

**POLICY & PROCEDURES
MANUAL**

of

**First Baptist Church
Dadeville, Alabama**

Revised September 2019

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SECTION A

PROGRAM ORGANIZATIONS

POLICY & PROCEDURES - SECTION A. PROGRAM ORGANIZATIONS

All organizations of First Baptist Church shall be under church control, all officers and teachers being elected by the church and reporting regularly to the church. The nominating committee shall have the authority to recommend individuals for places of responsibility.

1. SUNDAY SCHOOL

There shall be a Sunday school divided into departments and classes for all ages and conducted under the direction of a general director for the study of God's Word.

The tasks of the Sunday school shall be to teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and denomination.

2. SMALL GROUP DISCIPLESHIP MINISTRY

The Small Group Discipleship Ministry is one aspect of the strategic vision of the church with the focus of making disciples who make disciples by meeting together, growing together, and serving together. The purpose of this ministry is to create genuine fellowship within the church that will enable church members to grow spiritually through the study of the Word of God and other biblical resources, so that we can become the servants of God we are called to be. The goals of Small Group Discipleship Ministry are four-fold:

- To provide an environment where God can continue to sanctify His people, so that we can be more Christ-like and freer from sin in our actual lives.
- To foster an environment where mutual trust is developed, so that real encouragement, correction, and accountability happens.
- To create an understanding that the Christian life is never meant to be lived in isolation; instead, we are called to care for, nurture, and love one another.
- To develop strong bonds of fellowship with brothers and sisters in Christ, so that we can stand together and stand against the rising tide of a godless culture.

In practice, Small Group Discipleship Ministry will be weekly meetings of groups ranging from 12 to 15 people at off-campus sites. Each small group is encouraged to meet no less than 2 hours per week, incorporating a time of fellowship that includes a meal; a time of prayer for the needs of group members; discussion of the resources chosen by the Small Group Discipleship Ministry coordinator in conjunction with the senior pastor; and planning for group ministry.

3. CHURCH MUSIC PROGRAM

There shall be a church music program under the direction of the minister of music. Such officers and/or organizations shall be included as needed. The mission of the music program shall be to teach music, encourage the singing of hymns, provide music and musicians for the congregational service and the organizations of the church; train persons to lead, sing, and play music; provide and interpret information regarding the work of the church and the denomination.

4. WOMEN'S MISSIONARY UNION (WMU)

The Women's Missionary Union (WMU) is the women's ministry of the church, with a holistic approach to bring all women in the church and community together in fellowship, spiritual growth, and service.

Our primary purpose is equipping women to bring glory and honor to God by providing opportunities to work in missions' ministries within the congregation, community, and the world. To that end:

- There shall be a WMU with such organizations and officers as needed.
- This program shall be directed by a WMU director who shall be recommended by the nominating committee and elected by the church.
- The task is to seek the mission of God alongside the church, through outreach from preschool to adults.
- This ministry will provide organization and leadership for special mission projects of the church; teach about and pray for missions; lead persons to participate in missions; and encourage persons to apply their knowledge and passion through giving, serving, and supporting missions and mission outreach.

5. MEN'S MINISTRY

"And let us consider one another in order to stir up love and good works." Hebrews 10:24. "As Iron sharpens Iron, so one man sharpens another." Proverbs 27:17

There shall be a men's ministry led by a committee consisting of six (6) men selected by the nominating committee. These men will serve for a period of three (3) years on a rotating basis with two (2) rotating off each year. The ministry will be led by a chairman who shall be chosen by the members of the men's ministry committee.

The men's ministry exists to strengthen relationships with Jesus and with other men. Our purpose is to strengthen our walk with God, the leadership within our homes, and the impact of our church within our community and beyond. We seek to encourage men's evangelism, fellowship, and ministry projects through planning, coordinating, and promoting each of these activities in accordance with our mission statement:

- Evangelism: Through both outreach and in-reach proclaiming the good news of Jesus Christ

- Fellowship: Through planned events which bring men together
- Ministry Projects: Through organized outreach and in-reach projects designed to encourage the use of individual spiritual gifts and promote biblical truths.

6. MISSIONS PROGRAM: PURPOSE, POLICY, COMMITTEE, PROCEDURES

I. PURPOSE

A. Definition of Missions:

Missions at First Baptist Church is defined as the fulfillment of the great commission by proclaiming the gospel of Jesus Christ through evangelism, discipling, church planting, or church development in participation with like-minded parachurch organizations and members from within the assembly at FBC and sent under her authority. We also recognize the importance of support ministries and of those meeting other human needs while carrying on these ministries in accordance with Christ's Great Commission.

B. Scriptural Purpose for Involvement in Missions:

- To fulfill the Great Commission of Christ (Matt. 28:19-20)
- To share Christ's heart for the world (Matt. 9:36-38; 18:10-14)
- To see the lost saved and brought to the knowledge of God (John 3:16; Acts 1:8; Romans 10:13-15)
- To build up the body of Christ through discipling and church planting (Eph. 4:12-16)

C. Purpose, Flexibility, and Revision of Missions Policy:

1. To help achieve a clear sense of direction
2. To build confidence and cohesion in the total church ministry
3. To promote thoughtful evaluation of crucial issues
4. To avoid making important decisions on an emotional or haphazard basis
5. To insure better stewardship of human and financial resources
6. To bring new missions committee members up-to-date and to quickly familiarize them with issues faced in the missions program
7. To maintain consistency as missions committee membership changes
8. To inform church members, ministerial staff, other committees/councils, missionaries, and agencies of the principles by which the missions committee operates

D. Flexibility of Interpretation:

Exceptions to these policies will be approved by a two-thirds majority vote of the total number of the voting members of the missions committee and approved by the senior pastor. Exceptions should be made

only after careful consideration, be recorded along with justification in the missions committee minutes as an exception and be sent to the senior pastor or staff responsible for the request.

II. MISSIONS COMMITTEE STRUCTURE:

The missions committee will consist of at least five (5) members serving a rotational three (3) year term. The senior pastor and one additional staff member will serve as *ex officio* members of the committee.

A. Recommended Criteria for Selection of Missions Committee Members:

The missions committee should be made up of both men and women of various ages and backgrounds whose lives have demonstrated the following:

- Spiritual maturity
- Active church participation and membership in good standing
- A deep interest in missions and financial support of our church missions program
- A willingness to make a sufficient time commitment to the missions program of our church
- Dependability and responsibility in discharging assigned tasks

B. Frequency of Meetings:

The missions committee will meet at least once each quarter and more frequently as needed, with intent to provide a comprehensive understanding of the missions' activities of the church.

C. Quorum:

The quorum for conducting business shall be a two-thirds majority of the voting members of the missions committee.

III. RESPONSIBILITIES OF THE MISSIONS COMMITTEE:

A. Setting Goals:

Goals, as contrasted with purposes, establish the specific items to be accomplished, when, and by whom. To be true goals, they should they should be significant, achievable, measurable, and manageable.

B. Developing Prayer Concern:

- Presentation of news and needs for special prayer from the pulpit regularly;
- Presentation of news and needs of missionaries through all church programs, the Sunday bulletin, and information placed on the lobby table;

- The development of effective men's and women's missionary support groups that will cooperate with the existing mission programs of the church;
- Encouragement of interaction between the congregation and missionaries, through prepaid airmail correspondence, adopt-a-missionary, entertaining missionaries on furlough, and visits to missionaries on the field;
- Presentation of prayer requests in a weekly prayer bulletin.

C. Scheduling Mission Conferences

The missions committee will sponsor a conference, or smaller and more frequent conferences, as the situation and personnel dictate. Conferences allow interaction with missionaries, sign up for mission trips, awareness of financial need for special projects, etc.

D. Recommending Support

It is the responsibility of the missions committee to recommend missionaries, agencies, mission partnerships, special projects, and ministries for support or removal. This can include short term trips, special needs, etc. It will also be the responsibility of the committee to carefully evaluate any and all support.

E. Caring for Furloughing and Visiting Missionaries

The missions committee is concerned about the needs of visiting and furloughing missionaries. The missions committee, in cooperation with the WMU, will seek to assist in locating and making available housing in the area, and will arrange hospitality when possible, as needed.

F. Providing Missionary Speakers

Requests for missionary speakers shall be coordinated with the church staff.

G. Establishing Financial Policies

- Submit an annual budget to the church's finance committee
- Seek to plan well enough to foresee any/all mission needs
- Make recommendations to senior pastor/staff for financial support related to missionary needs, short-term trips, speakers, etc.

H. Sponsoring Short-Term and Summer Work

The missions committee will encourage members of First Baptist Church to consider summer or short-term missionary service with approved agencies and church sponsored mission opportunities.

The missions committee will give counsel and help in selecting a

program agency and in raising needed support. Application must be made to the missions committee not less than three months, and preferably six months, in advance. (See Short-Term Missions Policy for more details).

H1. Criteria for Short-Term and Summer Candidates:

1. Active member of First Baptist Church (special cases will be reviewed by the missions committee)
2. Gives evidence of Christian walk
3. Demonstrates an interest in world missions and a willingness to consider world missions as a possible career
4. Has obtained parental approval if a minor
5. Is qualified to do the work anticipated

H2. Approval of Mission Trips/Mission Projects:

Individuals or groups who desire to conduct a mission trip/mission project under the auspices of the church must first complete an application (see pages 10-11). The missions committee will determine if an application meets the criteria for approval. Applications will be reviewed, and a decision rendered by the committee in a timely manner.

H3. Training/Orientation

Training/orientation for team members of approved mission trips/mission projects shall be provided by the team leader and shall include, at a minimum:

1. Thorough explanation of scope and nature of the trip/project
2. Thorough explanation of the trip/project costs and expectations for individual financial support
3. Cultural training based on location
4. Evangelism training (how to share faith within the cultural setting)

H4. Fundraising

Fundraising for approved mission trips/mission projects shall conform to the following:

1. Only one church-wide fundraiser may be conducted per mission trip/mission project.
2. Direct solicitation by participants for individual financial support is encouraged; however, such solicitation shall be limited to immediate family and close friends (who may or may not be members of FBC).
3. Church-wide solicitation for individual financial support shall not be allowed.
4. Upon request, and if budgeted funds are available, the missions committee may award "scholarships" to supplement

individual financial support. In instances where multiple family members are participating in a mission trip/mission project, only one scholarship may be awarded per family.

H5. Insurance

Proof of insurance, as appropriate, must be provided for all approved mission trips/mission projects.

IV. SPECIAL PROJECTS

The missions committee may from time to time present special projects, above the budget, to the church and encourage giving to them, both for the benefit of the project and as a means of missions' education. Such special projects will be submitted to the Pastor for approval. Special projects may also be funded by bequests or large one-time gifts.

First Baptist Church
Application for Approval of Mission Trip/Mission Project

Requestor Contact information

Name:

Mailing Address:

Phone:

Email:

Mission Focus

Briefly describe the location, date, scope, and nature of your proposed mission trip/mission project.

Briefly describe the estimated total cost for your proposed mission trip/mission project and how you plan to underwrite that cost (include expectations for individual financial support and plans for church-wide fundraiser, if applicable).

Briefly describe the potential impact of your proposed mission trip/mission project in sharing the gospel and in making disciples for Christ.

Briefly describe why you desire to conduct your proposed mission trip/mission project under the auspices of Dadeville First Baptist Church.

Submit this application to:
Missions Committee
First Baptist Church
178 S. Tallassee Street
Dadeville, AL 36853

Questions may be directed to:
Tera Dennis
Chair, Missions Committee
334-329-9940
terabethdennis@yahoo.com

V. GUIDELINES FOR MISSION FINANCIAL SUPPORT:

A. Application Process

Individuals or organizations requesting support must satisfactorily complete the Mission Project Financial Support Application (see pages 14-15) and attend an interview with the missions committee and senior pastor.

B. Criteria for Support

The person or organization requesting support must satisfy the FBC Missions Objectives: Send, Love, Equip (below). They must also produce credible evidence that they are believers and/or a Bible-based ministry. All missions initiatives that prove unable to meet these three areas of criteria will be terminated upon the evaluation and decision of the missions committee.

First Baptist Church Missions Objectives: Send, Love Equip

SEND

- Approved by Missions Committee
- Teams led by or containing FBC Members will involve the following
 - Scholarships offered
 - Commissioned/Prayed for in Sunday morning service
 - Testimony/ Report to the church in video form.

LOVE

- All trip activities must be loving towards the people it serves.
- Biblical love:
 - does not focus on self-glory;
 - contributes to long-term well-being;
 - does not create or perpetuate dependency on mission teams;
 - brings about practical and concrete benefit to those we serve.

EQUIP

- The overarching goal of all FBC Missions Initiatives is to create self-supporting, self-sustaining, independent churches.
- All trips will focus on some element of discipleship that is conducive to the future spiritual and economic independence of the indigenous church.

C. Candidates for Support

Those candidates for support should be current FBC members (active and/or in good standing), former members of FBC, parachurch

organizations, individuals or organizations with special connection to mission objectives, such as people groups targeted by FBC, or institutions providing mission outreach. The priority for providing support will be as follows:

- Priority 1 - FBC members serving internationally with unreached, unengaged people groups.
- Priority 2 - FBC members serving internationally with unreached people groups.
- Priority 3 - FBC members serving internationally.
- Priority 4 - FBC members serving stateside.
- Priority 5 - Non-FBC members serving internationally with unreached, unengaged people groups.
- Priority 6 - Non-FBC members serving internationally with unreached people groups.
- Priority 7 - Non-FBC members serving internationally.
- Priority 8 - Non-FBC members serving stateside.

D. Support Levels

The dollar amount of aid will be determined by the missions committee for each person or ministry and will then be submitted to the finance committee as a line item in the yearly missions' budget for the next fiscal year. That amount will be divided into twelve equal payments to be distributed each month to the recipients as designated.

E. Continuation of Support

An annual status report on form Mission Project Financial Support Application (see pages 14-15) will be submitted to the missions committee prior to June 1 for consideration of continued support. Upon this yearly review, the missions committee will present a budget to the church for approval. In addition to this yearly process, a personal interview, if possible, will be required every three years. If individuals/agencies leave the field, their support will be terminated.

FIRST BAPTIST CHURCH
Missions Committee
Mission Project Financial Support Application

Date: _____

Name

Phone _____ Email _____

Hometown Address

Hometown Church

Sponsoring Organization

- Please include literature on the organization or their purpose statement.

Mission Location

Anticipated starting and ending dates of project

Describe your primary field duties and goals:

What are your financial needs? \$ _____

What financial aid are you receiving from your stateside church?

\$ _____

What financial aid are you receiving from other sources?

\$ _____

Do you plan to seek a loan to fulfill your financial needs? _____

Please give the name, address and phone number of three (3) references.
Please include one supervisor and one co-worker.

Name _____

Address _____

City _____

State _____ ZIP _____ Phone _____

Name _____

Address _____

City _____

State _____ ZIP _____ Phone _____

Name _____

Address _____

City _____

State _____ ZIP _____ Phone _____

Date of next stateside presence: _____

Committee Action: _____

Date: _____

7. PRAYER MINISTRY:

A. Mission of the Prayer Ministry:

1. To raise awareness of the need for a comprehensive prayer strategy in the church.
2. To help individuals reclaim or renew a personal passion to pray unceasingly (1 Thess. 5:17).
3. To help reclaim or renew the congregation as a house of prayer with a passion for the lost (Matt. 21:13; Luke 19:10).
4. To link believers in prayer for evangelism and awakening (Matt. 28:16-20; 2 Chron. 7:14).
5. To facilitate training opportunities to help the church accomplish these four goals.

B. Members of the Prayer Ministry should:

1. Be identified as called of God to the ministry of prayer.
2. Understand Biblical prayer and be able to communicate it.
3. Recognize that God makes a difference through prayer in lives, situations and nations.
4. Be able to work cooperatively with church leadership.
5. Be committed to the total church program.

C. Responsibilities of the Prayer Ministry include:

1. Pray and lead others to pray.
2. Commit to serve and pray as a prayer ministry member for one year, beginning and ending terms according to the church calendar for committees. Continued service on the prayer ministry can be allowed at the ministry member's request, at the end of each year of service.
3. Commit to meet bi-monthly, following worship, for ministry member encouragement and suggestions for improvement of the overall ministry, as well as sharing of prayer experiences.
4. Commit to pray, as scheduled by the Church Prayer Coordinator in the Prayer Room, for any prayer requests received, either from the worship service or other sources as they become known, and additionally to pray for specific church concerns that arise. Commit to pray at any/all other times that the ministry member feels led to pray and to share any concerns that are revealed to them with the rest of the Prayer Ministry. Commit to being sensitive to prayer needs around them and to lift up areas of concern as soon as the team member is made aware. In other words, pray without ceasing.
5. Commit to maintaining confidentiality of all prayer concerns

of which the team member is made aware.

D. Prayer Ministry Composition:

The prayer ministry will be composed of at least 11 people: the church prayer coordinator and 10 others. The prayer coordinator was selected by the senior pastor in 2019 for an indefinite term of service, serving at the discretion of the senior pastor, or until such time as the prayer coordinator can no longer perform the duties required. In consultation with the senior pastor, the church prayer coordinator will select individuals to serve on the prayer ministry who have expressed a heart-felt desire to do so and have demonstrated a sincere passion to fulfill the responsibilities of the ministry as previously stated.

SECTION B

COMMITTEES

&

COORDINATING GROUPS

POLICY & PROCEDURES - SECTION B. COMMITTEES AND COORDINATING GROUPS

All church committee members shall be church members recommended by the nominating committee and elected by the church. The number of members on each committee and their terms of service shall be determined by the nominating committee, in consideration of the needs and functions of each committee. The senior pastor or his designated staff member will serve as a non-voting member of all committees.

1. ACREE RECREATION AREA COMMITTEE

This committee is responsible for the property management and equipment maintenance of the Clyde Acree Recreation Area located on Highway 49 North in Dadeville. The committee is tasked with access, preservation, and utilization of the property for recreation, fellowship, and outreach as a ministry of First Baptist Church.

The Clyde Acree Recreation Area committee shall consist of eight (8) active church members. Members will serve three-year terms, and two (2) members shall rotate off the committee each year.

2. BAPTISMAL/LORD'S SUPPER COMMITTEE

This committee is responsible for preparations for the ordinances of baptism and the Lord's Supper. It shall be composed of four (4) members, preferably two men and two women. Members will serve three-year terms, with two members (2) rotating off the committee each year.

The committee's baptismal duties are filling the baptistry at the correct temperature, assisting the senior pastor in preparing candidates for baptism, and attending to other related matters as necessary.

This committee is charged with ensuring that all preparations are made for the ordinance of the Lord's Supper, at all services on days of such observances.

3. BUILDING AND GROUNDS/FACILITIES COMMITTEE

The building and grounds/facilities committee is responsible for providing oversight, leadership and supervision of the buildings, grounds, furnishings, equipment use and general safety of the church. The committee will consist of seven (7) members, preferably five (5) men and two (2) women, serving a rotational three (3) year term.

Specific duties include:

- Inspect the buildings, grounds, furniture and equipment owned by the church to see that they are kept clean and in good repair.

This includes all mechanical, electrical, and plumbing systems utilized in the operation of the physical plant.

- Develop a yearly budget, based on committees yearly and long-range plans.
- Maintain a physical inventory & evaluation of all furniture and equipment in a form adequate to support replacement due to efficiency/safety or to support an insurance claim.
- Ensure that repairs are made at a reasonable price, keeping in mind quality of workmanship and materials.
- Work with staff and committees in the addition of new furniture, fixtures, and equipment to the inventory.
- Monitor warranties on roofs, buildings and equipment and report to finance committee any damage from which we can collect insurance.
- Recommend labor saving devices to be purchased that will increase efficiency and save money.
- Maintain and recommend policies and policy changes related to Guidelines for Use of Church Facilities and Property.
- Recommend for employment and supervise housekeeping and grounds staff.

3A. FLOWER COMMITTEE

The flower committee shall be composed of at least three (3), and a maximum of five (5) members who will serve a three-year term on a rotational basis. Members may serve successive terms if they choose. This committee is responsible for placing flowers representing the seasons in the auditorium.

3B. HOSPITALITY COMMITTEE

The principal function of the hospitality committee is to plan, organize, coordinate, and host church-wide receptions, socials, and banquets that do not come under any specific department of the church, and to be available for any other social activities when called upon. Events could include picnics, potlucks, ice cream socials, family sports days, and any other church-wide events. A minimum of seven (7) members shall serve on the committee, on a three-year rotational basis.

Committee responsibilities:

- Coordinate requested activities that require kitchen support to include set up, serving, and clean up.

- Monitor and keep in synchronization with the church calendar.
- Have supplies and meals prepared to serve at appropriate times.
- Assist in the planning and submission of budget needs to support the hospitality committee activities to meet finance committee deadlines.
- Enlist additional volunteers to help with each activity.
- Help with other social activities as the need arises.
- Plan and prepare other social events--various associational meetings, and various Christian organizations
- Prepare the meeting place by determining number of tables needed/requested; placement of tablecloths; food, drink, and dessert table setup and placement
- Secure the necessary supplies (plates, napkins, cups , and utensils) for the specific event.
- Coordinate and prepare necessary food and beverage items or refreshments, if not a covered dish, for each event.
- Place tablecloths on tables if deemed appropriate for specific event.
- Ensure tablecloths are cleaned and returned as soon as possible (Tablecloths may not be used for any event outside of the church property. Also see "Tablecloth Use Policy.")
- Prepare and decorate the fellowship hall for all events in a manner consistent with Christian values (if requested).
- Ensure that all areas used (fellowship hall, kitchen, restrooms, etc.) are cleaned (vacuumed, mopped, etc.) and in order following the event.
- Empty all trash cans and take trash to the dumpster.
- Recruit enough servers to assist members and guests through the food line.
- Help with other social activities as the need arises.

3B.1. FAMILY NIGHT SUPPERS

The chairman or representative of the hospitality committee will work with the church secretary to maintain a list of reservations for all Wednesday/family night suppers and other planned meals. The reservation list will be used for planning, as well as for a control at each of the meals. Those persons with reservations should be served first; those without reservations second, until food is gone or specified serving time ends.

All persons making meal reservations are expected to pay--whether they attend--as meals are prepared based on the number of reservations. (Reservations for Wednesday night suppers should be made or cancelled by the Monday prior to each; reservations for other

planned meals will be accepted according to the requirements of the event.)

On a rotating basis, a hospitality committee member will act as cashier and collect payments as people pass through the serving line.

Once all are served, the cashier should account for the proceeds. The cashier will record the number served and list the names of the unused reservations. (Those who made reservations but did not attend should pay at the next supper.)

The full amount of money collected will be turned over to the church secretary. The church secretary will deposit the money into the family night supper account. From this account, all food costs will be paid, and any surplus amounts used to purchase other supplies and equipment for the kitchen.

3C. SECURITY TEAM

The purpose of the security team is to serve the church by providing the congregation and staff a safe and secure environment to worship and work. Under the joint leadership and supervision of the chairmen of building and grounds/facilities and deacons, the security team is responsible for recruitment and selection of church members to serve on the team. Security team members may serve for as long as they are willing and able to complete the required tasks.

The duties of the security team are:

- Develop and provide training as needed to accomplish the goals of the team and church.
- In cooperation with the building and grounds/facilities committee, make recommendations to the church regarding security needs of the facilities;
- Serve as the "eyes and ears" of the church;
- Secure and patrol church buildings and grounds during regular church hours to ensure that the facilities are protected from dangerous situations;
- Provide information and direct people to sanctuary or other meeting areas;
- Escort members, visitors, and staff to or from parking areas upon request;
- Develop a plan for emergencies that include acts of violence, non-custodial parent issues, medical, fire, and/or severe weather;
- Notify 911 in the case of an emergency.

4. BUS/VAN COMMITTEE

The bus/van committee is responsible for making recommendations

to the church concerning transportation needs and purchase of church vehicles. This committee is further charged with formulating policies for maintenance and use of church vehicles, and to ensure compliance with all federal and state laws regarding the operation of church-owned or church-rented vehicles.

This committee shall be composed of five (5) members: a deacon, a representative from the adults, a representative from the youth, and a representative from the preschool/children. The senior pastor and staff members will serve as *ex officio* members and the committee members shall elect a chairman. Committee members will serve a three-year term on a rotational basis; members may serve successive terms if they choose.

4A. CHURCH BUS/VAN USE POLICY

These policies regard the use of the bus and van owned by First Baptist Church of Dadeville, Alabama.

4A.1. DRIVERS:

Only qualified persons will be allowed to drive the bus or van. Additional drivers may be secured only after meeting the requirements and registering with the church's insurance company as certified drivers. On trips 100 miles away from the church, at least two (2) qualified drivers shall be on the bus, or with the group. (Bus drivers must hold a CDL and be registered with the church's insurance carrier.)

4A.2. LOANING BUS/VAN TO OUTSIDE GROUPS OR INDIVIDUALS:

The loan of the bus or van is discouraged. However, the bus/van committee is charged with the responsibility of making such decisions and submitting them to the church for approval. If approved to use the bus or van, individuals or groups will be expected to pay expenses of operation, including gasoline, oil, parking fees, etc. Payment to a qualified driver, registered with the church's insurance carrier, will be required of outside individuals or groups who use the bus or van. The payment amount shall be commensurate to the amount of pay he/she would be making in their regular employment.

4A.3. ADEQUATE INSURANCE:

The church shall provide adequate vehicle insurance to take care of liabilities, etc.

4A.4. SEATING ON BUS/VAN:

There will be no overloading of either vehicle. In compliance

with state law, only the correct number of passengers will be allowed to ride in the bus or van.

4A.5. EATING AND DRINKING ON BUS/VAN:

There will be no eating, drinking, chewing gum, etc. on the bus or van at any time. Food may be transported only in closed containers.

4A.6. BEHAVIOR OF PASSENGERS:

All passengers are always required by law and the church to be seated while the bus or van is moving. Aisles must be free from all obstruction. All persons are expected to sit in the seats of the bus or van, and not in the aisles, or on arm rests.

4A.7. OTHER POLICIES:

Additional bus and/or van policies may be added as necessary, according to the church's Constitution-Bylaws, Article XIII.

5. FINANCE COMMITTEE

The finance committee is charged by the church to develop, present, and interpret the financial policies and procedures of the church. It is also charged by the church with the responsibility of planning and presenting an annual budget for each church fiscal year.

The purpose of the finance committee is to be wise stewards of the church's money and prepare the annual budget accordingly. This committee is to handle all aspects of budget preparations and to study new finances required by the church, bringing recommendations to the church for approval.

It is important that the finance committee recognize that all money that comes into the church is God's money and it is our responsibility to be wise stewards of it. It is the responsibility of the finance committee to help church members recognize the biblical concept that ALL money is owned by God and He allows us to manage it for Him.

The membership of the finance committee shall consist of not less than seven members. This composition shall include at least three (3) at-large members, four (4) *ex officio* members, the chairs of deacons, trustees, personnel committee, and the church treasurer. The at-large members will be nominated by the nominating committee and approved by the church and will serve on a three (3) year rotational schedule.

There are two main functions of the finance committee: 1) budgetary and 2) accounting.

BUDGETARY POLICIES:

1. Submit budget request form to all budgetary managers (i.e. ministry staff, committee chairs, etc.)
2. Prepare preliminary budget from request forms.
3. Present preliminary budget to church body for discussion.
4. Finalize budget for presentation to church for approval.
5. Review request for additional budget items for \$1000 or less and approve or reject.
6. Secure bonds for church treasurer, financial secretary, and church secretary.
7. Secure sufficient insurance for church properties and inventory.
8. Oversee the destruction of church financial records according to IRS regulations.
9. Distribute church financial resources in various banks and funds according to FDIC insurance regulations.
10. Manage contributions from wills, estates, and designated funds.
11. Chairman is to oversee the accounting procedures of the church.

BUDGETARY PROCEDURES:

1. The finance committee will prepare a budget preparation calendar.
2. Chair of finance committee will distribute to budget managers a budget request worksheet, with a stated deadline for its return to the financial secretary.
3. Chair of finance committee will import the budget figures from the worksheet into the budget template and distribute the first draft of the church budget to committee members.
4. Committee will meet to discuss this first draft budget to see if any editing is necessary.
5. If changes are necessary for any line item, it will be discussed with the budget manager(s) and they will be invited to appear before the committee to justify their request.
6. Changes will then be incorporated into a second draft of the budget for further review following step 5.
7. A proposed budget will be drafted, and copies made available to the church members.
8. After a two-week notice, a time will be set for a question and answer session with the church members and the finance committee.
9. A final copy of the proposed budget will be made available to the church members. An up or down vote will be taken on a predesignated Sunday after the morning worship service(s) for budget adoption.
10. If additional funds or a new line item needs to be added and the amount is \$5,000 or less, the finance committee shall have the

authority to approve, without bring it before the church for a vote. The specifics of this expenditure will be included in the finance committee's quarterly report.

11. Committee members will review the monthly financial reports to see if budget allocations are being spent as designated in the budget.
12. Make necessary recommendations to the church when emergencies arise.
13. The committee will conduct financial and operational audits when deemed necessary.
14. The church fiscal year will be from January 1 to December 31.

ACCOUNTING PROCEDURES:

1. The money collected on Sunday, from Sunday School and the worship services, will be placed in a fireproof lock box in the church office.
2. Each Monday following Sunday services a two (2) person counting team (the financial secretary and one (1) member of the counting committee) will count all money received the previous week.
3. The counting team will make out deposit slips and a summary report. They will check each other's tally.
4. The counting team will take the money to the bank for deposit.
5. Chair of finance committee reviews and approves all bank statements.
6. Chair of finance committee approves all payment requests from budget managers.
7. Church credit cards cannot be checked out of the church office.
8. All on-line orders requiring the use of a church credit card will be processed by the church secretary.
9. Budget managers buying items for the church and charging them to their personal credit cards or paying cash will submit to the financial secretary a payment request form with all receipts attached. After approval by the chair of finance committee, the financial secretary will distribute a check payable to that vendor or budget manager, which the church treasurer will sign. Checks will be distributed weekly.
10. Funds received by the church for designated accounts will be deposited into the specified account. These specified accounts must be established accounts by the church and in line with the church's 501 (c3) status, as outlined in the church contribution policy.
11. Chair of the finance committee will present a financial report at each quarterly business meeting.
12. The finance committee will secure a bond for the financial secretary and the church secretary.

5A. BENEVOLENCE COMMITTEE & JIMMY PERKINS BENEVOLENCE FUND

The purpose of these policies and allocation procedures is to provide guidance concerning management and stewardship of the Dadeville First Baptist Church Jimmy Perkins Benevolence Fund (the Fund). (Approved by finance committee July 2015)

POLICIES:

1. The Fund will be managed by a church-appointed benevolence committee comprised of a designated member of the church's ministerial staff, the church's financial secretary and any other designee approved by the church's finance committee.
2. The benevolence committee will manage the Fund based on these policies and allocation procedures.
3. Financial resources of the Fund, including any future gifts and contributions, will be kept segregated in a special account and will be recorded in the church's overall financial statement.
4. The benevolence committee will inform the church about the status of the Fund as requested or as directed by the finance committee.

ALLOCATION PROCEDURES:

1. Requestors (individual or family) shall complete a request form in writing at the church office that will contain personal contact information and financial background information as deemed appropriate by the benevolence committee.
2. Requestors shall provide an Alabama driver's license or Alabama ID Card as proof of identification.
3. The benevolence committee will do its utmost to discern the difference between helping someone in a time of need or other short-term difficulty, as opposed to supporting and underwriting irresponsibility or a particular lifestyle.
4. Financial assistance shall typically be provided for food, gasoline, mortgage/rent payments and utility bills, but may include other needs as approved by the benevolence committee. Note: Financial assistance shall not be provided for utilities re-hookup fees.
5. Financial assistance shall be provided in the form of vouchers or direct payment to third-party providers. In no case will direct cash payments be provided to requestors.
6. The maximum amount of financial assistance shall not typically exceed \$100 for mortgage/rent payments and utility bills or \$50 for food and gasoline. Exceptions to

these amounts shall be approved by the chair of the finance committee upon request of the benevolence committee.

7. Financial assistance shall not be provided to requestors more than once during any 12-month period.
8. All requests for financial assistance will be processed through the Charity Tracker system (provided through the Lake Martin Area United Way).
9. Any fraudulent activity by requestors shall be grounds for disqualification from financial assistance on a permanent basis.
10. To be of further service, the benevolence committee shall refer requestors to the following agencies:

Tallapoosa Aid to People
807 Cherokee Road
Alexander City, AL 35010
256-329-3500

Tallapoosa Christian Crisis Center
425 Dadeville Road
Alexander City, AL 35010
256-329-3327

Salvation Army
1725 Highway 22 West
Alexander City, AL 35010
256-215-3730

Community Action of Chambers-Tallapoosa-Coosa
170 South Broadnax Street
Dadeville, AL 36853
256-825-4204

5B. COUNTING COMMITTEE

The counting committee shall consist of twelve (12) members who will serve for one month each year, working in cooperation with the church financial secretary. The members shall be responsible for the safekeeping, opening, verifying, and counting of the Sunday collections. The usher committee is responsible for securing Sunday collections in the church safe after the worship services. The scheduled counting committee member will count collections on the next business day.

The counting committee member will verify the content of each contributor's envelope and prepare a counting sheet showing the amounts and designations of all monies. Together with the financial secretary, they will take the monies collected and make deposits to

the bank, on the first business day after the Sunday collections. The counting sheet shall be placed on file in the church office.

The counting committee schedule will be posted on the bulletin board outside the church office and printed in the newsletter and bulletin at the beginning of each month. Members will be responsible for working every week of their assigned month. Members who are unable to serve any scheduled week shall be responsible for obtaining someone else on the committee to substitute or swap.

6. INVESTMENT COMMITTEE/TUCKER ENDOWMENT FUND

(ADOPTION: These policies were amended September 25, 2014, by the Tucker Endowment Investment Committee as per the minutes of the meeting.)

Members of the Investment Committee are appointed by the First Baptist Church of Dadeville, Alabama. Members may serve for life unless he/she chooses to resign from the committee. Four members of the committee are required to be present to form a quorum. At least three (3) members of the Investment Committee are required to sign and execute transactions in the brokerage account and/or the commercial bank deposit account; however only one (1) member is required to initiate and execute transactions with the broker, provided that member has approval of the committee for those specific transactions. The committee will appoint a secretary of the Investment Committee, who will take minutes at each meeting to document all decisions. The minutes will be typed and read at the next meeting.

RESPONSIBILITY AND AUTHORITY:

The investment committee will make investment decisions in the ordinary course of business meetings. Committee members will do research, seek assistance and advice from its designated professional brokerage firm, which will be determined by a majority vote of the investment committee. The FBC Tucker Endowment Fund Investment Committee will always work in tandem with a prudent, financial expert affiliated with the designated brokerage firm.

The investment committee policy sets forth the objectives, procedures, guidelines and strategy for the FBC Tucker Endowment Fund (the Endowment). The need for an investment philosophy is recognized and includes "permissible" investments, asset allocations, authorities and accounting functions. The investment policy should be used by the Investment Committee to communicate with the designated professional brokerage firm.

OBJECTIVE: The overall objective of the Endowment is to provide revenue to the First Baptist Church of Dadeville, Music Department in perpetuity.

INVESTMENT PORTFOLIO GUIDELINES

The investment of funds should be planned to meet the overall objective stated above. Furthermore, investments should be made while giving due consideration to:

- (1) Preservation of capital
- (2) Current and future income
- (3) Capital appreciation
- (4) Christian principles

PERMISSIBLE TYPES OF INVESTMENTS

The policy of the Investment Committee will be to invest in the following assets:

1. Deposits insured by the FDIC or FSUC
2. Publicly traded equities
3. Publicly traded corporate debt instruments rated Baa (or equivalent) or higher at the time of investment
4. Publicly traded and non-public Real Estate Investments Trusts (REITS)
5. Commodities
6. Obligations of the U.S. Government including Treasury Bills, notes and bonds
7. Mutual Funds, Exchange Traded Funds and Pooled funds in any of the above securities
8. Loans to First Baptist Church of Dadeville for emergency or special needs with repayment to be on a prudent time schedule at reasonable interest rates.
9. At its discretion, the committee may retain cash balances to administer the fund or to allow time to identify suitable instruments.

The following are not acceptable instruments:

1. Stock options
2. Other Derivatives
3. Futures

ETHICAL INVESTING

The following investment guidelines apply to all investments: The committee will be guided by Christian moral and ethical principles when making investment decisions. The committee will not knowingly or willingly invest in any company or government that violates Christian principles.

RISK TOLERANCE

The investment committee will be recognized as a low to moderate risk taker in its investment portfolio. The committee recognizes that seeking higher returns may increase volatility but is necessary to offset the effects of inflation with growth of capital. The committee will reduce risk through asset allocation and by maintaining a highly diversified mix of investments.

ASSET ALLOCATION RANGE

Certificates of Deposit/Cash	0-25%
U S Stocks	10-50%
International Stocks	0-20%
Real Estate Investment Trust (REIT)	0-20%
Commodities	0-20%
Fixed Income:	
U S Obligations (Treasuries)	0-20%
U S Agencies	0-20%
International Bonds	0-20%
Corporate Bonds	0-30%

ACCOUNTING:

An appropriate amount, determined and approved by the finance committee, will be generated monthly from investments and electronically remitted to an established account for the benefit of the First Baptist Church Music Department.

Quarterly reports will be provided by the designated brokerage firm. At the end of the fiscal year, the investment committee will prepare a report to be submitted to the FBC finance committee. The fiscal year will be the calendar year.

The year-end report will give a summary of the portfolio's asset allocation, market values and yields. It will provide changes in market values for the year, annual income for each investment segment of the portfolio and the annual appreciation or depreciation of the portfolio, it will include a summary of all fees paid to the administration of the endowment.

RESPONSIBILITIES OF DESIGNATED BROKER

1. Advise the Investment Committee on asset allocation
2. Monitor the performance of the investment portfolio
3. Meet with the Investment Committee quarterly and communicate from time-to-time via e-mail or telephone calls.
4. Help prepare annual reports if needed.

7. LEADERSHIP TEAM

The church leadership team shall be composed of the following: the senior pastor, as chairman; all ministerial staff, the Sunday School director, WMU director, men's ministry director; and a representative from the deacon body, the finance committee, the missions committee, and the building and grounds committee.

The primary functions of the leadership team shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; and to organize and coordinate the monthly activities of the church.

8. LIBRARY COMMITTEE

The church library committee will serve as the resource center of the church. The library/media center committee will be composed of three (3) or four (4) members, who will serve a three-year term on a rotational basis. Members may serve successive terms if they choose.

The library committee will seek to provide and promote the use of printed and audio-visual resources for the church. This committee shall also provide consultation to the church leaders and members in the use of printed and audio-visual resources.

It will be the responsibility of this committee to supervise the purchase of books and library materials within the provision of the budget. Financial requests for such purposes should be made by the committee at the time the church budget is being prepared each year.

This committee will make a yearly inventory of books and file a copy thereof in the church office; be responsible for the organization and faithful performance of the library sufficient to serve the patrons; and determine the hours the library is open, with the goal of increasing the use of the library by members of the church.

9. TUCKER ENDOWMENT MUSIC COMMITTEE

This committee shall consist of five (5) members who will serve a three-year term, on a rotational basis. The minister of music shall serve as an *ex officio* member.

PURPOSE:

1. To assist the music minister in financial matters. The music minister prepares the music budget request, then the Tucker Endowment Music Committee will approve the music budget request before passing it on to the finance committee. The Tucker Endowment Music Committee can request that the Tucker Endowment Investment Committee make a

change in the distribution of the endowment when budgets are being prepared.

2. This committee shall assist the music minister in organizing, planning, and conducting fellowship and spiritual growth events for the church when requested.

3. Serve as a resource team on matters deemed important to the music and worship ministry of the church; such as receiving suggestions and making recommendations to the church concerning instruments, audio equipment, and related items.

4. Assist the music minister in disposing of any used music equipment purchased by the endowment fund of the church.

POLICY FOR USE OF MUSICAL INSTRUMENTS AND SOUND EQUIPMENT:

In order to minister to the community, musical instruments of the church may be used to practice on, if permission is given by the music minister. Using the church's instruments for practice should be viewed as a temporary situation (a month or less). The person using a church instrument for practice is responsible to the church for any damage done to the instrument while in his/her use.

No instrument or sound equipment is to be taken from church grounds without permission from the music minister and a completed "Sound Equipment Rental" form (see page 33); and said person given the proper operating instructions.

ORGAN OR PIANO USE:

- The musical instruments, particularly the organ, may be used for instruction and/or practice by those who have demonstrated their willingness to use their talents in the service of the Lord.
- Those who are granted the privilege of using the church organ or piano for instruction or practice shall have as their ultimate aim the use of the knowledge gained, if needed or called upon, to aid in worship and service of the Lord.
- Permission for the use of the church organ or piano for instruction and/or practice must be granted by the church under the supervision of the minister of music or the music committee.

SOUND EQUIPMENT RENTAL:

- Church members may rent and use the church's sound equipment **only** at the discretion and approval of the music minister. **Sound equipment is not available for rental to non-members.**
- If approved, church members may rent sound equipment for offsite weddings and appropriate events for \$500.00 (which includes a \$400.00 refundable damage deposit). Renters are responsible for any/all damages incurred. (Completed "Sound Equipment Rental" form is required.) If the music minister, or other church-

related person, is needed to set up and operate the equipment, there will be an additional charge of \$100.00 per day of use. When the equipment is returned with no damage, the \$400.00 damage deposit will be refunded.

- If approved, other Baptist churches in the area may rent sound equipment for single events, but not for week-long events, at the same cost charged to FBC members.

DISPOSING OF INSTRUMENTS OR SOUND EQUIPMENT:

When it becomes necessary to dispose of any musical instruments, or sound and lighting equipment, it will be at the discretion of the music minister, in collaboration with the Tucker Endowment Music Committee. (Since most of the equipment was purchased with Tucker Endowment Funds.)

SOUND EQUIPMENT RENTAL FORM

The First Baptist Church of Dadeville, Inc. agrees to rent

_____ To _____
Item(S) (Printed Name of Renter/Church Member)

From _____ To _____
(Today's Date) (Return Date)

Rental Fee \$ _____ + Damage Deposit \$ _____

The rented item(s) above must be returned in the same condition as when rented. The renter hereby agrees to return all properties on the return date and assumes all responsibility for damages or loss of the rented item(s) listed above. Deposit will NOT be refunded if items are damaged or lost.

ADDRESS _____

PHONE NUMBER _____

SIGNATURE OF RENTER/CHURCH MEMBER

SIGNATURE OF FBC MUSIC MINISTER (REQUIRED)

ITEM(S) RETURNED: _____ DEPOSIT RETURNED: \$ _____
DATE AMOUNT

SIGNATURE & TITLE OF FBC STAFF MEMBER RECEIVING ITEM(S)

NOTE LOSS OR DAMAGE HERE:

10. NOMINATING COMMITTEE

The nominating committee shall be composed of the senior pastor, Sunday school director, WMU director, men's ministry director, deacon chairman, youth committee chairman or representative, children's department representative, and two at-large members to be nominated annually. (At-large nominees must have agreed to serve before nomination and will be voted on by the congregation at a regular business meeting.) This committee will elect its own chairman each year.

The nominating committee is to lead the church in filling all church-elected leadership positions filled by volunteers, which includes:

- Select, interview, and enlist church program organization leaders, committee members and general officers.
- Approve volunteer workers before they are invited to serve in church-related leadership positions.
- Distribute church leadership resources according to priority needs.
- Assist church leaders in discovering and enlisting qualified persons to fill church-elected positions of leadership in their respective organizations.
- Present volunteer workers to the church for election.
- Nominate special committees as assigned by the church.

11. PERSONNEL COMMITTEE

The personnel committee shall be composed of seven (7) members who will serve three-year terms on a rotational basis. The chairman of the committee will be elected annually by the committee.

The nine working tasks of the personnel committee are:

1. Personnel chairman will serve on the finance committee.
2. Recommend to the church the employment of all paid personnel, except staff members who are extended a call by the church.
3. Publish and maintain the church personnel manual.
4. To develop job descriptions and inform each staff member or employee, in writing, of their job description, compensation, vacation and sick leave, time off, expense reimbursement policy, and other conditions of employment. Employees will be informed in writing of any changes in these matters.
5. Recommend to the finance committee any compensation changes which the personnel committee considers appropriate.
6. Review and resolve any personnel complaints.
7. Dismiss any temporary, part-time, or hourly employees should the need arise.

8. Maintain a permanent record of all personnel actions in the church office. A record for each employee should include the following: name of the employee, social security number, job description, compensation and all other information as required for employment.
9. Meet annually with each employee of the church.

12. PUBLICITY COMMITTEE

Function:

A ministry to provide understanding through promoting who we are, what we believe, when we gather, where we assemble, and how we minister, worship and study. The committee seeks to provide this function by knowing and evaluating our environment and using media and techniques to communicate the message of First Baptist Church Dadeville.

Committee Responsibilities:

1. Be aware of church events that need to be communicated to the public.
2. Discovering ways of publicizing ministry opportunities to the church and the general public.
3. Publicize through as many different resources as possible, to communicate to those in our community the fact that First Baptist Church Dadeville is here and wants to minister to the needs of people.
4. Meet as needed in order to achieve the committee's goals.

Membership:

The committee will consist of at least seven (7) members, who are recruited based on their technical and artistic skills and willingness to handle the ongoing responsibilities in the assigned functional areas:

- Social Media: This role involves posting announcements and photos about current events on social media platforms on a weekly basis and reporting to the staff any significant feedback from visitors to the media.
- Creative Design: This role includes the design and production of slides for the website, posters, flyers, and other publicity materials used within and outside the church.
- Banners and Outdoor Signage: This role includes designing new banners or editing existing banners, working with our printing

company as needed, and managing the setup, take down, and storage of the banners and frame throughout the year.

- Media and Media Editing: This role involves coordination of volunteers to capture and create content for major church events through the year and any follow-up editing required for publicity purposes.
- Content Sharing: This role involves collecting content after church events, posting them on an online storage area so they can be shared with the congregation, and making the available to members of the publicity committee and the staff for church publications.

13. TECHNOLOGY COMMITTEE

Purpose:

The technology committee is responsible for the purchase and maintenance of copiers, computers, and all peripheral computer equipment of the church; including all necessary software upgrades and software improvements. The committee will maintain an inventory for all copiers, laptop computers, desktop computers, printers, servers, LCD projectors, other audio/visual equipment, and associated hardware. The committee will also be responsible for training and providing the necessary personnel to operate the LCD projectors during worship services.

Committee Composition:

The technology committee shall consist of a minimum of five (5) members—three (3) elected members, each serving a three-year term on a rotating basis, with one (1) new member elected each year—and the senior pastor and minister of music as *ex officio* members.

Selection Criteria for Committee Members:

To the extent possible, technology committee members shall possess, individually or collectively, the following special technical skills needed to perform the committee's responsibilities and to manage contracts for performance of those responsibilities as listed below:

1. Knowledge of current wiring standards, installation, and testing.
2. Ability to troubleshoot and repair infrastructure components.
3. Ability to prepare documents for bidding, to solicit and acquire bids, and to manage vendor-provided services.

4. Knowledge of appropriate operating systems and common application systems (as related to installation and repair).
5. Knowledge of laptop and desktop hardware systems.

Responsibilities:

The technology committee shall be responsible for budgeting, selection, installation, documentation, and maintenance of all the technology systems and infrastructure (wired and wireless) to serve the church's needs, including, but not necessarily limited to:

1. Data access, distribution, and security
2. Computer hardware, software, and software licensing
3. Voice and telephone systems
4. Internet access, distribution, and security
5. Building sound systems
6. Audio/Visual systems
7. Theatrical lighting and lighting control systems

14. USHERING COMMITTEE

The ushering committee shall be composed of seven (7) members. The ushers are to be attentive to the needs of the congregation and the senior pastor. They are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating, and they shall collect the offering in each service.

It shall be the responsibility of the chairman of ushers to organize the ushers, provide training, and set up a systematic duty roster so that each man might serve at a specific time.

15. YOUTH COMMITTEE

The youth committee shall be composed of seven (7) members. The responsibility of this committee is to give guidance to the church youth program and secure assistance for programs and activities involving the youth of the church. This committee will work with the minister of youth in providing adult leadership for special trips or related activities.

SECTION C
PERSONNEL POLICIES

POLICY & PROCEDURES - SECTION C. PERSONNEL POLICIES

1: PERSONNEL POLICIES PREFACE

The First Baptist Church of Dadeville (the church) is a Christian organization guided by Christian principles. The following excerpts from the church's personnel policy outline general principles associated with current and prospective employees, as defined in the personnel handbook. It is used as a guide in matters of employment and work-related policies. It shall not be deemed to be a contract of employment. The word "employee", as used in the manual, refers to anyone who is on the church payroll, including both ministerial and other staff. The church employees are divided into different categories for better identification.

1.1: MINISTERIAL STAFF

Ministerial staff consists of any full-time or part-time professional staff person who is responsible for a major segment of the church program ministries. This includes, but is not limited to, pastoral, music, youth, children, families, education, senior adults, discipleship, or any combinations of the preceding as required by the church. Individuals may or may not be ordained.

Ministerial staff are prohibited from performing any same-sex marriage ceremonies, whether on or off church-owned properties, as outlined in the church's Constitution-Bylaws.

1.2: SUPPORT STAFF

This category is comprised of secretaries, other office workers, janitorial and custodial workers, and any part-time employees used in any of the ministries of the church.

2: EMPLOYMENT PROCEDURE:

2.1: SENIOR PASTOR

The search for a senior pastor will be done by an ad hoc committee especially elected by the church for that purpose. (See Constitution-Bylaws Article VI.A., Section IX.B., and Article VI.B., Section II.) The pastor search committee will work closely with the personnel committee to ensure that all personnel policies and job descriptions are clearly understood by the prospective senior pastor. The pastor search committee will seek out the person it believes should be the senior pastor and must be unanimous in its decision to recommend him to the church for approval, as stated in the Constitution-Bylaws (Article VI.A., Section IX.B.).

2.2: OTHER MINISTERIAL STAFF

Selection of other ministerial staff positions will be done by an ad hoc committee especially elected by the church for that purpose. (See Constitution-Bylaws Article VI.B., Section II.) The person being considered should be adequately informed of personnel policies and the job description. The entire search committee, along with the senior pastor, must be unanimous in their decision to recommend the person to the church for approval as stated in the Constitution-Bylaws.

2.3: PRE-EMPLOYMENT SCREENING

It is the church's policy to investigate the backgrounds and employment references of applicants to ensure that employees are well qualified and have a strong potential to be productive and successful. In addition, the church may conduct background investigations in furtherance of an internal investigation of alleged misconduct, of current employees. Background investigations will be conducted at the church's discretion and in accordance with federal and state law.

The church relies on the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or these data may result in an applicant being excluded from further consideration for employment; or, if an individual has already been hired, termination of employment.

Offers of employment are contingent on the successful completion of a background investigation and drug test conducted in accordance with the church's policy.

2.3.1. BACKGROUND CHECKS MAY INCLUDE:

- Criminal records
- Credit reports
- Drug testing
- Verification reports (e.g., identity, previous employment, education, SSN)
- Driving records
- Reference checks

2.3.2: USE OF INFORMATION OBTAINED IN A BACKGROUND INVESTIGATION

Information obtained from a background investigation will be considered for employment purposes as permitted by federal and state law. Information will be reviewed to determine:

- Whether false statements or material omissions were made by

an individual on an application for employment, or during an interview;

- Whether an applicant or employee, based on the job duties of the position in question, poses a threat to security and/or employee safety in the workplace; and
- The likelihood of an applicant or employee being successful and productive on the job.

2.3.3. DISPOSING OF BACKGROUND INFORMATION

Any personnel or employment records (including all application forms, regardless of whether the applicant was hired, and other records related to hiring) will be preserved for one year after the records were made, or after a personnel action was taken, whichever comes later.

2.4: SALARY AND EXPENSES

Salary will be established by the personnel committee with final approval by the church.

The church will pay for moving expenses in the ministerial staff category. Additionally, the church will observe an annual day of appreciation for full-time ministerial staff.

2.5: INTERIM PASTOR

In the absence of a senior pastor, the personnel committee may select an interim pastor to be voted on by the church. The interim pastor will follow these guidelines:

1. The interim pastor agrees to provide pastoral ministry for an interim period between the absence of senior pastor and the call of new senior pastor.
2. The interim pastor is not eligible to become the next senior pastor. If an interim pastor wishes to become eligible for consideration as the church's next installed senior pastor, then he must resign his interim position. The interim pastor should resist the temptation (or pressure) to apply for the permanent position while serving as interim.
3. Refrain from any activity (overt or covert) to influence the work of the search committee or ministry staff.
4. Refrain from initiating significant changes to the policies and practices of the church, unless the congregation has clearly invited such involvement by stating it in the ministry plan or job description, or in subsequent negotiations.
5. Refrain from any activity (overt or covert) that could weaken church ties with the Tallapoosa Baptist Association.

2.5.1 Interim Pastor Job Description

The interim pastor's primary responsibility will be caring for pulpit preaching/teaching on Sundays and other designated times the church meets. The interim pastor is expected to attend normal meetings of the church, including quarterly business meetings and church conferences. This person is accountable to the personnel committee for time off and compensation. In most cases the ministry staff and the deacons will care for membership needs; however, the interim pastor may be called upon to assist in emergencies, deaths, and other specific needs.

2.6: OTHER STAFF

When a vacancy occurs in a support staff position, or when a new position is being created, the supervisor of that position, with the approval of the personnel committee and the senior pastor, will hire someone for the position. It will not be necessary to have the church vote on these individuals for employment. Support staff and other non-ministerial employees will be considered on probationary status for six (6) months after their initial hiring and will not be eligible for vacation pay or sick leave with pay until they leave probationary status.

3: WORKING HOURS

The office hours are Monday-Thursday, 8:00 a.m. - 4:00 p.m. (Employees will have one hour for lunch.) Friday: Office closed

Ministerial staff will work Sunday through Thursday. When it is necessary to work more than a maximum of forty hours per week, the employee will have earned compensatory time. However, compensatory time cannot be saved; it must be taken within a month. Ministerial staff should maintain regular office hours. However, it is recognized that the nature of ministerial work will cause a variation of work schedules and hours. Each of the ministerial staff will have Friday and Saturday off, with Sunday being considered a workday.

Exceptions to this would be special church events that fall on these times or special needs of the church family. All ministerial staff should inform the senior pastor, or church secretary (if senior pastor is unavailable), when they will be out of town. The senior pastor should notify the chairman of deacons.

Hours for custodial, nursery workers, and part-time workers will vary according to need.

Any variation from the established work schedule must be approved by the employee's supervisor at all levels.

4: OUTSIDE EMPLOYMENT

A support employee and/or part-time employee may hold a job with another organization, as long as he or she satisfactorily performs his or her job responsibilities with the church. All employees will be judged by the same performance standards and will be subject to the church's scheduling demands, regardless of any existing outside work requirements.

The senior pastor and other ministerial staff may not perform duties with another organization, except as defined in Section 15: Honorariums, Gifts and Gratuities.

If the senior pastor and personnel committee determine that an employee's outside work interferes with their performance, or the ability to meet the requirements of their duties as they are modified from time to time, the employee will be required to terminate the outside employment if he or she wishes to remain employed with the church.

5: IMMIGRATION LAW COMPLIANCE

The church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, as subsequently amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed an I-9 with First Baptist Church within the past three years, or if their previous I-9 is no longer retained or valid.

6: CONFLICT RESOLUTION

From time to time, people who work together will have disagreements, misunderstandings, problems, and conflicts. These problems may occur with fellow workers, church members, ministers, or a general disagreement with church function, practices or policies.

In any respect, these problems should be dealt with and not left to fester.

Step 1: Matthew 18:15 - "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother."

Go alone to the individual with whom you have a problem. If it's a problem with church policy, go directly to the senior pastor,

not your fellow workers. Try to resolve the problem between the two of you. In 95% of the cases the problem will be resolved here. If so, you have gained a brother. If not...

Step 2: Matthew 18:16 - "But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established,"

If the person refuses to hear you, then take the person with you to the senior pastor for help in resolving the problem. If he/she refuses to go with you, go alone. If nothing is resolved here...

Step 3: Matthew 18:17a - "And if he refuses to hear them, tell it to the church."

If nothing is resolved through the senior pastor, then it should be brought to the personnel committee. The meeting should include the persons with the problem plus the senior pastor. If still unable to resolve...

Step 4: Matthew 18:17b "But, if he refuses even to hear the church, let him be to you like a heathen and a tax collector."

If still unable to resolve the problem, discipline to the extent of dismissal may be necessary.

We must stress that we must be able to work together to resolve our differences without airing them before everyone. The latter only becomes a form of backbiting, grumbling, and gossip.

6.1: DISCIPLINARY ACTION

The disciplinary procedure below is suggested for continued offenses by personnel. It is understood that these actions will be taken for situations that hinder productivity or quality of work. The actions are based on offenses within one (1) year of the previous offense(s).

6.1.1: First Offense: Verbal warning by the senior pastor. Every effort will be made by the senior pastor to help the employee to find ways of correcting the situation and circumstances that caused the problem. Both the senior pastor and the employee will strive for a positive attitude.

6.1.2: Second Offense: Verbal warning and written confirmation

of the warning by the personnel committee. The written confirmation should include the offense, the action taken and any suggestions as to how the offense can be corrected. Every effort should be made by all parties to make this step positive and motivational to the employee so that he/she will improve the situation in a positive manner.

6.1.3: Third Offense: The employment and dismissal of staff personnel shall be the responsibility of the personnel committee coordinating with the senior pastor and subject to the approval of the church. Serious or grievous offenses may be cause for immediate termination upon the agreement the senior pastor and personnel committee.

7: SEXUAL AND OTHER UNLAWFUL HARASSMENT

The church is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the senior pastor. If the employee feels uncomfortable in contacting that person, the employee should immediately contact any member of the personnel committee. Employees can raise concerns and make reports without fear of reprisal.

Any individual who becomes aware of possible sexual or other unlawful harassment should promptly advise the senior pastor, or any member of the personnel committee, who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

8: ALCOHOL, DRUG AND TOBACCO POLICY

God's word in Romans 12 instructs each of us to present our bodies as a living sacrifice, holy and acceptable unto God. In keeping with this, First Baptist Church is committed to its employees, members, visitors, and the community to provide an alcohol-, tobacco-, and illegal-drug-free environment. First Baptist Church always expects employees to be in a suitable physical and

mental condition to perform their assigned duties satisfactorily .

Employees are expected to exemplify Christ in their total life and not be involved in any activity that would be a negative witness to an unbeliever. Employees are expected to familiarize themselves with the First Baptist Church Substance Abuse Policy and to sign an acknowledgement of the policy to be filed in the church office.

9: TECHNOLOGY POLICY

All users of information technology systems belonging to First Baptist Church of Dadeville should be aware that unacceptable use of these systems is a violation of church policy and may be a violation of state and/or federal laws. Use of all information technology is a privilege extended to the church's staff, and unacceptable use may result in disciplinary action. Members of the staff who are granted use of information technology systems must remember that they represent the church and its Christian values and, as such, must respect the rights and privacy of others, protect the integrity of the information technology system and the church itself, and observe all relevant laws, regulations, and contracts.

The church reserves the right to review, monitor, and restrict information stored on, or transmitted via, the church's owned or leased equipment and to investigate suspected unacceptable use of these resources.

ACCEPTABLE USES

Each user shall be responsible for proper use of the equipment at all times. Members of the staff are expected to follow generally accepted rules of network etiquette.

UNACCEPTABLE USES include, but are not limited to:

1. Commercial uses for the purpose of selling products or services;
2. Accessing or transmitting material that is pornographic, obscene, or sexually explicit;
3. Accessing or transmitting material that is disparaging of others such that it may create a hostile work environment, i.e., material based upon race, gender, national origin, sexual orientation, age, disability, religion, or political belief;
4. Accessing improper confidential information;
5. Any unlawful or unethical purpose;
6. Transmitting copyrighted material without the express written authorization of the copyright holder;
7. Maliciously altering, deleting, damaging, or destroying any computer system, data network, computer program, or data;

8. Willfully changing or deleting another user's account or password;
9. Using an unauthorized account;
10. Installing any unlicensed software;

Security on any computer and/or network system is a high priority. If a user creates a security problem by giving out passwords, such user may be denied access to the computer and network. If a user violates this policy, access to the user's account may be restricted or denied. Members of the staff shall honor any security systems such as virus protection and desktop-locking programs that are in operation to protect both the computer and the user.

PRIVACY

Members of the church staff have no expectation of privacy with respect to computers, e-mail system, or Internet access. Although it does not regularly do so, the church's governing body reserves the right, on a regular or random basis, to access and monitor all equipment, files, Internet access, and e-mail use.

The church will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any unacceptable activities conducted through the system's technology resources. Anyone committing unacceptable acts will face disciplinary action by the church as well as any legal action deemed necessary by law enforcement officials.

10: PAY POLICIES

10.1: TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require First Baptist Church to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than seven

minutes prior to their scheduled starting time nor stay more than seven minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

10.2: PAYROLL

All employees are paid every two weeks. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Employees' pay will be directly deposited into their bank accounts. Employees will receive an itemized statement of wages of the direct deposit.

First Baptist Church does not provide pay advances on unearned wages to employees.

10.3: WORKERS' COMPENSATION INSURANCE:

The church provides a workers' compensation insurance program at no cost to employees.

11: ABSENCES FROM WORK

11.1: VACATIONS

All **MINISTERIAL STAFF** with one year of service in ministry shall have two (2) weeks paid vacation per year. Ministerial staff with ten (10) years of experience shall have one (1) additional week of vacation per year. Vacations should be taken in one-week units if possible.

Full-time **NON-MINISTERIAL** employees will be eligible for two (2) weeks of vacation after one year of service, with an additional one(1) week after ten (10) years of service.

The length of vacation time for **HOURLY EMPLOYEES** shall be based on the employee's normal hours of work weekly. If the employee works 15 hours weekly, he/she shall be eligible for 15 hours of vacation time annually.

Vacation requests are to be made to the senior pastor as far ahead of proposed vacation time as practical. Vacations cannot be accumulated from year-to-year. If a full-time employee ceases to be employed by the church before accrued vacation is taken, he or she will be compensated for such accrued vacation time.

The amount of paid vacation time full-time employees receives increases with the length of employment as shown below:

Yrs. Service	Vacation Days Accrued	
	<i>Monthly</i>	<i>Each Year</i>
First Year	.500 Days	as Accrued
After Year	.833 Days	10 Days
After 10 Yrs.	1.250 Days	15 Days

Earned vacation time is computed monthly from date of employment. (Example: employee is hired January 1, earns 10 days' vacation time on January 1 following year.)

11.2: SICK LEAVE

1. Paid sick leave is a benefit allowed to full time eligible employees for periods of temporary absence due to illness or injury. Full-time eligible employees will accrue paid sick leave at the rate of one day per month (12 days maximum accrued per year).
2. Paid sick leave is a benefit allowed to part-time employees for periods of temporary absence due to illness or injury. Part-time eligible employees will accrue paid sick leave at the rate of two (2) hours per pay period (6.5 days maximum accrued per year).
3. Sick leave benefits for eligible employees are calculated based on a "Benefit Year", defined as the 12-month period that begins when the employee begins to accrue sick leave days/hours.
4. Interim positions do not accrue sick leave benefits.
5. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.
6. Sick leave shall be paid for the following reasons:
 - a. Personal illness
 - b. Physical incapacities
 - c. Illness of immediate family defined as:
 - i. Spouse
 - ii. Children
 - iii. Grandchildren
 - iv. Parent/Guardian/Mother- or Father-in-Law
 - v. Grandparents
 - vi. Siblings

7. Unused sick leave benefits will be allowed to accumulate year to year until the employee has accumulated a total of 30 days or 240 hours. If the employee's sick leave benefits reach this maximum, further accrual of sick benefits will be suspended until the employee has reduced the balance below the maximum limit. When sick leave is not available, unpaid leave will be given for the lesser of (1) remainder of the illness or (2) to complete the initial 30 days.

8. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

9. Unused sick leave benefits will not be paid to employees while they are employed, or upon involuntary termination of employment. Unused sick leave benefits will only be paid to employees upon resignation or retirement

10. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation insurance, or any disability insurance program provided by the church. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

11. In the event of severe sickness or disability, the personnel committee can review, on a case-by-case basis, the extenuating circumstances and make a recommendation to the church body if it believes sick leave benefits should be extended.

12. It is the responsibility of the employee to request sick leave time to be approved by the senior pastor.

13. A doctor's excuse for every absence over five days may be required.

14. The church financial secretary will maintain records of eligible sick leave days/hours used and available for each employee.

11.3: ELIGIBILITY AND PROCEDURE FOR REQUESTING LEAVES OF ABSENCE:

An employee must have six months of continuing service before requesting a leave.

Request for leave must be submitted to his/her supervisor, senior pastor, or chairman of the personnel committee two weeks prior

to the beginning of the proposed leave. Approved leave forms will be submitted to the financial secretary.

MILITARY LEAVE:

If an active member of the National Guard or Organized Reserve (Army, Navy, Marines, Air Force, or Coast Guard) is called into active duty, the terms of the leave of absence will be in accordance with state and federal laws.

EDUCATION LEAVE:

Request for educational leave will be considered on a case-by-case basis by the senior pastor and the personnel committee.

PREGNANCY-RELATED ABSENCES:

The church will not discriminate against any employee who requests an extended absence due to medical difficulties associated with a pregnancy. Such leave requests will be made and evaluated with the church's medical leave policy provisions.

MARRIAGE:

An employee may have up to two weeks of unpaid leave for his/her own wedding. Earned vacation time may be used instead of unpaid leave.

PAID TIME TO VOTE:

Employees will be granted up to two hours of paid time to vote in city, county, state and national elections.

BEREAVEMENT LEAVE:

In the case of a death in a full-time employee's immediate family, the employee will receive up to three (3) days bereavement leave without the loss of regular pay. Earned vacation time can be used for additional bereavement time, or additional days without pay if approved.

Immediate family members include:

1. Spouse
2. Children
3. Grandchildren
4. Parent/Guardian/Mother- or Father-in-Law
5. Grandparents
6. Siblings
7. Bereavement time for other relatives will be considered

on a case-by-case basis by the senior pastor and the personnel committee.

JURY DUTY:

Employees will be paid on days while serving on a jury. Jury duty pay will be calculated on the employee's base pay times the number of hours the employee would have otherwise worked on the day/hours off for jury duty. The employee is expected to report for work whenever the court schedule allows.

WITNESS DUTY:

If an employee is subpoenaed or requested to testify as witness for the church, he or she will be paid time off for the entire period of witness duty. An employee will be paid a maximum of eight (8) hours of paid time off to appear in court as a witness at the request of a party other than the church. In either case, the employee is expected to report to work whenever the court schedule allows.

12: HOLIDAYS

The church office will be closed on the holidays listed below. The staff is expected to have these days free. Of course, exceptions may be necessary according to the church's needs.

The following are paid holidays:

- Christmas Eve, Christmas Day
- New Year's Eve, New Year's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day and the day before

When a holiday falls on a Friday, Saturday, or Sunday, the nearest workday will be taken as a holiday.

13: SABBATICAL POLICY

13.1: INTRODUCTION

A senior pastor serves in a unique position. The demands of pastoral ministry are great, and despite vacation time and occasional continuing education, a pastor is often physically, emotionally, and spiritually drained. First Baptist Church of Dadeville recognizes that the senior pastor needs a time of refreshing and renewing for the advancement of his ministry.

The concept of sabbatical is rooted in the biblical concept of

"Sabbath" which God modeled (Genesis 2:1-4a) and commanded (Exodus 20:8-11). In Leviticus 25:1-7, the Lord says that after the sixth year the people were not supposed to sow the fields or harvest a crop. The land was allowed to rest, and therefore, so were the people.

Sabbaticals have often been used in the church to provide a time of rest, recovery, renewal, and re-education for the individual pastor. We believe that a time of sabbatical is important both in the sharpening and renewal of the senior pastor and for the health and strength of the church.

Purpose

The sabbatical is for the pursuit of activities approved by the personnel committee of the church. The intent of a sabbatical is to further the ministry objectives of the church, to enhance the personal ministry of the senior pastor, and to provide for physical, spiritual and relational renewal and refreshment. Personal renewal might include time of both individual renewal of the spiritual life (e.g. retreat, writing, time of solitude), and family renewal with a focus on the marriage relationship (if applicable).

Professional growth might include a topic or goal of interest that will give opportunity for growth and learning with some concentrated energy.

13.2: POLICY

Eligibility

A sabbatical may be approved and granted to the senior pastor after the completion of the first six years of full-time ministry at First Baptist Church of Dadeville, and every sixth year thereafter. (Leviticus 25:1-7)

Application

The senior pastor will make a request to the personnel committee and they will work together to determine a timeframe best suitable for the sabbatical. A detailed sabbatical plan will be presented to the personnel committee at the time application for a sabbatical is made. Such a plan should be presented at least six months prior to the proposed sabbatical and well in advance of the church's budget year.

The sabbatical plan should include:

- a description of the desired sabbatical activities;

- a statement of how these activities will benefit the senior pastor and/or the church;
- the dates selected for the sabbatical;
- a budget outlining sabbatical costs for things like travel, classes, retreats, counseling. etc.;
- how the pastor's ministry will be carried out during the sabbatical.

Approval of a sabbatical plan will be determined by the (1) personnel committee, (2) deacon body, and (3) finance committee, in that order. Upon their approval, the sabbatical plan will be presented to the church for final approval.

Timing

A sabbatical may be approved for one month. Paid sabbatical time is in addition to paid vacation time for the year in which the sabbatical is taken.

The weeks must be taken consecutively in order to maximize the possibility for refreshment or concentrated study. If possible, the sabbatical should be scheduled at a time that will minimize the disruptive effect on the normal operation of the church (i.e., summer may be preferable).

13.3: FINANCIAL AGREEMENT

During the sabbatical, regular salary and full benefits will be paid. Reimbursable expenses will be determined on the basis of a sabbatical budget recommended by the finance committee and approved by the church. The amount requested should not exceed budgeted professional expenses, plus an additional "sabbatical allowance" not to exceed \$5,000. A special account will be established to allow members to donate to the sabbatical fund. The balance of the budget would be funded from the general fund. Some of this may be taxable; this will be determined upon review of the sabbatical plan, budget, and actual expenses. Taxable expenses will be reported through payroll.

13.4: REPORTS

Upon returning, the senior pastor will make a written report to the personnel committee and deacon body, as well as an oral report to the church, recapping how the time was spent and what was learned.

13.5: SENIOR PASTOR AND CHURCH AGREEMENT ABOUT EMPLOYMENT

The senior pastor agrees to the following terms:

- Because the sabbatical leave is unlike an ordinary paid vacation in that its purpose is expressly for the future benefit of the church, as well as for the present and future benefit of the senior pastor who agrees that he will continue in full-time service to the church for at least one year from the date of his return from sabbatical leave.
- The sabbatical is not to be used for preaching revivals or ministering to other churches.

The church agrees to the following terms:

- The church agrees that it will not in any way seek a replacement for a senior pastor during his sabbatical leave.
- The church agrees that it will honor the leave of the senior pastor and will not contact him with church business, except in case of emergency.

14: TERMINATION OF EMPLOYMENT

14.1: DISMISSAL

Any of the following will be cause for dismissal:

- Theft, drinking of alcoholic beverages on the job, substance abuse, immorality, gambling, dishonesty, financial irresponsibility, arrest for serious violation of the law, or spreading rumors that cause unrest, friction, or character assassination.
- Disloyalty to the church.
- Insubordination and/or failure to perform assigned responsibilities satisfactorily. A yearly evaluation will be completed for each employee by their immediate supervisor and a written, signed copy will be placed in their personnel file. The evaluations on file will be subject to random review by the personnel committee.
- Any matter of a serious nature that would impede the progress or seriously damage the effectiveness of the program or work of the church.
- For the performance of any same-sex marriage ceremony, whether on or off church-owned properties.

Steps for dismissal will include a verbal and a written warning by the employee's supervisor, and then the senior pastor

will consult with the personnel committee to make a recommendation to terminate.

Appeals can be made to the personnel committee concerning yearly evaluations and dismissal.

14.2: RESIGNATION

Employees in the ministerial category are expected to give thirty (30) days' notice of intent to resign. Upon request of the staff member, the personnel committee, senior pastor, and deacon body may, by mutual agreement, waive the requirement for notice. Such agreement shall be in writing and shall be signed by the staff member, the senior pastor, the chairman of the deacons, and the chairman of the personnel committee

Other staff are to give ten (10) working days' notice of resignation.

When one resigns without notice, he/she will be paid through the last day of service and will not be eligible for any termination benefits.

The church family will be asked to contribute to a love offering for a member of the ministerial staff upon retirement or resignation, when resigning to accept a call to another church.

15: HONORARIUMS, GIFTS, AND GRATUITIES

When a member of the ministerial staff performs a service for an individual, family, group, or organization, he may receive whatever gratuity that is offered. This refers to funerals, weddings, and the like. There is never a requirement to compensate a staff member while performing duties as a part of their regular ministries.

Furthermore, upon approval of the personnel committee, a senior pastor, or a staff member may teach, instruct, serve as director, counselor, advisor, leader, assistant, etc., to a school or other recognized organization, and he may receive due compensation.

At no time will any of the church offices, equipment, personnel, or time be used by a staff member for personal use.

16: COMMUNITY ACTIVITIES

Each member of the church staff is encouraged to make himself/herself available to events and programs which enrich and improve the community. Likewise, each staff member is encouraged to take an active part in community service clubs and projects. However, none of these should interfere with his/her regular duties and should not occupy an undue amount of time. Events that require time away from the church should be approved by the senior pastor or personnel

committee.

17: JOB DESCRIPTIONS

Job descriptions for all current staff positions have been developed by the personnel committee. Job descriptions should be reviewed annually by the personnel committee to keep the employee current on any changes in ministries or job requirements.

Job descriptions will be filed in the church office in a master file for any church member to review, and each employee's job description will be kept in the employee's file.

18: PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Formal job evaluations will be done in writing annually, by the senior pastor, along with the personnel committee chairman, prior to the salary review. Such evaluations will be presented to the personnel committee for their review and consideration.

19: SALARY ADMINISTRATION

God instructs us to provide adequate financial support for the ministers He and the church call to serve them. In I Corinthians 9: 14, it is written that the Lord ordains that those who preach the gospel should be supported by those who receive the gospel.

Since this is God's will and His intention for the church, we must take this instruction very seriously. The Salary Administration Policy is an effort to provide financial support for God's called servants and to assist in the determination of a fair and equitable plan for future decisions.

20: BUSINESS TRAVEL EXPENSES

The church will reimburse employees for reasonable ministry-related expenses incurred while carrying out the responsibilities of their job assignments. All business travel must be approved in advance by the senior pastor. Each employee should familiarize themselves with the church's "Accountable Reimbursement Expense" policy and sign the acknowledgement form.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate

supervisor.

Employees should submit completed travel expense reports monthly; if not done after 60 days, the expense will not be paid. Reports should be accompanied by receipts for all individual expenses.

Abuse of the expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

21: PERSONNEL COMMITTEE

The nine working tasks of the personnel committee are defined in the Policies and Procedure Manual under Section B.11. They are:

1. Personnel chairman will serve on the finance committee.
2. Recommend to the church the employment of all paid personnel, except staff members who are extended a call by the church.
3. Publish and maintain the church personnel manual.
4. To develop job descriptions and inform each staff member or employee, in writing, of their job description, compensation, vacation and sick leave, time off, expense reimbursement policy, and other conditions of employment. Employees will be informed in writing of any changes in these matters.
5. Recommend to the finance committee any compensation changes which the personnel committee considers appropriate.
6. Review and resolve any personnel complaints.
7. Dismiss any temporary, part-time, or hourly employees should the need arise.
8. Maintain a permanent record of all personnel actions in the church office. A record for each employee should include the following: name of the employee, social security number, job description, compensation and all other information as required for employment.
9. Meet annually with each employee of the church.

SECTION D
PROPERTY USE POLICIES

POLICY & PROCEDURES - SECTION D. PROPERTY USE POLICIES

Purpose: The purpose herein is to establish church policy to be followed whenever a request is made for the use of First Baptist Church Dadeville building facilities.

Administrator of Policies: Building and Grounds/Facilities Committee

Scope: The policies contained herein will apply to all persons, groups, and/or organizations requesting use of First Baptist Church building and facilities. These requests fall into six categories:

- A. Use of facilities by First Baptist Church organizations
- B. Use of facilities by First Baptist Church members
- C. Use of facilities by Southern Baptist or other denominational organizations
- D. Use of facilities by civic organizations
- E. Use of facilities by non-members
- F. Use of facilities in times of community emergencies

GENERAL STATEMENT OF POLICY: The membership of First Baptist Church places highest priority on the use of the church buildings for the functions of the church. No other meetings, events, etc., can take precedence over the regularly scheduled functions of the church. Requests for building and/or facilities uses not specifically covered in the following sections will be considered by the Building and Grounds/Facilities Committee on a case-by-case basis. The church reserves the right to refuse the use of its buildings and facilities to any group, agency, or individual.

I. POLICIES CONCERNING THE USE OF BUILDING AND FACILITIES

A. Church Organizations:

First Baptist Church organizations may use the facilities of the church without reimbursing the church. Church-wide activities shall have the highest priority. After this, scheduling shall be on a first come, first served basis. All dates must be approved by the church staff and/or the building and grounds/facilities committee prior to being placed on the church calendar.

B. Church Members:

Members of First Baptist Church may use the facilities of the church for personal/non-church activities, such as showers, teas, receptions, and other similar activities. (See Section II.A. "Fee Structure" below for costs.) Church-related activities shall have priority. After this, activities of church members may be scheduled

on a first come, first served basis. No activities in this category may be scheduled more than three months in advance. All dates must be approved by the church staff and/or Chairman of Building and Grounds prior to being placed on the church calendar.

C. Denominational Organizations:

Southern Baptist or other approved denominational organizations may use the facilities of First Baptist Church without reimbursing the church. Church-wide activities shall still have priority. After this, scheduling shall be on a first come, first served basis. All dates must be approved by the church staff and/or the building and grounds committee prior to being placed on the church calendar.

D. Civic Organizations:

Civic organizations whose beliefs and/or teaching do not conflict with the Word of God may use the facilities of First Baptist Church per the fee structure in Section II.A., on the next page. Church-wide activities shall have priority. After this, scheduling shall be on a first come, first served basis. No activities in this category may be scheduled more than six months in advance. All dates must be approved by the church staff and/or chairman of the building and grounds committee prior to being placed on the church calendar.

1. Custodians will open, close, and supervise the use of the buildings and equipment, and paid according to Section II.A. Fee Structure.

E. Non-Church Members and/or Organizations:

Non-church members and/or organizations may use the facilities of First Baptist Church subject to the availability of the facilities and based on the fee structure in Section II.A. Church-wide activities shall have priority. Activities in sections B, C, and D above shall have second priority. After this, scheduling shall be on a first come, first served basis. No activities in this category may be scheduled more than six months in advance. All dates must be approved by the church staff and/or chairman of the building and grounds committee prior to being placed on the church calendar.

F. Funerals:

Members or non-members may use the church for funerals. If the church has been reserved for any other activity on the same day as a memorial service, the funeral shall have precedence. However, if a wedding is scheduled for the same day as a funeral, the wedding will take precedence.

G. Disaster or Civil Emergency:

The church's facilities shall be made available to Southern Baptist Disaster Relief (SBDR), the Red Cross, and community leaders in times of disaster or community emergency as far as practically possible, in accordance with terms of agreement with those agencies. (Fee structure in Section II.A. below does not apply.)

II. Expenses

Any time church facilities are used, expenses to the church result. These include, but are not limited to, utilities, cleaning, wear and tear, and administration. The individuals or groups using church facilities are responsible for reimbursing the church for these expenses. The policies for use of buildings and facilities govern the usage costs and any exceptions as noted in the fee structure below.

A. Fee Structure:

The reimbursement schedule below applies to First Baptist Church members and groups using the facilities for non-church activities; and to non-members, secular, and civic organizations using the facilities for any activities.

	<u>Member-Personal Function</u>	<u>Non-member/Secular/Civic Org</u>
Fellowship Hall	\$ 50.00	\$200.00
Kitchen	\$ 75.00	\$300.00
+Custodial fee	\$ 75.00	\$ 75.00
Key Deposit ¹	\$ 50.00	\$250.00
Parlor ²	\$ 25.00	<i>Not Available</i>
Sanctuary ³	<i>Weddings/Funerals³</i>	<i>Weddings/Funerals³</i>
Classrooms ⁴	<i>Not Available</i>	<i>Not Available</i>

1. Arrangements for securing a key to the building for scheduled events will be handled by the church secretary. A refundable key deposit is required; deposit will be refunded when key is returned. If key is lost, the deposit will not be refunded, and the responsible person or group will be charged for the replacement of door locks.

2. Parlor is not available for non-member, secular, and/or civic organization use except as noted in *POLICY & PROCEDURES - SECTION E: WEDDING POLICIES*.

3. Sanctuary is available for weddings and funerals only, as noted in *POLICY & PROCEDURES SECTION D.I.F. "Funerals" (p 57)* and *SECTION E: WEDDING POLICIES (pp 64-74)*.

4. Classrooms are not available for use, by either members or non-members, for non-church-related, secular, and/or civic organization activities.

III. RESERVATION PROCEDURE:

The procedure for reserving the church buildings or facilities for events other than weddings is summarized below. Exceptions to any item listed below must be approved by the building and grounds/facilities committee. (See POLICY & PROCEDURES, SECTION E: WEDDINGS for those specific guidelines.)

1. Request "Reservation & Facility Use Agreement" form (pp 61-62).
2. Completed reservation form submitted.
3. Approval by building and grounds/facilities committee, usually within one week. The church reserves the right to refuse the use of its buildings and facilities to any person, group, or agency.
4. Payment of expenses to financial or church secretary as outlined in policy above.
5. After completion of the steps above, the event will be placed on the church calendar as outlined previously.

IV. RESPONSIBILITIES:

A. It shall be the responsibility of the requesting individual, group or organization to contact the church secretary, either in person or by letter, at least **one month prior** to the date when the church building will be required, setting forth the purpose for which the church building facilities will be used. Use of the kitchen and its equipment must be approved prior to any activity or event.

B. The requesting individual, group, or organization shall designate one person who will be responsible for the use and care of the church building facilities.

C. The requesting individual, group, or organization shall commit its willingness to abide by the provisions of this church policy. Failure to do so shall mean that the individual, group or organization may not use the facilities.

D. The requesting individual, group, or organization agrees to pay for any expenses incurred as a result of their use of the building facilities. This shall include, but not be limited to, any damage resulting from the use of the building facilities.

E. The requesting individual, group, or organization agrees to restore chairs, tables, and furnishings to the condition in which they were found. This includes the washing and putting up of any pots, pans, and utensils; cleaning counter tops and floors, and putting all trash in dumpster. Trash cans are to be relined with new bags. No leftover food or drink can be left in kitchen.

F. Meetings, parties, and activities that result in private financial gain will not be allowed, with the exception of fundraisers for FBC ministry activities. No political events or signs will be allowed on church property.

G. Use of alcoholic beverages, tobacco products, illegal drugs or other controlled substances, and gambling in any form is not allowed on church property.

H. Church equipment/physical property items are not to be borrowed or removed from the church facility or grounds without having an approved "Record of Church Equipment Loaned" request form (below) on file in church office. Church equipment is not loaned to non-members.

RECORD OF CHURCH EQUIPMENT LOANED*

ITEM(S) BORROWED:

Description: _____

Number of Items: _____ Inventory Numbers: _____

Description: _____

Number of Items: _____ Inventory Numbers: _____

Description: _____

Number of Items: _____ Inventory Numbers: _____

I agree to be responsible for these items away from the church property. I agree to return these items to the place in the church from which they were removed. If they are lost or damaged, I will replace them or provide funds to do so. I agree to return these items by (date): _____.

Signature: _____ Date Borrowed: _____

**THIS FORM IS NOT TO BE USED FOR INSTRUMENTS OR SOUND EQUIPMENT. COMPLETE A "SOUND EQUIPMENT RENTAL" FORM; POLICY & PROCEDURES, PAGE 35.*

.....
OFFICE USE ONLY

Equipment Loan Approved By: _____
Signature & Title of Church Staff Member

Equipment Checked Out By: _____
Signature & Title of Church Staff Member

Date Equipment Returned: _____

Receiver's Signature & Title

RESERVATION REQUEST & FACILITY USE AGREEMENT*
FIRST BAPTIST CHURCH - DADEVILLE, ALABAMA
(*Wedding Reservation Request Form is in Section E Wedding Policies, p 85)

Requesting Organization/Group/Individual: _____

Name of Contact/Responsible Person: _____

Best Contact Phone: _____ Date(s) requested: _____

Description of Event: _____

Time setup begins: _____ Time event begins: _____ End time (including cleanup): _____

Room(s) requested: _____ Number people expected to attend? _____

Will you need access to the kitchen?* _____ Will food and/or beverages be served? _____
*(*If requesting kitchen access, ask for and read the "Rules for use of Kitchen/Fellowship Hall" (p 63) before signing reservation request. Note: food and beverages are allowed only in the kitchen and fellowship hall. Coffee brewers and supplies are not available for use.)*

Will you need: a speaker's podium? _____ the sound system? _____ How many microphones? _____

Do you plan to use visual media (video, graphics, pictures, audio)? _____
Note: Use of sound/video/lighting systems in the fellowship hall requires paid FBC-trained technicians. It may be necessary to have more than one technician at your event.

Time sound technician needed? _____ Time video technician needed? _____

Which, if any, FBC musical instruments will be used? _____

FBC representative for this event (if applicable) is: _____

Other/special needs? _____

- By my signature below, I acknowledge and agree to the following:
1. I have received and read FBC's Facility Use Policies and agree to abide by all the conditions therein.
 2. I will be responsible for the conduct of those persons coming to, or participating in, the activity for which this reservation request is being made, and for any damage, beyond normal wear and tear, that may occur as a result of this activity.
 3. I indemnify and hold harmless First Baptist Church and its administrators, officers, members, volunteers, or employees, from and against any damages, claim, or demand arising out of the use of the church's facilities and equipment by any person participating in, or present because of, the scheduled activity.
 4. I will reimburse First Baptist Church for any expenses incurred defending such claim or demand.

Signed: _____ Printed Name: _____

Date: _____

To submit your request, return this completed form to the church office, along with all required deposit amounts, least 30 days before date of event. (Cash or check payable to First Baptist Church Dadeville.)

Date FBC Staff Notified of Event: _____

FBC Staff Member confirmed date is available: _____

Signature & Title

Date

Approved by Facilities Manager (Buildings and Grounds/Facilities Committee Chairman)

Signature

Date

Approved by Minister of Music (Required if sound/lighting/video/tech equipment or personnel requested)

Signature

Date

Event coordinator (if applicable): _____

Usage Fee Total to be received: _____

Amount of Security Deposit: _____

Security Deposit received by: _____

Signature & Title

Date Received

Usage Fee Received by: _____

Signature & Title

Date Received

Security Deposit Refunded: \$ _____ Date: _____ By: _____ (Staff Member Initials)

Disapproval/Rejection conveyed to person/group making request:

Signature & Title

Date Contacted

Fee Structure

Member-Personal Function

Non-member/Secular/Civic Org

Fellowship Hall

\$ 50.00

\$200.00

Kitchen

\$ 75.00

\$300.00

+Custodial fee

\$ 75.00

\$ 75.00

Key Deposit¹

\$ 50.00

\$250.00

Parlor²

\$ 25.00

Not Available²

Sanctuary³

Weddings/Funerals³

Weddings/Funerals³

Classrooms⁴

Not Available⁴

Not Available⁴

1. Securing a key to the building for scheduled events will be handled by the church secretary. A refundable key deposit is required; deposit will be refunded when key is returned. If key is lost, deposit will not be refunded, and the responsible person/group will pay for the lock replacement.

2. Parlor is not available for non-member, secular, and/or civic organization use except as noted in *POLICY & PROCEDURES - SECTION E: WEDDING POLICIES*.

3. Sanctuary is available for weddings and funerals only, as noted in *POLICY & PROCEDURES, SECTION D. I.F. "Funerals" (p 57)* and *SECTION E: WEDDING POLICIES (pp 64-74)*.

4. Classrooms are not available for use, by either members or non-members, for non-church-related, secular, and/or civic organization activities.

RULES FOR USE OF KITCHEN/FELLOWSHIP HALL

1. For the utilization of the church's kitchen, *prior to your event*, a member of the hospitality committee must meet with responsible persons of your group to instruct you on use of kitchen equipment and facilities.
2. For the utilization of the fellowship hall, a member of the staff must meet with responsible persons of your group. An approved technician must be involved in the event for the use of any audio/visual equipment or musical instruments. Fees may apply.
3. No persons under the age of 15 years old should be exposed to or allowed to operate kitchen appliances. Therefore, the kitchen is **OFF LIMITS** to children.
4. Wash all the church's pots, pans, plates, and utensils after use and return to their proper places when finished with use of the kitchen.
5. Paper products, tea, and coffee are furnished for church group events only. (Church groups: on the sign-out sheet located in the pantry, list what you used, so it can be re-ordered.) All other group functions or events are required to furnish their own paper products and supplies.
6. If you use any kitchen towels, you are responsible for taking them home to wash, and returning them ASAP.
7. DO NOT leave any dirty dishes of any kind sitting anywhere in the kitchen or fellowship hall. If someone in your group leaves a dish, please wash it; and then either take it to your Sunday school room, or home with you, until you are able to return it to the owner. Do not assume someone else will do this.
8. DO NOT leave behind any leftover chips, crackers or opened soda cans or bottles from your event. Either take these food items home with you or discard. DO NOT put on the shelves in the pantry or in the refrigerator.
9. All surfaces must be wiped clean. This includes cleaning the dining tables as well as the serving tables. Highchairs should be cleaned if used.
10. Empty water out of the serving bins (warming unit). It will mold if left for several days.
11. Sweep and mop the kitchen after your event. If there is excessive food on the carpet area, please clean up first by picking up the food, and then vacuuming when practical. Vacuum cleaners are in the storage closet behind the sound booth.

12. All the trash cans must be **completely** empty and re-lined with clean trash bags before you leave. Return the trash cans to the kitchen area and replace liners. DO NOT leave even one item of food in the trash cans.

13. Please do not allow children or group participants to tamper with the sound/music equipment in the fellowship hall.

Note: If yours is a non-church event and you have need of the audio system for your meeting, a member of the church's technology committee must be contacted for the set-up. A \$100 payment for the set-up is required, payable directly to the technology person.

14. Upon exiting the area; the kitchen entry doors and the pantry door must be locked. The lights must be turned off. For the gas range, be sure that all surface units and the oven are turned off. Make sure that all pilot lights are burning on the range. This is the correct condition for the gas range.

15. Restrooms on the kitchen/fellowship hall hallway should be checked to ensure faucets are turned off, no trash is on the floor, and the lights are turned off.

16. Turn in the completed check list, signed, to church office when you return the key.

Check List - After Kitchen Use

Please help the church's hospitality committee by making sure the following items are completed. It is our desire to make the use of the kitchen both convenient and safe for all. Turn in completed form to church office.

Ministry/Group using the kitchen: _____
Contact Person: _____
Phone: _____
Email address: _____

What equipment and supplies did you use? (Check all that apply)

Pantry ___ Freezer ___ Refrigerator ___ Range ___ Dishwasher ___

Convection Oven ___ Other Supplies: _____

___ Pots, pans, serving pieces, and all utensils have been cleaned and returned to their proper place.

___ Dish towels have been taken home to be washed and will be returned.

___ Leftover food/drinks have been thrown away or taken home. Do not leave in the pantry.

___ ALL PERSONAL DISHES HAVE BEEN WASHED & TAKEN HOME. NOTHING IS LEFT IN THE KITCHEN.

(FBC Groups—List quantities used of paper goods: plates_____, bowls_____, disposable utensils_____, napkins_____, coffee/drink cups_____.)

FELLOWSHIP HALL.

___ All surfaces have been wiped clean, including tables, chairs, and highchairs.

___ Serving bins have been emptied of the water inside.

___ Kitchen has been swept and mopped.

___ All trash has been taken out.

___ Range: surface units and oven are off.

___ Doors are locked, and lights are turned out.

___ Restrooms down the hall from kitchen have been checked to ensure faucets are off, no paper is on the floor, and lights are off.

___ Check List - After Kitchen Use form is completed and returned to the Church Office.

Signed by Group's Responsible Person: _____

Church Office Verification:

All areas/items used have been satisfactorily cleaned and returned in good condition.

Hospitality Committee/Church Office Staff

Date

POLICY FOR USE OF CHURCH-OWNED TABLECLOTHS AND TOPPERS

USES:

1. Tablecloths and toppers are for use only IN First Baptist Church; they are not to be used for off-site functions.
2. Tablecloths/toppers are to be checked out through the church secretary; and then used, laundered, and returned within ONE WEEK.
3. No red or purple punch/drinks are to be served on the tablecloths.
4. A piece of clear plastic must be used on top of tablecloths or toppers where punch or drinks will be served.
5. If candles are used on the tables, a piece of clear plastic must be used to protect the tablecloths/toppers from candle wax.
6. Tablecloths/toppers are not to be pinned, stitched, or taped in any way.
7. If damaged, lost, or not returned, the person or group using the tablecloths and/or toppers will be responsible for replacing them.

LAUNDRY INSTRUCTIONS:

1. ALL tablecloths and toppers used must be laundered each time they are used.
2. No commercial laundering.
3. Check tablecloths for stains. Use "stain stick" if needed. Use only non-chlorine products on toppers.
4. Wash and dry on gentle cycle.
5. Fold and hang immediately, or iron if needed.
6. If monogrammed tablecloths are used, hang with monogram at bottom front. (Numbers 1-20 left to right.)

RETURN:

1. Sign off with church secretary when returning tablecloths.

SECTION E
WEDDING POLICIES



FIRST BAPTIST CHURCH
WEDDING POLICY

INTRODUCTION

The wedding ceremony is sacred and of great spiritual significance. All the plans relating to the ceremony should be made bearing this fact in mind. With the exception of your relationship to Christ your Lord, your wedding is the beginning of the most lasting relationship you will ever have. For this reason, the wedding should be as free from confusion and misunderstanding as possible.

At First Baptist Church, we believe that marriage is a union between one man and one woman, following biblical principles (Gen. 2:19,24; Lev. 18:22; Matt 19:4-6; Rom. 1:18,27; Eph 5:22, 33; and Heb. 13:4). We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual or otherwise, is immoral and therefore, sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

We believe that God sanctions only the union in marriage of a man to a woman. Therefore, this church sanctions only a ceremony compatible with those standards. Due to our belief in the biblical teachings about marriage, same sex couples will not be married in any facilities or on any properties owned by the church. Ministers of this church will not perform any same-sex marriages whether on or off church-owned properties.

The contents of this booklet are to remind you of some of the details that need your attention in order to minimize stress, so that your wedding can be a time of joy for the bride, groom, parents, wedding party, relatives, and the guests. All information in this booklet has been compiled and adopted by First Baptist Church in order to offer you the greatest assistance possible as you plan your wedding. Your careful consideration of each detail will insure a smooth and beautiful ceremony of which you will always be proud.

When selecting a date for the wedding, the bride and groom are advised that the date is tentative until approval is granted on the church calendar; and in the case of a non-member, until a deposit is made. The deposit is refundable up to 90 days prior to the wedding. All checks should be made payable to First Baptist Church.

If you have any questions regarding the contents of this booklet or any other part of the planning of your wedding, please call our church secretary at 256-825-6232.

WEDDING POLICIES

I. USE OF THE CHURCH BUILDING AND GENERAL INFORMATION:

1. Fee charges for the building use and personnel are listed on the Wedding Reservation Request form in the back of this booklet.
2. Facilities available for your wedding ceremony are:
 - A. Sanctuary (seating 500)
 - B. Fellowship Hall for your wedding reception
 - C. Dressing areas:
 - a. The parlor/bride's room, and the women's restroom beside the parlor, are available for the women to dress.
 - b. If the men require a dressing area, they will use the opposite end of the Educational Building.
 - D. Fee Structure is listed in Section VII and on the reservation request form.
3. All weddings conducted in the First Baptist Church of Dadeville must be performed by one of the church's ministers, or by an ordained minister approved by the church's senior pastor.
4. If one of First Baptist Church's ministers is performing the wedding ceremony, a premarital conference with the bride, groom, and the minister is required. The date and time for this conference will be arranged through the church secretary.
5. In order to avoid confusion, all arrangements for weddings must be made with the church secretary (256-825-6232). Florists and decorators must work with the secretary to schedule the time they will set up and prepare for the wedding.
6. Selecting a wedding date:
 - A. Saturday weddings may not be scheduled to begin later than 5:00 p.m. due to the time required to prepare the building for Sunday services. If the reception is to be held at the church, the wedding can be scheduled no later than 4:00 p.m.
 - B. No Sunday weddings may be scheduled later than 3:00 p.m.
 - C. Weddings may not be scheduled on holidays.
7. The individual or family renting the church* is responsible for moving any "unwanted" furniture, keyboards, or drums from

the sanctuary stage platform prior to the ceremony, as well as for returning those items to their proper place afterward. (*The bride, groom, or parents may choose to bring someone in to do this, but it remains the responsibility of whomever rents the church for the wedding and such person(s) will be held liable for any damages to the carpet, furniture, or buildings.)

8. One hour will be allotted for each wedding rehearsal. If the starting time is delayed due to late arrivals, the rehearsal will be shortened accordingly.
9. All members of the wedding party should attend the rehearsal. All ushers should also attend, as they will receive special instructions at that time. Parents and grandparents of the bride and groom are encouraged to attend. (If a child is to be part of the wedding party, it is suggested that he/she be at least five (5) years old.)
10. **NO FLASH PHOTOGRAPHS** will be taken during the ceremony, except at the entrance and exit of the bride. Timed exposures, without flash, from the balcony are permissible. Pictures may be taken before guests arrive or the wedding party may return to the altar after the ceremony for pictures.
11. The use of video camera(s) during the wedding must be confined to the balcony or hidden in choir loft area.
12. **NO SMOKING** is allowed within the church building at the rehearsal, wedding, or reception.
13. **NO ALCOHOLIC BEVERAGES** are allowed on the church property. No person under the influence of alcohol/drugs will be permitted to participate in the wedding.
14. The throwing of anything such as rice, confetti, flower petals, potpourri, birdseed, etc., will not be allowed because this endangers the safety of those who are using the halls and sidewalks, and adds to the work of the custodian.
15. Should a funeral occur on the same day as a scheduled wedding, the wedding will take precedence.

II. THE WEDDING RECEPTION

1. Reservations for the wedding reception should be made with the church secretary at the time the wedding arrangements are made.
2. The following guidelines should be shared with the caterer. (A list of information for the bride to give the caterer has been included at the back of this booklet.):
 - A. The caterer will provide his/her own equipment with the exception of the banquet tables, which the church will provide.
 - B. If it is necessary for food to be cooked in the church kitchen, you must notify the church of that need at least seven (7) days before the wedding. (This is for your safety, since our stoves and ovens are considerably larger and more complex than most household kitchen equipment.)
 - C. A member of the church's hospitality committee will be on hand to answer questions about our facilities.
 - D. The church has the following supplies which will be available: (1) glass punch bowl, cups, several dozen glass dessert plates. You will need to contact the church seven (7) days before your wedding if these supplies are needed.
 - E. The refrigerators are usually kept locked; if you need to use them, you will need to let the church secretary know.
 - F. It is the responsibility of the caterer to leave the kitchen area clean and straight—with all used dishes having been washed and returned to the church kitchen clean and in order. (Note: detergent and dishcloths are not provided by the church.)

III. FLORIST/DECORATOR INFORMATION:

Elaborate decorations are not necessary either in the sanctuary or fellowship hall; however, the amount of decorations used will be decided by the bride within the framework of the policies of the church. (A list of needed information for the bride to give to the florist or decorator has been included at the back of this booklet.)

1. A definite time for decorating must be arranged with the church secretary.

2. The florist must decorate the church within the allotted time scheduled. If it is determined more time is needed, there will be an additional charge.
3. The florist or decorator must remove the decorations immediately following the ceremony. It is the responsibility of the florist or to bring a staff large enough to do this.
4. Protective coverings must be on plants and flowers used outside the choir rail to keep from damaging the carpet.
5. Only spring-loaded or paradise candles may be used. Brass candle snuffers should be used in lighting and extinguishing the candles.
6. NO tacks, tape, nails, pins, or wires may be attached to any wall, furniture, or woodwork in the sanctuary or fellowship hall.
7. NO candles, plants, or decoration may be placed on any of the church's musical instruments.
8. After the sanctuary has been decorated for Christmas, the decorations MUST NOT be altered. Any decorations you plan must include those already in the sanctuary.
9. The individual or family scheduling the wedding will be held liable for any damages to the carpet, furniture, or buildings. The church reserves the right to restrict the privileges of any florist to decorate who violates these regulations.

IV. WEDDING MUSIC REQUIREMENTS:

1. All music to be used at the ceremony **must** be approved by the First Baptist Church minister of music.
2. We recommend that you use the church organist or pianist, or a CD/tape. If an outside organist is used, it must be someone who is familiar with the church's organ.
3. The organist will select the music to be played before the ceremony, unless the couple has other appropriate selections they desire. Standard organ literature or hymn arrangements are the kind of music used. If the piano is used in the ceremony, the same music literature standards apply.

4. A consultation with the church organist or pianist should take place at least thirty (30) days before the ceremony. At that time, the music for the processional and recessional will be discussed. Vocal music literature can also be discussed at this time.
5. Since the traditional wedding marches are secular, the current trend is to use stately, dignified music of a praise nature. However, the traditional wedding marches may be used.
6. One outstanding reason for a church wedding is the fact that a marriage is an ordinance of God, and its solemnization at the altar is the placing of the marriage relationship under the blessing and commandment of God. A church wedding/reception should be a worship service and only worshipful music should be used. Because it is a service of worship, the church wedding and reception is no place for secular love songs, without approval. (Bands, DJ's, etc. are not permitted.)
7. The hymnal is a good source book for vocal wedding music; however, any good standard sacred music may be used as a vocal wedding selection. These selections must be approved by the First Baptist Church minister of music.
8. Music on CD or tape will be allowed for the ceremony; however, the FBC sound technician will have to be employed. Fees for the sound technician will be the responsibility of the bride and groom.
9. The fees for the church organist and/or pianist also will be the responsibility of the bride and groom.

V. THE WEDDING COORDINATOR:

All weddings held at First Baptist Church **REQUIRE** the services of the church's wedding coordinator. This is to assure that everything is in order, and that all needs of both the church and the wedding party are met.

The wedding coordinator will attend both the rehearsal and the wedding. She will direct the wedding, unless another director is desired. Each bride will have a scheduled meeting time with the coordinator.

VI. SOUND SYSTEM:

If you wish to use the church's sound system, it will be necessary to secure the services of our sound technician. The \$100 fee for the sound technician will be the responsibility of the bride and groom. His/her services will be employed for the one-hour rehearsal, and one hour before the wedding through the ceremony itself. The one hour before the wedding will be devoted to light adjustments and to volume control of the soloist, minister, etc.

VII. FEES FOR USE OF CHURCH FOR WEDDINGS

FOR MEMBERS OF FIRST BAPTIST CHURCH:

While there is no "facility rental fee" for member weddings, a fee of \$175.00 is charged for the custodian to clean the church after the wedding. Exception: If only the sanctuary is used, the custodian fee will be \$100.00; \$75.00 fee if only the fellowship hall is used.

This charge is necessary for the custodian's extra duties, as the church does not pay the custodian for cleaning the church after weddings. The custodian fee is payable to the church custodian and is due three (3) days prior to the wedding. The use of the church custodian is mandatory.

FOR NON-MEMBERS:

A \$150.00 facility rental fee will be charged to non-members for the use of both the sanctuary and fellowship hall for a wedding. This fee is due at the time of scheduling the wedding on the church calendar and is refundable up to ninety (90) days prior to the wedding ceremony. Exception: If only the sanctuary of fellowship hall is to be used, the facility rental fee will be \$100.00.

Additionally, a custodian fee of \$175.00 is charged for the custodian to clean the sanctuary and fellowship hall after the wedding. Exception: the custodian fee will be \$100.00 if only the sanctuary is used; \$75.00 if only the fellowship hall is used.

It is mandatory that our custodian clean the church after all weddings. Fees are payable to the church custodian and are due three (3) days prior to the wedding.

Total Cost for Non-Church Members - Use of Church and Custodian Fees:
Sanctuary and Fellowship Hall: \$325.00
Sanctuary Only: \$200.00 Fellowship Hall Only: \$175.00

**WEDDING – RESERVATION REQUEST & FACILITY USE AGREEMENT
FIRST BAPTIST CHURCH - DADEVILLE, ALABAMA**

Name of Person Making Request: _____

Bride: _____ FBC Member? Y/N _____

Groom: _____ FBC Member? Y/N _____

Contact Person's Phone: _____ Contact Email: _____

Wedding Date Requested: _____ Wedding Start Time: _____ AM _____ PM _____

(Rehearsal is usually scheduled for the evening prior to the wedding; special requests may be considered.)

Day & Time setup begins: _____ Wedding End Time (including cleanup): _____

Which room(s) are you requesting: _____ If requesting the sanctuary,
what do you plan to do on the stage? _____

Which FBC musical instruments will be used? _____

Will you need a speaker's podium? _____ the sound system? _____ Number microphones? _____

Do you plan to use visual media (video, graphics, pictures, audio)? _____

Note: Use of sound/video/lighting systems in the sanctuary and/or fellowship hall requires paid FBC-trained technicians. It may be necessary to have more than one technician at your event. Bride and groom are responsible for paying technicians.

Time sound technician needed? _____

Time video technician needed? _____

Will the reception be in the church fellowship hall? _____

**If requesting fellowship hall and kitchen access, be sure to read the information on page 73 before signing this reservation request. Note: food and beverages are allowed only in the kitchen and fellowship hall.*

Wedding Coordinator: _____

Other considerations? _____

By my signature below, I acknowledge and agree to the following:

1. I have received and read FBC's Wedding Policy booklet and agree to abide by all the conditions therein.
2. I will be responsible for the conduct of those persons coming to, or participating in, the activity for which this reservation request is being made, and for any damage, beyond normal wear and tear, that may occur as a result of this activity.
3. I indemnify and hold harmless First Baptist Church and its administrators, officers, members, volunteers, or employees, from and against any damages, claim, or demand arising out of the use of the church's facilities and equipment by any person participating in, or present because of, the scheduled activity.
4. I will reimburse First Baptist Church for any expenses incurred defending such claim or demand.

Signed: _____

Printed Name: _____

Date: _____

Return completed Wedding Reservation Request form to the church office as soon as possible. All fees are due 30 days prior to the wedding. (See fee structure on next page.)

Date Completed Request Form Received _____ & FBC Staff Member confirmed date is available:

Signature & Title Date

Approved by Facilities Manager (Buildings and Grounds/Facilities Committee Chairman)

Signature Date

Approved by Minister of Music (Required if sound/lighting/video/tech equipment & personnel requested)

Signature Date

Building Rental Fee Total to be paid: _____ (Due 30 days prior to wedding; check payable to FBC.)

Rental Fee Received by: _____

Signature & Title Date Received

Custodial Fee to be paid: _____ (Due 30 days prior to wedding; check payable to custodian.)

Custodial Fee Received by: _____

Signature & Title Date Received

Sound Technician Fee to be paid: _____ (Due 30 days prior to wedding; check payable to sound tech.)

Sound Tech Fee Received by: _____

Signature & Title Date Received

WEDDING FEE STRUCTURE*:

	<u>Members</u>	<u>Non-members</u>
Sanctuary & Fellowship Hall	0+	\$150.00+
+Custodial fee ¹	\$175.00	\$175.00
Sanctuary Only	0+	\$100.00+
+Custodial fee ¹	\$100.00	\$100.00
Fellowship Hall Only	0+	\$100.00+
+Custodial fee ¹	\$ 75.00	\$ 75.00
Sound Technician ²	\$100.00	\$100.00

* These fees do not include a pastor's honorarium. We leave the amount you pay the pastor up to your discretion. Please keep in mind that the pastor does not get a fee from the church to officiate your wedding.

CEREMONY INFORMATION

(Submit this form to FBC at least 30 days prior to the wedding.)

Bride's Name (as used in wedding): _____

Groom's Name (as used in wedding): _____

Number in Wedding Party: _____

Maid or Matron of Honor: ? _____ Name: _____

Best Man's Name: _____

Flower Girl? _____ Name: _____

Ring Bearer? _____ Name: _____

Solos: How many? _____ Where in service? _____

Lord's Prayer as a song? _____ Kneel? _____

Giving Bride away? _____

Giving and Receiving Rings? _____

Traditional Vows or your own? _____

Wedding Coordinator: _____

Notes from minister:

- Wedding coordinator needs to be aware that once you walk down the aisle, the minister is in charge of the service. Changes made be made during rehearsal if bride, groom, minister, and wedding coordinator (in that order) agree on the change.
- If someone drops a ring during the ceremony, **LEAVE IT. MINISTER WILL PICK IT UP AFTER THE SERVICE.**
- Say your vows facing each other; you are speaking to each other.
- **Rings:** Maid or Matron of Honor will carry the groom's ring on her thumb. Best Man will carry the bride's ring on his little finger. ***This is to be done even if a ring bearer is part of the service.*** Plastic or symbolic rings can be placed on the pillow.

TO BE GIVEN TO YOUR CATERER

1. The caterer will provide his/her own equipment except for the banquet tables, which the church will provide.
2. If it is necessary for food to be cooked in the church kitchen, you must notify the church of that need at least seven (7) days before the wedding. (This is for your safety, since our stoves and ovens are considerably larger and more complex than most kitchen equipment.)
3. A member of the church's hospitality committee will be on hand to answer questions about our facilities.
4. The church has the following supplies which will be available: (1) glass punch bowl with several dozen cups, and several dozen glass dessert plates. You will need to contact the church seven (7) days before the wedding if these supplies are needed.
5. The refrigerators are usually kept locked; if you need to use them, you will need to let the church secretary know.
6. It is the responsibility of the caterer to leave the kitchen area clean and straight—with all used dishes having been washed and returned to the church kitchen clean and in order. (Note: detergent and dishcloths are not provided by the church.)

TO BE GIVEN TO YOUR FLORIST AND/OR DECORATOR

Elaborate decorations are not necessary either in the sanctuary or fellowship hall; however, the amount and type of decorations used will be decided by the bride within the framework of the policies of the church.

1. A definite time for decorating must be arranged with the church secretary (256-825-6232).
2. The florist/decorator must decorate the church within the allotted time scheduled. If it is determined more time is needed, there will be an additional charge.
3. The florist/decorator must remove the decorations immediately following the ceremony. It is the responsibility of the florist/decorator to bring a staff large enough to do this.
4. Protective coverings must be on plants and flowers used outside the choir rail to keep from damaging the carpet.
5. Only spring-loaded or paradise candles may be used. Brass candle snuffers should be used in lighting and extinguishing the candles.
6. NO tacks, tape, nails, pins, or wires may be attached to any wall, furniture, or woodwork in the sanctuary or fellowship hall.
7. NO candles, plants, or decoration may be placed on any of the church's musical instruments.
8. After the sanctuary has been decorated for Christmas, the decorations MUST NOT be altered. Any decorations you plan must include those already in the sanctuary.
9. The individual or family scheduling the wedding is responsible for moving the platform furniture, before and after the ceremony; and will be held liable for any damages to the carpet, furniture, or buildings.
10. The church reserves the right to restrict the privileges of any florist to decorate who violates these regulations.

SECTION F

CHILD PROTECTION FIRST:

PART 1 - ADMINISTRATIVE POLICIES

**PART 2 - CHILD ABUSE
PREVENTION POLICY**

POLICY & PROCEDURES - SECTION F. CHILD PROTECTION FIRST

PART 1 - ADMINISTRATIVE POLICIES:

I. THE SCREENING PROCESS

All information acquired during the screening process will be treated as confidential and will not be disclosed to others beyond the necessary ministers of the First Baptist Church staff. The only exception would be if an age-group minister deems that limited disclosure is necessary to protect a child from possible harm.

II. CONFIDENTIAL APPLICATION

Every individual must complete the "Confidential Volunteer and Employment Application." It should be signed and returned to the church office before continuation of this process occurs.

III. PROCEDURE FOR CONTACTING PERSONAL REFERENCES

Mail a letter or send a fax to the references listed on an individual's application. Indicate your intent to call on a certain date at an approximate time to secure a reference for the named individual. Include with the letter or fax a copy of the signed and notarized "Consent to Release of Confidential Information."

Place a call and explain that you are conducting a standard confidential background check under the church's Child Protection First Program. Complete the "Reference Contact Form." Be sure to answer all questions, noting the date and time of the process.

Turn in the signed and completed "Reference Contact Form" to be placed in the applicant's permanent, confidential record folder.

IV. CONDUCT A PERSONAL INTERVIEW

In order to be properly prepared to conduct an interview and answer possible questions, you should read the screening policies and guidelines very carefully. If you are uncertain about the meaning or purpose of any question, talk with the staff member responsible for overseeing the screening program.

It is your responsibility to go over any and all questions contained in the "Personal Interview," the "Reference Contact," and the "Confidential Application." In addition, you are to assess the applicant's gifts, abilities, and experience for the church's ministry.

Although the screening process could easily be viewed negatively, take the initiative to cast it in a positive light. Your attitude is likely to be contagious, so make a deliberate effort to make it a positive one. Emphasize the fact that God can use all things for good, even our

response to a problem like child abuse (see Romans 8:28-29). Among other things, you can mention the fact that you see the interview as an opportunity to learn more about applicants' gifts, abilities, and ministry goals, which will help you to guide them in their work with minors and also to discern ways that you can spur them on in their walk with the Lord (Hebrews 10:24-25). As a result, the screening process will help not only to protect our children but also to build up our body by preparing us for works of service. (Ephesians 4:11-13).

As you go through the interview, there are a few things to look for that may indicate a security question. These include:

- Gaps in church attendance or employment history.
- Answering yes to one of the questions involving abuse.
- A negative comment by a reference.
- The fact that an applicant was sexually molested as a child or as an adult.

Although none of these factors alone necessarily disqualifies an applicant for work with minors, they may raise a concern that warrants further investigation before approval is granted.

IV.A. INTERVIEW GUIDELINES FOR SENSITIVE ISSUES

There are a variety of sensitive issues you could encounter during an interview. Here are some general guidelines:

1. An applicant admits that he or she was sexually abused as a child.

Response: This can be an extremely delicate issue, so take great care to respond gently and with sensitivity. Once the issue is raised, however, you will need to get more information to determine whether the person might be likely to abuse others.

Questions to ask: How long ago? What effect has it had on you? Have you had counseling? How has God ministered to you through this? Where do you need further healing? Depending upon the answers you receive, it may be necessary to do a more thorough background check on the person to eliminate any doubt about his or her suitability for work with minors (e.g., criminal records check and/or church record and references).

2. An applicant admits that he or she has sexually touched a child (not including child-to-child touching that occurred more than ten years ago) or has been involved in other sexual immorality.

Response: Such an admission raises serious questions about a person's suitability for work with minors. It may also indicate a need for pastoral counseling to deal with a sinful habit pattern. You should

consult with the senior pastor or supervising staff member responsible for overseeing the screening process.

3. When interviewing an individual, the discussion begins to include detailed sexual issues.

Response: This could become awkward or embarrassing for the individual and compromising for the interviewer. At the very least, you should make sure that you are talking in a place where other people can see you through a window or are at least present in an adjoining room. You should also ask the individual if he/she would prefer to postpone further discussion until their spouse or other individual can join you. When in doubt, postpone the meeting and invite an appropriate person to join you. After you have completed the interview, send all of the forms to the staff member responsible for overseeing the process.

If you have any doubts or questions about an applicant, note them clearly so the other staff member will know to discuss them with you. If you believe that an applicant should be approved, sign in the box on the bottom of the "Confidential Volunteer and Employment Applicant" form.

If you noticed any strengths or weaknesses for work with minors, make note of them on a separate sheet of paper, and sign and date it at the bottom. Copies of these notes will be passed on to the appropriate age-group minister.

IV.B. QUESTIONS TO ASK DURING A PERSONAL INTERVIEW

- To break the ice, engage in casual conversation for a few minutes; thank the applicant for his or her interest in working with preschoolers, grade-schoolers, preteen, youth, etc.
- Ask some general, non-threatening questions about his or her background, hobbies, interest, why he or she chose this church, etc.
- When and how did you become a Christian?
- Describe your walk with Christ since conversion.
- What are your ministry strengths?
- What are some ministry areas that you would like to strength?
- Why do you want to work with minors (state an appropriate age group)?
- When considering your prior employment, what tasks did you enjoy the most?
- Does your spouse support your involvement in this ministry? How?
- Describe the relationship among your family members as you were growing up.
- What types of disciplinary measures were utilized in your family?
- Have you ever been physically or sexually abused?

- Go over the questions contained in the "Confidential Volunteer and Employment Application." In addition to gathering general information, clarify any gaps in church attendance history (periods when an applicant was not attending church).
- Clarify any gaps in employment history: if an applicant has had many job changes, find out why.
- If an applicant answered "yes" to any question pertaining to child abuse, get complete details.

V. HANDLING ABUSE/MOLESTATION INCIDENTS INVOLVING CHURCH EMPLOYEE OR VOLUNTEER

The accused party will be presumed innocent until proven guilty. In a valid case, an accused party may be placed on paid or non-paid leave where there are no witnesses other than the accused and the accuser. However, where two adults were present at the time of the alleged incident, one of whom was the accused, and the other adult states in writing that he or she observed no incident to occur, then the accused employee or volunteer shall remain as a church employee or volunteer throughout the investigative process.

Upon an accusation being made, a representative of the church staff will notify and consult with the senior pastor, chairman of the deacons, the church attorney, and the liability insurance carrier representative for the church. Recommendations received from these sources will be adhered to.

Besides any other investigative process that may ensue, the church itself will implement the following procedure for investigation of the incident. The church will arrange for psychological testing for a possible false accusation by the accuser, as well as for possible transference of actual abuse-related emotions from the parent of the accuser to the accused, or for other explanations of the incident that would establish the innocence of the accused. The church will take other steps as deemed prudent by the senior pastor, church staff, and deacon body.

The church will, on a regular basis, keep all interested parties notified of the progress in the investigation and other matters, subject to counsel from the church's insurance company or attorney.

If the investigative process, or the church's own investigation, clearly shows that the accused is in fact guilty of the incident, then the church will take all reasonable steps to cooperate with law enforcement authorities in any action they may take against the accused.

VI. REPORTING PROCEDURES

Observed or reported child sexual abuse or child molestation should be reported immediately to the supervising staff member.

No single indicator of abuse or neglect is necessarily cause for alarm, but it may be a reason to observe a given person or situation more closely. When multiple indicators appear together however, it is appropriate to discuss the situation with someone else in the church, or in urgent cases, to make a report to the authorities.

VI.A. Indications of Physical Abuse:

- Child reports injury by others;
- unexplained bruises, welts, lacerations, burns, fractures, abdominal injuries, or human bites;
- child is unusually wary of physical contact with adults, demonstrates extremes in behavior, or seems frightened of parents or caretaker.

VI.B. Indications of Sexual Abuse:

- Child reports abuse by others;
- has difficulty walking or sitting;
- torn, stained, or bloody underclothing;
- complaints of pain or itching in genital area;
- bruises or bleeding in external genitalia, vaginal or anal area;
- unusual interest in or knowledge of sexual matters;
- or other unusual and excessive behaviors inappropriate for a child of that age.

Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with the supervising minister to see what steps could and should be taken to protect the child and help the family. The minister, in consultation with the senior pastor and church attorney will then proceed with the correct and thorough process.

PART 2 - CHILD ABUSE PREVENTION POLICY

PURPOSE: It is the purpose and intent of First Baptist Church to provide a safe, secure environment to teach and care for the children and students of our community.

GOAL: Our goal is to protect children from sexual abuse or child molestation by employees or volunteers in the church and to protect employees and volunteers from false accusations.

DEFINITION OF CHILD SEXUAL ABUSE: The National Resource Center on Child Sexual Abuse defines child sexual abuse as "any sexual activity with a child, whether in the home by a caretaker, in a day-care setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child." Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling; penetration of the oral, genital, and anal areas; intercourse; and forcible rape. Other forms of abuse can include verbal comments, pornographic videos, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

DEFINITION OF A MINOR: A minor is any individual under the age of 18 years.

The policy and procedure set forth below will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in church facilities or church-sponsored activities.

This policy will address four (4) areas that are critical for the protection of the children, our employees and our church: selection process, protection process, reporting procedures, and responses to allegations.

I. SELECTION PROCESS

Employee: anyone who is paid by the church on a full-time or part-time basis, whether they work directly with preschoolers, children, and/or students.

Church employees will be required to complete a confidential application form, be interviewed by appropriate staff member, have references checked and verified, and give written permission for a possible criminal records check.

Volunteer: anyone who is not paid by the church on a full-time or part-time basis and is serving in any position involving the supervision or custody of minors.

A volunteer will be required to complete a confidential application form, be interviewed by the appropriate staff member, have references checked and verified, and give written permission for a possible criminal records check.

In addition to the above requirement, all persons who wish to volunteer must be members of First Baptist Church for at least six (6) months. Any variation from this must be approved by the senior pastor and supervising minister.

II. PROTECTION POLICY

A. Two Adult Rule

Every attempt will be made to have two (2) adult workers always present or nearby with children and students during all church activities. In addition, age-group ministers, division directors, greeters, and/or the program director will be present and available on each floor, in the hallways where minors are present. Every effort shall be made to assure that one adult is not left alone with one minor.

B. View Windows

Every effort shall be made to place preschoolers, children and students in rooms with view windows for all teaching/learning activities.

C. Overnight Activities

Volunteer adult chaperones and supervisors will be required to comply with all these policies as outlined.

D. Within-Town Activities

Volunteer adult chaperones and supervisors will be required to comply with all these policies as outlined.

E. Out-of-Town Activities

All participants shall have written parental consent and a notarized medical release form. Consent forms may be completed for a one-year period and must be renewed annually. Volunteer adult chaperones and supervisors shall be required to comply with all these policies as outlined.

F. Preschool Security Policies: See First Baptist Church Preschool Leadership Handbook for further details.

III. REPORTING PROCEDURES

Observed or reported child sexual abuse or child molestation should be reported immediately to the supervising minister.

Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk.

Therefore, if you have reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could and should be taken to protect the child and help the family. When time

and circumstances permit, the report should first be made to the appropriate age-group minister, who will then proceed with the correct and thorough process.

IV. RESPONSES TO ALLEGATIONS

All allegations will be taken seriously, and church staff will take appropriate action.

The official spokesperson for the church will be designated by the senior pastor. Consultation with the church attorney prior to any public comments is strongly advised. No other staff members or church members shall speak to the media in an official capacity.

The church staff will document—in writing, with date and signature—all efforts in the handling of any incident.

The church staff will not deny, minimize, or blame any individual involved in allegations. The church staff will minister to all involved, as well as investigate, and cooperate with authorities.