POLICIES & PROCEDURES



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MONDAY - FRIDAY 8:00 AM – 4:00 PM & OTHER TIMES BY APPOINTMENT

NOTIFY IN CASE OF EMERGENCY:
FIRE DEPARTMENT: 911 OR POLICE DEPARTMENT: 911

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Overview

The Rock Spring Baptist Church Constitution establishes and preserves the principles of our faith and ability to govern the body in an orderly manner, consistent with Biblical teaching. The beliefs stated in the Constitution are core to our church member beliefs. As such, changes to the constitution are not to be made without prayerful consideration.

The Rock Spring Baptist Church Policies and Procedures defines policies, procedures, and job descriptions to fulfill the principles and governance described in the Constitution; and to assist in everyday operation of the church. All situations are not covered**.** Deacons and staff will have to handle these situations as they arise.

Policies and procedures will be changed as necessary as the church changes and grows. As new policies and procedures are defined and established, they must be added to this document. We cannot assume that church members will remember what was done in a specific situation should the situation arise again.

AS WITH THE ROCK SPRING BAPTIST CHURCH CONSTITUTION, THE ROCK SPRING BAPTIST CHURCH POLICIES AND PROCEDURES APPLY TO ALL OF CHURCH MEMBERSHIP. QUALIFICATION FOR CHURCH MEMBERSHIP IS DEFINED IN THE ROCK SPRING BAPTIST CHURCH CONSTITUTION.

POLICIES

BENEVOLENCE POLICY

Rock Spring Baptist Church Benevolence Fund Policy and Procedure

Background:

- The deacons of Rock Spring Baptist Church make a best effort to model an example of benevolence to those in the surrounding community by exercising kindness, generosity, and goodwill. This Benevolence Policy and Procedure outlines a process by which external requests for assistance will be considered in times of hardship.

Process:

- Complete the Application for Assistance form.
- *Minimum of a 24-hour processing period*
- Meet/discuss with the chair of the deacon board to explain the application and add any relevant context.
- Application for Assistance and other relevant information shared with the deacon board.
- Deacon board evaluates against the benevolence guiding questions.
- Deacon board members vote (⅔ quorum/8 deacons required for a vote, simple majority rules).

Standards:

- The number of times an applicant/family has previously received funding will be considered during subsequent assistance requests.
- Funding for applicants/families is not to exceed $500.
- Approved funding will be made directly to the company/vendor of interest, not to the individual.
- Individuals that are under current investigation for a criminal offense as a result of a background check will not be considered.
- The deacon board will make the best effort to administer approved benevolence funding equally throughout the church year - on a quarterly, consistent basis as needs arise to ensure adequate funding through the year.

Rubric/Guiding Questions:

- **Scope of the Need**
    - The circumstances surrounding the request/need seem to be legitimate.
    - The funding is being made for an essential personal/family need.
    - The gift has the ability to improve life for others affected (children, family etc.).
- **Emergence of Need**
    - The need seems to be time sensitive for the individual or the family.

    - The need is emergent - a relatively new need that doesn't keep coming up.
    - There are extenuating situations that are relevant and elevate the emergence of need.
- **Impact of the Gift**
    - The applicant is able to clearly explain how the gift will help move the situation forward.
    - The applicant clearly shares how the gift can mobilize the family to level set or get back on his/her feet.
    - The gift has a high likelihood of addressing the situation.
- **Commitment to Improving**
    - The individual/family shows or expresses a commitment to invest time and effort to improve their situation and is taking steps to do so.
    - The individual/family has a plan or strategy to ensure this need doesn't emerge again if possible.

CHURCH FACILITIES USAGE POLICY

PURPOSE STATEMENT

The church's fellowship hall was provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its fellowship hall be used for the fellowship of the Body of Christ and to bring God glory. Although the fellowship hall is not generally open to the public, we make our fellowship hall available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But fellowship hall use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in the Rock Spring Baptist Church Constitution. Nor may the church fellowship hall be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or the deacons, are the final decision-maker concerning use of church facilities.

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

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

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

1. The person in charge of using the fellowship hall must be a church member.

2. Reservation is via Church reservation calendar. Date and time must be specified. The fellowship hall is only available for Sunday use between the hours of 1PM and 5PM. Available times will be indicated on the sign-up calendar to avoid conflicts.
3. Church functions will take priority over outside group usage of the fellowship hall.
4. For youth activities, an adult church member must be present and in charge while the fellowship hall is in use.
5. Church members may use the fellowship hall for family reunions, birthday parties, etc. but the fellowship hall may not be used by anyone for sales meetings or other functions that would result in personal financial gain for the individual. Dancing in the context of a party or reception is not allowed.
6. No alcoholic beverages are allowed on church grounds.
7. There is to be no smoking in any church building or at the entrances to any of the buildings. Anyone wishing to smoke may do so outside.
8. After use, the fellowship hall must be left clean and the furniture arranged as it was found.
9. When using the fellowship hall for non-church related activities the user must furnish items such as paper cups, plates, napkins, etc. Any of the other dishes may be used provided they are washed and put away immediately after use.
10. The furniture of Rock Spring Baptist Church including tables and chairs are not to be borrowed.
11. The fellowship hall is not to be used or preparation done during church hours for non-church related activities.
12. The following items constitute the minimum cleanup required after using the fellowship hall:
    a. Empty all trash cans. If food or drink is spilled on the floor, please wipe, clean, or mop that particular area.
    b. Sweep the entire floor.
    c. Remove all food from the fellowship hall except that which is to be left in the refrigerator. (ice, mustard, mayonnaise …)
    d. Check that all toilets are flushed and faucets shut off.
    e. Reset thermostat as found.
    f. Turn off all lights.
    g. Lock all entry doors throughout the building.

NOTE: There is a $350 fee for using the fellowship hall for functions hosted by non-profit (e.g., 501(c)(3)) organizations where food is not served. There is a $650 fee for using the fellowship hall for functions hosted by non-profit (e.g., 501(c)(3)) organizations where food is served.

BABY SHOWER POLICY

1. Any member of Rock Spring Baptist Church will be offered a baby shower to be given by the Bridal/Baby Shower Committee. The Committee will offer showers for all births. A church member may refuse the shower if they so choose.

FLOWER & CARD SENDING POLICY

1. Send flowers or appropriate gift only to church members who have an overnight stay in the hospital, when feasible.
2. Send flowers for death of members and members' children or parents.
3. Send get-well cards for other sicknesses.
4. Send sympathy cards for other close family deaths.

DESIGNATED FUNDS POLICY

1. New designated fund accounts must be approved by the Finance Committee.
2. The stated purpose of each designated fund will be maintained by the Finance Committee.
3. It is the responsibility of the Finance Committee to periodically review and determine the validity of the designated accounts, and to reallocate funds when deemed necessary.
4. When a designated fund account has fulfilled its intended purpose, it will be deleted and any remaining funds will be reallocated as determined by the Finance Committee.

FUNDRAISER POLICY

Fundraising is an identified and accepted practice at Rock Spring Baptist Church to generate additional funds for specific use in missions, ministry expenses (i.e. summer camps, events, etc.) and other non-budgetary expenditures. This policy outlines the process of administering fundraisers in accordance with good stewardship as outlined in the church's constitution.

Process:

1. Identify the need or objective for a fundraising effort
    a. Outline the method and timing of the fundraising effort (i.e. meals, donations, contributions, item/material sales, etc.)
2. Submit a fundraising request to the Missions Council for review and approval (See Missions Council Policy).
    a. Email or written request shall be submitted to the Associate Pastor of Missions for review with the Missions Council.
    b. If any purchases or expenses are required prior to the fundraiser to execute the effort, those should be identified in the request and approved for funding.
3. Once approved, execute the fundraiser in alignment to the approved request.

Practice and Implementation:

1. Execute the fundraiser and document the funds raised.
2. Funds raised are to be submitted to the Church Secretary for proper accounting and to be deposited into the church's bank account with proper coding within the budget/expense ledger.
3. Any expenses for execution of the fundraiser not covered in "Process 2a" (food purchases, materials, equipment, rentals, etc.) should be submitted to the Church Secretary and Church Treasurer for reimbursement per the published reimbursement policy.
4. Net Funds (raised minus expenses) will be made available for use as outlined in the approved fundraiser request.

MISSION TRIPS POLICY

The purpose of this policy is to provide an outline and guidance for mission trips, volunteers, participants, funding and related matters. Primary responsibility and direction of mission trips are led by the Associate Pastor of Missions, Music and Technology along with the Missions Council.

Locations, Activities, Goals, Coordination:

1. Under recommendation by the Associate Pastor of Missions, Music and Technology and collaboration with the Missions Council (see Missions Council Policy), mission trip locations will be determined that align with the established missions focus of Rock Spring Baptist Church.
    a. Activities, Goals, Budgets and related coordination will be under the guidance of the Missions Council.

Missions Volunteers and Participants:

1. Each mission trip will have a designated lead for oversight and coordination. The desired lead will be a member of the church's pastoral staff. If a pastoral staff member is not available or applicable for a missions effort, a non-staff lay person will be designated and approved by the Missions Council.
    a. A mission trip lead will be required to have previous mission trip experience.
2. Mission trip volunteers and participants will be approved for service by the Missions Council and must be qualified against the "member in good standing" protocols outlined in the church's constitution.
    a. Non-member participants can be recommended by the mission trip lead/liaison for consideration. These individuals will need to be properly vetted by the Missions Council to ensure alignment with our beliefs, morals and expectations as a representative of Rock Spring Baptist Church. Non-member participants do not qualify for any financial aid from the church.

Mission Trip Funding

1. Mission Trips will be funded from designated accounts within the annual church budget. Budgeted funds can be enhanced by fundraising, donation or related financial activity.
2. All expenses for the pastoral staff or non-staff lay person lead will be covered by the church. This is limited to a single lead person. If two staff members are approved for the trip, only one would qualify for funding. The second would be covered by point 3a below.

3. Financial Aid for non-staff/lead trip participants - providing budget and/or enhanced funding dollars are available.
    a. Up to 25% of travel expenses will be offered to mission trip participants.

BUDGET MANAGERS & EXPENSE REIMBURSEMENT POLICY

Each line item in the budget as well as each designated fund has been assigned to a budget manager to ensure better budget monitoring and finance management. The Finance Committee will be responsible for assigning budget managers for any new budget line items or designated funds. The list of budget managers will be defined by the Finance Committee in the budget.

1. The budget manager is responsible for monitoring and approving expenses from the specified fund but may delegate this responsibility as necessary. The Secretary will be informed of any individual designated by the budget manager to approve expenditure of funds.
2. The Expenditure Approval form may be submitted electronically or in hard copy to the church Secretary and will be filed in the Church office.
3. No funds are to be spent until they have been collected without prior approval of the Chair of the Finance Committee.
4. If the Finance Committee Chair approves the expenditure before the funds have been collected, he or she will inform the Treasurer.

CHURCH VEHICLE POLICY

To ensure that our church vehicle can be enjoyed by all we ask that you observe the following regulations:

1. Church vehicle(s) may be used for church related activities only. No personal or other use is allowed.
2. Drivers must possess a valid driver's license and be at least 25 years old in order to qualify to drive a church vehicle and be responsible for handling the management of the vehicle.
    a. The driver is always in complete charge of the church vehicle.
    b. The driver should make a pre-trip inspection of the following areas: headlights, taillights, turn signals, tires and brakes and document any issues or damage found.
    c. The driver must be familiar with the accident report form (located in the vehicle notebook).
    d. The driver must be familiar with who to call in case of emergency or breakdown (located in the vehicle notebook).
    e. The driver must be familiar with emergency procedures including fire extinguishers and other safety equipment (located in vehicle notebook).
3. Expectation is that the church vehicle(s) should be returned to the church full of fuel. If not, please advise the church secretary that fueling is needed (919-494-6229).
    a. Receipts for church-related purchases of gasoline will be reimbursed by the treasurer, unless your group chooses to cover this expense (see reimbursement policy).
4. A simple pre-trip/post-trip inspection form will be provided with the keys for completion.
5. Under **NO** circumstances will anything be allowed outside the windows (for example: heads, arms, clothes, trash …)
6. No smoking, vaping or use of alcohol/drugs will be permitted in a church vehicle.
7. Since behavior on church trips reflects on the entire church, all persons are expected to conduct themselves in a Christ-like manner; this includes appropriate dress.
8. Those using the van must return it in good condition (that is removing any trash, etc.)
9. Any problems with the vehicle or questions about it should be directed to the Building and Grounds Committee.

<u>On Vehicle Notebook Contents</u>

1. Accident forms
2. Pre/Post Trip Inspection Forms
3. A check list for what to do in case of a breakdown.
    a. Setting up cones
    b. Towing
        i. Local: Justice Towing (919-340-1566) to Harrison Automotive (1734 NC-39 South, Louisburg, NC 27549

Out of local area: Check google for a service to move to a safe area or local garage.

NURSERY/TODDLER POLICY

1. A pager is to be given to ANY parent/guardian leaving a child in the nursery/toddler classes. Each child is identified by writing his/her name and pager number on masking tape or a name label and putting it on the child's back. Also, ensure that all diaper bags, coats, blankets, toys they bring, etc. are labeled. Even if you know the child and the parent/guardian, a pager must still be issued.
2. If a parent/guardian will not accept a pager, the child cannot be received for childcare. Identify each child with the pager number. Only the person with the correct pager may pick up the child.
3. Please follow pager instructions. We must be serious about the security and safety of the children we care for. As volunteers, we don't want to be responsible if something happens to a child that is in our care and the parent cannot be reached immediately because a pager was not issued!
4. Discipline of children will be:
    a. Clearly state expectations or classroom behavior standards in a positive manner;
    b. Place child in time out – 1 minute per year of age;
    c. If child is too disruptive for the class, page parent/guardian.
    d. There can be no variation in how we discipline children.
5. Cleaning methods of toys/swings/saucer seats/cribs: Please use disinfectant wipes to clean toys or areas which are played with or mouthed to help minimize the spread of germs. Use the sanitizing liquid to spray a light coat on the toys, cribs, swings, saucers, changing table, chairs, etc. and leave to dry at the end of each tour of duty (on Sunday morning, the tour of duty ends after worship). Don't forget the doorknobs! Any toys needing additional cleaning should be placed on the changing table/counter for pickup and will be cleaned by the Nursery Coordinator.
6. Cleaning of toys can begin several minutes before parents are expected, leaving a few toys out for the children to play with. Once a child puts a mouthed toy down, it should be cleaned immediately and left to dry. The disinfectant wipes do not have Clorox in them so the toy can be returned to the toy box when dry. Toys that are played with but not mouthed will need to be wiped at the end of each tour of duty and returned to the toy box.
7. Cleaning methods of sheets, burp cloths and/or changing pads: Please place soiled items in a plastic bag and put them on top of the changing table for pickup and cleaning by the Nursery Coordinator.
8. Replacement items are in the drawers of the cabinets.
9. To satisfy insurance restrictions and for the protection of our workers and children, there must be at least two (2) workers in the room at all times.

    a. A volunteer does not want to risk going to court without a witness!
    b. Secondly, it would be hard for one person to attend to a child who needs special attention and properly care for the other children at the same time.
    c. If there is only 1 child in your care, one worker may take the child and join another class while the other worker is released. However, that child must be cared for by the remaining worker; care cannot be passed to the class that is being joined. Therefore, if one child is joined with another class, there will be three

workers in that class, regardless of the child to adult ratio. This eliminates the safety issue.

10. Workers scheduled at the same time cannot be immediate family members (i.e. husband/wife, brother/sister, mother/daughter, immediate kin by marriage, etc.).

    a. A volunteer does not want to risk going to court as a witness against a family member! Please alert the Nursery Coordinator if there is a conflict in scheduling.

11. Sunday morning, Sunday night, and Wednesday night childcare is provided for newborn babies to two (2) years of age. Sunday School/Mission Friends classes and Children's Church/Extended Session are offered to those over the age of 2 through kindergarten. A Sunday School Toddler class is offered for children of walking age through 2 years of age.
12. No one under the age of 15 can work in the nursery/toddler rooms. Ages 15-18 will serve with an adult.
    a. For insurance purposes and maturity reasons, the worker must be at least 15 before serving and will serve with an adult until age 19.
13. No male under the age of 19 will be allowed to change diapers or take toddlers who are potty training to the restroom. Page the nursery coordinator if additional assistance is required.
    Restroom Policy: When taking a toddler to the restroom, the restroom door should be left open so the worker can stand in the doorway to supervise the child while maintaining a posture that would safeguard against any accusations.
14. Whenever possible, page the parent/guardian to assist in the cleaning and changing of an older aged child who has heavily wet or soiled clothing. If this is not possible, take the child to the restroom, abide by the open-door policy, and instruct them how to clean and change themselves. Avoid directly cleaning or washing the older aged child whenever possible.
15. If there are questions, problems, or supplies which need to be replenished, please contact the Nursery Coordinator.

WEDDING POLICY

We believe that the wedding ceremony is a sacred event. It is a religious ceremony in which a man and woman invoke the blessings of God in holy wedlock. It is the goal of the pastor and the church members to make each wedding ceremony a beautiful and worshipful event. To that end we extend to the wedding party every possible courtesy. To establish a uniform practice regarding weddings in our church, the following procedures have been instituted:

WEDDING PROCEDURES

1. This policy must be agreed to and adhered to in order to schedule a wedding on the church calendar.
2. The church may be reserved and used for wedding ceremonies by a member, or sponsored by a member, or in cooperation with a sister church. For non-members, the sponsor/responsible party must be present during all wedding-related activities.
3. If the ceremony is in cooperation with a sister church, a sponsor must be secured who is a member of Rock Spring Baptist Church. The members will be responsible for opening the church and making sure all the rules outlined in this policy are observed. A security deposit of $250 will be required before the wedding is scheduled on the church calendar. The deposit will be refunded after the facilities have been inspected once the ceremony is completed and restored as it was beforehand.
4. The dates for the wedding ceremony, rehearsal dinner, and/or reception will be posted on the church calendar located in the Fellowship Hall.
5. The wedding service and all music must be approved by the pastor. The criteria for approval will be biblical. (Some scriptures for consideration include Gen. 2:18-24, Prov. 5: 15-20, Heb. 13:4, Eph. 5:1-5, Eph. 5:22-33).
6. The couple must consent to pastoral counseling.
7. The wedding party must take responsibility for restoring all facilities after the ceremony as they were. A $500 fee, payable in advance, will cover the use of the sanctuary for non-members. This covers the sanctuary and the utilities for the wedding rehearsal and the ceremony for non-members. Additional fees of $200 for custodial and $200 audio/visual will also be added for both members and non-members. And additional fee, as defined in the fellowship hall usage policy, will be added if the fellowship hall is used for non-members.
8. All Fellowship Hall rules apply if used for rehearsal dinner and/or reception.
9. Sound room services must be provided by a Rock Spring sound technician.
10. Should the pastor have concerns not covered in these guidelines, those concerns will be discussed with the couple, and if necessary, with the deacons for resolution.

CEMETERY POLICY

The following defines the guidelines for eligibility of interment in Rock Spring Baptist Church cemetery.

ELIGIBILITY

- All active and inactive members of Rock Spring Baptist Church and their minor children are eligible for burial plots. Minor children are defined as under the age of eighteen years old. Family members of a church member who suffer from developmental or mental disabilities may be buried if one or both parents and/or active guardians are active members.
- For the purpose of this policy, an active member is defined as someone who at the time of the request, meets the following conditions:
- On the church roll
- Attends church regularly unless hindered by physical reasons
- Makes regular financial contributions to the church.
- For the purpose of this policy, an inactive member is defined as someone who at the time of the request meets the following conditions:
- On the church roll
- Seldom or never attends church
- Does not make regular financial contributions to the church
- Members who join another church or who are removed from the church roll by action of the church, forfeit any claims on burial plots in the cemetery.
- Rock Spring Baptist Church does not "sell" burial plots, so deeds are not issued for plots. For this reason, assigned plots cannot be sold and are non-transferrable. Burial fees are for the right to use the specified burial plot but do not transfer ownership of the given plot.
- If a family no longer needs the space approved for their use, the family is responsible for notifying the Cemetery Committee and the Cemetery Committee will re-assign plots in compliance with the current church policy. If a person whose name is on the burial plot reservation is not buried in that plot, the plot will revert to the church.
- Those who are not members of Rock Spring Baptist Church and do not have family ties with active members or with someone already buried in the cemetery cannot be buried in the cemetery.

PLOTS

- All regular burial plots are 5ft. x 9ft. Plots for cremains are 3ft. x 3ft.
- Provisions for cremains shall be in a designated area. Plots for interment of cremains will be available under the same guidelines as other burial plots.
- Cremains will not be scattered in the church cemetery.
- Burial plots in the Rock Spring Baptist cemetery will be only for human remains.

APPLICATION

- The Cemetery Committee must have at least two days' notice of the need for interment and all burial fees must be paid before the grave is opened.
- All fees are due prior to interment and are nonrefundable.
- A copy of this policy shall be available to everyone in the church upon request and will be attached to the burial plot request form and must be signed so that the person requesting the burial plot understands and agrees to this policy.

GRAVE SITES

- Flowers are welcomed at any time of the year in the cemetery; however, family members are encouraged to remove dead/faded flowers, stands, pots, or other items from graves before they become offensive to view. Care should be taken to ensure that objects do not prevent grounds keeping of cemetery. Rock Spring Baptist reserves the right to remove worn out, damaged or faded decorations.
- Planting trees and shrubbery is not permitted in the Rock Spring cemetery.
- Fences, barriers, benches, trellises, and coping are not to be placed on cemetery grounds.
- This is a private cemetery and will not allow any decorations on graves that are inconsistent with Christian ideals and principles and/or military branches of the Unites States Government.
- The church is not responsible for the upkeep or maintenance of markers.
- Cemetery visiting hours shall be from daylight until dark.

RESPONSIBILITIES

- All funeral directors shall contact the chairperson of the Cemetery Committee prior to making funeral plans at the church and/or cemetery.
- The Cemetery Committee will oversee guidelines and shall keep an accurate plot map indicating member's preferences.
- Rock Spring Baptist Church assumes no responsibility for damages to gravesites, monuments or markers.

FEES

- Active members of Rock Spring Baptist Church can reserve a burial plot at no charge or fee.
- Any inactive member of Rock Spring Baptist Church can reserve a burial plot for a fee of $500 per space.
- Any non-member whose spouse, parent or child is a member or former member interred in the cemetery may be eligible for internment by paying a fee of $1000 per space. These conditions of interment must be approved by the Cemetery Committee.

MISCELLANEOUS

- A Cemetery Committee will be formed each year by the Nominating Committee and approved by the church membership at the appropriate business meeting.
- All specific burial plots are subject to these guidelines, regardless of when the request for a plot was made.
- Rock Spring Baptist Church has the right to update and revise its cemetery policies. The church will take appropriate measures to notify those affected by any changes in the policies and will update/revise these policies by a majority vote at an appropriate business meeting. However, it is the responsibility of those who have plots in the cemetery to stay in touch with the church so they can stay appropriately informed.

CHURCH LIBRARY POLICY

The mission of the Rock Spring Baptist Church library is to help members and friends to know Christ and make Him known by providing materials that will promote their spiritual growth and encourage them to share their faith with others.

1. The library seeks to support the spiritual quest and religious education of each member.
2. The library may be used whenever the church building is open.
3. The church librarian will supervise the library each Sunday after the morning worship service for up to a half hour.
4. At other times books may be borrowed from the library using the procedures outlined below.
5. Books may be borrowed for a period of two weeks and may be renewed by request of one of the library staff who will indicate the new date due on the card.
6. If a committee member is not present, the borrower may renew the book him/herself as long as there is not a reserve request attached to the card.
7. Check-out procedures are to be displayed in a prominent place in the library.

The selection and gifting of materials for the library will conform to the following policies.

1. All materials are to be approved by the committee before they are added to the library.
2. Materials may include books and audio-visual media.
3. Materials need to support the mission statement of the library.
4. Any material received that does not meet the needs of the library may be returned or discarded.
5. Financial contributions are welcome and should be designated to the Library Fund.
6. Monetary contributions should be placed in an envelope marked "Library Fund" and placed in the collection plate or turned into the church office.
7. All monies given will be used to purchase materials.

CHURCH LIBRARY PROCEDURES

1. After selecting the book, the borrower is to remove the card from the pocket in the back of the book.
2. The borrower is to then write his/her name and the day's date on the card, and file the card in the index box according to the first initial of the author's last name.
3. When returning a book, the borrower is to place it in the return basket.
4. The church librarian will replace the card to the book and return the book to the shelf.

SAFETY PLAN

Introduction

The purpose of this section is to introduce the philosophy and guidelines in providing Rock Spring Baptist Church (RSBC) with a Church Safety and Security plan. The objective is to provide security without interfering with the core mission and activities of the church. Recent statistics show that church intrusions are no longer limited to property damage and theft with an increasing number of threats and attacks on people. This is the main reason our church needs to place more emphasis on securing property and making the church environment safer for everyone.

RSBC has a Volunteer Safety Coordinator with the understanding that additional church members will be asked to serve on the church safety team to implement a security plan. A review of church security plans throughout the nation reveal that different approaches are being taken by churches to provide security. Our concept, used by most small churches, is to use selected volunteer members from the congregation. This approach is less intrusive (no uniformed police presence) and less expensive but requires greater participation by church members and mandatory training.

The security plan is intended to be complex enough to provide safety, but simple enough to understand and follow.

The entire congregation is asked to do three things:

(1) Maintain awareness,
(2) Report suspicious persons or actions, and
(3) Follow evacuation and security actions announced during an emergency.

Other church members will be asked to serve in specific safety plan roles.
Church members who are asked to provide leadership include, but are not limited to, safety team members, volunteer medical services, children's ministry leaders, ushers, greeters, deacons and staff. The plan involves the following sections.

I. General Security
II. Children's Ministry
III. Emergency Evacuation
IV. Medical Emergency
V. Extreme Weather Conditions
VI. Action in Case of an Intruder
VII. Incident Reporting
VIII. Confidentiality
IX. Safety Team Membership
X. Conflict of Interest

I. General Security

This section sets forth the general procedures and responsibilities for providing safety for RSBC membership. The entire membership is asked to always be observant during all church functions if anything unusual or suspicious person or behavior is observed, tell a safety team member, usher, staff member, deacon or other church leader. In other words, *"If you see something, say something*."

A Security Incident Report should be filled out any time there is an injury, medical emergency, evacuation, or other incident that should be documented. Additionally, any perceived threats, threats received by telephone or in person should be reported immediately to the Safety Coordinator or a member of the church leadership. In emergencies, always call 911 first for local law enforcement intervention.

The safety team members designated for the week will patrol the buildings and parking area during Sunday school and Sunday worship services to watch for any potential security threat or medical need. The safety team members will also check parking areas for signs of unusual activity. Safety team members will lock from the outside, any doors that are not in normal use at the time.

The Ushers are to maintain awareness for signs of unusual activity while people are entering the church and will follow existing procedures for handling monies. The Ushers are the first line of defense to a potential threat that may enter the main worship area of the church.

II. Children's Ministry

Safety and security for our children is of utmost importance.

All Nursery, Children's and Youth Ministry leaders will work with the Safety Coordinator to develop and implement a Safety plan that is appropriate for that ministry. Each plan should include Health and Safety, Child Identification (members and visitors), Admittance and Release Procedures, Special Needs, Volunteer Works Screening, reporting suspected abuse or neglect, Evacuation or Lockdown procedures in case of emergency, custody issues, reporting incidents, contacting a parent if need arises.

III. Emergency Evacuation

In case of the need to evacuate, all people will proceed to the *front parking lot*.
** Maps to be placed in classrooms and where needed.

1. A church leader or safety team leader will give instructions to evacuate and church leaders will lead members to the site. People in the sanctuary will be instructed and led by a staff member, safety team member, or usher to the evacuation assembly site.

2. People in the education building will be instructed and led out of the building by a safety team member or church leader to the evacuation site.

3. Children in the education building will be instructed and led by their teachers (adults in charge) to the evacuation assembly site.

4. Staff and teachers leading children to the evacuation site will remain with the evacuees until such time that it is safe to return to the buildings or for parents to pick them up to go home.

5. A safety team member, usher or church leader will check restrooms and classrooms to ensure everyone has exited from the buildings and will report to responding officials.

6. In case of fire, the person in charge at evacuation assembly site will receive clearance from the fire department before giving instructions for people to return to the building(s).

IV. Medical Emergency

This section sets forth structure and actions to take in cases of medical emergencies.

The safety team has a volunteer medical services leader that will serve as medical emergency coordinator in support of the medical emergency portion of the church safety plan. An AED is in the education building between the restrooms, for use as needed. At least one training session should be conducted annually to familiarize members in how to administer CPR, how to use the AED devices, and review medical emergency procedures.
** Training dates to be placed in church calendrer.

The following actions will be taken in case of illness or injury:

1. If there is any doubt as to the seriousness of the illness or injury, the first person on the scene will immediately call 911.

2. The first person on the scene will contact, or direct someone, to locate a medical services professional, if available to come to the scene and to take appropriate action.

3. If 911 is called, a person will be designated to proceed outside to meet and guide medical personnel to the patient's location.

V. Extreme Weather Conditions

This section sets forth the procedures for dealing with dangerous weather conditions.
Our major weather safety concerns are snow, ice, hurricanes, straight line winds associated with severe thunderstorms and tornados. We normally have advance warnings alerting us to the severity of these weather conditions. Based on the best information available, the following actions will be taken: the senior pastor, in consultation with staff and the deacon chairman, will

decide if it is necessary to cancel church activities. In the absence of the senior pastor, the deacon chairman will make the decision.

In case of snow and ice, the senior pastor, staff and the deacon chairman will also decide as to the suitability of campus conditions. The church web email, and public media sources will be utilized to inform church members of schedule deviations.

Tornadoes (Severe Weather)

Tornadoes and straight-line winds are associated with severe weather or thunderstorms. However, all thunderstorms do not result in tornadoes or damaging winds. The National Weather Service can identify and track tornadoes; therefore, we can be warned. In case of a tornado, the following actions should be taken:

1. A church staff member, safety team member, or church leader, will announce tornado warning and direct people to follow ushers or other church leaders to designated safe areas.

2. Safety team members, ushers and/or other church leaders will be sent to all buildings and classrooms to notify occupants and direct them to one of the designated safe areas.

3. Occupants in the sanctuary will be led to internal hallways away from windows. Occupants in the education building will be led to internal hallways to take shelter away from windows. All people should remain in place until notified the severe weather is no longer a threat.

VI. Action In Case of an Intruder or Active Threat (Code Red)

This section sets forth emergency procedures in case of an intruder. If an intruder threatens any guest or church member(s), the following actions will be taken.

1. Person noticing the potential threat will notify Safety Team member, usher or church leader immediately.

2. During assessment of the situation, if person in question is armed or irrational (yelling, making threats etc.), call 911 immediately for police help. If 911 is called, send a person outside to meet police to explain situation and give directions to where the person is located.

3. Attempt to seal off area around the threat, by blocking hallways or locking doors of buildings while keeping people away.

4. Delegate a person(s) to go to every classroom instructing them to lock door(s), and to remain where they are.

5. Instruct teacher (adult leader) to stay put until word comes that the threat no longer exists. The leader should keep occupants away from door and windows and barricade the door if necessary.

The Safety Coordinator, along with the Senior Pastor, will be responsible for developing, implementing, and operating the RSBC safety plan. Responsibilities will include providing training and information to church leaders and leaders who have key roles in church security. It will also ensure that all church members understand the plan and what is expected of them.

VII. Incident Reporting

1. An incident report will be completed whenever something of an unusual nature happens or is observed. This includes suspicious or disorderly persons, injuries, medical emergencies, theft, or complaints of a third party. If a third-party complaint is received, the complainant should provide a statement with detailed information.

2. An incident report shows concern for those individuals who may be injured, either visitors or members, and demonstrates that the church is doing everything possible for them. This also documents the immediate attention the church or staff member provided.

3. An incident report provides valuable information on who, what, when, and where. It also provides the type of injury, witness information, and the injured party's response. Without accurate information, it is very difficult to recall specific incidents of the past and can be scrutinized by attorneys if brought into court.

VIII. Confidentiality

1. Failure to maintain confidentiality could harm the cause of Christ and subject the Church to potential liability.

2. Evidence of failure to maintain confidentiality by a Safety Team member shall result in an investigation by the Safety Team. If a breach of confidentiality is substantiated by the investigation, the results of the investigation along with a recommendation from the Safety Team will be given to the Board of Deacons. It will then be the responsibility of the Deacons to ensure that the necessary action is taken.

3. Evidence of failure to maintain confidentiality by a resource individual may result in loss of designation as a team resource.

4. Safety Team resource individuals will only have access to confidential information necessary for their responsibilities to the Safety Team.

5. Background checks for RSBC will be maintained by the Safety Team and Pastoral staff.

IX. Safety Team Membership

1. Safety team members will be accountable to the Pastoral Team and Deacons.

2. Safety team members shall be appointed by the deacons to oversee the safe, secure operation of Rock Spring Baptist Church and its extended ministries.

3. The active participation of any member of the Safety Team may be suspended by the Safety team pending the investigation of any allegation of improper conduct. If improper conduct is substantiated by the investigation, the results of the investigation along with recommendation from the Safety team will be given to the Deacons. It will be the responsibility of the Deacons to ensure that the necessary action are taken.

4. The Deacons will appoint a Safety Coordinator of the Safety team.

5. All members of the Safety Team will agree to background checks.

6. All Safety Team members will participate in regularly held training.

X. Conflict of Interest

1. A member of the Safety Team shall offer to the team to excuse him/herself and refrain from discussing and voting on a matter if said member: (I) Has a direct financial, personal, or close family interest in the matter; (II) Has made statements or engaged in behavior which objectively demonstrates that he or she has prejudged the facts of a matter; (III) Personally believes that he or she cannot fairly judge the facts of a matter; or (IV) Believes that the appearance of a conflict of interest requires such action.

2. Mere knowledge of the issues, the parties, or any witness shall not constitute good cause for withdrawal.

OBSERVED/PAID HOLIDAY POLICY

Rock Spring Baptist Church ministerial staff and non-ministerial staff will be eligible for paid holidays in accordance with the following days:

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day

The Rock Spring Baptist Church office will be closed for the above holidays or the day in which they are observed when holidays fall on a weekend. When an above holiday falls on a Saturday or Sunday, the holiday will be observed on the Monday after with the exception of Easter, which will be observed on the Friday before (Good Friday). Holidays not taken may not be transferred to the next church year.

JOB DESCRIPTIONS

All officers, staff, financial positions, children's and youth workers require a background check. Background check results will be reviewed by church staff. Pastor and Deacon Chair will review background checks for staff.

PASTOR

The constitution of this church outlines the general parameters of the pastor's job. The objective of this document is to specifically address duties the pastor is expected to oversee, manage, and/or perform personally. The following is not intended to be an exhaustive list of "things to do," as a pastor's job is seemingly never finished. It is, however, a compilation of responsibilities important to the success of our churches stated objectives.

1. Pulpit Responsibilities
    a. Adequate time should be allocated for study/research
        i. For Bible-centered sermons & Bible Studies
        ii. For personal growth & self-improvement
        iii. Pastor is expected to remain abreast of current books/publications that aid spiritual growth
    b. Ample time should be allowed for prayer
        i. For messages and studies being prepared
        ii. For personal spiritual growth
        iii. For special needs of church body/individuals
        iv. PRAY FOR THE STAFF MEMBERS, VOLUNTEER WORKERS, AND MEMBERS OF THE CHURCH AS A WHOLE.
    c. Sermons to encourage spiritual maturity
        i. Sermons should be based on Biblical principles and delivered in the spirit of Christian love and concern.
        ii. Among a sermon's objectives should he: to increase the hearer's knowledge of the Bible; encourage self-examination on the part of the hearer hopefully leading to a greater degree of spiritual commitment and growth
2. Pastoral Responsibilities
    a. Lead the church to function as a New Testament church.
    b. Lead the congregation, the organizations, and the church staff to perform their tasks.
    c. Maintain an on-going visitation program that includes the entire church family. This is valuable for building and maintaining a healthy Christian fellowship, as well as identifying concerns of the membership.
    d. Visit hospitalized, homebound and bereaved members of our church and the local community as appropriate.
    e. Visit local people that are unchurched and unsaved.
    f. Officiate at the observance of the Lord's Supper.
    g. Officiate church member wedding ceremonies as needed.
    h. Conduct funeral services for members as requested.
    i. Maintain regular posted office hours for counseling
        i. Establish AM & PM hours on different days and post these times
        ii. Be available whenever a member is in need
        iii. Conduct premarital counseling
3. Administrative Responsibilities

a. The pastor is expected to lead the ministerial and clerical staff in ensuring they are carrying out the duties as described in their job descriptions and conducting yearly performance evaluations of the staff.
b. The pastor is an ex-officio member of all committees, including the deacons.
c. The pastor is expected to lead the church in the achievement of its missions.
d. The pastor is expected to employ all avenues of communication open to the church to publicize missions, revivals, homecomings and other activities, as well as regular weekly services.
e. The pastor is expected to arrange for supply speakers to fill the pulpit in his absence. Such information should be conveyed to the chairman of the deacons.

4. Pastoral Privileges
    a. Financial Compensation
        i. The pastor's salary shall be commensurate with his needs, education, and experience. The initial salary and benefits shall be agreed upon at the time of his call.
        ii. The pastor's financial needs will be reviewed annually, or sooner if necessity requires.
        iii. The pastor is invited by the deacons and the finance committee to share his needs candidly and confidentially as the annual budget is being reviewed. Due consideration will be given.
    b. Free Time for Leisure and Recreation
        i. The pastor shall have at least one full day off each week. Only extreme emergencies should prevent this time off, in which case another day should be taken. A pastor needs time for his family and personal interests just like anyone else.
        ii. The pastor's initial vacation package will be recommended by the Pastor Search Committee. The pastor is allowed (3) weeks of vacation a year after three years of service, and four (4) weeks of vacation after ten years of service. The pastor shall be allowed no more than two Sundays as sick leave. The church shall pay the pastor's expenses to state and national conventions as approved. Any unused funds must be returned to the treasurer along with necessary receipts.
5. Protections Afforded the Pastor
    a. The pastor will be defended against assaults on his character and unjust criticism. The deacons will endeavor to locate the source of any slander and attempt to resolve it.
    b. The pastor cannot be dismissed by any person or committee, including the deacons. If just cause exists to dismiss the pastor, the deacons shall give him the opportunity to resign quietly. If he refuses, the deacons shall put the matter before the church for a vote (a vote of three-fourths of those present and eligible to vote is required for removal).
6. Conditions of Employment
    a. A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least a two week public notice has been given.

b. A Search Committee shall be appointed by the church to seek out a pastor, and its recommendations will constitute a nomination. The Search Committee will consist of five people. It will have a 2/3 gender ratio with at least one active deacon. The Committee shall bring to the consideration of the church only one name at a time. Elections shall be by ballot on the Sunday of the trial sermon, an affirmative vote of three-fourths of those present being necessary for a choice.
c. A pastoral candidate must meet the qualifications found in I Timothy 3:1-7 and Titus 1:5-9. He shall share with the church his personal testimony and call to preach. No candidate shall be considered for pastor who cannot endorse this constitution without reservation.
d. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. The pastor shall give at least four weeks' notice at the time of resignation before terminating his responsibilities as pastor.
e. If a pastor should die while serving this church, his widow will receive twelve (12) weeks of salary and housing costs at the time of his death.

ASSOCIATE PASTOR OF MUSIC, MISSIONS AND TECHNOLOGY

Vision:

The **Associate Pastor** serves as a supporting pastor within the church, assisting the Senior Pastor and other leadership in various ministry areas drive on the vision, mission, and priority goals of the church.

Purpose:

The **Associate Pastor** assists the Senior Pastor and other church staff and volunteers in fulfilling the mission of the church, providing leadership in worship, missions, inreach/outreach, spiritual formation, and IT/Administration. The Associate Pastor is expected to serve as a spiritual leader, equip the congregation for service, and nurture the growth of the church community

Key Responsibilities:

1. **Preaching, Teaching, Discipleship and Preparation:**
    a. Maintain and prioritize time for personal Bible study, spiritual formation, and prayer that will aid both spiritual growth and the ability to lead the ministry well.
    b. Preach and teach during worship services, Bible studies, and other church events as appropriate and in substitute for the Senior Pastor.
    c. Assist in the preparation of sermons, lesson plans, and other educational resources in support of mission.
    d. Provide teaching in small group settings, Bible studies, or Sunday school classes.
    e. Lead programs for spiritual growth such as Bible studies, small groups, retreats, and discipleship classes.
    f. Encourage members to grow in their faith and develop as active participants in church life.
    g. Coordinate with other ministry leaders to offer educational programs for all ages.
2. **Worship and Music Leadership:**
    a. Lead music in worship services, including organizing and coordinating congregational and special music.
    b. Provide leadership and guidance for the worship team and other music leaders to ensure meaningful and impactful worship experiences.
    c. Select/develop a weekly music worship plan and ensure alignment with preaching topics.
    d. Prepare worship related comments and scriptural references to reinforce the messaging of songs and worship music.
    e. Plan and lead weekly worship team practices.
    f. Oversee all audio/visual hardware and software that is utilized within musical worship.
    g. Plan and deliver signature music worship services such as the Rock Spring Family Christmas, etc.

3. **Missions Management, Oversight and Leadership**
    a. Manage support, communications, encouragement and engagement to RSBC connected missionaries and mission teams (domestic and international).
    b. Develop, administer and evaluate RSBC mission and outreach programs.
    c. Select, manage and coordinate mission trips (local, domestic, international). Develop plans, timing, location(s), funding/fundraising needs and budgets.
    d. Manage missions' budget and offerings related to missions and targeted giving campaigns (e.g. Lottie Moon/Annie Armstrong, Baptist Children's Home, etc.)
    e. Engage congregation to recruit leaders, workers/teams, develop proper training and other aspects of impactful missions and outreach activities.
    f. Mobilize congregation for hands-on service, advocacy and participation in mission-focused events.
4. **IT, Event and Administrative Support:**
    a. Assist in planning and organizing/overseeing annual church events, programs, and initiatives as appropriate such as the Living Lord Supper, Drive Through Nativity, Rock Spring Family Christmas, etc.
    b. Develop communication and engagement strategies for annual targeted giving campaigns (e.g. Lottie Moon).
    c. Attend staff meetings, provide input, and collaborate with other church leaders in decision-making.
    d. Oversee, manage, update, and disseminate the church Policy and Procedure Manual.
    e. Oversee and manage digital communication tools (e.g. segmented email communication, online bulletin, etc.) to keep all members fully informed of church events and activities.
    f. Oversee, update and manage the church's online tools and presence (e.g. RSBC website and app, Instant Church Directory, other) and monitor their usage.
    g. Administer the online Every Member Commitment Card process annually ensuring all members are well informed of the scope of practice and expectations for various volunteer opportunities.
        i. Assist in gathering resulting commitment results into the Nominating Committee Report and participate in meetings to assign membership into service roles for the church year.

a. **Pastoral Care, Inreach and Outreach:**
    a. Work in conjunction and coordination with the Senior Pastor and Staff to provide spiritual guidance, counseling, and pastoral care to church members.
    b. Participate in visiting the sick, hospitalized, and homebound members, offering prayer and support.
    c. Assist in conducting weddings, baptisms, funerals, and other ceremonies as needed.
    d. Coordinate a seamless strategy and acculturation process for new members ensuring they acclimate and integrate into the full breadth and depth of church offerings.
    e. Lead or coordinate outreach efforts, both locally and globally, to engage with the community and share the gospel.

f. Support and/or contribute to mission trips, local service projects, and other ministry events that serve the broader community.

5. **Leadership Development:**
    a. Assist in the planning and delivering value to the semi-monthly Leadership Team meetings which build on collaboration and the sharing of best practices to activate ministry leaders of the church.
    b. Assist in equipping and mentoring lay leaders, volunteers, and ministry teams within the church through targeted growth opportunities.
    c. Lead and manage recruiting, training, equipping and activating talent in the areas of music, worship, audio/visual as well as missions and related ministry areas.
    d. Help identify and develop future leaders within the congregation.
6. **Collaboration with Senior Pastor:**
    a. Work alongside the Senior Pastor to implement the church's vision, mission, and strategies.
    b. Take on leadership roles when the Senior Pastor is unavailable.
    c. Provide input on church policies, strategies, and direction as appropriate.

Qualifications:

- A degree in Theology, Divinity, Ministry, Missions or a related field (or in process).
- Ordination or eligibility for ordination in the Southern Baptist church.
- Strong commitment to Christian faith and church doctrine.
- Experience in preaching, teaching, and pastoral care.
- Ability to work as part of a team and collaborate effectively with others.
- Excellent communication skills, both written and verbal.
- Strong organizational and leadership skills.
- Ability to engage with a variety of people, showing empathy and understanding.

Preferred Skills and Experience:

- Experience in leading worship or coordinating music ministry.
- Experience in missions (domestic or international).
- Experience in care and discipleship ministries.
- Proficiency with church management software or technology used in worship settings and for communication.

Working Conditions:

- The Associate Pastor is generally expected to work a 40 hour work week which may include weekends, evenings, and be on-call for emergencies.
- This position will involve some travel for missions, conferences, or other ministry events.

Expectations:

- The Associate Pastor is directly accountable to the Senior Pastor and the church deacon board.
- Full time; a minimum of 40 hours a week
- Weekly staff meeting attendance
- Leadership Team meeting attendance
- Quarterly business meeting attendance

ASSOCIATE PASTOR OF STUDENTS, FAMILIES AND DISCIPLESHIP

Vision:

The **Associate Pastor** serves as a supporting pastor within the church, assisting the Senior Pastor and other leadership in various ministry areas drive on the vision, mission, and priority goals of the church.

Purpose:

The **Associate Pastor** assists the Senior Pastor and other church staff and volunteers in fulfilling the mission of the church, providing leadership in students (children, youth, college & career), families (nursery/toddler) and discipleship. The Associate Pastor is expected to serve as a spiritual leader, equip the congregation for service, and nurture the growth of the church community

Key Responsibilities:

1. **Preaching, Teaching, Discipleship and Preparation:**
    a. Maintain and prioritize time for personal Bible study, spiritual formation, and prayer that will aid both spiritual growth and the ability to lead the ministry well.
    b. Preach and teach during worship services, Bible studies, and other church events as appropriate and in substitute for the Senior Pastor.
    c. Assist in the preparation of sermons, lesson plans, and other educational resources in support of mission.
    d. Provide teaching in small group settings, Bible studies, or Sunday school classes specific to students.
    e. Lead programs for spiritual growth such as Bible studies, small groups, retreats, and discipleship classes.
    f. Encourage members to grow in their faith and develop as active participants in church life.
    g. Coordinate with other ministry leaders to offer educational programs for all ages.
2. **Student and Families Ministry:**
    a. Develop and implement vision for children's, youth and overall family ministries.
    b. Manage teachers, workers and volunteers related to student and family ministries.
    c. Provide a plan of continuity from nursery to children to youth ministries.
    d. Oversee and coordinate ministry programs including Sunday School, worship, outreach events and camps.
    e. Select and implement appropriate curriculum for all age groups
    f. Partner with parents to equip them for discipling their children in their faith development.

3. **Leadership Development**
    a. Assist in the planning and delivering value to the semi-monthly Leadership Team meetings which build on collaboration and the sharing of best practices to activate ministry leaders of the church.
    b. Assist in equipping and mentoring lay leaders, volunteers, and ministry teams within the church through targeted growth opportunities.
    c. Lead and manage recruiting, training, equipping and activating talent in the areas of teaching, assistants, workers, volunteers and leaders for student and family ministry roles.
    d. Help identify and develop future leaders within the congregation.
4. **Discipleship**
    a. Refine and implement the church's overall vision for discipleship and faith development across different ministries.
    b. Recruit, train, and equip volunteer leaders for small groups, youth ministry, and other discipleship areas.
    c. Select and develop biblically sound curriculum and resources for discipleship classes, groups, and programs.
    d. Provide vision, structure, and pastoral leadership for the church's discipleship ministries.
    e. Participate in personal discipleship relationships, mentor individuals, and provide pastoral care within the community.
    f. Foster authentic community through small group systems and facilitate connections between members and church activities.
    g. Partner with parents, oversee staff and volunteers involved in family ministry, and ensure a strong connection between church and home.
5. **Pastoral Care, Inreach and Outreach:**
    a. Work in conjunction and coordination with the Senior Pastor and Staff to provide spiritual guidance, counseling, and pastoral care to church members.
    b. Participate in visiting the sick, hospitalized, and homebound members, offering prayer and support.
    c. Assist in conducting weddings, baptisms, funerals, and other ceremonies as needed.
    d. Contribute to a seamless strategy and acculturation process for new members ensuring they acclimate and integrate into the full breadth and depth of church offerings with focus on students and families.
    e. Lead or coordinate outreach efforts locally to engage with the community and schools to build relationships and share the gospel.
    f. Promote ministry events through church and other communication channels.
6. **Collaboration with Senior Pastor:**
    a. Work alongside the Senior Pastor to implement the church’s vision, mission, and strategies.
    b. Collaborate with the Senior Pastor and other leaders on vision, goals and strategic planning for the church’s family ministries.

c. Take on leadership roles when the Senior Pastor is unavailable.
d. Provide input on church policies, strategies, and direction as appropriate.

Qualifications:

- A degree in Theology, Divinity, Ministry or a related field (or in process).
- Ordination or eligibility for ordination in the Southern Baptist church.
- Strong commitment to Christian faith and church doctrine.
- Experience in preaching, teaching, and pastoral care.
- Ability to work as part of a team and collaborate effectively with others.
- Excellent communication skills, both written and verbal.
- Strong organizational and leadership skills.
- Ability to engage with a variety of people, showing empathy and understanding.

Preferred Skills and Experience:

- Experience in leading student and family ministries.
- Experience in care and discipleship ministries.
- Proficiency with church management software or technology used in worship settings and for communication.

Working Conditions:

- The Associate Pastor is generally expected to work a 40 hour work week which may include weekends, evenings, and be on-call for emergencies.
- This position may involve some travel for missions, conferences, or other ministry events.

Expectations:

- The Associate Pastor is directly accountable to the Senior Pastor and the church deacon board.
- Full time; a minimum of 40 hours a week
- Weekly staff meeting attendance
- Leadership Team meeting attendance
- Quarterly business meeting attendance

CHURCH SECRETARY

Vision:

The **Church Secretary** plays a key administrative role in supporting the operations and smooth functioning of the church working closely with the paid church staff, key volunteers and stakeholders and the chair of the deacon board.

Purpose:

The **Church Secretary** provides administrative and clerical support to the church staff, including the pastor, church leaders, and congregation. This position ensures that the church runs smoothly and efficiently by handling communications, maintaining church records, scheduling appointments, and performing various office tasks.

Key Responsibilities:

1. **Communication:**
    a. Answer phone calls, emails, and in-person inquiries.
    b. Distribute church bulletins, newsletters, and other communications to members.
    c. Maintain effective communication between church members, staff, and community organizations.
2. **Administrative Support:**
    a. Prepare and manage church documents, including reports, minutes of meetings, and correspondence.
    b. Maintain and update church databases and records, including membership lists, attendance records, and baptismal/confirmation records.
    c. Manage church calendar, scheduling meetings, events, and room bookings.
    d. Restock pews weekly with pens, visitor cards, envelopes.
    e. Restock supplies for the welcome center and related inreach/outreach programs.
3. **Financial Administration:**
    a. Assist with maintaining records of financial transactions (e.g., tithes, offerings, donations).
    b. Manage end of year contribution statements
    c. Coordinate with the treasurer or financial committee to ensure accurate record-keeping and financial reporting.
    d. Help prepare reports for church leadership, including budgets and financial statements.
4. **Office Management:**
    a. Organize and maintain office files, records, and equipment.

    b. Order and manage office supplies, literature and related needs of the departments/ministries.
    c. Handle the preparation of church bulletins, newsletters, and printed materials for services or special events.
    d. Publish the weekly bulletin (printed and electronic copies).
5. **Event Coordination:**
    a. Assist with the organization of church events, including coordinating volunteers, supplies, and communications.
    b. Manage event registrations and track RSVPs when necessary.
6. **Visitor and Member Relations:**
    a. Greet and assist visitors or new members, helping them feel welcome and informed about church activities.
    b. Maintain membership records and track important milestones (e.g., baptisms, weddings).
7. **Clerical Duties:**
    a. Type and proofread church-related documents, including sermon notes, program materials, and administrative paperwork.
    b. Handle incoming and outgoing mail, packages and related tasks.
    c. Coordinate new member orientation packets,
    d. Maintain confidentiality in church-related matters.

Skills & Qualifications:

- **Education**: High school diploma required; some college or vocational training in office management or a related field is preferred.
- **Experience**: Prior experience in office management, administrative roles, or a church setting is a plus.
- **Technical Skills**: Proficient in Microsoft Office Suite (Word, Excel, Outlook) or similar office software. Familiarity with church management software is a plus.
- **Communication**: Strong verbal and written communication skills.
- **Organization**: Excellent organizational and time-management skills, with the ability to handle multiple tasks and prioritize effectively.
- **Confidentiality**: Ability to maintain confidentiality regarding church operations and sensitive information.

Work Environment:

- Full-time, depending on the church's needs.
- Office-based position within the church, with occasional tasks that may require presence during church services or events.

Physical Requirements:

- Ability to sit for extended periods, use office equipment, and occasionally lift or move light office supplies.

Personal Qualities:

- Friendly, welcoming demeanor with a heart for service and a passion for supporting the church's mission.
- Strong attention to detail and accuracy.

- Ability to work independently and as part of a team.

Hours and Benefits:

- Salaried position based on a 40-hour work week, Monday-Friday, 8am-5pm (with Lunch Hour)
- Eligible for paid RSBC observed Holidays
- Eligible for two weeks of paid vacation per calendar year

MINISTER OF YOUTH

The minister of youth is responsible to the pastor for leading the church to develop a comprehensive youth ministry. This will be done in consultation with the youth council and other church program organizations concerning activities, policies and procedures that relate to their areas of responsibility.

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: Work schedule will be at least 20 hours per week.
    b. Participating in meetings/training: Weekly staff meetings and in Leadership Team meetings.
2. Ministerial Responsibilities
    a. Adequate time should be allocated for study/research
        i. For Bible-centered lessons
        ii. For personal growth & self-improvement
        iii. Expected to remain abreast of current books/publications that aid spiritual growth
    b. Ample time should be allowed for prayer
        i. For lessons and studies being prepared
        ii. For personal spiritual growth
        iii. For special needs of the youth group/individuals
        iv. Pray for the staff members, volunteer workers, and members of the church as a whole.
    c. Lessons to encourage spiritual maturity
        i. Lessons should be based on Biblical principles and delivered in the spirit of Christian love and concern
        ii. Lesson objectives should be: to increase the hearer's knowledge of the Bible; encourage self-examination on the part of the hearer hopefully leading to a greater degree of spiritual commitment and growth
    d. Work with youth leaders to coordinate evangelistic visitation for the youth division and lead youth leaders to visit prospects and absentees.
    e. Assist the pastor in counseling, advice, and appropriate referrals in relation to problems encountered by youth and their families.
    f. Perform other ministerial duties as assigned by the pastor to support the total work of the church.
3. Administrative Responsibilities
    a. Work in cooperation with the Youth Council to plan, implement and evaluate a comprehensive youth ministry program.
    b. Coordinate youth endeavors to support the overall work of the church. Work with appropriate persons, including the Nominating Committee in enlisting, training, and leading youth leaders in the church.
    c. Coordinate the planning of special projects and activities (such as youth camps, retreats, mission trips, and fellowships) with church organizations.

d. Plan and conduct meetings when needed or when appropriate for parents of youth.
e. Prepare and administer the youth ministry budget in cooperation with the Finance Committee and Youth Council.
f. Stay informed about current youth education methods, materials, promotional ideas, youth trends, and administration techniques, utilizing them where appropriate.

4. Conditions of Employment
    a. A Youth Minister shall be chosen and called by the church whenever a vacancy occurs. The candidate's election shall take place at a meeting called for that purpose, of which at least a two-week public notice has been given.
    b. A Search Committee working in conjunction with the Senior Pastor, shall be appointed by the church to seek out a Youth Minister, and its recommendations will constitute a nomination. The Search Committee will consist of five people. It will have a 2/3 gender ratio with at least one active deacon. The Committee shall bring to the consideration of the church only one name at a time.
    c. The candidate shall share with the church his personal testimony and call to ministry. No candidate shall be considered for Youth Minister who cannot endorse the RSBC Constitution and Policies and Procedures without reservation.
    d. The candidate will be evaluated in leading the youth ministry by the search committee.
    e. Elections shall be by ballot on a Sunday designated for that purpose, an affirmative vote of three-fourths of those present being necessary to offer the position to the candidate.
    f. The Youth Minister, thus elected, shall serve until the relationship is terminated by his request or the church's request. The Youth Minister shall give at least four weeks' notice at the time of resignation before terminating his responsibilities.
    g. Compensation will be according to the recommendation of the Deacon Fellowship & the Finance Committee.
    h. The Youth Minister's initial vacation package will be recommended by the Search Committee. The Youth Minister is allowed (3) weeks of vacation a year after three years of service, and four (4) weeks of vacation after ten years of service.
    i. Work will be supervised by the Senior Pastor.

DEACONS

Deacons shall serve three-year terms on a rotation basis. At the expiration of each term, that deacon will rotate off for at least one year before becoming eligible to return.

1. Deacon Election Procedure
    a. Election of deacons shall take place each year before the new church year begins.
    b. There will be a general nomination of candidates from the church body in a meeting specifically for that purpose.
    c. Once the general nomination process is finished, the current deacons will tally the votes and screen the top nominees for candidacy according to Acts 6:1-7, and I Timothy 3:8-13.
    d. A ballot will then be given back to the church body for consideration at a subsequent time containing up to twice as many names of candidates as there are vacancies to fill.
    e. The needed positions will be filled beginning with the candidate with the most votes and thereafter the same with each candidate until the number of deacons needed is filled.
    f. In case of a tie, the two or more candidates will be brought before the church and chosen by ballot vote.

NOMINATING COMMITTEE

The Nominating Committee will be led by the Associate Pastor of MMT and be comprised of the Sr. Pastor, one active Deacon (the nominating committee liaison), one Youth Leader, one Children's Ministry Leader, one Nursery Leader and one person elected from each adult Sunday School class. Alternate members can be fielded from the Deacon Leadership, Women's or Men's Ministry Leadership.

Annual Review Calendar and Process

The Nominating Committee will review congregational submissions for service through the annual "every member commitment card" process executed each May. This formal review will take place during an initial vetting meeting during the first week of June to identify leader/worker position fulfillment, discuss open positions and determine necessary communications to the congregation to complete the process. A second meeting will be held the last week of June to finalize the annual list of leader/worker positions to be presented for vote and approval at the July Business Meeting.

Quarterly Review and Updates

In order to facilitate the addition of NEW members into service areas as well as update any other needed additions or removals from service areas, the Nominating Committee will monitor the service roster in conjunction with Ministry and Church Leadership for identifying opportunities for updates to the servicer roster. The committee will meet at least two weeks prior to each Quarterly Business Meeting to allow for reporting of any additions for congregational approval.

BAPTISMAL ASSISTANT

The baptismal assistant shall assist baptism candidates as necessary in preparing for baptism and ensuring an orderly event when baptism takes place. He/she will also be responsible for putting down necessary floor protection and for overseeing upkeep of baptism towels. Because of the nature of this position, men will assist males and women will assist females.

Ministry Area/Department	Worship Ministries
Position	Baptismal assistant (both sexes needed)
Accountable To	Pastor
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving, exhortation
Talents or Abilities Desired	Enjoy helping others * Physically able to pick up and carry wet towels and mop floor * Assist candidates with dressing as necessary
Best Personality Traits	Prompt * Dependable * Friendly * Service minded
Passion For	Serving people and the church

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: as needed

2. Responsibilities/Duties
    a. Prepare area – put down and take up floor protection.
    b. Welcome candidates and help them in and out of the baptistery.
    c. Assist candidates with dressing as needed.
    d. Gather and launder wet towels. See that clean towels are returned and properly stored for future use.
    e. Mop all wet floors immediately following baptisms.

INSURANCE ADVISOR

The insurance advisor will review and oversee insurance coverage for the church and related ministries. This person will make sure the church is protected against all insurable hazards.

Ministry Area/Department	Church Committees
Position	Insurance advisor
Accountable To	Deacons & Finance Committee
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration * Serving
Talents or Abilities Desired	Experience or knowledge in insurance field preferred * Ability to research and compare benefits and costs of various policies
Best Personality Traits	Dependable * Serious
Passion For	Protecting the church members and the church—and preparing for the unexpected

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: four hours, semiannually
    b. Participating in meetings/training: as needed

2. Responsibilities/Duties
    a. Review church insurance policies and needs; update when necessary.
    b. Compare various policies, coverage, prices among different companies; shop for best policy, best price and most dependable insurer.
    c. Examine insurance needs of church: health, property, casualty, various liabilities, etc.

COMMUNION VOLUNTEER

The Communion volunteer is responsible for preparing the Lord's Supper as scheduled by the church.

Ministry Area/Department	Worship Ministries
Position	Communion volunteer
Accountable To	Pastor
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Enjoy food service/preparation * Understand importance of cleanliness and sanitation in regard to preparing the Lord's Supper * Able to perform small, repetitious tasks
Best Personality Traits	Committed * Service minded * Dependable
Passion For	Serving and contributing to the ministry of the church

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: two hours each quarter

2. Responsibilities/Duties
    a. Purchase beverage/food used for the Lord's Supper.
    b. Make preparations prior to Communion.
    c. Prepare/set up Communion table.
    d. Clean up Communion table and utensils after use.

BUILDING AND GROUNDS COMMITTEE

The buildings and grounds committee are responsible for the general upkeep and oversight of the church property and supervision of the church custodian. The committee should arrange for yearly church clean-up days in which church volunteers assist with special projects.

Ministry Area/Department	Church Committees
Position	Buildings and grounds committee
Accountable To	Deacons
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving * Administration
Talents or Abilities Desired	General construction * Building maintenance * Lawn-care skills * Ability to supervise others
Best Personality Traits	Dependable * Hardworking * Initiative to get things done without direct supervision
Passion For	Good stewardship of the facilities God has given the church * Presenting a positive physical appearance of the church in the community

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: one to two hours a month
    b. Participating in meetings: one hour a month

2. Responsibilities/Duties
    a. General oversight of buildings and grounds maintenance; ensuring safe, clean and proper order of the facilities. Keep a record of regular maintenance done on buildings/grounds and a list of projects to do.
    b. Arrange for hiring repair services, etc. when needed.
    c. Oversee lawn maintenance and arrange snow/ice/debris removal from parking areas, sidewalks, steps, etc.
    d. Oversee custodian. Ensure that building is kept clean.
    e. Ensure that church vehicles are maintained.
    f. Oversee budget and expenditures for buildings and grounds.

HOSPITALITY COMMITTEE

The hospitality committee is responsible for planning and coordinating church wide fellowship activities. The chairman and committee will recruit volunteers as needed.

Ministry Area/Department	Church Committees
Position	Hospitality Committee
Accountable To	Pastor
Ministry Target	All ages
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration * Exhortation * Serving
Talents or Abilities Desired	Good organizational skills * Enjoy dealing with people
Best Personality Traits	Friendly * Dependable
Passion For	Strengthening the Body of Christ through fellowship

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: as needed for special events.

2. Responsibilities/Duties
    a. Plan, organize and oversee church wide fellowship events no less than once a quarter. Events could include picnics, potlucks, ice cream socials, movie night, etc.
    b. Recruit volunteers to assist committee with food preparation/service, set up facilities, decorations, equipment needs, publicity, etc.

GREETER

The greeter is responsible to ensure that every person entering the church is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome. Greeters will be asked to serve during special events also. You have an important position. You will probably be the first impression a first-time guest will have of our church.

Ministry Area/Department	Worship Ministries
Position	Greeter
Accountable To	Usher Chairman
Ministry Target	Congregation and guests
Position Is	Volunteer
Position May Be Filled By	Church Member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving * Exhortation
Talents or Abilities Desired	Comfortable talking to/greeting guests * Able to give good directions regarding church facilities * Physically able to walk throughout the facilities and stand for periods of time.
Best Personality Traits	Hospitable, not shy (or able to overcome shyness) * Sensitive to needs and feelings of others * Dependable
Passion For	Making people feel welcome

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: one to two hours a month (on a rotating basis)— more during special events
    b. Participating in meetings/training: minimal, as needed

2. Responsibilities/Duties
    a. Greet members and guests as they enter or exit the building.
    b. Greet visitors at the welcome center and provide information as needed or requested.
    c. Direct visitors to classes, nursery, sanctuary, restrooms, etc.
    d. Introduce visitors to church staff, teachers and members of similar age when possible.
    e. Open doors for/assist the elderly or disabled.
    f. Distribute church literature as needed.

AUDIO/VISUAL TECHNICIAN

The sound technician will adjust and maintain the sound system to ensure a clear and comfortable sound level within the church facilities.

Ministry Area/Department	Worship Ministries
Position	Sound system technician
Accountable To	Pastor
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Familiar with P.A. systems * Experience in operating sound equipment * Good hearing
Best Personality Traits	Consistent * Dependable
Passion For	Making sure God's message in word and song is heard clearly

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: one to two hours per week, on a rotating schedule
    b. Participating in meetings/training: as requested

2. Responsibilities/Duties
    a. Arrive prior to worship services to double-check and set up equipment as needed: microphones, monitors, etc.
    b. Operate sound equipment during all services and special events held in the church sanctuary/auditorium.
    c. Maintain equipment and arrange for repairs as necessary. Report equipment replacement needs or recommendations to the building and grounds committee.
    d. Practice with the choir or special singers prior to service. This may include Wednesday night practices.

CHILDREN'S MUSIC DIRECTOR

The children's music director will organize and direct the children's choir.

Ministry Area/Department	Music Ministries
Position	Children's music director
Accountable To	Associate Pastor
Ministry Target	Children in the congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration * Exhortation * Pastor/shepherd
Talents or Abilities Desired	Good leadership skills * Organizer * Knowledge of music fundamentals * Loves children
Best Personality Traits	Patient * Dependable * Consistent * Neat * Good character * no criminal record
Passion For	Teaching children to praise the Lord through music

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: one to two hours per week; more during special events; may be on a rotating schedule
    b. Participating in meetings/training: as needed

2. Responsibilities/Duties
    a. Work in conjunction with music director to select and obtain children's music.
    b. Schedule and direct children's choir rehearsals.
    c. Recruit new members for the children's choir.
    d. Direct the children's choir during services and events as scheduled.
    e. Encourage and pray for the children's choir members.
    f. Schedule at least one children's performance per year.

ADULT SUNDAY SCHOOL ASSISTANT

The adult Sunday School assistant is the right arm of the adult Bible study teacher. The assistant must be prepared to fill in for the teacher when necessary and assist with keeping watch over the flock and coordinating class leaders and functions. The assistant is expected to teach, reach and minister to members and prospects under the direction of the teacher.

Ministry Area/Department	Sunday School Ministries
Position	Adult Sunday School assistant
Accountable To	Sunday School director
Ministry Target	Adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherding * Teaching * Exhortation
Talents or Abilities Desired	Able to communicate well with others * Able to speak in front of a group * Able to allow someone else to lead but willing to take the lead when necessary
Best Personality Traits	Dependable * leader
Passion For	Discipling adults and providing support for other leaders

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: two hours minimum per week
    b. Participating in meetings/training: one hour a month

2. Responsibilities/Duties
    a. Participate in teacher's meetings and training opportunities.
    b. Study each weekly lesson and be available to lead the class in the teacher's absence.
    c. Pray for class members/visitors.
    d. Promote spiritual growth and unity among class members.
    e. Arrive 15 minutes before class to help greet class members.

ADULT SUNDAY SCHOOL TEACHER

The adult Sunday school teacher is the shepherd of the class and is responsible for keeping watch over the flock and overseeing or coordinating all class leaders and functions. The teacher is expected to teach, reach and minister to members and prospects with the help of other leaders within the class.

Ministry Area/Department	Sunday School Ministries
Position	Adult Sunday school teacher
Accountable To	Sunday School director
Ministry Target	Adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherding * Teaching * Exhortation
Talents or Abilities Desired	Ability to communicate well with others * Able to speak in front of a group
Best Personality Traits	Dependable * Expresser * Compassionate * Leader
Passion For	Teaching and leading a group of people * Discipling others

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: Two to four hours per week
    b. Participating in meetings/training: one hour a month

2. Responsibilities/Duties
    a. Participate in teachers' meetings and training opportunities.
    b. Work with Sunday School director to choose curriculum for your class.
    c. Study and prepare for each weekly lesson.
    d. Pray for class members/visitors.
    e. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet people as they arrive.
    f. Lead each week's class and involve participants in studying and learning God's Word through various teaching methods.
    g. Arrange for a substitute teacher as soon as you know you will not be able to attend.
    h. Promote spiritual growth and unity among class members.
    i. Promote outreach and missions within the class.

CHILDREN'S SUNDAY SCHOOL TEACHER

The children's teacher is the shepherd of the class and is responsible to keep watch over the flock and oversee and coordinate all class leaders and functions. The teacher is expected to teach, reach and minister to members and prospects, with the help of other leaders within the class.

Ministry Area/Department	Sunday School Ministries & Ministry Groups
Position	Children's teacher
Accountable To	Associate Pastor
Ministry Target	Children (ages preschool to grade 6)
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherding * Teaching * Exhortation
Talents or Abilities Desired	Ability to communicate well with children * No criminal record
Best Personality Traits	Leader * Dependable * Compassionate
Passion For	Nurturing a group of children * Teaching and leading children to Jesus

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: two to three hours a week
    b. Participating in meetings/training: one hour a month

2. Responsibilities/Duties
    a. Participate in teacher's meetings and training opportunities.
    b. Work with the Associate Pastor to choose curriculum for your class.
    c. Study and prepare for each weekly lesson. Gather necessary materials: handouts, craft supplies, etc.
    d. Pray for class members/visitors.
    e. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet children as they arrive.
    f. Lead each week's class time and involve children in studying and learning God's Word through various teaching methods and activities.
    g. Promote spiritual growth and unity among class members.
    h. Maintain contact with children and parents. Keep parents informed of topics/themes being studied, special events, etc. through printed notices, postcards and calls. Call, visit or send cards to students on special occasions or when a student is sick.

VACATION BIBLE SCHOOL DIRECTOR

The Vacation Bible School (VBS) director is responsible for planning, promoting and overseeing the entire VBS program.

Ministry Area/Department	Ministry Groups
Position	Vacation Bible School director
Accountable To	Pastor
Ministry Target	Church members and unchurched members of community.
Position Is	Staff
Position May Be Filled By	Associate Pastor
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration * Shepherding * Exhortation
Talents or Abilities Desired	Good organizational and communication skills
Best Personality Traits	Dependable * Team Spirit * Motivator
Passion For	Reaching community with God's love

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: adequate amount of time to plan and conduct ministry.

2. Responsibilities/Duties
    a. Order VBS curriculum and material. Decide on numbers by using input from the Sunday School teachers.
    b. Ensure that sufficient quantities of VBS supplies are available. Obtain craft materials, etc. through announcements for donations from church members. Purchase what is needed after donations.
    c. Work with pastor to recruit VBS workers.
    d. Manage VBS promotion and registration.
    e. Promote a VBS worker-training workshop.
    f. Distribute supplies to VBS workers.
    g. Oversee entire VBS program; plan and direct special services/programs.
    h. Collect visitor information from classes for follow-up.
    i. Give unchurched prospect information to Pastor for follow-up.
    j. Pray diligently for workers and children.
    k. Oversee budget and expenditures for the VBS program.

LIBRARIAN

The librarian is responsible for organizing and maintaining the church library.

Ministry Area/Department	Church Committees
Position	Librarian
Accountable To	Pastor
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving * Exhortation * Administration
Talents or Abilities Desired	Strong organizational skills * Experience in library work helpful * Able to type and write legibly * Detail oriented
Best Personality Traits	Dependable ▪ organized
Passion For	Helping others grow spiritually through printed and audiovisual resources

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: two hours per month
    b. Participating in meetings/training: minimal, as needed

2. Responsibilities/Duties
    a. Obtain new and used books and videos for library.
    b. Catalog and prepare all books and videos for inclusion in the library:
    c. Stamp church name/address inside.
    d. Prepare for checkout with envelope or card in back.
    e. File books in proper location after cataloging.
    f. Repair torn pages/weak bindings and discard obsolete resources before shelving books.
    g. Oversee book checkout and return.
    h. Shelve books in proper location.
    i. Assist others with locating specific books/topics.
    j. Oversee budget and expenditures for the library.

3. Procedures
    a. Promotion: Make the church aware of what is in the library as well as encourage its use. Keep the church informed by way of the monthly newsletter and weekly bulletins. Encourage and receive donations to the library.
    b. Additions: Approve all additions using criteria agreed on. Enter the book into the online computer program (Librarything.com) and assign its proper class or category. To each addition, attach a "Property of Rock Spring Baptist Church" label, a pocket, and Dewey Decimal number and/or author's name. Create a card and place it into the book's pocket. Shelve it in the proper place.
    c. Maintenance:

i. Keep the library clean and organized. Repair, clean and discard books as needed. Check donation and return baskets and handle according to procedures.
ii. Monitor "check out" box for overdue books; remind borrowers of their overdue books. List new additions in addendum and in newsletter, and update printed catalogue periodically as needed.
iii. Periodically check the library mailbox located in the church office.
iv. Develop and submit a budget request to Finance Committee annually. Purchase materials and submit bills on a regular basis to Church Secretary.

BAPTIST MEN'S DIRECTOR

The Baptist men's director will organize and lead a ministry that builds up and helps the men of the church become spiritual leaders and provides an avenue of outreach to men in the community. He will help maintain a comprehensive missions program in the church and is responsible for exploring mission opportunities and for keeping the church informed regarding potential and ongoing missions involvement.

Ministry Area/Department	Ministry Groups
Position	Baptist men's director
Accountable To	Pastor
Ministry Target	Men in the congregation and community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration * Pastor/shepherd * Exhortation
Talents or Abilities Desired	Organizer
Best Personality Traits	Leader * Dependable * Consistent * Good character
Passion For	Developing and encouraging men of God

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: one to two hours a week

2. Responsibilities/Duties
3. Regularly pray for
    a. Men in the church
    b. Families in the church whose men do not attend
    c. Men in the community at large
4. Organize and oversee the men's ministry.
5. Plan special courses for training men to become spiritual leaders in the home, church and community.
6. Plan retreats for prayer, fellowship and encouragement: a men's rally event, special camp, lake retreat, etc. Plan activities and special projects for men only: prayer breakfasts, church improvement day, fishing expedition, father/son event, etc.
7. Plan mission projects for the men and for the entire church.

NURSERY COORDINATOR

The nursery coordinator will oversee and coordinate the nursery ministry on Sunday mornings as well as other occasions when the nursery is in use.

Ministry Area/Department	Sunday School Ministries
Position	Nursery coordinator
Accountable To	Pastor
Ministry Target	Babies and their parents
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Mature, growing Christian
Spiritual Gifts	Administration * Serving * Pastor/shepherd
Talents or Abilities Desired	Organized * Loves babies and children * No criminal record
Best Personality Traits	Cheerful * Kind * Dependable-leader
Passion For	Protecting, caring for and showing love of Christ to young ones * Offering a safe environment where parents are comfortable leaving their little ones

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: Five hours per week

2. Responsibilities/Duties
    a. Recruit and train volunteers to serve in the nursery.
    b. Organize the nursery and ensure its cleanliness and safety.
    c. Develop, post and enforce nursery policies.
    d. Routinely inspect nursery equipment, toys and supplies:
    e. Report repair and maintenance needs to appropriate personnel.
    f. Restock supplies when needed.
    g. Obtain and keep a library of picture books and music for use in the nursery.
    h. Keep a current list of nursery caregivers with names/addresses/phone numbers.
    i. Schedule nursery caregivers for every service and special church wide events in which nursery care is needed. Make sure that caregivers are NOT from the same family.
    j. Make sure that volunteers show up for the services. Find substitutes if needed.
    k. Collect and launder used crib sheets weekly.
    l. Clean/disinfect dirty toys as necessary.
    m. Oversee budget and expenditures for the nursery ministry.

3. Procedures
    a. Please plan to arrive 10-15 minutes before your tour of duty. Parents need time to get to their classes, worship, or prepare for the ministry in which they have volunteered.
    b. **Limit use of cell phones/electronic devices to emergencies only.** All attention should be paid to the babies/toddlers in order to provide the safest environment possible.

c. **The dry erase board** is a good tool to record (or have parents record) pager numbers, requests as to specific care instructions, **allergies**, feeding times, nap times, applying diaper rash medication, trying to potty train, dirty diaper change, snacks which can be given, etc. This will allow workers who are rotating in to be aware of the parent's/guardian's requests.
d. **Snacks** such as animal crackers, goldfish, toddler cookies, etc. will be available in the room. **Please make sure you have parental/guardian consent before allowing children to have these!** There should be a personal care sheet for each child in a folder in the room that can verify whether or not the child is allowed to have snacks.
e. **During Sunday School, please fill out the attendance record** and turn it in to the church office. If you cannot leave during Sunday School to take this to the office, ask someone from another class to take it when they take theirs.
f. **Important!!** During the Sunday morning worship service, use the Worship Attendance Record sheet to write the names of those volunteering, as well as the children to whom care was given. Reasons this is so important:
    i. A count is routinely taken for attendance during Sunday School, but not during worship. This will provide an appropriate count for worship attendance;
    ii. It will help the Nursery Coordinator avoid scheduling workers too close together, in the event a replacement or switch was made.
    iii. It is a good outreach tool in the event children are new to our church or have missed several Sundays.
g. **Plastic bags** are available to tie up soiled diapers before placing in the trash. Please double bag the dirty diapers. **Plastic gloves** (located in the cabinet drawer) are available for those desiring to use them when changing diapers.
h. Try to **have child's belongings gathered** before the parent returns to allow for a smooth transition at pick-up.
i. Make sure to **give a clean, dry child back to the parents**. Final diaper/pull-up check should be about 10-15 minutes before parents are expected. All volunteers need to be consistent in maintaining clean, dry children.
j. **Communicate!** When the parent/guardian returns for pickup, please let them know details about the care of their child (i.e. diaper was changed, time child was fed, how long they slept, snacks/juice were given, behavior, etc.). The dry erase board is a good tool for keeping up with these details.
k. And finally, **ENJOY the children**! Hold them, rock them, play in the floor with them, read and sing to them … This is their time to be loved and to learn about Jesus!

YOUNG AT HEART COORDINATOR

The Young at Heart coordinator will plan and organize special activities for senior adults to promote ministry to one another and include fun, fellowship and encouragement.

Ministry Area/Department	Ministry Groups
Position	Young at Heart coordinator
Accountable To	Pastor
Ministry Target	Senior adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Mature, growing Christian
Spiritual Gifts	Administration * Exhortation
Talents or Abilities Desired	Good physical health * Planning and organizational skills
Best Personality Traits	Dependable * Outgoing * Compassionate
Passion For	Planning activities for fun and fellowship

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: 3-4 hours a month

2. Responsibilities/Duties
    a. Get to know the senior adults in the church and find out what their interests are and what activities they enjoy.
    b. Plan and organize activities for senior adults.
        i. Consider the interests and activities enjoyed by senior adults.
        ii. Occasionally try something new for variety and excitement.
        iii. Schedule some activities in the church facilities and others in different locations—even short day trips.
        iv. Arrange for transportation.

CHURCH OFFICE WORKER

The Church Office Worker is responsible for accurately counting the money received in tithes and offerings immediately following collection of the tithes and offerings. He/she is also responsible for keeping Sunday school attendance records.

Ministry Area/Department	Sunday School Ministries
Position	Sunday school secretary
Accountable To	Treasurer
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Growing Christian
Spiritual Gifts	Administration * Giving
Talents or Abilities Desired	Accurate counting/math skills
Best Personality Traits	Honest * Trustworthy * Dependable
Passion For	Good stewardship

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: one to one and a half hours a week – on a rotating basis.

2. Responsibilities/Duties
    a. Work with at least one other Church Office Worker to carefully count and total offerings after each collection.
    b. Prepare offerings for bank deposit.
    c. Keep record of Sunday school attendance.
    d. Write down offering figures for the treasurer and/or church secretary.

TREASURER

The treasurer will help ensure ethical handling of all church funds and oversee management of church banking accounts.

Ministry Area/Department	Church Committees
Position	Treasurer
Accountable To	Finance Committee
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration * Giving
Talents or Abilities Desired	Experience and/or education in the financial field
Best Personality Traits	Trustworthy * Honest * Sincere
Passion For	Good stewardship

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: six hours a week
    b. Participating in meetings/training: one hour a month or as needed

2. Responsibilities/Duties
    a. Approve all disbursements.
    b. Sign all checks drawn on church bank accounts.
    c. Oversee management of church banking accounts.
    d. Review monthly statements after reconciliation by church secretary.
    e. Coordinate and schedule annual review.
    f. Ensure payment of all missionary support and all financial obligations.
    g. Prepare financial statement for quarterly business meeting.

FINANCE COMMITTEE

The Finance Committee will be comprised of the treasurer, assistant treasurer(s), one active deacon, one WMU member, one Building and Grounds Committee member, and one at-large member of the congregation.

Ministry Area/Department	Church Committees
Position	Finance Committee
Accountable To	Pastor, Deacons, Congregation
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration * Giving
Talents or Abilities Desired	Experience and/or education in the financial field
Best Personality Traits	Trustworthy * Honest * Sincere
Passion For	Good stewardship

1. Anticipated Time Commitments
    a. Participating in meetings/training: one hour a month or as needed

2. Responsibilities/Duties
    a. Oversee management of church budget
    b. Oversee preparation of church budget and presentation to congregation at annual business meeting
    c. Put in place a system of checks and balances to insure a proper accounting of all monies.

MISSIONS COUNCIL

The Missions Council will be comprised of one Finance Committee member, one active deacon, and two at-large members of the congregation working in collaboration and oversight with the Associate Pastor of Missions, Music and Technology.

The initial at-large council members will be appointed by the Deacon Fellowship with future at-large members identified and voted in via the nominating process. The Finance Committee and Deacon Fellowship will appoint representatives from their membership.

Responsibilities and Duties:

1. The Council will work in collaboration with the Pastoral staff on identification of missions activities, coordination, communication, and budget execution.
    a. Activities include mission trips, missions giving funds (Lottie Moon, Annie Armstrong, etc.), fundraisers and other missions directed efforts.
2. The Council will collaborate on reviewing and approving members and participants in Mission Trips and Activities.
3. The Council will review fundraising requests for approval, revision or rejection.
    a. See Fundraiser Policy for details.
4. The Council will provide a system of checks and balances to ensure proper accounting and stewardship of all missions related monies.

CHURCH HISTORIAN/CLERK

The Church historian/clerk will keep minutes of all church business meetings and will keep accurate church records, including membership.

Ministry Area/Department	Church Committees
Position	Church historian/clerk
Accountable To	Pastor
Ministry Target	Church
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration * Serving
Talents or Abilities Desired	Good organizational skills * Basic clerical skills * Detail oriented * Willingness to serve and assist others
Best Personality Traits	Honest * Dependable
Passion For	Good stewardship

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: as needed
    b. Participating in meetings/training: minimal, as requested

2. Responsibilities/Duties
    a. Keep accurate minutes of all meetings, including voting results, etc.
    b. Keep accurate church records: membership, etc.

YOUTH WORKER

The youth worker must be prepared to teach for the youth minister when necessary and assist with keeping watch over the flock and coordinating class functions. The youth worker is expected to teach, reach and minister to members and prospects under the direction of the youth minister.

Ministry Area/Department	Ministry Groups
Position	Youth worker
Accountable To	Youth Minister
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherding * Serving * Exhortation
Talents or Abilities Desired	Able to communicate well with teens * Able to allow someone else to lead, but willing to take the lead when necessary * Knowledge of God's Word * Good role model
Best Personality Traits	Dependable
Passion For	Discipling teens * Providing support for other leaders

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: One to three hours a week

2. Responsibilities/Duties
    a. Participate in teacher meetings and training opportunities.
    b. Be available to lead the class in the youth minister's absence.
    c. Assist youth minister with preparing materials for class: handouts, props, supplies, etc.
    d. Distribute handouts or other instructional material.
    e. Pray for class members and visitors.
    f. Promote spiritual growth and unity among class members.
    g. Greet and encourage students.

WOMEN'S MINISTRY DIRECTOR

The Women's Ministry director will provide direction and vision and will organize, coordinate and oversee the women's ministries of this church. She will help maintain a comprehensive missions program in the church and is responsible for exploring mission opportunities and for keeping the church informed regarding potential and ongoing missions involvement.

Ministry Area/Department	Ministry Groups
Position	Women's Ministry Director
Accountable To	Pastor
Ministry Target	Women
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Teaching * Administration
Talents or Abilities Desired	Able to relate well with other people * Creative * Good organizational skills
Best Personality Traits	Leader * Dependable
Passion For	Ministering to women and providing opportunities for women to minister through the church

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: two to four hours a month

2. Responsibilities/Duties
    a. Participate in special events and activities for women.
    b. Plan special trips to inspirational events for women.
    c. Provide training opportunities for women leaders in the church.
    d. Pray regularly for the women of the church.
    e. Act as a liaison between the women's ministries and the pastor.
    f. Develop a women's ministries budget to present to the appropriate committee each year.
    g. Oversee the distribution of funds for women's ministries and keep track of budget expenditures.

FLOWERS & DECORATIONS COORDINATOR

The Flowers & Decorations Coordinator is responsible to organize and oversee church decorations as part of beautifying the Lord's house and creating environments that complement the current season, service or special event.

Ministry Area/Department	Worship Ministries
Position	Flowers & Decorations coordinator
Accountable To	Building & Grounds Committee
Ministry Target	Congregation * All ages
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration, Serving
Talents or Abilities Desired	Good organizational skills * Attention to detail * Creative
Best Personality Traits	Dependable * Cheerful
Passion For	Sprucing up the house of the Lord

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: As needed

2. Responsibilities/Duties
    a. Enlist decoration assistants and delegate tasks as necessary.
    b. Obtain, make and arrange decorations to use during special services, events or seasons at the request of the pastor, music director or other ministry leaders.
    c. Decorate the Communion table. Take care of flower arrangements as needed, weekly, monthly or seasonally.

DRIVE THROUGH NATIVITY DIRECTOR

The Drive Through Nativity director is responsible for overseeing and directing the annual Drive Through Nativity.

Ministry Area/Department	Church Committees
Position	Drive Through Nativity director
Accountable To	Pastor
Ministry Target	Congregation * Community in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Administration
Talents or Abilities Desired	Experience in drama preferred * Leadership ability
Best Personality Traits	Dependable * good organization & leadership skills * Good communicator
Passion For	Glorifying God and influencing lives through meaningful drama presentations

FUNERAL DINNER COORDINATOR

The funeral dinner coordinator is responsible for promptly coordinating funeral dinners for families who lose a loved one. It is best if the person for this position does not hold a rigid, full-time job outside the home.

Ministry Area/Department	Ministry Groups
Position	Funeral dinner coordinator
Accountable To	Hospitality Committee
Ministry Target	Grieving church members and families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration * Serving * Exhortation
Talents or Abilities Desired	Organizational skills * Good meal planner * Good motivator
Best Personality Traits	Compassionate
Passion For	Serving others in their time of need

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: depending on need
    b. Participating in meetings/training: as requested

2. Responsibilities/Duties
    a. Available for spur-of-the-moment ministry.
    b. Plan well-rounded dinner for family on day of funeral in coordination with Pastor.
    c. Call funeral dinner helpers to help prepare meal and obtain disposable plates, napkins, forks, spoons, knives, cups, etc.

SHOWER HOSTESS

The shower hostess is responsible for planning a special celebration to honor and shower with gifts the women in the church who are expecting a baby or getting married.

Ministry Area/Department	Ministry Groups
Position	Shower hostess
Accountable To	Hospitality Committee
Ministry Target	Brides and mothers-to-be
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving * Administration
Talents or Abilities Desired	Good organizational skills for planning and organizing showers
Best Personality Traits	Dependable, cheerful, organized
Passion For	Honoring and helping others during special occasions

1. Anticipated Time Commitments
    a. Doing ministry/preparing for ministry: three to five hours the week of the shower
    b. Participating in meetings/training: as requested

2. Responsibilities/Duties
    a. Maintain a supply of reusable decorations for showers.
    b. Meet with shower assistants to plan and prepare for the shower. Contact other committees or recruit volunteers to assist as needed.
    c. Determine type and amount of refreshments needed. Purchase and/or assign volunteers to bring refreshments.
    d. Set up for and oversee the shower and clean up afterward with the help of assistants.

LONG RANGE PLANNING COMMITTEE

The purpose of the Long Range Planning Team (LRPT) is to work in conjunction with the pastor in casting a long term vision for reaching and discipling people, ministering unselfishly to persons in the congregation and the community, and extending the gospel of Christ through missions and evangelism. The scope of this team's ministry is not limited to, but certainly includes elements such as facility improvements, ministry and program enhancements, and the current focus and thrust to achieve the church's goals. In short, this team helps to chart the course for becoming what God would have it to be.

A Long Range Planning Team Member will work with a team of his/her peers in looking at the trajectory of the church's current ministries. They will help the pastor to prioritize and evaluate the long term goals of the church and how to best achieve those goals.

Ministry Area/Department	Church Committees
Position	LRPT Member
Accountable To	Pastor
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Growing Christian
Spiritual Gifts	Leadership, Serving, Discernment
Talents or Abilities Desired	Works well with others • Enjoys planning and problem solving • Can think critically • Able to evaluate best option out of several good ideas
Best Personality Traits	Proactive • Organized • Friendly • Selfless
Passion For	Seeing plans made and carried out
Length of Service Commitment	Two year term

1. Anticipated Time Commitments
    a. Attend regularly scheduled meetings for approximately 1-2 hours on a regularly scheduled basis.

2. Responsibilities/Duties
    a. Attend team meetings and be prepared to discuss current topics of concern.
    b. Stay abreast of ministry needs, shortfalls and opportunities.

c. Be willing to share openly and honestly about the overall health of the church.
d. Work with team to create surveys and other tools for gathering information, desires, likes and dislikes of the congregation.

APPENDICES

APPENDIX I – APPLICATION FOR ASSISTANCE

APPLICATION FOR ASSISTANCE

1. Name: _____ _____ _____
   (Last) (First) (Middle)
2. Address: _____
   City:_____ State:_____ Zip Code: _____
3. Phone Number: _____
4. Date of Birth: _____/_____/_____
   (month) (day) (year)
5. Social Security Number: _____
6. Driver's License # _____ State _____
7. Vehicle Information: Make _____ Model _____ Color _____
   Tag Number _____ State _____
8. Are you a church member? _____ If yes, where? _____
9. What is your current need? (be specific) _____
10. How many individuals currently live in the home where you are staying? _____
11. Are your relatives aware of this need? _____
    Where do your closest relatives live? _____
12. Are you currently receiving any financial aid or government assistance? _____ If yes, what type(s) _____
    _____
    _____
13. When were you last employed? _____ Where? _____
14. Have you sought assistance at any other churches in this area? _____ If yes, where? _____
    _____ when? _____
15. If you are traveling, what is your destination? _____If not, how long have you been in this area? _____
16. If we are unable to help you, what other options do you have? _____
    _____

**** Please remember, our church is not a government-assistance agency. All available resources are a result of direct donations of our congregation**. Signing the following form gives your permission to have a background check conducted by a staff member of Rock Spring Baptist Church.

Signature: _____ Date: _____/_____/_____

Office Use Only: Disposition:_____ Amount: _____ Date:_____

APPENDIX II – EXPENDITURE APPROVAL

Expenditure Approval Form

Date: _____

Account number: _____

Fund name: _____

Name of person making request: _____

Purpose: _____

Make payment out to: _____

Amount requested: _____

Amount approved: _____

Amount remaining in fund: _____

Signature of “Gatekeeper”: _____

Please attach receipts.

APPENDIX III – CLEAN UP LIST

CLEAN UP LIST

Weekly

__Vacuum all carpet

__Sweep all tile floors

__Mop any tile floors that need it

__Vacuum entry mats

__Empty all trash cans and remove trash from building

__Sweep outside porches

__

__Straighten song books

__Remove any trash from book racks on back of pews

__Dust piano, organ, pulpit, offering table, rails

__Clean bathrooms (scrub floors, sinks, countertops and fixtures with disinfectant, clean mirrors)

__Replace paper towels, tissue and soap

__Make note on back of check list when any supplies are low

__Clean glass on doors

__Wipe down stall walls in bathrooms, fingerprints from doors, light switches, walls (week 4) more frequently if needed.

Bi-Weekly

1. Vacuum and dust pews
2. Scrub all tile floors (**week 2&4** halls, kitchen, children's wing foyer, and sanctuary entry)

Monthly

__ Clean window sills and sash

__ Vacuum edge of carpet and behind doors with edge tool (week 2)

__ Replace vacuum bags (more often if needed)

Cleaning is **NEVER** to be done on Sunday.

Additional cleaning days may be necessary for special services, at church request, and compensation will be given.

APPENDIX IV – CRITICAL INCIDENT REPORTING FORM

Report # _____ Incident Reporting Form Date_____

Weather _____ Time _____

□ Injury □ Theft □ Disruption □ Suspicious Activity □ Other _____

Description:

_____

_____

_____

_____

_____

Victim/Witness/Complainant Information (Circle One)

Name/Address/ Phone Number

_____

_____

_____

Victim/Witness/Complainant Information (Circle One)

Name/Address/ Phone Number

_____

_____

_____

Person Reporting

□ Safety □ Minister □ Volunteer □ Other _____

Name_____ Signature_____

Safety Coordinator _____ Law Enforcement Contacted □ Yes □ No

Senior Pastor _____ Date Reviewed _____

APPENDIX V –INCIDENT STATEMENT FORM

Report # _____

Incident Statement Form

Page # ____ of _____

Statement:_____

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Name_____ Address_____

Phone _____ Email _____

Signature _____ Date _____