

# Orchard Knob Missionary Baptist Church

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## **Master Governance Registry (Final – With Full Policy Summaries)**

Status: Pending Congregational Affirmation

This document reflects the complete governance framework of Orchard Knob Missionary Baptist Church. It includes all policies, attachments, and positions, along with summaries of each policy to support quick and clear understanding.

### **POLICY SUMMARIES**

#### **Policy 100 – Governance Framework**

Establishes the overall governance structure, authority, and guiding principles of the church.

#### **Policy 101 – Policy Governance & Document Control**

Defines how policies are created, approved, maintained, and updated.

#### **Policy 102 – Insurance Coverage & Risk Transfer**

Ensures appropriate insurance coverage and risk management practices.

#### **Policy 103 – Leadership Ethics & Conduct**

Establishes ethical standards and conduct expectations for leadership.

#### **Policy 104 – Leadership Accountability**

Defines accountability structures for church leadership.

#### **Policy 105 – Decision-Making Authority**

Clarifies who has authority to make decisions and under what conditions.

#### **Policy 106 – Conflict of Interest**

Prevents conflicts of interest and ensures transparency.

#### **Policy 107 – Leadership Communication**

Defines communication expectations among leadership and congregation.

#### **Policy 108 – Leadership Development**

Supports growth, training, and development of leaders.

**Policy 109 – Governance Transparency**

Promotes openness and clarity in governance decisions.

**Policy 110 – Leadership Succession Planning**

Establishes processes for leadership transitions.

**Policy 111 – Policy Review Process**

Defines how policies are periodically reviewed and updated.

**Policy 112 – Governance Records**

Ensures proper documentation and record keeping.

**Policy 113 – Leadership Meetings**

Defines structure and expectations for leadership meetings.

**Policy 114 – Leadership Confidentiality**

Establishes confidentiality expectations.

**Policy 115 – Governance Documentation Standards**

Defines formatting and standards for governance documents.

**Policy 201 – Internal & External Communication**

Guides communication within the church and with the public.

**Policy 202 – Visitor Engagement & Hospitality**

Defines how visitors are welcomed and engaged.

**Policy 203 – Online Worship & Digital Ministry**

Provides structure for digital and online ministry efforts.

**Policy 302 – Credit Card Usage**

Defines proper use and oversight of church credit cards.

**Policy 303 – Honorarium & Guest Speaker Compensation**

Establishes guidelines for compensating guest speakers.

**Policy 304 – Internal Controls & Audit**

Ensures financial accountability and audit processes.

**Policy 401 – Paid Internship & Leadership Development**

Defines internship programs and development opportunities.

**Policy 502 – Benevolence Ministry Procedures**

Establishes how benevolence support is administered.

**Policy 503 – Emergency Shelter Response**

Defines church response for emergency shelter operations.

**Policy 601 – Facilities Use & Property Stewardship**

Defines proper use and care of church property.

**Policy 602 – Facilities Committee Procedures**

Outlines responsibilities and procedures of the facilities committee.

**Policy 603 – Church Operations Attendant Position**

Defines staffing and compensation for facility support roles.

**Policy 701 – Employment & Classification**

Defines employee roles and classifications.

**Policy 702 – Compensation & Payroll**

Establishes fair compensation practices.

**Policy 703 – Work Hours, Overtime & On-Call**

Clarifies schedules and after-hours work expectations.

**Policy 704 – Staff Support for Facility Use**

Defines staffing requirements for facility use.

**Policy 705 – Performance & Accountability**

Establishes performance expectations and accountability.

**Policy 706 – Contract & Non-Employee Personnel**

Defines contractor roles and requirements.

**Policy 1100 – Background Screening**

Requires screening for safety and protection.

**Policy 1101 – Church Safety & Security**

Defines safety protocols.

**Policy 1102 – Child & Vulnerable Protection**

Protects children and vulnerable individuals.

**Policy 1103 – Transportation Safety**

Establishes safe transportation practices.

**Policy 1104 – Emergency Preparedness**

Prepares for emergencies.

**Policy 1201 – Records Retention**

Defines document retention practices.

**Policy 1202 – Data Privacy & Security**

Protects data and privacy.

**Policy 1301 – Media Usage**

Defines media and recording use.

**Policy 1402 – Conflict Resolution**

Defines conflict resolution processes.

**Policy 1403 – Whistleblower Protection**

Protects reporting of misconduct.

**Policy 1404 – Fraud Prevention**

Prevents financial misconduct.

**Policy 1405 – Disaster Recovery**

Ensures ministry continuity.

**Policy 1406 – Volunteer Code of Conduct**

Defines volunteer expectations.

**Policy 1407 – Ministerial Conduct**

Defines pastoral ethics.

**Policy 1501 – Wedding Policy**

Guides wedding ceremonies.

**Policy 1502 – Funeral Policy**

Guides funeral services.

**Policy 1503 – University Engagement**

Defines collegiate outreach.

**Policy 1601 – Legal Counsel Engagement**

Defines use of legal counsel.

**ATTACHMENT SUMMARY**

706-A – Contractor Engagement Agreement: Defines scope, compensation, and expectations for contractors.