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**CONSTITUTION AND BYLAWS
FIRST BAPTIST CHURCH
WEDOWEE, ALABAMA, INC.**

PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

ARTICLE I- NAME

This body shall be known as the First Baptist Church of Wedowee, Alabama, Inc.

ARTICLE II-OBJECTIVES

- To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world.
- To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- To experience an increasingly meaningful fellowship with God and fellow believers.
- To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.
- To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

ARTICLE III- STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

ARTICLE IV- STATEMENT ON MARRIAGE, GENDER, SEXUALITY, AND LIFE

This statement of faith is provided to clarify specific beliefs and does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source and basis of all that we believe, as is stated in Article III of the Constitution of First Baptist Church Wedowee.

We believe that God wonderfully and immutably creates each person male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen.1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen2:18-25). We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, First Baptist Church Wedowee, will only recognize marriages between a biological man and a biological woman. Further, the ministers of the Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and the property of First Baptist Church Wedowee shall only host weddings between one man and one woman.

We believe that any form of immorality (including , but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1Cor. 6:9-10).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all innocent human life (Psalm 119:73; Psalm 139; Jer. 1:5).

We believe that in order to preserve the function and integrity of the Church as the local Body of Christ, and to provide a biblical role model to the Church members and the community, it is imperative that all members, all persons employed by the Church in any capacity, or anyone who serves as a volunteer agrees to abide by this State on Marriage, Gender, Sexuality, and Life (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22). Furthermore, all non-members must agree to submit to the Church's application of this statement in its various ministries as a condition for participating in church activities.

ARTICLE V - CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in spirituality; to sustain its worship, ordinances, discipline and doctrines.

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor and the spread of the gospel throughout all nations.

We also engage to maintain family and **private** devotions; to educate our children **in the truth and application of the Bible**; to seek the salvation of our kindred and acquaintances.

To walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior, to secure it without delay.

We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and principles of God's Word.

ARTICLE VI - POLICY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support The Randolph Baptist Association, The Alabama Baptist State Convention and The Southern Baptist Convention.

ARTICLE VII - AMENDMENTS

Changes in the Constitution can be made at any business meeting of the church, provided such amendments have been presented in writing at the previous meeting and copies given to church members. Amendments to the Constitution shall be by three-fourths vote of members of the church present and voting.

BYLAWS FIRST BAPTIST CHURCH INC. OF WEDOWEE, ALABAMA

ARTICLE I- MEMBERSHIP

SECTION 1 - GENERAL

This is an autonomous Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

SECTION 2 - CANDIDACY

Any person may offer himself as a candidate for membership in this church in any of the following ways.

- 1) By profession of faith and for baptism according to the constitution of this church. The Senior Pastor has the final responsibility on the decision for any candidate for baptism.
- 2) By promise of a letter from another Baptist church.
- 3) By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable.
- 4) The church will receive as members those persons who come forward by statement of faith from outside of Baptist churches if the Senior Pastor or the deacons in the absence of a Senior Pastor are satisfied that their conversion, baptismal experience, and basic doctrine of that church are in line with the historical Baptist position.

All candidates shall be presented to the church at any regular worship service. Once the ministerial staff has determined that all requirements for membership have been met, those who have confessed faith in Jesus Christ as personal Savior and participated in believer's baptism and upon agreement by the candidate of the expectations for membership as stated in the constitution, shall be placed on the clerk's report and voted on at next business meeting.

Anyone presenting themselves for candidacy at any time other than a regular church service will be presented to the church by member of the ministerial staff at there next available worship service. Should there be any dissent as to any candidate for membership such dissent shall be referred to the Pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those members present and voting shall be required to elect such candidate to membership at a regular or called meeting.

SECTION 3 - TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

- 1) death
- 2) dismissal to another Baptist church
- 3) exclusion by action of this church
- 4) erasure upon becoming united with a church of another faith or denomination

The deacons are responsible to review the membership role annually and after making a good faith effort to restore fellowship, will bring to the church at a business meeting any recommendations for dismissal of church members.

SECTION 4 - DISCIPLINE

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the ministerial church staff, and deacons are available for counseling and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the church to take action to exclude a member a two-thirds vote of the members present **at a regular or called business meeting** is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by a simple majority vote of the church upon evidence of the excluded person's repentance and reformation.

ARTICLE II- CHURCH OFFICERS

All church officers must be members of the church and shall be elected annually except as otherwise provided. The officers of this church shall be the Pastor, full time church ministerial staff, the deacons, a Clerk, a Treasurer, and Trustees.

SECTION 1 - PASTOR

The Pastor is full time ministerial staff and is responsible for leading the church in functioning as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff in performing their tasks. A major concern of the Pastor of the church is to perform Pastoral responsibilities.

A Pastor, preferably a graduate of a Southern Baptist seminary, 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 one week's public notice shall be given.

A Pastor search committee shall be nominated by the deacons and selected by the church to seek out a suitable Pastor. A recommendation by the Pastor search committee will constitute a nomination. The committee shall bring to the consideration of the church only one man at a time. Election shall be by secret ballot with approval of three-fourths of those present and voting necessary for election of candidate.

The Pastor, thus elected, shall serve until the relationship is terminated by his request or upon the recommendations of the deacons and sustained by a three-fourths majority of church members voting at a meeting called for that purpose. He shall give at least a two week notice at the time of resignation before terminating his responsibilities as Pastor.

The Pastor shall be ex-officio member of all church committees except in matters pertaining to him.

SECTION 2 - CHURCH STAFF

This church shall call or employ ministerial staff members deemed necessary by the church.

SECTION 3 - DEACONS

TERM OF OFFICE

The deacons shall serve on a rotational basis. Each year the term of one-third of the deacons shall expire. An election shall be held to fill the vacancies. After serving a term of three years, a deacon shall be eligible for re-election after a period of one year. In case of death, removal, or incapacity to serve, the deacon body will choose an inactive deacon to fill the vacancy. This person will be presented to the church at a regular business meeting for election. A deacon serving an unexpired term is eligible for re-election to a full three-year term. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he served as a deacon.

SELECTION PROCEDURE

1. A list of deacon qualifications will be posted in the church bulletin for a period of three weeks. A statement in the qualifications list will specifically state that the deacon nominee's wife must agree with her husband serving as a deacon if selected.
2. "Ballot boxes" will be placed in the church for the congregation to deposit their nomination ballot. Up to five individuals may be nominated for consideration as a deacon. Each nomination ballot must be placed in an envelope bearing the printed name and signature of the person making the deacon nomination(s). Ballots received in unsigned envelopes will be considered null/void and given no further consideration. Once the envelopes have been examined and determined to be signed by church members, the envelopes shall be discarded before the nomination ballots are tallied.
3. The Deacon Selection Committee (DSC) will consist of the current Deacon Chairman and Vice Chairman, the Deacons slated to rotate off the Deacon Body that year, and the Pastor.
4. At the end of the three-week nomination solicitation period, the ballots will be collected and an alphabetical list of the nominees generated. Each nominee's threshold qualifications will be determined based on current church records. The DSC will determine a nominee's qualifications based upon First Baptist Church Wedowee's (FBCW) Operations Manual. Non-members and non-qualifying nominees will be removed from further consideration.
5. The Deacon Chairman and Vice Chairman will contact each nominee to determine their willingness to serve as a deacon. Any nominee who is unwilling to serve will be removed from further consideration.
6. The DSC will interview each nominee to determine the candidates' qualifications to serve as a deacon. Further, the DSC shall inform each nominee that the final ballot will consist of the number of deacons required plus 3 candidates. Each nominee will be given the opportunity to continue with or withdraw from further consideration in that year's deacon selection process. After prayerful consideration, the DSC will affirm the selection of the number of deacons required plus 3 as deacon candidates.
7. Each of the selected nominees shall present information to the church body which will serve to introduce themselves and their families to the congregation. Included in this information statement will be details concerning the candidate's salvation experience and explicit reasons for his willingness to serve as a deacon. This information must be approved by the DSC and shall be presented in a manner which will help the church body make an informed vote.
8. These number of required deacons plus 3 candidates will be presented to the church body for a vote by secret ballot. The required number of deacons elected will be affirmed as deacons.
9. A deacon ordination council will be convened for any affirmed deacon who has never been ordained.

INSTALLATION AND ORDINATION

The Chairman of Deacons shall schedule an ordination council meeting and ordination service for any men elected who have not previously been ordained. A week or more time lapse should be scheduled between the Ordination Council meeting and the ordination service.

ORGANIZATION

Prior to the beginning of their tenure, the deacons will organize the Deacon Family Ministry plan so it will continue to function with the start of the church year. The deacons may appoint such committees as may be needed to accomplish the tasks assigned to them. They are empowered to select and enlist additional help from among the membership of the church as may be necessary from time to time to do the work of the church.

SECTION 4 - CLERK

The Clerk shall be chosen by the Nominating Committee and elected by simple majority at a business meeting.

SECTION 5 - TREASURER

The Treasurer shall be chosen by the Nominating Committee and elected annually by a simple majority at a business meeting. The Treasurer may succeed her/himself in office. The Treasurer shall be an ex-officio member of the Stewardship Committee (Article III, Section 5).

SECTION 6 - TRUSTEES

There shall be three (3) Trustees of the church. A minimum of one (1) shall be chosen by the Nominating Committee and elected by simple majority at a business meeting annually to serve for three years. **All trustees must be a member of the church and in good standing for at least 3 years prior to election. A minimum of 2 trustee signatures is required to execute all documents or contracts of the church.**

ARTICLE III - COMMITTEES/TEAMS

GENERAL

All church committee members and committee chairpersons shall be selected by the Nominating Committee and elected by the church unless otherwise indicated in the description below. The committee members shall serve on a three-year rotation system with one-third to be elected each year. **Church committees exist to provide a leadership mechanism for decision making and oversight of administrative functions of the church.**

A. STANDING COMMITTEES/TEAMS

SECTION 1 - NOMINATING COMMITTEE

The Pastor and Chairman of Deacons shall make recommendations to the deacons who shall recommend to the church the names of the people to serve on the Nominating Committee. The Vice-Chairman of the Deacons shall serve as the Chairman of the Nominating Committee. After the Sunday School Director has been elected for the upcoming year, he/she will be a member of the Nominating Committee. **The Nominating Committee will normally consist of 5 members.**

SECTION 2 - PERSONNEL COMMITTEE

The Personnel Committee shall be selected by the Nominating Committee and elected by the church in business session. A deacon shall serve on this committee. **He** shall be nominated by the deacon body from among ordained deacons. No member of an employee's immediate family or an employee of the church may serve on the Personnel Committee and should a violation of this rule be imminent, the Nominating Committee shall present a replacement to the church for election.

The Personnel Committee shall establish job requirements, vacation time and other terms of employment for church employees and in conjunction with the Stewardship committee, set rates of pay. They shall have the responsibility of recommending employment and dismissal of all non-ministerial employees to the church.

This committee is obligated to meet at least annually for the purpose of updating job requirements, rates of pay, etc. All pay rates and other monetary benefits shall be joint recommendations of the Personnel and Stewardship Committee. **The personnel committee will normally consist of 5 members.**

SECTION 3 - PROPERTY AND SPACE COMMITTEE

The Property and Space Committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending employment or termination of maintenance personnel to the Personnel Committee, and assigning responsibility to appropriate personnel for supervision. **This committee** is encouraged to consult the custodian(s) to determine the property and space needs of the church. **A deacon will serve on this committee and shall be nominated by the deacon body from among ordained deacons.** This committee is selected by the Nominating Committee **and will normally consists of 5 members. This committee will meet as required in order to accomplish their task and document their decisions as required.**

SECTION 4 - MISSIONS COMMITTEE

The Missions Committee exists to encourage a culture of missions and facilitate the mission projects of the church. These projects include local, national and international mission trips. This committee will also bring recommendations to the church as needed to facilitate these mission projects. The mission committee should consist of Brotherhood Director, WMU director, a deacon rep that shall be nominated by the deacon body from among ordained deacons, and at least 2 at large members. The Nominating Committee shall select the at large members.

SECTION 5 - STEWARDSHIP COMMITTEE

The Stewardship Committee is responsible for **stewarding** the financial **resources** of the church. They are also responsible for preparing the **annual** church budget and submitting the budget to the church for approval. This committee is responsible **for ensuring accountability in all financial transactions** and for keeping the church informed of its financial condition. The Treasurer and the Building Fund Treasurer are ex-officio members. **There shall be 3 at large members, a chairman and the Chairman of Deacons or a deacon representative nominated by the body from among the ordained deacons.** This committee shall be responsible for oversight and selection of the counting committee in coordination with the deacon body and the **senior church administrator**. This committee is selected by the Nominating Committee.

SECTION 6 - WEEKIDS ADVISORY COMMITTEE

The WeeKids Advisory Committee is responsible for hiring the Director for the WeeKids Childcare Ministry and serving in a supervisory capacity for this ministry. **This committee shall consist of at least 5 members and a deacon representative from among the ordained deacons all appointed by the deacon body.**

SECTION 7 - PASTORAL LEADERSHIP ADVISORY COMMITTEE

The Pastoral Leadership Advisory Committee is an advisory committee. Its purpose is to work with the pastor to accomplish the overall mission of the church as needed. It will make recommendations to the deacons and other committees as appropriate and ultimately to the church on how to coordinate all ministries in order to accomplish its mission. The committee consists of 9 members as listed:

Senior Pastor
Chairman of the Deacons
Nominating Committee Chairman
Personnel Committee Chairman
Property and Space Committee Chairman
Missions Committee Chairman
Stewardship Committee Chairman
WeeKids Advisory Committee Chairman
Safety and Security Team Chairman

B. MINISTRY TEAMS

Ministry teams exist to facilitate the various ministries of the church. These teams are formed and/or dissolved on an as needed basis. Membership in the teams is managed by the teams themselves. Unless otherwise stated, team leaders will be selected by the Nominating Committee. Unless otherwise indicated each team is responsible for creating and maintaining their own policies & procedures for their ministry area.

SECTION 1 -SAFETY AND SECURITY TEAM

The Safety and Security Team is responsible for ensuring the safety and security of church member and property.

1. The Safety and Security Team shall be a ministry of faith responsible for ensuring the safety and security of the church, its members, and property associated with First Baptist Church Wedowee.
2. The Security Team shall be of sufficient numbers to provide security for First Baptist Church of Wedowee.
3. All Security Team members shall be members of First Baptist Church Wedowee.
4. Security Team members will apply by application, be initially approved and vetted (to include a background check) by the Security Team only.
5. After initial approval and vetting by the Security Team the proposed team member(s) will be referred to the nominating committee for final approval.
6. All documents, details, training and team member data of any nature or type shall be held in strict confidence by the Security Team itself.
7. All team members will serve a three-year term and be available for reappointment.
8. No list of the Security Team members' names or other pertinent information shall be published or otherwise made available to anyone not specifically authorized by the Security Team at a quorum meeting by a majority vote. The Nominating Committee will not publish any documents or lists containing the names of the approved Security Team members apart from the Deacon Representative and Chairman of the committee.
9. Only the Security Team, Pastor and Associate Pastor shall know the details of any church security plans.

SECTION 2 - NURSERY TEAM

The Nursery team is to coordinate the church's nursery activities and to help nursery parents and teachers to work together. This team will also coordinate with the church staff to ensure that policy and procedures are in compliance.

SECTION 3 - BENEVOLENCE TEAM

The Benevolence Team is to perform acts of benevolence to persons in need in the name of Christ and His church. This team is appointed by the deacon body.

SECTION 4 - FOOD EVENTS TEAM

The Food Events Team is responsible for the providing of food at various church events and for formulating policies for use of the kitchen and for communicating those policies to the church members. The team will offer help and support by providing food and nourishment to families when there has been a death.

SECTION 5 - SENIOR ADULT MINISTRY TEAM

The responsibility of this team is to organize our ministry to senior adults and to plan special outing and events for them. Any officers needed will be voted on by the team.

SECTION 6 --CHILDREN'S AND PRE-SCHOOL'S ACTIVITY TEAM

The Children and Pre-School's activity team will be responsible for working with the ministerial staff to plan and carry out the children's activities of the church. The leaders of Children Wednesday night activities, children choir directors ,VBS directors, Children's Church leaders and Sunday school teachers should be members of this team.

SECTION 7 - YOUTH STEERING TEAM

The Youth Steering Team will be responsible for working with the ministerial staff to plan and carry out the youth activities of the church. Members shall include, but not be limited to, all youth teachers of Sunday and Wednesday classes.

SECTION 8 - TRANSPORTATION TEAM

The Transportation Team is to carry out the bus/van ministry of our church. They are responsible for the upkeep of the bus/van and for establishing policies concerning its use.

SECTION 9 - USHER/GREETER TEAM

The Usher/Greeter team leader is appointed by the deacons and he will then contact fellow church members to serve as ushers and greeters. Duties of the ushers/greeters are to greet people, provide assistance with seating during worship, provide bulletins and or other materials at the time of seatings, collect the church offering at the appropriate time and be attentive to the needs of the congregation and Pastor during the services. The number of ushers will be determined by the church needs.

SECTION 10 - CHURCH DECORATING TEAM

The Church Decorating Team is responsible for all seasonal decorations within the church as well as working with the Property and Space Committee for general decor. The Property and Space Committee chair shall be a member of this team.

SECTION 11 - LEGACY/RESOURCE TEAM

The Legacy/Resource team is responsible to preserve the appropriate historical records of the church to help members understand and appreciate our heritage and mission. The team is to assure books and other materials are appropriate to the mission of the church. They are to provide a system to receive, review and utilize library holdings; and encourage members to utilize and enjoy the benefits of the library.

SECTION 12 - MEDIA /SOUND TEAM

The Media/Sound Team is responsible for working with the ministerial staff concerning audio/visual and media needs of the church and when necessary, making recommendations to the church for the purchase of audio/visual equipment.

SECTION 13 - WEDNESDAY NIGHT SUPPER COLLECTION TEAM

This team is responsible for collecting money for Wednesday night suppers and depositing it in the church safe.

C. SPECIAL COMMITTEES

From time to time, on an as needed basis, the church may create special temporary committees and assigned a specific purpose.

ARTICLE IV - CHURCH PROGRAM ORGANIZATIONS

SECTION 1 - GENERAL

All organizations of the church shall be under church control, all organizational officers shall be elected by the church and report regularly to the church. It is to be understood that the Pastor is an ex-officio officer of all organizations named, and his leadership is to be recognized in them. The publications that are recommended, but not required, to be used in all instructional programs are of Southern Baptist origins.

SECTION 2 - SUNDAY SCHOOL

There will be a Sunday School divided into departments and classes for all ages. The purpose of Sunday School is to facilitate biblical fellowship centered around the teaching and application of the Bible. The Sunday School is to be under the leadership of the Sunday School Director, who shall be selected by the Nominating Committee. The Sunday School Director should be responsible for maintaining active fellowship with one another, pursuing members who become inactive, and assimilating new members into the Sunday school classes.

The tasks of the Sunday School shall be to teach the Biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn and minister daily; provide and interpret information regarding the work of the church and the denomination. Teachers should be a member of the church for at least six (6) months if transferring from another Southern Baptist Church. If transferring from another denomination, teachers and substitute teachers should be church members for at least one (1) year prior to being considered for a teaching position unless explicitly approved by the pastor. All Sunday school teachers will willingly and enthusiastically submit to the doctrinal authority of the pastor and the church.

SECTION 3 - OUTREACH/EVANGELISM

The pastor, pastoral staff, and lay leadership of the church shall faithfully and regularly emphasize, motivate, and equip church members regarding the importance of and need for the proclamation of the gospel through outreach programs and personal evangelism. The church will organize as necessary from time to time in order to plan and execute certain outreach events and/or programs all with an expressed purpose of facilitating gospel engagement through preaching, teaching, and/or personal conversations. Some examples include Vacation Bible School; the community Faith, Family and Fireworks; Christmas parade hot chocolate; etc.

SECTION 4 - DISCIPLESHIP

The task of discipleship shall be to provide for the spiritual development of all believers as they are being transformed into the image of Christ. Discipleship takes place through a combinations of intentional individual relationships and corporate programs, worship services, and ministries. The teaching component of discipleship should include Bible study and general Bible knowledge, systematic theology, Christian history, Christian ethics, and church policy and organization; to give orientation to new church members, and to train all church members to worship, witness, learn and minister daily. Men's and women's ministries are to be focused avenues of discipleship in accordance with the biblical model of older (more spiritually mature) men discipling younger men and older (more spiritually mature) women discipling younger women. The discipleship program of FBC Wedowee will also include a focus on leadership development for all ages of ministry.

SECTION 5 - WOMEN'S MISSIONARY UNION

There shall be a Women's Missionary Union (WMU) and such officers and forms of organization as needed. The tasks of the Women's Missionary Union shall be to teach and support missions; to provide organization and leadership for special mission projects of the church; to provide and interpret information regarding the work of the church and the denomination. The WMU Leader shall be selected by the Nominating Committee.

SECTION 6 - BROTHERHOOD

There shall be a Brotherhood organization and such officers and forms of organization as needed. The tasks are to teach missions; to lead all men, young men, and boys, to participate in mission activities; to provide organization and leadership for special projects of the church; to provide and interpret information regarding the work of the church and the denomination; The Brotherhood Leader shall be selected by the Nominating Committee.

ARTICLE V - CHURCH ORDINANCES

SECTION 1 - BAPTISM

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ the Lord, **as verified by a member of the ministerial staff**. The Deacon body shall select two (2) deacons each year for service and assistance to the ministerial staff during baptismal services.

1. Baptism shall be by immersion in water.
2. The Pastor, or whomever the church shall authorize, shall administer the baptism.
3. The deacons **and deacon's wives** shall assist in the preparation for, and the observance of, baptism.
4. Baptism shall be administered as an act of worship service of the church.
5. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or the deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

SECTION 2 - THE LORD'S SUPPER

The church **should** observe the Lord's Supper **at least quarterly and should be scheduled in accordance with the pastor's preaching plans and leadership of the church**. The Pastor and Deacons shall administer the Lord's supper, the Deacons being responsible for the physical preparations. The Deacon body shall select two (2) deacons each year to oversee the preparations required for each Lord's Supper observation.

ARTICLE VI - CHURCH COUNCIL

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations. The primary functions of the Church Council shall be to **coordinate all church activities to accomplish the church's objectives and goals**; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the Pastor, other ministerial staff members, directors of church program organizations (Sunday School, Outreach/ Evangelism, WMU, and Brotherhood), Deacon Chairman, Treasurer, Senior Church Administrator and Church Clerk. All matters agreed upon by the Council which call for action not already approved shall be referred to the church for approval or disapproval as appropriate.

The Church Council shall meet as needed but will be expected to meet at least twice a year.

ARTICLE VII - CHURCH MEETINGS

SECTION 1 - WORSHIP SERVICES

The church shall meet each Sunday morning (one or two services as decided in church business meeting), Sunday evening and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services. The Pastor shall direct the services for all the church members and for all others who may choose to attend. He is responsible for having the final decision on any aspect of any corporate worship service. In the event of his absence, The Pastor will obtain a pulpit supply. Ministerial staff should be considered.

SECTION 2 - SPECIAL SERVICES

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

SECTION 3 - REGULAR BUSINESS MEETING

The church shall hold regular business meetings with the frequency, time and place as determined in a church business meeting. The regular business meeting will include a review of the monthly financial statement as based on the church budget. The moderator will be appointed by the Nominating Committee.

Organizational leaders and committee chairpersons will make reports as required by the church. All business matters may be approved at regular business meetings provided proper notice is given.

The church may conduct called business meetings to consider matters of special nature and significance when time is of the essence. At least a one-week notice shall be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, date, time, and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting. Only business pertaining to the stated subject of the called meeting may be discussed at such meeting.

SECTION 4 - QUORUM

A quorum shall consist of at least twenty-five (25) members who attend the business meeting, provided it is a stated meeting or one which has been properly called.

SECTION 5 - PARLIAMENTARY RULES

Robert's Rules of Order, revised is adopted as the authority for parliamentary rules or procedure for all business meetings of the church, the deacons, and the committees. **The purpose of parliamentary rules is to facilitate the exchange of information and the open discussion of ideas in order to arrive at a more unified consensus of decision. Parliamentary rules themselves are not to be used as a tool to hinder or circumvent the intended open dialogue and healthy decision making process.**

SECTION 6 - ABSENTEE VOTING

Absentee voting will only be allowed for ministerial staff decisions, deacon selection, and matters of discipline. Members that are unable to attend the scheduled vote will have the opportunity to vote at the church office, in person. Members that are hospitalized, shut in, or in nursing/assisted living facilities will have the option to request their family deacon to bring a ballot to their location.

Absentee voting will be available for one week prior to the scheduled voting date .(See **absentee voting procedure in Policy and Procedure Section**)

ARTICLE VIII. - CHURCH FINANCES

SECTION 1 - BUDGET

The Stewardship Committee shall prepare and submit to the church for approval, an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes **can** be provided for the members' use **when requested**. It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

SECTION 2 - ACCOUNTING PROCEDURES

All funds received for any purposes shall **be accounted for by** the **Senior Church Administrator** and Counting Committee to be properly recorded on the books of the church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee. **This Stewardship Committee shall be responsible for oversight and selection of the counting committee in coordination with the deacon body and the Senior Church Administrator.**

SECTION 3 - FISCAL YEAR

The church fiscal year shall run concurrently with the church year which begins on September 1 and ends on August 31.

SECTION 4 - NON-BUDGETED EXPENDITURES

The Stewardship Committee may, at the request and recommendation of any committee or ministry team, authorize one-time spending expenditures not to exceed \$12,000.00 for expenses not accounted for in the normal budgetary process. The purpose of this allowance is not to circumvent the budget but rather to provide for necessary and unforeseen church expenses to be handled in a timely manner.

ARTICLE IX. CHURCH OPERATIONS MANUAL

The deacons and church council shall develop a church operation manual to include church policies and procedures and organizational charts depicting lines of responsibility in the administration of the church. The manual shall be kept in the church office and made available for use there by any member of the church. The **Senior Church Administrator** shall maintain the manual. The church council or a special committee shall review the manual every five (5) years, with authority to recommend changes to the church for consideration. Any church member or church organization may initiate suggested changes in the manual at any time.

SECTION 1 - CHURCH POLICIES

A church policy is considered as a plan or course of action for the church. Addition, revision or deletion of church policies require: (1) the recommendation of the special review committee, the church office or organization whose areas of assignment the policy relates, (2) discussion by the deacons, and (3) approval of the church.

SECTION 2 - CHURCH PROCEDURES

A Church procedure is a guideline to accomplish a Church policy. Procedures may be added, revised or deleted by : (1) recommendation of the special review committee, church officer or organization to whose areas of assignment the procedures relate, (2) approval by the deacons, and (3) approval of the church if the deacons deem it necessary.

SECTION 3 - COMPLIANCE

The purpose of a thoughtful set of agreed upon policies and procedures is to provide for the orderly function and administration of the church body in accordance with biblical principles as it strives to accomplish the mission of the church in unity. These policies and procedures should be followed to the maximum extent practical. However, we also recognize that events happen and circumstances develop that are outside of what would be considered normal.

Furthermore, we acknowledge the impossibility of foreseeing and planning for every possible situation. Therefore, acknowledging the Bible as our ultimate authority, these policies and procedures should not prevent the pastoral staff and church leaders from doing what is right in accordance with the Bible and the situation.

ARTICLE X. AMENDMENTS

Changes in the By-Laws can be made at any business meeting of the church, provided such amendments have been presented in writing at the previous meeting and copies given to church members. Amendments to the By-Laws shall be by three-fourths vote of members of the church present and voting. Amendments to the Policies and Procedures shall have a concurrence of a majority of the members present and voting.

POLICIES & PROCEDURES FIRST BAPTIST CHURCH OF WEDOWEE, ALABAMA, INC.

PERSONNEL POLICIES

I. CHURCH STAFF EMPLOYMENT POLICIES

A. Relationship

The church staff is employed to serve the church as it grows towards greater faithfulness, effectiveness, and efficiency in fulfilling its mission. The staff serves through the church's officers, Deacons, program organizations, and support committees and does not act independently from these.

B. Supervision

1. The Pastor is ultimately responsible for supervising the church staff. The Pastor may delegate some intermediate supervision.
2. The staff is to keep the Pastor informed about all aspects of their work. The Pastor may advise, modify, coordinate, add, delete any part of the staff's work to ensure the optimum effectiveness of implementing the church's mission.
3. The Pastor's supervision includes personal development of the staff employees. The Pastor will counsel with staff to help them develop their gifts and skills and to nurture their personal self-esteem.
4. The Personnel Committee oversees the staff to ensure harmony and evaluate staff performance.

C. Staff Employment

1. General requirement - all ministerial staff shall be members of First Baptist Church of Wedowee.
2. General qualifications for ministerial staff:
 - a) Must be a person with a sense of call to pastoral ministry
 - b) Must be a person with deep Christian commitment.
 - c) Must possess sufficient formal training to qualify them to perform

the responsibilities of the job description.

- d) Must hold strong affirmative convictions concerning Baptist doctrine and policy
- e). Must have had sufficient training and experience in management and administration to enable them to plan, establish, coordinate, conduct, and evaluate the church's work.

3. Pastor

- a) He shall be employed according to the provision of the By-Laws, Article II, Section 1.

4. Other ministerial staff

- a) He shall be employed by the church in business session.
- b) A search committee appropriate to the position shall be nominated by the Deacon body and approved by the church in business session.
- c) The candidate shall be recommended by the search committee in consultation with the pastor.

5. Administrative staff

- a) She/He shall be employed by the church in business session.
- b) The Personnel Committee shall recommend the person after consultation with the Pastor.

6. **Additional Contracted Support**

The Church may from time to time on an as needed basis employ the services of various independent contractors to support the work and mission of the church.

- 7. Employment of family members - As a general principle, only one member per family should be employed by the church to work on the staff, either part-time or full,-time.

D. Staff Termination

1. Probationary period

- a) All non-ministerial staff are subject to a probationary period of ninety (90) days to evaluate:
 - 1) Their ability to perform **job duties as measured by a performance improvement plan based on the job description.**
 - 2) Their compatibility with the other staff persons and church leaders.
- b) Prior to the end of the probationary period, decision to continue or end employment will be made **by the Pastor after consultation with the chairman of the Personnel Committee**

2. Termination at the employer's initiative

- a) The employee will submit a written notice to the Pastor at least two weeks prior to leaving. The pastor will notify the appropriate committee.
- b) The notice should clearly state the reason for leaving and the date of termination.

3. Termination of employment by the church

- a) Termination of an employee would occur only after every reasonable effort has been made to encourage the employees to achieve an acceptable standard of performance through counseling, close supervision, and personal improvement opportunities.
- b) Reasons for termination
 - 1) Continual demonstration of incompetence and inability to handle the job.
 - 2) Disruptive influence on work processes, unresolved interpersonal or public relations.
 - 3) Conduct inconsistent with Christian behavior or church objectives.

- 4) Habitual violation of policy or procedure
- 5) Unwillingness to improve personal skills and/or lack of a desire to accomplish tasks.

4. Termination procedures

- a) The Pastor shall initiate termination in consultation with the Personnel Committee. **If a pastor is not employed by the church, the chairman of deacons shall initiate termination procedures in consultation with the Personnel Committee.**
- b) The Personnel Committee will conduct a hearing to receive all evidence from all involved persons. They will make their opinion and inform the Pastor in writing. If the Pastor decides to terminate the staff person:
 - 1) Ministerial staff - The Pastor makes the decision. Any appeal is heard by the church in regular business session.
 - 2) Administrative staff - The Pastor makes the decision. Any appeal is heard by the Personnel Committee.
 - 3) Support staff - The Pastor makes the decision after consulting with the committee involved. Any appeal is heard by the Personnel Committee.
- c) In the event termination of the Pastor seems needed for the good of the church, procedure shall be according to Article II, Section 1, Paragraph 4 of the Constitution and By-Laws of this church.
- d) Exception - In the case of gross misconduct such as theft, destruction of Property, public wrongdoing, refusal to perform duties, the Pastor can immediately terminate a staff person's employment. In case of the Pastor or ministerial staff person, a special meeting of the church in business sessions will be held to make the final decision. In the case of an administrative staff person, the Personnel Committee will make the final decision. In the case of a support staff employee, the committee concerned will make the final decision. In all cases, the Personnel Committee will immediately take action to review the case.

II. STAFF LEAVE

- A. The specific arrangements for leave will be made by the Personnel Committee
- B. The Personnel Committee will adhere to the Family and Medical Leave Act (FMLA) as required.
- C. Holiday leave
 - 1. The following holidays will be observed: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
 - 2. Holidays which fall on a Friday or Saturday will be observed on the prior Thursday. Holidays which fall on a Sunday will be observed on the following Monday.
 - 3. Additional holiday leave may be granted by the Pastor in coordination with the Personnel Committee and Deacons based on the calendar and church schedule of events.
- D. Sick leave
 - 1. To be used during the sickness of full-time employees or the sickness and/or death of immediate family.
 - 2. Sick leave is accrued from the month of employment, beginning with five days, and adding one day each month of employment to a maximum of thirty days.
 - 3. When sick leave is depleted, annual vacation time must be used.
 - 4. Upon termination of employment, no monetary reimbursement is given for unused sick leave.
- E. Pregnancy/ adoption leave
 - 1. For full-time salaried staff.
 - 2. Male employees may take two weeks of paid leave within 12 months following birth or adoption of a child.
 - 3. Female employees may take eight weeks of paid leave following birth or adoption of a child
 - 4. If more time is needed, the employee must use sick leave and/or vacation

time. The Personnel Committee shall determine the appropriate action for an extended absence.

5. Time taken more than accrued annual leave must be taken without pay.

F. Vacation

1. Ministerial staff - two weeks the first five years; three weeks for years six through ten; and four weeks for years after ten. For new ministerial staff, the Personnel Committee will determine the number of weeks of annual leave based on previous work experience, age, and educational attainment.
2. Administrative staff - two weeks for the first five years of employment, and three weeks thereafter.
3. The Pastor shall coordinate schedules for vacations and will try to accommodate the employee's wishes.
4. No monetary reimbursement is given for unused vacation.
5. Vacation time must be used during the year earned and may not be carried over.

G. Study leave **and Sabbaticals**

A one-week paid study leave annually for full-time ministerial staff is a benefit after the completion of one year of work. **Additional leave may be negotiated and approved by the Personnel Committee.** Plans for study leave must be **coordinated with** the Deacons.

H. Jury-Duty leave

The staff person will be allowed time off to fulfill this civic responsibility. If dismissed early from jury duty, the staff person should return to the church and their duties. Receiving jury pay does not affect the staff person's salary.

I. Conference/Convention leave

Ministerial staff are encouraged to participate in conferences, workshops, and seminary which benefit the church, which support Baptist causes, and enhance their professional development. They should periodically attend the conventions of the Alabama Baptist Convention and the Southern Baptist Convention. Such leave must be **coordinated with** the Deacons.

J. Revival leave

The ministerial staff may conduct revivals as requested, as work schedules permit, and as **coordinated with** the Deacons. The ministerial staff may leave the church field up to two weeks each year to conduct revivals.

K. Military leave

The Personnel Committee will handle this matter on a case-by-case basis in consultation with the Deacons.

I. Personal leave

All staff persons may leave for brief periods of time (less than two hours) for such things as doctor appointments, funeral services, voting, hospital visits, school meeting, etc.; providing it does not interfere with necessary work. If a longer times needed, then at least one-half day of vacation must be taken. **The need for short reoccurring absences will be reviewed and approved by the Personnel Committee.**

III. STAFF BENEFITS

A. Staff support

1. Retirement - The full-time ministerial staff will receive a retirement program with the Southern Baptist Convention Annuity Board in the amount of fifteen percent based on his salary.
2. Social Security
 - a) Ministerial staff are considered self-employed and must pay their own Social Security contributions.
 - b) Administrative staff shall pay their share through payroll deductions and the church will make appropriate matching contributions.
3. Hospitalization - Full-time **ministerial** members will receive a hospital insurance benefit, unless covered by their spouse's plan as developed by the Personnel Committee.

B. Staff considerations (subject to church finances)

1. Christmas bonus - The staff may receive a Christmas bonus each year as determined by the Stewardship Committee.

2. Salary adjustments - The Personnel Committee will consider increases to staff salaries (and communicate any recommendation) to the Stewardship Committee for consideration in the budget.
3. Auto expenses - the ministerial staff will receive reimbursements for automobile expenses based on Internal Revenue Service allowances.
4. Moving expenses - the church shall pay all reasonable costs for moving the household goods of full-time ministerial staff to Wedowee. The church shall reimburse the staff person to drive one car, family accommodations while in route , and to store household goods, if necessary, not to exceed sixty days.

IV. CHURCH OFFICE POLICIES

- A. Office hours **are set as necessary by the Pastor in coordination with the Deacons and the Personnel Committee.**
- B. Office closed - on certain holidays as authorized by the Operations Manual
- C. Work week - Full-time Ministerial Staff are expected to work a minimum of forty hours per week in keeping with his assignments. A portion of his time should be spent in regular office hours. Because the Pastor is on call seven days per week, his daily working hours are flexible.
- D. Mailing lists - No mailing lists of church members, pastor/staff, program directors and committees or the Church Directory and/or Blue Book will be released without the approval of the Pastor and Deacons.
- E. Scheduling work through the church office
 1. All work requests will be submitted to and scheduled by the **Senior Church Administrator** or Pastor
 2. Requests must be submitted in written forms, such as letters, reports, news articles, brochures, agendas, minutes, etc.
 3. The Pastor will negotiate work priorities if it becomes necessary.

V. STAFF JOB DESCRIPTIONS

Following pages

Title: Pastor
Classification: Full-time ministerial staff
Recruited by: Pastor Search Committee
Employed by: Church in specially called Business Session
Supervised by: Church as it directs through its Business Session
Principal function: The Pastor is responsible for providing spiritual leadership for the church through exercising the biblical functions of preaching/teaching and pastoring in order to equip church members to build the church body and fulfill the Great Commission (Matthew 28, Ephesians 4)

Responsibilities:

1. He is the spiritual leader and overseer of the congregation.
2. Provide administrative leadership for the total church program.
3. Serve as chairman of the Church Council
4. Proclaim the gospel and lead the church in proclaiming the gospel to the church and community
5. Lead the staff and the church in a caring ministry for persons in the church and the community.
6. Lead or delegate the leadership of the congregational service. Plan, coordinate and evaluate the congregational services.
7. Preach at all worship services which include preaching or arrange for someone else to perform this function.
8. Recommend and advise on the selection of all staff members and in determining their duties.
9. Give supervision to other members of the church staff as set forth in the church operational manual.
10. Plan for and provide leadership in observance of church ordinances.
11. Conduct funeral services and wedding ceremonies as he is able, sharing and delegating to others on the staff responsibilities in these areas.
12. Counsel with and assist in training Deacons for their responsibilities.
13. A portion of his time should be spent in regular office hours, unless prevented by emergency.

Title: Next Gen Pastor
Classification: Full-time ministerial staff, permanent, exempt
Recruited by: Search committee working with the Senior Pastor to recommend to the church
Employed by: Church in Business Session
Organization Chart: The Next Gen Pastor is responsible to the congregation, works with ministry leaders to include the Youth and Children Steering Teams, and is supervised and assessed by the Senior Pastor

Principal function: The Next Gen Pastor will provide overall leadership of all age-graded ministries from birth to young adult with direct leadership of Middle School and High School ministries and coordination and supervision of the other ministries in order to reach families and connect them with FBC Wedowee.

Qualifications/Character: The Next Gen Pastor must have character that is beyond reproach as is evidenced in his personal life and family. He must have competencies in teaching the Word of God to young people and leading and administering the ministry. He must have a good working knowledge of relevant contemporary issues affecting students. He must have the respect of and good rapport with parents. He must affirm the Baptist Faith and Message 2000 and all FBC Wedowee statements of faith.

Responsibilities:

1. Lead the Ministry in accordance with FBC Wedowee church mission, values, and vision.
2. Be intentional in leading children and students to grow in their faith by specifically developing and living out a biblical Christian worldview.
3. Be supportive of parents as they seek to raise their children and/or students to be devoted followers of Jesus.
 - a. Be available to parents regularly and as needed
 - b. Provide resources and/or recommendations for resources to parents
4. Provide for an evangelistic ministry through
 - a. Training students in evangelism
 - b. Regular sharing of the gospel with lost students both personally and corporately
 - c. Encouraging students to share the gospel with lost acquaintances
 - d. Hosting intentional outreach events

5. Be familiar with all relevant church policies and procedures as well as the church calendar in order to plan and coordinate student events that
 - a. Provide for the safest environment for spiritual development through minimizing risk and maximizing opportunities for student engagement
 - b. Maximize the stewardship of church resources through established processes
 - c. Coordinate within the overall plan of church ministries
6. Establish, maintain and comply with policies and procedures for the various ministries that support the effective and safe operation of the ministries.
7. Steward resources well by
 - a. Maintaining spaces, fixtures, equipment, etc. in a proper state of use
 - b. Managing the expenditures of the ministry within approved and allocated funding sources to include the budget and designated funds
 - c. Working with the Senior Pastor, Steering Teams, and Stewardship Committee to identify shortfalls and/or future needs of the ministry
8. Provide for the regular weekly activities of the student ministry such as Sunday School, Wednesday evening youth, etc.
9. Plan, coordinate, and execute special events as needed.
10. Recruit, equip, and provide guidance and supervision to all ministry leaders and volunteers.
11. Work with the leaders of other FBC Wedowee church ministries and SBC churches and organizations to coordinate and facilitate ministries that are mutually supportive of one another.
12. Be available as necessary to meet with the Pastor, church staff, Church Council, and Steering Teams, and attend other meetings as required.
13. Be available to support the Senior Pastor through both pastoral ministry and preaching in his absence.
14. Perform other duties as assigned by the Senior Pastor.

Title: Minister of Music
Classification: Part time ministerial staff
Recruited by: Search Committee will recommend to the Church
Employed by: Church in Business Session
Supervised by: Pastor
Principal function: The Minister of Music is responsible for the overall music programs of the church.

Responsibilities:

1. Plan and coordinate music and other elements of worship for all church services under the leadership of the Pastor.
2. Plan special worship services under the leadership of the Pastor, i.e., Christmas, Easter, special events.
3. Work with other church leadership in determining music ministry goals, organizations and special programs.
4. Supervise the choir and rehearsals.
5. Be available for funerals if possible.
6. Promote attendance and growth of all music groups.
7. Be involved in the overall ministries of the church.
8. Assist the Nominating Committee in recruiting volunteers as needed.
9. Select and supervise all musicians as needed.
10. Prepare the annual budget request for the music/worship area with necessary itemization.
11. Supervise the care of investments such as robes, music, musical instruments, etc. that are the property of the church.
12. Assist in Vacation Bible School if available.
13. Prepare musical material for the bulletin.
14. Be responsible for finding his own replacement during absences.
15. Attend Staff meetings and Church Council if possible.
16. Attend all worship services
17. The work week shall be 30 hours.

Title: **Senior Church Administrator**
Classification: Part-time Administrative Staff
Recruited by: Personnel Committee
Employed by: Church in Business Session
Supervised by: Pastor
Principal function: To provide secretarial services in the promotion of church activities and to maintain members' contribution records.

Responsibilities:

1. Design and reproduce materials such as Sunday bulletins, newsletters, monthly calendars, prayer lists, special bulletins, bulletin inserts, flyers, etc.
2. Prepare and mail all routine correspondence and correspondence which may be required at the pastor's request.
3. Operate all office machines and be responsible for their routine maintenance.
4. Pick up and distribute church mail in a timely manner.
5. Answer the phone and greet all who come into the office during work hours.
6. Compile and maintain current records for the Blue Book directory.
7. Count and deposit Sunday offerings, special offerings, and other monies in cooperation with the counting committee.
8. Prepare and mail annual contributions statements to members by January 31.
9. Order kitchen janitorial and office supplies and specialty orders as needed.
10. Maintain church website and social media accounts.
11. Attend church council meetings quarterly.
12. **Facilitate church communication as needed.**
13. Maintain list of church workers with completed background checks.
14. Accomplish other reasonable duties as assigned by the pastor.
15. The work week shall be 30 hours.

Title: Church Custodian
Classification: Part-time support staff
Recruited by: Personnel Committee
Employed by: Church in Business Session
Supervised by: **Property and Space Committee**
Principal function: To keep the church building clean

Responsibilities:

1. Empty trash cans into the outside dumpster for garbage collection.
2. Clean floors of church building and pick up litter.
3. Dust furniture, counter-tops and other collection points.
4. Sweep walks and pick up outside litter.
5. Wash windows at least twice each year.
6. Clean and deodorize restrooms weekly.
7. Clean baptistry after each use.
8. Replace burned out light bulbs and tubes.
9. Report needed maintenance items to Property and Space Committee.
10. Perform other reasonable duties as assigned by Pastor.
11. The work week shall be **up to** 30 hours.

Title: Building Maintenance Manager
Classification: Part-time Support Staff
Recruited by: Personnel Committee
Employed by: Church in Business Sessions
Supervised by: Property and Space Committee
Principal function: To clean and maintain church facilities

Responsibilities:

1. Empty trash cans into outside dumpster for garbage collection.
2. Clean floors of church building and pick up litter.
3. Dust furniture, countertops, and other collection points.
4. Sweep walkways and pick up outside litter.
5. Wash windows at least twice each year.
6. Clean and deodorize restrooms weekly.
7. Clean baptistry after each use.
8. Replace burned out lightbulbs and tubes.
9. Report needed maintenance items to Property and Space Committee.
10. Coordinate with outside contractors and vendors in regards to quotes and bids for work.
11. Address electrical, plumbing, HVAC, and carpentry concerns within church buildings as required.
12. Perform other reasonable duties as assigned.
13. The work week shall be up to 30 hours.

Title: Church Clerk
Classification: Volunteer
Appointment: Church in Business Session
Principal function: The elected clerk of the church shall keep in a suitable book a record of all the actions of the church, except as otherwise herein provided.

Responsibilities:

1. Keep a register of the names of members, with dates of admission, dismissal, or death together with a record of baptisms.
2. Issue letters of dismissal voted on by the church, preserve on file all communications and written official reports and gives legal notice of all meetings where such notice is necessary.
3. The church may delegate some of the clerical responsibilities to **the Senior Church Administrator**
4. All church records are church property and shall be filed in the church office.
5. Record and communicate appropriate actions of the Church Council to the **Senior Church Administrator** for placement on the church calendar.
6. Prepare and submit the annual church letter.

Title: Treasurer
Classification: Volunteer
Appointment: Church in Business Session
Principal function: Maintain Financial Records of the Church and provide reports as needed

Responsibilities:

1. Disburse all funds for local expenses, missions, and benevolence.
2. Maintain records of monies belonging to this church, and shall, without special vote, pay out of church funds available for the purpose, all salaries, fixed charges, interest, utility bills, appropriations, and any other items authorized by the annual budget of the church.
3. Shall be authorized by the chairman of each committee to disburse funds allocated to that committee.
4. Shall not pay any bill, claim or request not authorized by the annual budget except by the direction of the church acting in business session.
5. Shall give a record of all receipts and disbursements of the financial condition of the church at each regular business meeting of the church.
6. Shall make a report to the Deacons on the financial condition of the church when requested by the Pastor or the Chairman of the Deacons.

Title: Building Fund Treasurer
Classification: Volunteer
Appointment: Church in Business Session
Principal function: Maintain Financial Records of the Church Building Fund
& provide reports as needed.

Responsibilities:

1. Disburse all funds for local expenses pertaining to church building projects.
2. Shall not pay any bill, claim or request except by the direction of the church acting in business session.
3. Shall give a record of all receipts and disbursements of the church building fund at each regular business meeting of the church.
4. Shall make a report to the Deacons on the financial condition of the church building fund when requested by the Pastor or the Chairman of the Deacons.

Title: Trustee
Classification: Volunteer
Appointment: Church in Business Session
Principal function: Hold in trust the property of the church.

Responsibilities:

1. Shall have no power to buy, sell, mortgage, lease or transfer any property without Vote of the church authorizing each action.
2. Shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging or purchase or rental of property or other legal documents where the signatures of trustees are required.

Title: Deacon
Classification: Volunteer
Appointment: Elected by membership
Principal function: In keeping with the meaning of the word and practice of the New Testament, Deacons are to be servants of the church.

Qualifications:

1. The following scriptures speak of the spiritual qualifications for Deacons:
Acts 6:3-8 ; 1 Timothy 3:8-13
2. One who has been a Christian for at least three years, a church member for at least three years (including one year at First Baptist Wedowee, and at least twenty-five years of age.
3. One who attends worship services faithfully and participates in various activities unless providentially hindered.
4. One who is a tither through this church
5. A person who restrains from destructive criticism, willing to settle all difficulties in a quiet and Christian manner.
6. A person who will attend all regular and called meetings of Deacons unless providentially hindered. If unable to attend, will notify a Deacon officer or Deacon
7. A person who will agree to resign the office if disqualified by reason by reason of any one of the items above.
8. A person who stands for truth against division, protecting God's church.
9. A person who, if married, is the husband of one wife in accordance with 1 Timothy 3:12 and whose wife also is qualified in accordance with 1 Timothy 3:11 and is willing to serve alongside her husband in support of his duties as a deacon.

Responsibilities:

1. Serve with the pastor and staff in performing pastoral ministries.
2. Proclaim the gospel to believers and non-believers.
3. Care for church members and other persons in the community.
 - a. The entire church membership will be assigned equally into groups.
 - b. One group will be assigned to each Deacon.
 - c. Each Deacon should stay in contact with his families.
 - d. The pastor should be kept informed as needed.
4. Engage the church in a fellowship of worship, education, ministry, and application.
5. Shall provide for supplying the pulpit whenever a vacancy occurs, except as the pastor search committee provides for sermons by a prospective pastor.

REIMBURSEMENT POLICY

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

1. The church will reimburse only reasonable ministry-related business expenses incurred by a minister or staff person. Subject to budget limitations, such expenses will include:
 - Business use of automobiles, up to the current IRS mileage rate.
 - Business travel away from home: transportation, lodging and meals.
 - Convention and conference expenses.
 - Educational expenses, if otherwise qualified as an itemized deduction.
 - Subscriptions, books, and tapes, if related to ministry or employment.
 - Entertainment/hospitality expenses if business connection requirement is met.
2. The minister or staff member will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, time and place, business purpose and business relationship of each expense. A receipt will accompany the documentation.
3. The minister or staff member will return advances that exceed actual business expenses within 120 days.
4. Under this accountable arrangement, the church will not report reimbursed amounts as taxable income on the minister's or staff member's Form W-2. The minister or staff member should not report reimbursed amounts as income on Form 1040.

ABSENTEE VOTING PROCEDURE

1. The absentee voter will be provided a ballot at the church office, or from a Deacon for shut-ins, hospitalized members, and nursing home residents.
2. The absentee voter will place their ballot in an unmarked envelope and seal it.
3. The unmarked envelope will be placed in another envelope marked with the voter's name signed across the seal.
4. The marked envelopes will be provided to the counting committee to register the voter's name and then place all unmarked envelopes in a separate pile.
5. The unmarked envelopes will be opened all at once to keep the voter's identity confidential.
6. See Article VII Section 6 for those who qualify for absentee voting.

RESCHEDULING OF CHURCH SERVICES POLICY

Hebrews 10:25 exhorts all Christians to “not neglecting to gather together, as some are in the habit of doing, but encouraging one another, and all the more as you see the day approaching.” The tradition of the church since the resurrections of our Savior has been to meet regularly, but especially on Sunday mornings.

In the event of a weather emergency, health pandemic or other emergency requiring the adjustment for regular church programming, then Pastor, in consultation with the ministerial staff and Deacons, will plan for services and ministries during such emergency. The plan should be communicated to the members of the church in a timely manner using **available and appropriate communication means**.

WEDDING EVENTS POLICY

We believe that marriage is a union between one man and one woman following biblical principles (Genesis 2:19-24, Leviticus 18:22, Matthew 19: 4-6, Romans 1:18-27, Ephesians 5:22-23, Hebrews 13:4). We believe God sanctions only the union in marriage of a man to a woman. Therefore, this church recognizes only a wedding compatible with those stands. Due to our belief in the biblical teachings about marriage, same sex couples will not be married in any facilities or on any properties owned by the church. Ministers of First Baptist Church of Wedowee will not perform any same sex marriages or unions whether on or off church owned properties. Doing so will be grounds of termination.

Marriage in the church is a service of worship. A sacred and dignified marriage ceremony needs careful spiritual and material planning. We rejoice that you are considering using this dedicated, holy and beautiful place of worship for your marriage. The Minister and staff wish to extend every assistance to make your wedding a memorable and happy experience. **More detailed information to help that happen is available at the church office.**

BACKGROUND CHECKS

All volunteers that work with children or youth under the age of 18 must have a background check and complete sex abuse awareness training. This must be updated every 3 years. These processes will be maintained by the Senior Church Administrator.

FUNERAL SERVICES

Our hope through Christ and the love and support of our church fellowship are especially poignant in the time following the death of a fellow believer. While we do not grieve as those without hope, we do still grieve, even as we celebrate all we have through Christ. Therefore, we want to do as much as we can to serve our members in their time of grief and loss.

This policy is provided to assist families in planning and providing a Christian funeral.

Date and Time of Funerals

If the desire is to have the funeral at the church, dates and times for funerals at FBC Wedowee are to be arranged in consultation with the Senior Pastor and/or Senior Church Administrator based on availability and the preferences of the deceased's family. If working with a funeral director, which is highly recommended, please be sure to verify details with someone in the church office *before* confirming and publishing service information. The Senior Pastor must approve all funeral arrangements. We will do our best to accommodate the wishes of the family, but funeral services will need to be planned so as not to conflict with already scheduled sanctuary events (such as weddings, conferences, workshops, etc.)

For funerals at a funeral home or graveside, please confirm the details with the Senior Pastor and/or other service participants before confirming and publishing the service information to the public.

Who Will Officiate

The FBC Wedowee pastoral staff (normally the Senior Pastor) must conduct all funeral services held at FBC Wedowee, unless an approved exception has been agreed upon. Any requests for an outside officiant to conduct or assist in the service must be approved by FBC Wedowee's Senior Pastor.

Funerals for Non-members or Inactive Members

Conducting funerals for people who have no direct connection with the church is a valued opportunity for us to share Christ at a most significant time. However, it is up to the discretion of the Senior Pastor of FBC Wedowee to allow the funeral of a non-member or inactive member to be held at the church.

Planning the Service

A Funeral Service Guideline will be provided to families to assist in the planning of the service. The guideline covers visitation and service times, order of the service, speakers, FBC Wedowee facilities needed, music, audio/video, programs, flowers, meals, etc

ADDENDUMS

Emergency Action Plan

First Baptist Wedowee

January 12, 2021

Scope

In the event of a severe weather warning, fire, bomb threat or other life-threatening emergency, it is imperative that the Emergency Action Plan be implemented. The following information is designed for our members and guests to safely evacuate the building or seek shelter in the designated area.

Duties

The *Principal Supervisor* oversees the building evacuation plan. During an emergency condition, the Principal Supervisor is to ensure that all occupants have left the building or assembled in the designated shelter area as the emergency condition dictates. In addition, the Principal Supervisor will gather information to determine the extent of the emergency. Based upon the nature and extent of the emergency, the Principal Supervisor will provide instructions to members and guests gathered at the rally point.

The *Area Monitors* shall, upon being notified that an emergency condition exists, ensure that all persons in their assigned areas are safely directed to the inside or outside rally point. If conditions safely permit, check rest rooms, closets, conference rooms and offices in assigned areas, then report to the Principal Supervisor at the rally point. Do not allow anyone to re-enter the building after evacuation due to non-weather-related emergencies without approval of the Principal Supervisor.

Fire or Bomb Threat

Any person discovering signs of a fire in the building should immediately call 911 and then notify the Principal Supervisor. Although fire extinguishers are in the building, it is not intended that any person utilize a fire extinguisher for suppression of major fires.

Fire extinguishers are only in place for use against small incident fires or to escape the building if trapped in an area by a fire.

Any person who receives a bomb threat or discovers a suspicious object or package will immediately notify the Principal Supervisor.

Upon notification of a fire or bomb threat the Principal Supervisor shall notify the Area Monitors to immediately instruct members and guests to evacuate the building according to applicable evacuation routes and gather in the parking areas on the north side of the building. No one will be allowed to re-enter the building without authorization of the Principal Supervisor.

Weather Emergencies

Any person receiving notification of a weather emergency (tornado, windstorm, etc.) will immediately notify the Principal Supervisor. The Principal Supervisor will be responsible for notifying the Area Monitors of the emergency. The Randolph County Emergency Management sirens will sound one long high-pitched sound in the event of tornado warnings.

Area Monitors will instruct all persons in their area to proceed to the Rally Room outside the Family Life Center or the hallway behind the Sanctuary and remain there until given the “all clear” order by the Principal Supervisor.

Robbery or Personal Threats

If a person makes verbal or implied threats to harm members, guests or property, the following guideline should be observed.

1. No one should value physical property or monetary assets over human life, Physical confrontation with criminal and/or deranged individuals should be avoided if possible, even at the expense of damage to property and/or loss of money or other non-human assets.
2. Remain calm; do not argue, confront, or cause panic. Retreat to safety if possible. If retreat is impossible, cooperate within reason to avoid physical harm to self or others.
3. As soon as possible and reasonably prudent to do so, without =risk or injury or death, notify police (911).
4. After a confrontation or event has passed and danger is no longer present, secure the area where you are (lock doors, etc) or retreat to a safe place. Summon medical help if needed and notify police. When possible make brief notes outlining times and details regarding the individual(s) and event that occurred. If possible, do not clean up or disturb physical evidence. Ask any witnesses not to leave the scene until released by police.

Automated External Defibrillator (AED)

1. There is an AED located on the wall in the Rally Room outside the Family Life Center. Instructions for use are included in the case.

Principal Supervisors:

1. Pastor
2. Minister to Youth & Children
3. Designated Deacons of the week (2)

Area Monitors:

1. Sunday school Teachers will serve as Area Monitors and be responsible for their class.
2. Sunday school Director will be responsible for areas in the older section of the church.
3. Music Minister will be responsible for Family Life Center prior to church services.
4. Deacons will be responsible for directing people to proper evacuation areas during church services.

Designated Rally Points

1. Fire or Bomb Threats - Outside parking lot on north side of building toward Emergency Management building.
2. Weather Related Emergencies - Hallway behind Sanctuary and Rally Room by Family Life Center

Emergency Numbers

1. **Fire Dept. 911 or 256-357-2125**
2. **Police Dept. 911 or 256-357-2121**
3. **Emergency Mat. 256-357-0014**
4. **Sheriff's Dept. 256-357-4545**

TRANSPORTATION POLICY

1. Use of the van and bus should be restricted to church related activity, outreach ministry or community service. Other use should be approved by the Transportation Committee chairperson.
2. Trips of a church-wide fellowship or social nature should be announced to church before sign-up begins for all church members to have equal opportunities to participate.
3. When using the van/bus for an adult fellowship or social activity, it is necessary for this participating to purchase gas for the excursion.
4. The church will provide fuel for the van/bus for youth/children activities/ ministries, church business and outreach ministries.
5. Reservations for the van/bus need to be made through the **Senior Church Administrator** who will place your reservation on the calendar in a first come, first serve order, subject to official church functions.
6. All drivers of the van and/or bus must be approved by the Transportation Committee. Approved van and bus drivers must provide the **Senior Church Administrator** with a photocopy of his/her most current driver's license.
7. Any vehicle over 15 passenger capacity requires the driver to have a Commercial Driver's License (CDL) with a passenger endorsement.
8. All passengers shall be in a seat with seat belts fastened (if equipped) when van/bus is in motion.
9. Consumption of food and liquid shall be minimized and PLEASE no chewing gum. No use of tobacco products or intoxicants (alcohol or drugs) shall be permitted at any time on the van/bus.
10. The vehicles will remain locked when not in use. The keys will be available in the lock box insides the custodian's cleaning supply closet.
11. January 1st and June 1st of each year are designated times for the bus and van to have a safety inspection and full service performed. Please remember these dates when reserving them.

NOTE TO THE VAN/BUS DRIVER; Prior to the start of your trip, you are authorized by the church to fill the van/bus with gasoline at a local gas station and charge the fuel to the church. Upon completion of each trip, then van/bus must be returned to the church with all fuel tanks indicating full of gasoline.

The Driver's Vehicle Inspection Report must be completed at the start and end of each out-of-town trip. NO exceptions. This is an insurance requirement. Return completed inspection reports to the **Senior Church Administrator**.

Responsibilities of the Transportation Committee chairperson are:

1. To coordinate bus drivers for Sunday and Wednesday church services for the church year. A copy of the drivers' schedule will be provided to the **Senior Church Administrator** and to each driver.
2. To authorize non-scheduled van/bus trips. Notify current month driver of changes in the schedule
3. To review the van/bus trip inspection reports submitted by the drivers. he/she will be authorized by the church to approve repairs to the van/bus not to exceed a total of \$1000.00 within any 30-day period. The church must approve all costs above this list. The inspection reports and a report of any action taken will be turned into the church office.
4. The responsibility of the Transportation Committee is to carry out the van/bus and for establishing policies concerning its use. This committee is selected by the Nominating Committee.

EVENT PLANNING SHEET

Event / Organization Name: _____ Event date & time: _____

Person making the reservation: _____ Church Member? Yes No

Mailing address: _____ Phone #: _____

Facilities requested: Fellowship Hall Kitchen Family Life Center Sanctuary

Meeting Rooms (please specify which rooms): _____

Microphones/Sound system needed: Yes No

Name of Media/Sound committee member contacted & date: _____

Cleaning will be done by: Reserving Party Church Custodian

Name of Custodian contacted & date: _____

Reservation will be put on the church calendar upon completion and return of this planning sheet to the church secretary.

Signature of person making reservation: _____

Signature of church secretary: _____

First Baptist Wedowee
P.O. Box 355
Wedowee, AL 36278
Phone: 256-357-2139

KITCHEN, FELLOWSHIP HALL & FAMILY LIFE CENTER POLICY

This policy is in place to assist persons with the use of the Family Life Center, Fellowship Hall and kitchen during weddings, ceremonies, receptions, and general use.

1. The group reserving the facility area will be responsible for leaving the area in the same or better condition that it was found.
2. Key for entry into the facilities is available from the church office at a time convenient to the **Senior Church Administrator** and the person reserving the facility. Reservations must be finalized before the key is issued. The key should be returned to the church office by the next working day after use of the facility.
3. The punch bowl, cups, plates, and linens are available if wanted. If used, linens must be professionally cleaned and pressed prior to their return.
4. Any broken or lost items must be replaced by the responsible party.
5. Refrigerator and freezer facilities are available upon request.
6. All church doors must be locked upon leaving.
7. All parties using the kitchen area must follow these rules:
 - a. Be familiar with all equipment before using and leave clean inside and out
 - b. Leave no food in the refrigerator or freezer.
 - c. Wash all dishes, pots, pans, coffee pots, cooking utensils, coolers, etc. which are used and put all away in proper places.
 - d. All garbage must be removed to the outside dumpster.
 - e. All dish towels must be washed and returned promptly.
 - f. Floors must be swept and mopped after each use.
8. The following items shall remain on the church premises:
 - a. Chairs with fabric seats.
 - b. All kitchen equipment; pots, pan, coffee pots, coolers, cooking utensils, etc.
 - c. China, silverware, crystal, and punch bowl, etc.
 - d. Table linens. If used, they shall be professionally cleaned and pressed.
9. Long tables, round tables, and folding chairs may be loaned out to church members only but must be checked out/in with the Food Event Chairman.

OUTSIDE EVENT FEES & GUIDELINES

First Baptist Wedowee is blessed with spacious, beautiful facilities that may be reserved/rented for community and family events other than weddings. It is the policy of First Baptist that facilities will be available for events that do not in any way, conflict with the objectives of the church as stated in the Church Constitution, Article II. It is also the policy of First Baptist that the facilities will not be used for events that provide personal financial gain to the person reserving the facility. Should there be a question as to appropriate use by a person, group or organization, the decision rests with the Pastor and/or Chairman of Deacons:

There will be no alcohol or non-prescription illegal drugs allowed on any property of First Baptist Wedowee. Tobacco products may not be used inside any First Baptist facility. It is the responsibility of the person reserving the facility to clearly communicate these policies to those in attendance.

1. Reservations: All facility reservations must be made by the person in charge of the event through the **the Senior Church Administrator** who maintains a master calendar of activities at the church facility. An event planning sheet should be completed and returned to the church office. Church programming activities always have precedence over non-church related activities.
2. Key: A key to the church will be issued by the **Senior Church Administrator** to the person reserving the facility at a convenient time agreed upon by both parties. The keys should be returned to the **Senior Church Administrator** on the next business day following the event.
3. Rental Fees: **No fees are normally charged for the use of the church facilities for a non-church related event that does not require exceptional space, church equipment or personnel. Use of any space or equipment must be coordinated with the Senior Church Administrator.**
4. **Additional charges may be assessed for damages.**
5. Custodial Fees: It is expected that church facilities will be left in the same or better condition than they were found. This includes sweeping, mopping, trash removal to outside dumpster and returning all furniture and accessories to their original location following the event. This custodial work may be completed by the group using the facility or by the custodial staff at the church if prior arrangements have been made (256-357-2139). Do not assume the church staff will clean following an event unless prior arrangements have been made and the appropriate fee(s) paid in advance. This policy applies to both church members and non-members. Cleaning must be completed immediately following any event unless prior arrangements have been made through the church office.

Custodial Fees:

*Family Life Center & Rest Rooms	\$100.00
*Fellowship Hall & Rest Rooms	\$ 50.00
*Sanctuary & Rest Rooms	\$ 50.00
*Conference or Meeting Room	\$ 25.00 per room used
*Kitchen	\$ 50.00

6. Microphone/ Sound System Use: Microphones and sound system are available for use and must be reserved through the church office. A member of the First Baptist Wedowee Media/Sound Committee must set up and take down the system and should be contacted by the person reserving the facility.

If the church kitchen is to be used, a copy of the kitchen policies will be provided to the person making the reservation. A completed event planning form implies agreement and consent to the kitchen policies.

CATERER INFORMATION

First Baptist Wedowee is glad to cooperate with any caterer involved with an event at our church. There are certain policies we have in effect that we ask you to abide by.

1. All caterers using the church kitchen will be expected to leave the kitchen and Fellowship Hall in the same order in which they found it when beginning their cooking/decorating. This is done immediately after each event to return the building to its condition to be ready for worship. It is your responsibility to clean and carry your waste to the dumpster. Any delay on your part will hamper the work of the custodian or those cleaning the church.
2. All caterers shall clear with the **Senior Church Administrator** in the church office (256-357-2139) the time when equipment, supplies, decorations, etc. for an event are to be brought into the church for there to be no conflict of any kind.
3. Please observe the church rule that there will be no smoking in any part of the building. Also, no eating or drinking is allowed in the sanctuary and absolutely no intoxicating beverage or substance is allowed on church property.
4. No confetti or other like materials may be thrown inside the building.
5. Caterers must provide all necessary serving supplies and accessories for the event.
6. Ensure that china or silver borrowed from the church and the kitchen equipment used by the caterer is cleaned and returned to its proper place.

(Please make sure a copy of these guidelines is given to your caterer at the time your arrangements are made.)

WEDDING PLAN SHEET

Date given to Bride: _____

Church information relative to the wedding of:

Bride: _____

Groom: _____

Address: _____

Address: _____

City / State: _____

City / State: _____

Couple's address (after marriage): _____

City / State: _____

Rehearsal Date & Time: _____

Dinner at church? Yes No

Wedding Date & Time: _____

Place of Wedding: Sanctuary Family Life Center

Other: _____

Place of Reception: Fellowship Hall Family Life Center

Other: _____

Officiating Minister: _____

Denomination: _____

(If a minister of a different denomination is used, approval by the Pastor of First Baptist Wedowee is required.)

Minister of Music contacted on: _____ Organist contacted on: _____

Pianist contacted on: _____

Food Event Chairman contacted on: _____

Sound Technician contacted on: _____

Caterer (If reception is held at church): _____ Phone# _____

Florist: _____ Phone # _____

(If the bride wishes the wedding flowers to be used for Sunday worship services, this request must be directed to the church office for scheduling.)

Photographer: _____ Phone # _____

Please complete this plan sheet and return it as soon as possible to the church office.

First Baptist Church Wedowee
P.O. Box 355
Wedowee, AL 36278

I have read the conditions provided on the attached sheet of this application and agree to abide by same.

Signature: _____

WEDDING EVENTS PLANNING

RESERVATIONS

All events are schedule through the church office. After tentative dates are selected, the **Senior Church Administrator** will assist you. Upon completion of your wedding plan sheet and its return to the church office, together with your clean-up/damage deposit, the wedding will be confirmed and placed on the church calendar.

CONFERENCE

The **Senior Church Administrator** will meet with you for an initial conference to provide information and assistance.

CHURCH USE

1. The bride is responsible for decorations. An information sheet should be provided for the florist if one is engaged. Only mechanical or dripless candles may be used. Plastic should be used under all candles and potted plants. No staples, tacks, or tape may be used on the pews or woodwork.
2. No food or beverages are allowed in the sanctuary. No smoking is permitted in our building. No intoxicants are permitted in the building or premises (included the parking lot) at any time. To avoid embarrassment, it is suggested that these rules be called to the attention of all members of the wedding party.
3. After the sanctuary has been decorated for the Christmas season, wedding decorations must include the existing decorations.
4. A wedding ceremony may be performed by the Pastor or an ordained Minister in the study at no cost for the use of the building, provided there is no decoration, preparation or cleaning required by staff personnel.

MUSIC

The Minister of Music will assist you in planning the music for your wedding if assistance is needed. This must be arranged with the Minister of Music at a convenient time for both the bride and the Minister of Music. Any music selected or type of instruments used should be appropriate for use in a worship service and should add to the sacredness and dignity of your marriage ceremony. If the church pianist or organist is needed for musical accompaniment, then arrangements should be made with them. If an outside organist or pianist is used, then the Minister of Music, church organist or pianist should be informed so special arrangements can be made to acquaint the guest instrumentalist with the church instruments.

REHEARSALS

The rehearsal should begin promptly at the time scheduled. Delay in beginning consumes the time of the Minister, organist and the custodian. The bride and groom, therefore, should insist on members of the wedding party being prompt for the rehearsal and for the wedding.

CHURCH FURNITURE

No church furniture should be moved unless a church custodians present. The organ and piano will not be moved. No decorations or objects of any type should be placed on the musical instruments.

MISCELLANEOUS

No rice shall be used. Bird seed shall only be used outside the building.

PHOTOGRAPHY AND TAPING

An information sheet will be provided for all photographers. It is suggested that the photographer plan with the bride-elect to take as many pictures as possible prior to the hour of the wedding. Pictures should be made as discreetly as possible.

FEES

Final fees must be pain in one check to the church office no later that thirty days prior to the wedding date. A custodian will inspect the facility following its use and instruct the Treasurer on what amount, if any, to return.

WEDDING FEES & GUIDELINES

Wedding Fees are charged to all who use these areas for a wedding.

Sanctuary	\$100.00
Family Life Center & Kitchen	\$100.00
Fellowship Hall & Kitchen	\$50.00
Microphones/Sound System	\$100.00
Damage Deposit	\$100.00

A refundable damage deposit of \$100.00 is due upon reservation completion by anyone who is not a member of First Baptist Wedowee. This deposit will be refunded following the event provided all facilities are in as good or better condition than they were before the event.

Sunday school rooms/choir room may be used by the wedding party as changing rooms Prior to and following the wedding at no additional charge. Care should be taken that all furnishings are returned to their original condition following use of the room. No one should sit on tables or musical instrument in the rooms. Failure to clean/restore changing rooms to their original condition will result in a \$25.00 per room cleaning charge.

It is expected that church facilities will be left in the same or better condition that they were found. This includes sweeping, mopping, trash removal to outside dumpster and returning all furniture and accessories to their original location following the event.

This custodial work may be completed by the group using the facility or by church custodial staff if prior arrangements have been made (256-357-2139). Do not assume the church staff will clean following an event unless prior arrangements have been made and the appropriate fee(s) paid in advance. ***This policy applies to both church members and non-members.*** Cleaning must be completed immediately following any event unless prior arrangements have been made through the church office.

Custodial Fees

Sanctuary & Rest Rooms	\$50.00
Family Life Center & Rest Rooms	\$100.00
Fellowship Hall & Rest Rooms	\$50.00
Meeting Rooms	\$25.00 per room used.
Kitchen	\$50.00

WEDDING PHOTOGRAPHER INFORMATION

First Baptist Wedowee is glad to cooperate with any photographer in recording the events of a wedding. However, since this is a sacred (religious) ceremony, we take this means to advise you concerning the following:

1. It is suggested that the photographer plan with the bride to take as many pictures as possible prior to the hour of the wedding,. Pictures should be made as discreetly as possible.
2. Videotaping may be used at the discretion of the bride or groom and must be set up prior to the ceremony in a discreet location within the Sanctuary or Family Life Center.
3. It is the photographer's responsibility to see that the wedding party is informed about the group pictures to be made after the ceremony so they will stay together. As guests are waiting for the reception, the pictures should be planned well in advance with a list of shots to be made. You probably would benefit by taking the larger groups first to release them sooner.
4. We ask that you do not stand in any of our pews or chairs. If height is needed to take a picture, the photographer should provide their own stepladder or step stool for their use.
5. The organ and piano will not be moved. No decoration or object of any type should be placed on the musical instruments. Do not rearrange the candelabra when making pictures following a wedding, as this causes the hot wax to spill onto the carpet and pew cushions. Heavy plastic should be used under all candelabras. Please cooperate with the florist and leave the candelabra where they were originally placed by the florist.
6. Please observe the church rule that there will be no smoking in any part of the building. Also, no eating or drinking is allowed in the sanctuary and absolutely no intoxicating beverage or substance is allowed on church property.
7. The photographer will be responsible for any damage the he/she does to the church.

(Please make sure a copy of these guidelines is given to your photographer at the time you arrange for him/her to make your wedding pictures)

FLORIST INFORMATION

First Baptist Wedowee is glad to cooperate with any florist to decorate the church at the time of a wedding. We delight to participate with you in a sacred service of dignity and beauty for the bride and groom and one that will be blessed by the Lord. There are certain policies we have in effect that we ask you to abide by.

1. All florists decorating for any wedding in any room of the church will be expected to leave the room in the same order in which they found it when beginning their decorating. This is done immediately after each wedding to return the building to its condition to be ready for worship. The building will be open for you to remove all wedding decorations immediately after the wedding is over. It is your responsibility to clean and carry your waste to the dumpster. Any delay on your part will hamper the work of the custodian or those cleaning the church.
2. All florists shall clear with the **Senior Church Administrator** in the church office (256-357-2139) the time when equipment, supplies, decoration, etc, for a wedding and/or reception are to be brought into the sanctuary/reception area in order for there to be no conflict of any kind.
3. Please observe the church rule that there will be no smoking in any part of the building. Also, no eating or drinking is allowed in the sanctuary and absolutely no intoxicating beverage or substance is allowed on church property.
4. No nails, tacks, etc. are to be driven into the woodwork, walls, or furniture.
5. No arrangements or objects will be place on the piano or organ. Anything placed on the pew end should not be damaging or defacing to the end for the pew. The organ and piano including hymnals and pew Bibles will not be moved.
6. A custodian will supervise inn moving the furniture.
7. Only mechanical or dripless candles must be used. You will be expected to protect the carpet, furniture, and pews wherever candles or potted plants are used. Heavy plastic must be place under any candelabra or potted plant.
8. The florist will be held responsible for any damage that he/she does to the church.

(Please make sure a copy of these guidelines is given to your florist at the time you arrangements are made.)

