

# **PERSONNEL AND POLICY MANUAL**

**First Baptist Church  
Russellville, Alabama**

Revised/Adopted October 24, 2012

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## **I. PURPOSE**

The purpose of the Personnel and Policy Manual is to clearly define the policies and procedures of the First Baptist Church of Russellville. The Personnel and Policy Manual is to be kept in the church office and made available to any member of the church. A copy shall be maintained on the First Baptist Church website at *RFBC@RussellvilleFBC.org*. The church secretaries shall maintain the manual. Any church member, church organization, ministry team, or ministry may indicate suggested changes to the Personnel and Policy Manual.

The purpose of the gift-oriented approach to this Personnel and Policy manual is to assimilate members into the ministries for which they are gifted and equipped. A church that operates on its giftedness will be a ministering church and not a maintenance church. A church that uses the gift approach to ministry will allow each and every member to be involved in the shared ministry of the church. The church that is involved in shared ministry will be a healthy church as described in Ephesians 4:11-16.

Proposed amendments to the Personnel and Policy Manual shall be presented to the Personnel and Policy Ministry Team in writing for their consideration. Upon a majority vote by the Personnel and Policy Ministry Team approving the proposed amendment, this amendment shall then be presented at the next regular business meeting or special called business meeting. A simple majority of those present shall be sufficient to make the needed change to the Personnel and Policy Manual. Requests for exceptions to any of these policies shall be submitted in writing to the Personnel and Policy Ministry Team for consideration and approval by a majority vote of the Personnel and Policy Ministry Team.

## **II. CHURCH PROPERTY**

### **Buildings, Equipment, and Grounds – General**

- Members may use the buildings for their church groups by reserving the event through the church office by placing the event and date of use on the church calendar. Events will be reserved on a first come basis.
- Groups using church facilities may arrange rooms to best suit the occasion but must return the room to its prior arrangement.
- Any changes involving window coverings, floor coverings, painting, fixtures, etc., must be approved by the Property and Grounds Ministry Team or by the church.
- Structural changes to any building must be approved by the Property and Grounds Ministry Team and voted on by the church.
- Any use of technical equipment including, but not limited to sound, video, lighting requires operation by a trained staff at a rate of \$25.00 per hour.

### **FELLOWSHIP BUILDING**

Statement of purpose: The purpose of this building is to:

- Proclaim the love of God through Christian fellowship and recreation
- Proclaim the Good News of Jesus Christ to our community
- To help believers grow in their relationship with the Lord
- To equip the members of this church to do the work of ministry

Objectives:

- To provide a place of recreation and fellowship for church members and their guests
- To provide opportunities to reach out to non-Christians and prospective members
- To provide a facility to complement the church educational programs

#### Fellowship building facilities:

- Kitchen
- Fellowship Hall/Gym
- Small group room with kitchenette (#FB102)
- Prayer Room/ Bridal Room
- Walking Track
- Education rooms
- Bathrooms/Showers

#### GENERAL RULES:

- The Fellowship Building will be available for church members and their guests, unless otherwise designated.
- Guests may use facilities only when accompanied by a church member.
- All Fellowship Building events must be scheduled in advance by being placed on the *official church calendar* in the Church office during regular office hours. First Baptist Church activities take priority over all other events.
- No alcohol or tobacco in any form will be allowed in the building.
- Anyone using profanity in the building will be asked to leave.
- All small groups using the Fellowship Building facilities will be responsible for setting up and cleaning up.
- All young people and children attending an event in the Fellowship Building must remain inside the building at all times and must be accompanied by an adult chaperone.
- NO HORSEPLAY will be allowed in the building (running up and down steps, throwing things, destroying property, etc.).
- Non-church organizations may use our Fellowship Building, not to include The Green Room, on a limited basis under these guidelines:
  - The non-profit organization must be approved by First Baptist Church Administrator who shall place the event on the church calendar.
- All for-profit or political activities are prohibited.

## **KITCHEN**

- The kitchen will be available for church members.
- All events must be scheduled in advance with approval of the Church Administrator who will reserve the event and date on the church calendar.
- Those using the kitchen will be responsible for cleaning up the kitchen, bagging all garbage and disposing of it in the outside garbage receptacle, washing all pots, bowls and utensils and returning them to their proper storage area, and washing and returning all used kitchen towels.
- Groups are responsible for buying their own food and supplies.

### **Rules for Meals served in the Fellowship Building**

- Children will not be allowed to play on the running track or the gym floor during a meal.
- Every person is expected to clean up and dispose of all garbage in the trash cans.
- This is your home away from home so treat it as such. If you see something that needs to be done, please do it.
- All guest will eat free of charge on Wednesday night.
- Members are responsible for paying for all meals they reserve. In the event a member is unable to eat a meal they have reserved, they must cancel at the church office at least 24 hours before the meal or pay for the meal before the end of the month. Meals not paid for by the end of the month will be billed to the member.

## **FELLOWSHIP HALL/GYM**

- No street shoes on the gym floor during recreation.
- No throwing, dropping, or shooting balls from the walking track.

## **WALKING TRACK**

The walking track will be available during regular Church office hours.



## **ADULT EDUCATION BUILDING**

Adult education building facilities:

- Large meeting room/Green Room
- Kitchenette
- Classrooms (upstairs and downstairs)
- Bathrooms

### **GENERAL RULES:**

- First Baptist Church members shall schedule all events in the Green Room in advance by placing them on the official church calendar in the Church office during regular office hours. First Baptist Church activities take priority over all other events.
- No alcohol or tobacco in any form will be allowed in the building.
- Anyone using profanity in the building will be asked to leave.
- Groups using the Green Room facilities are responsible for cleaning up.
- All young people and children attending an event in the Green Room must remain inside the building at all times, and must be accompanied by an adult chaperone.
- All for-profit or political activities are prohibited.

## WEDDINGS FOR MEMBERS

Congratulations! We of First Baptist Church are happy that you have chosen to have your wedding in the church. This means you are seeking God's blessings upon your marriage and home. We pray this goal may be realized.

These policies are to state the church's position concerning the use of these facilities for a member's wedding. A member is defined as the bride or the groom, the mother or father of the bride or the groom, or a grandparent of the bride or the groom.

- The sanctuary is used only for religious services. Therefore, any wedding performed at First Baptist Church should be viewed as a worship experience within the Christian community. Care must be taken to ensure that wedding plans are in harmony with Christian precepts and the traditions of the church. A Christian wedding is more than a civil ceremony. It is an occasion of praise to God for His gift of love. A Christian wedding is a time to seek God's blessings for the couple. It is a time for a couple to acknowledge Christ's place in their lives individually and His Lordship of their marriage. A church wedding is for those who hold this view of a ceremony. Therefore, a wedding within a Christian church is only for those acknowledging Christ's Lordship of marriage. Secular music of a romantic nature, too lavish a display of flowers and candles, and extravagances of dress, all tend to call attention away from Christ who should be exalted in worship during the marriage of His children.

- The fee schedule for church members is as follows:

Sanctuary	\$400
(Wedding clean-up fee (\$250) and audio-visual technicians for rehearsal & wedding (\$150))	
Chapel Wedding Clean-up Fee	\$100
Fellowship Building – Rehearsal Dinner Clean-up Fee	\$150
Fellowship Building - Wedding Reception Clean-up Fee	\$150
Green Room – Rehearsal Dinner Clean-up Fee	\$100
Green Room – Wedding Reception Clean-up Fee	\$100

The Building Superintendent is responsible for opening and closing the church and for cleaning up after the rehearsal and wedding. The Building Superintendent must supervise the removal and replacement of furniture by members of the wedding party (pulpit, tables, chairs, piano, etc.)

- All arrangements pertaining to the service of marriage shall be in full consultation with the ministerial staff whether or not one of them is performing the ceremony.
- The Florist and/or caterer will use no tape, nails, or tacks in making arrangements for the wedding either in the sanctuary or on the pews. All candle holders must have plastic cloths underneath to catch wax drippings and non-drip candles shall be used. Extreme care shall be used with candles.
- The church accompanist shall be consulted about music for the wedding. All music shall be in harmony with the nature of the worship service. Therefore, all music should be chosen with care and concern for a Christian worship service. Love songs and romantic ballads may be played or sung at the reception but not in the worship service. Fees for the church accompanist will be worked out with them individually.
- The party requesting use of the church is fully responsible for any damage to property during the rehearsal, wedding, or reception. No rice shall be thrown inside the church. No alcoholic beverages shall be allowed in the church, and there shall be no tobacco products in the church buildings. No food or drinks will be allowed in the sanctuary at any time.
- The kitchen shall be left in the order in which it is found. Because the kitchen is not well furnished, the caterer shall provide the supplies and utensils for the reception.
- The church will in no way be responsible for personal items such as dresses, tuxedos, wraps, purses, cameras, silver, glassware, etc. brought to the church for use in a wedding or reception, nor will the Church be liable for such items if lost, stolen, or damaged.

CONCLUSION: These policies have been adopted with a two-fold purpose:

- To help the couple enjoy a more meaningful and worshipful wedding
- To make use of the church facilities and to protect them for future use.

# CHURCH MEMBER

(Bride or groom, the mother or father of the bride or the groom, a grandparent of the bride or the groom)

## PLACING WEDDING ON CHURCH CALENDAR

**Bride** \_\_\_\_\_ **Groom** \_\_\_\_\_

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

\_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_ **Time** \_\_\_\_\_

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

Minister (or Ministers): \_\_\_\_\_

Musicians: Piano \_\_\_\_\_ Organ/Keyboard \_\_\_\_\_

**Facilities we plan to use** (check each one you plan to use):

### TOTAL FEES ARE DUE WHEN WEDDING IS PLACED ON CHURCH CALENDAR

_____ Sanctuary	\$400
[Wedding clean-up fee (\$250) and audio-visual technicians for rehearsal & wedding (\$150)]	
_____ Chapel Wedding Clean-up Fee	\$100
_____ Fellowship Building - Rehearsal Dinner-Clean-up Fee	\$150
_____ Fellowship Building - Wedding Reception-Clean-up Fee	\$150
_____ Green Room - Rehearsal Dinner Clean-up Fee	\$100
_____ Green Room - Wedding Reception Clean-up Fee	\$100

TOTAL DUE First Baptist Church \$ \_\_\_\_\_

Date form returned, all fees paid, and placed on calendar \_\_\_\_\_

We have read these policies and this application in its entirety and do hereby agree to comply with all requirements, to inform photographer and florist of such, and to pay for any and all damages, which occur during the use of the church facilities.

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

Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY:

Custodian assigned: \_\_\_\_\_ Audio-Visual Tech assigned \_\_\_\_\_

## WEDDINGS FOR NON-MEMBERS

Congratulations! We of First Baptist Church are happy that you have chosen to have your wedding in the church. This means you are seeking God's blessings upon your marriage and home. We pray this goal may be realized. These policies are to state the church's position concerning the use of these facilities for a wedding.

- The sanctuary is used only for religious services. Therefore, any wedding performed at First Baptist Church should be viewed as a worship experience within the Christian community. Care must be taken to ensure that wedding plans are in harmony with Christian precepts and the traditions of the church. A Christian wedding is more than a civil ceremony. It is an occasion of praise to God for His gift of love. A Christian wedding is a time to seek God's blessings for the couple. It is a time for a couple to acknowledge Christ's place in their lives individually and His Lordship of their marriage. A church wedding is for those who hold this view of a ceremony. Therefore, a wedding within a Christian church is only for those acknowledging Christ's Lordship of marriage. Secular music of a romantic nature, too lavish a display of flowers and candles, and extravagances of dress, all tend to call attention away from Christ who should be exalted in worship during the marriage of His children.

Final plans for the marriage ceremony of non-members must be approved by the ministerial staff.

The fee schedule for church non-members is as follows:

<b>Sanctuary</b>	<b>\$850</b>
Clean-up fee (\$250) and audio-visual technicians for rehearsal & wedding (\$200) and rental (\$400)	
<b>Chapel Wedding</b>	<b>\$350</b>
Clean-up fee (\$100) and rental (\$250)	
<b>Fellowship Building – Rehearsal Dinner</b>	<b>\$400</b>
Clean-up fee (\$150) and rental (\$250)	
<b>Fellowship Building - Wedding Reception</b>	<b>\$400</b>
Clean-up fee (\$150) and rental (\$250)	
<b>Green Room – Rehearsal Dinner</b>	<b>\$200</b>
Clean-up Fee (\$100) and Rental (\$100)	
<b>Green Room – Wedding Reception</b>	<b>\$200</b>
Clean-up Fee (\$100) and Rental (\$100)	

The Building Superintendent is responsible for opening and closing the church and for cleaning up after the rehearsal and wedding. The Building Superintendent must supervise the removal and replacement of furniture by members of the wedding party (pulpit, tables, chairs, piano, etc.)

- All arrangements pertaining to the service of marriage shall be in full consultation with the ministerial staff whether or not one of them is performing the ceremony.
- The Florist and/or caterer will use no tape, nails, or tacks in making arrangements for the wedding either in the sanctuary or on the pews. All candle holders must have plastic cloths underneath to catch wax drippings and non-drip candles shall be used. Extreme care shall be used with candles.
- All music shall be in harmony with the nature of the worship service. Therefore, all music should be chosen with care and concern for a Christian worship service. . Love songs and romantic ballads may be played or sung at the reception but not in the worship service Fees for the church accompanist will be worked out with them individually.
- No request for use of the church by a non-member will be confirmed prior to six months before the wedding date requested. It may be placed on the calendar prior to that date but not confirmed.
- The party requesting use of the church is fully responsible for any damage to property during the rehearsal, wedding, or reception. No rice shall be thrown inside the church. No alcoholic beverages shall be allowed in the church, and there shall be no tobacco products in the church buildings. No food or drinks will be allowed in the sanctuary at any time.
- The kitchen shall be left in the order in which is found. Because the kitchen is not well furnished, the caterer shall provide the supplies and utensils for the reception.
- The church will in no way be responsible for personal items such as dresses, tuxedos, wraps, purses, cameras, silver, glassware, etc. brought to the church for use in a wedding or reception, nor will the Church be liable for such items if lost, stolen, or damaged.

CONCLUSION: These policies have been adopted with a two-fold purpose:

- To help the couple enjoy a more meaningful and worshipful wedding
- To make use of the church facilities and to protect them for future use.

# NON-CHURCH MEMBER

## PLACING WEDDING ON CHURCH CALENDAR

**Bride** \_\_\_\_\_ **Groom** \_\_\_\_\_

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

Phone \_\_\_\_\_ Phone \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_ **Time** \_\_\_\_\_

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

Minister (or Ministers): \_\_\_\_\_

Musicians: Piano \_\_\_\_\_ Organ/Keyboard \_\_\_\_\_

**Facilities we plan to use** (check each one you plan to use):

### TOTAL FEES ARE DUE WHEN WEDDING IS PLACED ON CHURCH CALENDAR

_____ Sanctuary	\$850
[Wedding clean-up fee and audio-visual technicians for rehearsal & wedding]	
_____ Chapel Wedding Clean-up Fee	\$350
_____ Fellowship Building Rehearsal Dinner Clean-up Fee	\$400
_____ Fellowship Building Wedding Reception Clean-up Fee	\$400
_____ Green Room Rehearsal Dinner Clean-up Fee	\$200
_____ Green Room for Wedding Reception Clean-up Fee	\$200

TOTAL DUE First Baptist Church \$ \_\_\_\_\_

Date form returned, all fees paid, and placed on calendar \_\_\_\_\_

We have read these policies and this application in its entirety and do hereby agree to comply with all requirements, to inform photographer and florist of such, and to pay for any and all damages, which occur during the use of the church facilities.

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

Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY:

Custodian assigned: \_\_\_\_\_ Audio-Visual Tech assigned \_\_\_\_\_

## CHURCH VEHICLES

- Church-owned vehicles are to be used for First Baptist Church sponsored activities only. If a question arises as to whether an activity is a First Baptist Church sponsored activity, the Property and Grounds Ministry Team shall be requested to make the determination.
- Reservations for use of a church-owned vehicle shall be made by contacting the church office and having the event and date of use placed on the church calendar.
- All church-owned vehicles shall be equipped with an inspection and mileage log which shall remain in the vehicles at all times. The driver of the vehicle shall at the time of use complete the inspection and mileage log. Any maintenance issues shall be reported to the church office immediately. This inspection and mileage log shall be reviewed monthly and signed by the Chairman/Member of the Property and Grounds Ministry Team.
- Church-owned vehicles cannot be loaned to individuals, churches, schools, or civic organizations. The Chairman of the Property and Grounds Ministry team may approve the use of a church vehicle for emergency situations.
- Recreational and mission outreach trips by church organizations shall be honored on a first come basis by reservation through the church office.
- Consideration for existing regular bus pick-up runs for regular services shall be given priority. Exceptions shall be approved by the Property and Grounds Ministry Team.
- All trips not covered by the budget shall include charges to cover the cost of gas used for the trip.
- Every church group using a church-owned vehicle shall remove all garbage from the vehicle upon returning to the church.
- All van drivers must be a member of First Baptist Church, at least 21 years of age, possess a valid driver's license and have appropriate insurance. All drivers of the Church bus must be a member of First Baptist Church, possess a valid Commercial Driver's License with the Passenger Endorsement and have appropriate insurance.



[illegible]

D = Departure      R = Return

By initializing, I certify that I have performed a proper pre-trip inspection of this bus and have observed all official regulations.

[illegible]

Date:

This log shall be reviewed monthly and signed by the Chairman/Member of the Property and Grounds Ministry Team.

## First Baptist Church Inspection and Mileage Log for Church Van

Date																						
Gal. of Fuel Added																						
Quarts of Oil Added																						
Items to be checked	D	R	D	R	D	R	D	R	D	R	D	R	D	R	D	R	D	R	D	R	D	R
Engine Oil/Coolant																						
Tires & Lugs																						
All Lights																						
Mirrors																						
Wipers/Washers																						
Drivers Initials >																						

D = Departure

R = Return

By initializing, I certify that I have performed a proper pre-trip inspection of this van.

Date	Begin Mileage	End Mileage	Driver	Destination/Purpose

Log Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

This log shall be reviewed monthly and signed by the Chairman/Member of the Property and Grounds Ministry Team.

## CHURCH EQUIPMENT

- Church equipment is for the use of members of the church to carry out the work of the church.
- Equipment used should be returned to its proper place.
- Church equipment (with the exception of preschool equipment) may be borrowed for church related activities only and must be checked out through the church office.
- The audio-visual system in the worship center and musical instruments may be used only by persons approved by the Minister of Music. Removal of any musical instruments from the church shall be cleared with the Minister of Music.
- The church copier may be used for any church related material. Non-church related use is limited to church members at a charge set by the Church Administrator.
- The church telephones and computers are business equipment and personal use shall be limited. No personal long distance calls are allowed. Computers shall be used for church business only and not for personal viewing of social media sites.
- Persons desiring to purchase equipment for the church shall consult the Property and Grounds Ministry Team as to the need for such equipment. Equipment purchased or given to the church shall become the sole property of the church and shall be used in the best interest of the church.
- If equipment becomes outdated, unusable or in need of repair, it shall be the responsibility of the Property and Grounds Ministry Team to make the determination as to whether to replace, repair, sell or otherwise dispose of the property with the exception of audio-visual equipment.

### **III. MINISTRY TEAMS**

All ministry teams shall consist of six members (unless otherwise stated) serving three year terms with two persons rotating off each year and two new appointments each year. A person shall be eligible to serve again without a waiting period.

Every ministry team will have one deacon advisor with the exception of the Children and Preschool Ministry Team, Education Ministry Team, Music Ministry Team, Pastoral Ministry Team, Senior Adult Ministry Team and Youth Ministry Team which shall have two deacon advisors. These deacon advisors shall serve as a non-voting ex officio member(s), unless he is an elected member. The Deacon Ministry Team will appoint the deacons who will serve with each ministry team. The purpose of the advisor is to keep the Deacon Ministry Team aware of the workings of the church and to keep the lines of communication open to all church members.

All ministry team members shall be members of First Baptist Church, Russellville, Alabama.

#### **A. Audio-Visual Ministry Team**

The purpose of the Audio Visual Ministry Team is to oversee the operation and maintenance of all church sound, light, video, and projection equipment, with the advice of the Minister of Music. The Team is responsible for having someone to operate the church sound system, lighting system, video system, and projection system at each regular and special church service. They are responsible for having someone to operate the sound and light equipment for weddings and funerals held in the church auditorium, and at special church programs or activities as needed. They are responsible for the upkeep, maintenance and replacement/updating of all sound, light, video, and projection equipment. They should seek to recruit and train new workers to operate the system(s) as needed.

#### **B. Baptismal Ministry Team**

The Baptismal Ministry Team is responsible for making sure the baptistery is ready for all Baptismal Services and shall insure that the necessary supplies are provided to the baptismal candidates. Someone from this ministry team shall wash the robes and return them to the church following a baptismal service.

### **C. Benevolence Ministry**

- **Benevolence Ministry Team (Food Pantry)**

The main focus of this ministry team is to assist members and non-members with assistance during a crisis. The **Food Pantry Ministry Team** shall have the responsibility of purchasing food for the needy and packaging it for distribution. The church office staff shall then be responsible for distributing it to the needy according to established church guidelines. Funding for this ministry comes from World Hunger donations and extra designated donations from individuals. It shall be a separate line item in the Church Budget under the heading of Designated Funds.

- **Benevolence Ministry (Financial)**

Financial Benevolence Ministry Policy

Objective: To provide a guideline for the disbursement of budget and donated funds.

Financial Assistance: The Financial Benevolence budget will be a designated account, a separate line item. These funds will be used to provide financial aid for members and other individuals in the community served by the church. The need for financial assistance could be the result of such things as fire, flood, accident, illness, loss of job, etc. The Ministerial Staff and office staff shall be responsible for evaluating the request and insuring that the need meets the criteria as set out below. Contributions made directly to needy individuals are not tax-deductible. To qualify for a charitable deduction, contributions must be made to a church or a qualified charity. Appeals for contributions to this fund will be made as needed (approved by the financial team) so there will always be funds available. Ministerial Staff and office staff will be responsible for the administration of these funds.

Criteria:

- Individuals shall meet with one of the ministers or an appointed staff member prior to the distribution of any financial assistance and present proof of identity.
- Proof of need must be proven by presentation of original, dated, unpaid bill with the name, address and phone numbers for verification of the bill.
- Members will receive preference in assistance.
- Non-members shall be limited to assistance one time each calendar year.

- Individuals requesting assistance shall provide proof of other agencies and resources consulted with the request.
- The team shall run each request through the Sean Tracker and consult with other churches and agencies prior to approving the request.

#### Evaluation Procedure:

- Original bills must be presented.
- Name, address, and phone number must accompany original dated bills.
- Confirmation of unpaid bills must be sought.

#### Funding Availability:

- Each request requires individual evaluation. The use of other agencies for collaboration is recommended.
- If the need is greater than the available funding, the request must be deferred for consideration at a later date. Communication with companies may allow partial payments.
- Discouraging repeat assistance is important for the individual and ministry.
- The ministers may do special funding solicitation. This should only occur in extreme situations.

### **D. Bereavement Ministry Team**

Upon the death of a church member, member's husband, wife, child, mother, or father, the church may provide a meal for the family or a gift certificate will be furnished. The family members may choose to have the meal served at the church or have it taken to their home. If they choose to have the meal delivered to their home, the Bereavement Ministry Team shall provide servers if requested. Volunteers who provide food for the meals are divided into four groups. Groups rotate providing the food with the exception of the meat which is paid for by the church. The Bereavement Ministry Team chairperson will assist each group. Each group shall have a chairperson and a co-chairperson who shall be responsible for planning and serving the meals. This includes purchasing and picking up the meat. The church Bereavement Ministry Team shall assist as needed.

#### **E. Board of Trustees**

The trustees shall be members of First Baptist Church and shall be responsible for procuring and approving all legal documents required for church business. There shall be six members with two members rotating off each year.

#### **F. Budget and Finance Ministry Team**

The Budget and Finance Ministry Team shall prepare a proposed annual church budget for adoption by the church before each new fiscal year. This ministry team shall monitor all expenditures made by the church and keep the church aware of any financial needs. This ministry team shall insure that a monthly report is made to the church concerning the financial condition of the church. Any fund raising ideas, special projects, stewardship campaigns, etc., shall be presented to this ministry team for its approval.

The church treasurer shall be an additional member of this ministry team and shall be available to give a full report at the ministry team's meetings. The treasurer shall also be available to help the staff in planning and coordinating any stewardship activities.

Any expenditure that exceeds the amount budgeted for any line item shall be presented to this ministry team for its recommendation and/or approval.

#### **G. Children and Preschool Ministry Team**

The Children and Preschool Ministry Team shall work with the Children/Preschool Coordinator in securing workers, supplies, and equipment for the preschool department. A member of this ministry team will secure nursery volunteers and will insure that the nursery is appropriately staffed. This ministry team should review and evaluate the Children/Preschool Policies each year. This ministry team shall meet quarterly with the Children/Preschool Coordinator and may make recommendations as to the scope, nature, and direction of the Children/Preschool program.

## Children and Preschool Guidelines

- The preschool areas shall be used for the care and teaching of preschool children. The facilities and the equipment shall not be removed from the church premises.
- Children above preschool age shall not be permitted in the preschool area unless special permission is given by the Children/Preschool Coordinator.
- No one shall leave a child in the preschool area for any reason other than to attend a church sponsored event.
- Children shall not be released to anyone other than parents or family member unless workers are advised in advance.
- Parents are requested not to bring children to the preschool area if they have any symptoms of illness, i.e., fever, colds, diarrhea, rashes, green or yellow nasal drainage.
- All personal belongings of the child should be labeled with the child's name.
- All teachers/volunteers are requested to be in their area of responsibility at least 10 minutes prior to start time.
- Teachers/volunteers are responsible for sanitizing toys, and with the help of children, as appropriate, leave the classroom in proper order upon departure.
- Children shall not be left unattended in any preschool area.
- Parents shall notify teachers/volunteers as to where they can be reached in case of an emergency.
- Teachers/volunteers shall be responsible for putting away books, puzzles, blocks, and any other leftover supplies at the end of the session.
- All teachers/volunteers should return equipment to the proper area and treat church property with respect.
- Toddlers will be offered a snack and something to drink during nursery time. Parents should inform teachers/volunteers of food allergies.
- All teachers/volunteers/employees are encouraged to take advantage of training opportunities sponsored by the church and the association.
- At least two teachers/volunteers are required in the preschool area at all times to insure safety and to provide good teaching opportunities for the children.
- If a child becomes sick or receives an injury, the parents shall be notified immediately.
- In the event of a disciplinary issue regarding a child, the teacher/volunteer should inform the parent in **private** at the time the child is picked up.



#### **H. Counting Ministry Team**

The Counting Ministry Team shall count all monies received through every type offering and prepare the deposit of all funds received. This ministry team shall follow the guidelines in the Section VI of this manual. This team shall retain and deliver to the Financial Ministry Assistant all offering envelopes received for the proper record keeping for the membership.

#### **I. Education Ministry Team**

The Education Ministry Team shall work closely with the Minister of Education in all areas of the education program. This ministry team shall meet quarterly with the Minister of Education and may make recommendations as to the scope, nature, and direction of the education ministry of the church. They shall assist the Minister of Education in implementing the education program.

#### **J. Flower Ministry Team**

The Flower Ministry Team shall be responsible for providing and maintaining flowers for the Sanctuary. This team shall work with the ministerial staff to provide needed flowers for special events and holidays.

#### **K. Homecoming Ministry Team**

The Homecoming Ministry Team shall be responsible for organizing and overseeing homecoming activities. They shall assign and contact teams to oversee food and beverages, tables and chairs, table covers and decorations, and clean-up. Additional teams shall be added if necessary.

#### **L. Hospitality Ministry Team**

The Hospitality Ministry Team shall be responsible for the following types of events: receptions for church staff members, associational meetings, and special church sponsored events such as Thanksgiving programs and meals. This ministry team shall not be responsible for events conducted by a staff member, Wednesday night dinners, non-church events such as weddings, individual group events such as Sunday school fellowships, bereavement meals, or Homecoming meals. This ministry team shall serve as official church hosts and hostesses during church-sponsored events. Their responsibilities include making arrangements for food, beverages, decorations, tables and chair placement and clean up after the event.

**M. Kitchen Ministry Team**

The Kitchen Ministry Team shall assist with the preparation, planning, serving, and clean-up of the Wednesday night meal. This team shall help with other church meals as needed. They shall not be responsible for the preparation of food for weddings, Sunday school fellowship, etc.

**N. Lord's Supper Ministry Team**

The Lord's Supper Ministry Team shall be responsible for preparing the elements for the Lord's Supper when directed by the pastor. They shall keep an inventory of supplies and order/purchase supplies as needed. The tablecloth and serving utensils shall be cleaned, maintained and properly stored after each use.

**O. Media – Library Ministry Team**

The Media – Library Ministry Team shall establish regulations and rules regarding the use of the Church Media – Library Center. They shall recommend budget expenditures to the Budget and Finance Ministry Team and shall keep records of all transactions. They shall keep the church informed about the materials available for use in the Media – Library Center. This ministry team shall promote the Media – Library in worship services and through departments, Ministry Teams, and ministries of the church. This ministry team shall catalog and maintain all books, periodicals, and videos within the church library. This ministry team shall review all materials to insure that all materials lift up Jesus. It shall be the responsibility of this ministry team to approve all materials included in the library and coordinate times when the library is open.

**P. Ministry Team on Ministry Teams**

The Ministry Team on Ministry Teams shall be nominated by the pastoral staff and elected by the church. It shall be the duty of this ministry team to recommend all other ministry teams and/or ministry team members. Vacancies that occur during the year shall be filled by recommendation to the church by this ministry team. All Ministry Team members shall be nominated by the Ministry Team on Ministry Teams and elected by the church unless otherwise specified herein. The Ministry Team on Ministry Teams shall recommend the Chairman of each ministry team and indicate those appointments in its report to the church.

**Q. Missions Ministry Team**

Our Purpose: To encourage and support the members of First Baptist Church in carrying out mission service.

Encouragement: Encouragement can be in any form that will enable the church body to carry out the Great Commission, Matthew 28:19-20. Information will be provided about the opportunities available, and a PRAYER base will be created for our mission projects and members participating in missions.

Support: Any mission project to be supported with church funds must be approved by the Missions Ministry Team. Support may take the form of payment of a portion of the cost for the mission project or monthly support for those members, or former members in full-time mission service. The Missions Ministry Team will determine the amount of support.

Applications and deadlines for support in mission service and projects will be set by the Missions Ministry Team.

**R. Music Ministry Team**

The Music Ministry Team shall work closely with the Minister of Music in all areas of the church music program. This ministry team shall meet quarterly with the Minister of Music and may make recommendations as to the scope, nature, and direction of the music ministry of the church. They shall assist the Minister of Music in organizing and maintaining all music and musical equipment.

**S. Nominating Ministry Team**

The Nominating Ministry Team shall be responsible for enlisting people to serve in teaching and service positions of the church. The primary responsible of this ministry team shall be to staff the Sunday school positions with advice from the Minister of Education.

**T. Pastor's Ministry Team**

The Pastor's Ministry Team shall work closely with the Pastor. This ministry team shall meet quarterly with the Pastor and may make recommendations as to the scope, nature, and direction of the ministry of the church.

#### **U. Personnel and Policy Ministry Team**

The Personnel and Policy Ministry Team shall be responsible for interpreting this policy manual. Any matters discussed in a Personnel and Policy Ministry Team meeting that involve the character or reputation of a First Baptist Church staff member shall be discussed privately in order to protect the character and reputation of the person involved. They shall entertain requests for changes and present them to the church at the appropriate times.

This Ministry Team shall deal with personnel problems as provided by the Conflict Resolution policy and shall determine staff requirements, duties, salaries, and benefits. Any financial recommendation that exceeds the amount budgeted for that item shall be presented to the Budget and Finance Ministry Team for approval.

This Ministry Team shall prepare or upgrade written job descriptions for all paid staff/employees.

All paid First Baptist Church staff (not to include the pastor) shall be hired and/or dismissed by this Ministry Team as provided by the Conflict Resolution policy and Dismissal policy.

All First Baptist Church staff (not to include the pastor) shall be screened and interviewed by this Ministry Team. This Ministry Team, with advice from the Pastor, shall function as a search Ministry Team when a vacancy occurs. If the Ministry Team should change during a search for a new staff member, the two rotating off shall continue their work with this Ministry Team until a staff person is employed.

The current Chairman of the Deacon Ministry Team shall serve on this Ministry Team as a non-voting ex officio member.

This Ministry Team shall meet annually with the Pastor/staff/employees to evaluate their areas of responsibility.

All paid staff/employees (not to include the pastor) are accountable to the Personnel and Policy Ministry Team. The ultimate accountability of the pastor will be to the church body, through the Deacon Ministry Team.

## **V. Property and Grounds Ministry Team**

The Property and Grounds Ministry Team shall have the responsibility of seeing that the church property is attractive and functional. This ministry team shall make recommendations to the custodial staff regarding building maintenance and upkeep and make sure the buildings are safe for everyone. They shall be responsible for keeping an updated inventory of church property for security and insurance purposes. They shall review the insurance need of the facilities each year. The Chairman of the Property and Grounds Ministry Team shall work with the Budget and Finance Committee to determine the appropriate insurance for all church property. This ministry team shall oversee the maintenance of the church vehicles and take care of necessary repairs, tags, tune ups, reviewing monthly inspection/mileage logs, etc.

This ministry team shall be responsible for negotiating the sale and purchase of church equipment with approval of the Budget and Finance Ministry Team.

## **W. Senior Adult Ministry Team**

The Senior Adult Ministry Team shall work closely with the Minister of Senior Adults in all areas of the senior adult program. This ministry team shall meet quarterly with the Minister of Senior Adults and may make recommendations as to the scope, nature, and direction of the senior adult ministry of the church. They shall assist the Minister of Senior Adults in implementing the senior adult program.

## **X. Special Ministry Team**

Special Ministry Teams shall be elected and dissolved by the church as needed. After the church approves the duties of said Ministry Team, the Ministry Team on Ministry Teams shall then nominate members to serve on that Ministry Team.

### **• Pulpit Search Ministry Team**

The Pulpit Search Ministry Team shall be nominated by the Ministry Team on Ministry Teams and shall be presented to the church at a Sunday Morning Worship Service for election. This Ministry Team shall bring to the consideration of the church only one man at a time. After reaching complete agreement on selection, this Ministry Team shall bring the recommendation to the members of the deacon ministry team and then to the church body. A vote shall be taken, using a written ballot, at a Sunday Morning Worship Service and an affirmative vote of 75% of those members present and voting shall be necessary to extend the call to the pastor.

- **Pulpit Supply Ministry Team**

The Pulpit Supply Ministry Team shall have the responsibility of providing speakers for regular church services on those occasions when the pulpit is vacant. This ministry team shall consist of the Chairman of Deacons, Chairman of the Board of Trustees, Chairman of Budget-Finance Ministry Team, Chairman of Ministry Team on Ministry Teams, Chairman of Personnel and Policy Ministry Team, and Chairman of the Nominating Ministry Team. The Chairman of this Ministry Team shall be chosen by the members of the Ministry Team. If for any reason a member of this Ministry Team feels that the interest of the church would be better served with another person, he/she may recommend another member of their own Ministry Team to take his/her place, subject to the approval of the other members of the Pulpit Supply Ministry Team.

**Y. Usher Ministry Team**

The Usher Ministry Team shall be responsible for supplying ushers for church worship services and special events as requested by the ministerial staff.

**Z. Youth Ministry Team**

The Youth Ministry Team shall work closely with the Youth Minister in all areas of the youth program. This ministry team shall meet quarterly with the Youth Minister and may make recommendations as to the scope, nature, and direction of the youth ministry of the church. They shall assist the Youth Minister in implementing the youth program.

## **IV. ELECTED CHURCH OFFICERS**

Church officers shall be faithful in Bible study and worship attendance on Sundays and Wednesdays in order to be well-informed about the direction of the church.

### **A. Moderator**

The pastor shall be the moderator of the church business meetings. In the absence of the pastor the Chairman of the Deacon Ministry Team shall serve as the moderator. In their absence, the clerk shall call the church to order and a moderator pro tem shall be selected by the church clerk to preside over the business meeting.

### **B. Church Clerk**

It shall be the duty of the church clerk to record the minutes of all business meetings of the church and other clerical duties as assigned by the Pastor.

### **C. Treasurer and Assistant Treasurer**

The treasurer and/or assistant treasurer, with the church office shall be responsible for disbursing all checks and monies of the church. The treasurer shall work with the Budget and Finance Ministry Team in the planning of any and all stewardship or fund-raising campaigns. The church treasurer shall be an additional voting member of the Budget and Finance Ministry Team and shall be available to give direction at the Budget and Finance Ministry Team meetings. The treasurer shall also be available to help the staff in planning and coordinating any stewardship campaigns.

## **D. Deacon Ministry Team**

### **MISSION STATEMENT:**

The Deacon Ministry Team of Russellville First Baptist Church is established for the purpose of carrying out a **Servant Ministry** to the Church. Deacons will be accountable to the Church Body.

### **RESPONSIBILITIES:**

- The Deacon Ministry Team will minister by fulfilling assignments and responsibilities as directed by the Pastor.
- The Deacon Ministry Team will work with the Pastor and Staff to ensure that needs in the church and community are identified and met.
- The accountability of the Pastor will be to the Church Body through the Deacon Ministry Team.

### **DEACON NOMINATING PROCEDURES:**

- **Biblical Qualifications:** Nominees should fulfill the qualifications for Deacons as set forth in Acts 6 and 1 Timothy 3.
- **Church Qualifications:** Nominees must be men, twenty-one years of age or older, who have been members of First Baptist Church for at least one year on the date of election. It is understood that a nominee for election as Deacon should be **regular** in his attendance and supportive of First Baptist Church and its ministries.
- **Nominations:** Any First Baptist Church member may make nominations to the Deacon Nominating Committee during the month of **June**. Each church member may nominate as many as eight (8) men to serve as deacons. Those deacons rotating off the active body will not be eligible for re-nomination for a period of one year. The Deacon Nominating Committee will include the Pastor and Chairman of the Deacons who will select active deacons to serve on the committee.
- **Screening:** During the month of **July**, every nominee will be contacted by the Deacon Nominating Committee in order to determine if the nominee wishes to be considered for election. Nominees wishing to be put on the ballot will then be interviewed by the Deacon Nominating Committee to ascertain his willingness and qualifications to serve. If the nominee has not been previously ordained, he and his wife must be interviewed by the Deacon Nominating Committee. From these interviews a list of qualified candidates will be determined.



- **Election:** The list of qualified candidates will be published in the Messenger and presented to the church for their vote on the first Sunday in **August**. Those who will be absent on the Sunday of the election may vote in the church office during the week prior to the election. Up to eight (8) qualified nominees will be elected to serve a three year rotating term. If eight (8) or less qualified nominees are on the ballot, all nominees will be appointed deacons.

In the event a deacon becomes unable to serve out his term, he will be replaced by the nominee who received the next highest number of votes from the current election year.

All newly ordained deacons will be assigned an active deacon as a mentor by the Deacon Nominating Committee.

There will be three officers voted on by the Deacon Body: Chairman of the Deacons, Vice-Chairman of the Deacons, and Secretary/Treasurer. New officers will be voted on during the August Meeting.

#### **E. Executive Board Member**

The Church shall elect two members to serve on the Franklin County Baptist Association Executive Board. These persons shall be responsible for attending the monthly board meeting and for giving a report to the church during the regular business meeting of the church.

## **V. PERSONNEL**

### **General Personnel Policies**

#### **Work Schedule**

- The Church office hours are from 8:30 a.m. until 4:00 p.m. Monday through Thursday and 8:30 a.m. until 12:00 noon on Friday.
- Since Sunday is considered a work day, the Pastor and full-time Ministerial Staff shall have one off day between Monday and Friday. Full-time Ministerial Staff off days shall be scheduled with the Pastor.
- The Pastor and the full-time Ministerial Staff are expected to be in the office during regular Church office hours unless performing other ministerial services as outlined in their job description.

#### **Holidays**

- First Baptist Church recognizes the following holidays during which the Church office will be closed:

New Year's Day	Good Friday	Memorial Day
Independence Day	Labor Day	Thanksgiving
Day after Thanksgiving	Christmas Eve	Christmas Day
Day after Christmas		

- When a holiday falls on Saturday or Sunday, the staff may decide whether to take the day off on the Friday proceeding the holiday or Monday after the holiday.
- Other special occasions may be declared a special holiday with approval of the Personnel and Policy Ministry Team.

#### **Vacation**

Vacation time for the Pastor and the full-time Ministerial Staff will be based on their length of continuous full time service in the ministry as follows:

- 1 year to 10 years -two weeks per year (10 work days)
- 11 years to 20 years-three weeks per year (15 work days)
- 21 or more-four weeks per year (20 work days)

Vacation time for the Pastor and the full-time Ministerial Staff during their first year of employment by First Baptist Church will be based on hiring date as follows:

January 1 – June 30: full vacation benefits as provided by the chart  
July 1 – December 31: vacation days shall accrue at the rate of one vacation day per month.

Employees currently employed shall have vacation benefits based on hiring dates and years of service at First Baptist Church based on the chart in the Personnel and Policy Manual in effect at the time of hiring. Part-time employees hired after the effective date of this Personnel and Policy Manual shall have one week after their first year of employment then two weeks thereafter. A week of vacation is defined as the amount of time the part-time employee works in a week.

A Vacation Ledger shall be kept and maintained in the church office by the Church Administrator or his designee and shall be signed or initialed by the employee to verify vacation days.

### **Conventions, Conferences, and Other Leave**

- The Pastor and the full-time Ministerial Staff will be allowed a total of ten (10) additional days off each year to be approved by the Personnel and Policy Ministry Team for Ministerial opportunities including but not limited to the following: leading revivals, leading or speaking at conferences, attending Board meetings at the Alabama Baptist Convention and/or Southern Baptist Convention, and participation in mission trips not sponsored by First Baptist Church. Expenses for these types of ministerial opportunities will not be paid for by First Baptist Church.
- The Pastor and the full-time Ministerial Staff member may not be gone two consecutive Sundays without approval of the Personnel and Policy Ministry Team.
- The Pastor may attend the annual Southern Baptist Convention with expenses paid.
- The Pastor may attend the annual Alabama Baptist Convention with expenses paid. Full-time Ministerial Staff will be entitled to attend the annual Alabama Baptist Convention with approval from the Personnel and Policy Ministry Team. Expenses shall be paid through the church budget.

- The Pastor and the Full-time Ministerial Staff shall be entitled to attend conferences and seminars to improve ministerial skills with approval from the Personnel and Policy Ministry Team. Expenses shall be paid through the church budget.

### **Sick Leave Benefits**

First Baptist Church provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees are the Pastor, full-time Ministerial Staff, and part-time employees. Sick leave benefits may be used for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

The Pastor and full-time Ministerial Staff will accrue sick leave benefits at the rate of 12 days per year (one day for every full month of employment). Unused sick leave benefits for Pastor and the Ministerial Staff will be allowed to accumulate until they accrue a total of twenty-five (25) calendar days of sick leave benefits.

Part-time employees will accrue sick leave benefits at the rate of six (6) days per year (one-half day for every full month of employment). Unused sick leave benefits for part-time employees shall not be carried over from one year to the next.

If the employee's benefits reach their maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. When sick leave benefits are exhausted, unpaid leave **must** be approved by the Personnel and Policy Ministry Team.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Catastrophic illness and other leave will be handled on an individual basis by the Personnel and Policy Ministry Team. Unused sick leave benefits will not be paid to employees while they are employed or upon dismissal of employment.

A Sick Leave Ledger shall be maintained in the Church Office by the Church Administrator or his designee. Employees who are unable to report to work due to illness or injury should notify the church office before the scheduled start of their workday, if possible, and shall sign or initial the Sick Leave Ledger upon returning to work.

## **Conflict Resolution**

In the event of a conflict involving a member of the Ministerial Staff and/or a church employee, they shall follow the steps outlined below to resolve conflicts.

Step 1. The person with the complaint shall go directly to the ministerial staff or employee and share his/her complaint and try to resolve it without involving anyone else. Matthew 18:15-16. If the conflict is not resolved the parties shall go to step 2.

Step 2. The details of the complaint shall be presented in writing to the Pastor who will serve as a mediator to resolve the conflict. If the conflict is not resolved, the parties shall go to step 3.

Step 3. A written request shall be presented to the Chairman of the Personnel and Policy team and the Personnel and Policy Ministry team shall meet with the Ministerial Staff member(s) and/or employee(s) for a hearing and final resolution of the conflict.

In the event a conflict arises involving the Pastor and a member of the Ministerial Staff and/or a church employee, the following steps shall be followed to resolve the conflict.

Step 1. The person with the complaint shall go directly to the Pastor and share his/her complaint and try to resolve it without involving anyone else. Matthew 18:15-16 If the conflict is not resolved the parties shall go to step 2.

Step 2. The details of the complaint shall be presented in writing to the Chairman of the Deacons Ministry Team and the Chairman of the Personnel and Policy Ministry Team who will serve as mediators to resolve the conflict.

Step 3. In the event the conflict is not resolved, the Chairman of the Deacon Ministry Team and the Chairman of the Personnel and Policy Ministry Team shall refer the matter to their respective Ministry Teams for discussion and resolution.

## **Dismissal**

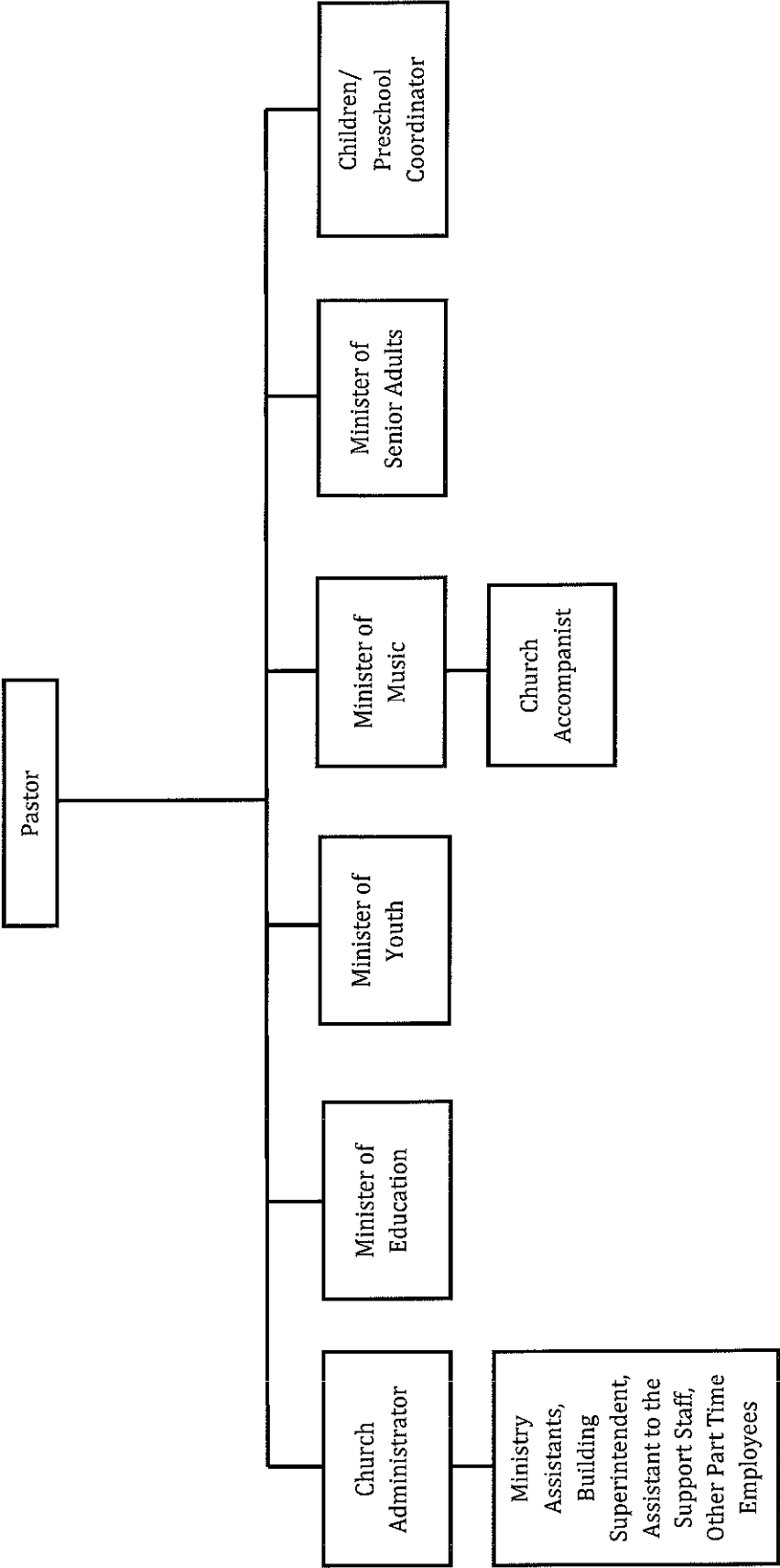
**Ministerial Staff and church employees:** The Personnel and Policy Ministry Team shall have the authority to dismiss Ministerial Staff members and church employees. All Ministerial Staff members and church employees shall be given the opportunity to resign prior to any dismissal action.

**Pastor:** The ultimate accountability of the pastor will be to the Church Body, through the Deacon Ministry Team. The Deacon Ministry Team after attempts to resolve all issues in a Biblical manner, shall have the right to request a resignation from the Pastor. In the event the Pastor does not resign, the Deacon Ministry Team shall recommend the necessary action to the church body.

The Deacon Ministry Team shall have the authority to recommend the dismissal of the Pastor to the church body. The matter shall be addressed by the church body at a special called business meeting. The matter shall **NOT** be discussed during a Sunday Morning Worship Service or Sunday Evening Worship Service. Appropriate notice of the date and time of the meeting shall be given to the church body. The matter shall be discussed and a vote taken. A simple majority of those members present shall be necessary for an action to be taken.

The decision to provide severance benefits and the amount of those benefits for the Ministerial Staff or church employees (not including the Pastor) shall be determined by the Personnel and Policy Ministry Team and the Budget and Finance Ministry Team. The decision to provide severance benefits and the amount of those benefits for the Pastor shall be determined by the Deacon Ministry Team and the Budget and Finance Ministry Team.

First Baptist Church  
Russellville, AL



**POSITION:      Pastor**

**Principal Function:** The Pastor is responsible to the Church for providing administrative and spiritual leadership for the congregation and the Church staff: for leading the organizations and the Church staff to perform assigned tasks; and for using his skills in proclamation of the Gospel and Pastoral care in meeting the needs of persons in the Church and community.

***I. Essential Duties & Responsibilities:***

- Serve as spiritual leader and overseer of the congregation
- Proclaim the Gospel and lead the church in proclaiming the Gospel to the church and community
- Lead the staff and the church in a caring ministry for persons in the church and in the community
- Leads or delegate the leadership of the congregational services. Plan, coordinate and evaluate congregational services
- Preach at all worship services that include preaching or arrange for someone else to perform this function
- Serve as moderator for the church business meetings
- Advise on the selection of all staff members and advise on determining their duties
- Give supervision to other members of the church staff according to the staff organization set forth in the church organizational chart
- Plan for and provide leadership in the observance of the church ordinances
- Conduct funeral services and wedding ceremonies as feasible, sharing and delegating to others on the staff responsibilities in this area
- Counsel with and assist in training Deacons for their responsibilities
- Plan and participate with other ministerial staff in a continuous visitation ministry to church members, particularly those in hospitals, nursing homes, homebound and prospective church members
- Meet quarterly with the Pastor's Ministry Team and present a quarterly report to the Deacon Ministry Team
- Perform other duties as assigned by the Church body through the Deacon Ministry Team with consultation from the Pastor

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**POSITION: Church Administrator**

**Principal Function:** The Church Administrator is responsible to the Pastor for providing leadership in the administration and business practices as the church may require

***I. Essential Duties & Responsibilities:***

- Lead the church in planning, conducting and evaluating a comprehensive plan of business operation for the church
- Maintain an adequate system of records
- Give general direction to the week-day operation of the church office
- Supervise office staff; secretarial and clerical workers
- Direct the maintenance program of the church: supervise the janitorial and grounds keeping staff
- Direct the food service ministry of the church
- Work with church staff and property and grounds ministry team in promoting the annual stewardship emphasis of the church. Promote a year round stewardship emphasis
- Work with property and grounds ministry team on projecting and evaluating need for additional buildings
- Evaluate periodically the insurance needs of the church facilities in cooperation with the property and grounds ministry team
- Oversee purchases and maintain an inventory of church property and equipment
- Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel and Policy Ministry Team for office and janitorial staff
- Plan and produce general church publicity and promotional materials
- Oversee the heating and cooling of all church buildings in conjunction with the property and grounds ministry team
- Oversee scheduling the use of church facilities and ensure events are placed on official church calendar
- Perform other duties as assigned by the Pastor

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>POSITION: Minister of Education</b>
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**Principal Function:** The Minister of Education is responsible to the Pastor for assisting the church educational ministry organizations in planning, conducting and evaluating comprehensive educational ministries.

***I. Essential Duties & Responsibilities:***

- Lead the church in planning, conducting, and evaluating a comprehensive ministry of Christian education
- Serve as educational resource person, plan, coordinate, prepare annual reports and advice the leaders of the following church ministry and service organizations: Sunday school, Men's Ministry, Women's Ministry, Church Library Ministry and other Educational Ministries. Coordinate and unify the various ministries to avoid conflict, duplications and overlapping
- Provide annual reports on Sunday School
- Guide and work with nominating ministry team in the selection, enlistment, training of teachers and workers
- Assist the Children and Preschool Coordinator and the Preschool and Children's Ministry Team with Vacation Bible School
- Prepare sermons and preach when Pastor is not available
- Formulate annual education budget in consultation with the Education Ministry Team to be recommended to the Budget and Finance Ministry Team
- Assist in counseling church members
- Develop special training and education projects such as camps, retreats and study seminars for various age groups within the congregation
- Lead the church to be aware of the educational and curriculum materials available
- Develop and administer a Sunday School outreach ministry
- Plan and coordinate the Back-to-School luncheon for the Russellville City School System and other community outreach programs
- Plan and participate with other ministerial staff in a continuous visitation ministry to church members, particularly those in hospitals, nursing homes, homebound and prospective church members
- Meet quarterly with the Education Ministry Team and present a quarterly report to the Deacon Ministry Team
- Perform other duties as assigned by the Pastor

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POSITION: Minister of Youth**

**Principal Function:** The Minister of Youth is responsible to the Pastor for developing a comprehensive educational ministry for youth and college.

***I. Essential Duties & Responsibilities:***

- Enlist and train all department directors in the youth division; assist in enlisting and training all teachers
- Give guidance and coordination through enlistment, education and motivation of the key leadership of youth work
- Advise in the use of ministry materials, equipment, supplies and space for youth groups in all church ministry organizations
- Maintain an active ministry of personal witnessing and ministry
- Promote a regular ministry of outreach for the youth division in cooperation with the church's plan of outreach
- Provide appropriate activities for special projects: plan and conduct special projects for youth ministry organization groups. The Minister of Youth will be responsible for selecting these projects which may include but not limited to activities such as: Student Life Week, Youth Christmas activities, Junior/Senior Trips, Graduation activities, Mission Trips, Wednesday Night Live, True Love Waits, etc.
- Provide appropriate activities and training for the parents of youth
- Work with the Media/Library Ministry Team to provide resource materials for youth and youth workers
- Prepare an annual budget for the youth division for recommendation to the Budget and Finance Ministry Team; administer the approved budget according to policy
- Keep informed on student issues and the latest youth materials by attending conferences for youth pastors and by subscribing to student ministry publications
- Serve as resource person for parents of students
- Maintain visibility in the community by attending, on a periodic basis, school functions, sporting events, lunches at schools, etc.
- Plan and participate with other ministerial staff in a continuous visitation ministry to church members, particularly those in hospitals, nursing homes, homebound and prospective church members
- Meet quarterly with the Youth Ministry Team and present a quarterly report to the Deacon Ministry Team
- Perform other duties as assigned by the Pastor

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>POSITION: Minister of Music</b>
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**Principal Function:** The Minister of Music is responsible to the Pastor for assisting the church in planning, conducting and evaluating a comprehensive music ministry.

***I. Essential Duties & Responsibilities:***

- Assist the Pastor in planning the worship services of the church
- Lead congregational singing in the regular worship services and other church activities
- Provide special music through choirs, soloist and ensembles for any function of the church
- Plan music services, such as seasonal cantatas, annual choir festivals, musical dramas, etc.
- Plan, organize and supervise the graded choir programs to serve all age groups and church functions
- Seek to enlist the music talent of the church to serve as choir members and instrumentalists. Enlist choir leaders to assist in the graded choir programs.
- Supervise the care of music equipment of the church, such as choir rooms, robes, instruments, hymnals and music library
- Order church music supplies and equipment as provided in the budget
- Supervise the responsibilities of other musicians who are involved in the music ministry
- Serve as consultant for weddings, funerals and other church related activities. Arrange and/or provide music with appropriate individuals or groups upon request
- Coordinate the performance schedules of music groups and individuals in the function of the church
- Recommend to the music ministry team the needed work and/or equipment to carry on an effective music ministry
- Prepare and administer the music program budget
- Keep informed on current methods, materials and promotions by attending workshops/conferences and subscribing to music publications
- Plan and participate with other ministerial staff in a continuous visitation ministry to church members, particularly those in hospitals, nursing homes, homebound and prospective church members
- Meet quarterly with the Music Ministry Team and present a quarterly report to the Deacon Ministry Team
- Perform other duties as assigned by the Pastor

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POSITION: Minister of Senior Adults**

**Principal Function:** The Minister of Senior Adults is responsible to the Pastor in planning, conducting and evaluating a comprehensive program of activities designed to promote spiritual growth and fellowship among the Senior Adults of the church.

***I. Essential Duties & Responsibilities:***

- To plan, coordinate and implement the senior adult ministry of the church
- To plan monthly activities, such as luncheons, meetings, etc., for senior adults
- To coordinate the annual senior adult day program including assisting in the design of the morning worship service and in the planning of the luncheon
- To plan and implement any special trips or retreats for senior adults, such as Shocco Springs
- To work in coordination with other programs and activities of the church (such as Sunday School, Men and Women's groups, etc.) which involve senior adults
- Plan and participate with other ministerial staff in a continuous visitation ministry to church members, particularly those in hospitals, nursing homes, homebound and prospective church members
- Meet quarterly with the Senior Adult Ministry Team and present a quarterly report to the Deacon Ministry Team
- Perform other duties as assigned by the Pastor

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POSITION: Children/Preschool Coordinator**

**Principal Function:** The Children/Preschool Coordinator is responsible to the Pastor for planning, coordinating, directing and evaluating the Children's Educational Ministry of the Church.

**I. Essential Duties & Responsibilities:**

- Work with Children/Preschool Ministry Team to coordinate staffing of nursery, extended session, and Children's church
- Coordinate workers for Sunday morning and Sunday evening services for children and preschoolers
- Oversee purchases of new equipment for children and preschool areas
- Keep nursery area supplied with diapers, juice, cups, etc., and make sure bed sheets are changed each week
- Plan and coordinate the following annual events which may include but not limited to: Valentines for preschoolers and children, Easter Egg Hunt, Parent-Baby dedication, Kid's camp, Fall Festival, Thanksgiving Praise Breakfast and Happy Birthday Jesus Party
- Coordinate and work with the Minister of Education, Minister of Music, Pastor and Children/Preschool Ministry Team to plan and implement Vacation Bible School
- May plan other events and trips throughout the year as needed
- Keep informed on current methods, materials and promotions by attending workshops/conferences and subscribing to children/preschool publications
- Plan and participate with other ministerial staff in a continuous visitation ministry to church members, particularly those in the hospitals, nursing homes, homebound and prospective church members
- Meet quarterly with the Children/Preschool Ministry Team and present a quarterly report to the Deacon Ministry Team
- Perform other duties as assigned by the Pastor

**II. Job Description Understanding**

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>POSITION: Ministry Assistants-Shared Duties</b>
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**Principal Function:** Each Ministry Assistant has specific responsibilities, but each is responsible for sharing the duties listed below and should be able to perform duties of the other Ministry Assistants in their absence. Responsible to the Church Administrator.

***I. Essential Duties & Responsibilities:***

- Perform secretarial duties as needed for the Pastor, Minister of Music & Senior Adults, Minister of Education and Youth and the Children/Preschool Coordinator
- Assist Receptionist in answering incoming telephone calls and take messages
- Order supplies as needed
- Route incoming daily mail
- File correspondence and other assigned materials
- Prepare correspondence as needed
- Assist in calling and emailing church members when necessary
- Keep Ministerial staff and Pastor informed of deaths, births, illnesses or other events where he may be needed
- Assist Deacons and Church Ministry Teams as requested
- Assist with church promotion activities as instructed
- Type miscellaneous reports, minutes, etc.
- Assist in completing requests for benevolence assistance, distributing pre-packaged grocery bags, and refer other request to a staff member, if necessary
- Print and correlate Sunday School lessons
- Assist in keeping an updated calendar of church activities/reservations
- Perform other duties as assigned by the Church Administrator

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POSITION: Ministry Assistant-Financial**

**Principal Function:** The Financial Ministry Assistant is responsible to the Church Administrator for maintaining the church financial records.

***I. Essential Duties & Responsibilities:***

- Post receipts and disbursements of all accounts to financial system
- Reconcile bank account with bank statements monthly and prepare monthly financial reports
- Prepare financial reports for Budget and Finance Ministry Team, Deacon Ministry Team and for church business meetings
- Make quarterly tax reports and all necessary government reports related to church business. Make monthly tax deposit (by 14<sup>th</sup> of each month)
- Check and total all invoices, reports, correspondence, etc., on all financial matters
- Maintain files on invoices, reports, correspondence, etc., on all financial matters
- Receive inquiries concerning financial matters and give information to Ministry Teams and/or persons designated to receive same
- Assist Church Treasurer in keeping record of all valuable church records, deeds, insurance policies, bonds, etc., in church safe deposit box or other location designated by church
- Order checks, church literature, forms, and records as needed
- Prepare, issue and obtain appropriate signatures on checks in accordance with church policy
- Keep payroll records
- Prepare and disburse quarterly and annual contribution statements to members
- Supervise the record keeping of collection of funds of family night super reservations and reconcile to deposit
- Assist in keeping records of monies paid to church for youth and/or adult groups for retreats, camps, etc., reconcile deposits and prepare checks for disbursement and signature according to church policies
- Type and distribute Wednesday prayer list
- September: Prepare budget request letters and blank budget forms for Budget and Finance Ministry Team
- Attend yearly training any other training recommended by the Budget and Finance Ministry Team
- Perform additional duties as required in Section VI (Financial Policies and Procedures) of the Policy Manual
- Perform other duties as assigned by the Church Administrator

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**POSITION: Ministry Assistant-Education and Publications**

**Principal Function:** The Education and Publications Ministry Assistant is responsible to the Church Administrator for performing secretarial duties related to church publications and publicity,

**I. Essential Duties & Responsibilities:**

- Prepare and mail *Messenger*-weekly church newsletter. (Printed on Tuesdays; mailed by Receptionist on Wednesday mornings. Exception: July 4<sup>th</sup> week and Christmas week) Maintain Newsletter mailing list/labels to be printed on Tuesdays.
- Prepare Sunday bulletin (Printed on Thursday or Friday of each week)
- Order supplies for Sunday bulletins and special service bulletins
- Maintain Official Church calendar
- Coordinate church paperwork for weddings
- Maintain rolls of church membership. Request and forward church letters, informing Church Clerk so that the congregation will be given this information during quarterly business meeting
- Compile and type list of members lettered out for quarterly business meeting
- Email offering envelope report to Envelope Service for their monthly mailing of offering envelopes
- Thursdays: Mail Home Touch letters prepared by Receptionist along with a copy of Wednesday night's Prayer Request
- Maintain Church Leadership Profile (CLP) online
- Yearly: late May: Prepare nomination forms for Deacon Nominations held in June
- Yearly: late July: Prepare ballots for Deacon Election on first Sunday of August. August: Prepare Deacon Certificates for Deacon Ordination service for newly elected Deacons
- Yearly late August: Type Ministry Teams list to be presented to church for vote in late August Business Meeting. Prepare worksheet in June for use by Ministry Team on Ministry Teams in filling positions
- Yearly late August: Type Sunday School Teachers/Sunday Morning Bible Study Leaders list to be presented to church for vote in late August Business Meeting
- Yearly: late August: Type missions, music, Deacon list to be presented to church for informational purposed in late August Business Meeting
- Yearly: late August: Organize information for Church Profile
- Maintain and update Deacon Prayer Chapel Manual -monthly
- Perform other duties as assigned by the Church Administrator

**II. Job Description Understanding**

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POSITION: Ministry Assistant-Secretary/Receptionist**

**Principal Function:** The Secretary/Receptionist Ministry Assistant is responsible to the Church Administrator for performing secretarial duties related to the church.

***I. Essential Duties & Responsibilities:***

- Answer and route incoming telephone calls, take messages
- Act as receptionist, make appointments for staff members, and receive visitors
- Prepare Sunday School roll sheets for each Sunday's roll to be taken
- Post Sunday School attendance by Tuesday morning
- On Wednesday morning of each week, affix labels to weekly newsletters prepared by Publications Secretary; prepare post office documentation for mailing of newsletters
- Prepare and mail or email any other correspondence for various groups, ministries, Deacons, or committees
- Type and mail memorial and honorarium letters/cards
- Prepare Home Touch letters for Publications Secretary to mail on Thursdays
- Maintain rolls for all church-related organizations
- Quarterly: Type Deacon/Shut In list along with letters to Deacons
- Maintain CD's of church services and make copies as requested by members
- Complete requests for benevolence assistance, distribute pre-packaged grocery bags, and refer other requests to a staff minister if necessary. Key information from request forms into Sean Tracker(Charity Tracker for Northwest Alabama)
- Print Sunday School literature, sort and distribute pre-printed literature to Sunday School classes as directed by the Minister of Education
- Maintain Wednesday night supper permanent list and edit weekly. Key in payment information
- Perform other duties as assigned by the Church Administrator

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POSITION: Building Superintendent**

**Principal Function:** The Building Superintendent is responsible to the Church Administrator for maintaining clean buildings and grounds and making minor equipment repairs.

**I. Essential Duties & Responsibilities:**

- Clean floors, sweep, mop, vacuum carpets, dust mop, and polish as often as necessary to ensure proper cleanliness
- Clean doors and windows as needed
- Maintain clean restrooms and replenish supplies as needed
- Request cleaning and maintenance supplies and equipment as needed
- Operate heating and cooling equipment
- Move furniture, set up tables and chairs for dinners, banquets, and other similar occasions, and set up assembly classroom areas for regular activities
- Prepare facilities for special use as requested by Church Administrator and check daily with Church Administrator for special assignments
- Make minor electrical, plumbing, and equipment repairs as directed
- Assist when facilities and arrangements are needed for weddings or other private events sanctioned by the church. An honorarium shall be paid to the Building Superintendent by the group using the church for these events.
- Report any maintenance issues that require a repairman to the Church Administrator
- Perform other duties as assigned by the Church Administrator

**II. Job Description Understanding**

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**POSITION: Assistant to the Support Staff**

**Principal Function:** The Support Staff Assistant is responsible to the Church Administrator for fulfilling duties as requested by the Ministerial Staff and Ministry Assistants/Secretaries

***I. Essential Duties & Responsibilities:***

- Help with mail and run errands for the office staff
- Replenish offering envelopes and visitor's cards, etc., in Sanctuary each week
- Pick up litter on church property
- Keep office stocked with filled food bags from kitchenette closet
- Assist Building Superintendent in readying rooms for church related events
- Clean church bus and vans inside and out as needed or requested
- Wash dishes following Wednesday night supper
- Perform other duties as assigned by the Church Administrator

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>POSITION: Church Accompanist</b>
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**Principal Function:** The Church Accompanist is responsible to the Minister of Music to serve as an accompanist of the church worship music and assist in the music ministry.

***I. Essential Duties & Responsibilities:***

- Play for church services at times established by their employment agreement
- Serve as accompanist for choirs, ensembles, and soloist in regular and special rehearsals and performances as assigned
- Play for weddings, funerals, special occasions, and other events upon invitation or assignment and approval from the Minister of Music
- Serve as accompanist for the Minister of Music, soloist, and special groups for appearances outside the church upon invitation or assignment and approval from the Minister of Music
- Maintain a regular schedule of practice and study
- Perform other duties as assigned by the Minister of Music

***II. Job Description Understanding***

I understand and agree to uphold the written responsibilities listed in, but not limited to, this job description to the best of my abilities. I understand that my job description is to be used as a guide for conduct in the employment setting and is not a contract of employment terms.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **VI. FINANCIAL POLICIES AND PROCEDURES**

The Policy and Procedures contained herein are designed to set forth guidelines for the efficient financial management of the Russellville First Baptist Church in such a manner that God's will is manifested in all financial transactions.

The Treasurer, Assistant Treasurer, and Budget and Finance Ministry Team are the primary leaders in all financial matters of Russellville First Baptist Church. The church body recognizes that the active Deacons will be consulted on all significant financial matters for their collective advice and guidance.

All organizations, teams, staff, and individuals shall abide by the Financial Policies and Procedures of the church. The Financial Ministry Assistant shall comply with General Accepted Accounting Principles.

### **Church Budget**

A church budget develops an understanding of and commitment to the biblical concepts of individual and corporate stewardship. The purpose of the church and the church ministries to be performed to accomplish this purpose shall provide the basis for the budget.

#### **Planning and Adoption of the Budget**

- The Budget and Finance Ministry Team will mail a letter to each Ministry Team Chairperson in September requesting that each ministry team submit their budget requests for the next fiscal year.
- All requests shall be submitted in writing to the Budget and Finance Ministry Team by October 31 of each year.
- The Personnel and Policy Ministry Team shall recommend salaries and benefits of the church staff. Supervisors shall be consulted prior to any recommended salary or benefit change. Any recommended change will be dependent upon available funding. The housing allowance for ministerial staff will be established by each minister and approved by the Budget and Finance Ministry Team.
- The Budget and Finance Ministry Team shall prepare a proposed budget.
- The proposed budget shall be submitted to the Deacon body by a member of the Budget and Finance Ministry Team at the regular November Deacon's meeting for their review and input.

- The proposed budget shall be mailed in the church bulletin at least one week before the business meeting in December.
- The proposed budget shall be discussed in the December business meeting. It will be presented by the Chairman of the Budget and Finance Ministry Team and all Ministry Team Chairmen should be available for any questions concerning their requested budget.
- The proposed budget will be presented to the Church Body without discussion for approval during a pre-designated morning Worship Service following the business meeting.

### **Administering the Budget**

- The Budget and Finance Ministry Team shall meet monthly to review actual and budgeted expenditures.
- Budget revisions should only be made when there are emergencies, greater income than anticipated or inadequate budget support for church ministries.
- Budget revisions should be presented to the church.

### **General Accounting System**

#### **Receiving:**

#### **Sunday school Gifts**

- Class Secretaries should **not** open offering envelopes. Cash and/or offering envelopes should be placed inside the large class envelope and delivered to the Department Secretary.
- Department Secretaries should deliver all class envelopes to the Counting Ministry Team.
- No less than two members of the Counting Ministry Team shall open all individual envelopes by Department and total the Sunday School offering, making sure that correct amounts are written on the outside of the offering envelopes from which they are removed.
- A member of the Counting Ministry Team will maintain control of the Sunday school offering until after the morning Worship Service.

### **Sunday Morning Worship Service Gifts**

- Gifts shall be collected by ushers and/or deacons authorized by the church.
- Gifts may remain in the offering plates in the Sanctuary until after the service when it shall be collected by members of the Counting Ministry Team.
- No less than two members of the Counting Ministry Team shall tally all gifts received during the Sunday Morning Worship Service, fill out a bank deposit slip for the combined amounts of the Sunday School and Worship Service offerings, and a member of the Counting Ministry Team will deliver the deposit to the night depository.
- Offering envelopes will be completed for all checks not in an offering envelope.
- Duplicate copies of the adding machine tape (all checks) and the deposit amount will be left for the Financial Ministry Assistant in the church office.
- Offering envelopes will be left in the church office for the Financial Ministry Assistant.

### **Other Gifts**

- Sunday Evening Worship Service gifts will be handled with the same procedures as the morning worship service; or, placed in a locked bank bag and delivered to the bank to the night depository by one or more members of the Counting Ministry Team.
- Gifts received in the church office during the week will be received, receipted, and recorded by the Financial Ministry Assistant and held for deposit by the Counting Ministry Team.
- Copies of all deposit slips will be kept secure by the Financial Ministry Assistant.
- Special services/events such as revivals or mid-week events where gifts are received, Wednesday night dinner, and receipt of monies for group events shall follow the same procedures for counting and depositing as Sunday services. In the event of consecutive services, a deposit shall be made after each service by the Counting Ministry Team.



## **Disbursing:**

### **Budgeted Expenditures**

- All **budgeted** expenditures shall be approved by the appropriate Staff Member or Ministry Team. All non-recurring expenditures in excess of \$500 must be approved prior to disbursement by the Chairman of Budget and Finance Ministry Team and at least one member of that ministry team. If the Chairman is unavailable, the Church Treasurer is authorized to act as Chairman. If both Chairman and Church Treasurer are unavailable, then any two members of the Budget and Finance Ministry Team shall be authorized to approve the expenditure. All expenditures for the previous month shall be reviewed at the monthly meeting of the Budget and Finance Ministry Team. The Budget and Finance Ministry Team shall have the authority to review all expenditures upon request.
- The Financial Ministry Assistant shall keep a list of all expenditures in excess of \$500 which are approved and submit such list for ratification at the next meeting of the Budget and Finance Ministry Team.

### **Non-Budgeted Expenditures**

- All **non-budgeted** expenditures must be approved by the Chairman and at least one other member of the Budget and Finance Ministry Team before the expenditure is made. Exceptions may be made when an emergency expenditure is required. However, the Chairman of the Budget and Finance Ministry Team shall be notified prior to the expenditure. If the Chairman is unavailable, the Church Treasurer is authorized to approve an emergency expenditure. If both the Chairman and Church Treasurer are unavailable, then, any two members of the Budget and Finance Ministry Team shall be authorized to approve the emergency expenditure. The Financial Ministry Assistant shall keep a list of all non-budgeted expenditures which are approved and submit such list for ratification at the next meeting of the Budget and Finance Ministry Team.
- Budget or Non-Budget Expenditures that will result in exceeding the budget of a ministry must be approved by the Budget and Finance Ministry Team. Funds from one budgeted account may not be used to cover expenditures from another budget item without prior approval from the Budget and Finance Ministry Team.

## General Information

- There will be no more than one checking account for regular expenditures of the church. One account is sufficient since the accounting system breaks down various types of funds.
- The authority for disbursements comes from the budget as adopted by the church and/or from expenditures approved by the church according to church policy.
- The church shall be responsible **only** for authorized expenditures. (Authorized expenditures are those approved by the Budget and Finance Ministry Team.)
- Everyone handling church funds shall be bonded: Church Treasurer, Counting Ministry Team members, Ministerial Staff, Secretaries, and any other members who handle church funds.
- Checks shall be co-signed by two (2) pre-approved people. Access to the church checking account will be limited to five (5) individuals approved by the Budget and Finance Ministry Team. Ministerial staff/pastor and the Financial Ministry Assistant shall not be authorized to sign checks. An annual review of check signers will be done by the Budget and Finance Ministry Team and changes made as necessary.
- Each check shall be written for a legitimate church expense. A bill, voucher, travel-expense report, or other authorization must be provided for the exact amount at the time the check is written.
- Disbursements from checking to savings accounts should be verified for accuracy. Funds withdrawn from an account should be verified as having been deposited into a legitimate account of the church.
- As a general rule, any document (receipt or disbursement) that has an erasure or change noted should be reviewed for accuracy.
- Each check marked "void" should be located and verified as voided.
- Bank account reconciliations should agree with ledger accounts.
- Receipts and disbursements for "pass-through offerings" such as Lottie Moon, Annie Armstrong and Revival gifts, shall be reviewed.
- Special funds such as memorials and trust funds shall be reviewed for accuracy.
- In the event the church resources are insufficient to meet budget requirements an emergency decision for distribution of funds shall be made by the Budget and Finance Ministry Team and the Treasurer. A report of their decisions shall be presented to the church by the Budget and Finance Ministry Team at the next business meeting.

- All open charge accounts shall be approved by the Budget and Finance Ministry Team prior to opening the account. The Budget and Finance Ministry Team shall review all open charge accounts not less than once per year.

### **General Financial Controls**

First Baptist Church has a system of financial check and balances. This system includes the following principles:

#### **1. Paying bills:**

- Bills are paid timely.
- Receipts are required for charges made to the church (either in-store or credit card) by staff, personnel, or ministry team members. Receipts should be presented to the Financial Ministry Assistant as soon as possible after the charge is made, but prior to receipt of the monthly statement.
- Payments will be based on original invoices and supporting documentation to insure that a bill is not paid twice.
- Invoices will be checked for accuracy before being paid. Statements must be reconciled with receipts/invoices prior to being paid.
- When each check is prepared, the supporting document should be marked "paid" as well as the date of payment and the check number. The supporting material will then be filed in a paid-bills file and alphabetized according to payee or budget item.

2. Checks will never be written to cash because it is essential to know what the funds are used for.

3. No blank checks will be issued. Checks will never be signed in advance of filling in the amount of the check and the payee and no blank checks will be signed.

4. At the time that trust or endowment funds are given, a separate bank account will be established to handle these funds to ensure that they are not co-mingled with church funds.

## **Recording**

- The Financial Ministry Assistant will be responsible for supervising the recording of all receipts and disbursement of church funds with the exception of church gifts.
- The Financial Ministry Assistant is solely responsible for recording individual gifts of church members. The purpose of the record is two-fold.
  - a. That the church may have a record of the giving by church members.
  - b. That the church members may have a record of their contributions.
- In the event the church is without a Financial Ministry Assistant, this duty shall fall under the responsibility of the church treasurer or some other designated person in the church.
- The Financial Ministry Assistant shall have sole access to giving records of church members. Additionally, the Financial Ministry Assistant shall not discuss or reveal giving records to any staff member or other church members. No assistance shall be given to the Financial Ministry Assistant in compiling, mailing or delivering giving records unless sealed so that information cannot be accessed. Should it become necessary for records such as giving statements, envelopes, etc., to be destroyed, such records shall be shredded by the Financial Ministry Assistant only.
- All receipts, whether budget or designated, which are intended to be used for any ministry of the church, are to be deposited in the church's checking account and recorded appropriately in the accounting system.
- In the event the Financial Ministry Assistant is unable to perform the recording of gifts, the Budget and Finance Ministry Team will make a determination whether to assign responsibilities to someone else and will make the necessary appointment.

## **Reporting**

- The Financial Ministry Assistant shall be responsible to make a regular monthly report of the financial condition of the church to the Treasurer, Budget & Finance Ministry Team, and the active Deacon Ministry Team. Copies will be available to the church following the monthly Deacon's meeting. The Chairman or other member of the Budget and Finance Ministry Team may make a presentation to the Deacon Ministry Team. The regular financial report shall be available to the Budget and Finance Ministry Chairman by the 5<sup>th</sup> business day of the following month to allow adequate time for review prior to the regular monthly meeting.

- The Financial Ministry Assistant shall be responsible for seeing that giving records are disbursed to all church members on a quarterly and annual basis.

### **Designated Gifts Policy**

First Baptist Church is totally dependent on charitable contributions by the membership. Since this is how we finance the ministries of the church, we want to be clear in explaining how we receive contributions.

There are five rules that must be met in order for your contribution to First Baptist Church to be tax deductible. The gift must be:

- A gift of cash or other property: Non-deductible items (gifts you may not use as a tax deduction) include:
  - a) The value of services rendered: We are very grateful for your labor or services when you give them to the Lord, but the IRS does not allow us to give you tax credit for such donations. Example: A plumber who donates his time and materials may receive a tax credit for materials, but not for labor.
  - b) The value of property furnished: The church will give a letter describing the property, but the church may not assign or include a value. It is your responsibility to have the item appraised if you want to know the value.
- Delivered before the close of the year
  - a) Charitable contributions must be claimed in the year in which they are delivered to the church.
  - b) Delivery date is the date it is actually received by the church. Post-dating a check does not help. If the check is delivered after the close of the year, it counts in the New Year. One exception is a check mailed to the church – it is deductible in the year the check is mailed and postmarked, even if it is received in the next year. The postmark counts as delivery date and the church keeps the envelope.
- No conditions on payment
  - a) If your offering is accepted as designated, it is accepted under a trust agreement and cannot be converted to other uses without your written permission.
  - b) If your permission is not given, the money may be returned at your request.

- c) When it is returned, the IRS requires that it is reported on a 1099 as income to you, the original donor.
- No personal benefit to you, the contributor
  - a) Items that cannot be counted as contributions:
    - Trip payment (exception: Mission portion of a mission trip for the benefit of the ministry of the church).
    - Payment for purchases made through or from the church (examples: clothing, tapes, tickets, etc.).
    - Meals
  - b) The donation must be made to or for the use of the church or a fund designated by the church to a qualified organization.
    - Direct contributions to church staff members, missionaries, or any other individual are not tax-deductible, even if they are used for religious or charitable purposes.
    - The gift may not be for people who are members of this church.
    - The gift cannot be given with a guarantee of who gets it. To get a guarantee of a recipient, you give up the deduction.
    - If you receive a benefit. Contributions generally are deductible only to the extent they exceed the value of any premium or benefit you received by you in return for the contribution.

- No in excess of the amounts allowed by the law

There are limits on the amount of a contribution that can be deducted. In some cases, contributions that exceed these limits can be “carried over” and claimed in future years.

### **Designated Gifts (Including Memorials)**

“Designated contributions” are those that are made to First Baptist Church with the stipulation they be used for a specific purpose.

- To be tax deductible, the church must have the right to direct the money to where it is most needed. The church exercises full administrative control over the donated funds to ensure that they are being spent in furtherance of the church’s exempt purposes.
- Designated gifts may be received only into funds approved by First Baptist Church in advance of the gift being given. A list of approved funds can be obtained from the church office.

- If the purpose is an approved project or program of the church, the designation will not affect the deductibility of the contribution.
  - a) If a donor stipulates that a contribution be spent on a designated individual, no deduction is allowed.
  - b) Contributions to a church or missions agency that specify a particular missionary may be tax deductible if the church or missions agency exercises full administrative and accounting control over the contributions and ensures that they are spent in furtherance of the mission of First Baptist Church.

### **Memorials**

- First Baptist Church will receive memorial gifts.
- Memorial gifts may be given to the general fund or be designated for a specific ministry within the church. (Note: The church reserves the right to disperse the money in another manner if and when by decision of the church the gift no longer serves its purpose or the original purpose is no longer desired by the church.)
- All funds received by First Baptist Church in memory of another person will be acknowledged by the church to the donor and the family of the person for whom the gift was given.
- A copy of the acknowledgement will be kept as a part of the church's permanent file.

### **Substantiation**

First Baptist Church will provide proper substantiation for you contributions.

Substantiation rules apply to:

- Individual contributions of cash or property of \$250.00 or more.
- Special substantiation procedures apply to your contributions of non-cash property valued by you at \$500.00 or more. If the value is more than \$5,000.00 you must obtain a qualified appraisal of the property and attach an appraisal summary (IRS form 8283) to the tax return on which that contribution is claimed.
- In some cases, First Baptist Church, when receiving a donation of non-cash property valued by you, the donor, at more than \$5,000.00 must submit an information return (IRS Form 8282) to the IRS. This is required if First Baptist Church disposes of the property within two (2) years of the date of the gift.

## **Confidentiality of Contributions Policy**

Contribution information is kept private and is under no circumstances to be distributed to members, financial committees, leadership teams, employees or ministerial staff. The only person who will have access to that information is the Financial Ministry Assistant, who is the one that enters the data into the computer.

Our belief and practice is that a person's giving is between him/her and God.

## **Reimbursement Policy**

In accordance with IRS regulation 1.162-17 and 1.274-5(e), First Baptist Church hereby establishes a reimbursement policy for all ministers and employees with the following terms and conditions:

- The church will reimburse only reasonable ministry-related business expenses incurred by a minister, employee or church member. Subject to budget limitations, such expenses will include:
  - Business use of automobile, up to the current IRS standard mileage rate
  - Business travel greater than 100 miles away from home or a period of time not less than four hours of ministry time: transportation, lodging and meals on overnight trips
  - Convention and conference expenses
  - Educational expenses, if otherwise qualified as an itemized deduction and within the limits of current law
  - Subscriptions, books, and tapes, if related to ministry or employment
  - Entertainment/Hospitality expenses, if business connection requirement is met
  - Purchases of supplies for church events
- The minister or employee will account for each allowable expense in writing at least every 30 days. A receipt will accompany the documentation unless the minister or employee chooses to use IRS per diem guidelines.
- The minister or employee will return advances that exceed actual business expenses within 30 days.
- Under this accountability arrangement the church will not report reimbursed amounts as taxable income on the minister's or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on Form 1040.



- Reimbursement of ministry related expenses requires discretion, proper stewardship and good judgment on the part of staff personnel.

Examples of taxable non-accountable arrangements and included on the W-2 are:

- The church pays a monthly “car allowance” to the minister or staff member without requiring any accounting or substantiation.
- The church reimburses business expenses without requiring adequate written substantiation of amount, date, and place and business purpose of each expense.
- The church only reimburses business expenses once each year. Business expenses must be accounted for within a “reasonable time,” general 60 days or less.
- The church provides the minister or staff with travel advances and requires no accounting for the use of these funds.

Salary restricting and salary reduction arrangements will be discovered and questioned even more by auditing agents. Also, employees cannot claim a deduction for business expenses of which they did not seek reimbursement. If the employee voluntarily chooses not to seek reimbursement for an expense from an employer, when the employer has an accountable expense reimbursement plan, the expense is not deductible. The presumption is that the expense was not “necessary.” If any expenses reimbursed under this arrangement are not substantiated, or are an excess reimbursement that is not returned within a reasonable period of time by an employee, the church cannot treat the expenses as reimbursed under an accountable plan. Instead, the expenses are treated as paid under a non-accountable plan.

### **Credit Card Policy**

- Each ministerial staff member issued a credit card shall be subject to this policy.
- Each member of the ministerial staff is eligible to be issued a credit card.
- The Financial Ministry Assistant shall receive the statement and provide a copy to all ministers who have charges on the card. The minister will NOT receive the statement directly.
- The church will be responsible for paying only minister-related business expenses incurred by the ministerial staff. (See #1 under Reimbursement Policy)

- The minister or employee will account for each allowable expense in writing within 15 days. Documentation will include the amount, date, place, and business purpose and business relationship of each expense. A receipt will accompany the documentation.
- No personal purchases will be made utilizing the church credit cards.
- Under this accountable arrangement the church will not report reimbursed amounts as taxable income on the minister's or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on Form 1040.

#### **Amendments to the Financial Policies and Procedures**

Any amendments to the Financial Policies and Procedures of First Baptist Church shall be presented in writing to the Budget and Finance Ministry Team for consideration. If approved by this team (Budget and Finance Ministry Team), the amendments shall then be presented to the Personnel and Policy Ministry Team for submission to the church for approval at the next regular business meeting or a special called business meeting. A simple majority of those present shall be sufficient to make the needed change.