notice of any special event in children's ministry.

CM 2.4.3 Medical Release Requirements

All students and volunteers attending special events are required to complete the children's ministry medical release form. For repetitive events, the children's minister will keep a folder with completed forms on file, and will take the folder along on the trips.

CM 2.4.4 Cost Considerations

The children's ministry will maintain sensitivity to the costs associated with any children's events so as to limit the costs that might need to be covered by families. With some events, the children's minister may offer limited scholarships that require a deposit from the recipient.

CM 2.5 Children's Building Rules of Conduct

Children are not allowed to be in the children's building unless an adult volunteer is present. Children are expected to remain with the group during activities. The children's building is not a place for children to engage in roughhousing. Adult volunteers will provide instruction that teaches children to show respect for all property (whether church property or other people's personal property) and all people (adults and peers).

CM 2.5.1 Out of Town Trip Expectations & Rules of Conduct

When on an out of town trip, all children will obey the directions of any church staff and/or adult volunteer. Adult volunteers are expected to know the location of all the students under their supervision. Students are expected to conduct themselves in accordance with the children

ministry's expectations of student conduct which will be presented prior to the trip.

CM 2.6 Nursery

CM 2.6.1 Procedures (See *Children's Operational Procedures*)

CM 2.6.2 Nursery Coordinator

The coordinator is responsible for scheduling both paid and volunteer workers to care for birth through age four years old, for all scheduled church events. This position reports to the children's minister. Please see Nursery Director job description for more details.

CM 2.6.3 Child Identification & Parent Notification

All children will need to be signed in properly so that parents can be notified if necessary. No children will be released to other children. Only authorized adults may pick up the child(ren). The Nursery Coordinator will be responsible for ensuring that all volunteers and parents are familiar with identification and notification procedures.

CM 2.6.4 Age Limitations

The nursery is open to all children from birth to four. (See *Children's Operational Procedures*)

CM 2.6.5 Child Abuse Reporting

Texas Law requires that any person who has cause to believe that a child has been abused or neglected must report to the Texas Department of Protective and Regulatory Services or local law enforcement. That person should immediately advise the Pastor, Youth Minister, Music Minister or Nursery/Children's Director that the report has been made. The person who reported the abuse along with the Pastor, Youth Minister, or Music Minister must fill out the Suspected Incident of Child Abuse form and file it in the church office. (See *Child Safety Policy*)

CM 2.6.6 Nursery Worker Requirements & Approval (See *Nursery Staff Policies*)

CM 2.6.6.1 Age Limitations

All primary care workers must be 18 years of age or older. Youth workers age 13 and older may assist adults, but they may not take the place of adult workers.

All youth need the recommendation of the youth minister or their parents. They will need to go through training with the nursery director. Students will need to be scheduled helpers not primary caregivers.

CM 2.6.6.2 Background Check

All prospective employees and volunteers age 18 and over working with children will need to give authorization for a criminal background history by signing the form provided by the church office and presenting it with a picture Identification.

FBC Bangs will pay for this check and all information is kept confidential.

CM 2.6.6.3 Worker Recruitment & Approval Process (See *Child Safety Policy*)

CM 2.6.7 Parent Volunteers

Parents are welcome to check on their own child at anytime. They may be needed to help ease their child into the new situation. However, to help with any other child all volunteers must go through the Approval process. For the safety and protection of all our children, only scheduled volunteers and teachers are to attend the children in the nursery.

MIN-WM Worship Ministry

Purpose Statement

The Worship & Music Ministry seeks to provide authentic worship opportunities through the leadership of the Holy Spirit and to encourage people to use their God-given talents in ministry. The ministry seeks to prepare the congregation to receive from the Word. The ministry also seeks to encourage its membership in spiritual growth through prayer, Bible reading, and fellowship.

The Worship & Music Ministry of the Church is based on the biblical command to "Let everything that hath breath Praise the Lord!" (Ps. 150:6). Praise is not an option; it is a commandment. We are to clap our hands (Ps. 47:1); shout His praise (Ps 47:1, 47:5, Is 42:13); praise Him with instruments (Is 30:32); Lift up our hands (Ps 134:2); praise God with our giving (Heb 13:15-16).

WM 3.1 Worship Ministry Participation

WM 3.1.1 Platform Praise Team

The Platform Praise Team includes vocalists as well as instrumentalists. Due to the public nature of this ministry (platform visibility), ALL Music Ministry Team Members are asked to make a commitment to the ministry and to the Lord as an indication of their understanding of the importance of the ministry and the responsibility of being on the platform during worship services. This commitment shall be

demonstrated through regular attendance of scheduled rehearsals, advance notice of needed absences, demonstrated attitude of teamwork, excellence in performance of the technical aspects of instrumental playing and vocal ensemble, and a self-sacrifice for the attainment of the team's stated goals.

As with all ministry areas of the church, participation in the Music Ministry Team is considered a position of leadership. Those wishing to serve on the Platform Praise Team either as an instrumentalist or a vocalist singing with a microphone will be auditioned prior to their acceptance on said team by the Minister of Worship to make sure that their abilities are at the level commensurate with aiding in the team's stated purposes and to determine if there is a need for the particular instrument or voice.

Members of the Platform Praise Team are to be in one of three groups:

- 1) Active members of the church who are demonstrating a spiritual walk that is consistent with the team's stated purposes.
- 2) University students who are actively attending the church during their tenure at the local university who are demonstrating a spiritual walk that is consistent with the team's stated purposes.
- 3) Young people up to age 18 who are actively attending church who are demonstrating a spiritual walk that is consistent with the team's stated purposes.

WM 3.1.2 Special Music Ministry

The Special Music Ministry is made up of individuals and groups that have vocal music talent as a soloist or vocal ensemble member as well as those who have special abilities as an instrumental soloist who may desire to be used for special times and/or events in regularly scheduled or special services. Those who are interested in joining the Special Music Ministry need to simply advise the Minister of Worship of said desire and schedule a time when he/she can audition them to ensure that the individual is ready for such a ministry through music. Those members of the special music ministry should be active members of the church. There may be exceptions where non-members are used in this area of ministry at the discretion of the Senior Pastor and/or Minister of Worship.

WM 3.1.3 Worship Choir

The Worship Choir is a non-auditioned choir that is established for the purposes listed above. The worship choir will also seek to minister through music in every conceivable way, including but not limited to; visits to those who are sick, visits to those who are home-bound, visits to

convalescence centers and hospitals, as well as the presentation of music in public arenas as possible.

WM 3.1.4 Attire for Leading Worship

Those who assist in leading worship shall dress in attire that is not distracting to the spirit of worship. If it is deemed by the Minister of Worship, Senior Pastor, or Associate Pastor that attire by any member does not meet this standard, the member will simply be asked to attire themselves more modestly / appropriately. If this becomes a recurring problem, the individual may be removed from the Music Ministry Team.

WM 3.2 Instruments/Musicians

WM 3.2.1 Access

The only individuals allowed to play any instruments on the platform are those authorized by the Minister of Worship as members of the Music Ministry Team, or having received temporary permission from the Minister of Worship and the owner of a privately owned instrument being used by the Team.

Children are not allowed to play ANY instruments on the platform without parental supervision along with express consent by the Minister of Worship or owner of the instrument in question.

WM 3.2.2 Maintenance/Moving

Maintenance of instruments owned by the Church is the responsibility of the Minister of Worship. Church-owned instruments that are regularly used by the Music Ministry shall not be moved without the permission of the Minister of Worship.

WM 3.2.3 Use of non-church-owned Instruments

Musicians are allowed to bring their personal instruments, amplifiers, etc. for use on the platform understanding that the overall sound is under the director of the Minister of Worship at all times.

The Minister of Worship must be notified in advance of the desire to leave any personally-owned instrument or equipment in any Church-owned facility.

WM 3.2.3.1 Liability/Insurance Coverage for Loss

The Church will not be held liable for damages or theft if a musician chooses to leave his/her personal instrument(s) or music equipment unattended on the platform for any length of time or in any church facility overnight or for an extended period of time.

WM 3.3 Technical / Sound / Lighting Systems

There shall be designated by the Minister of Worship a *Chief Technical Operator* for the technical systems used in the church. The CTO will be in charge of sound, video, lighting and/or any other technical needs at the church. The CTO may train / invite others to assist him / her in the application of these systems within church services and special events. Anyone involved in the administration of these systems will be approved and under the authority of the Minister of Worship.

There may also be designated by the Minister of Worship an Assistant Technical Operator who will work at the discretion of the Minister of Worship and the CTO.

Anyone else desiring to assist in the Technical Operations Ministry of the Church will make that desire known to the CTO or Minister of Worship. That person will be trained by the CTO who will designate said individual as a Technical Assistant when training is deemed completed by the CTO. There should be an active listing kept in the sound booth of those who have completed such training.

WM 3.3.1 Access

Access to the sound booth shall be restricted to trained operators, Church staff members and individuals designated as approved by the Minister of Worship and / or the CTO. At no time shall children be allowed in the sound booth without the express consent of the Minister of Worship and /or the CTO or his / her designee.

WM 3.3.2 Operator Training

Operators of the technical systems shall be trained by the Minister of Worship, the CTO, or his / her designee. The Church shall offer periodic training in the operation of worship equipment, systems and software, as deemed appropriate and necessary by the Minister of Worship, and / or the CTO.

WM 3.3.3 Maintenance and Moving of Equipment

Repairs to any of the technical equipment shall only be made by individuals approved by the Minister of Worship or Senior Pastor. In the event repairs will result in a fee being paid to the repair person, an estimate of total repair cost shall be given to the Senior Pastor for approval prior to any repairs being undertaken.

Equipment shall not be moved without the full knowledge and approval of the Minister of Worship or an appropriate staff member.

WM 3.3.4 Video Projectors

Video Projectors shall be used as needed and shall be operated by Music Ministry personnel and/or the technical personnel. Remote controls for all projectors shall remain in the Sound Booth. Additional projectors may be available for use through the church office.

WM 3.3.5 Operator Guidelines (See training materials)

WM 3.4 Music Ministry Equipment, Supplies, etc.

WM 3.4.1 Music Ministry Equipment Warranties & Manuals will be kept in a designated location.

WM 3.4.2 Donated Items

Music Ministry items such as soundtracks, equipment and supplies are occasionally offered as a donation to the Church. Before these donations are accepted, the Minister of Worship must be allowed to inspect the item(s) to ensure their acceptability, condition, value and whether or not the ministry needs the item(s). An estimate of their value will be made in writing by the Minister of Worship and given to the donor PRIOR to acceptance of the donation. If the donor decides to proceed with the donation and the Minister of Worship agrees to accept it, then the item(s) shall become the property of the Church. A property transfer form shall be completed by the Minister of Worship and signed by the donor and Minister of Worship.

WM 3.5 Soundtrack Ministry

The Church may maintain a soundtrack library for use by the Special Music ministers and other departments of the Church. These soundtracks remain the property of the Church.

WM 3.5.1 Inventory Control

The inventory of available soundtracks and other music owned by the Church will be under the control of the Minister of Worship and will be stored in locations of his/her choosing. Use shall be by the consent of the Minister of Worship.

WM 3.5.2 New Acquisitions

Individuals desiring to donate soundtracks to the Worship Library may do so by submitting the soundtrack for review by the Minister of Worship.

Such donations will be considered the property of the Church upon receipt.

WM 3.6 CD Ministry

The Church shall record services barring unforeseen technical problems that may prohibit such recording. These CDs will be made available to all attendees of the Church at a minimal charge to cover the cost of products and equipment. Those desiring to purchase said CD's would need to make that request and purchase through the church office. Once the request has been made for a CD recording, the CD will be prepared and ready for pick-up approximately two weeks after said request. Payment would need to be made upon pick-up.

WM 3.7 Copyright Compliance

The Church shall comply with all copyright laws in every way possible.

WM 3.7.1 CCLI Licensure (Music)

The Church pays for a license to operate according to the guidelines of Christian Copyright License, Inc. (CCLI)

WM 3.7.2 CVLI Licensure (Video)

The Church pays for a license to operate according to the guidelines of Christian Video License, Inc. (CVLI)

WM 3.7.3 Use of Audio /Video Recordings During Worship Services

Any playing of an audio tape or projection of a special video during worship service MUST be pre-approved by the Minister or Music and/or the Senior Pastor.

WM 3.8 Removal of Songbooks from Sanctuary

Songbooks remain the property of the Church and shall not be removed from the Church SANCTUARY without the express prior consent of the Minister of Worship and / or the Senior Pastor.

MIN-WW Women's Ministry

Purpose Statement

The Women's Ministry seeks to enable women to grow spiritually and emotionally through Bible study, prayer and social activities designed to meet the unique relational needs of women. The ministry seeks to encourage women to grow in their faith in Christ, while developing and strengthening friendships with other women. The ministry

also seeks to help each woman learn to fulfill her God-given purpose through opportunities to serve and reach the community for Christ.

WW 4.1 Leadership Committee

A leadership committee consisting of women interested in the direction of all women's ministry programs will be selected from volunteers who have a desire to serve on the team.

WW 4.1.1 Expectations

Women serving on the Women's Ministry Leadership Committee must be members of the church for at least 6 months who have demonstrated Christian maturity, responsibility and dependability. The leadership committee will review programs for study and bring suggestions to the entire group for discussion and approval.

WW 4.1.2 Selection

Women interested in serving on the leadership committee will communicate their desire to serve to the Nominating Committee which will bring their names to the church body for approval.

WW 4.2 Activities & Special Events

Activities and Special Events will be coordinated through the leadership committee with the goal of providing Bible study and social activities that will appeal to a wide range of women's interests and issues. Materials purchased with funds from First Baptist Church will be catalogued through the church library. Materials may be checked out to other churches with approval of the leadership committee.

MIN-MM Men's Ministry

Purpose Statement

The Men's Ministry seeks to enable men to grow spiritually through Bible study, prayer and activities. The ministry seeks to nurture spiritual leadership among. The ministry also seeks to help each man learn to fulfill his God-given purpose through opportunities to serve and reach the community for Christ.

MM 5.1 Leadership Committee

A leadership committee consisting of men interested in the direction of all men's ministry programs will be selected from volunteers who have a desire to serve on the team.

MM 5.1.1 Expectations

Men serving on the Men's Ministry Leadership Committee must be members of the church for at least 6 months who have demonstrated Christian maturity, responsibility and dependability. The leadership committee will review programs for study and bring suggestions to the entire group for discussion and approval.

MM 5.1.2 Selection

Men interested in serving on the leadership committee will communicate their desire to serve to the Nominating Committee which will bring their names to the church body for approval.

MM 5.2 Activities & Special Events

Activities and Special Events will be coordinated through the leadership committee with the goal of providing Bible study and activities that will appeal to a wide range of men's interests and issues.

MIN-SS Sunday School

Purpose Statement

The Sunday school ministry at First Baptist Church Bangs seeks to teach, train and equip the church body to (1) grow and mature in the grace and wisdom of the Lord, (2) learn to share one's faith with others, (3) lift up and encourage each other in Christ's love, and (4) reach out to those who need Christ in their life.

SS 6.1 Qualifications and Job Description of the Sunday School Clerks

1. Be a born-again believer.
2. Be a member of the First Baptist Church for at least 6 months.
3. Be recommended by the Nominating Committee to the church body for approval
4. Will coordinate the ordering and distribution of curriculum materials
5. Will collect and secure the Sunday School offering
6. Will keep appropriate records as needed.

SS 6.1.1 Counting and Handling of Sunday School Offering

For accountability and personal protection reasons, two Clerks will be selected annually. At all times both Clerks will serve together during the offering collection and record-keeping functions. Should one Clerk be absent, other Church leadership will assist.

SS 6.2 Teachers and Workers

SS 6.2.1 Selection and Approval

Selection of the teachers and workers should be determined by the Nominating Committee with recommendations from the Associate Pastor, teachers, class members or church body. Final approval is made by the church body.

SS 6.2.2 Expectations

1. Be a born-again believer.
2. Be mature in God's word.
3. Be a member of First Baptist Church for at least 6 months.
4. Know, understand and agree with F.B.C. mission statement
5. Regular attendance in worship services and church activities

SS 6.3 Class Groups

Determining the nature and types of class groupings shall be coordinated through the Associate Pastor.

SS 6.4 Class Growth and Multiplication

To encourage Sunday School growth and involve more people in ministry, class size should not be too large. Ideally when class size exceeds 20 members, dividing the class should be considered. This review and consideration should be made by the Associate Pastor, class teacher and class members.

SS 6.5 Curriculum selection and approval

The selection of class curriculum will be the responsibility of the class teacher and/or the class members with appropriate approval by the Church staff.

MIN-GS Hospitality Ministry

Purpose Statement

The purpose of the Hospitality Ministry is to provide a welcoming environment to all those who worship at First Baptist Church. This includes members of the church as well as visitors who may need assistance in locating a Sunday School class, nursery or other facility. Ushers and Greeters will be included in the Hospitality Ministry.

GS 7.1 Ushers

Ushers will be responsible to greet those attending worship services with a warm welcome and a warm heart. They will ensure that visitors are aware of the location of facilities and are assisted as needed in locating a seat in the sanctuary. They will provide copies of the Church bulletin and other materials to those attending worship services. Ushers will also be responsible for taking the offering during the service and ensuring it is secured for deposit.

An Usher Coordinator will be recommended by the Nominating Committee for Church approval. The Coordinator will create a rotation schedule for those serving as ushers and ensure there are enough ushers for each service.

Those who serve as ushers should be regular members of First Baptist Church who are friendly and able to greet people with a warm and welcoming spirit.

GS 7.2 Greeters

Sunday School classes of the Church may provide Sunday morning greeters. Greeters should be available 30 minutes prior to the beginning of Sunday School in order to greet guests and assist them in locating a Sunday School class. There will be a rotating schedule to ensure that there are members available each Sunday and that all classes have the opportunity to participate.

GS 7.3 Other services

Members are encouraged to identify other ministry opportunities that would contribute toward a welcoming environment to those attending worship services. New opportunities should be presented to and approved by Church leadership prior to being implemented.

MIN-MO Missions & Outreach

Purpose Statement

The Missions & Outreach programs of First Baptist Church are directed toward fulfilling the Great Commission of Christ recorded in Matthew 28: 19-20, by spreading the gospel of Jesus Christ in our community and all the world. Through its Missions & Outreach programs FBC seeks to glorify God by ministering to needs locally and around the world and by nurturing the spiritual welfare of others.

MO 8.1 Missions Committee

The Missions Committee assists the Church staff and the FBC body by providing leadership in the area of Church outreach and mission efforts. Individuals serving on this committee will have a heart for missions and be recommended by the Nominating Committee and approved by the Church.

MO 8.2 Special Missions Events and Offerings

FBC seeks to serve the Lord and fulfill the Great Commission by participating in mission and outreach events and regularly contributing to mission efforts.

MO 8.3 Designated Giving for Missions Support

FBC annually supports the Lottie Moon International Missions Offering, the Annie Armstrong North American Missions Offering, and the Mary Hill Davis Texas Missions Offering. Support for these mission efforts is provided through designated offerings. Additional mission efforts may be financially supported as deemed appropriate by the Senior Pastor and/or the Missions & Outreach Committee.

MIN-CW Church Website

Purpose Statement

The purpose of the Church website is to provide relevant and helpful information about First Baptist Church and its various ministries and activities.

CW 9.1 Website Maintenance

The design, functionality, and content of the website will be coordinated through the Church staff.

MIN-CL Church Library

Purpose Statement

The church library exists to provide resources to help enable, support, and encourage members of the congregation in their efforts to fulfill the mission and vision of the First Baptist Church of Bangs, Texas.

CL 10.1 Selection of Materials

The library will provide materials for congregation members of all ages, in various formats, including but not limited to; books, audio books, videos, and DVD's. Materials selected for addition to the church library will:

- Support personal and/or group Bible study
- Provide for wholesome recreational reading
- Provide teaching helps
- Be approved by the library director
- Be doctrinally and scripturally sound
- May include secular materials of high, wholesome literary quality

CL 10.2 Guidelines for Accepting and Using Donated Materials

First Baptist Church library welcomes donations of new and gently used books, DVDs, and audio materials. Donated materials will be added to the library based on the Materials Selection Policy, and on the current needs of the library. Donated materials that are not added to the church library will be disposed of.

CL 10.3 Hours of Operation

The library will be opened weekly with regular hours posted on the library door and in the Church office.

CL 10.4 Library Workers

The Church librarian will be recommended by the Nominating Committee and approved by the Church.

MIN-OM Other Ministries

OM 11.1 Identification of Other Ministries

Periodically other ministries may be established in order to effectively address needs within the church body or to pursue interests of the church body. These ministries will operate under the authority of the leadership of the church, and as needed, under an appropriate pastor or staff minister.

MIN-OM Other Ministries (this section revised July 22, 2015)

OM 11.1 Identification of Other Ministries

Periodically other ministries may be established in order to effectively address needs within the church body or to pursue interests of the church body. These ministries will operate under the authority of the

leadership of the church, and as needed, under an appropriate pastor or staff minister.

OM 11.2 Unique Circumstances Concerning Some Ministries

For any proposed ongoing ministry or activity that involves the exchange of money for

- 1) services provided by the church, whether on or off the church property, or for
- 2) use of church facilities outside of the established "Building Use Policy", or for
- 3) payment of personnel involved in said ministry or activity,

an ad-hoc committee will be appointed by the Senior Pastor and Deacons, and approved by the church, for the purpose of providing oversight and guidance in the development of the proposed ministry or activity. The ad-hoc committee will review the purpose and validity of the proposed ministry/activity in order to make an appropriate recommendation to the church. Additionally, if the ministry/activity is deemed feasible and appropriate, the committee will assist in establishing proper procedures and guidelines for the operation of said ministry/activity.

Section 2 – WORSHIP SERVICES: presented to the Church for consideration and approval, August 24, 2011.

Approved September 2011

WOR - WORSHIP SERVICES

WOR – ST Service Times

Regularly scheduled services will be conducted each week as determined by the Church leadership.

WOR – GR Usher / Greeter Responsibilities

See *GS 7.1 Ushers* and *GS 7.2 Greeters* under the section *MIN-GS Hospitality Ministry*.

WOR – OP Offering Procedures

Sunday School offering and reports are delivered to a Sunday School Clerk in the Church foyer by a representative of each S. S. Class. The clerk will secure the offering in a designated bank night drop bag. The night drop bag is locked and placed in a designated location for pickup by an authorized individual(s) who does not have access to the key which unlocks the depository bag. The bag is delivered by the authorized individual(s) to the night depository vault of the church's chosen banking facility.

The church's secretary/treasurer (or other authorized individual) receives the night drop bag at the bank and on the bank premises prepares the deposit(s) for the appropriate General Budget and/or Activity Account.

The Worship Service offering is received by the designated ushers during the worship service(s). The proceeds of this offering are placed in a designated bank night drop bag, locked and placed in a designated location for pickup by an authorized individual(s) who does not have access to the key which unlocks the depository bag. The bag is delivered by the authorized individual(s) to the night depository vault of the church's chosen banking facility.

The church's secretary/treasurer (or other authorized individual) receives the night drop bag at the bank, and on the bank premises prepares the deposit(s) for the appropriate General Budget and/or Activity Account.

The Wednesday night meal funds are accepted by the church's secretary/treasurer (or other authorized individual) who secures the funds for deposit at the church's chosen banking facility.

Other miscellaneous offerings may be collected as needed, and when deemed appropriate these funds will be directed to the church's secretary/treasurer who will secure the funds for deposit at the church's chosen banking facility.

WOR – AN Announcements

Announcements of church activities and ministry opportunities will be made through the church bulletin, presentation software at the beginning of the morning worship service, the website, newsletter, electronic mid-week announcements, the OneCall Now telephone service and Wednesday night announcements.

In order to protect the spirit of worship and the flow of the Holy Spirit, it is the intention of church leadership to not make verbal announcements during the morning worship service. While verbal announcements on occasion may need to be made during the morning service, it will be the exception, not the rule.

Church members planning or involved with church activities and ministries should plan properly in order to anticipate a sufficient amount of time needed to promote the ministry/activity and publicize it through the above mentioned media.

WOR – CO Church Ordinances

CO 5.1 Baptism

This Church will receive for baptism any person who repents of their sin, believes in Jesus Christ as Savior, and commits to following Christ as Lord.

- Baptism shall be by immersion in water.
- Baptism occurs after a person is regenerated (born again). It is an act of obedience after an individual is saved and is a public declaration of an individual's decision and desire to be a follower of Christ.
- The physical act of baptism (immersion) does not save a person, but reflects the salvation that has already taken place within the person.

CO 5.2 Lord's Supper

The Church shall observe the Lord's Supper as frequently as desired by the Church leadership and the congregation. Just as the elements of the traditional Passover meal that Jesus shared with His disciples were symbolic, so the elements of the Lord's Supper (the bread and the cup) are symbolic, representing Jesus' body and blood. As often as believers share in the Lord's Supper, we proclaim His death and remember His sacrifice (1 Cor 11:24-26).

WOR – PA Pastoral Absence

PA 6.1 Short-Term Absence (e.g., vacation, illness, conferences, etc.)

** Short-Term Absence is defined as 1 to 4 weeks.*

Senior Pastor. In the absence of the Senior Pastor the Associate Pastor will assume his duties.

Associate Pastor. In the absence of the Associate Pastor the Senior Pastor will assume his duties.

Minister of Worship. In the absence of the Minister of Worship the Chairperson of the Worship Music Committee will be responsible for ensuring that the Minister of Worship's responsibilities are fulfilled.

PA 6.2 Long-Term Absence

** Long-Term Absence is defined as longer than 4 weeks.
(Refer to PER-Personnel Issues & Policies)*

Senior Pastor. The Chairman of the Deacons and the Associate Pastor will be responsible for ensuring that the Senior Pastor's responsibilities are fulfilled.

Associate Pastor. The Senior Pastor and the Chairman of the Deacons will be responsible for ensuring that the Associate Pastor's responsibilities are fulfilled.

Minister of Worship. The Senior Pastor and the Chairman of the Deacons will be responsible for ensuring that the Minister of Worship's responsibilities are fulfilled.

WOR – RS Revivals & Special Services

RS 7.1 Scheduling

Periodically, revivals and special services will be scheduled. These events will be initiated and/or coordinated by Church leadership and approved by the Senior Pastor.

RS 7.2 Offerings

As deemed appropriate by Church leadership, special offerings for these events may be taken to assist with related expenses and honorariums.

RS 7.3 Guest Speakers

Guest speakers may be brought in for revivals and special services. All guest speakers will be approved by the Senior Pastor.

WOR – MS Merchandise/Product Sales in Church Foyer

The display and sale of merchandise and/or products within the church foyer may be allowed in conjunction with certain ministries involving FBC Bangs. Any questions concerning appropriateness will be decided by the Senior Pastor and/or the Deacons.

Section 3 – ADMINISTRATION: presented to the Church for consideration and approval, September 2011.

Approved October 2011

Last revised Dec 09, 2020

ADM - ADMINISTRATION

ADM – CG Church Governance & Officers:

CG 1.1 The Congregation

CG 1.1.1 General

The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the First Baptist Church Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of spiritual and temporal life of this Church.

The membership of the church shall have final authority in all matters of church governance and discipline as set forth and described in the Bylaws. The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership. The church grants the Senior Pastor and Deacon Body authority to resolve all matters of disputes concerning doctrine or interpretation of Scripture.

According to the New Testament, the Church is a regular assembly of people who profess and give evidence that they have been saved by the grace of God alone through faith in Christ alone to the glory of God alone. While the term “Church” may often refer to the universal collective of believers in Christ (i.e., the Body of Christ, the Bride of Christ) and the local meeting house where a local body of believers meet, the New Testament Church is clearly a defined local community of Christians – *a congregation of specific people committed to Christ and each other.* The Congregation refers to the local Church family and is a clearly defined community of believers who seek to live in submission to the authority of God, the Headship of Jesus Christ, and the leadership of the Holy Spirit. Based upon scriptural evidence and guidelines, the local congregation as a whole is accountable to God for all issues concerning *doctrine* (Gal. 1), *dispute among believers* (Matt. 18: 15-17, Acts 6:1-7), *discipline of*

believers (1 Cor. 5), and *membership in the congregation* (2 Cor. 2: 1-11). The New Testament charges the local Church (the Congregation) to take full responsibility for its life together. *Consequently, under God's authority and Scriptural direction, governance of the local church rests with the Congregation as a whole.*

As a Congregation we seek to establish a government for our Church family that is:

- Anchored upon the Lord Jesus Christ,
- Submitted to the leadership of the Holy Spirit and God's written Word (the Holy Scriptures),
- Entrusted by God to the body of believers who comprise its membership, and
- Vested by the Congregation in a group of elected, spiritually-qualified leaders who will lead the Congregation along the path of God's will.

Therefore, our system of government will be a *Christocracy* that blends Congregational input and accountability with elected leadership (comprised of pastoral and ministerial staff and deacons).

CG 1.1.2 Conditions & Qualifications for Membership

The New Testament encourages and expects believers to be a part of a local congregation. There are several reasons why Christians should join and participate in a local Church:

- Testimony and Assurance. When we become a part of a local Congregation, we put ourselves in a relationship with other believers in Christ and ask them to hold us accountable to live according to our testimony and Biblical expectations. Our membership in a local fellowship of Christians is that Congregation's public testimony that our life gives evidence of regeneration. While membership in a local Church does not save anyone, it does reflect that an individual has experienced salvation in Christ.
- Accountability and Spiritual Growth. As iron sharpens iron, so one person sharpens another (Prov. 27:17). Through regular fellowship of encouragement and accountability, we help each other to grow in wisdom and favor with God and men (Lk. 2: 52).
- Edify and Build-up the Church. We have a responsibility to help our fellow believers in their journey of growth and maturity. Participating in a local fellowship helps counter our wrong

individualism and helps us realize the corporate nature of Christianity.

- Sharing the Good News with the Lost. We encourage each other to fulfill the Great Commission (Matt. 28: 19-20) individually and corporately by spreading the Gospel at home and abroad.
- Doctrinal and Scriptural Faithfulness. Part of the Church's mission is to recognize, teach and defend the true Gospel and sound doctrine, and prevent perversions of it (Galatians, 1 Timothy).
- Glorify God. As Christians we are called to love each other among the fellowship of believers (Jn. 13) and live our lives, in word and deed, in such a manner that God will receive glory for our good works (1 Pet. 2:12, Matt. 5:16, Eph. 2:8-10). Our lives individually and together are to bring Him praise and glory.

CG 1.1.2.1 Qualifications for Church Membership:

Membership into First Baptist Church of Bangs, TX is open to anyone who has confessed faith in Jesus Christ as their Lord and Savior and has professed their faith through believer's baptism. Any person may offer himself/herself as a candidate for membership in this church in any of the following ways:

- By profession of faith and baptism
- By promise of "letter of recommendation" from another Baptist church of like faith
- By statement of prior conversion experience and prior baptism by immersion

After presenting himself/herself for membership, that individual's request will be voted upon at the next regularly scheduled business meeting. Should there be any dissent as to any candidate for membership, such dissent shall be referred to the Deacon body for investigation and a recommendation from the Deacons will be made to the church within 45 days. A three-fourth (75%) vote of those church members present and voting shall be required to elect such candidates to membership.

A church member has the freedom to withdraw his/her membership at any time via a written request submitted to the church office.

Upon evidence that a Church member has joined another Church not affiliated with Southern Baptists, FBC will remove that individual from its membership.

CG 1.1.3 Duties & Expectations of Members *(this section revised 2015-08-26; and 2020-12-09)*

By choosing to become a part of this Congregation (the Church family), each individual agrees to commit to the Church by seeking to faithfully fulfill the following expectations and responsibilities:

- Regular attendance and involvement. Members should regularly be present at congregational meetings for worship, Bible study, fellowship, and encouragement (Heb. 10:25). Active involvement encourages the fellowship of believers and gives a witness to others that you are seeking to serve Christ.
- A lifestyle that reflects holiness. Members should live lives consistent with Biblical instruction, guidelines and principles. Members must remember that our lives should give testimony of Christ and His saving grace. Thus we should avoid entanglement in sin and avoid the appearance of evil. We should abstain from pride, selfishness, greed, gossip, and backbiting. We also believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10; Rom 1:21-2:8).
 - It should be noted that FBC Bangs recognizes and upholds the Biblical definition of marriage as the union of one man and one woman as husband and wife, and that marriage is the only legitimate and acceptable sexual relationship.
 - Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, FBC Bangs will only recognize marriages between a biological man and a biological woman. Additionally, the pastors, ministers and staff of the Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of FBC Bangs shall only host weddings between one man and one woman.
 - Furthermore, FBC Bangs recognizes that gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. We affirm God's good design that gender identity is determined by biological sex at birth and not by one's self-perception; and find no biblical foundation for a "third gender." Consequently,

we oppose transsexualism, transgenderism, and all efforts to alter one's biologically determined gender identity; and we will not recognize any gender identity other than that which is biologically determined at birth for each individual.

- Participation in the Lord's Supper. Members should regularly and consistently share in the Lord's Supper with the Congregation. Jesus said that the bread and the cup represent a "new covenant" and that we should remember Him and His sacrifice through this symbolic act. (Lk. 22:17-20; 1 Cor. 11:23-33)
- Regular investment of their spiritual gifts, talents, and service. Members should regularly exercise their spiritual gifts within the fellowship in order to help equip the body and enable the congregation to function in a healthy and appropriate manner. Members should consistently offer their abilities and time to serve the needs of the congregation and aid in the work of the Church. (Matt. 25:14-30)
- Regular prayer and financial support. Members should regularly pray for the Church and financially contribute (tithe and offerings) to the ongoing needs and work of the Congregation. (1 Cor. 16:2; Matt. 23:23; Matt. 6:19-24; 1 Tim. 6:6-10, 17-19; Mal. 3:6-12; Psa. 24:1)
- Love one another. Members should demonstrate love and kindness toward each other. Our lives and attitudes should be a reflection of the love of Christ. Jesus said it is by our love for each other that the world will know we are His disciples. (Jn. 13:34-35, 15:9-12; Eph. 4:29-32; Gal. 6:10)
- Affirm the tenets of the Constitution and Bylaws of First Baptist Church. Members should demonstrate their agreement with the Church's Constitution and Bylaws through their confession and conduct; and consent to abide under the Congregation's authority in matters of membership, doctrine, dispute, and discipline.
- Consistent participation in Church Business Meetings. Members should be informed and involved in the affairs and decisions of the congregation. Regularly scheduled business meetings will be held at a time designated by the Church.

CG 1.1.4 Rights of Membership

Membership in First Baptist Church carries the following rights:

- To attend all regular services and activities of the church.
- To participate in church business meetings.

- To vote your conscience, if 16 years of age or older, without fear of retribution or retaliation. [While any member may give voice to his/her opinions and convictions, the nature of finances, personnel, and church direction requires sufficient maturity to understand the requirements, implications, consequences and complexities of such issues. Thus to help ensure an informed vote, a member needs to be at least 16 years of age.]
- To use church facilities for social gatherings such as weddings, funerals and reunions at a member rate as outlined in the *Building Use Policies*.
- To expect the church to keep personal contributions private and be able to expect that any who deal with such things for accounting purposes will do the same.
- To serve on committees, panels, ministry teams, boards, etc. when officially requested or nominated and, when required by the Bylaws, approved by the congregation.
- To be considered for leadership positions contingent upon qualifications for those positions and approval by the congregation.
- To meet with church leadership individually or as a group for prayer, guidance and clarification of doctrine, church goals and ministry objectives.
- To expect confidentiality when sharing personal information with church leaders unless a compelling legal reason exists for that confidentiality to be broken.
- To be held accountable for your conduct when that conduct brings dishonor to the name of Jesus Christ and to this church body.
- To transfer membership to another church fellowship upon a written request from the new church fellowship.

CG 1.1.5 Watchcare Membership

Temporary residents in this area such as college students or military personnel who are seeking a place of spiritual accountability, fellowship and a place to serve may affiliate with this Church without severing connections from their home church.

Under Watchcare, an individual becomes a part of the Church family, but retains membership in his/her home church. Watchcare members will be welcome to participate in all church events, and share all rights with regular members except voting and serving as a deacon.

To join as a Watchcare member, an individual needs to express that interest to the Church leadership and be approved by the congregation.

CG 1.1.6 Discipline of Members and Rescinding Church Membership

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled and struggling member. The attitude of members toward one another shall be guided by a concern for redemption and restoration rather than punishment.

Should some serious situation exist which would cause a member to become a liability to the general welfare and testimony of the church, the Church leadership will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-17 [beginning first by addressing the issue with the individual on a “one-to-one” basis; then if needed, by two or three; then if still needed, the issue will be brought before the Church].

To protect the privacy of the individual and the legal liability of the church, great care will be exercised in limiting the details that are disclosed to the whole church prior to official church action. A church member has the freedom to withdraw his/her membership at any time via a written request submitted to the church office.

If it becomes necessary for the church to take action to rescind an individual’s church membership, a three-fourths (75%) vote by ballot of the members voting is required; then the church may proceed to declare the person to be no longer in membership of FBC Bangs. All such proceedings shall be pervaded by a spirit of Christian humility, kindness and mercy.

The church may restore to membership any person whose membership was previously rescinded, upon request from that person, and by vote of the church upon evidence of that person’s repentance and reformation.

CG 1.1.7 Church Business Meetings

Regularly scheduled business meetings are for the purpose of assisting the congregation in discussing issues and making decisions that affect the Church. Regularly scheduled business meetings will be held at a time designated by the Church.

CG 1.1.8 Special Called Business Meetings

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

CG 1.1.9 Quorum

A quorum consists of those members present at the regularly scheduled business meeting or a properly called special business meeting.

CG 1.1.10 Voting

Unless otherwise specified, approval of recommendations and motions shall be by a simple majority of those members, 16 years of age and older, who are voting. [While any member may give voice to his/her opinions and convictions, the nature of finances, personnel, and church direction require sufficient maturity to understand the requirements, implications, consequences and complexities of such issues. Thus to vote, a member needs to be at least 16 years of age.]

CG 1.1.11 Rules of Order *(this section revised May 24, 2017)*

The Senior Pastor will serve as the moderator of all business meetings. If the Senior Pastor is unable to serve as the moderator, he will designate someone to act temporarily in his place. During times the church is without a Senior Pastor, the chairman of Deacons will serve as the moderator. If, during that time, the chairman of Deacons is unable to serve as the moderator, he will designate someone to act temporarily in his place.

The moderator shall conduct business meeting procedures according to a sense of fairness, common sense, and the spirit of 1 Corinthians 14:40 ("Let all things be done decently and in order") – ensuring that all members present at the meeting have the opportunity to be heard.

To help ensure that members are informed about issues for discussion and decision, the business meeting agenda will be made available on the Sunday prior to the regularly scheduled business meeting. All items of business for which a decision will be made must be presented to the church office no later than one week prior to the scheduled business meeting, so that it may be included in the printed business meeting agenda.

CG 1.1.12 Constitution and Bylaws Amendments

Changes in the Constitution and Bylaws may be made at any regularly scheduled business meeting of the Church. Each proposed amendment must be presented in writing at a previous business meeting with sufficient copies available for those present. Amendments to the Constitution require a three-fourths vote (75%) of the members voting. Amendments to the Bylaws require a simple majority of the members voting.

CG 1.2 Senior Pastor

The position described below helps further the religious mission of the Church and requires that anyone in this position agrees with and adheres to the FBC Constitution & Bylaws, particularly section CG 1.1.3 – Duties & Expectations of Members.

CG 1.2.1 Purpose & function

- The Senior Pastor is responsible for leading the Church to function as a New Testament church.
- The Senior Pastor will lead the congregation, various committees and organizations, and the Church staff in advancing the Kingdom of God.

CG 1.2.2 Eligibility

- Male – 1 Tim 2:12, 3:1-7; Titus 1:5-9
- Called of God
- Member of the Church
- Qualifications as described in 1 Tim 3:1-7, Titus 1:5-9, 1 Pet 5:1-4

CG 1.2.3 Responsibilities

- Hear from God and follow the leadership of the Holy Spirit.
- Faithfully preach and teach the Word of God.
- Proclaim the Gospel (Good News).
- Shepherd the congregation.
- Equip the saints for the work of service and to build up the body of Christ. (Eph. 4:11-16)
- Provide leadership to the ministries of the Church.
- Work with the Church staff and Deacons in accomplishing the ministries of the Church.
- Help the Church pursue a God-given vision and fulfill its Biblical mission.
- Preside at meetings of the Church.

CG 1.2.4 Selection Process

- A Senior Pastor will be chosen and called by the Church whenever a vacancy in this office occurs.
- The Deacons will initiate the process for seeking a new Senior Pastor.
- The Deacons will lead the congregation in selecting a Senior Pastor Search Committee.
- The Search Committee will seek the leadership of the Holy Spirit in securing nominations and reviewing qualified candidates for the Senior Pastor position.
- While maintaining confidentiality throughout the search process, the Search Committee will make regular reports to the Church pertaining to its progress.
- When the Search Committee has agreed upon a candidate, it will recommend the candidate to the Church and invite the candidate to FBC "in view of a call." The candidate will be asked to preach and opportunity will be provided for the Church to visit with the candidate.
- In order to prevent confusion and competition, only one candidate at a time will be considered by the Church.
- The election of the Senior Pastor will take place at a special meeting called for that purpose.
- At least one week's notice will be given before the election.
- Election will be by ballot.
- An affirmative vote of three-fourths (75%) of those members present is required in order to extend a call to a candidate.
- The Senior Pastor, thus elected, shall serve until the relationship is discontinued at his request or the Church's request.

CG 1.2.5 Resignation or Removal from Office/Service

The Senior Pastor may relinquish his office by giving at least two week's notice to the Church.

The Church may seek removing the Senior Pastor from office based upon the pastor's inability to serve or being Biblically unqualified (1 Tim. 5:19-20). The following guidelines shall apply:

- Written Scriptural reasons, with signature(s), must be provided to the Deacon Body.
- The reasons must be substantiated (first-hand knowledge, not hear-say) by two or more witnesses (1 Tim. 5:19).
- A special meeting must be called for the express purpose of removing the Senior Pastor from office with at least one week's public notice given.

- The special meeting may be called upon the recommendation of two-thirds (2/3) of:
 - The Deacon body, and
 - The Personnel Committee
- The moderator for this meeting shall be the Chairman of the Deacons, or his designee.
- The vote to declare the office vacant shall be by ballot. An affirmative vote of a majority of the members present is necessary to declare the office vacant.
- The termination shall be immediate and the Church may compensate the pastor up to, but not to exceed, one-third of his annual salary as determined by the Deacon Body.

CG 1.2.6 Departure of Senior Pastor

CG 1.2.6.1 Leadership during interim period

Upon the departure of the Senior Pastor, the Deacon Body will provide leadership to the Church during the interim period until a new Senior Pastor is elected.

CG 1.2.6.2 Pulpit Supply

The Deacons will be responsible for securing pulpit supply during the interim period.

CG 1.2.6.3 Interim Pastor

The Deacons may decide and recommend to the congregation that an Interim Pastor be selected until a new Senior Pastor is elected. The Deacons will recommend to the congregation for its approval the parameters and conditions of the service provided by the Interim Pastor, including but not limited to: specific responsibilities, financial remuneration, travel expenses, special functions, period of service, and arrangements for when the Interim is absent.

CG 1.3 Other Pastoral and Ministry Positions

Positions described below help further the religious mission of the Church and require that those occupying any pastoral or ministerial position agree with and adhere to the FBC Constitution & Bylaws, particularly section CG 1.1.3 – Duties & Expectations of Members.

CG 1.3.1 Purpose & function

Pastoral and ministerial staff shall be called and employed as the Church determines the need for such offices and positions. A job description shall be written when the need for a staff member is determined.

CG 1.3.2 Eligibility

- Called of God
- Equipped for the purpose of the designated ministry
- Member of the Church

CG 1.3.3 Responsibilities

Responsibilities will be determined by the written job description and the Senior Pastor.

CG 1.3.4 Selection Process

- A Search Committee will be created for the purpose of recommending a candidate to fill the pastoral/ministerial position.
- The Search Committee will seek the leadership of the Holy Spirit in securing nominations and reviewing qualified candidates for the position.
- While maintaining confidentiality throughout the search process, the Search Committee will make regular reports to the Church pertaining to its progress.
- When the Search Committee has agreed upon a candidate, it will recommend the candidate to the Church and invite the candidate to FBC “in view of a call.” Opportunity will be provided for the candidate to be introduced to and visit with the congregation.
- In order to prevent confusion and competition, only one candidate at a time will be considered by the Church.
- The election of any candidate to a pastoral/ministerial position will take place at a special meeting called for that purpose.
- At least one week’s notice will be given before the election.
- Election will be by ballot.
- An affirmative vote of three-fourths (75%) of those members present is required in order to extend a call to a candidate.
- The candidate, thus elected, shall serve until the relationship is discontinued by the minister’s request or the Church’s request.

CG 1.3.5 Resignation or Removal from Office/Service *(revised 10/13/2021)*

Those serving in other pastoral and ministry positions may relinquish their position by submitting their letter of resignation to the Senior Pastor and giving at least two weeks’ notice.

Should the individual serving in a pastoral or ministry position demonstrate behaviors and/or attitudes that are deemed inappropriate, detrimental to the church or to their respective area of responsibilities

and ministry, and/or defiant of church leadership, the Senior Pastor, in coordination with the Personnel Committee, may dismiss this individual. Upon such a decision, the termination shall be immediate, and the church will be informed of the decision in an appropriate manner at an appropriate time. As with all human resource matters, sensitivity, respect, and care will be given in relation to personnel issues and the nature of the departure.

CG 1.3.6 Grievance Procedure *(added 10/13/2021)*

This grievance procedure has been developed to assist FBC employees in resolving problems.

Employees should always attempt to resolve any grievances informally through their immediate supervisor. When an employee has not received satisfactory resolution of his/her problem through informal methods, the employee should consult the Senior Pastor or Chairperson of the Personnel Committee. If the employee considers the issue still not adequately resolved, the employee should petition the Personnel Committee (through the Chairperson) for a formal meeting. The majority opinion of the Personnel Committee is final.

If the Senior Pastor is the subject of the grievance, the grievant should attempt to resolve the matter informally with the Senior Pastor. If the grievant is still not satisfied, he/she should petition the Personnel Committee (through the Chairperson) for a formal meeting. The majority opinion of the Personnel Committee is final.

Employees will not be subject to intimidation or other negative treatment for initiating a grievance.

CG 1.4 Deacons

The position described below helps further the religious mission of the Church and requires that those in this position agree with and adhere to the FBC Constitution & Bylaws, particularly section CG 1.1.3 – Duties & Expectations of Members.

CG 1.4.1 Purpose & Responsibilities

According to Acts 6:1-6, Deacons are to:

- Care for the physical/temporal needs of the congregation.
- Promote unity within the fellowship.
- Support the ministry and service of the Word.
- Direct and lead Church ministries.
- Assist the Senior Pastor in Church leadership and administrative responsibilities (in the absence of other elected elders).

All Deacons shall agree with and abide by the *Deacon Operational Guidelines* as established and maintained by the Deacon body. This document establishes clear expectations of service and ministry involvement, and promotes accountability among the Deacons.

CG 1.4.2 Eligibility (Acts 6:3 and 1 Tim 3:8-13)

- Good reputation
- Full of the Holy Spirit
- Full of wisdom
- Qualifications as described in 1 Tim 3:8-13
- Member of the Church

CG 1.4.3 Selection Process

CG 1.4.3.1 Election of Deacons

- The election process shall be initiated by the Senior Pastor and the Deacon Body, and the number of new Deacons needed.
- A nomination process will be established whereby the congregation can recommend individuals to serve.
- Nominees will be screened by a committee of the Deacons, and pending approval, will be presented to the Church.
- Before being presented to the Church, nominees must agree to serve and commit to fulfill the expectations of the office of Deacon as expressed in the *Deacon Operational Guidelines*.
- If not previously ordained, then the individual will be ordained by FBC Bangs.

CG 1.4.3.2 Previously Ordained Deacons (section revised 2013-03)

- There shall be no obligation on the Church's part to accept or appoint an individual who served as a Deacon in another Church.
- In such instances where that individual is nominated by the congregation to serve as a Deacon, his previous ordination by another church of like faith and order shall suffice for this Church.
- To provide sufficient opportunity for the Church to observe faithful attendance, ministry involvement and service, there shall be a waiting period of no less than six months before a Deacon ordained at another church is eligible for election to serve as a Deacon at FBC Bangs.

- In such cases where the Deacon Body would like to add a previously ordained deacon to the active Deacon Body outside of the regular Church-wide nomination process (whether that person was ordained by another Church or was previously ordained by FBC Bangs and moved away), the Deacon Body will make a recommendation at a regularly scheduled business meeting for Church approval. Such recommended deacons must still satisfy the above referenced eligibility requirements (CG 1.4.2) and waiting period.

CG 1.4.5 Removal from Office/Service

It is expected that elected Deacons will faithfully attend Church and be actively involved in the life and ministries of the Church. Deacons must also remain committed to fulfilling the obligations and expectations of the office of Deacon.

The Deacon body will establish clear expectations of service and ministry involvement in order to promote accountability among the Deacons. The Deacon body will also establish guidelines for removing a Deacon from office and service. [Re: the *Deacon Operational Guidelines*]

Should a Deacon no longer be eligible or able to serve, or not able to fulfill the requirements and expectations of the office, the Deacon body will determine the appropriate measures for addressing that situation. If a Deacon can no longer actively serve, the Deacon body will decide if that Deacon should have Emeritus status (a status honoring years of faithful service) or Inactive status. A Deacon may choose to voluntarily take a sabbatical due to life circumstances that make active service difficult or impossible. The Deacon body may also place a Deacon on Inactive status for accountability and disciplinary reasons. A Deacon on Inactive status may formally petition, in writing, the Deacon body to be reinstated to Active status. The Deacon body will consider and decide each such petition based upon the circumstances involving that individual.

CG 1.4.6 Leadership during interim period without Senior Pastor

Upon the departure of the Senior Pastor, the Deacon body will provide leadership to the Church during the interim period until a new Senior Pastor is elected.

CG 1.5 Church Administrative Support Staff

The positions described below help further the religious mission of the Church and require that those in these positions agree with and adhere to the FBC

Constitution & Bylaws, particularly section CG 1.1.3 – Duties & Expectations of Members.

CG 1.5.1 Office Manager & Financial Secretary

The Church Office Manager & Financial Secretary shall oversee all activities of the main church office and carry out the accounting activities of the Church; ensure effective office operations and functionality; assist in the creation and coordination of the Church calendar; create a welcoming environment within the Church office; maintain appropriate office supplies and equipment; assist in the scheduling of Church facilities; supervise the Office Assistant and Church housekeeping efforts; assist in the coordination of Church maintenance and other Church-related projects; coordinate the day-to-day financials of the Church; and serve as the Church Clerk to maintain proper records. *(Revised 3/13/2019)*

CG 1.5.2 Office Assistant

The Office Assistant shall work with the Church Office Manager to ensure effective office operations and functionality; create a welcoming environment within the Church office; and assist in completing specified office projects as directed by the Office Manager and Pastoral staff.

CG 1.5.3 Custodial Staff

The custodial staff shall ensure the facilities of the Church are kept clean, healthy, and well-maintained for worship services, ministry programs, weddings, funerals, fellowships, special programs, and other services as needed.

CG 1.5.4 Selection process

As current or new staff positions become available, the Senior Pastor and Personnel Committee will affirm the need to fill the position, verify the job description, and coordinate the hiring process.

CG 1.5.5 Other positions as needed

As specific needs arise, additional support staff positions may be established by the Church in order to better serve the needs of the congregation and Church ministries. Such positions will be recommended by the Senior Pastor and Personnel Committee, and approved by the Church.

CG 1.5.6 Grievance Procedure *(added 10/13/2021)*

This grievance procedure has been developed to assist FBC employees in resolving problems.

Employees should always attempt to resolve any grievances informally through their immediate supervisor. When an employee has not received satisfactory resolution of his/her problem through informal methods, the employee should consult the Senior Pastor or Chairperson of the Personnel Committee. If the employee considers the issue still not adequately resolved, the employee should petition the Personnel Committee (through the Chairperson) for a formal meeting. The majority opinion of the Personnel Committee is final.

If the Senior Pastor is the subject of the grievance, the grievant should attempt to resolve the matter informally with the Senior Pastor. If the grievant is still not satisfied, he/she should petition the Personnel Committee (through the Chairperson) for a formal meeting. The majority opinion of the Personnel Committee is final.

Employees will not be subject to intimidation or other negative treatment for initiating a grievance.

CG 1.6 Church Committees

The committees described below help further the religious mission of the Church and require that those serving on a committee agree with and adhere to the FBC Constitution & Bylaws, particularly section CG 1.1.3 – Duties & Expectations of Members.

CG 1.6.1 Nominating Committee

The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. It also secures commitments from church members to serve on all committees needed by the church. Persons considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve.

CG 1.6.2 Personnel Committee

The Personnel Committee assists the church in matters related to employed personnel including those called by church action. Their work includes such areas as recommending staff needs, employment, policies, job descriptions, and personnel services.

CG 1.6.3 Budget & Finance Committee

The Budget and Finance Committee coordinates the development of the annual church budget and gives general oversight to the financial concerns of the Church using sound principles of financial management.

It works with the treasurer in the preparation and presentation of required reports regarding the financial affairs of the church.

CG 1.6.4 Missions Committee

The Missions Committee assists the Church in prioritizing mission efforts and activities, informing the congregation of mission opportunities, and setting Church giving goals for special mission offerings of Southern Baptists and Texas Baptists.

CG 1.6.5 Special Events Committee

The Special Events Committee plans and coordinates special events and activities on behalf of the Church. These events may be scheduled through the annual calendar planning process, as well as ad hoc events/activities that may arise by church leadership initiative.

CG 1.6.6 Building & Grounds Committee

The Building & Grounds Committee is responsible for assisting the church in ensuring the proper functioning, safekeeping, protection, maintenance and repair of all Church facilities, grounds, parking lots, machinery and operating equipment, including heating, cooling and lighting. It also is responsible for the maintenance and use of transportation vehicles, trailers, and associated equipment.

CG 1.6.7 Benevolence Committee

The Benevolence Committee assists the church in meeting the benevolent needs that exist within the church family and within the Bangs community. Guidelines for distributing Church resources are established by the committee.

CG 1.6.8 Outreach and Follow-up Committee

The Outreach and Follow-up Committee assists the Church by providing leadership, direction, and coordination of Church efforts in follow-up visitation with visitors at church and special events, providing personal contact with visitors at special events, and publicizing outreach events.

CG 1.6.9 Hospitality Committee

The Hospitality Committee assists the Church by providing a welcoming environment to all those who worship at First Baptist Church. This includes members of the church as well as visitors who may need assistance in locating a Sunday School class, nursery or other facilities.

CG 1.6.10 Member-Care Committee

The Member-Care Committee assists the Church by helping new members build connections and assimilate with the congregation,

coordinating efforts to reach out to those Church members who have missed Church for several weeks (so they know that we care for them and they don't "fall through the cracks"), and visiting those of our congregation who are in the hospital, nursing home and shut-ins.

CG 1.6.11 Ad Hoc Committees

As specific needs arise, additional committees may be established by the Church in order to better serve the congregation and effectively address ministry concerns. Such committees will be recommended by the Senior Pastor and approved by the Church.

CG 1.7 Trustees *[Revised 2020-12-09]*

The position described below helps further the religious mission of the Church and requires that those in this position agree with and adhere to the FBC Constitution & Bylaws, particularly section CG 1.1.3 – Duties & Expectations of Members.

In property matters, the church will select Trustees to serve as the congregation's official signatories and title -holding agents. The church membership has the final authority to direct the Trustees to sign official documents and mortgage or sell the Church's real and personal property, upon a specific vote of the Church authorizing each action. Under the supervision of the congregation, Trustees will execute and manage documents for key church resources and properties, as well as provide signatures for all legal documents involving the church. Pertaining to any and all legal and binding documents, agreements, and contracts executed on behalf of the church, two (2) trustee signatories are required. As servant stewards over the property and resources of others, Trustees will adhere to the established usage, customs, practices, and doctrines of the FBC family and will operate under the authority of the Church and its recognized leadership.

When so authorized and directed, the Trustees will have the full power and authority to:

- purchase, lease and acquire property by gift, devise or bequest
- to hold, mortgage, convey and dispose of all kinds of Church-held property
- execute all contracts, deeds, mortgages, or other instruments
- negotiate settlements and legal disputes as warranted

Trustee Qualifications. The Board of Trustees will consist of 3 to 6 individuals recommended by the Deacon body and approved by the church. At least one Deacon must serve on the Board of Trustees.

A person must be proven a trustworthy steward and faithful contributor to FBC Bangs before being given the responsibility of acting on behalf of the congregation as a Trustee. A Trustee's tenure is a minimum of 3 years. Open-ended tenure is necessary to maintain the continuity needed for this title-holding function. After serving 3 years in this position, a person's continued service will be by recommendation of the Deacon Body and approval by the church.

The Chairperson of the Trustees serves as a coordinator for the Board and its activities. The Trustee Chairperson will be elected annually from among and by the current Trustees. They must meet collectively at least annually and more often if needed. Minutes of their meetings must be taken and maintained. All minutes, records, and official documents are church property and will be kept in the Church office.

ADM - BO Church Business Office

BO 2.1 Office Hours

BO 2.1.1 Regular office hours

The Church office will maintain regular office hours as specified in the Personnel Manual.

BO 2.1.2 Weather-Related Closing

Weather related closings will be at the discretion of the Sr. Pastor and Chairman of Deacons.

BO 2.1.3 Holidays

The Church Office will be closed on holidays as identified in the *Personnel Vacation and Leave Policy* and approved by the annual Church calendar.

BO 2.2 Office Technology

BO 2.2.1 Telephone and Copiers

Telephones and copiers are provided for official church use and are available in the church office.

BO 2.2.2 Computers

Computers are provided to the church staff as needed. Individual staff may also use their personal computers when deemed appropriate.

BO 2.2.3 Internet Use

BO 2.2.3.1 Access & Permission

Internet access is provided within the church office. Permissions for access must be granted by the Office Manager.

BO 2.2.3.2 Proper Use

It is expected that all church staff and anyone accessing the Internet through church equipment will use the Internet for professionally appropriate purposes. Discretion and discernment should be exercised when using the Internet in order to avoid unseemly websites and the appearance of evil. Christ-like integrity and conduct is expected at all times.

BO 2.3 Contribution Records

BO 2.3.1 General/Cash Contributions

General and cash deposits are made on the Monday following Sunday Services or as soon as possible thereafter.

BO 2.3.2 Posting

Posting of contributions is made following the deposit.

BO 2.3.3 Retention of Records

Contribution records will be kept according to current IRS guidelines.

BO 2.3.4 Non-Cash Contributions

A contribution statement is given to those making a non-cash donation.

BO 2.3.5 Designated Gifts

BO 2.3.6.1 Definition & Examples

A designated gift is one that is given for reasons other than for general budgeted expenses; such as mission offerings, benevolence offerings, etc. All designated gifts must comply with current IRS guidelines.

BO 2.3.6.2 Activity Accounts

Activity Accounts are accounts established annually for the purpose of receiving and dispersing of designated monies.

BO 2.4 Benevolence Requests

BO 2.4.1 Benevolence Committee

The Benevolence Committee consists of church members approved by the congregation who determine the appropriateness and approval of benevolence requests and needs in our church and community.

BO 2.4.2 Procedures

A *Request for Assistance* form must be filled out and presented to the Benevolence Committee for approval. That form is available in the church office and must be submitted to the church office. Those requesting assistance must meet one of the following criteria:

- Members of FBC Bangs
- Individuals/families living in the Bangs city limits (or)
- Individuals/families who have a child attending one of the Bangs schools (or)

The committee may make exceptions in special circumstances.

BO 2.5 Master Keys

BO 2.5.1 Distribution of keys

Church Staff and designated approved members of the Church will have possession of keys after filling out the required Key "Check-Out" Form. A list of those having possession of keys will be maintained and kept in the Church Office.

BO 2.5.2 Responsibility

It is the responsibility of those possessing keys to maintain the security of the buildings, not loan out keys to anyone, and return keys to the Church Office at the designated time. They are also accountable for loss of keys and replacement cost or rekeying if deemed necessary.

BO 2.5.3 Duplication

Only the Office Manager and/or Sr. Pastor are authorized to have keys duplicated.

ADM - FA Facilities (this section revised August 26, 2015)

Purpose: The Church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the Church's faith or moral teachings which are summarized in the Church's Constitution & Bylaws. Nor may Church facilities be used for activities that contradict, or are deemed inconsistent with, the Church's faith or moral teachings.

This restricted facility use policy is necessary for two important reasons. First, the Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Church's beliefs would be material cooperation with that activity, and would be a grave violation of the Church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22)

Second, it is very important that the Church present a consistent message to the community, and that the Church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the Church faith would have a severe, negative impact on the message that the Church strives to promote. It could also cause confusion and scandal to Church members and the community because they may reasonably perceive that by allowing use of our facilities, the Church agrees with the beliefs or practices of the persons or groups using its facilities.

This policy applies to all Church facilities, regardless of whether the facilities are connected to the Church's sanctuary, because the Church sees all of its property as holy and set apart to worship and serve God. (Col 3:17)

FA 3.1 Buildings

FA 3.1.1 General Guidelines for Use
 See the *Building Use Policy*.

FA 3.2 Grounds

All Church grounds will be maintained to ensure functionality and appearance. Maintenance such as mowing, edging, tree trimming, property clean-up, and upkeep on parking lots will be conducted through contract labor (as needed) and volunteer labor.

FA 3.3 Electrical / Water System / Gas

FA 3.3.1 Location of Shut-offs.
Diagrams will be posted in the Church office and other appropriate locations.

FA 3.3.2 Emergency Procedure.
Procedures will be posted in the Church office, Church foyer, youth building, children's wing, gymnasium, and fellowship hall.

FA 3.4 Vans

FA 3.4.1 CDL Requirement

None required for 15 passenger van

FA 3.4.2 Driver Background Check

DL # and DOB are required by insurer in order to check driving record.

FA 3.4.3 Adult Driver Requirement

All requirements to drive a Church van must follow the guideline expressed by the insurance policy. Drivers must be 21 years of age with a good driving record. When possible, preference will be given to drivers 25 -65 years old.

FA 3.4.4 Fuel & Maintenance

Van must be filled up when returned to the Church. A check list in the Church Office must be completed and returned along with keys. The Building and Grounds Committee is responsible for making periodic checks for maintenance and operation.

FA 3.4.5 Cleaning the Vans

The reserving party is responsible for cleaning trash and spills upon returning the vans(s). A check list must be completed and returned along with keys. The Building and Grounds Committee is responsible for making periodic checks for cleanness.

FA 3.5 Insurance

Full insurance coverage is maintained on all vans, as well as the trailer(s).

ADM - FI Financials

FI 4.1 Deposit Procedures & Reconciliation *(Revised 02-13-19)*

To protect the integrity of the process and those individuals involved in handling weekly donations, the following procedure will be implemented:

- Each offering taken on Sunday morning will be counted and placed in a lockable bank bag with a count receipt. A separate bank bag will be used for each offering received on Sunday morning:
 - 1) The Sunday School offering,
 - 2) The Worship Service Offering, and
 - 3) Any additional special offerings that might be received during the morning service (i.e., Annie Armstrong, Lottie Moon, Mary Hill-Davis, etc.)
- Two different people (from the Ushers, Deacons, or other approved individuals) will together:
 - 1) Count each offering,

- 2) Sign a receipt identifying the amount of each respective offering,
 - 3) Place the money, checks, and signed receipt in the lockable bank bag,
 - 4) Close and lock the bank bag, and
 - 5) Leave a duplicate copy of the signed receipt on the church premises.
- Following the morning service and counting of the various offerings received, an appointed individual will take the respective bank bags and drop them into the “night deposit” window of the bank.
 - On the first business day following Sunday, the Office Manager/Financial Secretary will:
 - 1) At the bank, count the amount of donations in each respective bank bag,
 - 2) Verify the accuracy of the amount in each bag as indicated on the enclosed receipt, and
 - 3) Deposit all received monies into the church’s bank account.
 - 4) If there is a variation between the Financial Secretary’s count and the amount indicated on the enclosed signed receipt from Sunday morning, a written notice of the difference must be provided to the Senior Pastor for permanent record and audit purposes.
 - 5) All weekly signed receipts and weekly bank deposit slips are to be kept in the church office for permanent record and audit purposes.
 - Any monies received during the week, such as Wednesday evening meal receipts and/or additional donations to the church, will be deposited in the bank by Friday or the last business day of the week. All weekly bank deposit slips are to be kept in the church office for permanent record and audit purposes.

FI 4.2 Financial Reports

FI 4.2.1 Monthly

A Financial Report of all accounts is printed monthly and presented to the church body.

FI 4.2.2 Annual

The December report also serves as the annual accumulative report.

FI 4.3 Purchasing Procedures

A Purchase Order is required prior to the purchase of an item. A signature from the Budget and Finance Committee is required prior to a purchase totaling \$500 or more.

FI 4.4 Audit

FI 4.4.1 Committee

The Audit Committee is responsible for reviewing the church's monthly bills, checks and financial reports, and accounting entries. The Committee seeks clarification on any questions relating to the same and offers suggestions where improvements can be made in procedure in order to provide sound and safe accounting practices.

FI 4.5 IRS Status 501C3

FI 4.5.1 Filing of Annual IRS Report

W-2's and 1099's are issued annually and filed with the IRS. Payroll taxes are deposited monthly and quarterly reports (941) are made to the IRS.

FI 4.6 Solicitation of Donations to the Church

Soliciting donations from local businesses and individuals on behalf of the church must be approved through the church office. An official letter authorizing the solicitation will be provided to those seeking donations on the church's behalf.

FI 4.7 Reimbursements

Reimbursements are made for qualifying purchases by filling out a required Purchase Order.

FI4.8 Budget & Budgeting Process (section revised 2013-03)

The Budget and Finance Committee will initiate budget requests from church ministries and committees in order to prepare a workable church budget. The Proposed Budget will be made available for review prior to being voted on by ballot at a regularly scheduled Business Meeting or a Special Called Business Meeting. Budget approval will take place prior to the beginning of the new calendar year.

ADM – SC Security

SC 5.1 Emergency Plans

Emergency plans concerning fire, tornado and severe weather shall be established and kept in the Church office.

SC 5.2 Opening & Closing Buildings

SC 5.2.1 Keys

Custodial staff will have access to all building keys to unlock and secure all doors as needed. Doors are unlocked prior to all scheduled services and other activities and secured following the event.

SC 5.2.2 Lighting

Custodial staff maintains lighting as needed, including turning on outside security lights.

SC 5.2.3 Thermostat Settings

Thermostats in each building are set and maintained by the custodial staff prior to and after services and activities. Adjustments are made seasonally.

ADM – PM Property Management

PM 6.1 Equipment Inventory

The Building & Grounds Committee will create and maintain an equipment inventory list. The list will be kept in the Church office.

PM 6.2 Routine Custodial Care

Routine housekeeping/custodial care is provided by the custodial staff.

PM 6.3 Equipment Maintenance Records

To help ensure proper functioning of church equipment, the Building & Grounds Committee will establish and maintain maintenance records. The maintenance records will be kept in the Church office.

PM 6.4 “Loaned Items” Policy

Church members are authorized to borrow on a limited basis tables, folding chairs, and miscellaneous kitchen items from the fellowship hall provided there are no scheduling conflicts with regular church activities.

Sound equipment may be borrowed only at the discretion of the minister of worship.

The following guidelines will apply:

- 1) Folding chairs and tables located in storage, in the fellowship hall, or the Sunday school classrooms are the only chairs and tables that may be borrowed. Other types of chairs and tables located elsewhere in the church shall not be borrowed.
- 2) The borrower shall complete an “Items on Loan” form listing the items to be borrowed, the date and time they will be picked up, and the date and time they will be returned. A copy of this form will be kept on file in the church office until the items are returned and checked off by the church secretary. If sound equipment is borrowed, the Minister of Worship shall have the borrower complete the form and also keep a copy on file.

- 3) The Senior Pastor, Associate Pastor, or the Office Manager shall authorize the borrowing of the all items except those related to the music ministry.
- 4) Equipment shall not be loaned in the event of a scheduling conflict with a church sponsored program or activity.
- 5) All borrowed items shall be returned in their original condition and to the original location within the church.
- 6) The borrower is responsible for any damages and possible replacement of borrowed items.
- 7) Should a member request to borrow an item that is not normally released on loan, that request will be considered by the church leadership on a case by case basis.
- 8) Non-church organizations may borrow tables and chairs provided there are no scheduling conflicts with regular church activities. A non-refundable deposit will be required before items can be released. Non-church organizations will also be required to fill out the "Items on Loan" form.

PM 6.5 "Release of Documents" Policy

Giving records shall not be released to anyone other than the person listed on the record without the written permission of the giver, unless the request is accompanied by a genuine court order.

Other records such as baptism, Church membership, etc. shall be available on request of the individual whose name appears on those records. This request may be verbal or written. When a member changes church membership to another congregation, such information that is deemed appropriate may be granted to the new congregation when officially requested.

Release of brochures, tracts and other reference materials, including all printed, audio, and video, may be loaned to Church members as deemed appropriate by the Senior Pastor/Administrator.