

OPERATIONS  
MANUAL  
OF

FIRST BAPTIST CHURCH  
BALDWIN,  
MISSISSIPPI

Revised  
October 2019

# FORWARD

This Manual of Operations for the First Baptist Church is intended as guidelines for the operation of the Church. It is not a comprehensive document, nor is it to be the final. To make changes in the document, the change must be evaluated and approved by the appropriate organizational head, then to the deacon body for approval. The change shall then be put forth to the church for a vote.

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# CHURCH OFFICERS

## CLERK

The church shall elect annually a clerk as its clerical officer. The Clerk shall be responsible for keeping suitable records of all official actions of the church, except otherwise herein provided. The church may delegate the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office.

The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary as indicated in these By-Laws.

The Clerk shall be responsible for preparing the annual letter of the church to the Association.

## DEACONS

The church shall elect deacons by ballot at special Sunday morning business meetings of the church. The current number of active deacons is twelve (12).

If the term of a Deacon cannot be fulfilled, the candidate with the next highest number of votes in previous election will be selected to fill the vacant role.

Deacons shall serve on a rotation basis. Each year the assigned term of the Deacons who have served three years shall expire and election shall be held to fill vacancies and add to the Deacons such numbers as the church determines. In case of death, removal or incapacity to serve, the church may elect a Deacon to fill the unexpired term. After serving a term of three year's assignment a Deacon shall be eligible for re-election only after the lapse of at least one year. There shall be no obligation to constitute as an assigned Deacon one who has been a Deacon in another church. In such instances as one might be chosen by this church for assignment as a Deacon, His previous ordination by another church of like faith and order shall suffice.

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the church. Their task is to serve with the Pastor and Staff in performing the pastoral ministries' task of leading the church in the achievement of its mission, proclaiming the gospel to believers and unbelievers, and caring for the church's members and other persons in the community.

### Qualifications

- Men of honest report
- Full of the Holy Spirit and wisdom
- Who should seek the mind of Christ (Acts 6:3)
- Grave; a man of dignity
- Not double-tongued; speaking the same word of truth
- Not greedy; the love of money is the root of all evil. (I Timothy 3:8)
- Holding to the mystery of the faith with a clear conscience
- Spiritually mature; not a new Christian. Each candidate for deacon must be at least 25 years of age and must have been a member of First Baptist Church for at least one year before being considered for the Office of Deacon (I Timothy 3:10)
- Husband of only one wife. Only males shall be eligible for the Office of Deacon. A deacon shall never have had two living wives. (I Timothy 3:12)
- He should manage well his children and household. He should be an exemplary head of his household, and train his children in the wisdom of God (I Timothy 3:11-12)
- Giving of his tithes

## **Nomination**

In August of each year, each church member will be given the opportunity to submit names for nomination for deacons. The church member may nominate any number of qualified men up to the number to be elected.

## **Election**

The Deacon nominating committee shall be composed of the Pastor, the Chairman of Deacons, and three ordained church members nominated by the Deacons. The duties are:

- Receive nomination from the church membership as a guide for making nominations to the church
- Interview deacon nominees for qualifications
- Tally election ballots
- A ballot of the names of the nominees who have been interviewed by the committee and who are willing to serve shall be presented to the church by September.
- The ballot will include at least two or more nominees than vacancies to be filled. Secret ballots shall be taken, and the men receiving the highest number of votes will fill the existing vacancies.

## **Officers**

The deacon body shall elect officers as follows; Chairman, Vice-chairman, and Secretary. These officers shall be responsible for making recommendations to the personnel committee concerning the Pastor's annual pay increases.

## **CHAIRMAN OF DEACONS**

### **Duties**

- Call any required special deacon meetings
- Moderate monthly deacon meetings
- Chairman of Budget and Finance Committee
- Establish meeting schedules and moderate meetings
- Moderate church business meetings in Pastor's absence
- Present monthly financial statements in Treasurer's absence
- Member of Personnel Committee
- Member of Deacon Nominating Committee
- Appoint three deacons who are rotating off active service to serve on the Deacon Nominating committee. These deacons will also nominate three individuals who are willing to serve as Chairman, Vice-Chairman, and Secretary for the deacon body for the next year.
- Appoint Deacon to assist with Lords Supper Service. This can be any Deacon couple.
- Toward the end of the church year, once the next four deacons are chosen by the church, put together the Deacon Responsibilities List that shows contact information, addresses, deacon of the week schedule, and deacon meeting devotional for all twelve active deacons for the coming year.
- Update the deacon roll off schedule in late September
- Keep an accurate list of which deacon is responsible for each book of the Deacon Family Ministry
- Keep up with this book and maintain the accuracy of it for your benefit and the benefit of subsequent chairmen.

Note: There are many unspoken responsibilities a chairman has. This list is specific but not meant to be exhaustive.

### **Appointments note**

The appointments required for the councils should be done as quickly after October 1<sup>st</sup> as possible. Once those appointments are made, the chairman of each council needs to be notified about who has been appointed. The

Deacon Nominating Committee generally does not have to meet until late July/early August and those appointments may wait until then.

## **PASTOR**

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

He shall be an ex-officio member of the Deacons, Trustees, Councils, and Committees. He shall serve as Moderator in all business meetings of the church when present. In his absence, the Chairman of Deacons shall serve as Moderator; and when the Chairman of Deacons is absent, the Vice-Chairman of Deacons shall serve; and in his absence, the church shall elect a Moderator Pro Tempore for the meeting.

In the temporary absence of the Pastor, the Pastor shall arrange for a substitute at all services. When there is a vacancy in the pastorate, a Pastor Supply Committee, selected by the Deacons and elected by the church, shall supply a preacher each Sunday and Wednesday until a regular Pastor is called.

The Pastor shall be chosen in the following manner when a vacancy occurs: A Pastor Search Committee of five, consisting of two women and three men, shall be chosen by the church. Each church member present at the first meeting when the matter arises shall nominate two women and three men for the committee. At the second meeting, the four women and six men who receive the highest vote, and are willing to serve, will be submitted to the church for each member to vote a full slate. The two women and the three men receiving the highest' vote on this second ballot shall serve. The third highest woman and fourth highest man on this second ballot will serve as alternates. The alternates shall meet with the committee but shall have no vote until status changes from alternate to member.

Upon submission of any prospective pastor's name by such committee or the majority thereof, the calling of such prospect shall then be by secret ballot of the church at a meeting which has been announced at least one whole week prior to the time of such meeting. A call will be tendered upon an affirmative vote of seventy-five percent (75%) or more, of those voting.

The Pastor may relinquish the Office of Pastor by giving at least two-week's notice to the church at the time of resignation.

The church may declare the Office of Pastor to be vacant in the following manner: A meeting may be called upon the recommendation of a majority of the Personnel Committee and the Deacons or by public notice of such a meeting and its purposes must be given to the church. The Moderator for this meeting shall be elected by a majority vote of the members present and must be someone other than the Pastor. A secret ballot will be held at the meeting. If two-thirds of those members present vote for dismissal, the Office of Pastor will be declared vacant. Except in instances of gross misconduct by the Pastor so excluded from office, the church will compensate the Pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than 30 days.

## **TREASURER**

The church shall elect annually a church Treasurer as its financial officer. The church may delegate the clerical responsibilities to a church financial secretary and Budget and Finance Committee to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receptions and disbursements of the preceding month. The Treasurer's report and records shall be audited annually by an Auditing Committee or public accountant. The treasurer shall be bonded, the church paying for the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the church clerk or designated church secretary, who shall keep and preserve the account as a part of the permanent records of the church.

The church shall operate under a unified budget system and the same shall guide all expenditures. Reports to the Budget and Finance Committee shall be made monthly and then made to the church membership.

### **Church Budget**

- Meets the 1<sup>st</sup> of the month in August with the Budget and Finance Committee to put numbers together for the

September Business meeting.

- Prepare forms for Budget and Finance Committee and give to committee chairman for him to assign responsibilities to members to collect data from each department for the upcoming budget needs.
- Give budget numbers to the Office Secretary once collected from the Budget and Finance Committee for her to post to the spreadsheet on the accounting software system to make sure everything balances.

#### **Reconcile Bank Statement**

- Bank statement for checking should be reconciled monthly.
- The treasurer is recommended to reconcile, while the Office Secretary handles the check writing and deposit records. The Budget and Finance Committee should monitor on a quarterly basis.
- Bank Statement on Savings should be reconciled quarterly including the contingency fund. (These accounts are stored on the accounting computer system)

#### **Renewal and Monitoring CD's**

Treasurer and Office Secretary have access codes to check on line. Chairman of Budget and Finance Committee has access also.

#### **Auditing**

- Currently the Budget and Finance Committee are randomly auditing certain accounts.

*(Recommendation is to quarterly review each expense category and transactions against the church logs and receipts to be handled by the Budget and Finance Committee)*

#### **Miscellaneous Duties**

- Be available for consultations from staff (particularly the Office Secretary) for guidance on accounting procedures and entry information.
- Monitor entries from Office Secretary to make sure entries have been properly assigned and accounted for.
- Monitor Church Safe to identify all stored documents are in place... Deeds, Checkbooks, etc.

### **TRUSTEES**

The church shall elect three Trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the authority to buy, sell, mortgage, lease, exchange or transfer any church property, stocks, bonds, notes, mortgages, debentures and other securities. When the signatures of the Trustees are required, they shall sign legal documents involving the sale, mortgage, exchange, purchase, or rental of property and other securities, or other legal documents related to church approved matters. The trustees shall serve as Board of Directors for First Baptist Church Corporation. Trustees shall be elected each year and will be allowed to succeed themselves.

## **CHURCH PROGRAM ORGANIZATIONS**

**Discipleship Training Director**, elected annually, shall be responsible for Small Group Bible studies related to new member training, topical Bible Studies, and fellowship groups

## **MEN'S MINISTRY**

The Men' Ministry (Brotherhood) shall be the church's organization for mission education, mission action, and mission support for men and young men. Its task shall be to teach missions, engage in mission, support local, state, and world missions through prayer, giving, and interpret information regarding the work of the church and denomination.

## **MEN'S DIRECTOR**

The Director, elected annually, shall preside over the meetings.

### **Duties**

- Plan programs and procure speakers.
- Work with Missions Committee to fill and deliver Christmas boxes of food and the annual breakfast for the needy.
- Meet every Sunday morning for prayer.
- Endeavor to involve the young men and boys in the brotherhood activities.
- Chairman of Missions Committee.

## **SENIOR ADULT MINISTRY, Triple L**

The director is to be elected annually. Director may succeed himself/herself if desired.

### **The Director shall**

- Plan the programs, secure speakers, and plan for any trips that the group decides to take.
- See that the "Mission Dignity" fund assisting retired Ministers and spouses is sent in as specified.
- Assure that the plans to feed the Nursing Home Thanksgiving dinner is on target.
- Coordinate the trips to go out to lunch as a group and secure a driver.
- Lead the group to pray for the church and the shut-ins.

## **SMALL GROUPS**

The Small Groups Director is responsible for working with the Pastor and staff to set up smaller bible study and fellowship groups that gives members the opportunity to meet on a regular basis with fellow members to:

- Study the Bible together
- Pray together
- Fellowship together
- Outreach together

Small Groups are not a replacement for Sunday School, but should enhance the Sunday School process by building stronger relationships within the church, by providing an extra tool for outreach and by allowing members a great opportunity to build a stronger relationship with God. The Small Groups Director should lead all small groups through discipleship and towards Christ-likeness. The Small Groups Director is selected by the Nominating Committee. The Small Groups Leaders are selected by the Small Groups Director through volunteers. Small Groups will meet from the first Sunday after Labor Day until the last Sunday after Memorial Day. Small Groups can meet once a week at any time that works best for its members.

## **SUNDAY SCHOOL**

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the Biblical revelation, reach persona for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination.

## **SUNDAY SCHOOL DIRECTOR**

The Sunday School Director is elected annually.

### **Duties**

- Arrive early enough to prepare Sunday School records and any information that needs to be passed to Department Directors and teachers.
- When reports are returned, these are recorded in the Sunday School book.
- Post on board in office enrollment, attendance, visitors and offering.
- Make a report of the current Sunday School and previous years for the bulletin report.
- Order all Sunday School literature quarterly from reports provided by teachers.
- When literature arrives, sort and distribute it to the classrooms.
- Order, sort and distribute monthly magazines on the last Sunday of the month.
- Coordinate any activities for the Sunday Schools.
- Chair the Nominating Committee
- Instigate new classes as needed
- Recommend all Sunday School teachers and workers to nominating committee

## **SUNDAY SCHOOL SECRETARY**

### **Duties**

- Receive tithes and offerings given during Worship Services. Sort by tithe, gifts and other. Make sure all information is recorded.
- The previous Sunday night offering must be sorted, recorded and added to the Sunday morning total.
- Run two (2) adding machine tapes of totals for accuracy; give one (1) to the bank and keep the other for records. Coins are wrapped and totaled.
- After cash is counted by counters, the Secretary must recount and make sure all totals match.
- Make a deposit slip for each account.
- All money is counted and locked in the bank bag for deposit and given to the couriers to take to the bank.

## **WOMEN'S MINISTRY**

Six members shall serve three year terms with two rotating off annually. Members may succeed themselves if desired. Women's ministry is motivated by the Gospel of Jesus Christ. It exists to assist and equip all women to fulfill their calling through the personal and corporate study of the Bible. Its' desire is to see women empowered, enlightened and encouraged for personal betterment and to use their gifts and talents to serve in their homes, church and the world.

## **WMU DIRECTOR**

The Women's Missionary Union shall be the mission education, mission action, and the mission support organization of the church for women, and young women. Its task shall be to teach missions, engage in mission actions, support local, state, and world missions through prayer, giving, interpret information regarding the work of the church and denomination.

The WMU director is responsible for all mission groups within the organization.

### **Duties**

- Coordinate the budget with the Budget and Finance Committee.
- Promotion of the mission studies for the *Annie* Armstrong National offering, the Margaret Lackey State offering, and the Lottie Moon International offering.
- Keep the church informed on mission activities of the church.
- Serve on the Missions Committee.

## COMMITTEES

### BAPTISM COMMITTEE

Two couples elected annually, may succeed themselves if desired. One couple is primary with second couple to assist when needed. When the Pastor notifies committee there is to be a baptism the committee shall:

- Verify date, time and number of people to be baptized.
- Assure that all necessary equipment and facilities (including pool) are available and in order.
- Fill the baptistery at the appropriate time.
- Assist the Pastor in preparing for and administering the ordinance of Baptism.
- Assist Pastor in designating the proper order when there are a number of people to be baptized.
- Meet the candidate(s) at the appointed time and show them to their dressing rooms.
- Answer any question that may arise and see that each has proper robe, towel, and kerchief, etc.
- Assist the candidates to enter and exit the baptistery and to their dressing rooms.
- Seek to give each candidate as much privacy as possible.
- Photograph candidates if they desire to do so.
- Remain until all candidates are dressed and ready to leave.
- Clean area of all water.
- Take wet robes from the area and see they are cleaned and ready to reuse.

### BENEVOLENCE COMMITTEE

Six members shall serve a three year term. The committee is responsible for overseeing the church's assistance of individual needs within the church and community. This committee serves as a subcommittee of the Missions Committee. The committee will facilitate the community ministry as deemed appropriate by the church such as food pantry, soup kitchen, thrift store, etc.

### BEREAVEMENT COMMITTEE

There shall be five members elected to serve three year term with one member rotating off annually. Members may succeed themselves if desired. When a church member or spouse dies the chairman shall be responsible for contacting the family to ascertain whether the family wants a meal at the church or at home or declines altogether.

#### The chairman shall:

- Verify membership then contact family (at funeral home *is* sometimes best time).
- Ask how many members of family will attend and what time meal *is* to be served.

#### The committee shall:

- Check the church calendar to avoid conflict with other functions.
- Provide the meat for the meal.
- Put out the word food is needed from church members.
- On day of funeral:
  - Open church to receive food.
  - Set up tables.
  - Serve meal.
  - Clean up area when family leaves.

- May offer leftover food to family.

\*Supplies for these services are purchased by Church Host/Hostess.

## **BUDGET AND FINANCE COMMITTEE**

There shall be three members elected to serve three terms with one rotating off annually. The Chairman of the Deacons shall serve as Chairman of the committee. The church treasurer shall be an ex-officio member.

### **Duties**

Prepare an annual budget:

- Starting in July meet frequently until budget is prepared.
- Using form, request budget needs for committees and departments (see form on page 13).
- Compare request to budget used the previous year to determine if request is reasonable and affordable.

Plan and promote stewardship education program:

- Consult with past on ways to increase stewardship.
- Promote all church wide tithing and giving programs.

Make monthly financial report to church:

- Review copies of receipts and expenditures and discuss in committee meeting.
- Be prepared to answer any church member's questions concerning financial report.

Oversee Handlings of Receipt and Distribution of Funds

- Ensure proper receiving, counting, depositing, recording, reporting and auditing the use of church funds.

Annual Tracking of Funds

- Determine who signs the checks. Currently the church Treasurer and the church Secretary, with the Chairman of the Deacons filling in if the two others are not available.
- Determine method of signing out credit card for special projects.
- Determine method of counting and depositing in bank of weekly funds.
- There is a current list of the counting committee in the office who count the funds during Sunday School and two designated persons to take money to bank drop box.

Review Staff Reimbursement

- Review all reimbursement expenses for each staff member.
- Approve or reject based on nature of travel on church business.

Staff Reimbursement Policy

Purpose – The purpose of this policy is to establish a standard guideline for staff travel reimbursement. The policy is applicable to all church staff members who may be required to travel as part of their church-related job duties.

Mileage Reimbursement – All church-related travel miles shall be referenced from the church address. The rate of reimbursement shall follow the current GSA rate.

Lodging – When a staff member is required to travel out of town on church business, all lodging expenses shall be reimbursed per the current GSA rates for the destination city.

Meal and Incidentals – When a staff member is required to travel out of town on church business, all meals and incidentals shall be reimbursed per the current GSA rate for the destination city.

Each staff member shall submit a summary of all church-related travel miles and expenses monthly to the Budget and Finance Committee. The Budget and Finance Committee shall review and approve or reject reimbursement.

## Staff Reimbursement Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

	Dates of Expense(s)	Payment Method (Out of Pocket or by Business/Corporate Card)	Purpose of Expenditure(s): Please give detailed reasons for all expenditures.
#1			
#2			
#3			
#4			

### Summary of Expenses

	Description (Date, Details, Etc.)	Air/Rail Travel	Ground Trans.	Lodging	Meals	Other	Total
#1							
#2							
#3							
#4							
Expense Report Total							

**I certify these are valid business expenses.**

Reimburse/Cardholder Signature: \_\_\_\_\_

Reimburse/Cardholder Name: \_\_\_\_\_

Prepared by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

**I have reviewed these expenses and I believe they are true and accurate.**

Approved by (Print): \_\_\_\_\_ Date: \_\_\_\_\_

## REQUEST FORM FOR BUDGETARY FUNDS

Account number

Description

Budget

\_\_\_\_\_

Name of committee or department \_\_\_\_\_

Amount of funds needed \_\_\_\_\_

What are these funds to be used for? \_\_\_\_\_

\_\_\_\_\_

Itemize when needed.

## **BUILDING AND GROUNDS COMMITTEE**

There shall be six members elected to serve a three year term with two members rotating off annually.

### **Duties**

- Inspect the church property every 6 months.
- Develop and maintain an inventory of equipment and furnishings.
- Study the needs of the church and develop a plan for acquiring property and creating space to meet the needs of the changing church.
- Inspect the building annually to determine condition of church, and to recommend repairs when needed.
- Inspect grounds to ascertain if groundskeeper is maintaining the lawn according to standards set by this committee.
- Lawn is mowed according to specifications (i.e. weekly, edges trimmed neatly, etc.).
- Recommend to Personnel Committee employment, training, and supervision needs of maintenance personnel.

Prepare budget recommendations for Budget & Finance Committee and administer budget regarding maintenance of all property.

- Chairman should meet quarterly with the Budget and Finance Committee to review budgets to determine if budget receipts are on target so that timely changes can be made regarding upcoming projects to prevent going over budget.
- The committee is responsible for determining if finished projects are satisfactory.

Conduct annual evaluation with program leaders of space allocations to determine areas needing adjustment and enlargement.

- If space is inadequate in one department analyze and determine if changing space with another department would be sufficient. (The Director of Sunday School is a good resource person for this determination.)
- Lead the church in arranging, equipping, and administering adequate worship space.
- Lead the church in selecting and maintaining proper and adequate furnishings for church programs.

Lead the church in determining needs, acquiring property, and arranging, equipping, and administering parking space.

- Inspect parking areas annually to determine if lines need repainting.

Promote and practice the conservation of energy and water that are used in operation of church facilities.

- Evaluate annually for efficiency the current electronic system for air and heat regulation.
- Designate one person to set the controls. Rotate the responsibility annually so one person does not experience burnout.

Develop and recommend policies and procedure about maintenance and use of buildings and properties.

- Building maintenance needs currently are reported to the church secretary who notifies the proper person to perform maintenance.
- Currently there is a budgetary guideline for plumbing, technical, or electrical work. Any deviation from prepared guidelines requires approval from Building and Grounds Committee.

Assist other church committees in responsibilities relating to church property and space.

Recommend to the church the constitution of a Building Committee when needs call for new or remodeled facilities.

## **BUS/VAN COMMITTEE**

There shall be three members elected to serve three year terms with one rotating off annually. Members may succeed themselves if desired. The Pastor and Minister of Youth shall be ex-officio members. The Bus/Van Committee is responsible for keeping the bus and vans in good working order.

### **Duties:**

- Pick up and inspect for anything that needs fixing prior to any trip.
- Wash as needed.
- Drive to check for smooth operation of vehicle.

- Service as needed.
- If any vehicle starts to need frequent repairs, it is time to look for replacement.

Any church vehicle that can facilitate more than fifteen (15) passengers must have:

- Commercial Driver's License
- Required physical

Each vehicle should have copies of the church vehicle policy and travel forms in the vehicle from the Operations Manual.

## **CHURCH VEHICLE POLICY AND FORM**

Only organizations or groups representing the First Baptist Church and their guests shall use the vehicles. They may not be loaned to any group outside the church. The vehicle committee shall have the authority to deny the specific use of the vehicle if they determine the trip is unsafe or unwise due to mechanical conditions. Any group desiring to use the van or bus should schedule the date of use with the church office at least 2 days in advance, preferably as early as possible to avoid conflicts with other users.

All youth and children trips out of town must be properly chaperoned.

For safety reasons:

- The passengers shall keep all parts of body inside the vehicle while in motion.
- Passengers shall conduct themselves at all times in a manner that will not disturb or distract the driver. No glass containers of any kind will be allowed on board the vehicle.
- When a driver participates in any kind of activity that could result in his being injured, an alternate driver should be with the group.

Any group using the bus must obtain a driver from the list of drivers in the church office approved by the Bus/Van Committee.

If you wish to become a driver:

- All approved drivers must be at least 25 years of age.
- Must have had recent experience in driving a van or bus or demonstrate to the committee the ability to safely operate the vehicle. (Drivers of the bus must have commercial license.)
- The driver shall observe all posted speed limits and abide by them. He shall drive defensively and be responsible for his own traffic violations.
- No radar detectors may be used.

In the event of an accident while on the highway, the driver or sponsor should notify the Highway Patrol. He should also check with the church office (if the office is closed, he should contact a staff member or a member of the Bus/Van Committee) for instructions as to the disposition of the vehicle, alternate transportation, etc. The driver will be responsible for making the final decision regarding any problems that may arise while vehicle is in route to and from destination.

The driver or sponsor will be responsible for:

- Cleaning the vehicle inside after the trip.
- Completing the Travel Report Form.
- Returning the key, fuel tickets, Travel Report Form, and any credit cards to the church office during the next day the office is open.

A service log book shall be kept in the vehicle glove compartment. Dates and mileage of oil changes filter changes, refueling, and all service shall be recorded. The vehicle shall be serviced, including oil and filter change, every 3,000 miles or every 6 months.

The driver for out of town trips shall be responsible for checking oil, water, and tire pressure before leaving. The church vehicle committee shall consist of a minimum of three elected members and the Pastor and Minister of Youth as ex-officio members and may succeed themselves. This committee shall review the vehicle policy annually to update any necessary changes. A copy of these rules will stay in the vehicle at all times.

# TRAVEL REPORT FORM

Complete one for each vehicle each trip.

Driver \_\_\_\_\_

2<sup>nd</sup> driver \_\_\_\_\_

Sponsor \_\_\_\_\_ Group \_\_\_\_\_

Destination \_\_\_\_\_

Vehicle used \_\_\_\_\_ departure date \_\_\_\_\_ returned \_\_\_\_\_

Mileage: Starting \_\_\_\_\_ ending \_\_\_\_\_ total miles \_\_\_\_\_

Was vehicle returned with fuel? Yes \_\_\_\_\_ No \_\_\_\_\_

Was vehicle returned clean? Yes \_\_\_\_\_ No \_\_\_\_\_

Please report any repairs that need to be done \_\_\_\_\_

Signed \_\_\_\_\_

Driver or group sponsor

## **CHRISTIAN LIFE CENTER COMMITTEE**

There shall be three members serving three year terms with one rotating off annually. The Minister of Youth shall be ex-officio member.

### **Goals**

- To assure Christ is honored and to seek to lead the lost to Christ through the use of the facility.
- To attract those not involved in a church into the fellowship of this church.
- To deepen relationships of church members through participation together.
- To challenge people to Godliness by example and expectations.
- To provide a Christian setting for meaningful leisure-time and league-time activities to build healthier and happier lives.
- To help Christians keep their bodies in good condition.
- To assure the facility is being properly maintained.

### **Behavior Code**

- The building is a part of our total church ministry. Because of our interest in influencing others for Christ, participants will conduct themselves and dress with high Christian standards.
- Both men and women should avoid wearing extremely short shorts, shirts imprinted with tobacco or beer company logos, no heavy metal rock groups, vulgar expressions or vulgar pictures.
- Ladies should not wear revealing tops when wearing leotards for exercising. Women should enter and exit church facilities wearing additional outer garments.

### **There will be**

- NO profanity or coarse talk.
- NO tobacco in any form.
- NO weapons of any kind.
- NO alcoholic beverages or recreational drugs.
- NO horseplay, excessive running or improper behavior.
- NO throwing or improper use of equipment will be allowed.
- NO disrespect may be shown to individual in charge.
- NO public display of affection.
- Nothing to detract from Christian atmosphere will be allowed (audio-visual equipment, radio, tape players, CDs) unless approved in advance.
- People using the facilities are to stay in the building. They are not to hang around outside or sit in parked vehicles. Those who do will either be asked to come inside or leave the grounds.

### **Discipline**

Willful violation of ANY rule could lead to loss of eligibility to participate.

#### **Infraction**

- FIRST: warning and explanation of regulations.
- SECOND: warning and reminder of regulations.
- THIRD: two weeks suspension and notification to parents if applicable. Conference with parents of youth and children will be necessary before use of the facility is re-instated.

## **Building hours**

- Church office hours will be 8:00 - 5:00 Monday through Friday.
- CLC will be closed Sundays except scheduled activities.
- There will be no school age students admitted during school hours.
- Prior to use, ALL activities WILL be scheduled through the church office.
- The CLC will be open for walking from 8:00 -4:00 Monday through Thursday and 8:00 - 12:00 on Friday.
- Keys must be checked out through church office.
- Programmed activities will be given priority over free play.
- Shirt and shoes must be worn at all times.
- Only FBC owned balls may be used.
- Kicking of basketball or volleyballs is not permitted.
- Participants must not hang on goal or net.
- Team practices (basketball, volleyball, or aerobics) must be scheduled through the office.
- Practices will be limited to 90 minutes unless otherwise approved by office.
- Parties will be limited to 4 hours unless otherwise approved by office.

## **Supervisors**

Any FBC member 21 or older that has become familiar with the guidelines and operation requirements of the CLC guidelines and operation requirements of the CLC by attending supervisor training and certification meetings will be qualified to be a supervisor. These supervisors have the responsibility for providing assistance, based on CLC guidelines, to anyone using the center.

### **Responsibilities**

- To enforce all rules and regulations.
- To patrol facilities.
- To see that building is taken care of when in charge.
- To check out key from church office.
- To help create an atmosphere of activity in CLC and make sure that a Christian atmosphere is maintained.
- To turn out lights, lock doors and turn off heat and air.

# CLC RESERVATION FORM

These fees are to cover extra costs incurred in use of building.  
This form must be returned before activity is placed on calendar.

Member(s) requesting facility \_\_\_\_\_ Phone H \_\_\_\_\_ cell \_\_\_\_\_

Date of activity \_\_\_\_\_ Time including set-up and clean-up \_\_\_\_\_

Activity \_\_\_\_\_

**Rooms reserved:** Check one

CLC \_\_\_\_\_

Game Room \_\_\_\_\_

Fellowship Hall \_\_\_\_\_

Kitchen \_\_\_\_\_

**Equipment Needed:**

Tables Round (number) \_\_\_\_\_

Long \_\_\_\_\_

Chairs (number) \_\_\_\_\_

Table cloths \_\_\_\_\_ X \$15 (cleaning fee) \$ \_\_\_\_\_

(User may choose to launder table cloths in lieu of cleaning fee)

Lights/Sound \_\_\_\_\_

Special arrangements must be made for these

Other \_\_\_\_\_

Total fees due \_\_\_\_\_

**Nothing shall be put on walls or floors** unless with special tape that is in the office.

First Baptist Church accepts no liability for injuries incurred while on the premises of the Church Property. These are assumed by the individuals themselves.

I have read, understand, and agree to the CLC reservation and conduct policy.

Signed \_\_\_\_\_

## CHURCH PROPERTY LENDING POLICY AND FORM

No property may be taken from the premises by non-members.

While members are always welcomed and encouraged to use church property to the glory of God, it is imperative to keep church property in good working order and available for use. When items are needed you must fill out a formal request and check the church calendar to be sure those items are not needed by a group which takes precedence over the individual request.

When items are borrowed they must be returned the day after the function for which they were borrowed is complete. (Small kitchen items and utensils may not leave the church). **White chairs in the Fellowship Hall are not to be left in the Fellowship Hall for any reason.**

### CHURCH PROPERTY LENDING FORM

Name of person requesting item \_\_\_\_\_ phone H \_\_\_\_\_ cell \_\_\_\_\_

Date needed \_\_\_\_\_ Time \_\_\_\_\_

Item borrowed \_\_\_\_\_ # needed \_\_\_\_\_

Additional items \_\_\_\_\_

If tablecloths are used, there is a \$15.00 per cloth charge for cleaning or wash before returning. Amount due \$ \_\_\_\_\_

Signed \_\_\_\_\_

\*\*\*\*\*

These items were returned to church \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Are any repairs needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Property received by \_\_\_\_\_

Church Representative

## **COMMITTEE ON COMMITTEES**

Six members serve a three year term with two rotating off annually. Members are to be recommended by the nominating committee.

### **Purpose**

To correlate and coordinate the committee structure of the Church.

### **Duties**

- Define duties and frequency of meeting of each committee.
- Nominate council and committee members and chainmen by September.
  - Begin in January praying for the new members of the committees to replace the ones rotating off.
  - Start to pencil in names for these positions but do not notify them at this time.
- Nominate special committees as assigned by the church.
- Request special committees as assigned by the church.
- Recommend formation of new committees and councils as needed and termination of any committee or council no longer serving a useful purpose.
- Maintain and utilize a current file of member's occupation and areas of expertise and/or interests. (This may be obtained from the office once the membership update by the membership committee has been done.)
- Annually nominate an Usher Coordinator and Assistant.
- Annually nominate a Lee County Baptist Association Executive Board member to serve along with the Pastor on the Board.

## **CONSTITUTION AND OPERATIONS COMMITTEE**

There shall be five members serve five year terms with one rotating off annually.

### **Purpose**

To make recommendations to the church in an effort to make the Constitution and By-Laws and the Operations Manual of First Baptist Church compatible with God's purpose for the church, and attuned to the needs of the congregation.

### **Duties**

Develop plans and organize as needed for a complete update of the Constitution and By-Laws and Operations Manual in five year intervals (years ending in 0 and 5) to meet current and future needs.

## **COUNTING COMMITTEE**

The Sunday School Director oversees this committee of volunteers who count the money during Sunday school collected from the morning service. It is then taken to the bank and dropped in the drop box. These volunteers serve on a rotational basis from a list kept in the office.

## **FLOWER COMMITTEE**

Three members shall serve three year terms with one rotating off annually. Members may succeed themselves if desired.

### **Purpose**

To provide an appropriate arrangement for each Sunday morning service.

Committee decides the appropriate decorations for special services. The main ones are Easter and Christmas. The church pays for ribbons and small extra decorations and the church members provide the Easter lilies and the poinsettias as

honorariums. The 3 members of the committee take turns decorating the altar table. Whoever puts up an arrangement is responsible for removing it. Whenever church members want to put an arrangement, they should consult the committee before the plans are made to avoid conflicts and remember to also remove the arrangement when the service for which it is used is over. When an arrangement is donated from a celebration (i.e. wedding, anniversaries, funerals) the family should contact the church secretary or the committee in advance to avoid conflicts with other plans. The designation location for the display of these donated arrangements are placed in the order they are received on first the altar table, then the organ or piano side and then in the baptistery. The committee will provide arrangements for special occasions as needed whenever they are notified (i.e. fellowships, youth functions, ladies retreats). The committee shall work with the Hospitality Committee to provide decoration for church wide fellowships, receptions and banquets.

## **FUNDRAISERS**

When it is needful to raise funds for trips (children/youth) or other causes to benefit those in the church, the fundraising event should be confined to the church family. If the recipient is in the community (ex. Relay for Life or similar) the fundraising event should be conducted off the church premises unless approved by the church at a regular business meeting. No selling of goods may take place in the sanctuary or in any way interfere with worship or Sunday School.

## **GREETERS**

### Duties

- At the main entrance to the Sanctuary, three greeters will stand in the foyer on Sundays with bulletins to welcome people.
- There should be two groups of greeters.
- The greeters in the foyer will rotate Sundays according to the schedule agreed upon among themselves.
- If a person is going to be absent he/she should contact another greeter to take the vacant place.
- The bulletins are usually placed on the table in the foyer, but are also located on the railing beside the piano and organ or on the table by the office.
- The greeters arrive 30 minutes prior to the service. Their goal is to greet each person as they enter the building.
- They continue to stay in the foyer until all guests have arrived before going in and sitting down.
- Greeter meetings will be conducted when needed.
- To put a minimum of 3 greeters in the park lot on Sunday morning.
- To help greet members and visitors and give directions.
- To add security for members.
- To assist anyone needing help getting from parking lot to auditorium.

## **HISTORY COMMITTEE**

Three members shall serve three year terms with one rotating off annually.

- Committee is responsible for preserving the historical records of the church's life and work.
- Collect and safeguard in one place all the records that can be found.
- Ensure that the church makes and keeps adequate records of its current progress.
- Help all members appreciate their church through understanding the past.
- Develop and recommend to the church any policies/procedures regarding historical materials.
- Work toward having a special designated area to display historical material and records.

## **HOSPITALITY COMMITTEE**

Eight members shall serve two year terms with four rotating off annually. Members may succeed themselves if desire. The meetings currently are about every 2 months, but will meet any time the chairman (the Church Hostess/Host) deems necessary.

- Prepare for all events that involve a church-wide fellowship.
- Ensure all decoration, equipment, materials, and food is adequate for the event.
- Work with the flower committee in purchasing flowers, if needed.
- Help coordinate any program other than church related activity. (ex. weddings, funerals, showers) A member of the committee shall supervise any function that uses the fellowship hall or kitchen for other than church related activities.
- Recommend to the Budget and Finance Committee in preparing an annual budget for the kitchen supplies.
- Take inventory of supplies on hand and keep a record of supplies ordered so an annual budget can be done.

## **HOSTESS (HOST)**

Members shall be elected annually and may succeed themselves if desired. The church hostess is responsible for overseeing the Hospitality Committee and the Bereavement Committee.

- Order supplies for the kitchen and pantry and give to secretary to place the orders for the paper goods. Sometimes it is necessary for the hostess to purchase from Sam's or local grocery stores.
- Assess needs for new equipment and utensils.
- See that repairs on equipment are done when needed.
- Check to see if refrigerators and freezers need cleaning, and overseeing the cleaning process.
- Plan menus as needed.
- Schedule meat preparation when needed.
- Inspect kitchen area frequently to insure it is kept neat.
- Launder, or delegate to others, kitchen towels as needed.

## **INSURANCE COMMITTEE**

Three members are elected to serve three year terms with one rotating off annually. Members may succeed themselves if desired. The purpose of this committee is to provide adequate insurance coverage of the buildings, furnishings, equipment, and vehicles.

- Assessment should be made annually of all facilities to determine value of property.
- Review insurance coverage and make recommendations for changes in coverage, annually and as often as needed.
- Recommend to Budget and Finance Committee, annually, a proposed budget amount to adequately cover insurance premiums during the year.
- File damage claims with insurance carriers, as needed.

## **INTERIOR DECORATING COMMITTEE**

Three members shall serve a three year term. This is a subcommittee of the Building and Grounds Committee. The committee will provide recommendations regarding building design and appearance for the church building and grounds.

## **LIBRARY COMMITTEE**

Three members shall serve three year terms with one rotating off annually. The purpose is to promote the use of books and aids available in the church library that will be beneficial to membership.

- Formulate and update policy for administering the church library for approval by church membership.
- Develop/promote use of media for teaching aids, program support, and spiritual outreach of church.
- Develop and maintain an inventory and catalog of all media and equipment.
- Staff the library to be accessible to church members when deemed necessary, after church meetings, and during the week.
- Maintain and procure repairs of media and equipment.
- Conduct workshops on proper care and operation of media equipment.
- Anticipate needs for additional media and supplies and submit proposed annual budget to Budget and Finance Committee.
- File materials for History Committee and maintain history scrapbook.
- Make reports to church of library activities.

## **LONG RANGE PLANNING COMMITTEE**

Six members shall serve three year terms with two rotating off annually. Members may succeed themselves if desired.

### **Purpose**

To study church and community needs and make long range plans for growth and expansion to meet these needs.

### **Duties**

- Study our church and compare other churches of like size to get a feel for what is needed and how best to meet them. Study community and determine needs.
- Obtain map of area and determine target audience for our church.
- Relate these needs to present and future church programs.
- Study Sunday School attendance and determine rate of growth to compare it with the available space to minister to the expected increase.
- Develop long range plans to meet these needs involving property, facilities, church staff, missions, and other ministries.
- Obtain professional help as needed to analyze needs for space.
- Using current work in the areas of Worship, Evangelism, Fellowship, and Administration to determine ways to implement and grow in these specific areas.
- Present plans to church for recommendation and adoption or to Deacons or other committees for implementation.
- Review progress for previous year and advise staff of planned events in upcoming year.
- Update the long-range plan in 5 year intervals (years ending in 0 and 5).

## **LORD'S SUPPER COMMITTEE**

- The Chairman of Deacons and his wife it to prepare the vessels for the observance of the Lord's Supper.
- Check supplies of wafers in freezer and purchase more from Lifeway if needed.
- Obtain credit card from office or with permission, charge the purchase to the church.
- Check to see if there is ample communion cups and purchase more if needed at Lifeway.

- Ensure that all materials and equipment are in place prior to each observance. The trays are stored under the island in the kitchen.
- After the service, wash and dry and store all utensils in their place.
- Assign duties for the observance to all other deacons. It is helpful to decide how many will be needed according to the time of the observance. Sunday morning service could be double that needed for a Sunday night service. More deacons also as the choir will be in the choir loft during a Sunday morning service.
- Recommend purchase of equipment.

## MEMBERSHIP COMMITTEE

Six members shall serve two year terms with three rotating off annually. Members may succeed themselves if desired.

- Obtain a list of the church members. Locate all who are not current attendees, using last known address, contact with relatives, internet search and any means available.
- Prepare a profile on each member using the form that follows to update the rolls. This is to better enable the Committee on Committees and the Nominating Committee to fill positions with people who have needed skills for the job.
- Establish an inactive list of those who have moved away and an inactive list of those who still live near that needs to be contacted and visited.
- Keep roll current as new members are added

## MEMBERSHIP PROFILE

Name \_\_\_\_\_ DOB \_\_\_\_\_ home # \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Education \_\_\_\_\_

Occupation \_\_\_\_\_

Additional Skills/training \_\_\_\_\_

Military service \_\_\_\_\_ Branch \_\_\_\_\_

Skills acquired \_\_\_\_\_

Hobbies \_\_\_\_\_

## **MISSIONS COMMITTEE**

There shall be seven members consisting of Men's Ministry Director, WMU Director, Vice-Chairman of Deacons, Youth Pastor, Outreach Minister, and two at-large members elected annually.

- Plan trips and activities to get as many members involved in hands on missions as possible.
- Seek to find the needs of the community that the church can help meet.
- Seek out the needy in our own congregation that needs a helping hand occasionally to do things for them that they are not able to provide for themselves.
- Make the best possible use of the budgeted amount for local missions (4% of annual church undesignated receipts will be used for funding).

## **NOMINATING COMMITTEE**

The Committee on Committees recommends three members for the at-large members who will secure the four organizational directors: Men's Ministry, WMU Director, Sunday School Director, and Discipleship Training Director, who will be presented and voted on the 1<sup>st</sup> Sunday in June. The Sunday School Director and Discipleship Training Director then serve on the Nominating Committee.

- Assist church leaders to discover and enlist qualified persons to fill church-elected leadership positions.
- Obtain a list of current positions filled and who is rotating off the positions currently held. Begin with much prayer.
- Scrutinize prospective persons to fill the vacating positions.
- Select, interview and enlist church program organization leaders and general church officers.
- Approve volunteer workers before they are invited to serve in church-elected leadership positions being sensitive to recommendations by organizations directors.

## **OUTREACH COMMITTEE**

Six members shall serve a three year term. The committee is responsible for engaging the community by planning community events and other strategic evangelistic measures.

## **PERSONNEL COMMITTEE**

Three at-large members will serve three year terms with one rotating off annually and will serve with the Pastor, Chairman of Deacons, and past Chairman of Deacons.

- This committee has the responsibility of overseeing the problems and needs of the church as well as the problems and needs of the personnel who staff the positions the church has hired.
- It must research the need for new personnel as well as determining that it needs to change personnel.
- It must strike a workable plan to be first in God's will for the church then to administrate fairly between the church and its employees.

It is responsible

- Approving the Pastor's recommendation of hiring and dismissing non-ministerial employees after prayer and due process.
- For recommending to the church ministerial staff who has been found by a search committee.
- For formulating a benefit package for each person hired.
- For annual salary reviews for all personnel except the pastor (which is reviewed by the deacons).
- For developing and recommending a schedule of gifts for full-time staff members as they reach 5 year tenure and every 5 years afterward.

Keep church and staff informed on government regulations.

It is of utmost importance for this committee to carefully research with other churches in the area of the approximate size of ours when preparing benefits packages or making adjustments in salaries and insurance decisions. We want to honor God with our funds but we want to honor God as well by being fair to His called persons in service. In formulating insurance adjustments it is helpful to obtain at least 3 quotes for the age appropriate individual and averaging them together to reach a workable plan.

Great care should be taken when a person must be dismissed for inappropriate behavior not to disparage his reputation in the process of dismissal but to treat the person honorably in the hope that they may be restored to right fellowship.

## **PRAYER MINISTRY**

People who sign up to pray for an hour in the prayer room shall:

- Check the box for prayer requests and add them to the index boxes in the prayer room.
- Pray for the requests and send a card to the person requesting the prayer. Be sure there are sufficient cards for the next person who comes to pray.
- Update the index boxes by removing the prayer requests that have been answered. Get prayer guide from office to put in prayer room.
- See that a new sheet is put out as needed for people to sign in as they come to pray.

## **USHERS**

Ushers will provide assistance to people entering the church for worship.

Duties

- There are 6 groups to serve 2 months per year according to a master schedule kept in the office. Arrive 20 minutes early to take up assigned position.
- Assist people to enter building by opening doors, holding umbrellas, finding seating for them upon entrance.
- Pass the collection plate during the service.
- Offer the deacon prayer at the assigned time.
- Two men will take money to bank after service.
- Assist with handouts whenever needed.
- Two ushers will sit in front of church during service, two in rear by the doors, and one or two in foyer during service to assist with late comers or unexpected situations that may arise.

## **USHER COORDINATOR**

Purpose

- To assure smooth operation of the usher ministry.

Duties

- Check to be sure there are adequate ushers on duty for the service.
- Prepare schedule to put in the office.
- Assign ushers to various positions.
  - 1 on North aisle without plate.
  - 1 on North Middle aisle with plate.

- 1 on South Middle aisle with plate.
- 1 on South aisle with plate.
- 1 person in the balcony with plate.

## **WEBSITE COMMITTEE**

Three members shall serve a three year terms with one rotating off annually. Members may succeed themselves if desired. This committee is responsible for the programming and maintenance of the church's website.

## **WEDDING AND SPECIAL EVENTS COMMITTEE**

Six members shall serve two year terms with two rotating off annually. Members may succeed themselves if desired.

### Duties

- Wedding Reservation Form
- Fee schedule
- Kitchen clean-up list

# **COUNCILS**

## **CHILDREN'S COUNCIL**

Six members consisting of Children's Minister, Sunday School Director, one deacon, Children's Music Director, one male parent and one female parent (from different families) elected annually.

### Purpose

- To work with Children's Pastor.
- To plan, coordinate and correlate all children's programs and activities including the development of the church calendar for this age group.

### Duties

- Assist in setting goals or aims for Christian development of children through church organization.
- Suggest activities outside the church organizations and support and encourage implementation of these activities.
- Provide ample training opportunities for teachers, workers and parents and encourage participation.
- Plan and develop programs and activities for children with special needs as needed.
- Encourage and support children's teachers and workers.
- Evaluate the effectiveness of teaching, methods of teaching, and the curricula, and recommend needed changes to achieve goals.
- Address problem situations.
- Make recommendations relating to adequate space, equipment, and facilities.
- Keep parents informed of children's work and strive to gain interest and support.

## MIDDLE SCHOOL COUNCIL

Eight members consisting of the Youth Pastor, one deacon, one member from the Budget & Finance Committee, three church members from different families, one male and one female from the youth department, all selected annually.

### Purpose

- To assist the Youth Pastor in planning, coordinating, and implementing a middle school ministry based on the church program organizations that will lead young people to a saving knowledge of Jesus Christ and help them to learn how to develop a lifestyle of daily discipleship to Christ which includes personal worship, group worship, Bible study and ministry to others.

### Duties

- Help determine the spiritual, personal, and training needs of youth, youth leaders, and youth parents within the church and community. Develop specific and measurable goals.
- No money above your budgeted amount is to be spent without prior written approval of Budget and Finance Committee.
- Any trips planned by the youth department must be paid for by the participants in advance.
- Any youth who is financially unable to participate will have the opportunity to be helped financially by gifts from church members who have expressed a willingness to give in the situation. Their gifts would be anonymous, as would be the name of the recipient. The proper route to achieving this funding will be to call the Chairman of the Budget and Finance Committee or any member of that committee in advance of the trip so that the committee might secure the necessary funding.
- The council should keep an up-to-date ledger account of all incomes and expenses including trips and activities that involve spending of the budgeted funds and designated funds.
- The council will be responsible for providing to the Budget and Finance Committee a detailed written budget request in advance of the fiscal year, with the recommended date of no later than August 1<sup>st</sup> of the planning year. This budget will include: proposed cost of activities that the youth will participate in during the year, using actual cost of similar activity from the previous year, or from research into costs. (motels, meals, tickets, etc.) Description of how the trip will be paid for (participants paying, fund raisers, etc.).
- Develop, plan calendar and implement activities and programs that will help reach the goals that are set. Prepare a proposed list of activities that the youth will participate in during the year and approximate dates as close as possible, including an estimated list of participants; list of known costs; and a waiver signed by parent or guardian which is marked paid when the participant's funds are received. Submit this to the Deacons.
- Prepare a proposed weekly plan of activities with cost of these activities as closely estimated as possible.
- Council is to determine requirements for those persons who wish to participate in youth activities (i.e. active in church, regular in worship, etc.).
- Keep the church program organizations at the center of the youth ministry.
- Support, encourage, and provide training for leaders.
- As much as possible, relate all youth activities to one or more of the program organizations.
- Support parents of youth, by developing programming to aid them in their parental role and by keeping them informed.
- Make recommendations related to adequate space, equipment and facilities.
- Address problem situation.

## **NURSERY COUNCIL**

### Duties

- To work with Children's Minister.
- Schedule workers for all services that provide nursery care.
- Keep list in office and see that notification of nursery duty is published in the bulletin and Vision.
- See that toys are cleansed after use.
- See that bed sheets are washed and returned to beds.
- Know the policies and procedures found in the Nursery Handbook.
- Work alongside the Children's Minister in implementing the Nursery Policies and Procedures Handbook.
- Oversee nursery policies and procedures under the leadership and supervision of the Children's Minister.
- Organize, develop, and deliver volunteer schedule.
- Routinely wash bed linens and restock snacks and juice.
- Provide general oversight over the nursery under the leadership of the Children's Minister.

## **NURSERY COORDINATOR**

### Duties

- Schedule workers for all services that provide nursery care. Keep list in office and see that notification of nursery duty is published in the bulletin and Vision.
- See that toys are cleansed after use
- See that bed sheets are washed and returned to beds.

## **PRESCHOOL COUNCIL**

Six members consisting of Children's Minister, one deacon, Pre-school Coordinator (elected annually), three parents (all from different families).

### Purpose

- Work with Preschool Coordinator to formulate policies for use of preschool areas during all services.

### Duties

- Recommend and publicize policies and procedures.
- Recommend the purchase of furnishings and supplies.
- Coordinate space assigned to preschool work.

Preschool Director is the Minister of Children, Evangelism and Outreach.

## YOUTH COUNCIL

Eight members consisting of Youth Pastor, one Deacon, one member from the Budget/Finance Committee, three church members from different families, one male & one female from the Youth Department, all selected annually.

### Purpose

- To assist the Minister of Youth in planning, coordinating, and implementing a youth ministry based on the church program organizations, that will lead young people to a saving knowledge of Jesus Christ, and help them to learn how to develop a lifestyle of daily discipleship to Christ which includes personal worship, group worship, Bible study, and ministry to others.

### Duties

- Help determine the spiritual, personal, and training needs of youth, youth leaders, and youth parents within the church and community. Develop specific and measurable goals.
- No money above your budgeted amount is to be spent without prior written approval of Budget and Finance Committee.
- Any trips planned by the youth department must be paid for by the participants in advance.
- Any youth who is financially unable to participate will have the opportunity to be helped financially by gifts from church members who have expressed a willingness to give in the situation. Their gifts would be anonymous, as would be the name of the recipient. The proper route to achieving this funding will be to call the Chairman of the Budget and Finance Committee or any member of that committee in advance of the trip so that the committee might secure the necessary funding.
- The council should keep an up-to-date ledger account of all incomes and expenses including trips and activities that involve spending of the budgeted funds and designated funds.
- The council will be responsible for providing to the Budget and Finance Committee a detailed written budget request in advance of the fiscal year, with the recommended date of no later than August 1<sup>st</sup> of the planning year. This budget will include: proposed cost of activities that the youth will participate in during the year, using actual cost of similar activity from the previous year, or from research into costs. (motels, meals, tickets, etc.) Description of how the trip will be paid for (participants paying, fund raisers, etc.).
- Develop, plan calendar and implement activities and programs that will help reach the goals that are set. Prepare a proposed list of activities that the youth will participate in during the year and approximate dates as close as possible, including an estimated list of participants; list of known costs; and a waiver signed by parent or guardian which is marked paid when the participant's funds are received. Submit this to the Deacons.
- Prepare a proposed weekly plan of activities with cost of these activities as closely estimated as possible.
- Council is to determine requirements for those persons who wish to participate in youth activities (i.e. active in church, regular in worship, etc.).
- Keep the church program organizations at the center of the youth ministry.
- Support, encourage, and provide training for leaders.
- As much as possible, relate all youth activities to one or more of the program organizations.
- Support parents of youth, by developing programming to aid them in their parental role and by keeping them informed.
- Make recommendations related to adequate space, equipment and facilities.
- Address problem situation.

EMPLOYMENT APPLICATION FORM

Today's date \_\_\_\_\_

List job(s) for which you are applying \_\_\_\_\_

**Directions:** Print out this form, fill out each section legibly and turn the form in at First Baptist Church's office.

For your information: First Baptist Church is a drug-free workplace. If you are offered a job at FBC, you will be asked to take a drug test. Refusal to submit to a drug test or a positive confirmed test result will be used as a basis to reject you for employment. All employees are subject to random testing. FBC also runs a criminal background check on all new employees and will check your driving record if you are required to drive during the course of your employment.

**PERSONAL DATA**

Name:

Last \_\_\_\_\_ First \_\_\_\_\_ (middle) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Social Security \_\_\_\_\_

Emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Have you ever been in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what branch? \_\_\_\_\_

ROTC? \_\_\_\_\_ National Guard? \_\_\_\_\_ Skills required in service? \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list type of crime, date of conviction, and penalty imposed \_\_\_\_\_

Have you ever been a defendant in a civil action? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details and disposition of case \_\_\_\_\_

**EDUCATION**

High School Diploma? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where? \_\_\_\_\_

Business College? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where? \_\_\_\_\_

University or College? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_

List of Major and Minor \_\_\_\_\_

School or college activities in which you were involved? \_\_\_\_\_

Seminary or other graduate work? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Degree \_\_\_\_\_

**EMPLOYMENT HISTORY** List 3 with the most recent employment first, or attach resume.

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Starting/ending dates \_\_\_\_\_ Title/function \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Starting/ending dates \_\_\_\_\_ Title/function \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Starting/ending dates \_\_\_\_\_ Title/function \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Reason for leaving \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_ Phone \_\_\_\_\_

**JOB DATA**

Check areas in which you have experience or training

**COMPUTER/SECRETARIAL**

\_\_\_\_ Keyboard

\_\_\_\_ Bookkeeping

\_\_\_\_ Desktop publishing

\_\_\_\_ Computer skills (list software in which you are proficient) \_\_\_\_\_

**OTHER**

\_\_\_\_ Child Care

\_\_\_\_ Custodian

\_\_\_\_ Maintenance (list specific skills) \_\_\_\_\_

**KITCHEN**

\_\_\_\_ Cook

\_\_\_\_ Helper

**CHURCH LIFE**

Current member of a church? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please fill out the following

Name of Church where you hold membership \_\_\_\_\_

Location \_\_\_\_\_ Denomination \_\_\_\_\_

Church activities/ministries involved in \_\_\_\_\_

Describe your conversion experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HEALTH**

How would you describe your general health? \_\_\_\_\_

Hearing? \_\_\_\_\_ Eyesight? \_\_\_\_\_

**CHARACTER REFERENCES**

Do not list relatives or former employees.

Name of reference \_\_\_\_\_ Years known \_\_\_\_\_

Relationship (co-worker, friend, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name of reference \_\_\_\_\_ Years known \_\_\_\_\_

Relationship (co-worker, friend, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

Name of reference \_\_\_\_\_ Years known \_\_\_\_\_

Relationship (co-worker, friend, etc.) \_\_\_\_\_ Phone \_\_\_\_\_

**Release Authorization and Drug Free Workplace Notification**

I hereby authorize any person bearing this release to obtain information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to academic, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request to the bearer.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance or any attempts to comply with this authorization.

I have received a Drug Free Workplace Policy. I understand that as a condition of my employment I must submit to a pre-employment drug test and that my employment is conditioned upon a negative drug test result.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## JOB DESCRIPTIONS

### CLEANING SERVICE

Keep building in clean and orderly condition. Perform cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Service should notify Pastor or Office of any areas of repair they see in the performance of their duties.

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather and empty trash.
- Service, clean, and supply bathrooms. Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees. Dust furniture, walls, machines, and equipment.
- Mix water and detergents in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by assuring doors are locked after completion of duties, and all equipment used is maintained in proper and safe working condition.
- Notify Pastor or Office of any needed repairs.
- Requisition supplies and equipment needed for cleaning duties.

## COMPENSATION PACKAGE FORM

(For ministerial positions)

### SALARY

1. \_\_\_\_\_ Annually
2. \_\_\_\_\_ Church share of Social Security Benefits

### HOUSING

3. \_\_\_\_\_ Parsonage
4. \_\_\_\_\_ Housing Allowance/Electricity
5. \_\_\_\_\_ Phone
6. \_\_\_\_\_ Water

### PROTECTION BENEFITS

7. \_\_\_\_\_ Insurance (full time employee only)
8. \_\_\_\_\_ Sick Leave and personal time off as per Constitution and By-Laws
9. \_\_\_\_\_ Honorarium expense for pulpit supply as a budgeted item
10. \_\_\_\_\_ Annual Physical beginning at age 45
11. \_\_\_\_\_ Retirement plan at 10% of annual Salary (Line 1)

### MINISTRY AND CONTINUING EDUCATION EXPENSE

12. \_\_\_\_\_ Church related travel reimbursed at IRS rate up to maximum \$ \_\_\_\_\_ annually.
13. \_\_\_\_\_ Annual book and media resource allowance \$1,000.00 annually (Pastor)
14. \_\_\_\_\_ Educational Expenses up to \$ \_\_\_\_\_

### VACATION AND LEAVE TIME

15. \_\_\_\_\_ 2 days off per week
16. \_\_\_\_\_ Annual vacation per Constitution and By-laws
17. \_\_\_\_\_ Bereavement time off per Constitution and By-laws

### OTHER

18. \_\_\_\_\_ Moving Expense
19. \_\_\_\_\_

## MINISTER OF CHILDREN

### General Description:

The Minister of Children is responsible for planning, promoting, implementing and evaluating a balanced ministry for children from infant through sixth grade. To ensure harmony and focus of all church ministries, this position will partner with other staff and volunteer lay ministry leaders.

### Working Relationships:

The Minister of Children is a member of the pastoral staff. This position will be directly supervised by the Senior Pastor. This position is accountable to the Senior Pastor, the Personnel Committee, and ultimately the church.

### Duties:

#### Pastoral oversight of Children's Ministries

- Ensure that the programs and curricula are developed and conducted in a manner that complements the overall church vision and meshes well with current Youth programs.
- Plan and implement training programs that will effectively develop leaders in children's educational ministries. Develop and implement policies for the safety and security of children.
- Plan, promote, and implement annual or other special events for children like VBS, summer camp, fellowships, etc.
- Work with the Preschool Council, Children's Council, and other committees to effectively staff teaching positions, nursery workers and any other church wide events where child care/teaching is required.
- Regularly evaluate the effectiveness of any program, event, training, policy, or teaching materials currently being used to minister to children.

#### General Duties:

- Attend regular staff meetings.
- Participate in worship leadership as required.
- Perform daily administrative tasks as required.
- Provide basic counseling for church members as requested.
- Attend all church wide functions and participate in Sunday and Wednesday programs of worship and education.
- Perform other duties as assigned by the Pastor.

## MINISTER OF MUSIC

This position reports directly to the Pastor.

### Purpose:

- To give spiritual leadership and direction to the music ministry.

### Music Ministries:

- Give direction to all church members in the music ministry. Develop a singing congregation for worship.
- Develop and direct the adult choir.
- Give supervision and counsel to the graded choir programs including Preschool, Children, and Youth choirs. Work with the Nominating Committee on the enlistment of leadership for all choirs.

### Teaching:

- Provide a music teaching program which includes music knowledge, vocal training, music leading, and instrumental activities for the adult choir, any special group, and any person in the adult age level.

### Administration:

- Provide spiritual leadership and direction to the organist, pianist, and others involved in the work of the music ministry.
- Assist the Pastor in planning all congregational worship services of the church.
- Coordinate the maintenance and updating of equipment relative to the music area.
- Review and approve all music to be used in all the church services including special programs and weddings in order that our Lord may be honored in all the music at His House.
- Maintain an active visitation program that supports the overall music ministry.
- Work with the Pastor and others in supporting any phase or ministry of the overall church program.

Stewardship:

- Utilize time, supplies, people, and financial resources in the most efficient manner.

Relationships:

- Develop and sustain positive relationships with the staff and church members. Approach people and the job in the right spirit.

Communication:

- Communicate appropriate information, both verbal and written, in an accurate and timely manner.

Qualifications:

- Degree in music is preferred.
- Five years prior church experience.

## MINISTER OF YOUTH

This position reports to the Pastor

Ministry Duties:

- The Minister of Youth shall be responsible for providing discipleship and training for the youth attending FBC Baldwyn with the goal of strengthening youth spiritually and emotionally. He will work through several mechanisms to accomplish that goal, as detailed below. His ministry will require the assistance of several volunteer lay ministry youth leaders. He will need to work closely with them and sometimes use them as resources.

Responsibilities:

Development of Youth Discipleship/Fellowship:

- Pray daily for the youth of the church.
- Develop and assimilate volunteer leaders interested in working with the youth of the church and seek out training for teachers and leaders in the youth group.
- Supervise development of a system to assimilate potential members into the youth fellowships. Ensure that leaders and mechanisms are in place to meet the spiritual and physical needs of youth.
- Plan and lead efforts to reach the youth of the communities surrounding FBC Baldwyn and assimilate potential members into the youth fellowships.
- Plan and lead/oversee Youth Bible Fellowships as well as evangelistic events.
- Lead establishment of small group Bible studies and prayer groups within the church's youth department.

Strengthening of Youth through Life-Stage Curriculum:

- Assist youth council and education director in research and selection of curriculum for appropriate age groups.

Provide special youth focused topics utilizing other lay leaders as necessary.

- Develop a youth mentoring program for youth who do not have Christian role models in their lives. Lead youth to participate in youth Bible drills and scripture memorization.
- Lead and encourage youth to participate in VBS.

#### General Oversight of Youth Ministries:

- Serve as a ministerial mentor for youth; provide guidance, accountability, and encouragement to those working in the youth ministry.
- Ensure that education in the youth ministry maintains a focus consistent with other FBC educational ministries.
- Ensure that the youth program maintains a focus on the entire family and that the interests of both the teens and their families are taken into account.
- Ensure that the youth ministry programs, curricula, and vision are consistent with the overall church vision. Plan for and lead youth at summer camp and/or youth mission trips, Disciple Now and other youth events.
- Encourage youth to participate in youth choir, ensembles and various music/drama programs within the church.
- Lead and direct the youth choir and/or praise band.
- Lead and assist youth in preparation for Sunday evening services and youth day special services.

#### Working Relationships:

- The Youth Minister is a member of the ministerial staff. He is accountable to the Pastor, Personnel Committee, and ultimately, the church.

#### Communications:

- Be responsible for keeping ministry functions in agreement with all church policies, goals, and schedules. Be a focal point for communication between the youth ministry and other ministries of the church.
- Work closely with volunteer and/or staff ministry leaders to ensure a coordinated approach to the needs of the family and that the ministry builds up rather than fragments the family.
- Coordinate closely with the other ministry leaders in areas where ministries overlap. Assist the pastor in worship services as deemed necessary by the church.
- On Particular he/she is to operate within church-approved budget constraints and with the concurrence of the church Constitution and By-laws.

## Part-time Employee Absentee Policy

### Purpose

Part-time employees play an important role in the ministry and work of FBC Baldwin. The purpose of this policy is to establish guidelines regarding absences and special situations that could require the employee to be absent as part of the normal ministries of the church.

### Maternity Leave

Part-time employees are allowed up to six weeks of unpaid maternity leave after the birth of a baby. This leave is subject to the pastor and personnel committee's approval.

### Vacation

Part-time employees are allowed two weeks of paid leave per church year.

### Mission Trips or Other Ministry Absences

Part-time employees are allowed to participate in two mission trips or other pastor-approved church-related functions per church year. These two trips will not count as absence or vacation.

### Special Situations

Special situations that require absence will be up to the discretion of the pastor and personnel committee.

**Note:** No comp time can be accumulated for time spent on church-related trips.

An absentee request form is to be filled out and submitted to the pastor and personnel committee for signature and approval. This form will be filed in the employee's personnel record to document all absences.

## Part-Time Employee Absentee Form

Employee Name \_\_\_\_\_

Date of Absence \_\_\_\_\_

Absence Type (Vacation, Maternity Leave, Special Situation): \_\_\_\_\_

Notes on Leave \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel Comm. Signature \_\_\_\_\_ Date \_\_\_\_\_

## Pastor, Administrative

### Principle Function:

Responsible for the business and administrative affairs of the church. Provides leadership and supervision to support staff personnel. Provides administrative and physical support to staff and program directors.

### Working Relationships:

The Administrative Pastor is a member of the pastoral staff. This position will be directly supervised by the Pastor. This position is accountable to the Pastor, the Personnel Committee, and ultimately the church.

### Duties:

1. Assist the Senior Pastor in administering all facets of the operation of the church.
2. Establish and operate efficient financial record keeping, reporting and bookkeeping procedures.
3. Prepare financial information for the Budget and Finance Committee and the Church Treasurer.
4. Give direction to the weekday operation of the church office; supervise secretarial and clerical workers.
5. Serve as resource person regarding legal and business matters of the church. Study annually the insurance program and make recommendations.
6. Provide administrative support for all personnel activities and maintain personnel records; administer church salary plan.
7. Direct the maintenance program of the church, work with Building and Grounds Committee to establish and direct a maintenance, repair, and housekeeping schedule.
8. Maintain an inventory of all church property and equipment, annually. Administer church-adopted policies and procedures concerning the use of all church property and facilities, including vehicles.
9. Serve on church committees as a representative of the Senior Pastor upon request.
10. Coordinate the preparation of the annual budget by assisting the chairman of the Budget and Finance Committee in accumulating the ministries requested budgets; establish a financial records system for church and direct its operation; direct the receipts and expenses of church funds. Act as the purchasing agent for the church.
11. Christian Education – Assist the Sunday School Director in keeping up with current curriculum trends along with purchasing and distribution of curriculum.
12. Specifically minister to the assigned church membership (Senior Adults).
13. Attend staff meetings and all services. Perform other duties as assigned by the Pastor.
14. Assist in visitation of members and prospective members at the request of the Pastor.
15. Oversee the church's benevolence ministry in discerning how to help the needy and assist the bereavement committee in conducting their ministry.
16. Ensure that all events are prepared and set up with proper tables, seating, and technology needs.
17. Work with Media team to make sure all technology is prepared for church services.
18. Serve as a fill-in preacher in the absence of the Senior Pastor.

Work schedule is Sunday – Wednesday and, 8:00 a.m. to 5:00 p.m. with one hour lunch break. Off days are Thursday and Saturday.

## PASTOR, SENIOR

We seek a Pastor who will serve the Body of First Baptist Church Baldwyn through:

- Effective communication of God's Word as a New Testament Church.
- Mission minded in the community and worldwide.
- Leadership skills that will lead the congregation, the organizations, and the church staff.
- Develop relationships with the congregation and the community.
- Effective communication skills in staff and public arenas.

Education:

- Seminary training preferred, a degree is not required.
- Ten years' experience in the ministry preferred.

Responsibilities:

- Lead all worship services.
- Lead and direct staff and ministry team leaders.
- Active member of assigned committees
- Provide for the spiritual care of the congregation.
- Support the constitution of First Baptist Church Baldwyn.
- Serve as moderator in all business meetings of the church when present (see exceptions in By-Laws).
- Arrange for a substitute preacher when needed.

Goals of the Senior Pastor:

- Continue to develop acceptable performance expectations of key leaders.
- Pursue and develop the Deacon goals for attendance and church membership.
- Work to meet the church goals of Missions.

Other duties as required: This is not a comprehensive list of duties but serves as a guideline.

## SECRETARY, CHURCH

Work Schedule: Wednesday – Friday 8:00 am – 5:00 pm. According to the Bylaws one hour is given for Lunch.

Secretary shall report to the Pastor and to the Personnel Committee.

### Duties:

Answer incoming telephone calls

Keep membership records up to date

Sends for letters of recommendations and requests for church letter

Keep updated Sunday School rolls for each class

Keep Wednesday night youth and children rolls

Type and fold weekly Sunday bulletins

Type and fold Wednesday prayer guides

Keeps updated list of Baptist Record recipients

Send in news articles to the Baptist Record

Keeps updated nursery rotation list for Sunday services

Sends reminder cards to various committees

Types and distributes yearly voting ballots for deacon elections, and others as requested

Maintain list of van drivers and insurance cards and tags for each vehicle

Design, print and publish WMU year book when needed

Respond to various emails from church members

Help maintain church calendar

Maintain new member forms

Plan ahead to use special VBS or Christmas bulletins

Type and prepare weekly Vision to go out on Wednesday

Take Vision to Post Office at designated time

Pick up mail from Post Office and distribute

Prepare and keep updated cards and publications for classes and departments as needed

Type, staple, and distribute yearly Teachers/Officers list

Keep updated list for weekly offering envelopes and maintain quarterly ordering

Purchasing agent for the church - kitchen, janitorial, office...

Fills out the ACP (Annual Church Profile) and send to the Association office

Contact deacons/staff with illness, hospitalization, death, of family members

Assist staff in registering for summer camps and conferences

Assist in special projects as required by staff and committees

Keep prayer board (in office) up to date and staff informed

Administrate community benevolence fund (once every 3 years)

Other duties may be added throughout the year

## SECRETARY, FINANCIAL

Fiscal Year will run October 1 – September 30

Financial Secretary shall report to the Pastor and to the Personnel Committee.

Work Schedule: Monday – Tuesday 8:00 am – 5:00 pm. According to the Bylaws one hour is given for Lunch.

### Financial Duties

Pay bills on time and organize an efficient filing system for each bill

Payroll and employees records up-to-date

Keys in weekly contributions

Maintains records of designated funds

Make various deposits and keep running balance in checkbook

Prepare end of month financial reports

General ledger and accounts payable

Prepare all state and federal taxes – work with accounting firm

Prepare W-2 (work with accounting firm)

Downloads the tax update every year – work with accounting firm

Prepare, staple and distribute New Yearly budget – from Budget and Finance Committee

Prepare all year-end financial procedures

Types, prints, seals, stamps and mail yearly contribution statements to members

Send out memorial and honor of cards weekly

Organize existing files into an acceptable clear concise system

### General Duties

Answer incoming telephone calls

Assist in special projects as required by staff and committees

Keep prayer board (in office) up to date and staff informed

Administrate community benevolence fund (once every 3 years)

Administrates designated funds given for missionaries and scholarships

Help maintain church calendar

Respond to various emails from church members

Work with staff and committees to get checks for various events

Other duties may be added throughout the year

## WEDDING AND FUNERAL POLICIES, FORM AND SCHEDULE

A marriage ceremony performed in the church is a service of both worship and consecration. The minister is called upon to perform weddings because church and state thus unite their desire to give binding Christian sanction to marriage. The policies included herein are presented to make the ceremony and its accompanying activities as meaningful and as smooth as possible. Because FBC Baldwin believes in the unerring, infallible, Word of God, and in the Word in Genesis 2:23-24 it states: "this is now bone of my bone and flesh of my flesh, she shall be called Woman, because she was taken out of Man. Therefore shall a man leave his father and mother and shall cleave unto his wife and they shall be one flesh." Therefore, as the body of Christ we only recognize that marriage is between one man and one woman. And in compliance with our beliefs, FBC Baldwin properties will only be used for marriage between one man and one woman, either of which is a member in good standing. (Refer to membership section on page 8) Exceptions may be made for children or grandchildren of members in good standing. These policies have been adopted by First Baptist Church and shall be adhered to by the wedding party.

### Reservations

The Pastor should be consulted first to establish a date for the wedding, for use of the church facilities, and for the policies to be followed. Once the date has been established, it will be placed on the church calendar, and the facilities to be used by the wedding party will be reserved for those dates. The church office should be notified as early as possible in case of cancellation or to change the date.

### Decorations

Recognizing the architectural and natural decor of the sanctuary, it is believed that extensive supplementary decorations are not necessary. Consultation with the florist of one's own choosing will determine what decorations are suitable. All decorations should be kept in good taste. The florist will be responsible for any damage to church furnishings resulting from neglect to protect them. No candle stands may be attached to pews. Candles should be dripless or mechanical, and should have adequate drip cloths to protect furniture and carpet. Birdseed instead of rice should be used and may not be thrown anywhere in the building, only outdoors. Fresh flowers are not to be dropped in the aisles or on the carpet. The pulpit is to be moved by staff only. Flowers and other paraphernalia used in weddings must be picked up within the hours following the wedding by florist or family. If you desire to leave flowers for a worship service, please notify your florist and the church office prior to the wedding. All flower containers must be picked up and returned to owner.

### Specific requests

- NO ONE IS TO STAND ON PEWS to take pictures or for any other purpose.
- NO SMOKING in any part of the facility. Please share this with the caterers, florist personnel, photographers, and others who will be helping to set up and clean up after the wedding.
- NO ALCOHOL OR DRUGS are permitted in any of the church buildings.
- NO FOOD OR DRINKS PERMITTED IN SANCTUARY AT ANY TIME! No food or drinks in the Sunday School rooms - only in designated areas.
- KITCHENWARE that belongs to the church must remain on premises and may not be lent out.
- CHILDREN MUST BE SUPERVISED while parents are working to prepare for functions as they are too young to know what might be damaging to the facility.
- DAMAGES to the facilities will be repaired or replaced by the user. (If it's for a wedding, it will be the Bride's family that will be accountable.)

### Opening and closing the building

- Arrangements must be made through the church office to have building opened and closed for ceremony, rehearsal, clean-up etc.
- The thermostats will be preset to come on and go off and may not be changed.
- See that anything that was moved in the various rooms is replaced the way you found it. Do not leave behind anything that does not belong to the church (coat hangers, trash, belongings, etc.).

### Music

The Bride is asked to use discretion in selection of appropriate music. All music used in weddings must be approved

by the Minister of Music or Pastor prior to building use. The music approval form must be signed and returned to church office before the wedding. All musicians and instrumentalists shall be paid and done so in a way commensurate with their time and expertise. You will be responsible for getting someone in the church that is knowledgeable about the sound system to operate the system. They should be paid for their time taking into account the time spent during rehearsal as well. Check with the church office to schedule the sound and lighting technician.

#### Fees

The church facilities are not for rent but there are costs associated with the use of utilities, janitorial services, sound and light technicians.

#### FUNERALS

Those using the sanctuary for funerals are asked to limit the flowers brought inside to one casket piece and six easels. The church will provide the clean up after funerals. All conduct policies listed above apply. The church will provide a meal for those who desire it.

## KITCHEN CLEAN-UP CHECK LIST

### Tables

Fold and return all tables to proper storage area.

### Food

Remove all food that is left over from premises (unless arrangements have been made in advance for other disposal).  
Make sure no food is left in sinks.

### Trash

Trash is to be put in garbage bags and placed in the dumpster out back of kitchen.

### Dishes, Silverware, Pots and Pans

Rinse all plates, cups and glasses, run them through the dishwasher, dry and put them in their proper place.  
DO NOT LEAVE POTS, PANS, AND DISHES STACKED UP IN SINK.

### Equipment

- STOVE. Make sure all eyes are turned off, oven is off, and vent hood is off.
- REFRIGERATOR/FREEZER. Make sure the doors are closed securely.
- DISHWASHER. Make sure the dishwasher is turned off.
- COFFEE POT. Wash, dry, and put away the coffee pot.

### Miscellaneous

- Check for wet or slippery areas and clean them. Check to see if there is any water left on anywhere.
- Check restrooms to be sure lights are out and no water left running. Check to see if all lights are off.

When in doubt about what to do call someone on designated list and ask. For this event please call:

\_\_\_\_\_ or \_\_\_\_\_

Signed \_\_\_\_\_

Return this form to the church office or slip it under the office door as you leave.

## WEDDING RESERVATION FORM

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

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

Rehearsal dinner location \_\_\_\_\_

Minister performing ceremony \_\_\_\_\_

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

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

\_\_\_\_\_

Home phone \_\_\_\_\_ Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Church membership \_\_\_\_\_ Church membership \_\_\_\_\_

Mailing address after marriage \_\_\_\_\_

\_\_\_\_\_

Director of Wedding \_\_\_\_\_

Organist \_\_\_\_\_ Pianist \_\_\_\_\_

Vocalist \_\_\_\_\_ Others \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Number of guests expected \_\_\_\_\_

Person responsible to open and close church for rehearsal and wedding and advice on church policies:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

## WEDDING FEE SCHEDULE

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

Date of wedding \_\_\_\_\_

	Yes	No	Fee	Charges
Church facilities	_____	_____		
Sound System by special arrangement	_____	_____	\$150	_____
Musician (s)	_____	_____	\$150	_____
Pulpit removal	_____	_____	\$ 10	_____
Janitorial fees	_____	_____	\$150	_____

Tablecloths

How many? \_\_\_\_\_ X \$15 = \_\_\_\_\_

May launder personally.

Total amount due \_\_\_\_\_

Complete this form and return it along with any fees due above to the Secretary of First Baptist Church at least two weeks prior to your wedding.

FBC Baldwyn

# Nursery Policies and Procedures Handbook

Established March 2016

Updated September 2019

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## INTRODUCTION

### Welcome

Welcome to the FBC Baldwyn Nursery! We are excited to have the opportunity to share in the care and growth of your child. We realize that our role is an important one in your child's life, and we will strive to fulfill that role to the best of our abilities.

We are called as the church to receive, nurture, and treasure each child as a gift from God and to give high priority to the quality of planning for children and the preparation and support of those who minister with them. We are called to love, shelter, protect and defend children within our community, to nurture and support families in caring for their children, acting in the children's best interest.

We hope this handbook will be both helpful and informative. Please read it thoroughly and keep it handy to refer to in the future as needed. Copies are available in the Church Office and the nursery area as well as online at [www.fcbaldwyn.com](http://www.fcbaldwyn.com).

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14*

### Purpose

The nursery supports parents by providing for the physical, emotional, and spiritual needs of young children during worship services and other scheduled events.

### Policy

FBC Baldwyn provides these policies and procedures to give children the best possible care. It is our desire to protect the health and safety of the children, workers, and all who enter our nursery facilities.

## NURSERY INFORMATION

We believe as a church family that all of the children that attend FBC Baldwyn are "ours," and we treat them as such. The nursery is available to babies\* in attendance during FBC Baldwyn Sunday and Wednesday services and other church sponsored events, as indicated. Parents and guardians may leave a child in the nursery *ONLY* to attend an activity sponsored by FBC Baldwyn.

- *Nursery services are provided for babies (birth through - 3 years of age). Children 4 years of age and older will not be permitted entry into the nursery area. However, space will be provided for parents to care for their children (4+ years) if circumstances make it difficult or impossible to attend the worship service.*

### Parental Responsibilities

Parents are children's most important teachers and our greatest advocates in their spiritual nourishment. Parental assistance in the implementation of these policies and procedures is not only beneficial but necessary.

### Parents can help us by

1. Becoming familiar with the nursery procedures and policies.
2. Remembering that each policy and guideline is based on a desire to provide a safe, secure learning environment for your child. Please ask the Children's Minister or Nursery Coordinators to discuss with you any policy that you do not understand.
3. Filling out the Required Nursery Registration Form (via paper or online).
4. Encouraging their child in his or her walk with Christ.

### Drop-off/Pick-Up Procedures

At time of drop-off, parents will be asked to sign their child in. If your child has any allergies please let the person checking you in know. After signing in, the parent will receive three stickers. The parent will place one sticker on the child's back, the other on the child's diaper bag, and the final sticker will be required for pick-up. Finally, please hand your child to the worker.

- *To ensure that all children stay inside the nursery and little fingers do not get pinched, we ask that parents do not enter the nursery.*

We want your child to feel comfortable in the room, so if your child is having separation anxiety or difficulty transitioning we will ask you to assist with your child. However, after your child is content, we ask that parents exit the nursery area. The nursery volunteers will ensure that you are contacted during the service if you are needed.

When the service or Sunday School hour has concluded, please arrive promptly to pick up your child. Present your sticker number to the nursery worker. They will then bring your child to the door with their diaper bag. Children will only be released to the person with the matching sticker.

- Older siblings may not pick-up a child without the matching sticker and parent approval.

### Snacks

Snacks are a common occurrence in the nursery. If your child has a food allergy or special need related to food, please provide this information on the Nursery Registration Form or notify the nursery volunteer. Parents are encouraged not to bring special snacks for their children unless previously approved by the Nursery Coordinators.

### Potty Training

Please address any special needs or instructions to the nursery volunteer. Also, please inform the nursery volunteer if your child is in the process of potty training so that they may better assist your child.

## Children's Supplies

Parents should include the following supplies for their children in a diaper bag or sack that will easily fit on the nursery hooks.

1. Bottle or Sippy Cup (please label your child's bottle/cup with their name)
2. Diapers
3. Baby Wipes
4. Soother (pacifier, blanket)
5. Change of clothes

Please check diaper bags regularly to ensure there are proper supplies. If you forget these supplies for your child, we have some items available for use.

## We prefer that you DO NOT bring the following items

1. Medicine of any kind. If your child needs medication at all, it must be administered by the parent or guardian.
2. Personal toys
3. Sick children! No sick children will be admitted into the nursery for the health of others.

The nursery is equipped with blankets, burp cloths, etc. It is often difficult to track down the items that personally belong to your child, especially if they are not labeled and resemble the nursery supply. Therefore, please label such items.

## SAFETY & SECURITY

### Security Systems

- Because the safety of each child is so important, we have implemented a new security, check-in system. Parents are to complete a Nursery Registration Form either via paper or online. The registration form includes contact information (where you will be located during your child's stay), allergies, special needs, and who can pick the child up.
- Each guest to our nursery will need to fill out a Guest Nursery Registration form during the child's first visit to the nursery.
- We also have a text message system in place to be used, if needed, during a child's stay in the nursery.
- Only the parent/guardian with the matching sticker will be allowed to take the child from the nursery.

### Incident/Accident Policy

We strive to keep your child as safe as possible. However, if your child is involved in some type of incident/accident; you will be contacted in a timely manner. An incident report will be completed by the worker(s) who witnessed the event and then given to the Nursery Coordinator of the month or to the Children's Minister. The Children's Minister will follow up with the parent/guardian of each child involved.

### First Aid

A First Aid Kit is available in each classroom at FBC Baldwyn. General first aid can be administered by volunteers as needed, but if your child needs medication, it MUST be administered by the parent/guardian.

### Diaper Changing Policy

Men are not to change diapers (unless you are the child's parent).

## HEALTH POLICIES

### Illness

Children are the most susceptible to any and every "bug" that comes along. Despite our best efforts, the spread of these germs can run rampant in the nursery. Therefore, to prevent the spread of colds, flu, ear infections, etc., the following policies will be enforced.

- Parents will be notified immediately to come for your child if they become ill in the nursery.
- **Medication will not be administered by any nursery volunteer.**
- Should your child develop an infectious disease following a session in the nursery department, please contact the Children's Minister immediately.
- Children who show signs of illness should be kept at home.
- According to the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists, or if they have had symptoms of the following within the previous 24 hours:
  - Fever greater than 101
  - Vomiting
  - Diarrhea
  - Any of the symptoms of the usual childhood diseases such as measles, mumps, chickenpox, and whooping cough.

**Children who show signs of any other illness** should be kept at home, some of which would include but are not limited to:

- Strep Throat
- Head Lice
- Pink Eye
- Undiagnosed Rashes or Sores
- On-Going Cough
- Runny Nose and Watery Eyes

## NURSERY WORKERS & VOLUNTEERS

We believe as a church family that all the children are "ours." Thus, we ask that the parents of children utilizing the nursery, as well as other members of our congregation, volunteer when possible.

The Children's Minister & Nursery Coordinators will provide training opportunities to familiarize the volunteers and paid workers with the policies and special procedures outlined in this handbook. This training helps all nursery volunteers and paid workers know the proper way to handle situations that may arise during their stay in the nursery and will keep our nursery team unified.

The Children's Minister in coordination with the Nursery Coordinators is responsible for determining the suitability of nursery volunteers and paid workers to care for our children. It is a priority to recruit and maintain volunteers and paid workers who will provide loving, responsible, and developmentally appropriate care for all children staying in the nursery. Should you, as a parent have questions or concerns regarding care given, please contact the Children's Minister.

Age of Children	Number of children To Caregiver Staff
Less than 1 Year	5
1 year old	9
2 years old	12
3 years old	14
4 years old	16
5 thru 9 years old	20
10 Thru 12 years old	25

According to the Regulations Governing Licensure of Child Care Facilities Office of Health Protection Amended October 8, 2014, Effective November 10, 2014 Child Care Facilities Licensure Division Rule 1.8.2

***\*\*However, we feel it is best policy to have at least 2 volunteers present in each room at all times.\*\****

## **Nursery Workers and Volunteers Responsibilities**

### **Purpose**

To provide dependable, safe, secure and nurturing care to the children while at our Church, ages 0-3 years during worship and Sunday School.

### **Responsibilities**

- Provide age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding or sitting with and cheerfully interacting with children through games, stories, play and prayer.
- Arrive 15 minutes prior to morning and evening worship services. Child care hours include every Sunday 9:15-11:30 am and Sunday 5:45-7:15 pm. Workers also have the option to work Wednesday 5:45-7:15 pm. (2-hour minimum)
- Remain in the nursery until all children have been secured with their parent.
- Afterwards clean all toys with sanitizing solution and remove bedding to laundry basket.
- Follow all sanitation guidelines set aside by FBCB for changing diapers and restroom visits. Gloves, changing table liners, and disinfectant are available in both classrooms.
- Record each child's name, parent's phone number and special instructions on classroom board.
- Be ever conscious of the need for confidentiality and use wise judgement.

### **Qualifications**

- Christian and at least 18 years of age.
- Experience in caring for children between the ages of 0 to 3 years with the ability to adapt and interact with a variety of personalities and developmental levels.
- Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination.
- Three references
- Submit to background check and agree to be fingerprinted.

### **Screening Procedure**

We require all teachers, staff and volunteers who work with children to go through a screening process that includes an application form as well as a criminal/child abuse background check.

### **Minor Nursery Workers**

Minors (18 and under) will be allowed to assist with their adult parent volunteer as long as the parent is present at all times.

### **Nursery Workers Opportunities**

If you are interested in participating in our Nursery Worker program, please fill out a Ministry Worker Application or contact the Children's Minister for more details.

### **Nursery Workers Scheduling**

To ensure the nursery is adequately staffed at all times, a nursery schedule will be provided to all nursery workers. If you are not available to serve on your scheduled day, please first try to switch shifts with someone on the nursery schedule, if not please contact a Nursery Coordinator.

## Nursery Workers Duties Prior to Service Time

- Arrive 10-15 minutes prior to the Church service time.
- Wash hands thoroughly upon entering nursery.

## Transition Time Procedures

There is a period of time between service and Sunday School when things can get real confusing unless we prepare for it ahead of time. Transition time is between workers leaving from a previous shift, and workers arriving for the upcoming shift. For workers beginning a shift, please refer to the "Nursery Worker Duties Prior to Service Time."

## Instructions for care-givers being relieved from a shift

- **DO NOT LEAVE** until the volunteers relieving you are situated and have everything under control.
- Clean up the area so the volunteers relieving you can have a clean area to begin their service.
- Make sure to wipe off dirty toys that have been in children's mouths.

## Check-In Procedure

*Note: Parents are to remain outside of the nursery.*

- As the parent/guardian comes to drop off the child, have them first check-in and receive their stickers.
- Place a sticker on the child and their diaper bag prior to the parent leaving.
- Check the sticker to make sure the child has no special allergies.
- Ask the parent for any special instructions and write their name and information on the white board.
- Hang the diaper bag on the hooks provided.

***\*If the child is a first-time visitor to our nursery, have them to complete a Guest Nursery Registration Form\****

## General Policies & Procedures

- Men are not to change any diapers.
- Sanitize hands after each diaper change and after wiping a runny nose.
- Prevent babies from sharing bottles/cups and pacifiers. Be sure to keep these items in the child's diaper bag when not in use.
- If you think a child is sick, inform the parent/guardian immediately and refer to the "illness" section of this handbook.
- When stock is running low in any area, please mark the item on the Nursery Supply List and let the Nursery Coordinator for that month know as soon as possible.
- See that each baby's diaper is checked at least once during the time you have them.
- Check a child's diaper bag for diapers and wipes before using items provided by the nursery.
- If a child becomes frustrated or aggressive, redirect their attention to another toy or activity. If this does not solve the problem, text the parent/guardian to pick their child up.
- Do not permit babies or toddlers to climb on chairs and tables.
- Report any incidents/accidents to the Children's Minister, and fill out an incident/accident form, located in the storage cabinet. Notify the parent/guardian when they come to pick up their child.
  - If incident/accident has caused the child to become inconsolable, please text the parent/guardian. The Children's Minister will follow up with the parents of the child (ren) involved.

## **Toy Cleaning Policy**

All nursery toys will be cleaned weekly to avoid spreading germs. Nursery volunteers are asked to disinfect "chewed on" toys before passing them on to another child or place them in the sink to be washed at a later time. Before these toys are used again, they will be disinfected.

## **Parent/Guardian Communication**

Parents want to hear about their child. They need to know if there was a problem such as excessive fussiness, a slight accident such as a bump on the head or fall, and if you noticed any signs of illness. They also need to hear about the good things that happened while they were away from their child such as: he/she was happy and smiling, he/she told you that he/she had to go to the potty, he/she drank their bottle. Telling parents these things helps them to feel secure about leaving their child with you. It tells them that you really do care about their child.

## **Special Event Policy**

- All requests for childcare should be submitted in writing to the Children's Minister at least two weeks in advance of an event.
- The Children's Minister must know the number of children anticipated for each activity as well as the ages of the children so that an adequate number of workers can be provided.
- If there are any changes to the event, the Children's Minister must be informed as soon as possible.
- If the church-sponsored event is not located at the church, parents will be expected to leave emergency phone numbers for the care-givers.

## **Handbook Agreement**

Each time you sign your child into the nursery, you are agreeing to abide by the policies and procedures outlined in this handbook. If you have any questions or concerns about anything included in the handbook, please let the Children's Minister know so that your views on the policies can be reviewed and considered. The handbook will be revised as needed to reflect the needs of the childcare at our church. New copies will be made available after any revision and will be located in the Children's Ministers office as well as the Nursery Area. To ensure that these policies are implemented, the Children's Minister as well as the Nursery Coordinators will provide training opportunities to familiarize the volunteers with these policies and special procedures. The Children's Ministry teams are responsible for the day-to-day observance and implementation of these policies and procedures.

## **THANK YOU!!**

FBC Baldwyn Children's Minister, Nursery Coordinators and Volunteers appreciate all the hard work of our church family. By working together, we will make our nursery a nurturing and safe environment for our children.

Questions? Comments?

Please contact our Children's Minister, Madi West

(662) 871-5812

madison@fcbaldwyn.com

# CHILD PROTECTION POLICY

## General Purpose Statement

First Baptist Baldwin seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of First Baptist Baldwin from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

## Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and unpaid persons who work with children. The term "volunteer" means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

## Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

### a) Six Month Rule

No volunteer will be considered for any position involving contact with minors until she/he has been involved with First Baptist Baldwin for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

### b) Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous First Baptist Baldwin affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the First Baptist Baldwin.

### c) Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

### d) Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at First Baptist Baldwin.

### e) Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and volunteers as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by the children's minister (birth - 6<sup>th</sup> grade) and the youth minister (7<sup>th</sup> - 12<sup>th</sup> grade) on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form & results will be maintained in confidence on file at the First Baptist Baldwin.

## Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

## Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

## Responding to Allegations of Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** - any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** - emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** - any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** - depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this First Baptist Baldwin becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the children's minister (birth - 6<sup>th</sup> grade) or the youth minister (7<sup>th</sup> - 12<sup>th</sup> grade) for further action, including reporting to authorities as may be mandated by state law.

**In the event that an incident of abuse or neglect is alleged to have occurred at this First Baptist Baldwin** or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children, pending an investigation, and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and First Baptist Church Baldwin will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The First Baptist Church Baldwin will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. Our senior pastor (with guidance from the deacon body) will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.

6. A pastoral visit will be arranged for those who desire it.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

### **You Also May Want to Consider the Following Provisions Regarding Child Protection**

#### **Open Door Policy**

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

#### **Check-in/Check-out Procedure**

For children in the preschool department, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," the children's minister will be contacted. The children's minister will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

#### **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children at First Baptist Church Baldwyn. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

#### **Medications Policy**

It is the policy of First Baptist Church Baldwyn not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the children's minister (birth - 6<sup>th</sup> grade) or the youth minister (7<sup>th</sup> - 12<sup>th</sup> grade) to develop a plan of action.

#### **Discipline Policy**

It is the policy of First Baptist Church Baldwyn not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children.

Workers should consult with the children's minister (birth - 6<sup>th</sup> grade) or the youth minister (7<sup>th</sup> - 12<sup>th</sup> grade) if assistance is needed with disciplinary issues.

## Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

## Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

## Training

First Baptist Church Baldwin will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

## **General Guidelines for Child Safety**

### **Always Rules**

- Always remember that child molesters and abusers never look like criminals.
- Always report anything that looks like child abuse, seems suspicious, or makes you feel uncomfortable.
- Always be with at least one other adult when working with children - a married couple only counts as one adult.
- Always remember that everyone in the classroom must be screened. Do not allow visitors or parents who have not been screened to remain in the classroom.
- Always make certain that touch is age-appropriate and is only for the purposes of encouragement and affirmation.
- Always follow all additional policies of the ministry in which you are serving.

### **Never Rules**

- Never go into a lavatory with a child without another adult.
- Never go into a lavatory with a child of the opposite sex.
- Never release a child to an adult who is not the parent that properly checked in the child - the Security Tags assigned to the child and parent must be a confirmed match.
- Never touch a child inappropriately - do not slap, push or touch a child in a private area.
- Never go behind closed doors with a child or take a child into an area of a room that is not fully visible to the other childcare workers.
- Men never change a child's diaper.

# CHILD PROTECTION POLICY

for

First Baptist Church

Baldwyn, MS

## Acknowledgement of Receipt and Agreement

I, \_\_\_\_\_ (print name) acknowledge receipt of the Child Protection Policy and agree to abide by the terms of the policy, and agree to refrain from engaging in any unscriptural conduct in the performance of any volunteer activities or paid work on behalf of First Baptist Church (Baldwyn, MS).

I further understand that First Baptist Church (Baldwyn, MS) reserves the right to modify, supplement, rescind, or revise this policy from time to time with or without notice.

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Signature

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Date

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## CODE OF CONDUCT

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I understand that this Code of Conduct is intended as a statement of values and behaviors observed in all aspects of Preschool, Children, and Youth Ministries as well as all work and interaction with children and adolescents (all minors).

I commit myself to respect and protect the inherent human dignity of each of the young people with whom I have the privilege to work. I will treat all with the respect due children of God.

I commit myself to interaction which is affirming of the goodness of the young people and adds to their positive self-image.

I will

- Provide guidance and discipline in a loving and appropriate manner.
- Speak in an encouraging and affirming manner, and foster that same behavior between students.
- Maintain my voice at an appropriate level and use language which is never demeaning, crude or derisive.

I will

- Never touch or act in a manner which could be perceived as physical or sexual abuse.
- Never make sexual comments, using innuendo, jokes, inferences, or solicitations.
- Uphold the beauty and holiness of human sexuality, marriage, and human physical and sexual interaction as taught in the Bible.
- Always be sensitive to the vulnerability of young people to misinterpret sexual information or references.

The body as God's temple will be central to our ministry to young people.

- Therefore, I will by word and example teach that illegally or inappropriately used substances defile the body, and this is contrary to Christian beliefs.

My participation in this ministry will build up this community of believers and will contribute to the feeling of security and value of each participant.

- Safety of each person will be a priority in all activities.
- I will respect each person's right to confidentiality.

I agree to immediately notify the staff person who oversees my volunteer service should I be arrested for or charged with an offense classified as a disqualifying offense.

I understand that failure to adhere to the principles and policies as set forth in this Code of Conduct may result in my termination as a volunteer in the Preschool, Children, or Youth Ministries.

Furthermore, my signature below indicates that I have read, understand, and agree to abide with the rules as stated in this Code of Conduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_