

Central Baptist Church

Policies and Procedures Manual

Effective August 24, 2014

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ROTATING COMMITTEES AND MINISTRY TEAMS

BENEVOLENCE (Rotating)

Purpose:

To consider and seek to meet critical needs within individual church families and others in the community

Duties:

1. Establish the Benevolence Guidelines (APPENDIX B) used for consideration of requests.
2. Notify the Church of any changes made to the Benevolence Guidelines at the next regular business meeting.
3. Investigate all requests made to the ministry.
4. Review and evaluate all assistance provided by the Church.
5. Work with other ministries within the Church to coordinate benevolence activity.
6. Seek out local agencies and other churches that may assist in providing the support needed based on the request made.
7. Make recommendations to the Church as to the type and form of assistance that can and/or should be provided.
8. All benevolence expenditures must be approved by the Benevolence Committee or the Church. Expenditures are limited to no more than \$750 per request without approval of the Church.
9. Treat all requests for assistance with appropriate confidentiality.
10. In May of each year, the committee will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Benevolence Ministry shall be comprised of three (3) to five (5) members determined by the Nominating Committee. It is preferred that representative numbers of males and females serve. Members will serve on a three-year rotation.

BOARD OF DIRECTORS (Standing, rotating)

(Refer to Article III.E. of the *Bylaws of Central Baptist Church*)

BUDGET AND FINANCE (Standing, rotating)

Purpose:

To lead the Church in budget planning and administration and to promote stewardship education in all areas of the church program; to properly account for the finances of the Church according to established church policy

Duties:

1. Budget Development
 - A. Research and seek input on budgetary needs of the various committees, teams, ministries, and programs.
 - B. Study the record of giving and potential giving of the Church for appropriate financial budgetary planning.
 - C. Analyze current budget strengths and weaknesses.
 - D. Evaluate budget requests, keeping in mind fixed items (i.e. insurance, debt retirement, utilities, etc.) and flexible items (i.e. salaries, programs, ministries, missions, etc.)
 - E. Receive and review budget requests from committees, teams, ministries, and programs in preparation of the annual budget. Notify committees, teams, ministries, and programs of approved budgets for their respective areas.
 - F. Present the budget to the Church for adoption at the December business meeting prior to the beginning of the new fiscal year.
2. Budget Administration

After the annual budget has been approved by the Church, the Budget and Finance Committee has the continuing responsibility to:

 - A. Oversee and maintain church Financial Management Policies (as outlined in the *Policies and Procedures Manual*, page 13) regarding expenditures and investments.
 - B. Review budgeted expenditures of committees and ministries.
 - C. Periodically review expenditures in accordance with budget allocations and financial receipts and bring to the Church recommendations for adjustment as needed.

3. Non-Budgeted/Over-Budgeted Expenditures
 - A. The Church Treasurer has the authority to approve non-budgeted expenditures up to \$1000 per occurrence without requiring approval of the Church. If such expenditure is made, the Church will be informed at the next appropriate business meeting.
 - B. The Budget and Finance Committee has the authority to approve over-budgeted expenditures up to \$1000 without requiring approval of the Church. If such expenditure is made, the Church will be informed at the next appropriate business meeting.
4. Representation and Oversight
 - A. Negotiate and coordinate with banking institutions on any future financing related to building programs, equipment purchases, and any other matters requiring coordination with bank officials.
 - B. Oversee and ensure appropriate accountability of all church financial matters in accordance with the Financial Management Policies (as outlined in the *Policies and Procedures Manual*, page 13), ensuring the maintenance of church records according to state and federal tax laws.
5. Stewardship Education
 - A. Implement actions educating and creating awareness within the congregation in matters pertaining to stewardship and tithing.
 - B. Provide the Church with a monthly financial statement clearly outlining all receipts and expenditures. This report will be made by the Church Treasurer, the chair of the Budget and Finance Committee, or a designated member of the committee.
6. In May of each year, the committee will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Budget and Finance Committee will be comprised of seven (7) members determined by the Nominating Committee. In the interest of equal representation, it is preferred that at least three (3) women serve on the committee. The Church Treasurer is an ex-officio member of the committee whose purpose is to advise, but who does not have voting power within the committee. One member will serve on the Board of Directors as the Budget and Finance Committee representative. Members serve on a three-year rotation.

BUILDING AND GROUNDS (Standing, rotating)

Purpose:

To provide for the care, upkeep, and overall maintenance of the church property and buildings

Duties:

1. Inspect all church property periodically.
2. Work with ministries of the Church concerning space allocation, furniture needs, and any special accommodations required.
3. Recommend changes and/or improvements of facilities, property, and grounds to the Church.
4. Ensure that guidelines outlined in the Facilities Use Policy (APPENDIX G) are followed.
5. Notify the Church of any changes made to the Facilities Use Policy at the next regular business meeting.
6. Oversee the repair and maintenance of all facilities, property, and grounds.
7. Submit to the Budget and Finance Committee projected budget requirements annually. Outside contract vendors which fall under the purview of Building and Grounds shall be solicited and procured by the Building and Grounds Committee. If the amount of the contract exceeds the authority of the Building and Grounds Committee, the Building and Grounds Committee shall make a recommendation to the Church for acceptance.
8. Make purchases within its budget without approval unless the purchase exceeds either 10% of its monthly budget or \$500 (whichever is greater). If the purchase exceeds this amount, the Budget and Finance Committee must approve the purchase.
9. In May of each year, the committee will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.
10. In May of each year, the committee will submit to the Nominating Committee their recommendation for the Building Use Coordinator, an ex-officio member of Building and Grounds, who will maintain the Church Calendar and facilitate the Church Council meetings.

Membership:

The Building and Grounds Committee shall be comprised of seven (7) members determined by the Nominating Committee. In the interest of equal representation, it is preferred that at least two (2) women serve on the committee. Members will serve on a three-year rotation.

CHILDREN'S MINISTRY TEAM (Non-Rotating for Directors / Rotating for others)

Purpose:

To help the Associate Pastor for Youth/Children's Administrator plan, coordinate, and evaluate the Children's Ministry to ensure a smoothly operating, safe and effective program that functions in concert with the church's overall mission, vision, and purpose statement

Duties:

1. Help oversee and coordinate all aspects of the Children's Ministry.
2. Help maintain and uphold church child protection policies.
3. Assist the Associate Pastor for Youth/Children's Administrator in planning and implementing children's programs.
4. Research and explore new trends and developments in children's ministry programs.
5. Work closely with Associate Pastor for Youth/Children's Administrator in setting ministry goals, space concerns, and curriculum.
6. Implement and strategize to achieve outcomes that draw children to a relationship with Jesus.
7. Assist the Associate Pastor for Youth/Children's Administrator in preparing the annual budget needs/requests for submission to the Budget and Finance Committee.
8. Make purchases within its budget without approval unless the purchase exceeds either 10% or \$500 (whichever is greater) of its budget within a month. If the purchase exceeds this amount, the Budget and Finance Committee must approve the purchase.
9. In May of each year, the Children's Ministry Team will submit to the Nominating Committee recommendations for the appropriate number of potential new rotating members for the upcoming year.

Membership:

1. Members are required to complete the Church's Child Protection Training.
2. The Children's Ministry Team shall be comprised of a minimum of nine (9) members. This committee will consist of the following: the directors of Nursery, Preschool, Children's division, Children's Church, Awana, and Upward who will serve on a non-rotating basis; three (3) at-large members who will each serve on a three-year rotation.
3. The Associate Pastor for Youth/Children's Administrator will chair the Children's Ministry Team as an ex-officio member.

FELLOWSHIP (Rotating)

Purpose:

To plan, budget, and coordinate church-wide fellowship events and to ensure that the food service areas are properly maintained

Duties:

1. Determine the food service needs of the Church including equipment and supplies.
2. Assist in preparing and serving meals/food as necessary.
3. Develop and recommend policies related to the use and maintenance of the food service areas.
4. Ensure that all persons working in the food service areas maintain a high level of compliance with appropriate health standards.
5. Ensure that kitchen and fellowship areas are maintained in a clean and organized manner.
6. Coordinate with other church ministries who use the food service areas to maintain facilities in a proper manner.
7. Provide budget requirements to the Budget and Finance Committee annually.
8. Responsible for reserving the location(s) and date(s) for the annual Sunday School Picnic and Homecoming events.
9. In May of each year, the committee will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

This ministry shall be comprised of at least nine (9) members determined by the Nominating Committee. In the interest of equal representation, it is preferred that at least three (3) men serve on this committee. Members serve on a three-year rotation.

NOMINATING (Standing, rotating)

Purpose:

To staff and maintain staffing for all church-elected leadership positions which are filled by volunteers

Duties:

1. Receive and review recommendations from each committee/ministry to replace members who are rotating off.
2. Receive and review recommendations from each committee/ministry to determine a chair for each.
3. Select, interview, and enlist church committee members, ministry team leaders, and general church officers.
4. Screen and approve volunteers before they are invited to serve.
5. Assign leaders to positions of service according to the spiritual giftedness and strengths of each person and the needs of the Church.
6. In May of each year, make recommendations for chair and the appropriate number of potential new members for the upcoming church year.
7. Select a Pastor Search Committee for approval by the Church should the office of Senior Pastor be vacated.
8. Select an Interim Pulpit Committee for approval by the Church should the office of Senior Pastor be vacated.
9. Nominate individuals for new committees as the need arises.
10. Provide to the Church a list of nominees for standing committees, and rotating and non-rotating committees and ministry teams, and other volunteer leadership positions at least one week prior to the Annual Business Meeting,
11. Present the slate of volunteer leaders and committee/ministry team members to the Church at the Annual Business Meeting in August.

Membership:

The committee shall be comprised of five (5) members determined by the Nominating Committee and approved by the staff each year. Members will serve on a three-year rotation.

PERSONNEL (Standing, rotating)

Purpose:

To assist the Church in matters related to personnel administration and management such as employment, salaries and benefits, conflicts, and personnel services

Duties:

1. Stay apprised of staffing needs in consultation with the Senior Pastor and present staff.
2. Prepare and regularly update position descriptions for all employed personnel (APPENDIX A – Personnel Documents).
3. Notify the Church of any changes made to the Personnel Documents at the next regular business meeting.
4. Recruit, interview, and recommend to the Church all candidates for employment with the exception of the Senior Pastor.
5. Conduct performance reviews of staff as deemed necessary, but no less than annually. The Senior Pastor will be reviewed annually by a committee of four (4) who will submit their review to the Personnel Committee. (Two members will come from the administrative Deacon Committee chosen from among themselves, and two members will come from the Board of Directors chosen from among themselves.)
6. Based on annual performance reviews, recommend to the Budget and Finance Committee for budgetary consideration appropriate salaries and benefits for all church employees.
7. In May of each year, the committee will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Personnel Committee shall be comprised of five (5) members determined by the Nominating Committee. In the interest of equal representation, it is preferred that at least two (2) women serve on the committee. Members serve on a three-year rotation.

YOUTH MINISTRY (Rotating)

Purpose:

To develop a viable Youth Ministry to middle and high school students in conjunction with the Associate Pastor for Youth/Children's Administrator which reflects the overall vision of the Church

Duties:

1. Assist the Associate Pastor for Youth/Children's Administrator in planning and implementing youth activities.
2. Offer support of all policies for behavior and dress as outlined and maintained by the Associate Pastor for Youth/Children's Administrator.
3. Assist the Associate Pastor for Youth/Children's Administrator in preparing the annual budget needs/requests for submission to the Budget and Finance Committee.
4. Make purchases within its budget without approval unless the purchase exceeds either 10% or \$500 (whichever is greater) of its budget within a month. If the purchase exceeds this amount, the Budget and Finance Committee must approve the purchase.
5. In May of each year, the Youth Ministry Team will submit to the Nominating Committee recommendations for the appropriate number of potential new members for the upcoming year.

Membership:

1. Members are required to complete the Church's Child Protection Training.
2. The Youth Ministry Team shall be comprised of a minimum of five (5) members, at least two of whom are in high school, who are active church members, and who are active participants in the majority of youth activities. The Associate Pastor for Youth/Children's Administrator chairs the Youth Ministry Team. Adult members serve on a three-year rotation. Youth members serve for a minimum of one year, but may serve up to three years at the discretion of the Youth Ministry Team.

NON-ROTATING COMMITTEES/MINISTRY TEAMS

AUDIO/VISUAL TEAM (Non-rotating)

Purpose:

To acquire appropriate audio, lighting, and visual projection equipment for the Church and operate such equipment during the designated services and program activities of the Church

Duties:

1. Receive training in the operation and use of all audio, lighting, and visual projection equipment.
2. Study and recommend the appropriate audio, lighting, and visual projection needs of the Church in conjunction with the Minister of Music and/or event coordinator.
3. Operate the audio, lighting, and visual equipment during the services of the Church or for program activities.
4. Provide a maintenance schedule for the upkeep and replacement of the audio, lighting, and visual equipment.
5. Recommend changes and/or additions to the audio, lighting, and visual equipment.
6. Provide budget needs/requests annually to the Budget and Finance Committee.
7. Develop technical guidelines that will enhance the worship experience in conjunction with the Senior Pastor and staff.
8. Purchase, prepare, and distribute tapes of services as needed for those requesting such and for homebound ministry.
9. Make purchases within its budget without approval unless the purchase exceeds either 10% of its monthly budget or \$500 (whichever is greater). If the purchase exceeds this amount, the Budget and Finance Committee must approve the purchase.
10. In May of each year, submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Audio/Visual Team will be comprised of at least six (6) members determined by the Nominating Committee. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

BAPTISM (Non-rotating)

Purpose:

To aid and support the Senior Pastor and baptismal candidates

Duties:

1. Fill and drain the baptistry as needed.
2. Assist candidates with personal needs and requirements.
3. Be responsible for maintaining required supplies, such as towels and robes.
4. Provide budget needs/requests annually to the Budget and Finance Committee.
5. In May of each year, the ministry will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Baptism Team shall be comprised of at least six (6) members determined by the Nominating Committee. In the best interest of equal representation, it is preferred that an equal number of males and females serve. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

CHURCH COUNCIL (Standing)

Purpose:

To assist the Senior Pastor and staff in the scheduling of various church and ministry activities

Duties:

1. Meet at least quarterly to establish the calendar of upcoming services, events, and activities of the various committees, ministries, and programs of the Church.
2. Ensure a minimum of conflict among these services, events, and activities by maintaining a Church Calendar published monthly for the membership by the Administrative Assistant. The Building Use Coordinator will maintain the church calendar. If a committee/ministry wishes to schedule an event after the monthly calendar has been distributed, the chair or designated member of that committee/ministry must contact the Building Use Coordinator to preclude conflicting with a previously scheduled event.

3. A special called meeting of Church Council may be requested, scheduled, and chaired by the Senior Pastor at his discretion to discuss business of the Church not related to the church calendar.

Membership:

The Church Council shall be comprised of the Senior Pastor, all ministerial staff, and the elected leadership of all committees and ministries. The committee meeting will be facilitated by the Building Use Coordinator.

COMMUNION (Non-rotating)

Purpose:

To support the Senior Pastor and Deacons in the administration of the ordinance of the Lord's Supper

Duties:

1. Provide, prepare, and set up the elements for the observance as instructed by the Senior Pastor or Deacons.
2. Purchase as needed and appropriately maintain the supplies and utensils for observance of the Lord's Supper.
3. Provide budget needs/requests annually to the Budget and Finance Committee.
4. In May of each year, the ministry will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming year.

Membership:

The number of members serving on the Communion Team will be set by the Nominating Committee each year as affected by the growth of the Church and the requirements of the task. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

COUNTING (Non-rotating)

Purpose:

To receive, count, and deposit all monies given to the Church in accordance with sound financial principles as directed by the Budget and Finance Committee and the Church Treasurer

Duties:

1. Gather monies collected in the services and Sunday School and safeguard them until they are properly accounted for in accordance with established procedures.
2. Count and deposit monies according to the Standardized Procedures for Counting Teams (APPENDIX C).
3. Recommend suggested changes in accounting procedures for approval to the Church Treasurer and/or the Budget and Finance Committee.
4. Notify the Church of any changes made to the Standardized Procedures for Counting Teams at the next regular business meeting.
5. In May of each year, the committee will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

There are three (3) standing counting teams who alternate in their duties and at least two (2) alternates determined by the Nominating Committee. These teams are to be comprised of at least three (3) members each. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

FLOWER (Non-rotating)

Purpose:

To ensure that flowers are sent to members whenever a death occurs in the immediate family (spouse, child, sibling, parent, grandparent)

Duties:

1. Stay apprised of deaths in the church family or their family members.
2. Coordinate with the church-approved florist to provide flowers or make contact with a florist in the appropriate city if the death is out of town.
3. In May of each year, the committee will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Flower Team shall be comprised of at least three (3) members determined by the Nominating Committee. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

HEALTH AND SAFETY (Non-rotating)

Purpose:

To ensure that the church facilities and environment meet and/or exceed reasonable health and safety standards

Duties:

1. Administer and coordinate safety awareness programs within the Church. Classes could include but are not limited to a church-wide safety program, CPR classes, and first aid training.
2. Maintain and update adequate first aid supplies and/or equipment as deemed appropriate by the ministry.
3. Maintain Health and Safety Standards (APPENDIX E).
4. Notify the Church of any changes made to the Health and Safety Standards at the next regular business meeting.
5. Periodically inspect buildings to maintain Health and Safety Standards in conjunction with the janitorial staff; the nursery, preschool, children, and youth departments; the Fellowship Team; Awana and Upward Sports leadership; Sunday School leadership; Building and Grounds; etc., empowering each department, team, committee, or class to maintain approved Health and Safety Standards.
6. In May of each year, the ministry team will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Health and Safety Team shall be comprised of at least five (5) members determined by the Nominating Committee. It is preferred that those serving have knowledge of basic health and safety guidelines. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

INFORMATION TECHNOLOGY (Non-rotating)

Purpose:

To provide general planning, oversight, and guidance in the area of computer Information Technology (IT). The team is responsible in the areas of Local Area Network (LAN), Wide Area Network (WAN), computer management, and network protection.

Duties:

1. Review and approve IT-related procurements.
2. Provide long-range objectives that support church ministry goals.
3. Provide access and computer support to staff and ministries in a timely manner.
4. Provide for PC protection.
5. Provide best practices for network security.
6. Provide internet security, traffic monitoring, and filtering.
7. Provide network design and implementation planning.
8. Provide budget needs/requests annually to the Budget and Finance Committee.
9. Approve IT-related purchases from other departments so that the purchases stay within standards to protect established IT infrastructure.
10. In May of each year, the ministry team will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The team should be comprised of at least three (3) members as determined by the Nominating Committee. Service is determined by willingness and ability to serve. Ideally, members of the IT Team should have at least 5 years of experience with server, PC, and/or network management. This ministry team is non-rotating.

LIBRARY (Non-rotating)

Purpose:

To carry out the vision and mission of the Church by providing media for the purpose of leadership development, spiritual transformation, and leisure activities as it helps children hear God's Word, know God's Word, and do God's Word and encourages students and adults to know God, own their faith, and make their faith known

Duties:

1. Catalog all library books, DVDs, CDs, and other resource materials and keep the catalog current.
2. Develop a resource section in the library containing commentaries and study aids.
3. Recruit and train volunteers to work in the library.
4. Establish and maintain procedures for checking out/returning books and other media, receiving donations/sending acknowledgments, and weeding the collection.

5. Develop and distribute informational materials about the library and its needs.
6. Choose and purchase new books and library materials regularly, being good stewards of the designated funds given to support the library.
7. Provide budget needs/requests annually to the Budget and Finance Committee.
8. In May of each year, the ministry will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming church year.

Membership:

The Library Ministry Team shall be comprised of at least five (5) members determined by the Nominating Committee. Service is determined by willingness and ability to serve. This ministry is non-rotating.

MISSION ACTION TEAM (Non-rotating)

Purpose:

To evaluate and screen all mission projects and mission trips and to assist with the coordination of projects for Baptist Men, Baptist Women, and all other related mission activities of the Church

Duties:

1. Plan and implement publicity for church-wide mission offerings including, but not limited to, the Annie Armstrong Easter Offering for North American Missions and the Lottie Moon Christmas Offering for International Missions.
2. Oversee the scheduling of mission activities for the Church in an effort to avoid conflicts.
3. Evaluate ideas for mission projects submitted by the Church, groups, or individuals.
4. Ensure that all mission activities of the Church conform to the requirements of the Baptist State Convention guidelines.
5. Establish the Mission Policy and Guidelines (APPENDIX D).
6. Notify the Church of any changes made to the Mission Policy and Guidelines at the next regular business meeting.
7. Provide budget needs/requests annually to the Budget and Finance Committee.
8. In May of each year, the Mission Action Team will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming year.

Membership:

The Mission Action Team shall be comprised of but is not limited to: pastoral staff; directors of Baptist Men, Baptist Women, Children's Ministry, and Youth Ministry. The MAT is non-rotating with a maximum of nine (9) members.

PRAYER AND CARE (Non-rotating)

Purpose:

To care for the spiritual and physical needs of the church family by praying for and distributing prayer requests and by providing meals.

Duties:

1. Distribute prayer requests via the email prayer chain.
2. Pray for those on the printed prayer list distributed weekly by the church office.
3. Provide meals for those who are in temporary need due to the birth of a child; hospitalization, illness, or recovery from surgery; a death in the family; or other extenuating circumstance.

Membership:

The Prayer and Care Team consists of several teams of 5-6 individuals, each with a team captain. Meal preparation rotates among the teams. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

PUBLICITY AND PROMOTIONS (Non-rotating)

Purpose:

To coordinate the production and distribution of all informational and public relations materials

Duties:

1. Produce church publications, promotional materials, and news releases as required.
2. Coordinate church-wide promotions, both in-reach and out-reach, relating to holidays or other special events.
3. Provide budget needs/requests annually to the Budget and Finance Committee.
4. The committee may make purchases within its budget without approval unless the purchase either exceeds 10%

or \$500 (whichever is greater) of its budget within a month. If the purchase exceeds this amount, the Budget and Finance Committee must approve the purchase.

5. In May of each year, the ministry will submit to the Nominating Committee recommendations for chair and the appropriate number of potential new members for the upcoming year.

Membership:

The Publicity and Promotions Team shall be comprised of at least five (5) members determined by the Nominating Committee. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

SECURITY TEAM (non-rotating)

Purpose:

To serve as the first line of detection and defense for the Church

Duties:

1. Increase security through observation – be aware of surroundings.
2. Increase security through assessment – make evaluation/decision for the next action.
3. Increase security through action – notify others and isolate.
4. Maintain a physical presence in the buildings and parking lots while maintaining radio contact with other team members.
5. Escort collected offering to the safe.
6. Check children in and out of the child care areas of the Church - in the Family Life Center and in the Elementary Wing.
7. Ensure that guidelines outlined in the Security Procedures (APPENDIX F) are followed.
8. Notify the Church of any changes made to the Security Procedures at the next regular business meeting.
9. In May of each year, the team will submit to the Nominating Committee recommendations for chair and a list of Security Team members for the upcoming year.

Membership:

1. All Security Team members are required to become familiar with the Security Procedures (APPENDIX F).
2. All Security Team members are required to attend a one-time training class before assuming any duties as a Security Team member.
3. The number of members serving on this team will vary each year as affected by the growth of the Church and the requirements of the task. Service is determined by willingness and ability to be trained and to serve. This ministry is non-rotating.

WELCOME (Non-rotating)

Purpose:

To greet and assist all members and guests of Central Baptist Church

Duties:

1. Welcome all arrivals and assist guests in locating Sunday School classes, nursery and children's facilities, and services in the Sanctuary or Family Life Center.
2. Assist in parking for those in need of assistance or in case of inclement weather.
3. Assist in location of available seating in the Sanctuary or Family Life Center.
4. In May of each year, the ministry will submit to the Nominating Committee recommendations for a coordinator for each service and a list of greeters for the upcoming year.

Membership:

The number of members serving on this team will vary each year as affected by the growth of the Church and the requirements of the task. Service is determined by willingness and ability to serve. This ministry team is non-rotating.

CHURCH POLICIES AND PROCEDURES

ELECTION OF DEACONS

Procedure for the election of deacons:

1. The Deacon Ministry consists of all deacons ordained in accordance with the qualifications outlined in the Bylaws, Article III, F., who are also members of Central Baptist Church.
2. Once ordained, a deacon retains his position as deacon and is expected to be available to provide spiritual guidance and servant ministry, according to his ability and God's grace, to the congregational members of Central Baptist Church.
3. No later than three (3) months prior to the new church year (which begins September 1st), an administrative Deacon Committee, consisting of seven (7) deacons including its chairman, will be selected at-large by the Deacon Ministry body and presented during the annual church business meeting. The Deacon Committee coordinates the activities of the Deacon Ministry in identifying and addressing the needs of ministry families. Deacons elected to the Deacon Committee shall be selected to fill a one (1)-year term, with a maximum of three consecutive terms.
4. The Senior Pastor and Chairman of the Deacons are to appoint a sub-committee of deacons to produce a slate of prospective men to serve as deacons. This sub-committee will examine the church membership for men who, to their immediate knowledge, are eligible to serve. To be eligible, a man must meet the qualifications outlined in the Bylaws, Article III, F. and be willing to serve.
5. This slate of candidates will be reviewed by the Senior Pastor, the Chairman of the Nominating Committee, and the Deacon body to further qualify them.
6. The Senior Pastor and the Chairman of the Deacons will then interview prospective candidates to further qualify their eligibility and/or willingness to serve. A pre-requisite for consideration must be a willingness to complete a deacon-training seminar offered by the Church.
7. The final list of nominees will be presented to the Church for affirmation at the annual business meeting in August. As this is a sacred office, the vote for Deacon is to be separate from the voting for candidates named for other positions by the Nominating Committee.
8. An Ordination Service will be set in agreement with the Senior Pastor, deacons, and the candidate(s).

CHURCH TREASURER

The Church Treasurer bears the following responsibilities:

1. Safeguard all church financial assets and investments.
2. Keep accurate records in appropriate financial journals of all monies received and disbursed.
3. Reconcile monthly bank statements and make corrections as needed.
4. Sign checks in accordance with church policies and procedures and verify the supporting documents for each check request.
5. Approve non-budgeted expenditures up to \$1000 per occurrence.
6. Prepare periodic and annual financial reports.
7. Present financial reports to the Church at each regularly scheduled business meeting.
8. Keep church staff and appropriate committees informed of any trends or changes in fiscal matters.
9. Approve the procedure for the counting and deposit of funds by the Counting Team.
10. Assist as needed with preparation of payroll and related tax reports.
11. Work with the Budget and Finance Committee in preparing the annual church budget.
12. Meet with the Budget and Finance Committee in an advisory capacity as a non-voting, ex-officio member. The Church Treasurer is not eligible to serve as a member of the Budget and Finance Committee.
13. Participate with the Budget and Finance Committee (and Board of Directors) in any bank financing agreements.
14. Oversee the preparation of Contribution End-of-Year Statements.

FINANCIAL MANAGEMENT POLICIES

Procedure for non-budgeted/above-budget expenditures:

1. For all non-budgeted or above-budget expenditures, all committee/ministry team leaders must first submit written requests to the Budget and Finance Committee for review and approval. Such requests must include the purpose of the request and estimates for expenditures. If approved by the Budget and Finance Committee, the request for any non-budgeted expenditure exceeding the discretionary limit of the Church Treasurer and/or the

Budget and Finance Committee will be presented to the Church for approval as a joint motion from the requesting committee/ministry team and the Budget and Finance Committee.

2. Any expenditure occurring within a month in excess of 10% of the committee's annual budget must be approved by the Budget and Finance Committee unless the committee's annual Budget Request indicated that the money would not be spent evenly throughout the year (for example, Vacation Bible School and Upward).
3. For any purchase in excess of \$1000, a minimum of two (2) written bids or estimates should be obtained by the committee/ministry team and reviewed before submitting a request to the Budget and Finance Committee.

Financial reviews:

1. Financial reports will be submitted to the Bank on a periodic basis for review.
2. The Budget and Finance Committee will designate a committee member to approve/initial the bank reconciliations periodically (at least quarterly). This designated committee member must not also serve on the Counting Team.
3. The Budget and Finance Committee will designate a committee member or other qualified church member to conduct a periodic internal review of the accounting procedures, controls, and financial records. If the findings of that review raise any concerns, the Budget and Finance Committee will arrange for an independent review (a paid, outside agency) of the financial procedures and records.
4. At any point during the transition from the current Church Treasurer to a newly elected Church Treasurer, the Budget and Finance Committee may request either an internal review or an independent review.

Documentation Procedure for Reimbursement:

1. Any purchase made on behalf of a committee/ministry team must have prior approval by the committee/ministry team if the expense is to be reimbursed. All receipts presented for reimbursement should include written approval by the Chair of the committee/ministry team in the form of a signature, initials, printed email, etc. Receipts should contain only the item(s) to be reimbursed. (Personal items should not be mixed with church items on the receipt.)
2. The approved receipt must be submitted to the Church Treasurer within thirty (30) days from the date of purchase. Reimbursement will be made available to the individual within ten (10) days of submission.
3. Church credit cards are assigned to designated individuals who are responsible for their use and are responsible for submitting receipts promptly to the Church Treasurer or their designee.

Documentation of Contributions:

1. All church members are asked to use an offering envelope provided by the Church for all monetary contributions to facilitate accurate records and accounting.
2. Offering envelopes are kept by the Church for a minimum of seven (7) years.
3. Contribution End-of-Year Statements will be prepared and delivered before the end of January each year.

Undesignated or Unrestricted Gifts:

1. Individuals are encouraged to support the ministry of the Church through regular gifts (tithes) and offerings to the General Fund (the general operating budget of the Church). The General Fund is the comprehensive spending plan for the Church's ministries.
2. Unless otherwise noted, all receipts are considered unrestricted receipts and are used to support the unified budget of the Church through the General Fund.

Designated Gifts:

1. Individuals may give designated gifts for the ministry of the Church. However, the designated fund must be established before the Church can receive the designated gift.
2. The process of establishing a designated fund by the Church:
 - A. Any member of the Church may request the establishment of a designated fund.
 - B. The member must present a written request to the Budget and Finance Committee.
 - C. The Budget and Finance Committee must approve the establishment of the requested designated fund and present the request to the Church for final approval.
 - D. Before the Church accepts a contribution for the designated purpose, the designated fund must be approved.
 - E. If the Budget and Finance Committee or the Church does not approve a request for a designated fund, the designated fund cannot be established, and the Church will not accept any money for that purpose.
 - F. In compliance with Internal Revenue Service requirements, a list of contributors and their contributions is maintained.

3. The established designated fund must meet the following requirements in writing by the Budget and Finance Committee:
 - A. The purpose of the fund and how it furthers the mission of the Church must be stated.
 - B. The procedure on how the fund will be spent.
 - C. The name of the established ministry group or team charged with the administration of the fund.
 - D. The procedure on how the fund can be closed.
 - E. The procedure on how to disperse any money left in the fund after the fund is closed.
4. Designated funds created before the Church adopts this new written policy will not be impacted by the new policy. The Church will operate under the original terms (verbal or written) that were assumed when the existing designated funds were established. The new written policy will impact only new designated funds created after the policy is approved by the Church.
5. If a monetary contribution is received for an approved project or ministry of the Church and the designated fund has been established, the monetary contribution can be recorded on the donor's contribution statement. Contributions designated to a group or organization within the Church (i.e. a Sunday School class) for that group or organization's exclusive use and under its total control is not a deductible contribution to the Church. (A Sunday School class is not a 501(c)(3) organization. The Church cannot add this designated contribution to the donor's contribution statement because the Church does not have any control over the contribution.)

Types of Funds:

1. Missions Fund – The Church, in exercise of its religious purposes and mission, has established a Missions Fund to provide resources for the Church, church members, or other worthy persons or organizations spreading the gospel of Jesus Christ. The fund can also provide resources to church members or other worthy individuals for short-term mission trips or support of long-term missions. The Church welcomes contributions to the fund.
 - A. The administration of the fund, including all disbursements, is subject to the control and discretion of the Mission Action Team (MAT). The MAT may consider recommendations/specific requests from anyone, but in no event is the MAT bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation. (For example: A donor can write "Cuba Missions" on the mission's line of an offering envelope. The MAT will make every effort to ensure that the donation is used for Cuba Missions. However, the MAT is only bound to make sure that the donation is used for missions, protecting the original purpose of the designation if the Cuba Mission trip were to be cancelled or if all the money was not needed/spent in Cuba.)
 Note: For church-sponsored mission trips, a donor can indicate that their gift is to support a specific individual who is going on the trip; however, the donation will be entered into a "common pool" to support the entire mission. Therefore, donors cannot expect to get their money back if the individual for whom they contributed exceeds his/her individual funding requirement or if that individual is unable to go on the mission trip. All donations for mission trip support are to be made payable to the Church and not to the individual.
 - B. The Church recognizes that spreading the gospel is the primary purpose of the Church and has established this fund as an ongoing fund. Should at any time in the future the Church vote to close this fund, all money in the fund at that time will go into the General Fund of the Church.
2. Ministry Fund – The Church, in exercise of its religious purposes and mission, has established a Ministry Fund to provide resources for the Church and its various ministries. The ministries include, but are not limited to, the following: music ministry, youth ministry, children's ministry, etc. The Church welcomes contributions to the fund, and donations may be received for an established ministry of the Church.
 - A. The administration of the fund, including all disbursements, is subject to the control and discretion of the Ministerial Staff. The Ministerial Staff may consider recommendations/specific requests from anyone, but in no event is the Ministerial Staff bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the Ministerial Staff failed to honor the donor's recommendation.
 - B. The Church recognizes that ministry is a vital part of the Church's purpose and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go into the General Fund of the Church.
3. Building Fund – The Church, in exercise of its religious purposes, has established a Building Fund to provide for the future needs of the Church for major remodeling, expansion, or construction of facilities for the Church. The Church welcomes contributions to the fund.

- A. The administration of the fund, including all disbursements, is subject to the control and discretion of the Budget and Finance Committee. The Church may consider recommendations/specific requests from anyone, but in no event is the Church bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the Church failed to honor the donor's recommendation.
 - B. The Church recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go into the General Fund of the Church.
4. Building and Grounds Maintenance Fund – The Church, in exercise of its religious purposes, has established a Building and Grounds Maintenance Fund to provide maintenance and major repairs to the church building, grounds, and equipment as needed beyond budgeted funds. The Church welcomes contributions to the fund.
- A. The administration of the fund, including all disbursements, is subject to the control and discretion of the Building & Grounds Committee. The Church may consider recommendations/specific requests from anyone, but in no event is the Church bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the Church failed to honor the donor's recommendation.
 - B. The Church recognizes that maintaining the church building, grounds, and equipment is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go into the General Fund of the Church.
5. Love Offering Fund – The Church, in exercise of its religious and charitable purposes, has established a Love Offering Fund. The purpose of the Love Offering Fund is to honor laborers in the field with a financial gift. The Church welcomes contributions to the fund. However, the love offering will be considered taxable income to the recipient.
- A. The administration of the fund, including all disbursements, is subject to the control and discretion of the Budget and Finance Committee. The Budget and Finance Committee may consider recommendations/specific requests from anyone, but the committee is not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the committee failed to honor the donor's recommendation.
 - B. The Church recognizes that the love offering fund is part of the continuing mission of the Church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go into the General Fund of the Church.
6. Memorial Fund - The Church, in exercise of its religious and charitable purposes, has established a Memorial Fund to honor the memory of deceased individuals or to honor church members or staff. The Church welcomes contributions to the fund.
- A. The administration of the Memorial Fund, including all disbursements, is subject to the control and discretion of the Budget and Finance Committee.
 - 1) Donors may specify that the memorial or honorarium be placed in a specified designated account (i.e. "Gift to the Building Fund in memory of Joe Smith").
 - 2) Memorial/honorarium donations that name an individual but not a specific fund will be deposited into the General Fund or another established fund at the discretion of the Budget and Finance Committee.
 - 3) The Budget and Finance Committee may consider recommendations/specific requests from anyone, but the committee is not bound in any way to honor the recommendations. (For example: A monetary donation is received "for a fountain in memory of Joe Smith." The Budget and Finance Committee may decide to redirect the money to another fund because of the construction and maintenance burden the fountain would place on the Church.) Donors will not be permitted to recover a contribution because the committee failed to honor the donor's recommendation.
 - 4) A letter of receipt will be sent to the donor, and a letter of acknowledgment will be sent to the family of the one remembered or honored to inform of such gifts received.
 - B. The Church recognizes that the Memorial Fund is a part of the continuing mission of the Church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go into the General Fund of the Church.

7. Benevolence Fund – The Church, in exercise of its religious and charitable purposes, has established a Benevolence Fund to assist persons in financial need. The Church welcomes contributions to the fund.
 - A. The administration of the fund, including all disbursements, is subject to the control and discretion of the Benevolence Committee. The Benevolence Committee will consider recommendations/specific requests from anyone, but the committee is not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the committee failed to honor the donor’s recommendation.
 - B. The Church recognizes that assisting persons in financial need is a continuing mission of the Church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go into the General Fund of the Church.
 - C. Also, the Benevolence Committee should record the required Internal Revenue Service documentation for benevolence requests. The following documentation should be recorded for accurate record keeping:
 - 1) A complete description of the assistance
 - 2) The purpose for which the aid was given
 - 3) The Benevolence Committee’s objective criteria for disbursing assistance under the benevolence fund
 - 4) How the recipients were selected
 - 5) The name, address, and amount distributed to each recipient
 - 6) Any relationship between a recipient and officers, directors, key employees, or substantial contributors to the Church

PROVISION FOR WRITTEN BALLOTS

The standard for conducting the business affairs of the Church is established in the Bylaws as *Robert’s Rules of Order* (Article IV, 3, c).

To precipitate a written ballot, as opposed to an oral vote, a motion must be made from the floor. The Moderator considers this motion as any other motion. It requires a second and appropriate discussion, and a vote is taken to accept or reject the motion. The motion requires a majority of those present and voting to pass. If the motion is rejected, no ballot vote is taken; an oral vote is all that is required. If the motion is accepted, the Moderator proceeds to order a ballot vote following the requirements listed below:

1. A standardized ballot indicating a “yes” or “no” vote will be made available to the Moderator by the Church Clerk. Members wishing to participate in the ballot voting will secure a ballot from the Church Clerk.
2. Once all who wish to vote have received a ballot and have completed their vote, the Moderator declares the polls closed. The Moderator will appoint tellers as deemed necessary to count ballots.
3. The results of the vote and the ballots will be turned over to the Moderator. The Moderator will announce the results. Ballots will be maintained in a secure location for a period of one (1) year.

ADOPTION AND AMENDMENT

Adoption and amendment of the body of this *Policies and Procedures Manual* shall require a majority affirmative vote of members present and voting in a regular or properly called special business meeting. Any proposed amendment must be submitted through the Board of Directors who will review the amendment before the recommendation is presented to the Church. Written copy and public notice of any proposed amendment must be provided to the congregation at least one (1) full week before action can be taken on the amendment in a business meeting. The *Policies and Procedures Manual* and any later amendments will be effective immediately upon adoption.

Amendments to the Appendices of this *Policies and Procedures Manual* shall be made by the appropriate committee as noted in each appendix. The Church will be notified of changes at the next regular business meeting following the adoption of the amendment.

A written copy of approved amendments or changes to Appendices must be given to the Secretary of the Board of Directors who will maintain a current copy of the *Policies and Procedures Manual*. A printed copy of the current *Policies and Procedures Manual* will be kept in the church office.

Approved amendments or changes to Appendices made at business meetings throughout the church year will be noted in the current copy with a strikethrough and effective date. At the annual business meeting in August, the Church will vote to adopt a clean copy of the *Policies and Procedures Manual* to begin the new church year.

APPENDIX A – PERSONNEL DOCUMENTS

General Statement

All full-time employees are eligible to participate in the Guidestone retirement program offered by the Southern Baptist Convention. Participation provides for disability and life insurance at no additional cost. Effective January 2014, Central Baptist will enroll its **new** employees into this program at the minimum level. Higher levels or additional participation can be purchased at the individual employee's expense. Current employees are encouraged to participate as well.

Senior Pastor - Job Description

Duties and Responsibilities:

- Provide the primary leadership and direction of the Church in all areas of ministry
- Develop the vision for the Church through the ministry, with the assistance of the ministerial staff
- Preach and teach to the congregation rooted in, and consistent with, Scripture
- Provide input and direction for all church programs and ministries by facilitating communication between appropriate persons
- Serve as an ex-officio member of all committees/ministries offering suggestions or recommendations, but without voting privileges
- Supervise all church ministerial and non-ministerial staff
- Ensure that all procedures are followed for determining the eligibility of volunteers who work with children as outlined in the *Policies and Procedures Manual*, APPENDIX F - Security Procedures, Section 17

Employment Guidelines/Benefits:

1. Payment schedule is bi-monthly (the first and the fifteenth).
2. Upon initial employment, the employee will be granted three weeks (21 days) paid vacation.
3. Health insurance is offered as a salary reduction benefit. The employee secures a health insurance plan of their choosing. The Church will pay the premiums for this policy and reduce the employee's salary by this amount.
4. After 10 years of service, the employee earns four weeks (28 days) paid vacation.
5. Thirty (30) days paid sick leave; for a prolonged illness, continued payment is at the discretion of the Church.
6. Two (2) weeks per year to preach revivals or attend conventions, the latter which is paid for by the Church.
7. Sabbatical leave of up to one month (30 days) is provided every three years of service. Sabbatical leave cannot be accrued or carried over from 3-year period to the next.
8. Pulpit supply provided in case of illness, bereavement, conventions and vacations.
9. At initial employment **only, moving** expenses will be covered by the Church. This provision does not cover any housing costs (rentals, house-seeking trips, down payments, closing costs, etc.). Additionally, this provision must be used within 6 months of the initial hire date. The mover is at the Senior Pastor's discretion, but he is required to obtain competitive bids for the Budget and Finance Committee.
10. In the event of absence, the Senior Pastor is to inform the church office and the Deacon Chairman and/or the chair of the Board of Directors regarding essential contact information.
11. Resignation/retirement requires two (2) weeks' notice. Dismissal can only occur by a joint recommendation from the Board of Directors and the Deacon Committee and a majority vote of the membership present and voting in a called business meeting which requires two (2) weeks' notice. In the event of termination of services, due consideration will be given to minimize disruption to the Senior Pastor's family and to the church witness. Severance will be provided as determined by the Board of Directors, Budget and Finance Committee, and Personnel Committee.

Associate Pastor – Job Description

Duties and Responsibilities:

- Work under the leadership and direction of the Senior Pastor
- Be responsible for carrying out the Senior Pastor's vision for the Church through the Ministry
- Approve Christian Education, in conjunction with teachers and Senior Pastor in support of the vision of the Church
- Research and/or approve all Sunday School curriculum in coordination with teachers and Pastoral staff
- Meet quarterly with Sunday School workers to discuss the current status and needs of the Sunday School Ministry
- Oversee Visitation Ministry (includes outreach; home, hospital, and shut-in visitation; etc.)
- Develop and implement Senior programs that support the vision, goals, and direction of the Senior Pastor of Central Baptist Church
- Oversee church committees, including, but not limited to,
 - Serve as ex-officio member of all committees, offering expertise and advice but not being entitled to vote
 - Serve as liaison between church staff, committees, ministries, and the Board of Directors
 - Communicate with all committee and ministry chairs to ensure that committee duties are carried out according to the Central Baptist Church Constitution and *Policies and Procedures Manual*
- Preach and/or teach in the absence of the Senior Pastor as requested, or assist in securing an appropriate substitute

Employment Guidelines/Benefits:

1. Payment schedule is bi-monthly (the first and the fifteenth).
2. Upon initial employment, the employee will be granted three weeks (21 days) paid vacation.
3. Health insurance is offered as a salary reduction benefit. The employee secures a health insurance plan of their choosing. The Church will pay the premiums for this policy and reduce the employee's salary by this amount.
4. After 10 years of service, the employee earns four weeks (28 days) paid vacation.
5. Thirty (30) days paid sick leave; for a prolonged illness, continued payment is at the discretion of the Church.
6. Two (2) weeks per year to preach revivals or attend conventions, the latter which is paid for by the Church.
7. Pulpit supply provided in case of illness, bereavement, conventions and vacations.
8. At initial employment **only, moving** expenses will be covered by the Church. This provision does not cover any housing costs (rentals, house-seeking trips, down payments, closing costs, etc). Additionally, this provision must be used within 6 months of the initial hire date. The mover is at the Associate Pastor's discretion, but he is required to obtain competitive bids for the Budget and Finance Committee.
9. In the event of absence, the Associate Pastor is to inform the Senior Pastor and Chair of the Board of Directors regarding essential contact information.
10. Resignation/retirement requires two (2) weeks' notice. Dismissal can only occur by a recommendation from the Board of Directors and a majority vote of the membership present and voting in a called business meeting which requires two (2) weeks' notice. In the event of termination of services, due consideration will be given to minimize disruption to the Associate Pastor's family and to the church witness. Severance will be provided as determined by the Board of Directors, Budget and Finance Committee, and Personnel Committee.

Associate Pastor for Youth/Children's Administrator – Job Description

Duties and Responsibilities:

- Develop and implement student-related programs and policies for middle and high school students that support the vision, goals, and direction of the Senior Pastor of the Central Baptist Church
- Oversee, coordinate, and manage all aspects of Youth ministries by:
 - Selecting all volunteers
 - Making all curriculum decisions,
 - Coordinating all activities,
 - Completing or delegating any other assignments, tasks or duties needed for effective implementation of the CBC Youth ministries. The CBC Youth ministry should be approximately 95% of the Youth Pastor's responsibilities.
- Work with Nominating Committee to select birth through 5th grade teachers, coordinators, and other volunteers for Sunday School, Children's Church, and other children's ministries.
- Facilitate all birth through 5th grade ministries by assisting selected coordinators and volunteers in the selection of curriculum, establishing policies and procedures, and other assistance as needed. This area should be approximately 5%, therefore choosing dedicated volunteers will be essential to the success of this ministry.
- Meet periodically with children's workers to discuss the current status and needs of the Children's Ministry
- Research and/or approve all children's Sunday School curriculum in coordination with teachers and Pastoral staff
- Serve as contact for the planning and coordination of the education, fellowship, and worship opportunities for the Children's Ministry (calendar events)
- Serve as chairman of the Youth Ministry Team
- Plan and administer the Sunday evening Youth program in conjunction with the AWANA program
- Plan and administer a Wednesday evening Youth program
- Research and/or approve high school and middle school Sunday School curriculum in coordination with teachers and Pastoral staff
- Create and maintain a Youth web page and/or calendar of events
- Plan special Youth services and/or revivals including:
 - A week-long summer mission trip and/or retreat
 - A fall/winter weekend retreat
- Train and lead Youth in evangelistic outreach in the community through various ministry opportunities (lock-ins, service projects, etc.)
- Recruit adequate help from the congregation to support the Youth Ministry, working in conjunction with the Nominating Committee process
- Assure that students leaving the Children's Ministry have a smooth transition the Youth Ministry
- Serve as a member of Church Council, representing Youth and Children's ministries
- Be available to counsel students and support their needs at school, home, and church
- Prepare and administer an annual budget for the Youth Ministry and Children's Ministry
- Preach and teach in the absence of the Senior Pastor as requested, or assist in securing an appropriate substitute

Employment Guidelines/Benefits:

1. Payment schedule is bi-monthly (the first and the fifteenth).
2. Upon initial employment, the employee will be granted three weeks (21 days) paid vacation.
3. Health insurance is offered as a salary reduction benefit. The employee secures a health insurance plan of their choosing. The Church will pay the premiums for this policy and reduce the employee's salary by this amount.
4. After 10 years of service, the employee earns four weeks (28 days) paid vacation.
5. Thirty (30) days paid sick leave; for a prolonged illness, continued payment is at the discretion of the Church.
6. Two (2) weeks per year to preach revivals or attend conventions, the latter which is paid for by the Church.
7. Pulpit supply provided in case of illness, bereavement, conventions and vacations.
8. At initial employment **only, moving** expenses will be covered by the Church. This provision does not cover any housing costs (rentals, house-seeking trips, down payments, closing costs, etc). Additionally, this provision must be used within 6 months of the initial hire date. The mover is at the Youth Pastor's discretion, but he is required to obtain competitive bids for the Budget and Finance Committee.

9. In the event of absence, the Youth Pastor is to inform the Senior Pastor.
10. Resignation/retirement requires two (2) weeks' notice. Dismissal can only occur by a recommendation from the Board of Directors and a majority vote of the membership present and voting in a called business meeting which requires two (2) weeks' notice. In the event of termination of services, due consideration will be given to minimize disruption to the Youth Pastor's family and to the church witness. Severance will be provided as determined by the Board of Directors, Budget and Finance Committee, and Personnel Committee.

Traditional Service Minister of Music – Job Description

Duties and Responsibilities:

- Work with the Pastoral Team for leadership and guidance but with definitive direction coming from the Senior Pastor
- Work with the Pastoral Team to plan music selection and style in keeping with the vision of the Church
- Plan and coordinate with the Contemporary Service Minister of Music to ensure continuity and cohesiveness in all areas of the music ministry
- Plan the order of Traditional Worship Service and provide timely information to the Pastoral Team and the administrative staff
- Direct and coordinate the adult choir for all rehearsals and weekly services
- Direct and coordinate the instrumentalists for all rehearsals and weekly services
- Direct congregational worship for traditional worship services
- Secure and approve individual vocal and instrumental performances for church services
- Coordinate and recruit volunteers for the development of music programs (vocal and/or instrumental) for children and Youth
- Coordinate the music staff (volunteer/paid) within all areas of the music of the Church
- Work with the Pastoral Team in music outreach opportunities in the community
- Select, in conjunction with the Pastoral Team and Contemporary Service Minister of Music, seasonal music and/or musical drama
- Be available for additional rehearsals and other duties required to present the seasonal events
- Oversee the musical drama ministry
- Manage and maintain the church music library and supplies
- Manage and maintain the church-owned musical equipment, including items used for the contemporary service
- Work with the Audio/Visual Team on the use of audio, lighting, and visual equipment
- Plan and coordinate with Contemporary Service Minister of Music the music calendar for all services
- Prepare the annual budget request for the Budget and Finance Committee and administer the music budget
- Minister and disciple the music family members
- Secure a qualified substitute during times of absence

Employment Guidelines/Benefits:

1. Payment schedule is bi-monthly (the first and the fifteenth).
2. Upon initial employment, the employee will be granted three weeks (21 days) paid vacation.
3. Health insurance is offered as a salary reduction benefit. The employee secures a health insurance plan of their choosing. The Church will pay the premiums for this policy and reduce the employee's salary by this amount.
4. After 10 years of service, the employee earns four weeks (28 days) paid vacation.
5. Thirty (30) days paid sick leave; for a prolonged illness, continued payment is at the discretion of the Church.
6. Two (2) weeks per year to attend conventions which are paid for by the Church.
7. Pulpit supply provided in case of illness, bereavement, conventions and vacations.
8. At initial employment **only, moving** expenses will be covered by the Church. This provision does not cover any housing costs (rentals, house-seeking trips, down payments, closing costs, etc). Additionally, this provision must be used within 6 months of the initial hire date. The mover is at the Minister of Music's discretion, but he is required to obtain competitive bids for the Budget and Finance Committee.
9. In the event of absence, the Minister of Music is to inform the Senior Pastor.
10. Resignation/retirement requires two (2) weeks' notice. Dismissal can only occur by a recommendation from the Board of Directors and a majority vote of the membership present and voting in a called business meeting which requires two (2) weeks' notice. In the event of termination of services, due consideration will be given to minimize disruption to the Traditional Service Minister of Music's family and to the church witness. Severance will be provided as determined by the Board of Directors, Budget and Finance Committee, and Personnel Committee.

Administrative Assistant with Financial Duties – Job Description

Primary Purpose:

The administrative assistant with financial duties is responsible for providing professional administrative support for the pastoral staff and managing the church office. This individual will also maintain the Church's general ledger and financial records and prepare financial reports as necessary. The primary supervisor of this individual is the Senior Pastor.

Administrative Assistant Duties:

- Greet visitors and take deliveries
- Answer incoming call, professionally filtering the calls and using phone system to its fullest capacity
- Make phone calls as directed by the pastoral staff
- Make internal and external appointments for pastoral staff and update their calendars
- Sort and filter incoming mail and process outgoing mail
- Keep accurate church records including attendance, membership, and baptismal records and prepare needed certificates
- Prepare bulletins for all services, including proofreading and editing
- Prepare weekly prayer list and notify deacons of prayer concerns for their families
- Update new members information for phone tree and CBC email
- Order/Maintain office and administrative supplies
- Other duties as assigned by the pastoral staff and/or Church Treasurer

Financial Duties:

- Keep accurate records of all church income through tithes offerings and special gifts
- Maintain accurate member contributions using the Church's software package and review and print yearly contribution statements by January 31 each year. Statements should be properly distributed.
- Process accounts payable checks in a timely manner
- Schedule meetings with the Church Treasurer to review and sign prepared check/bill to ensure payment is made in a timely manner
- Maintain proper filing of all documentation related to contributions and accounts payable functions as well as church business records
- Inquire and/or follow up on issues relative to vendors, billings, etc. upon the request of the pastoral staff, Church Treasurer, and/or the Budget and Finance Committee
- Set up the approved budget in the Church's software package
- File forms in a timely manner to the state to receive sales tax refund
- Prepare and required reports or forms for the State Baptist Convention, IRS, or auditor

Position Requirements:

- 30-35 hours per week
- Practicing, professing Christian
- Knowledge of Southern Baptist Association programs
- Experience with QuickBooks, Peachtree, OneWrite or similar small business software
- Experience with MS Office (Word, Excel, PowerPoint, and Outlook)
- 3-5 years' experience in a church, non-profit or small business/Associates Degree
- Organized, detailed, professional, ability to self-manage and multi-task, and handle confidential information
- Pleasant phone voice
- Proficient with email
- Preferably non-church member of Central Baptist Church

Compensation/Benefits:

1. Two (2) weeks paid vacation after one year of service. Vacation dates to be approved by the Senior Pastor.
2. The Church will provide one training session annually at Caraway Baptist Assembly in cooperation with the Baptist State Convention of NC
3. The Church will provide payment of annual fees for membership in the NC Southern Baptist Secretaries Association
4. Resignation/retirement requires two (2) weeks' notice.
5. Payment schedule is bi-monthly (the first and the fifteenth).

Contemporary Service Minister of Music (part-time) – Job Description

Duties and Responsibilities:

- Work with the Pastoral Team for leadership and guidance but with definitive direction coming from the Senior Pastor
- Work with the Pastoral Team to plan music selection and style in keeping with the vision of the Church, specifically for Contemporary Service
- Plan the order of the Contemporary Service and provide timely information to the Pastoral Team and the administrative staff
- Direct and coordinate the Praise Band for all rehearsals and weekly services
- Direct congregational worship for the Contemporary Service
- Oversee the music staff (volunteer/paid) for the Contemporary Service at Central Baptist
- Work with the Pastoral Team in music outreach opportunities in the community
- Select, in conjunction with the Pastoral Team and Traditional Service Minister of Music, seasonal music and/or musical drama
- Be available for additional rehearsals and other duties required to present the seasonal events
- Collaborate with Traditional Service Minister of Music for the musical drama ministry
- Work with the Audio/Visual Team on the use of audio, lighting, and visual equipment
- Plan the music calendar for Contemporary Service
- Submit any budgets requests for the annual budget to the Traditional Service Minister of Music
- Minister and disciple to the music family members
- Secure a qualified substitute during times of absence

Employment Guidelines/Benefits:

1. Payment schedule is bi-monthly (the first and the fifteenth).
2. Pulpit supply provided in case of illness, bereavement, and vacations.
3. Resignation/retirement requires two (2) weeks' notice. Dismissal can only occur by a recommendation from the Board of Directors and a majority vote of the membership present and voting in a called business meeting which requires two (2) weeks' notice. In the event of termination of services, due consideration will be given to minimize disruption to the Contemporary Service Minister of Music's family and to the church witness. Severance will be provided as determined by the Board of Directors, Budget and Finance Committee, and Personnel Committee.

APPENDIX B – Benevolence Guidelines (Benevolence)

1. All benevolent expenditures must be approved by the Benevolence Committee before the money is spent. This is the only committee authorized to administer benevolent contributions and dispense money for qualified expenses. Please do not initiate a benevolent project or solicit funds without first getting approval from the Benevolence Committee.
2. The Benevolence Committee will refrain from paying medical bills as they are not an emergency situation. Hospitals and doctors, etc. are good about working with their clients on payments.
3. The Benevolence Committee will refrain from paying mortgage payments as they quickly deplete our resources.

APPENDIX C – Standardized Procedures for Counting Teams (Counting)

To account for each week's collections, the following procedure is to be adhered to by each teller:

- Separate** loose currency/coins (place in plastic container), envelopes, checks not in envelopes, visitor slips, and any sign-up sheets. Visitor slips and sign-up sheets will be given to the Administrative Assistant.
- Sort** envelopes into two categories: 1) tithe only and 2) envelopes with any designated offerings (alone or with tithe). Any cash in an envelope with no name goes to loose cash.
- Divide jobs:
 - Person 1: Make an envelope** for any check not in an envelope and give to the appropriate teller. Count the **loose currency/coins**. Make an envelope marked "Loose cash" and record the total amount on the General Fund line of the envelope. Assist Person 2 or Person 3 with opening envelopes if possible.
 - Person 2: Open tithe only envelopes** being sure to:
 - determine that the contents match the amount written on the envelope. (If not, correct the envelope).
 - make sure the person's name and other information are on the outside of the envelope.
 - write "Cash" on the outside of the envelope if the envelope contains only cash. If an envelope contains check(s) and cash, note the amounts of each on the envelope (e.g. "\$20 cash, \$40 check"). If there is more than one check, note that as well (e.g., "2 checks").
 - give all "tithe only" cash to Person 1 to count (keeping it separate from other cash).
 - Person 3: Open tithe/designated envelopes** being sure to:
 - determine that the contents match the amount written on the envelope. (If not, correct the envelope).
 - make sure the person's name and other information are on the outside of the envelope.
 - write "Cash" on the outside of the envelope if the envelope contains only cash. If an envelope contains check(s) and cash, note the amounts of each on the envelope (e.g. "\$20 cash, \$40 check"). If there is more than one check, note that as well (e.g., "2 checks").
 - give all "tithe/designated" cash to Person 1 to count (keeping it separate from other cash).
- Divide jobs:
 - Person 1: Loose Cash + Designated Cash + Tithe Cash = Total Cash**
Give "Loose Cash" envelope to Person 3. Find total cash amount using the Currency/Coin Total Sheet, finding separate totals for currency and coins (for deposit slip). Keep cash separate until grand totals balance. **Stamp checks** on back with bank stamp.
 - Person 2: Total Checks + Total Cash = Grand Total**
Find the check total, making a check tape. (The tape will be given to the bank with the checks. Stamp this tape on the back with the bank stamp.) **Take checks** to the Administrative Assistant to make copies of checks. Add the total checks plus total cash from Currency/Coin Total Sheet for a grand total.
 - Person 3: Tithe envelopes + Loose Cash envelope + Designated envelopes = Grand Total**
Add up designated amounts from envelopes and record the total for each designated category on the teller reporting form. Find the total amount of the tithe from all envelopes. Add the tithe envelope total, loose cash envelope total, and designated envelope totals for a grand total.
(See if Person 2 & Person 3 grand totals match. If they match, proceed to #5. If they do not, look for error.)
- When totals balance:**
 - Person 1: Place coins** in a giving envelope stamped with the bank stamp, and write the total coins on the outside. Put cash together and secure with a rubber band for deposit.
 - Person 2:** When the Administrative Assistant returns the checks, make a second check tape, making sure it matches to first check tape. (This tape will be given to the Church Treasurer.) **Fill out deposit slip (with carbon copy)** – Record date, check total, currency total, and coin total. Write the plastic bag number on the deposit slip. Place the original deposit slip, checks wrapped with check total tape, and currency/coins in plastic bank bag. Seal the bag.
 - Person 3: Fill out reporting form** with tithe, loose cash total, and all designated categories, adding columns and colors as indicated. Have **each teller sign** the reporting form. Make a copy of the reporting form to give to the Administrative Assistant with the envelopes, visitor slips, and sign-up sheets. Place the original reporting form, Currency/Coin Total Sheet, the second check tape, and the copy of the deposit slip in the mailbox designated for the Church Treasurer.
- Deposits** are made at Bank of North Carolina, 211 Broad St, in Kernersville. The team captain or designee takes the sealed plastic bank bag to drive-thru for drop-off. If counting takes place when the bank is closed, drop-off can be made at the night deposit location. (A key, located in the safe, is needed to access the night deposit.)

APPENDIX D – Mission Policy and Guidelines (Mission Action Team)

Support:

Central Baptist Church supports missionaries through the International Mission Board, North American Mission Board, and Awana International. We are committed to these organizations but are not limited to them.

Members answering the call to full-time mission work:

Any active member of Central Baptist Church answering the call to full-time mission work requiring financial support will be considered by the Mission Action Team (MAT) before being voted on by the Church. The MAT will make a recommendation to the Church before any new financial support is implemented. Each applicant for mission support will need to be an active member of Central Baptist Church of Oak Ridge. Applicants will need to write out their testimony and the circumstances surrounding their call to missions to be kept on file with the Church. Interviews will be conducted by the MAT, and a recommendation will be made to the Church for a vote. If the applicant does not align him/herself with a Southern Baptist Mission Board, the mission agency of the applicant's choice will have to be in compliance with the doctrinal beliefs of the Church in order to qualify for support.

Coordination of Mission Activities:

To avoid conflict in the scheduling of mission activities, the Mission Action Team (MAT) requests that any idea for a mission project be brought before the MAT before implementation. A standard written request form is available from MAT members or staff for any mission ministries in which you would like our Church to be involved. After discussing the formal request, a MAT member will contact the requestor with a response and explanation of the decision.

Short-term Mission Trip Financing/Fundraising:

The goal of the Mission Action Team (MAT) is for everyone who goes on a mission trip to either pay for 100% of his/her trip or to raise the money for his/her support outside the Church through personal sponsors. If church money is needed for mission trips, the money should be put in the budget when the annual budget is planned. Requests for money for trips should be given to the MAT in early October. The Church will pay for ONE team leader's expenses per trip. These funds must be included in the mission budget. Team leaders may choose not to receive funding by signing a form, but the funding is non-transferable.

1. Every participant should contribute a percentage of the total costs of his/her expenses. This percentage will be determined by the MAT and could vary between trips but not show favoritism to individuals.
 - A. A reservation deposit should be paid by a determined date to reserve a person's spot on the team. Deposits are non-refundable unless a replacement is found.
 - B. The reservation deposit will be collected early enough to provide funds necessary to secure items such as airline tickets, visas, and expenses on the field.
 - C. Youth groups are exempted from the 100% fund-raising guideline if money is included in the Youth budget for missions. Youth defined: Any middle school or high school student who has not enrolled in college the summer of their graduation year.
 - D. College & Career students are not exempt from the 100% fund-raising guideline. College & Career defined: Any college & career youth who is currently attending college or is pursuing a career.
 - E. The Church will not be able to advance funds to cover expenses of any trip. In order to receive money for expenses for a project, the money must already be on hand in the bank in the form of money budgeted for that project or collected/deposited in a designated fund for that project.
 - F. All advertised fund-raising activities for mission trips should be approved by the leader of the trip and should be done by the group away from the church premises. (Explanation: It is the conviction of the Staff and the MAT that missions should be supported through gifts and offerings, not through fund raising.)
 - G. Promotions from the pulpit must be done no sooner than four weeks prior to the deadline for deposits, must be limited to five (5) minutes, and must be pre-arranged with the Minister of Music/Worship Leader to avoid conflict in the schedule of the service. It is our policy to promote only one mission activity at a time.
2. The Team Trip Leader will be responsible for communicating these guidelines to candidates and is responsible for collecting (or appointing someone to collect) the deposits from individuals and providing a record to the Church Treasurer.
 - A. The record shall consist of the individual's name and amount given. This amount, provided by the person going on the trip, is seen as a tax-deductible contribution to the mission ministry.
 - B. All people going on a church-sponsored mission trip must submit to a criminal background check. This requirement conforms to Baptist State Convention guidelines.

APPENDIX F – Security Procedures (Security)

1. Introduction

The procedures outlined herein provide general guidelines for the protection and security of the Church. These procedures also encompass our Child Protection Program. Members of the Security Team may work on a security detail, child protection detail, or both. These procedures are not meant to be all inclusive, and it is recognized that certain procedures may be deviated from to meet certain unforeseeable events and circumstances. These procedures will be updated and revised with the changing needs and circumstances of the Church.

2. Training

- A. All Security Team members are required to become familiar with the Security Procedures.
- B. All Security Team members are required to attend a one-time training class before assuming any duties as a Security Team member.
- C. All Security Team members may be required to attend additional training as approved by the Senior Pastor.
- D. Any team member wanting refresher training or additional training should contact the Head of Security.
- E. All Security Team members will be required to complete the Child Protection Program training.

3. Identification

All Security Team members, while performing their duties as a Security Team member, will wear an issued name tag designating them as a Security Team member.

4. Expectations of our Security Team

- A. Security Team members are expected to report on time. It is understood that occasionally, a team member may not be able to report as scheduled. If this occurs, team members should secure a replacement and then call the Head of Security as soon as possible.
- B. Security Team members are expected to be polite and professional at all times.
- C. Security Team members should perform their assigned duties in a diligent and attentive manner.
- D. At his discretion, the Senior Pastor, together with the Head of Security, may remove members from this team who are not meeting team expectations.
- E. Any member wishing to resign from the Security Team should contact the Head of Security as soon as possible.

5. Mission Statement

To serve as the first line of detection and defense for the entire Church body

6. Security Team Responsibilities

- A. The primary responsibility of the Security Team is to increase security through:
 - 1) Observation – Be aware of surroundings.
 - 2) Assessment – Make evaluation/decision for next action.
 - 3) Action – Notify others and isolate.
- B. Worship service detail: Maintain physical presence inside the worship service. Act as the liaison for members of Church staff and coordinate additional resources as needed. Maintain radio contact with other team members. Stand in the back of the room while the offering is being collected during the worship service, and notify the team member on Patrol detail who will escort the offering to the safe.
- C. Patrol detail: Make regular rounds through all parking areas and the inside of the Church except for the worship service. Look for any suspicious activity and/or persons approaching church property from the shopping center located behind (west of) the Church. Pay special attention to the childcare area. Maintain radio contact with other team members. Escort offerings from the worship service to the safe. Escort and remain with children when an entire class and its teachers leave a secured area (i.e., to the playground). After Sunday School, assist Sunday School teachers in escorting children from the elementary wing to the Family Life Center check-in; escort offerings received during Sunday School to the safe. After each worship service, assist with the check-out of children in the Family Life Center.
- D. Family Life Center Check-in detail: Facilitate the check-in and check-out of all children and volunteers who work with children at Security Check-in area in the Family Life Center. Monitor the security cameras. Maintain radio contact with other team members and children’s workers.
- E. Elementary Wing Check-in detail: Facilitate the check-in and check-out of all children and volunteers who work with children in the Elementary Wing during the Sunday School hour. Maintain radio contact with other team members. After Sunday School, assist Sunday School teachers in escorting children from the Elementary Wing to the Family Life Center Check-in.

- F. When a parent/guardian is checking in a child, the parent/guardian will use the fingerprint scanner for identification before taking the child (Family Life Center Check-in) or sending the child (Elementary Wing Check-in) to his/her classroom. When a parent/guardian is checking out a child, the parent/guardian will use the fingerprint scanner for identification. The parent/guardian will be given a sticker with the child's printed photo and name. The sticker will be given to the teacher at the classroom door to pick up the child.
7. Evacuation and Lock Down Plans
- A. Fire Emergencies/Gas Leak – When there is a fire or gas leak, call 911 and evacuate the building and grounds! (See Full Evacuation below.) Security team member on Patrol detail will meet the fire representatives in the parking lot. All security team members will be trained and become proficient in turning off the gas.
- B. Full Evacuation – Evacuate the entire building and grounds. During a full evacuation, the security team member on Worship service detail will be responsible for evacuating the sanctuary/multi-purpose room. The security team members on Patrol detail and Check-in detail will be responsible for the evacuation of the children's areas. During a full evacuation, all evacuees should be directed to the upper parking lot behind the east end of the shopping center. Security team members will report to the Head of Security when their areas of responsibility are "all clear."
- C. Partial Evacuation – Evacuate the immediate area surrounding a potential threat location. (Examples: a disorderly individual, an EMS call, flooding in one part of the building, etc.) Team members closest to a potential threat/problem will be responsible for evacuating people within the problem area.
- D. Lock Down – Lock all entrances to prevent anyone from entering or exiting the building without permission or authorization. Isolate children, teachers, and attendees from an active threat (examples: an armed person entering the Church with the intent to cause harm; someone running from the police entering the Church; a vicious, loose animal; a hazardous material spill close to the building.)
8. Severe Weather Plan
- A. From the Sanctuary: The Security team member on Worship Service detail will escort the congregation from the Sanctuary building to one of the following locations in the Family Life Center in this order: kitchen, storage room, interior hallway. They will align them along an interior wall. However, if time is critical, the congregation will be escorted to the hallway in the Elementary Wing. They will align them along an interior wall.
- B. From the Family Life Center: The security team member on Worship Service detail will escort the congregation to one of the following areas of the Family Life Center in this order: storage room, kitchen, interior hallway. They will align them along an interior wall.
- C. From Preschool/Children's Church area: The security team member on Family Life Center Check-in detail will escort the children and children's workers to the choir room in the Family Life Center. They will align them along an interior wall. Children's workers will remain with the children at all times. If children are to be released after the immediate danger has passed, parents/guardians may pick up their children from the choir room.
- D. From the Elementary Wing: The security team member on Elementary Wing Check-in detail will escort children and children's workers to the choir room of the Family Life Center. However, if time is critical, they will be escorted to the hallway of the Elementary Wing. Children's workers will remain with the children. If children are to be released after the immediate danger has passed, parents/guardians may pick up their children from the choir room/Elementary Wing.
- E. From Adult and Youth Sunday School rooms: Adults and youth should go to the stairwell that is closest to their classroom, proceed downstairs, and take shelter in the following areas of the Family Life Center in this order: storage room, kitchen, interior hallway. Adults and youth should align themselves along an interior wall. If the closest stairwell is impassable, an alternate stairwell should be used. If both stairwells are impassable, adults and youth should line up along an interior wall in the hallway away from windows.
- F. Special considerations – During severe weather events, Security Team members should enforce the following safety measures:
- 1) Stay away from windows, doors, and outside walls.
 - 2) Do not open windows.
 - 3) Stay away from areas enclosed with glass.
 - 4) Do not use telephones except for emergencies, as lightning can travel through phone lines.
 - 5) When possible, avoid contact with metal surfaces.
 - 6) If possible, avoid areas with wide roof spans. The perimeter walls of the gymnasium should only be used as a safe haven as a last resort.

- 7) Get to the ground floor.
 - 8) Do not panic; escort the members to their predetermined location in a swift but orderly fashion.
9. Medical Emergencies
- A. Call 911.
 - B. Notify all team members.
 - C. Security team member on Worship Service detail will attempt to identify any medical personnel in the congregation.
 - D. Security team member on Patrol detail will meet EMS personnel in the parking lot and escort them to the patient.
 - E. Gather information for church records.
 - F. Never attempt to render medical aid for which you are not trained in.
10. Mentally Disturbed and/or Intoxicated Individuals that pose a threat
- A. Call 911.
 - B. Isolate individual/threat.
 - C. If person is determined to be a threat to the safety of others, follow the evacuation/lockdown plan deemed appropriate by the Head of Security.
 - D. Do not engage this person physically unless absolutely necessary to protect yourself or a third party from serious bodily injury.
11. Counting of Church Funds
- A. The counting of church funds should always be done in a secured locked room out of view.
 - B. It is required that a minimum of two people, not related, be present when counting church funds.
 - C. If church funds are counted during services, Security Team member on Patrol detail will routinely check the room designated as the counting room, ensuring that the door remains locked.
 - D. In an attempt to keep potential threats from knowing the location of the counting room, the location of this room should be limited to those with a need to know. The Senior Pastor may, on a periodic basis, change the location of this room as he sees fit.
12. Domestic/Child Custody Incidents
- A. Call 911.
 - B. Attempt to isolate individuals involved.
 - C. If deemed necessary, evacuate others in the immediate area.
 - D. Never engage the involved persons physically unless absolutely necessary to protect yourself or a third party from serious bodily injury.
13. Child Protection Procedures and Responsibilities
- A. General Considerations – As a caring congregation, sensitive to the needs of children, parents/guardians, and volunteers, it is of the utmost importance to establish certain procedures for Security Team members, Adult Volunteers (volunteers who work with children under 18 years of age), and Youth Helpers (volunteers who are themselves under the age of 18). These procedures are designed to assist in maintaining a safe environment for children (birth to 5th grade) and youth (6th to 12th grade) to play, learn, and grow. Additionally, the procedures may reduce the likelihood of false claims against volunteers working with children.
 - B. All Security Team members and Adult Volunteers must complete Child Protection Training before assuming their respective duties.
 - C. All Staff members, Security Team members, Adult Volunteers, and Youth Helpers will be required to complete the Questionnaire and Waiver Form and to meet all requirements before working with children. For Youth Helpers, the Questionnaire and Waiver Form also requires the signature of a parent or guardian.
 - D. The child/youth of a Volunteer may not remain with the Volunteer unless the Volunteer is serving in their child's assigned class or the Volunteer is setting up the classroom prior to having other children in their care. Additionally, if a Volunteer's child is an approved Youth Helper, they may work in the same room with their parent if the required second Adult Volunteer is unrelated.
 - E. All Security Team members, Volunteers, and Youth Helpers are required to wear identification badges during all regularly scheduled services.

- F. Nametags printed for infants at security check-in are given to the nursery Volunteer. Each baby's belongings are placed in a labeled cubby, and the parents' instructions about feeding, napping, and other information are written on the whiteboard in the nursery.
- G. All children, birth through 5th grade, are to be registered during all regularly scheduled services.
- H. Each classroom in the nursery, preschool, and children's departments is to be given a radio to use during all regularly scheduled services in case assistance from a Security Team member is needed.
- I. Only Adult Volunteers and Youth Helpers are allowed in the Nursery, Preschool, and Children's Church areas during regularly scheduled services. Parents/guardians are allowed to enter during check-in and check-out in the presence of a Security Team member or the Nursery, Preschool, or Children's Church Coordinator.
- J. Under no circumstances may an Adult Volunteer, Youth Helper, or employee of the Central Baptist Church correct a child or youth with physical punishment.
- K. Touching a child's private parts or the clothing covering the immediate areas of those parts is strictly prohibited. The only exception to this would be the normal hygienic care when changing diapers or assisting toddlers with restroom breaks. Only female Adult Volunteers are permitted to change diapers.
- L. At least two Adult Volunteers must be present at all times in all classrooms and during all activities (including toilet visits). If the two Adult Volunteers are related, a third unrelated worker must be present. A Youth Helper can count as an unrelated person but not as Adult Volunteer.
- M. To properly care for each child, the following child/Adult Volunteer ratios are recommended:
 - 1) Infants (0-6 months) – Two babies to one Adult Volunteer
 - 2) Crawlers (6-12 months) – Two crawlers to one Adult Volunteer
 - 3) Toddlers (12-18 months) – Three toddlers to one Adult Volunteer
 - 4) Walkers (18-42 months) – Four walkers to one Adult Volunteer
 - 5) Preschoolers (42 months to 5 years) – Five preschoolers to one Adult Volunteer
 - 6) School-age children (Kindergarten to 5th grade) – Six children to one Adult Volunteer
- N. Special considerations:
 - 1) Awana Leaders – All Awana leaders must meet the requirements of Adult Volunteers as outline in the *Policies and Procedures Manual*, APPENDIX F – Security Procedures, Section 13.
 - 2) Leader-in-Training – High school students (9th through 12th graders) who attend Awana and meet the requirements of Youth Helpers as outlined in the *Policies and Procedures Manual*, APPENDIX F – Security Procedures, Section 13, will be allowed to fulfill Leader-in-Training requirements after approval by the Awana Commander. A Leader-in-Training will be supervised at all times by two approved adult Awana leaders.
 - 3) Upward and Vacation Bible School – All Upward workers and Vacation Bible School workers must meet the requirements of Adult Volunteers and Youth Helpers as outline in the *Policies and Procedures Manual*, APPENDIX F – Security Procedures, Section 13.
 - 4) Youth trips – If the accommodations for a youth trip requiring an overnight stay necessitate only one Adult Volunteer per room, the parent/guardian will be informed in writing and will be asked to sign a waiver stating that they consent to the necessary arrangements.
 - 5) Special events (including, but not limited to, Fall Festival, Eggstravaganza, Homecoming) – When a special event is in a public location and children remain in the care of their parent/guardian, approved Youth Helpers may assist with the activities provided.
- O. Adult Volunteers and Youth Helpers may not give prescription or non-prescription medication to children.
- P. Adult Volunteers and Youth Helpers should avoid one-on-one encounters with the children. The only exception would be with parental awareness and consent.
- Q. When a child is left in an Adult Volunteer's care, it is the responsibility of the individual Adult Volunteer to take reasonable precautions to provide for their safety. This includes not leaving that child/youth unattended.
- R. Children are not allowed outside of a secured area unless properly escorted. The escort must include a Security Team member in addition to the two Adult Volunteers.
- S. Children are not to be released from their classrooms until a pre-approved and registered parent or guardian is present to take responsibility for them.
- T. Adult Volunteers should ensure floors are free of any items that may be picked up and swallowed by children.

- U. Adult Volunteers should ensure all doors/windows leading into and out of the area are properly secured. No unauthorized individuals are allowed in the area. If necessary, contact members of the Security Team or, if circumstances warrant, call 911.
14. Child Registration Procedures
 - A. Security Team members on Elementary Wing check-in detail and Family Life Center check-in detail will be responsible for receiving and checking in all children.
 - B. Security Team members on Elementary Wing check-in detail and Family Life Center check-in detail will ensure a child registration card is completely filled out upon the initial visit of each child.
 - C. Security Team members on Elementary Wing check-in detail and Family Life Center check-in detail will ensure the Check-In/Check-Out procedure is followed.
 15. Reporting Incidents of Child Injury or Accident
 - A. Any accident or injury, including a child being bitten, cut, dropped, or hit, will be reported on an Accident Report Form (located in each classroom and each check-in area). An explanation surrounding the events that led up to the accident or injury will be provided. A copy of this report will be given to the parent, the division coordinator, and the Associate Pastor for Youth/Children's Administrator.
 - B. If a child becomes seriously injured, call 911 immediately and seek medical assistance from any trained medical personnel in the congregation.
 - C. With the exception of minor cuts, scrapes, and bruises, etc., never attempt to give medical treatment for which you are not trained as this could aggravate the medical condition.
 16. Reporting Possible Incidents of Child Abuse
 - A. All Security Team members and volunteers who work with children will be required to watch an online Child Protection training class which includes information regarding the recognition and the required reporting of possible child abuse. Before reporting possible abuse, the volunteer should keep in mind that other trauma in a child's life can cause similar symptoms.
 - B. If the child shows signs of abuse or tells of specific abuse, report it immediately to the Senior Pastor who will make sure the appropriate agencies are contacted.
 - C. All that is needed to report a possible abuse incident is reasonable cause. Reasonable cause is a set of facts or circumstances that would cause a reasonable person to believe that the abuse has occurred. An example – a child has an obvious injury and his explanation of the injury is very inconsistent with the injury itself. The law does not require the reporter to be right, but it does require you to report possible abuse if reasonable cause is present.
 - D. Interviewing a child after reasonable cause is established is generally not recommended. Law enforcement investigators normally defer these interviews to Family Services of the Piedmont who have specifically trained personnel in the area of forensic interviews
 - E. If reasonable cause is developed on an abuse incident, fill out a Suspicion of Abuse Form (located in each classroom and each check-in area) and immediately and deliver it to the Senior Pastor. Unnecessary delay should be avoided in reporting the incident to the Senior Pastor. Incidents of suspicion of abuse will be reported to the appropriate authorities as required by law.
 17. Eligibility Requirements for Security Team Members and Adult Volunteers – All Security Team members and Adult Volunteers will be required to go through an application process. The application process will involve the following, in sequential order:
 - A. Each applicant will fill out the Questionnaire and Waiver Form.
 - B. Each adult applicant will fill out an online Application Form accessed at www.OakRidgeCBC.org/forms.
 - C. Each adult applicant will complete an online Child Protection training class. At the same time, the Senior Pastor will conduct a criminal background check on the applicant and a full reference check on any applicant who has not been a member of Central Baptist Church for at least six (6) months or at his discretion. Background checks will be renewed every three (3) years.
 - D. Each adult applicant will take a test based on the Child Protection training class. To be approved, the applicant must make a passing score of 70 or above.
 - E. Each applicant will be checked against the sex offender registry (www.nsopr.gov).
 - F. A personal interview will be conducted by the Senior Pastor at his discretion.
 - G. After careful consideration of all of the above, the Senior Pastor will render a decision regarding the suitability of the applicant to serve in this capacity.

- H. A list of Adult Volunteers and Youth Helpers who have been approved to work with children will be given to the Head of Security and Nominating Committee by the Senior Pastor. This list will be updated whenever an Adult Volunteer or Youth Helper is added or deleted from the list.
- I. All online applications and related materials will be filed electronically in a secure location as designated by the Senior Pastor.
- J. All Questionnaire and Waiver Forms will be kept confidential and will be locked in a secure location as designated by the Senior Pastor.

Facilities Use Policy

Central Baptist Church

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centralbaptist@oakridgecbc.org
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Section 1 - INTRODUCTION

This policy statement provides guidelines, regulations, and instructions for use of the buildings, grounds, and related equipment of Central Baptist Church (“CBC” or “the Church”) and reflects the Church’s mission statement:

Under God’s direction, the mission of Central Baptist is to glorify God by reaching our community and the world with the Good News of Jesus Christ, to equip and encourage each individual according to biblical principles through prayer, worship, fellowship, and celebration, and to support all people through expressions of Christ-like love.

The church building and grounds are dedicated to the Lord for the purpose of worship and ministry to the people of the community. It is the policy of the Church to make the facilities available to members and their families, as well as to community groups whose interests do not conflict with the mission and scope of the ministry of Central Baptist Church. This policy is not intended to restrict nor discourage the use of our facilities, but rather to inform activity participants as to what is expected.

Section 2 - TERMINOLOGY

In this document, the terms “ministry activity” and “non-ministry activity” are described as follows:

- 2.1 *Ministry activity* – an activity, event, and/or use in keeping with the general purposes of Christian ministries (i.e., worship, education, fellowship, and outreach) and that is conducted by *active church members*, defined in the Bylaws of Central Baptist Church, Oak Ridge, NC, Article I, Section C, item 1 as members who attend regularly and give consistently. These events include, but are not limited to, funerals, small group Bible studies, class fellowship events, and approved events which are open to all members or to a recognized entity of CBC, e.g., Wild Game Dinner for all CBC men and boys.
- 2.2 *Non-Ministry activity* – an activity, event, and/or use by individuals who are not church members and by groups that are not affiliated with or sponsored by CBC, as well as private events held by active church members (e.g., weddings, family reunions, graduation parties, and birthday celebrations) where participation is “by invitation only” and not open to all members.

Section 3 - GENERAL CONDUCT

- 3.1 Central Baptist Church maintains a smoke-, alcohol-, and drug-free campus. All persons, groups, and organizations are expected to behave in a Christ-like manner at all times while on church property.
- 3.2 No roughhousing of any kind is allowed or considered acceptable in the church buildings.
- 3.3 Skateboarding and rollerblading are not allowed on church property, inside or outside the buildings.

Section 4 - GENERAL RULES

Approved by the Church, this document serves as a guide in decision making and as a statement of purpose for CBC’s congregation and staff. We expect that thoughtful policy implementation will ensure proper care of the church buildings, grounds, and equipment and will facilitate the safety of the people using them.

The Buildings & Grounds Team is responsible for monitoring compliance with the *Facilities Use Policy*. The rules and guidelines set forth herein apply to all events and to all facility users, i.e., ministry and non-ministry events, ministry teams, members, and non-members. The general rules of this policy are as follows:

- 4.1 All use of the facilities must be requested through the Buildings Use Coordinator and posted on the official church calendar upon approval. No event is deemed “official” until posted to the church calendar.

- 4.2 All persons using CBC's facilities, equipment, and/or furnishings, whether during a regular church activity or a special event, are expected to leave the facilities clean and in good order.
- 4.3 Approved ministry activities and events are not subject to the Fee Schedule but are subject to all other facilities use policies.
- 4.4 Use of church property is limited to the area assigned to your group.
- 4.5 Use of the Sanctuary for non-ministry activities, or activities other than the regularly scheduled services and ministries of CBC, must be approved. All such requests should be submitted in writing to the Building Use Coordinator. The exceptions to this policy are funerals for members or their immediate family members.
- 4.6 As a general rule, non-ministry activities will not be permitted on Sundays. Non-ministry activities should be concluded and the building vacated by 6:00 p.m. on Saturdays. Weddings and wedding receptions may be exempt with prior approval. Weeknight activities must be completed and the building vacated by 9:00 p.m., except as approved by the Buildings & Grounds Team and/or pastoral staff.
- 4.7 Each group shall have a sufficient number of responsible adults in attendance at all times during their activity or event pursuant to the ratios and policies currently in use at the time. These adults will be responsible for ensuring compliance with all CBC policies.
- 4.8 Use of candles, Sterno, or an open flame of any type is not permitted in the multi-purpose room.
- 4.9 Do not put anything on the walls, doors, or floors that cannot be removed (e.g., paint) without the approval of the Buildings & Grounds Team.
- 4.10 Do not place anything on walls or doors (e.g., scotch or masking tape, push pins, other adhesives or securing devices) that, when removed, will cause damage of any kind.
- 4.11 No dye-colored food or drink items (e.g., Kool-Aid) on carpeted areas.
- 4.12 Grills may not be used on any concrete or asphalt areas (i.e., front portico, area between buildings, sidewalks, entrance area to Family Life Center, parking lot).
- 4.13 All food and/or soiled diapers and/or trashcans containing same should be removed to the outside dumpster immediately following all activities.
- 4.14 At the conclusion of an activity or event, any furniture or equipment that has been moved should be returned where originally found or placed in storage, depending on the next activity or event.
- 4.15 Tools, equipment, and furnishings that are the property of CBC must not be moved off the premises or borrowed for personal use without the express permission of the Buildings & Grounds Team and/or a pastoral staff member.

Section 5 - PRIORITIES FOR USE

We give highest priority for use of our facilities to core church activities. This ensures that we meet our congregation's needs. Facilities use requests may be altered or denied by the Church to accommodate the ministry priorities of the Church.

Section 6 - APPLICATION FOR USE

- 6.1 Use the “Facilities Use Application & Agreement” form to request permission to use CBC’s buildings, grounds, and equipment. Forms are available in the church office, on the website, or may be requested from the Building Use Coordinator through the reservations email address: reservations@oakridgecbc.org. Team/Committee meeting reservations and other ministry activities reservations may be requested by email.
- 6.2 All inquiries, “Facilities Use Application & Agreement” forms, deposits, and facility use fees are to be submitted to the church office or to the Building Use Coordinator. Required deposits must accompany the application & agreement form when submitted or as soon as an estimate of costs is provided. Facility use fees must be submitted no less than five (5) business days prior to the event.
- 6.3 Applications should be submitted to the church office or to the Building Use Coordinator in writing at least thirty (30) days prior to the requested date for an event whenever possible. The earlier an event date is requested, the greater our ability to accommodate the request.
- 6.4 All ministry teams and/or individuals conducting ministry activities/events are asked to submit the details of their activity/event, Bible study materials, etc. to the appropriate pastoral staff member for approval. The ministry team leader or individual should then contact the Building Use Coordinator by email or submit a “Facilities Use Application & Agreement” to the church office or Building Use Coordinator in order to avoid scheduling and facilities use conflicts. Reservation requests (facilities use applications) submitted for ministry activities without pastoral approval will be delayed in processing until such approval is received.
- 6.5 All groups scheduling events must provide the Church with 24/7 contact information in the event of emergencies.
- 6.6 Every group approved to use CBC’s buildings and property must have a designated adult representative named as the “responsible person.” That individual is responsible for policy compliance, is required to be on site during the event, and will be the designated contact person for the event.
- 6.7 Non-ministry groups that use CBC’s facilities on an ongoing basis are required to make annual application and to pay all required fees monthly in advance.
- 6.8 Non-ministry groups must submit to the Church, prior to the event, a certificate of comprehensive general liability insurance with bodily injury and property damage liability limits of not less than \$1 million that covers the requested event and names Central Baptist Church of Oak Ridge, Inc. as an additional insured.
- 6.9 The Building Use Coordinator, in cooperation with the Buildings & Grounds Team and pastoral staff, will:
 - 6.9.1 Maintain a master calendar of all CBC activities.
 - 6.9.2 Process requests for the use of facilities.
 - 6.9.3 Forward requests to the appropriate authority for approval, when applicable.
 - 6.9.4 Notify all parties needed to facilitate the event, i.e., Audio/Visual Team, Custodian, Kitchen Consultant, and/or Wedding Coordinator services.
 - 6.9.5 Notify applicants of decisions, concerns, and cancellations.
 - 6.9.6 Determine use fees and deposits based on the approved Fee Schedule.
 - 6.9.7 Provide applicant with estimate for other services when possible, e.g., audio/visual services, based on the approved Fee Schedule.

6.9.8 Request the refund of deposits, upon satisfactory completion of post-event inspections.

6.10 The Building Use Coordinator, or a designated church representative, will coordinate with the “responsible person” regarding their group’s activity and/or event, walk them through the facilities as needed, review their event needs, discuss CBC’s requirements and rules contained herein, and arrange for building access if application is approved.

Section 7 - CANCELLATIONS

CBC reserves the right to pre-empt any group’s scheduled activity for good and sufficient reasons. We will make every effort to provide as much advance notice as possible.

7.1 If a group or individual must cancel a scheduled activity, they must notify the Building Use Coordinator, at reservations@oakridgecbc.org, or the church office, at centralbaptist@oakridgecbc.org, in writing as far in advance as possible.

7.2 Cancellations received less than five (5) business days prior to a scheduled event will result in the full forfeiture of the deposit.

7.3 Severe weather conditions sometimes require cancellation of activities at CBC to ensure everyone’s safety.

7.3.1 Generally, if the Guilford County Schools are closed for inclement weather, then CBC will be closed for all activities.

7.3.2 If school is not in session and our area is experiencing extremely bad weather (e.g., snow or ice storms), it may be necessary to cancel activities.

7.3.3 CBC notifies the public of inclement weather cancellations on WFMY2.

Section 8 - FEES

8.1 The intended purpose of all facility use fees is to help defray some of CBC’s related expenses.

8.2 The fee schedule will be reviewed at least annually by the Building & Grounds Team who will notify the Church of any changes made to the Facilities Use Policy at the next regular business meeting.

8.3 All use fees and refundable deposits must be paid to the Church in advance of the scheduled event.

8.4 Deposits are refunded when all requirements of the “Facilities Checklist” and/or “Kitchen Checklist” have been satisfactorily met and a post-event inspection by an authorized church representative and/or a Kitchen Consultant is completed. The refund of all deposits is at the discretion of the inspector. Approved refunds will be mailed in a timely manner.

8.5 Fees and terms of engagement for the following services are to be determined directly with and paid directly to the Committee/Team Chairman and/or individual(s) providing the service: Kitchen Consultant, Wedding Coordinator, Audio/Visual Team, Custodial Services, and Musician Services.

8.6 Facilities Use Policy Fee Schedule, pages 9-14 of this policy.

Section 9 - KITCHEN USE

Use of the kitchen may be requested in writing through the Building Use Coordinator and is subject to the “Fee Schedule” contained herein as Facilities Use Policy Fee Schedule. The chair of the Fellowship Committee will be informed of any requests made for the use of the kitchen and will oversee its use. The complete *Kitchen Use Policy* is available from the Fellowship Committee. A “check-list” is posted in the kitchen and should be followed by every group and/or individual using the kitchen.

Section 10 - WEDDINGS

- 10.1 The Senior Pastor must be notified and premarital counseling begun no less than six (6) months prior to all weddings.
- 10.2 **Scheduling**
 - 10.2.1 The “Facilities Use Application & Agreement” form may be obtained from the church office, on the website, or from the Building Use Coordinator and should be submitted in writing well in advance of the wedding to avoid scheduling conflicts.
 - 10.2.2 The Church will not schedule other activities during the period reserved for the wedding; however, weddings cannot be scheduled if the requested time conflicts with a previously scheduled service or event.
- 10.3 **Personnel**
 - 10.3.1 The Senior Pastor of the Church is available to conduct and/or assist in weddings in the Church.
 - 10.3.2 If an outside minister is to conduct the wedding, the Senior Pastor of Central Baptist Church must be consulted.
 - 10.3.3 The Church’s Wedding Coordinator must be consulted with regard to all matters pertaining to the wedding (see “Fees”).
 - 10.3.4 Use of church audio/video equipment must be stipulated on the “Facilities Use Application & Agreement” and requires the services of an authorized member of the Audio/Visual Team (see “Fees” and “Audio/Visual Services”).
 - 10.3.5 Services of church musicians are also available (see “Fees”).
- 10.4 **Facilities**
 - 10.4.1 Any changes to the Sanctuary furnishings must be approved in advance by the Building Use Coordinator and/or Wedding Coordinator.
 - 10.4.2 Music used in the wedding should be appropriate to a worship experience and the sacredness of marriage. A listing of all music to be used in the service must be submitted to the Wedding Coordinator.
 - 10.4.3 Decoration and set-up of the facilities may be done only on the day preceding the wedding, unless other arrangements are made.
 - 10.4.4 The Church offers use of its tables, chairs, dishes, and flatware. These must be cleaned, dried, and returned to their appropriate places.
 - 10.4.5 No church paper products are available for use. All “Kitchen Use” policies apply.

10.5 Decorations

- 10.5.1 No decorations may be placed on walls.
- 10.5.2 Plants may be used only if placed in waterproof, leak-proof containers.
- 10.5.3 No tape, Velcro, glue, etc. may be used to secure decorations to pews, chairs, or other fixtures. Non-marking tie-wraps may be used.
- 10.5.4 No candles, Sterno, or open flames of any type are permitted in the multi-purpose room.
- 10.5.5 Only dripless candles may be used in all candelabras, stands, etc. in the Worship Center.
- 10.5.6 All surrounding areas must be protected by plastic or “wax-resistant” coverings.
- 10.5.7 Rice is not permitted for the “couple send-off.” Birdseed is permitted.

Section 11 - WALKING TRACK, CARDIO ROOM, & WEIGHT ROOM

The walking track, cardio room, and weight room are available for use during regular office hours. Use of these amenities is “at your own risk.” Users must sign in at the church office, check out a key, and agree to adhere to all rules and regulations established for the safe use of these amenities.

- 11.1 Walking Track - Children under eighteen (18) must be accompanied by an adult. Walkers should walk in a counter-clock-wise direction and joggers should jog in a clock-wise direction. At all times, please be respectful of others using the track and the multi-purpose room below.
- 11.2 Cardio and Weight Rooms - The cardio and weight rooms will remain locked at all times. Time spent in each room is limited, as set forth in the “Rules and Regulations” for these amenities, and the key must be turned in before the end of regular office hours.

Section 12 - AUDIO/VISUAL SERVICES

- 12.1 Use of the Church’s projectors, screens, lighting, and sound system must be arranged through the Church’s Audio/Visual Team (A/V Team).
- 12.2 Trained church A/V Team members must be used to operate the equipment (see “Fees”).
- 12.3 The use of this equipment should be requested on the “Facilities Use Application & Agreement.”

Section 13 - SAFETY AND SECURITY

Keeping people safe and buildings secure is the responsibility of all groups, and they must follow the *Security Policy*. The complete policy is available from the Security Team and is provided upon approval of a use request.

Section 14 - DAMAGE AND LIABILITIES

- 14.1 All users will assume full responsibility for any damage which may result from use of buildings, grounds, equipment, and any other property of Central Baptist Church.
- 14.2 Abuse of CBC’s property or violations of the general rules of conduct shall be grounds for denial of further use.
- 14.3 Repair and/or replacement of all damaged facilities will be required.

- 14.4 Users must agree to assume responsibility for any legal liability for injury or damage to the persons or property of the user group and its attendees in connection with use of the building(s) or grounds, and, further, must agree to hold CBC harmless in the event of any injury or damage.
- 14.5 The applicant's "responsible person" must sign the following agreement which is included on the "Facilities Application & Agreement" form:

"I have read the applicable portions of the *Facilities Use Policy*, *the Kitchen Use Policy*, and *the Security Policy* for Central Baptist Church as provided and agree to abide by them. I will assume full responsibility for the enforcement of these policies. If not a member of Central Baptist Church, I will submit to the Church, prior to the event, a certificate of comprehensive general liability insurance with bodily injury and property damage liability limits of not less than \$1 million that covers the activity described above and names Central Baptist Church, Inc. of Oak Ridge as an additional insured. I am the "responsible person" for this activity. I have also read and signed the Church's "Hold Harmless Agreement."

Facilities Use Policy Fee Schedule

(see Notes on pages 13 and 14 for definitions and explanations of superscripts)

Member - Private Events/Use	Use & Service Fees ^{1,2} (2 hr. min.)	Optional Cleaning Fee ³	Refundable Cleaning Deposit ³ (per room)
Sanctuary - Weddings (includes use of dressing areas and limited access to building day before wedding for rehearsal and/or decorating)	\$100 (flat fee)	\$135 (required)	N/A
Sanctuary - all other use ⁴	\$10/hr.	\$135	\$135
Multi-Purpose Room - Wedding Receptions when wedding is in Sanctuary (includes limited access day before wedding for decorating)	\$100 (flat fee)	\$100 (required)	N/A
Multi-Purpose Room - all other use ⁴	\$10/hr.	\$135	\$135
Conference Room & Classrooms	N/C	\$25	\$25
<p>Kitchen - Please note the differences between “Kitchen Use” and “Limited Kitchen Access.”</p> <p>Kitchen Use - allows for the preparation, cooking, heating, and/or serving of food:</p> <ul style="list-style-type: none"> - Weddings and/or Wedding Receptions - In conjunction w/Sanctuary or Multi-Purpose Room - All other use <p>Limited Kitchen Access - provides access to cleaning supplies, trash bags, refrigerator and/or freezer, and to icemaker for small groups. It does not allow for the preparation, cooking, heating, and/or serving of food. CBC does not provide ice for large groups.</p>	<p style="text-align: center;">\$50 (flat fee)</p> <p style="text-align: center;">\$5/hr.</p> <p style="text-align: center;">\$5/hr.</p> <p style="text-align: center;">N/C</p>	<p style="text-align: center;">\$50 (required)</p> <p style="text-align: center;">\$50</p> <p style="text-align: center;">\$50</p> <p style="text-align: center;">N/A</p>	<p style="text-align: center;">N/A</p> <p style="text-align: center;">\$50</p> <p style="text-align: center;">\$50</p> <p style="text-align: center;">N/A</p>
Additional Custodial Services	\$25/hr. ²		

Facilities Use Policy Fee Schedule, continued
(see Notes on pages 13 and 14 for definitions and explanations of superscripts)

Non-Members &/or Non-Ministry Events/Use	Use & Service Fees ^{1,2} (2 hr. min.)	Cleaning Fee (required)	Refundable Deposit (one per event)
Sanctuary - Weddings (includes use of dressing areas and limited access to building day before wedding for rehearsal and/or decorating)	\$150 flat fee	\$135	\$300
Sanctuary - all other use ⁴	\$15/hr.	\$135	\$300
Multi-Purpose Room - Wedding Receptions when wedding is in Sanctuary (includes limited access day before wedding for decorating)	\$150	\$100	\$300
Multi-Purpose Room - all other use ⁴	\$15/hr.	\$135	\$300
Conference Room and Classrooms	\$5/hr.	\$25	\$150
<p>Kitchen - Please note the differences between “Kitchen Use” and “Limited Kitchen Access.”</p> <p>Kitchen Use - allows for the preparation, cooking, heating, and/or serving of food: - Weddings and/or Wedding Receptions - In conjunction w/Sanctuary or Multi-Purpose Room - All other use</p> <p>Limited Kitchen Access - provides access to cleaning supplies, trash bags, refrigerator and/or freezer, and to icemaker for small groups. It does not allow for the preparation, cooking, heating, and/or serving of food. CBC does not provide ice for large groups.</p>	<p>\$75.00 flat rate \$10/hr. \$10/hr.</p> <p>N/C</p>	<p>\$75 \$75 \$75</p> <p>N/A</p>	<p>\$150 \$150 \$150</p> <p>N/A</p>
Additional Custodial Services	\$25/hr. ²		

Facilities Use Policy Fee Schedule, continued
(see Notes on pages 13 and 14 for definitions and explanations of superscripts)

Para-Church Ministries Events/Use (see Notes for details)	Use & Service Fees	Cleaning Fee	Refundable Deposit
Fees will be determined on a case-by-case basis.			
CBC-Sponsored Events/Use (see Notes for details)	Use & Service Fees	Cleaning Fee	Refundable Deposit
CBC-Sponsored Events are not subject to the fee schedule.	N/A	N/A	N/A
Family Life Events (See Notes for more detail. Required Services still apply.)	Use & Service Fees ^{1,2} (2 hr. min.)	Cleaning Fee (optional)	Refundable Cleaning Deposit ³ (per room)
Sanctuary - Weddings (includes use of dressing areas and limited access to building day before wedding for rehearsal and/or decorating)	N/C	\$135 (required)	N/A
Sanctuary - all other use ⁴	N/C	\$135	\$135
Multi-Purpose Room - Wedding Receptions when wedding is in Sanctuary (includes limited access day before wedding for rehearsal and/or decorating)	N/C	\$100 (required)	N/A
Multi-Purpose Room - all other use ⁴	N/C	\$135	\$135
Conference Room and Classrooms	N/C	\$25	\$25
<p>Kitchen - Please note the differences between “Kitchen Use” and “Limited Kitchen Access.”</p> <p>Kitchen Use - allows for the preparation, cooking, heating, and/or serving of food: - Weddings and/or Wedding Receptions - In conjunction w/Sanctuary or Multi-Purpose Room - All other use</p> <p>Limited Kitchen Access - provides access to cleaning supplies, trash bags, refrigerator and/or freezer, and to icemaker for small groups. It does not allow for the preparation, cooking, heating, and/or serving of food. CBC does not provide ice for large groups.</p>	<p>N/C</p> <p>N/C</p> <p>N/C</p> <p>N/C</p>	<p>\$50 (required)</p> <p>\$50</p> <p>\$50</p> <p>N/A</p>	<p>N/A</p> <p>\$50</p> <p>\$50</p> <p>N/A</p>
Additional Custodial Services	\$25/hr. ²		

Facilities Use Policy Fee Schedule, continued
 (see Notes on pages 13 and 14 for definitions and explanations of superscripts)

Required Services	Fees (2 hr. min.)		
Kitchen Consultant - required for the following: - Members with no kitchen training - Non-members - for any use of kitchen Free kitchen training is available for members. See Fellowship Team Chairman for more information.	\$25/hr. ² \$25/hr. ²	N/A N/A	N/A N/A
Audio/Visual Services - when CBC equipment is needed	\$25/hr. ²	N/A	N/A
Wedding Coordinator - Wedding Director Services also available	see note ²	N/A	N/A
Other Services	Fees (2 hr. min.)		
Musicians	see note ²	N/A	N/A

Facility Use Policy Notes

GENERAL INFORMATION

All use of CBC facilities must be requested through the Building Use Coordinator in writing well in advance of the requested date to avoid schedule conflicts. The submittal and approval process is detailed in Section 6 - Application for Use.

DEFINITIONS

Member - Private Events/Use:

Includes any private activity or event conducted by an active CBC member for a close family member (through grandchildren). Examples include, but are not limited to, weddings, birthday parties, anniversary parties, and other celebration events or gatherings. When an invitation is also extended church-wide or to a recognized entity or entities of CBC, e.g., all ladies, Sunday School class, Youth, then the event may fall under the *Family Life Events* category. Member privileges are extended to active CBC members only. Active membership is defined in the CBC bylaws as “members who attend regularly and give consistently.”

Non-Member &/or Non-Ministry Events/Use:

Non-member Events/Use - Includes all requests by persons who are not active members of CBC and all groups not affiliated with or sponsored by CBC, as well as all events/use by active members for non-ministry purposes that do not fall under the *Member - Private Events/Use* or *CBC Family Life Events* categories. Examples include, but are not limited to, athletic team events, educational events conducted by businesses, and homeowners’ association meetings.

Para-Church Ministries Events/Use:

Para-Church Ministries are partnerings between CBC and outside organizations. Included are events and/or activities that are organized and conducted by 501C3 organizations or that are conducted on a non-profit basis and which are supported by CBC, though not sponsored or controlled by CBC. CBC support may be provided in the form of reduced or waived fees and/or deposits, volunteer help, financial support, or in other ways deemed appropriate by the Senior Pastor or his designee. Such events include, but are not limited to: AWANA, Upward, and Hannah’s Haven.

CBC-Sponsored Events/Use:

Includes all events planned, organized, conducted, and financially supported by CBC. Events include, but are not limited to, Grace Community Mission and Fall Festival. These events bear our name, are conducted by our personnel (staff and/or volunteer), and are our responsibility and our liability. Such events are not subject to the fee schedule, but are subject to all other regulations and guidelines contained in the Facilities Use Policy.

Limited Kitchen Access:

Limited Kitchen Access is provided as a convenience and allows access to:

- cleaning supplies
- trash bags
- refrigerator and/or freezer
- ice maker for small groups

Limited Kitchen Access **does not:**

- allow for the preparation, cooking, heating, and/or serving of food
- allow for the use of CBC paper and other consumable supplies not specified above
- provide access to the ice maker for large non-member, non-ministry, or private events without prior Fellowship Team approval.

EXPLANATION OF SUPERSCRIPTS

- ¹ Use fees and deposits may be adjusted at the discretion of the Buildings & Grounds Team. Extenuating circumstances will be taken into consideration. A discount is available for multi-date use.
- ² A cost estimate will be provided upon review of the *Facilities Use Application & Agreement*; however, terms and final fees for auxiliary services are to be determined directly with and fees paid directly to the individual service provider. Cost information for wedding coordinator and musician services is available directly from those service providers.
- ³ Members may either: pay the fully-refundable cleaning deposit and provide the post-event cleaning themselves in accordance with the applicable guidelines, or they may choose to secure custodial service for post-event cleaning, in which case the refundable cleaning deposit will be waived. This option ensures that the facilities are cleaned in preparation for your event.
- ⁴ All fees and deposits are waived for funerals.