

**POLICY & PROCEDURES
MANUAL**

of

**First Baptist Church
Dadeville, Alabama**

**Revised October 2019
& January 2020**

STATEMENT OF POLICIES AND PROCEDURES

A church is a fellowship of people who have accepted Christ as Savior and are united by their common relation to the Holy Spirit. A church, like a community or individual, is always changing. Fundamental doctrines remain the same, but methods of teaching these doctrines and of moving toward objectives must change if the mission of the church is to be accomplished.

If used as a guide to follow in carrying out the work of the church, a church Policy and Procedures Manual helps the church preserve democratic procedures. As the programs of the church change, so must the policies and procedures. All changes should be approved according to the process outlined in the Bylaws (see below).

The basic advantages of a Policy and Procedures Manual are to:

1. Furnish members a written statement of church organizations, fundamental guidelines, and policies.
2. Aid in preserving democracy and harmony, since traditional guidelines have already been established by members.
3. Provide orderly procedures for guiding the transaction of church business.
4. Serve as a basis for preventing or solving problems.

GUIDELINES FOR AMENDING THE CHURCH POLICY AND PROCEDURES MANUAL COPIED HERE FOR CLARIFICATION, SIMPLIFICATION, AND TRANSPARENCY.

Bylaw XIII. CHURCH POLICY AND PROCEDURES MANUAL

The church shall develop and maintain a church Policy and Procedures Manual to include detailed church policies and procedures information. The manual shall be kept in the church office and made available for use by any member of the church. The church secretary shall maintain the manual. The church leadership team, or a special/ad hoc committee, shall review it at least annually, with the authority to recommend changes for the church to consider. Any church member or church organization may initiate suggested changes to the manual.

Church policies may be added, revised, or deleted by:

1. the recommendation of the church officer or organization to whose area of assignment the policy relates,
2. discussion by the church leadership team, and
3. approval by the church, by a simple majority vote of those members in attendance and voting.

Procedures may be added, revised, or deleted by:

1. the recommendation of the church officer or organization to whose area of assignment the procedures relate,
2. approval by the church leadership team, and
3. approval by the church, if the church leadership deems it necessary.
 - a. When church approval is required, a simple majority vote of those members in attendance and voting will be enough to make the change.

| TABLE OF CONTENTS | PAGE |
|--|---------------|
| INTRODUCTION & POLICY CHANGE INSTRUCTIONS | 2 |
| SECTION A. PROGRAM ORGANIZATIONS | 4-19 |
| 1. Sunday School | 5 |
| 2. Small Group Discipleship | 5 |
| 3. Church Music Program | 6 |
| 4. Women's Missionary Union (WMU) | 6 |
| 5. Men's Ministry | 6 |
| 6. Missions Program (Revised Jan 2020) | 7-11 |
| Missions Forms 1, 2, 3 | 12-17 |
| 7. Prayer Ministry | 18 |
| SECTION B. COMMITTEES & COORDINATING GROUPS | 20-39 |
| 1. Acree Recreation Property Committee | 21 |
| 2. Baptismal/Lord's Supper Committee | 21 |
| 3. Building and Grounds/Facilities Committee | 21 |
| 3A. Flower Committee | 22 |
| 3B. Hospitality Committee | 22 |
| 3B.1. Family Night Supper | 23 |
| 3C. Security Team | 24 |
| 4. Bus/Van Committee | 25 |
| 4A. Bus/Van Use Policy | 25 |
| 5. Children & Families Ministry Committee | 26 |
| 6. Finance Committee | 26 |
| 6A. Benevolence Committee & Jimmy Perkins Benevolence Fund | 29 |
| 6B. Counting Committee | 30 |
| 7. Investment Committee/Tucker Endowment | 31 |
| 8. Leadership Team (name changed from Church Council) | 33 |
| 9. Library Committee | 34 |
| 10. Music Committee/Tucker Endowment | 34 |
| 11. Nominating Committee | 35 |
| 12. Personnel Committee | 36 |
| 13. Publicity Committee | 37 |
| 14. Technology Committee | 38 |
| 15. Ushering Committee | 39 |
| 16. Youth Committee | 39 |
| SECTION C PERSONNEL POLICIES | 40-60 |
| SECTION D PROPERTY USE POLICIES | 61-73 |
| 1. Use of Church Buildings and Facilities | 62 |
| 2. Fee Structure | 64 |
| 3. Loaned Equipment Form | 66 |
| 4. Event Reservation Request & Facility Use Agreement Form | 67-68 |
| 5. Rules for Kitchen/Fellowship Hall | 69-70 |
| 6. Checklist - After Kitchen Use | 71 |
| 7. Tablecloth/Topper Use & Checkout | 72-73 |
| SECTION E WEDDING POLICIES | 74-86 |
| 1. General Information | 75-81 |
| 1. Wedding Reservation Request & Facility Use Agreement Form | 82-83 |
| 2. Wedding Ceremony Planning Form | 84 |
| 3. Information Form for Caterer | 85 |
| 4. Information Form for Florist/Decorator | 86 |
| SECTION F CHILD & YOUTH SAFETY SYSTEM/MINISTRY SAFE | 87-112 |

SECTION A

PROGRAM ORGANIZATIONS

POLICY & PROCEDURES - SECTION A. PROGRAM ORGANIZATIONS

All organizations of First Baptist Church of Dadeville shall be under church control, all officers and teachers being elected by the church and reporting regularly to the church. The nominating committee shall have the authority to recommend individuals for places of responsibility.

1. SUNDAY SCHOOL

There shall be a Sunday school divided into departments and classes for all ages and conducted under the direction of a general director for the study of God's Word.

The tasks of the Sunday school shall be to teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and denomination.

2. SMALL GROUP DISCIPLESHIP MINISTRY

The Small Group Discipleship Ministry is one aspect of the strategic vision of the church with the focus of making disciples who make disciples by meeting together, growing together, and serving together. The purpose of this ministry is to create genuine fellowship within the church that will enable church members to grow spiritually through the study of the Word of God and other biblical resources, so that we can become the servants of God we are called to be. The goals of Small Group Discipleship Ministry are four-fold:

- To provide an environment where God can continue to sanctify His people, so that we can be more Christ-like and freer from sin in our actual lives.
- To foster an environment where mutual trust is developed, so that real encouragement, correction, and accountability happens.
- To create an understanding that the Christian life is never meant to be lived in isolation; instead, we are called to care for, nurture, and love one another.
- To develop strong bonds of fellowship with brothers and sisters in Christ, so that we can stand together and stand against the rising tide of a godless culture.

In practice, Small Group Discipleship Ministry will be weekly meetings of groups ranging from 12 to 15 people at off-campus sites. Each small group is encouraged to meet no less than 2 hours per week, incorporating a time of fellowship that includes a meal; a time of prayer for the needs of group members; discussion of the resources chosen by the Small Group Discipleship Ministry coordinator in conjunction with the senior pastor; and planning for group ministry.

3. CHURCH MUSIC PROGRAM

There shall be a church music program under the direction of the minister of music. Such officers and/or organizations shall be included as needed. The mission of the music program shall be to teach music, encourage the singing of hymns, provide music and musicians for the congregational service and the organizations of the church; train persons to lead, sing, and play music; provide and interpret information regarding the work of the church and the denomination.

4. WOMEN'S MISSIONARY UNION (WMU)

The Women's Missionary Union (WMU) is the women's ministry of the church, with a holistic approach to bring all women in the church and community together in fellowship, spiritual growth, and service.

Our primary purpose is equipping women to bring glory and honor to God by providing opportunities to work in missions' ministries within the congregation, community, and the world. To that end:

- There shall be a WMU with such organizations and officers as needed.
- This program shall be directed by a WMU director who shall be recommended by the nominating committee and elected by the church.
- The task is to seek the mission of God alongside the church, through outreach from preschool to adults.
- This ministry will provide organization and leadership for special mission projects of the church; teach about and pray for missions; lead persons to participate in missions; and encourage persons to apply their knowledge and passion through giving, serving, and supporting missions and mission outreach.

5. MEN'S MINISTRY

"And let us consider one another in order to stir up love and good works." Hebrews 10:24. "As Iron sharpens Iron, so one man sharpens another." Proverbs 27:17

There shall be a men's ministry led by a committee consisting of six (6) men selected by the nominating committee. These men will serve for a period of three (3) years on a rotating basis with two (2) rotating off each year. The ministry will be led by a chairman who shall be chosen by the members of the men's ministry committee.

The men's ministry exists to strengthen relationships with Jesus and with other men. Our purpose is to strengthen our walk with God, the leadership within our homes, and the impact of our church within our community and beyond. We seek to encourage men's evangelism, fellowship, and ministry projects through planning, coordinating, and promoting each of these activities in accordance with our mission statement:

- Evangelism: Through both outreach and in-reach proclaiming the

good news of Jesus Christ

- Fellowship: Through planned events which bring men together
- Ministry Projects: Through organized outreach and in-reach projects designed to encourage the use of individual spiritual gifts and promote biblical truths.

6. MISSIONS PROGRAM:

I. Definition, Objectives, and Priority

a. Definition of Missions at First Baptist Church Dadeville:

Missions is the fulfillment of the Great Commission (Matt. 28:19-20) through evangelism, discipleship, church planting and development, missionary support, and ministry-based humanitarian aid. Matt. 9:36-38, 18:10-14, John 3:16, Acts 1:8, Romans 10:12-15, Eph. 4:11-16.

b. Objectives: Equip, Send, Love: First Baptist Church Dadeville and the Missions Committee seek to equip members with the knowledge and spiritual and temporal tools needed to reach the community and nations for Christ through discipleship training, pre-mission training, prayer, financial support, and other methods. We send members out into the nations through supported long-term missionaries, approved short-term mission trips, missions projects, and community interactions. We love in the Biblical sense and strive for our mission work to reflect that love.

c. Priority: The priority of FBCD missions is equipping and sending members of the FBCD congregation but may also include partnerships with like-minded organizations.

II. Organization and Purpose of Committee

a. Organization

- i. Structure:** The Committee shall consist of six (6) congregation members nominated by the Nominating Committee and confirmed by the congregation. These members shall serve on a three (3) year rotational basis and shall be ineligible for service for one (1) year following completion of their term. In addition to these six members, the senior pastor shall serve as an *ex officio* member of the committee. All members of the committee are voting members.
- ii. Meetings:** The committee shall meet quarterly. The chairperson of the committee may call additional meetings as necessary. Congregation members may address the committee if they are on the agenda or are recognized by the committee.
- iii. Quorum:** Quorum to conduct business is five (5) committee members

- iv. **Minutes:** Minutes shall be kept for all committee meetings and approved by the committee. Minutes shall note members present, topics discussed, and actions taken.
- v. **Recommendations to Nominating Committee:** The committee recommends the Nominating Committee select new members who exemplify the following:
 - 1. Men and women who are active church members in good standing, exhibit spiritual maturity and growth, have shown an interest in and support missions, and who are responsible and dependable in completing assigned tasks.
- b. **Purpose** - The Missions Committee exists to direct mission goals in a systematic manner, publicize mission opportunities, promote good stewardship of human and financial resources, maintain consistency of purpose as FBCD and the Committee change, facilitate training and education of missions in the FBCD congregation, and promote a comprehensive understanding of mission activities by the FBCD congregation.
- c. **Policy Exceptions and Revisions:** Any exceptions to these policies must be approved by the committee and by the FBCD congregation. Revisions to these policies are governed by FBCD bylaws.

III. Committee Responsibilities

- a. **Goal Setting and Planning:** The committee is responsible for setting mission-related goals and planning to meet these goals. These should be significant, measurable, manageable, and achievable.
- b. **Prayer and News:** The committee is responsible for distributing prayer requests related to missions and missionaries, distributing news from FBCD missionaries, and notifying the congregation of mission opportunities.
- c. **Mission Team and Leader Training:** The committee is responsible for developing training for mission leaders and participants to enhance spiritual maturity, ministry effectiveness, traveling safety, and related topics.
- d. **Mission Conference:** The committee is responsible for sponsoring Mission Conference(s) to promote interaction between the congregation and missionaries, facilitate awareness of various missions and financial needs of missions and missionaries, and promote participation in missions. A Missions Conference shall be held annually and may be held more often as the situation and personnel allow or dictate.
- e. **Recommending Financial policies:** The committee is responsible for submitting an annual budget to the Finance Committee to cover financial needs for missionary support, financial needs of mission work, speakers, and other operations within the Committee's area of responsibility.

- f. **Missionary Speakers:** On request from missionaries or from church staff for a missions' speaker, the committee shall attempt to coordinate with the senior pastor to provide a missions speaker or time for the requesting missionary to speak to the congregation.

IV. Long-Term Missions and Missionaries

- a. **Candidates for Support:** Applicants must be current FBCD members who are active and in good standing, non-FBCD members who are active and in good standing with their home church, or individuals or organizations who have a connection with FBCD missions' objectives.
- i. For purposes of determining church membership, long-term missionaries who were FBCD members but who have moved membership to a church plant in their mission field or who hold dual memberships with FBCD and a church plant in their mission field are deemed to be current FBCD members.
- b. **Application for Financial Support:** Applications are due no later than June 1st. New applicants for support must complete the Long-Term Missionary Support Form (Form 2) and complete an interview with the Missions Committee. Applicants previously awarded support must complete the Long-term Missionary Support Form (Form 2) annually and complete a follow-up interview with the Missions Committee every three (3) years; follow-up interviews should be completed in person, but may be completed via video or phone conference if the missionary is unable to leave the mission field.
- c. **Criteria for Financial Support:** The Applicant for support must meet the First Baptist Church Dadeville missions objectives and produce credible evidence of Christian faith and spiritual maturity.
- d. **Termination of Financial Support:** Once awarded, financial support will be terminated if the supported individual or organization leaves the mission field, engages in heresy, or maintains a lifestyle incompatible with Christian teachings. If the committee seeks to terminate support, the recommendation to terminate support shall be handled at the next business meeting and both the missions committee chairperson and the senior pastor shall make recommendations to the congregation. The congregation's decision shall be final.
- e. **Levels of Support, Priority of Support:** The amount of support for each applicant shall be determined by the committee based on the priority outlined in Section IV(e)(i) through (iv), below. Once the support level is determined, it shall be submitted to the Finance Committee as a line item in annual budget. The total amount of support for the fiscal year shall be divided into twelve (12) equal payments and disbursed each month.

- i. Financial needs
- ii. Serving unreached people groups in closed countries
- iii. Serving unreached people groups
- iv. Serving reached people groups

V. Short-Term Missions and Missionaries

- a. **Short-term Missionary Criteria:** FBCD member, or member of a church with compatible religious beliefs, who is active and in good standing with their home church, who exhibits evidence of the Christian faith, interest in missions, and capability of completing the requirements of the trip. A waiver of liability must be executed and on file for each mission trip (Form 3); participants are encouraged to execute the remaining sections of Form 3. These candidates should undertake short-term mission work to spread the Gospel, support missionaries, and other noble and worthy purposes; the candidate should not approach them as a vacation or from a spirit of self-glorification.
 - i. **Responsibility of Team Leader(s):** The team leader(s) are to evaluate the physical, spiritual, and safety issues of the individuals on the team. Should the team leader determine a person is unfit or unable to participate, the team leader must notify the committee. The committee will then determine whether the person at issue may participate; if the committee overrides the concerns of the team leader(s), the team leader(s) may decline to lead the trip. The person at issue should be counseled on the issue and informed of other opportunities, as applicable, in a spirit of Biblical instruction and reconciliation.
- b. **Application** - An application for a potential mission trip must be submitted to the committee no fewer than 3 months prior to the anticipated mission start date (Form 1). The committee recommends the submission of the application 6-9 months in advance.
 - i. Applicant should verify that the proposed trip brings practical benefits to the target recipients, contributes to both temporal and spiritual long-term well-being of the target recipients, and does not create or perpetuate dependency on mission teams.
- c. **Training:** Participants are required to complete the general orientation and training provided by the committee and specific cultural, safety, and mission goal training/orientation requested by the Trip Leader(s) and approved by the Committee prior to beginning the mission trip. The Team Leader(s) is/are responsible for conducting the training.
- d. **Financial:**
 - i. **Costs:** Mission trip participants are responsible for costs of the trip and any incidental expenses incurred during the trip.

- ii. **Fundraising:** Participants may not solicit funds from congregation members unless they have a close friendship or familial relationship. Unless additional fundraisers are approved in writing by the committee, only one church-wide fundraiser per mission trip is allowed.
- iii. **Scholarships:** Subject to available funds, the committee may award need-based supplemental scholarship(s) to trip participants. Scholarship awards rest solely in the discretion of the committee. Receipt of a scholarship by one member of a family unit is grounds to deny scholarship award to another member of that family unit.
- iv. **Ministerial representative and Team Leader support:** The committee should provide support for one ministerial staff representative and team leader(s) as permitted by available funds.
- e. **Insurance:** Due to the wide range of possible mission trips, various types of insurance may be required (medical, trip, evacuation, etc.).

VI. **Special Missions Projects:** Subject to approval by the senior pastor, the committee may present special projects, regardless of inclusion in the annual budget, to the congregation for special giving. These requested special projects should outline the parameters and goals of the project, reason for the request, and expected missions' benefit (i.e. purchase of vehicle for missionary to reach remote/distant areas, etc.).

VII. **Forms (see pages 12-17)**

- a. **Form 1** - Short-term Mission Trip Application
- b. **Form 2** - Long Term Missionary Application for Financial Support
- c. **Form 3** - Waiver/Hold Harmless Agreement for Adults

APPLICATION FOR SHORT-TERM MISSION TRIP OR PROJECT
ALL FIELDS ARE REQUIRED - ATTACH ADDITIONAL SHEETS AS NECESSARY

Date requested: _____

Requestor Contact Information:

Name _____

Address _____

Email _____

Phone _____

Briefly describe the location, scope, date, and nature of the proposed mission trip or project:

What is the estimated total cost for the proposed mission trip/project?

What is the anticipated plan for underwriting this cost? (fundraiser, participant payment, grants, etc.)

What is the potential of the proposed mission trip/project for discipleship and sharing the Gospel?

Why do you desire to have this mission trip/project conducted under the auspices of this church?

Who is/are the trip leader(s)?

Submit this application to:
Missions Committee
First Baptist Church Dadeville
P.O. Box 308
Dadeville, AL 36853
FBCDadeville@gmail.com

Direct Questions to:
Missions Committee Chairperson
C/O First Baptist Church
P.O. Box 308
Dadeville, AL 36853
FBCDadeville@gmail.com

Committee Action

Date: _____

Approved / Denied _____ Reason _____

FINANCIAL SUPPORT APPLICATION FOR LONG-TERM MISSION
ALL FIELDS ARE REQUIRED - ATTACH ADDITIONAL SHEETS AS NECESSARY

DATE SUBMITTED _____

REQUESTOR NAME: _____ PHONE: _____

HOME ADDRESS: _____

EMAIL: _____

HOME CHURCH: _____

DATE OF NEXT PLANNED PRESENCE AT HOME CHURCH: _____

MISSION LOCATION: _____

PEOPLE GROUPS TO REACH: _____

ANTICIPATED STARTING DATE: _____

ANTICIPATED ENDING DATE, IF KNOWN: _____

DESCRIBE YOUR CONVERSION EXPERIENCE/TESTIMONY: _____

SPONSORING ORGANIZATION(S) (Include organization's mission statement and relevant literature):

DESCRIBE PRIMARY FIELD DUTIES AND MINISTRY GOALS: _____

WHAT ARE YOUR FINANCIAL NEEDS? _____

AMOUNT OF SUPPORT FROM HOME CHURCH: _____

AMOUNT OF SUPPORT FROM OTHER SOURCES: _____

ADDITIONAL INFORMATION RELEVANT TO THE REQUEST FOR FUNDING, MINISTRY, ETC. _____

PROVIDE THREE (3) REFERENCES. PLEASE INCLUDE ONE SUPERVISOR, INSTRUCTOR, OR MENTOR:

NAME _____ PHONE: _____

ADDRESS _____

NAME _____ PHONE: _____

ADDRESS _____

NAME _____ PHONE: _____

ADDRESS _____

Submit this application to:
Missions Committee
First Baptist Church Dadeville
P.O. Box 308, Dadeville, AL 36853
FBCDadeville@gmail.com

Direct Questions to:
Missions Committee Chairperson
C/O First Baptist Church Dadeville
P.O. Box 308, Dadeville, AL 36853
FBCDadeville@gmail.com

Committee Action

Date: _____

Approved / Denied - Reason _____

7. PRAYER MINISTRY:

A. Mission of the Prayer Ministry:

1. To raise awareness of the need for a comprehensive prayer strategy in the church.
2. To help individuals reclaim or renew a personal passion to pray unceasingly (1 Thess. 5:17).
3. To help reclaim or renew the congregation as a house of prayer with a passion for the lost (Matt. 21:13; Luke 19:10).
4. To link believers in prayer for evangelism and awakening (Matt. 28:16-20; 2 Chron. 7:14).
5. To facilitate training opportunities to help the church accomplish these four goals.

B. Members of the Prayer Ministry should:

1. Be identified as called of God to the ministry of prayer.
2. Understand Biblical prayer and be able to communicate it.
3. Recognize that God makes a difference through prayer in lives, situations and nations.
4. Be able to work cooperatively with church leadership.
5. Be committed to the total church program.

C. Responsibilities of the Prayer Ministry include:

1. Pray and lead others to pray.
2. Commit to serve and pray as a prayer ministry member for one year, beginning and ending terms according to the church calendar for committees. Continued service on the prayer ministry can be allowed at the ministry member's request, at the end of each year of service.
3. Commit to meet bi-monthly, following worship, for ministry member encouragement and suggestions for improvement of the overall ministry, as well as sharing of prayer experiences.
4. Commit to pray, as scheduled by the Church Prayer Coordinator in the Prayer Room, for any prayer requests received, either from the worship service or other sources as they become known, and additionally to pray for specific church concerns that arise. Commit to pray at any/all other times that the ministry member feels led to pray and to share any concerns that are revealed to them with the rest of the Prayer Ministry. Commit to being sensitive to prayer needs around them and to lift areas of concern as soon as the team member is made aware. In other words, pray without ceasing.
5. Commit to maintaining confidentiality of all prayer concerns of which the team member is made aware.

D. Prayer Ministry Composition:

The prayer ministry will be composed of at least 11 people: the church prayer coordinator and 10 others. The prayer coordinator was selected by the senior pastor in 2019 for an indefinite term of service, serving at the discretion of the senior pastor, or until such time as the prayer coordinator can no longer perform the duties required. In consultation with the senior pastor, the church prayer coordinator will select individuals to serve on the prayer ministry who have expressed a heart-felt desire to do so and have demonstrated a sincere passion to fulfill the responsibilities of the ministry as previously stated.

SECTION B

COMMITTEES

&

COORDINATING GROUPS

POLICY & PROCEDURES - SECTION B. COMMITTEES AND COORDINATING GROUPS

All church committee members shall be church members recommended by the nominating committee and elected by the church. The number of members on each committee and their terms of service shall be determined by the nominating committee, in consideration of the needs and functions of each committee. The senior pastor or his designated staff member will serve as an ex officio member of all committees.

1. ACREE RECREATION PROPERTY COMMITTEE

The Clyde Acree Recreation Property (CARP) committee shall consist of nine (9) active church members. Members will serve three-year terms, and two (2) members shall rotate off the committee each year. This committee is responsible for the property management and equipment maintenance for the CARP, which is located on Highway 49 North in Dadeville. The committee is tasked with preservation, conservation, access, and utilization of the property for recreation, fellowship, and outreach as a ministry of First Baptist Church.

The CARP is available for recreational use by all church members. Church-wide activities have first priority, followed by church groups, before individual member events are scheduled. Any adult church member may check out a property-gate key in the church office, sign in and out at the gate, and then return the key to the office after use. Members who wish to hunt on the property will need to register with the CARP committee chair before hunting season opens.

2. BAPTISMAL/LORD'S SUPPER COMMITTEE

This committee is responsible for preparations for the ordinances of baptism and the Lord's Supper. It shall be composed of six (6) members, preferably three men and three women. Members will serve three-year terms, with two (2) members rotating off each year.

The committee's baptismal duties are filling the baptistry at the correct temperature, assisting the senior pastor in preparing candidates for baptism, and attending to other related matters as necessary.

This committee is charged with ensuring that all preparations are made for the ordinance of the Lord's Supper, at all services on days of such observances.

3. BUILDING AND GROUNDS/FACILITIES COMMITTEE

The building and grounds/facilities committee is responsible for providing oversight, leadership and supervision of the buildings, grounds, furnishings, equipment use and general safety of the church.

The committee will consist of seven (7) members, preferably five (5) men and two (2) women, serving a rotational three (3) year term.

Specific duties include:

- Inspect the buildings, grounds, furniture and equipment owned by the church to see that they are kept clean and in good repair. This includes all mechanical, electrical, and plumbing systems utilized in the operation of the physical plant.
- Develop a yearly budget, based on committees yearly and long-range plans.
- Maintain a physical inventory & evaluation of all furniture and equipment in a form adequate to support replacement due to efficiency/safety or to support an insurance claim.
- Ensure that repairs are made at a reasonable price, keeping in mind quality of workmanship and materials.
- Work with staff and committees in the addition of new furniture, fixtures, and equipment to the inventory.
- Monitor warranties on roofs, buildings and equipment and report to finance committee any damage from which we can collect insurance.
- Recommend labor saving devices to be purchased that will increase efficiency and save money.
- Maintain and recommend policies and policy changes related to Guidelines for Use of Church Facilities and Property.
- Recommend for employment and supervise housekeeping and grounds staff.

3A. FLOWER COMMITTEE

The flower committee shall be composed of at least three (3), and a maximum of five (5) members who will serve a three-year term on a rotational basis. Members may serve successive terms if they choose. This committee is responsible for placing flowers representing the seasons in the auditorium.

3B. HOSPITALITY COMMITTEE

The principal function of the hospitality committee is to plan, organize, coordinate, and host church-wide receptions, socials, and banquets that do not come under any specific department of the church, and to be available for any other social activities when called upon. Events could include picnics, potlucks, ice cream socials, family sports days, and any other church-wide events. A minimum of seven (7) members shall serve on the committee, on a

three-year rotational basis.

Committee responsibilities:

- Coordinate requested activities that require kitchen support to include set up, serving, and clean up.
- Monitor and keep in synchronization with the church calendar.
- Have supplies and meals prepared to serve at appropriate times.
- Assist in the planning and submission of budget needs to support the hospitality committee activities to meet finance committee deadlines.
- Enlist additional volunteers to help with each activity.
- Help with other social activities as the need arises.
- Plan and prepare other social events--various associational meetings, and various Christian organizations
- Prepare the meeting place by determining number of tables needed/requested; placement of tablecloths; food, drink, and dessert table setup and placement
- Secure the necessary supplies (plates, napkins, cups , and utensils) for the specific event.
- Coordinate and prepare necessary food and beverage items or refreshments, if not a covered dish, for each event.
- Place tablecloths on tables if deemed appropriate for specific event.
- Ensure tablecloths are cleaned and returned as soon as possible (Tablecloths may not be used for any event outside of the church property. Also see "Tablecloth Use Policy.")
- Prepare and decorate the fellowship hall for all events in a manner consistent with Christian values (if requested).
- Ensure that all areas used (fellowship hall, kitchen, restrooms, etc.) are cleaned (vacuumed, mopped, etc.) and in order following the event.
- Empty all trash cans and take trash to the dumpster.
- Recruit enough servers to assist members and guests through the food line.
- Help with other social activities as the need arises.

3B.1. FAMILY NIGHT SUPPERS

The chairman or representative of the hospitality committee will work with the church secretary to maintain a list of reservations for all Wednesday/family night suppers and other planned meals. The reservation list will be used for planning, as well as for a control at each of the meals. Those persons with reservations should be served first; those without reservations

second, until food is gone or specified serving time ends.

All persons making meal reservations are expected to pay—whether or not they attend—as meals are prepared based on the number of reservations. (Reservations for Wednesday night suppers should be made or cancelled by the Monday prior to each; reservations for other planned meals will be accepted according to the requirements of the event.)

On a rotating basis, a hospitality committee member will act as cashier and collect payments as people pass through the serving line.

Once all are served, the cashier should account for the proceeds. The cashier will record the number served and list the names of the unused reservations. (Those who made reservations but did not attend should pay at the next supper.)

The full amount of money collected will be turned over to the church secretary. The church secretary will deposit the money into the family night supper account. From this account, all food costs will be paid, and any surplus amounts used to purchase other supplies and equipment for the kitchen.

3C. SECURITY TEAM

The purpose of the security team is to serve the church by providing the congregation and staff a safe and secure environment to worship and work. Under the joint leadership and supervision of the chairmen of building and grounds/facilities and deacons, the security team is responsible for recruitment and selection of church members to serve on the team. Security team members may serve for as long as they are willing and able to complete the required tasks.

The duties of the security team are:

- Develop and provide training as needed to accomplish the goals of the team and church.
- In cooperation with the building and grounds/facilities committee, make recommendations to the church regarding security needs of the facilities;
- Serve as the “eyes and ears” of the church;
- Secure and patrol church buildings and grounds during regular church hours to ensure that the facilities are protected from dangerous situations;
- Provide information and direct people to sanctuary or other meeting areas;
- Escort members, visitors, and staff to or from parking areas upon request;
- Develop a plan for emergencies that include acts of violence, non-custodial parent issues, medical, fire, and/or severe weather;

- Notify 911 in the case of an emergency.

4. BUS/VAN COMMITTEE

The bus/van committee is responsible for making recommendations to the church concerning transportation needs and purchase of church vehicles. This committee is further charged with formulating policies for maintenance and use of church vehicles, and to ensure compliance with all federal and state laws regarding the operation of church-owned or church-rented vehicles.

This committee shall be composed of five (5) members: a deacon, a representative from the adults, a representative from the youth, and a representative from the preschool/children. The senior pastor and staff members will serve as *ex officio* members and the committee members shall elect a chairman. Committee members will serve a three-year term on a rotational basis; members may serve successive terms if they choose.

4A. CHURCH BUS/VAN USE POLICY

These policies regard the use of the bus and van owned by First Baptist Church of Dadeville, Alabama. Neither the bus nor the van will be loaned to outside groups or individuals.

4A.1. DRIVERS:

Only qualified persons will be allowed to drive the bus or van. Additional drivers may be secured only after meeting the requirements and registering with the church's insurance company as certified drivers. On trips 100 miles or more away from the church, at least two (2) qualified drivers shall be on the bus, or with the group. (Bus drivers must hold a CDL and be registered with the church's insurance carrier.)

4A.2. ADEQUATE INSURANCE:

The church shall provide adequate vehicle insurance to take care of liabilities, etc.

4A.3. SEATING ON BUS/VAN:

There will be no overloading of either vehicle. In compliance with state law, only the correct number of passengers will be allowed to ride in the bus or van.

4A.4. EATING AND DRINKING ON BUS/VAN:

There will be no eating, drinking, chewing gum, etc. on the bus

or van at any time. Food may be transported only in closed containers.

4A.5. BEHAVIOR OF PASSENGERS:

All passengers are required by law and the church to be seated while the bus or van is moving. Aisles must be free from all obstruction. All persons are expected to sit in the seats of the bus or van, and not in the aisles, or on arm rests. All persons are required by law to have seatbelts properly worn and securely fastened at ALL times.

4A.6. OTHER POLICIES:

Additional bus and/or van policies may be added as necessary, according to the church's guidelines.

5. CHILDREN AND FAMILIES MINISTRY COMMITTEE

The children and families' ministry committee shall be composed of seven (7) members. The responsibility of this committee is to give guidance to the minister of children and families, and to secure assistance for programs and activities of the children and families ministries. (See also: Section F Child & Youth Safety System.)

6. FINANCE COMMITTEE

The finance committee is charged by the church to develop, present, and interpret the financial policies and procedures of the church. It is also charged by the church with the responsibility of planning and presenting an annual budget for each church fiscal year.

The purpose of the finance committee is to be wise stewards of the church's money and prepare the annual budget accordingly. This committee is to handle all aspects of budget preparations and to study new finances required by the church, bringing recommendations to the church for approval.

It is important that the finance committee recognize that all money that comes into the church is God's money and it is our responsibility to be wise stewards of it. It is the responsibility of the finance committee to help church members recognize the biblical concept that ALL money is owned by God and He allows us to manage it for Him.

The membership of the finance committee shall consist of not less than seven members. This composition shall include at least three (3) at-large members, four (4) *ex officio* members, the chairs of deacons, trustees, personnel committee, and the church treasurer. The at-large members will be nominated by the nominating committee and approved by the church and will serve on a three (3) year

rotational schedule.

There are two main functions of the finance committee: 1) budgetary and 2) accounting.

BUDGETARY POLICIES:

1. Submit budget request form to all budgetary managers (i.e. ministry staff, committee chairs, etc.)
2. Prepare preliminary budget from request forms.
3. Present preliminary budget to church body for discussion.
4. Finalize budget for presentation to church for approval.
5. Review request for additional budget items for \$5000 or less and approve or reject.
6. Secure bonds for church treasurer, financial secretary, and church secretary.
7. Secure sufficient insurance for church properties and inventory.
8. Oversee the destruction of church financial records according to IRS regulations.
9. Distribute church financial resources in various banks and funds according to FDIC insurance regulations.
10. Manage contributions from wills, estates, and designated funds.
11. Chairman is to oversee the accounting procedures of the church.

BUDGETARY PROCEDURES:

1. The finance committee will prepare a budget preparation calendar.
2. Chair of finance committee will distribute to budget managers a budget request worksheet, with a stated deadline for its return to the financial secretary.
3. Chair of finance committee will import the budget figures from the worksheet into the budget template and distribute the first draft of the church budget to committee members.
4. Committee will meet to discuss this first draft budget to see if any editing is necessary.
5. If changes are necessary for any line item, it will be discussed with the budget manager(s) and they will be invited to appear before the committee to justify their request.
6. Changes will then be incorporated into a second draft of the budget for further review following step 5.
7. A proposed budget will be drafted, and copies made available to the church members.
8. After a two-week notice, a time will be set for a question and answer session with the church members and the finance committee.
9. A final copy of the proposed budget will be made available to the church members. An up or down vote will be taken on a

predesignated Sunday after the morning worship service(s) for budget adoption.

10. If additional funds or a new line item needs to be added and the amount is \$5,000 or less, the finance committee shall have the authority to approve, without bring it before the church for a vote. The specifics of this expenditure will be included in the finance committee's quarterly report.
11. Committee members will review the monthly financial reports to see if budget allocations are being spent as designated in the budget.
12. Make necessary recommendations to the church when emergencies arise.
13. The committee will conduct financial and operational audits when deemed necessary.
14. The church fiscal year will be from January 1 to December 31.

ACCOUNTING PROCEDURES:

1. The money collected on Sunday, from Sunday School and the worship services, will be placed in a fireproof lock box in the church office.
2. Each Monday following Sunday services a two (2) person counting team (the financial secretary and one (1) member of the counting committee) will count all money received the previous week.
3. The counting team will make out deposit slips and a summary report. They will check each other's tally.
4. The counting team will take the money to the bank for deposit.
5. Chair of finance committee reviews and approves all bank statements.
6. Chair of finance committee approves all payment requests from budget managers.
7. Church credit cards cannot be checked out of the church office.
8. All on-line orders requiring the use of a church credit card will be processed by the church secretary.
9. Budget managers buying items for the church and charging them to their personal credit cards or paying cash will submit to the financial secretary a payment request form with all receipts attached. After approval by the chair of finance committee, the financial secretary will distribute a check payable to that vendor or budget manager, which the church treasurer will sign. Checks will be distributed weekly.
10. Funds received by the church for designated accounts will be deposited into the specified account. These specified accounts must be established accounts by the church and in line with the church's 501 (c3) status, as outlined in the church contribution policy.

11. Chair of the finance committee will present a financial report at each quarterly business meeting.
12. The finance committee will secure a bond for the financial secretary and the church secretary.

6A. BENEVOLENCE COMMITTEE & JIMMY PERKINS BENEVOLENCE FUND

The purpose of these policies and allocation procedures is to provide guidance concerning management and stewardship of the church's Jimmy Perkins Benevolence Fund (the Fund).

POLICIES:

1. The Fund will be managed by a church-appointed benevolence committee comprised of a designated member of the church's ministerial staff, the church's financial secretary and any other designee approved by the church's finance committee.
2. The benevolence committee will manage the Fund based on these policies and allocation procedures.
3. Financial resources of the Fund, including any future gifts and contributions, will be kept segregated in a special account and will be recorded in the church's overall financial statement.
4. The benevolence committee will inform the church about the status of the Fund as requested or as directed by the finance committee.

ALLOCATION PROCEDURES:

1. Requestors (individual or family) shall complete a request form in writing at the church office that will contain personal contact information and financial background information as deemed appropriate by the benevolence committee.
2. Requestors shall provide an Alabama driver's license or Alabama ID Card as proof of identification.
3. The benevolence committee will do its utmost to discern the difference between helping someone in a time of need or other short-term difficulty, as opposed to supporting and underwriting irresponsibility or a particular lifestyle.
4. Financial assistance shall typically be provided for food, gasoline, mortgage/rent payments and utility bills, but may include other needs as approved by the benevolence committee. Note: Financial assistance shall not be provided for utilities re-hookup fees.
5. Financial assistance shall be provided in the form of vouchers

or direct payment to third-party providers. In no case will direct cash payments be provided to requestors.

6. The maximum amount of financial assistance shall not typically exceed \$100 for mortgage/rent payments and utility bills or \$50 for food and gasoline. Exceptions to these amounts shall be approved by the chair of the finance committee upon request of the benevolence committee.
7. Financial assistance shall not be provided to requestors more than once during any 12-month period.
8. All requests for financial assistance will be processed through the Charity Tracker system (provided through the Lake Martin Area United Way).
9. Any fraudulent activity by requestors shall be grounds for disqualification from financial assistance on a permanent basis.
10. To be of further service, the benevolence committee shall refer requestors to the following agencies:

Tallapoosa Aid to People
807 Cherokee Road
Alexander City, Al 35010
256-329-3500

Tallapoosa Christian Crisis Center
425 Dadeville Road
Alexander City, AL 35010
256-329-3327

Salvation Army
1725 Highway 22 West
Alexander City, AL 35010
256-215-3730

Community Action of Chambers-Tallapoosa-Coosa
170 South Broadnax Street
Dadeville, Al 36853
256-825-4204

6B. COUNTING COMMITTEE

The counting committee shall consist of twelve (12) members who will serve for one month each year, working in cooperation with the church financial secretary. The members shall be responsible for the safekeeping, opening, verifying, and counting of the Sunday collections. The usher committee is responsible for securing Sunday collections in the church safe after the worship services. The scheduled counting committee member will count collections on the

next business day.

The counting committee member will verify the content of each contributor's envelope and prepare a counting sheet showing the amounts and designations of all monies. Together with the financial secretary, they will take the monies collected and make deposits to the bank, on the first business day after the Sunday collections. The counting sheet shall be placed on file in the church office.

The counting committee schedule will be posted on the bulletin board outside the church office and printed in the newsletter and bulletin at the beginning of each month. Members will be responsible for working every week of their assigned month. Members who are unable to serve any scheduled week shall be responsible for obtaining someone else on the committee to substitute or swap.

7. INVESTMENT COMMITTEE/TUCKER ENDOWMENT FUND

Members of the Investment Committee are appointed by the First Baptist Church of Dadeville, Alabama. Members may serve for life unless he/she chooses to resign from the committee. Four members of the committee are required to be present to form a quorum. At least three (3) members of the Investment Committee are required to sign and execute transactions in the brokerage account and/or the commercial bank deposit account; however only one (1) member is required to initiate and execute transactions with the broker, provided that member has approval of the committee for those specific transactions. The committee will appoint a secretary of the Investment Committee, who will take minutes at each meeting to document all decisions. The minutes will be typed and read at the next meeting.

RESPONSIBILITY AND AUTHORITY:

The investment committee will make investment decisions in the ordinary course of business meetings. Committee members will do research, seek assistance and advice from its designated professional brokerage firm, which will be determined by a majority vote of the investment committee. The FBC Tucker Endowment Fund Investment Committee will always work in tandem with a prudent, financial expert affiliated with the designated brokerage firm.

The investment committee policy sets forth the objectives, procedures, guidelines and strategy for the FBC Tucker Endowment Fund (the Endowment). The need for an investment philosophy is recognized and includes "permissible" investments, asset allocations, authorities and accounting functions. The investment policy should be used by the Investment Committee to communicate with the designated professional brokerage firm.

OBJECTIVE: The overall objective of the Endowment is to provide revenue to the First Baptist Church of Dadeville, Music Department in perpetuity.

INVESTMENT PORTFOLIO GUIDELINES

The investment of funds should be planned to meet the overall objective stated above. Furthermore, investments should be made while giving due consideration to:

- a. Preservation of capital
- b. Current and future income
- c. Capital appreciation
- d. Christian principles

PERMISSIBLE TYPES OF INVESTMENTS

The policy of the Investment Committee will be to invest in the following assets:

1. Deposits insured by the FDIC or FSUC
2. Publicly traded equities
3. Publicly traded corporate debt instruments rated Baa (or equivalent) or higher at the time of investment
4. Publicly traded and non-public Real Estate Investments Trusts (REITS)
5. Commodities
6. Obligations of the U.S. Government including Treasury Bills, notes and bonds
7. Mutual Funds, Exchange Traded Funds and Pooled funds in any of the above securities
8. Loans to First Baptist Church of Dadeville for emergency or special needs with repayment to be on a prudent time schedule at reasonable interest rates.
9. At its discretion, the committee may retain cash balances to administer the fund or to allow time to identify suitable instruments.

The following are not acceptable instruments:

1. Stock options
2. Other Derivatives
3. Futures

ETHICAL INVESTING

The following investment guidelines apply to all investments: The committee will be guided by Christian moral and ethical principles when making investment decisions. The committee will not

knowingly or willingly invest in any company or government that violates Christian principles.

RISK TOLERANCE

The investment committee will be recognized as a low to moderate risk taker in its investment portfolio. The committee recognizes that seeking higher returns may increase volatility but is necessary to offset the effects of inflation with growth of capital. The committee will reduce risk through asset allocation and by maintaining a highly diversified mix of investments.

ASSET ALLOCATION RANGE

| | |
|-------------------------------------|--------|
| Certificates of Deposit/Cash | 0-25% |
| U.S. Stocks | 10-50% |
| International Stocks | 0-20% |
| Real Estate Investment Trust (REIT) | 0-20% |
| Commodities | 0-20% |
| Fixed Income: | |
| U.S. Obligations (Treasuries) | 0-20% |
| U.S. Agencies | 0-20% |
| International Bonds | 0-20% |
| Corporate Bonds | 0-30% |

ACCOUNTING:

An appropriate amount, determined and approved by the finance committee, will be generated monthly from investments and electronically remitted to an established account for the benefit of the First Baptist Church Music Department.

Quarterly reports will be provided by the designated brokerage firm. At the end of the fiscal year, the investment committee will prepare a report to be submitted to the FBC finance committee. The fiscal year will be the calendar year.

The year-end report will give a summary of the portfolio's asset allocation, market values and yields. It will provide changes in market values for the year, annual income for each investment segment of the portfolio and the annual appreciation or depreciation of the portfolio, and it will include a summary of all fees paid to the administration of the endowment.

RESPONSIBILITIES OF DESIGNATED BROKER

1. Advise the Investment Committee on asset allocation
2. Monitor the performance of the investment portfolio

3. Meet with the Investment Committee quarterly and communicate from time-to-time via e-mail or telephone calls.
4. Help prepare annual reports if needed.

8. LEADERSHIP TEAM

The church leadership team shall be composed of the following: the senior pastor, as chairman; all ministerial staff, the Sunday School director, WMU director, men's ministry director; and a representative from the deacon body, the finance committee, the missions committee, and the building and grounds committee.

The primary functions of the leadership team shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; and to organize and coordinate the monthly activities of the church.

9. LIBRARY COMMITTEE

The church library committee will serve as the resource center of the church. The library/media center committee will be composed of three (3) or four (4) members, who will serve a three-year term on a rotational basis. Members may serve successive terms if they choose.

The library committee will seek to provide and promote the use of printed and audio-visual resources for the church. This committee shall also provide consultation to the church leaders and members in the use of printed and audio-visual resources.

It will be the responsibility of this committee to supervise the purchase of books and library materials within the provision of the budget. Financial requests for such purposes should be made by the committee at the time the church budget is being prepared each year.

This committee will make a yearly inventory of books and file a copy thereof in the church office; be responsible for the organization and faithful performance of the library sufficient to serve the patrons; and determine the hours the library is open, with the goal of increasing the use of the library by members of the church.

10. TUCKER ENDOWMENT MUSIC COMMITTEE

This committee shall consist of five (5) members who will serve a three-year term, on a rotational basis. The minister of music shall serve as an *ex officio* member.

PURPOSE:

1. To assist the music minister in financial matters. The music

minister prepares the music budget request, then the Tucker Endowment Music Committee will approve the music budget request before passing it on to the finance committee. The Tucker Endowment Music Committee can request that the Tucker Endowment Investment Committee make a change in the distribution of the endowment when budgets are being prepared.

2. This committee shall assist the music minister in organizing, planning, and conducting fellowship and spiritual growth events for the church when requested.

3. Serve as a resource team on matters deemed important to the music and worship ministry of the church; such as receiving suggestions and making recommendations to the church concerning instruments, audio equipment, and related items.

4. Assist the music minister in disposing of any used music equipment purchased by the endowment fund of the church.

POLICY FOR USE OF MUSICAL INSTRUMENTS AND SOUND EQUIPMENT:

In order to enhance the music ministry of the church, members may use the musical instruments for practice, if permission is given by the music minister. Using the church's instruments for practice should be viewed as a temporary situation (a month or less). The member using a church instrument for practice is responsible to the church for any damage done to the instrument while in his/her use.

No instrument or sound equipment is to be taken from church grounds without permission from the music minister.

ORGAN OR PIANO USE:

- The musical instruments, particularly the organ, may be used for instruction and/or practice by those church members who have demonstrated their willingness to use their talents in the service of the Lord.
- Members who are granted the privilege of using the church organ or piano for instruction or practice shall have as their ultimate aim the use of the knowledge gained to aid in worship and service of the Lord, if needed or called upon.
- Permission for the use of the church organ or piano for instruction and/or practice must be granted by the minister of music or the music committee.

DISPOSING OF INSTRUMENTS OR SOUND EQUIPMENT:

When it becomes necessary to dispose of any musical instruments, or sound and lighting equipment, it will be at the discretion of the music minister, in collaboration with the Tucker Endowment Music Committee. (Since most of the equipment was purchased with Tucker Endowment Funds.)

11. NOMINATING COMMITTEE

The nominating committee shall be composed of the senior pastor, Sunday school director, WMU director, men's ministry director, deacon chairman, youth committee chairman or representative, children's department representative, and two at-large members to be nominated annually. At-large nominees must have agreed to serve before nomination and will be voted on by the congregation at a regular business meeting. The committee will elect its own chairman annually.

The nominating committee is to lead the church in filling all church-elected leadership positions filled by volunteers, which includes:

- Select, interview, and enlist church program organization leaders, committee members and general officers.
- Approve volunteer workers before they are invited to serve in church-related leadership positions.
- Distribute church leadership resources according to priority needs.
- Assist church leaders in discovering and enlisting qualified persons to fill church-elected positions of leadership in their respective organizations.
- Present volunteer workers to the church for election.
- Nominate special committees as assigned by the church.

12. PERSONNEL COMMITTEE

The personnel committee shall be composed of seven (7) members who will serve three-year terms on a rotational basis. The chairman of the committee will be elected annually by the committee.

The nine working tasks of the personnel committee are:

1. Personnel chairman will serve on the finance committee.
2. Recommend to the church the employment of all paid personnel, except staff members who are extended a call by the church.
3. Publish and maintain the church personnel manual.
4. To develop job descriptions and inform each staff member or employee, in writing, of their job description, compensation, vacation and sick leave, time off, expense reimbursement policy, and other conditions of employment. Employees will be informed in writing of any changes in these matters.
5. Recommend to the finance committee any compensation changes which the personnel committee considers appropriate.
6. Review and resolve any personnel complaints.
7. Dismiss any temporary, part-time, or hourly employees should the need arise.
8. Maintain a permanent record of all personnel actions in the church office. A record for each employee should include the

following: name of the employee, social security number, job description, compensation and all other information as required for employment.

9. Meet annually with each employee of the church.

13. PUBLICITY COMMITTEE

Function:

A ministry to provide understanding through promoting who we are, what we believe, when we gather, where we assemble, and how we minister, worship and study. The committee seeks to provide this function by knowing and evaluating our environment and using media and techniques to communicate the message of First Baptist Church Dadeville.

Committee Responsibilities:

1. Be aware of church events that need to be communicated to the public.
2. Discovering ways of publicizing ministry opportunities to the church and the general public.
3. Publicize through as many different resources as possible, to communicate to those in our community the fact that First Baptist Church Dadeville is here and wants to minister to the needs of people.
4. Meet as needed in order to achieve the committee's goals.

Membership:

The committee will consist of at least seven (7) members, who are recruited based on their technical and artistic skills and willingness to handle the ongoing responsibilities in the assigned functional areas:

- Social Media: This role involves posting announcements and photos about current events on social media platforms on a weekly basis and reporting to the staff any significant feedback from visitors to the media.
- Creative Design: This role includes the design and production of slides for the website, posters, flyers, and other publicity materials used within and outside the church.
- Banners and Outdoor Signage: This role includes designing new banners or editing existing banners, working with our printing company as needed, and managing the setup, take down, and storage of the banners and frame throughout the year.

- Media and Media Editing: This role involves coordination of volunteers to capture and create content for major church events through the year and any follow-up editing required for publicity purposes.
- Content Sharing: This role involves collecting content after church events, posting them on an online storage area so they can be shared with the congregation, and making the available to members of the publicity committee and the staff for church publications.

14. TECHNOLOGY COMMITTEE

Purpose:

The technology committee is responsible for the purchase and maintenance of copiers, computers, and all peripheral computer equipment of the church; including all necessary software upgrades and software improvements. The committee will maintain an inventory for all copiers, laptop computers, desktop computers, printers, servers, LCD projectors, other audio/visual equipment, and associated hardware. The committee will also be responsible for training and providing the necessary personnel to operate the LCD projectors during worship services.

Committee Composition:

The technology committee shall consist of a minimum of five (5) members—three (3) elected members, each serving a three-year term on a rotating basis, with one (1) new member elected each year—and the senior pastor and minister of music as *ex officio* members.

Selection Criteria for Committee Members:

To the extent possible, technology committee members shall possess, individually or collectively, the following special technical skills needed to perform the committee's responsibilities and to manage contracts for performance of those responsibilities as listed below:

1. Knowledge of current wiring standards, installation, and testing.
2. Ability to troubleshoot and repair infrastructure components.
3. Ability to prepare documents for bidding, to solicit and acquire bids, and to manage vendor-provided services.
4. Knowledge of appropriate operating systems and common application systems (as related to installation and repair).

5. Knowledge of laptop and desktop hardware systems.

Responsibilities:

The technology committee shall be responsible for budgeting, selection, installation, documentation, and maintenance of all the technology systems and infrastructure (wired and wireless) to serve the church's needs, including, but not necessarily limited to:

1. Data access, distribution, and security
2. Computer hardware, software, and software licensing
3. Voice and telephone systems
4. Internet access, distribution, and security
5. Building sound systems
6. Audio/Visual systems
7. Theatrical lighting and lighting control systems

15. USHERING COMMITTEE

The ushering committee shall be composed of seven (7) members. The ushers are to be attentive to the needs of the congregation and the senior pastor. They are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating, and they shall collect the offering in each service.

It shall be the responsibility of the chairman of ushers to organize the ushers, provide training, and set up a systematic duty roster so that each man might serve at a specific time.

16. YOUTH COMMITTEE

The youth committee shall be composed of seven (7) members. The responsibility of this committee is to give guidance to the church youth program and secure assistance for programs and activities involving the youth of the church. This committee will work with the minister of youth in providing adult leadership for special trips or related activities. (See also: Section F Child & Youth Safety System.)

SECTION C
PERSONNEL POLICIES

POLICY & PROCEDURES - SECTION C. PERSONNEL POLICIES

1: PERSONNEL POLICIES PREFACE

The First Baptist Church of Dadeville (the church) is a Christian organization guided by Christian principles. The following excerpts from the church's personnel policy outline general principles associated with current and prospective employees, as defined in the personnel handbook. It is used as a guide in matters of employment and work-related policies. It shall not be deemed to be a contract of employment. The word "employee", as used in the manual, refers to anyone who is on the church payroll, including both ministerial and other staff. The church employees are divided into different categories for better identification.

1.1: MINISTERIAL STAFF

Ministerial staff consists of any full-time or part-time professional staff person who is responsible for a major segment of the church program ministries. This includes, but is not limited to, pastoral, music, youth, children, families, education, senior adults, discipleship, or any combinations of the preceding as required by the church. Individuals may or may not be ordained.

Ministerial staff are prohibited from performing any same-sex marriage ceremonies, whether on or off church-owned properties, as outlined in the church's Bylaws.

1.2: SUPPORT STAFF

This category is comprised of secretaries, other office workers, janitorial and custodial workers, and any part-time employees used in any of the ministries of the church.

2: EMPLOYMENT PROCEDURE:

2.1: SENIOR PASTOR

The search for a senior pastor will be done by an ad hoc committee especially elected by the church for that purpose. (See Bylaw VI. A., Section IX. B., and Bylaw VI. B., Section II.) The pastor search committee will work closely with the personnel committee to ensure that all personnel policies and job descriptions are clearly understood by the prospective senior pastor. The pastor search committee will seek out the person it believes should be the senior pastor and must be unanimous in its decision to recommend him to the church for approval, as stated in the church's Bylaw VI. A., Section IX. B.

2.2: OTHER MINISTERIAL STAFF

Selection of other ministerial staff positions will be done by an ad hoc committee especially elected by the church for that purpose. (See Bylaw VI. B., Section II.) The person being considered should be adequately informed of personnel policies and the job description. The entire search committee, along with the senior pastor, must be unanimous in their decision to recommend the person to the church for approval as stated in the Bylaws.

2.3: PRE-EMPLOYMENT SCREENING

It is the church's policy to investigate the backgrounds and employment references of applicants to ensure that employees are well qualified and have a strong potential to be productive and successful. In addition, the church may conduct background investigations in furtherance of an internal investigation of alleged misconduct, of current employees. Background investigations will be conducted at the church's discretion and in accordance with federal and state law.

The church relies on the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or these data may result in an applicant being excluded from further consideration for employment; or, if an individual has already been hired, termination of employment.

Offers of employment are contingent on the successful completion of a background investigation and drug test conducted in accordance with the church's policy.

2.3.1. BACKGROUND CHECKS MAY INCLUDE:

- Criminal records
- Credit reports
- Drug testing
- Verification reports (e.g., identity, previous employment, education, SSN)
- Driving records
- Reference checks

2.3.2: USE OF INFORMATION OBTAINED IN A BACKGROUND INVESTIGATION

Information obtained from a background investigation will be considered for employment purposes as permitted by federal and state law. Information will be reviewed to determine:

- Whether false statements or material omissions were made by an individual on an application for employment, or during an

interview;

- Whether an applicant or employee, based on the job duties of the position in question, poses a threat to security and/or employee safety in the workplace; and
- The likelihood of an applicant or employee being successful and productive on the job.

2.3.3. DISPOSING OF BACKGROUND INFORMATION

Any personnel or employment records (including all application forms, regardless of whether the applicant was hired, and other records related to hiring) will be preserved for one year after the records were made, or after a personnel action was taken, whichever comes later.

2.4: SALARY AND EXPENSES

Salary will be established by the personnel committee with final approval by the church.

The church will pay for moving expenses in the ministerial staff category. Additionally, the church will observe an annual day of appreciation for full-time ministerial staff.

2.5: INTERIM PASTOR

In the absence of a senior pastor, the personnel committee may select an interim pastor to be voted on by the church. The interim pastor will follow these guidelines:

1. The interim pastor agrees to provide pastoral ministry for an interim period between the absence of senior pastor and the call of new senior pastor.
2. The interim pastor is not eligible to become the next senior pastor. If an interim pastor wishes to become eligible for consideration as the church's next installed senior pastor, then he must resign his interim position. The interim pastor should resist the temptation (or pressure) to apply for the permanent position while serving as interim.
3. Refrain from any activity (overt or covert) to influence the work of the search committee or ministry staff.
4. Refrain from initiating significant changes to the policies and practices of the church, unless the congregation has clearly invited such involvement by stating it in the ministry plan or job description, or in subsequent negotiations.
5. Refrain from any activity (overt or covert) that could weaken church ties with the Tallapoosa Baptist Association.

2.5.1 Interim Pastor Job Description

The interim pastor's primary responsibility will be caring for pulpit preaching/teaching on Sundays and other designated times the church meets. The interim pastor is expected to attend normal meetings of the church, including quarterly business meetings and church conferences. This person is accountable to the personnel committee for time off and compensation. In most cases the ministry staff and the deacons will care for membership needs; however, the interim pastor may be called upon to assist in emergencies, deaths, and other specific needs.

2.6: OTHER STAFF

When a vacancy occurs in a support staff position, or when a new position is being created, the supervisor of that position, with the approval of the personnel committee and the senior pastor, will hire someone for the position. It will not be necessary to have the church vote on these individuals for employment. Support staff and other non-ministerial employees will be considered on probationary status for six (6) months after their initial hiring and will not be eligible for vacation pay or sick leave with pay until they leave probationary status.

3: WORKING HOURS

The office hours are Monday-Thursday, 8:00 a.m. - 4:00 p.m. (Employees will have one hour for lunch.) Friday: Office closed.

Full-time ministerial staff are exempt employees who will work Sunday through Thursday. When it is necessary to work more than a maximum of forty hours per week, these employees will have earned compensatory time. However, compensatory time cannot be saved; it must be taken within a month. Ministerial staff should maintain regular office hours. However, it is recognized that the nature of ministerial work will cause a variation of work schedules and hours. Each of the ministerial staff will have Friday and Saturday off, with Sunday being considered a workday.

Exceptions to this would be special church events that fall on these times or special needs of the church family. All ministerial staff should inform the senior pastor, or church secretary (if senior pastor is unavailable), when they will be out of town. The senior pastor should notify the chairman of deacons.

Hours for custodial, nursery workers, and part-time workers will vary according to need.

Any variation from the established work schedule must be approved by the employee's supervisor at all levels.

4: OUTSIDE EMPLOYMENT

A support employee and/or part-time employee may hold a job with another organization, as long as he or she satisfactorily performs his or her job responsibilities with the church. All employees will be judged by the same performance standards and will be subject to the church's scheduling demands, regardless of any existing outside work requirements.

The senior pastor and other ministerial staff may not perform duties with another organization, except as defined in Section 15: Honorariums, Gifts and Gratuities.

If the senior pastor and personnel committee determine that an employee's outside work interferes with their performance, or the ability to meet the requirements of their duties as they are modified from time to time, the employee will be required to terminate the outside employment if he or she wishes to remain employed with the church.

5: IMMIGRATION LAW COMPLIANCE

The church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, as subsequently amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed an I-9 with First Baptist Church within the past three years, or if their previous I-9 is no longer retained or valid.

6: CONFLICT RESOLUTION

From time to time, people who work together will have disagreements, misunderstandings, problems, and conflicts. These problems may occur with fellow workers, church members, ministers, or a general disagreement with church function, practices or policies.

In any respect, these problems should be dealt with and not left to fester.

Step 1: Matthew 18:15 - "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother."

Go alone to the individual with whom you have a problem. If it's a problem with church policy, go directly to the senior pastor,

not your fellow workers. Try to resolve the problem between the two of you. In 95% of the cases the problem will be resolved here. If so, you have gained a brother. If not...

Step 2: Matthew 18:16 - "But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established,"

If the person refuses to hear you, then take the person with you to the senior pastor for help in resolving the problem. If he/she refuses to go with you, go alone. If nothing is resolved here...

Step 3: Matthew 18:17a - "And if he refuses to hear them, tell it to the church."

If nothing is resolved through the senior pastor, then it should be brought to the personnel committee. The meeting should include the persons with the problem plus the senior pastor. If still unable to resolve...

Step 4: Matthew 18:17b "But, if he refuses even to hear the church, let him be to you like a heathen and a tax collector."

If still unable to resolve the problem, discipline to the extent of dismissal may be necessary.

We must stress that we must be able to work together to resolve our differences without airing them before everyone. The latter only becomes a form of backbiting, grumbling, and gossip.

6.1: DISCIPLINARY ACTION

The disciplinary procedure below is suggested for continued offenses by personnel. It is understood that these actions will be taken for situations that hinder productivity or quality of work. The actions are based on offenses within one (1) year of the previous offense(s).

6.1.1: First Offense: Verbal warning by the senior pastor. Every effort will be made by the senior pastor to help the employee to find ways of correcting the situation and circumstances that caused the problem. Both the senior pastor and the employee will strive for a positive attitude.

6.1.2: Second Offense: Verbal warning and written confirmation

of the warning by the personnel committee. The written confirmation should include the offense, the action taken and any suggestions as to how the offense can be corrected. Every effort should be made by all parties to make this step positive and motivational to the employee so that he/she will improve the situation in a positive manner.

6.1.3: Third Offense: The employment and dismissal of staff personnel shall be the responsibility of the personnel committee coordinating with the senior pastor and subject to the approval of the church. Serious or grievous offenses may be cause for immediate termination upon the agreement the senior pastor and personnel committee.

7: SEXUAL AND OTHER UNLAWFUL HARASSMENT

The church is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the senior pastor. If the employee feels uncomfortable in contacting that person, the employee should immediately contact any member of the personnel committee. Employees can raise concerns and make reports without fear of reprisal.

Any individual who becomes aware of possible sexual or other unlawful harassment should promptly advise the senior pastor, or any member of the personnel committee, who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

8: ALCOHOL, DRUG AND TOBACCO POLICY

God's word in Romans 12 instructs each of us to present our bodies as a living sacrifice, holy and acceptable unto God. In keeping with this, First Baptist Church is committed to its

employees, members, visitors, and the community to provide an alcohol-, tobacco-, and illegal-drug-free environment. First Baptist Church always expects employees to be in a suitable physical and

mental condition to perform their assigned duties satisfactorily.

Employees are expected to exemplify Christ in their total life and not be involved in any activity that would be a negative witness to an unbeliever. Employees are expected to familiarize themselves with the First Baptist Church Substance Abuse Policy and to sign an acknowledgement of the policy to be filed in the church office.

9: TECHNOLOGY POLICY

All users of information technology systems belonging to First Baptist Church of Dadeville should be aware that unacceptable use of these systems is a violation of church policy and may be a violation of state and/or federal laws. Use of all information technology is a privilege extended to the church's staff, and unacceptable use may result in disciplinary action. Members of the staff who are granted use of information technology systems must remember that they represent the church and its Christian values and, as such, must respect the rights and privacy of others, protect the integrity of the information technology system and the church itself, and observe all relevant laws, regulations, and contracts.

The church reserves the right to review, monitor, and restrict information stored on, or transmitted via, the church's owned or leased equipment and to investigate suspected unacceptable use of these resources.

ACCEPTABLE USES

Each user shall be responsible for proper use of the equipment at all times. Members of the staff are expected to follow generally accepted rules of network etiquette.

UNACCEPTABLE USES include, but are not limited to:

1. Commercial uses for the purpose of selling products or services;
2. Accessing or transmitting material that is pornographic, obscene, or sexually explicit;
3. Accessing or transmitting material that is disparaging of others such that it may create a hostile work environment, i.e., material based upon race, gender, national origin, sexual orientation, age, disability, religion, or political belief;
4. Accessing improper confidential information;
5. Any unlawful or unethical purpose;
6. Transmitting copyrighted material without the express written authorization of the copyright holder;
7. Maliciously altering, deleting, damaging, or destroying any computer system, data network, computer program, or data;

8. Willfully changing or deleting another user's account or password;
9. Using an unauthorized account;
10. Installing any unlicensed software;

Security on any computer and/or network system is a high priority. If a user creates a security problem by giving out passwords, such user may be denied access to the computer and network. If a user violates this policy, access to the user's account may be restricted or denied. Members of the staff shall honor any security systems such as virus protection and desktop-locking programs that are in operation to protect both the computer and the user.

PRIVACY

Members of the church staff have no expectation of privacy with respect to computers, e-mail system, or Internet access. Although it does not regularly do so, the church's governing body reserves the right, on a regular or random basis, to access and monitor all equipment, files, Internet access, and e-mail use.

The church will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any unacceptable activities conducted through the system's technology resources. Anyone committing unacceptable acts will face disciplinary action by the church as well as any legal action deemed necessary by law enforcement officials.

10: PAY POLICIES

10.1: TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require First Baptist Church to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than seven

minutes prior to their scheduled starting time nor stay more than seven minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

10.2: PAYROLL

All employees are paid every two weeks. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Employees' pay will be directly deposited into their bank accounts. Employees will receive an itemized statement of wages of the direct deposit.

First Baptist Church does not provide pay advances on unearned wages to employees.

10.3: WORKERS' COMPENSATION INSURANCE:

The church provides a workers' compensation insurance program at no cost to employees.

11: ABSENCES FROM WORK

11.1: VACATIONS

All **MINISTERIAL STAFF** with one year of service in ministry shall have two (2) weeks paid vacation per year. Ministerial staff with ten (10) years of experience shall have one (1) additional week of vacation per year. Vacations should be taken in one-week units if possible.

Full-time **NON-MINISTERIAL** employees will be eligible for two (2) weeks of vacation after one year of service, with an additional one(1) week after ten (10) years of service.

The length of vacation time for **HOURLY EMPLOYEES** shall be based on the employee's normal hours of work weekly. If the employee works 15 hours weekly, he/she shall be eligible for 15 hours of vacation time annually.

Vacation requests are to be made to the senior pastor as far ahead of proposed vacation time as practical. Vacations cannot be accumulated from year-to-year. If a full-time employee ceases to be employed by the church before accrued vacation is taken, he or she will be compensated for such accrued vacation time.

The amount of paid vacation time full-time employees receives increases with the length of employment as shown below:

| Yrs. Service | Vacation Days Accrued | |
|---------------------|------------------------------|------------------|
| | <i>Monthly</i> | <i>Each Year</i> |
| First Year | .500 Days | as Accrued |
| After Year | .833 Days | 10 Days |
| After 10 Yrs. | 1.250 Days | 15 Days |

Earned vacation time is computed monthly from date of employment. (Example: employee is hired January 1, earns 10 days' vacation time on January 1 following year.)

11.2: SICK LEAVE

1. Paid sick leave is a benefit allowed to full time eligible employees for periods of temporary absence due to illness or injury. Eligible full-time employees will accrue paid sick leave at the rate of one day per month (12 days maximum accrued per year).
2. Paid sick leave is a benefit allowed to part-time employees for periods of temporary absence due to illness or injury. Part-time eligible employees will accrue paid sick leave at the rate of two (2) hours per pay period (6.5 days maximum accrued per year).
3. Sick leave benefits for eligible employees are calculated based on a "Benefit Year", defined as the 12-month period that begins when the employee begins to accrue sick leave days/hours.
4. Interim positions do not accrue sick leave benefits.
5. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.
6. Sick leave shall be paid for the following reasons:
 - a. Personal illness
 - b. Physical incapacities
 - c. Illness of immediate family defined as:
 - i. Spouse
 - ii. Children
 - iii. Grandchildren
 - iv. Parent/Guardian/Mother- or Father-in-Law
 - v. Grandparents
 - vi. Siblings

7. Unused sick leave benefits will be allowed to accumulate year to year until the employee has accumulated a total of 30 days or 240 hours. If the employee's sick leave benefits reach this maximum, further accrual of sick benefits will be suspended until the employee has reduced the balance below the maximum limit. When sick leave is not available, unpaid leave will be given for the lesser of (1) remainder of the illness or (2) to complete the initial 30 days.

8. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

9. Unused sick leave benefits will not be paid to employees while they are employed, or upon involuntary termination of employment. Unused sick leave benefits will only be paid to employees upon resignation or retirement.

10. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation insurance, or any disability insurance program provided by the church. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

11. In the event of severe sickness or disability, the personnel committee can review, on a case-by-case basis, the extenuating circumstances and make a recommendation to the church body if it believes sick leave benefits should be extended.

12. It is the responsibility of the employee to request sick leave time to be approved by the senior pastor.

13. A doctor's excuse for every absence over five days may be required.

14. The church financial secretary will maintain records of eligible sick leave days/hours used and available for each employee.

11.3: ELIGIBILITY AND PROCEDURE FOR REQUESTING LEAVES OF ABSENCE:

An employee must have six months of continuing service before requesting a leave.

Request for leave must be submitted to his/her supervisor,

senior pastor, or chairman of the personnel committee two weeks prior to the beginning of the proposed leave. Approved leave forms will be submitted to the financial secretary.

MILITARY LEAVE:

If an active member of the National Guard or Organized Reserve (Army, Navy, Marines, Air Force, or Coast Guard) is called into active duty, the terms of the leave of absence will be in accordance with state and federal laws.

EDUCATION LEAVE:

Request for educational leave will be considered on a case-by-case basis by the senior pastor and the personnel committee.

PREGNANCY-RELATED ABSENCES:

The church will not discriminate against any employee who requests an extended absence due to medical difficulties associated with a pregnancy. Such leave requests will be made and evaluated with the church's medical leave policy provisions.

MARRIAGE:

An employee may have up to two weeks of unpaid leave for his/her own wedding. Earned vacation time may be used instead of unpaid leave.

PAID TIME TO VOTE:

Employees will be granted up to two hours of paid time to vote in city, county, state and national elections.

BEREAVEMENT LEAVE:

In the case of a death in a full-time employee's immediate family, the employee will receive up to three (3) days bereavement leave without the loss of regular pay. Earned vacation time can be used for additional bereavement time, or additional days without pay if approved.

Immediate family members include:

1. Spouse
2. Children
3. Grandchildren
4. Parent/Guardian/Mother- or Father-in-Law
5. Grandparents
6. Siblings

7. Bereavement time for other relatives will be considered on a case-by-case basis by the senior pastor and the personnel committee.

JURY DUTY:

Employees will be paid on days while serving on a jury. Jury duty pay will be calculated on the employee's base pay times the number of hours the employee would have otherwise worked on the day/hours off for jury duty. The employee is expected to report for work whenever the court schedule allows.

WITNESS DUTY:

If an employee is subpoenaed or requested to testify as witness for the church, he or she will be paid time off for the entire period of witness duty. An employee will be paid a maximum of eight (8) hours of paid time off to appear in court as a witness at the request of a party other than the church. In either case, the employee is expected to report to work whenever the court schedule allows.

12: HOLIDAYS

The church office will be closed on the holidays listed below. The staff is expected to have these days free. Of course, exceptions may be necessary according to the church's needs.

The following are paid holidays:

- Christmas Eve, Christmas Day
- New Year's Eve, New Year's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day and the day before

When a holiday falls on a Friday, Saturday, or Sunday, the nearest workday will be taken as a holiday.

13: SABBATICAL POLICY

13.1: INTRODUCTION

A senior pastor serves in a unique position. The demands of pastoral ministry are great, and despite vacation time and occasional continuing education, a pastor is often physically, emotionally, and spiritually drained. First Baptist Church of Dadeville recognizes that the senior pastor needs a time of refreshing and renewing for the advancement of his ministry.

The concept of sabbatical is rooted in the biblical concept of "Sabbath" which God modeled (Genesis 2:1-4a) and commanded (Exodus 20:8-11). In Leviticus 25:1-7, the Lord says that after the sixth year the people were not supposed to sow the fields or harvest a crop. The land was allowed to rest, and therefore, so were the people.

Sabbaticals have often been used in the church to provide a time of rest, recovery, renewal, and re-education for the individual pastor. We believe that a time of sabbatical is important both in the sharpening and renewal of the senior pastor and for the health and strength of the church.

Purpose

The sabbatical is for the pursuit of activities approved by the personnel committee of the church. The intent of a sabbatical is to further the ministry objectives of the church, to enhance the personal ministry of the senior pastor, and to provide for physical, spiritual and relational renewal and refreshment. Personal renewal might include time of both individual renewal of the spiritual life (e.g. retreat, writing, time of solitude), and family renewal with a focus on the marriage relationship (if applicable).

Professional growth might include a topic or goal of interest that will give opportunity for growth and learning with some concentrated energy.

13.2: POLICY

Eligibility

A sabbatical may be approved and granted to the senior pastor after the completion of the first six years of full-time ministry at First Baptist Church of Dadeville, and every sixth year thereafter. (Leviticus 25:1-7)

Application

The senior pastor will make a request to the personnel committee and they will work together to determine a timeframe best suitable for the sabbatical. A detailed sabbatical plan will be presented to the personnel committee at the time application for a sabbatical is made. Such a plan should be presented at least six months prior to the proposed sabbatical and well in advance of the church's budget year.

The sabbatical plan should include:

- a description of the desired sabbatical activities;

- a statement of how these activities will benefit the senior pastor and/or the church;
- the dates selected for the sabbatical;
- a budget outlining sabbatical costs for things like travel, classes, retreats, counseling. etc.;
- how the pastor's ministry will be carried out during the sabbatical.

Approval of a sabbatical plan will be determined by the (1) personnel committee, (2) deacon body, and (3) finance committee, in that order. Upon their approval, the sabbatical plan will be presented to the church for final approval.

Timing

A sabbatical may be approved for one month. Paid sabbatical time is in addition to paid vacation time for the year in which the sabbatical is taken.

The weeks must be taken consecutively in order to maximize the possibility for refreshment or concentrated study. If possible, the sabbatical should be scheduled at a time that will minimize the disruptive effect on the normal operation of the church (i.e., summer may be preferable).

13.3: FINANCIAL AGREEMENT

During the sabbatical, regular salary and full benefits will be paid. Reimbursable expenses will be determined on the basis of a sabbatical budget recommended by the finance committee and approved by the church. The amount requested should not exceed budgeted professional expenses, plus an additional "sabbatical allowance" not to exceed \$5,000. A special account will be established to allow members to donate to the sabbatical fund. The balance of the budget would be funded from the general fund. Some of this may be taxable; this will be determined upon review of the sabbatical plan, budget, and actual expenses. Taxable expenses will be reported through payroll.

13.4: REPORTS

Upon returning, the senior pastor will make a written report to the personnel committee and deacon body, as well as an oral report to the church, recapping how the time was spent and what was learned.

13.5: SENIOR PASTOR AND CHURCH AGREEMENT ABOUT EMPLOYMENT

The senior pastor agrees to the following terms:

- Because the sabbatical leave is unlike an ordinary paid vacation in that its purpose is expressly for the future benefit of the church, as well as for the present and future benefit of the senior pastor who agrees that he will continue in full-time service to the church for at least one year from the date of his return from sabbatical leave.
- The sabbatical is not to be used for preaching revivals or ministering to other churches.

The church agrees to the following terms:

- The church agrees that it will not in any way seek a replacement for a senior pastor during his sabbatical leave.
- The church agrees that it will honor the leave of the senior pastor and will not contact him with church business, except in case of emergency.

14: TERMINATION OF EMPLOYMENT

14.1: DISMISSAL

Any of the following will be cause for dismissal:

- Theft, drinking of alcoholic beverages on the job, substance abuse, immorality, gambling, dishonesty, financial irresponsibility, arrest for serious violation of the law, or spreading rumors that cause unrest, friction, or character assassination.
- Disloyalty to the church, defined as failing to support or be faithful to the Baptist Faith and Message and the guiding principles and policies of First Baptist Church of Dadeville.
- Insubordination and/or failure to perform assigned responsibilities satisfactorily. A yearly evaluation will be completed for each employee by their immediate supervisor and a written, signed copy will be placed in their personnel file. The evaluations on file will be subject to random review by the personnel committee.
- Any matter of a serious nature that would impede the progress or seriously damage the effectiveness of the program or work of the church.
- For the performance of any same-sex marriage ceremony, whether on or off church-owned properties.

Steps for dismissal will include a verbal and a written warning by the employee's supervisor, and then the senior pastor

will consult with the personnel committee to make a recommendation to terminate.

Appeals can be made to the personnel committee concerning yearly evaluations and dismissal.

14.2: RESIGNATION

Employees in the ministerial category are expected to give thirty (30) days' notice of intent to resign. Upon request of the staff member, the personnel committee, senior pastor, and deacon body may, by mutual agreement, waive the requirement for notice. Such agreement shall be in writing and shall be signed by the staff member, the senior pastor, the chairman of the deacons, and the chairman of the personnel committee

Other staff are to give ten (10) working days' notice of resignation.

When one resigns without notice, he/she will be paid through the last day of service and will not be eligible for any termination benefits.

The church family will be asked to contribute to a love offering for a member of the ministerial staff upon retirement or resignation, when resigning to accept a call to another church.

15: HONORARIUMS, GIFTS, AND GRATUITIES

When a member of the ministerial staff performs a service for an individual, family, group, or organization, he may receive whatever gratuity that is offered. This refers to funerals, weddings, and the like. There is never a requirement to compensate a staff member while performing duties as a part of their regular ministries.

Furthermore, upon approval of the personnel committee, a senior pastor, or a staff member may teach, instruct, serve as director, counselor, advisor, leader, assistant, etc., to a school or other recognized organization, and he may receive due compensation.

At no time will any of the church offices, equipment, personnel, or time be used by a staff member for personal use.

16: COMMUNITY ACTIVITIES

Each member of the church staff is encouraged to make himself/herself available to events and programs which enrich and improve the community. Likewise, each staff member is encouraged to take an active part in community service clubs and projects. However, none of these should interfere with his/her regular duties and should not occupy an undue amount of time. Events that require time away from the church should be approved by the senior pastor or personnel

committee.

17: JOB DESCRIPTIONS

Job descriptions for all current staff positions have been developed by the personnel committee. Job descriptions should be reviewed annually by the personnel committee to keep the employee current on any changes in ministries or job requirements.

Job descriptions will be filed in the church office in a master file for any church member to review, and each employee's job description will be kept in the employee's file.

18: PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Formal job evaluations will be done in writing annually, by the senior pastor, along with the personnel committee chairman, prior to the salary review. Such evaluations will be presented to the personnel committee for their review and consideration.

19: SALARY ADMINISTRATION

God instructs us to provide adequate financial support for the ministers He and the church call to serve them. In I Corinthians 9: 14, it is written that the Lord ordains that those who preach the gospel should be supported by those who receive the gospel.

Since this is God's will and His intention for the church, we must take this instruction very seriously. The Salary Administration Policy is an effort to provide financial support for God's called servants and to assist in the determination of a fair and equitable plan for future decisions.

20: BUSINESS TRAVEL EXPENSES

The church will reimburse employees for reasonable ministry-related expenses incurred while carrying out the responsibilities of their job assignments. All business travel must be approved in advance by the senior pastor. Each employee should familiarize themselves with the church's "Accountable Reimbursement Expense" policy and sign the acknowledgement form.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate

supervisor.

Employees should submit completed travel expense reports monthly; if not done after 60 days, the expense will not be paid. Reports should be accompanied by receipts for all individual expenses.

Abuse of the expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

21: PERSONNEL COMMITTEE

The nine working tasks of the personnel committee are defined in the Policies and Procedure Manual under Section B. 11. They are:

1. Personnel chairman will serve on the finance committee.
2. Recommend to the church the employment of all paid personnel, except staff members who are extended a call by the church.
3. Publish and maintain the church personnel manual.
4. To develop job descriptions and inform each staff member or employee, in writing, of their job description, compensation, vacation and sick leave, time off, expense reimbursement policy, and other conditions of employment. Employees will be informed in writing of any changes in these matters.
5. Recommend to the finance committee any compensation changes which the personnel committee considers appropriate.
6. Review and resolve any personnel complaints.
7. Dismiss any temporary, part-time, or hourly employees should the need arise.
8. Maintain a permanent record of all personnel actions in the church office. A record for each employee should include the following: name of the employee, social security number, job description, compensation and all other information as required for employment.
9. Meet annually with each employee of the church.

SECTION D
PROPERTY USE POLICIES

POLICY & PROCEDURES - SECTION D. PROPERTY USE POLICIES

Purpose: The purpose herein is to establish church policy to be followed whenever a request is made for the use of First Baptist Church of Dadeville building facilities.

Administrator of Policies: Building and Grounds/Facilities Committee

Scope: The policies contained herein will apply to all persons, groups, and/or organizations requesting use of First Baptist Church building and facilities. These requests fall into six categories:

- A. Use of facilities by First Baptist Church organizations
- B. Use of facilities by First Baptist Church members
- C. Use of facilities by Southern Baptist or other denominational organizations
- D. Use of facilities by government agencies and civic organizations
- E. Use of facilities in times of community emergencies

GENERAL STATEMENT OF POLICY: The membership of First Baptist Church of Dadeville places highest priority on the use of the church buildings for the functions of the church. No other meetings, events, etc., can take precedence over the regularly scheduled functions of the church. Requests for building and/or facilities uses not specifically covered in the following sections will be considered by the Building and Grounds/Facilities Committee on a case-by-case basis. The church reserves the right to refuse the use of its buildings and facilities to any individual, group, or agency.

I. POLICIES CONCERNING THE USE OF BUILDING AND FACILITIES

A. Church Organizations:

First Baptist Church organizations may use the facilities of the church without reimbursing the church. Church-wide activities shall have the highest priority. After this, scheduling shall be on a first come, first served basis. All dates must be approved by the church staff and/or the building and grounds/facilities committee prior to being placed on the church calendar.

B. Church Members:

Members of First Baptist Church may use the facilities of the church for activities, only if the entire church is invited. (See Section II. A. "Fee Structure." Exception: bridal teas/bridal showers are excluded from the fee requirements.) Church-related activities shall have priority. After this, activities of church members may be scheduled on a first come, first served basis. No activities in this

category may be scheduled more than three months in advance. All dates must be approved by the church staff and/or chairman of the building and grounds/facilities committee prior to being placed on the church calendar.

C. Denominational Organizations:

Southern Baptist or other approved denominational organizations may use the church facilities without reimbursing the church. Church-wide activities shall still have priority. After this, scheduling shall be on a first come, first served basis. All dates must be approved by the church staff and/or the building and grounds committee prior to being placed on the church calendar.

D. Government Agencies & Civic Organizations:

State and local government agencies, and civic organizations whose beliefs and/or teaching do not conflict with the Word of God may use the facilities of First Baptist Church of Dadeville per the fee structure in Section II. A. Church activities shall have priority. After this, scheduling shall be on a first come, first served basis. No activities in this category may be scheduled more than six months in advance. All dates must be approved by the church staff and/or chairman of the building and grounds/facilities committee prior to being placed on the church calendar.

E. Funerals:

Members and their immediate families may use the church for funerals. If the church has been reserved for any other activity on the same day as a memorial service, the funeral shall have precedence. However, if a wedding is scheduled for the same day as a funeral, the wedding will take precedence.

F. Disaster or Civil Emergency:

The church's facilities shall be made available to Southern Baptist Disaster Relief (SBDP), the Red Cross, and community leaders in times of disaster or community emergency as far as practically possible, in accordance with terms of agreement with those agencies. (Fee structure in Section II. A. below does not apply.)

II. Expenses

Any time church facilities are used, expenses to the church result. These include, but are not limited to, utilities, cleaning, wear and tear, and administration. The individuals or groups using church facilities are responsible for reimbursing the church for these expenses. The policies for use of buildings and facilities govern the usage costs and any exceptions as noted in the fee structure on the next page.

A. Fee Structure:

The reimbursement schedule below applies to First Baptist Church members and groups using the facilities for non-church-related activities; and government agencies/civic organizations using the facilities for any activities.

| | |
|--------------------------------|--------------------------------------|
| Fellowship Hall | \$ 125.00 |
| Kitchen | \$ 150.00 |
| Key Deposit¹ | \$ 50.00 |
| Parlor² | \$ 100.00 |
| Sanctuary³ | Weddings/Funerals³ |
| Classrooms⁴ | Not Available |

1. Arrangements for securing a key to the building for scheduled events will be handled by the church secretary. A refundable key deposit is required; deposit will be refunded when key is returned. If key is lost, the deposit will not be refunded, and the responsible person or group will be charged for the replacement of door locks.
2. Parlor is not available for use by government agencies or civic organizations. (Also see *POLICY & PROCEDURES - SECTION E: WEDDING POLICY.*)
3. Sanctuary is available for weddings and funerals only. (See *POLICY & PROCEDURES SECTION D.I.D. "Funerals"* and *SECTION E: WEDDING POLICY.*)
4. Classrooms are not available for non-church-related activities.

III. RESERVATION PROCEDURE:

The procedure for reserving the church buildings or facilities for events other than weddings is summarized below. Exceptions to any item listed below must be approved by the building and grounds/facilities committee. (See *POLICY & PROCEDURES, SECTION E: WEDDINGS* for those specific guidelines.)

1. Request "Reservation & Facility Use Agreement" form.
2. Submit completed reservation form.
3. Approval by building and grounds/facilities committee, usually within one week. The church reserves the right to refuse the use of its buildings and facilities to any person, group, or agency.
4. Payment of expenses to financial or church secretary as outlined in Section II. A. Fee Structure above.
5. After completion of the steps above, the event will be placed on the church calendar as outlined previously.

IV. RESPONSIBILITIES:

A. It shall be the responsibility of the requesting individual, group

or organization to contact the church secretary, either in person or by letter, at least **one month prior** to the date when the church building will be required, setting forth the purpose for which the church building facilities will be used. Use of the kitchen and its equipment must be approved prior to any activity or event.

B. The requesting individual, group, or organization shall designate one person who will be responsible for the use and care of the church building facilities.

C. The requesting individual, group, or organization shall commit its willingness to abide by the provisions of this church policy. Failure to do so shall mean that the individual, group or organization may not use the facilities.

D. The requesting individual, group, or organization agrees to pay for any expenses incurred as a result of their use of the building facilities. This shall include, but not be limited to, any damage resulting from the use of the building facilities.

E. The requesting individual, group, or organization agrees to restore chairs, tables, and furnishings to the condition in which they were found. This includes the washing and putting away of any pots, pans, and utensils; cleaning counter tops and floors, and putting all trash in dumpster. Trash cans are to be relined with new bags. No leftover food or drink can be left in kitchen.

F. Meetings, parties, and activities that result in private financial gain are not allowed, with the exception of fundraisers for the church's ministry activities. No political events or signs are allowed on church property.

G. Use of alcoholic beverages, tobacco products, illegal drugs or other controlled substances, or gambling in any form are not allowed on church property.

H. Church equipment/physical property items are not to be borrowed or removed from the church facility or grounds without having an approved "Record of Church Equipment Loaned" request form (next page) on file in church office. **Church equipment is not to be loaned to non-members.**

RECORD OF CHURCH EQUIPMENT LOANED*

ITEM(S) BORROWED:

Description: _____
Number of Items: _____ Inventory Numbers: _____

Description: _____
Number of Items: _____ Inventory Numbers: _____

Description: _____
Number of Items: _____ Inventory Numbers: _____

I agree to be responsible for these items away from the church property. I agree to return these items to the place in the church from which they were removed. If they are lost or damaged, I will replace them or provide funds to do so. I agree to return these items by (date): _____.

Signature: _____ Date Borrowed: _____

**THIS FORM IS NOT TO BE USED FOR INSTRUMENTS OR SOUND EQUIPMENT.*

.....
OFFICE USE ONLY

Equipment Loan Approved By: _____
Signature & Title of Church Staff Member

Equipment Checked Out By: _____
Signature & Title of Church Staff Member

Date Equipment Returned: _____

Receiver's Signature & Title

RESERVATION REQUEST & FACILITY USE AGREEMENT*
FIRST BAPTIST CHURCH - DADEVILLE, ALABAMA
(*Wedding Reservation Request Form is in Section E - Wedding Policies)

Requesting Organization/Group/Individual: _____

Name of Contact/Responsible Person: _____

Best Contact Phone: _____ Date(s) requested: _____

Description of Event: _____

Time setup begins: _____ Time event begins: _____ End time (including cleanup): _____

Room(s) requested: _____ Number people expected to attend? _____

Will you need access to the kitchen?* _____ Will food and/or beverages be served? _____

*(*If requesting kitchen access, ask for and read the "Rules for use of Kitchen/Fellowship Hall" (p 69) before signing reservation request. Note: food and beverages are allowed only in the kitchen and fellowship hall. Coffee brewers and supplies are not available for use.)*

Will you need: a speaker's podium? _____ the sound system? _____ How many microphones? _____

Do you plan to use visual media (video, graphics, pictures, audio)? _____

Note: Use of sound/video/lighting systems in the fellowship hall requires FBC-trained technicians. It may be necessary to have more than one technician at your event.

Time sound technician needed? _____ Time video technician needed? _____

Which, if any, FBC musical instruments will be used? _____

FBC representative for this event (if applicable) is: _____

Other/special needs? _____

By my signature below, I acknowledge and agree to the following:

1. I have received and read FBC's Facility Use Policies and agree to abide by all the conditions therein.
2. I will be responsible for the conduct of those persons coming to, or participating in, the activity for which this reservation request is being made, and for any damage, beyond normal wear and tear, that may occur as a result of this activity.
3. I indemnify and hold harmless First Baptist Church and its administrators, officers, members, volunteers, or employees, from and against any damages, claim, or demand arising out of the use of the church's facilities and equipment by any person participating in, or present because of, the scheduled activity.
4. I will reimburse First Baptist Church for any expenses incurred defending such claim or demand.

Signed: _____

Printed Name: _____

Date: _____

To submit your request, return this completed form to the church office, along with all required deposit amounts, at least 30 days before date of event. (Cash or check payable to First Baptist Church of Dadeville.)

Date FBC Staff Notified of Event: _____ FBC Staff Member confirmed date is available: _____

Signature & Title **Date**

Approved by Buildings and Grounds/Facilities Committee Chairman

Signature **Date**

Approved by Minister of Music (Required if sound/lighting/video/tech equipment or personnel requested)

Signature **Date**

Event coordinator (if applicable): _____

Usage Fee Total to be received: _____ Amount of Security Deposit: _____

Security Deposit received by: _____

Signature & Title **Date Received**

Usage Fee Received by: _____

Signature & Title **Date Received**

Security Deposit Refunded: \$ _____ Date: _____ By: _____ (Staff Member Initials)

Disapproval/Rejection conveyed to person/group making request:

Signature & Title **Date Contacted**

| <u>Fees for Building Use</u> | |
|-------------------------------------|--------------------------------------|
| Fellowship Hall | \$ 125.00 |
| Kitchen | \$ 150.00 |
| Key Deposit ¹ | \$ 50.00 |
| Parlor ² | \$ 100.00 |
| Sanctuary ³ | <i>Weddings/Funerals³</i> |
| Classrooms ⁴ | <i>Not Available</i> |

1. Arrangements for securing a key to the building for scheduled events will be handled by the church secretary. A refundable key deposit is required; deposit will be refunded when key is returned. If key is lost, the deposit will not be refunded, and the responsible person or group will be charged for the replacement of door locks.
2. Parlor is not available for government agency or civic organization use. (See also *POLICY & PROCEDURES - SECTION E: WEDDING POLICY.*)
3. Sanctuary is available for weddings and funerals only, as noted in *POLICY & PROCEDURES SECTION D.I.D. "Funerals"* and *SECTION E: WEDDING POLICIES.*
4. Classrooms are not available for use for non-church-related activities.

RULES FOR USE OF KITCHEN/FELLOWSHIP HALL

1. For the utilization of the church's kitchen, *prior to your event*, a member of the hospitality committee must meet with responsible persons of your group to instruct you on use of kitchen equipment and facilities.
2. For the utilization of the fellowship hall, a member of the staff must meet with responsible persons of your group. An approved technician must be involved in the event for the use of any audio/visual equipment or musical instruments. Fees may apply.
3. No persons under the age of 18 years old should be exposed to or allowed to operate kitchen appliances. Persons under age 18 are allowed in the kitchen only with adult supervision.
4. Wash all the church's pots, pans, plates, and utensils after use and return to their proper places when finished with use of the kitchen.
5. Paper products, tea, and coffee are furnished for church group events only. (Church groups: on the sign-out sheet located in the pantry, list what you used, so it can be re-ordered.) All other group functions or events are required to furnish their own paper products and supplies.
6. If you use any kitchen towels, you are responsible for taking them home to wash, and returning them ASAP.
7. DO NOT leave any dirty dishes of any kind sitting anywhere in the kitchen or fellowship hall. If someone in your group leaves a dish, please wash it; and then either take it to your Sunday school room, or home with you, until you are able to return it to the owner. Do not assume someone else will do this.
8. DO NOT leave behind any leftover chips, crackers or opened soda cans or bottles from your event. Either take these food items home with you or discard. DO NOT put on the shelves in the pantry or in the refrigerator.
9. All surfaces must be wiped clean. This includes cleaning the dining tables as well as the serving tables. Highchairs should be cleaned if used.
10. Empty the water out of the serving bins (warming unit) to prevent mold from developing.
11. Sweep and mop the kitchen after your event. If there is excessive food on the carpet area, please clean up first by picking up the food, and then vacuuming when practical. Vacuum cleaners are in the storage closet behind the sound booth.

12. All the trash cans must be **completely** empty and re-lined with clean trash bags before you leave. Return the trash cans to the kitchen area and replace liners. DO NOT leave even one item of food in the trash cans.
13. Please do not allow children or group participants to tamper with the sound/music equipment in the fellowship hall. Note: If yours is a non-church-related event and you have need of the audio system, a member of the church's technology committee must be contacted for the set-up.
14. Upon exiting the area; the kitchen entry doors and the pantry door must be locked. The lights must be turned off. For the gas range, be sure that all surface units and the oven are turned off. Make sure that all pilot lights are burning on the range. This is the correct condition for the gas range.
15. Restrooms on the kitchen/fellowship hall hallway should be checked to ensure faucets are turned off, no trash is on the floor, and the lights are turned off.
16. Turn in the completed check list, signed, to church office when you return the key.

Check List - After Kitchen Use

Please help the church's hospitality committee by making sure the following items are completed. It is our desire to make the use of the kitchen both convenient and safe for all. Turn in completed form to church office.

Ministry/Group using the kitchen: _____
Contact Person: _____
Phone: _____
Email address: _____

What equipment and supplies did you use? (Check all that apply)

Pantry ___ Freezer ___ Refrigerator ___ Range ___ Dishwasher ___

Convection Oven ___ Other Supplies: _____

___ Pots, pans, serving pieces, and all utensils have been cleaned and returned to their proper place.

___ Dish towels have been taken home to be washed and will be returned.

___ Leftover food/drinks have been thrown away or taken home. Do not leave in the pantry.

___ ALL PERSONAL DISHES HAVE BEEN WASHED & TAKEN HOME. NOTHING IS LEFT IN THE KITCHEN.

(FBC Groups—List quantities used of paper goods: plates_____, bowls_____, disposable utensils_____, napkins_____, coffee/drink cups_____.)

FELLOWSHIP HALL.

___ All surfaces have been wiped clean, including tables, chairs, and highchairs.

___ Serving bins have been emptied of the water inside.

___ Kitchen has been swept and mopped.

___ All trash has been taken out.

___ Range: surface units and oven are off.

___ Doors are locked, and lights are turned out.

___ Restrooms down the hall from kitchen have been checked to ensure faucets are off, no paper is on the floor, and lights are off.

___ Check List - After Kitchen Use form is completed and returned to the Church Office.

Signed by Group's Responsible Person: _____

Church Office Verification:

All areas/items used have been satisfactorily cleaned and returned in good condition.

Hospitality Committee/Church Office Staff

Date

POLICY FOR USE OF CHURCH-OWNED TABLECLOTHS AND TOPPERS

USES:

1. Tablecloths and toppers are for use only IN First Baptist Church; they are not to be used for off-site functions.
2. Tablecloths/toppers are to be checked out through the church secretary; and then used, laundered, and returned within ONE WEEK.
3. No red or purple punch/drinks are to be served on the tablecloths.
4. A piece of clear plastic must be used on top of tablecloths or toppers where punch or drinks will be served.
5. If candles are used on the tables, a piece of clear plastic must be used to protect the tablecloths/toppers from candle wax.
6. Tablecloths/toppers are not to be pinned, stitched, or taped in any way.
7. If damaged, lost, or not returned, the person or group using the tablecloths and/or toppers will be responsible for replacing them.

LAUNDRY INSTRUCTIONS:

1. ALL tablecloths and toppers used must be laundered each time they are used.
2. No commercial laundering.
3. Check tablecloths for stains. Use "stain stick" if needed. Use only non-chlorine products on toppers.
4. Wash and dry on gentle cycle.
5. Fold and hang immediately, or iron if needed.
6. If monogrammed tablecloths are used, hang with monogram at bottom front. (Numbers 1-20 left to right.)

RETURN:

1. Sign off with church secretary when returning tablecloths.

SECTION E
WEDDING POLICY



FIRST BAPTIST CHURCH
WEDDING POLICY

INTRODUCTION

The wedding ceremony is sacred and of great spiritual significance. All the plans relating to the ceremony should be made bearing this fact in mind. With the exception of your relationship to Christ your Lord, your wedding is the beginning of the most lasting relationship you will ever have. For this reason, the wedding should be as free from confusion and misunderstanding as possible.

At First Baptist Church, we believe that marriage is a union between one man and one woman, following biblical principles (Gen. 2:19,24; Lev. 18:22; Matt 19:4-6; Rom. 1:18,27; Eph 5:22, 33; and Heb. 13:4). We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual or otherwise, is immoral and therefore, sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

We believe that God sanctions only the union in marriage of a man to a woman. Therefore, this church sanctions only a ceremony compatible with those standards. Due to our belief in the biblical teachings about marriage, same sex couples will not be married in any facilities or on any properties owned by the church. Ministers of this church will not perform any same-sex marriages whether on or off church-owned properties. Doing so is grounds for immediate dismissal.

The contents of this booklet are to remind you of some of the details that need your attention in order to minimize stress, so that your wedding can be a time of joy for the bride, groom, parents, wedding party, relatives, and the guests. All information in this booklet has been compiled and adopted by First Baptist Church in order to offer you the greatest assistance possible as you plan your wedding. Your careful consideration of each detail will insure a smooth and beautiful ceremony of which you will always be proud.

If you have any questions regarding the contents of this booklet or any other part of the planning of your wedding, please call our church secretary at 256-825-6232.

WEDDING POLICIES

I. USE OF THE CHURCH BUILDING AND GENERAL INFORMATION:

1. Fee charges for the building use and personnel are listed on the Wedding Reservation Request form in the back of this booklet.
2. Facilities available for your wedding ceremony are:
 - A. Sanctuary (seating approximately 250)
 - B. Fellowship Hall for your wedding reception
 - C. Dressing areas:
 - a. The parlor/bride's room, and the women's restroom beside the parlor, are available for the women to dress.
 - b. If the men require a dressing area, they will use the opposite end of the Educational Building.
 - D. Fee Structure is listed in Section VII and on the reservation request form.
3. All weddings conducted in the First Baptist Church of Dadeville must be performed by one of the church's ministers, or by an ordained minister approved by the church's senior pastor.
4. If one of First Baptist Church's ministers is performing the wedding ceremony, a premarital conference with the bride, groom, and the minister is required. The date and time for this conference will be arranged through the church secretary.
5. In order to avoid confusion, all arrangements for weddings must be made with the church secretary (256-825-6232). Florists and decorators must work with the secretary to schedule the time they will set up and prepare for the wedding.
6. Selecting a wedding date:
 - A. Saturday weddings may not be scheduled to begin later than 5:00 p.m. due to the time required to prepare the building for Sunday services. If the reception is to be held at the church, the wedding can be scheduled no later than 4:00 p.m.
 - B. No Sunday weddings may be scheduled later than 3:00 p.m.
 - C. Weddings may not be scheduled on holidays.
7. The individual or family reserving the church* is responsible for moving any "unwanted" furniture, keyboards, or drums from

the sanctuary stage platform prior to the ceremony, as well as for returning those items to their proper place afterward. (*The bride, groom, or parents may choose to bring someone in to do this, but it remains the responsibility of whomever reserves the church for the wedding and such person(s) will be held liable for any damages to the carpet, furniture, or buildings.)

8. **NO SMOKING** is allowed within the church building at the rehearsal, wedding, or reception.
9. **NO ALCOHOLIC BEVERAGES** are allowed on the church property. No person under the influence of alcohol/drugs will be permitted to participate in the wedding.
10. The throwing of anything, such as rice, confetti, flower petals, potpourri, birdseed, etc., after the wedding or reception, will not be allowed. This practice endangers the safety of those who are using the halls and sidewalks and adds to the work of the custodian.
11. Should a funeral occur on the same day as a scheduled wedding, the wedding will take precedence.

II. THE WEDDING RECEPTION

1. Reservations for the wedding reception should be made with the church secretary at the time the wedding arrangements are made.
2. The following guidelines should be shared with the caterer. (A list of information for the bride to give the caterer has been included at the back of this booklet.):
 - A. The caterer will provide his/her own equipment with the exception of the banquet tables, which the church will provide.
 - B. If it is necessary for food to be cooked in the church kitchen, you must notify the church of that need at least seven (7) days before the wedding. (This is for your safety, since our stoves and ovens are considerably larger and more complex than most household kitchen equipment.)
 - C. The church has the following items available: (1) glass punch bowl, cups, several dozen glass dessert plates. Please contact

the church at least a week before the wedding if you need these. D. It is the responsibility of the caterer to leave the kitchen area clean and straight—with all used dishes having been washed and returned to the church kitchen clean and in order. (Note: detergent and dishcloths are not provided by the church.)

III. FLORIST/DECORATOR INFORMATION:

Elaborate decorations are not necessary either in the sanctuary or fellowship hall; however, the amount of decorations used will be decided by the bride within the framework of the policies of the church. (A list of needed information for the bride to give to the florist or decorator has been included at the back of this booklet.)

1. A definite time for decorating must be arranged with the church secretary.
2. The florist must decorate the church within the allotted time scheduled. If it is determined more time is needed, there will be an additional charge.
3. The florist or decorator must remove the decorations immediately following the ceremony. It is the responsibility of the florist or to bring a staff large enough to do this.
4. Protective coverings must be on plants and flowers used outside the choir rail to keep from damaging the carpet.
5. Only spring-loaded or paradise candles may be used. Brass candle snuffers should be used in lighting and extinguishing the candles.
6. NO tacks, tape, nails, pins, or wires may be attached to any wall, furniture, or woodwork in the sanctuary or fellowship hall.
7. NO candles, plants, or decoration may be placed on any of the church's musical instruments.
8. After the sanctuary has been decorated for Christmas, the decorations MUST NOT be altered. Any decorations you plan must include those already in the sanctuary.
9. The individual or family scheduling the wedding will be held liable for any damages to the carpet, furniture, or buildings. The church reserves the right to restrict the privileges of any florist to decorate who violates these regulations.

IV. WEDDING MUSIC:

1. If the couple desires help with selecting wedding music, they may consult with the church's music minister.
2. We recommend that you use the church organist or pianist, or a CD/tape. If an outside organist is used, he/she should be familiar with the church's organ.
3. The organist or pianist will select the music to be played before the ceremony, unless the couple has other appropriate selections they desire.
4. A consultation with the church organist or pianist should take place at least thirty (30) days before the ceremony. At that time, the music for the processional and recessional will be discussed. Vocal music literature can also be discussed at this time.
5. Music on CD or tape will be allowed for the ceremony; however, one of the church's sound technicians will have to be used.

V. THE WEDDING COORDINATOR:

All weddings held at First Baptist Church require the services of a wedding coordinator. The church's coordinator will direct the wedding, unless another director is desired. This is to assure that everything is in order, and that all needs of both the wedding party and the church are met.

The wedding coordinator will attend both the rehearsal and the wedding. The bride and the wedding coordinator will schedule meeting times that are mutually convenient.

VI. SOUND SYSTEM:

If you wish to use the church's sound system, it will be necessary to secure the services of our sound technician. His/her services will be employed for the rehearsal, and one hour before the wedding through the ceremony itself. The one hour before the wedding will be devoted to light adjustments and to volume control of the soloist, minister, etc.

VII. FEES FOR MEMBER USE OF FIRST BAPTIST CHURCH FOR WEDDINGS

Only members of First Baptist Church may reserve the church for weddings. A fee of \$175.00 is charged for the custodian to

clean the church after the wedding. The fee of \$175.00 is payable to the church custodian and is due three (3) days prior to the wedding. The use of the church's custodian is mandatory.

**WEDDING – RESERVATION REQUEST & FACILITY USE AGREEMENT
FIRST BAPTIST CHURCH - DADEVILLE, ALABAMA**

Name of Person Making Request: _____

Bride: _____ FBC Member? Y/N _____

Groom: _____ FBC Member? Y/N _____

Contact Person's Phone: _____ Contact Email: _____

Wedding Date Requested: _____ Wedding Start Time: _____ AM _____ PM _____

(Rehearsal is usually scheduled for the evening prior to the wedding; special requests may be considered.)

Day & Time setup begins: _____ Wedding End Time (including cleanup): _____

Which room(s) are you requesting: _____ If requesting the sanctuary,
what do you plan to do on the stage? _____

Which FBC musical instruments will be used? _____

Will you need a speaker's podium? _____ the sound system? _____ Number microphones? _____

Do you plan to use visual media (video, graphics, pictures, audio)? _____

Note: Use of sound/video/lighting systems in the sanctuary and/or fellowship hall requires FBC-trained technicians. It may be necessary to have more than one technician at your event.

Time sound technician needed? _____

Time video technician needed? _____

Will the reception be in the church fellowship hall? _____

**If requesting fellowship hall and kitchen access, be sure to ask for and read the "Rules for Use of Kitchen & Fellowship Hall" before signing this reservation request. Note: food and beverages are allowed only in the kitchen and fellowship hall.*

Wedding Coordinator: _____

Other considerations? _____

By my signature below, I acknowledge and agree to the following:

1. I have received and read FBC's Wedding Policy booklet and agree to abide by all the conditions therein.
2. I will be responsible for the conduct of those persons coming to, or participating in, the activity for which this reservation request is being made, and for any damage, beyond normal wear and tear, that may occur as a result of this activity.
3. I indemnify and hold harmless First Baptist Church and its administrators, officers, members, volunteers, or employees, from and against any damages, claim, or demand arising out of the use of the church's facilities and equipment by any person participating in, or present because of, the scheduled activity.
4. I will reimburse First Baptist Church for any expenses incurred defending such claim or demand.

Signed: _____

Printed Name: _____

Date: _____

Return completed Wedding Reservation Request form to the church office as soon as possible.

Date Completed Request Form Received _____ & FBC Staff Member confirmed date is available:

| Signature & Title | Date |
|--|------|
| Approved by Facilities Manager (Buildings and Grounds/Facilities Committee Chairman) | |

| Signature | Date |
|---|------|
| Approved by Minister of Music (Required if sound/lighting/video/tech equipment & personnel requested) | |

| Signature | Date |
|-----------|------|
|-----------|------|

***\$175.00 Custodial Fee* to be paid no later than three (3) days prior to the wedding; check payable to the church's custodian.)**

Custodial Fee Received by: _____

| Signature & Title | Date Received |
|-------------------|---------------|
|-------------------|---------------|

*This fee is for custodial services only; it does not include honoraria payments for the pastor, organist, pianist, sound tech, or wedding coordinator. We leave the honorarium amounts you pay to your discretion. Please keep in mind that the pastor and other staff members do not receive payment from the church to officiate/serve at weddings.

CEREMONY INFORMATION

(Submit this form to FBC at least 30 days prior to the wedding.)

Bride's Name (as used in wedding): _____

Groom's Name (as used in wedding): _____

Number in Wedding Party: _____

Maid or Matron of Honor? _____ Name: _____

Best Man's Name: _____

Flower Girl? _____ Name: _____

Ring Bearer? _____ Name: _____

Solos: How many? _____ Where in service? _____

Lord's Prayer as a song? _____ Kneel? _____

Giving Bride away? _____

Giving and Receiving Rings? _____

Traditional Vows or your own? _____

Wedding Coordinator: _____

Notes:

TO BE GIVEN TO YOUR CATERER

1. The caterer will provide his/her own equipment except for the banquet tables, which the church will provide.
2. If it is necessary for food to be cooked in the church kitchen, you must notify the church of that need at least seven (7) days before the wedding. (This is for your safety, since our stoves and ovens are considerably larger and more complex than most kitchen equipment.)
3. The church has the following items available for use at receptions: (1) glass punch bowl with several dozen cups, and several dozen glass dessert plates. You will need to contact the church at least (7) days before the wedding if these supplies are needed.
4. It is the responsibility of the caterer to leave the kitchen area clean and straight—with all used dishes having been washed and returned to the church kitchen clean and in order. (Note: detergent and dishcloths are not provided by the church.)

TO BE GIVEN TO YOUR FLORIST AND/OR DECORATOR

Elaborate decorations are not necessary either in the sanctuary or fellowship hall; however, the amount and type of decorations used will be decided by the bride within the framework of the policies of the church.

1. A definite time for decorating must be arranged with the church secretary (256-825-6232).
2. The florist/decorator must decorate the church within the allotted time scheduled. If it is determined more time is needed, there will be an additional charge.
3. The florist/decorator must remove the decorations immediately following the ceremony. It is the responsibility of the florist/decorator to bring a staff large enough to do this.
4. Protective coverings must be on plants and flowers used outside the choir rail to keep from damaging the carpet.
5. Only spring-loaded or paradise candles may be used. Brass candle snuffers should be used in lighting and extinguishing the candles.
6. NO tacks, tape, nails, pins, or wires may be attached to any wall, furniture, or woodwork in the sanctuary or fellowship hall.
7. NO candles, plants, or decoration may be placed on any of the church's musical instruments.
8. After the sanctuary has been decorated for Christmas, the decorations MUST NOT be altered. Any decorations you plan must include those already in the sanctuary.
9. The individual or family reserving the church for the wedding is responsible for moving the platform furniture, before and after the ceremony; and will be held liable for any damages to the carpet, furniture, or buildings.
10. The church reserves the right to restrict the privileges of any florist to decorate who violates these regulations.

SECTION F

FIRST BAPTIST CHURCH
CHILD & YOUTH SAFETY SYSTEM
©MINISTRY SAFE 2016

ADOPTED
JANUARY 2020

Dear Volunteer or Staff Member,

Welcome to First Baptist Church!

At First Baptist Church, we take our responsibility to care for young people very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children and youth can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of First Baptist Church. The following procedures have been adopted and will be diligently enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

First Baptist Church Leadership

First Baptist Church Child and Youth Safety System

Contents:

- Overview of Safety System 91
- Child and Youth Safety Policy 92
- Privilege to Serve..... 92
- Video Monitoring..... 92
- Reporting Abuse or Suspicions of Abuse..... 93
- Incident/Injury Reporting 94
- Intoxicants 94
- Tobacco Use..... 94
- Nudity..... 95
- Transportation..... 95

Children’s Ministry Policy and Procedures

- Committee 96
- Children’s Ministry Staff Monitoring Plan..... 96
- Building Safety..... 97
- Worker to Child Ratio 97
- Discipline 98
- Bathroom Supervision and Assistance Guidelines 99
- Medication 100
- One-to-One Interaction with Children..... 100
- Parental Contact..... 100
- Parental Involvement 100
- Physical Contact..... 100
- Sexually Oriented Conversations 101
- Sexually Oriented Materials 101
- Verbal Interactions 101
- Release of Children..... 101
- Supervision..... 102
- Youth Volunteer Policy..... 102
- Volunteer Expectations..... 102
- Classroom Procedures..... 103
- Food..... 103
- Wellness Policy..... 103

Youth Ministry Policy and Procedures

| | |
|--|----------------|
| • Committee | 104 |
| • Youth Ministry Staff Monitoring Plan | 104 |
| • Building Safety..... | 105 |
| • Staff to Youth Ratio | 105 |
| • Discipline | 105 |
| • Medication | 106 |
| • One-to-One Interaction with Children..... | 106 |
| • Parental Contact..... | 106 |
| • Parental Involvement | 106 |
| • Physical Contact..... | 107 |
| • Sexually Oriented Conversations | 107 |
| • Sexually Oriented Materials | 108 |
| • Age Sensitive Media..... | 108 |
| • Sleeping Arrangements..... | 108 |
| • Verbal Interactions | 109 |
| • Cell Phones | 109 |
| • Social Media..... | 109 |
| | |
| Blank Injury/Incident Form | 110 |
| Signature Forms..... | 111-112 |

Overview of First Baptist Church Dadeville Safety System

Because we desire to protect children and youth involved in our ministry, First Baptist Church requires all staff members and volunteers working with children or youth (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

First Baptist Church policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Children and Family or Youth Ministry Committees. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, First Baptist Church requires all staff members and volunteers to complete sexual abuse awareness training. This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers working or serving with children or youth are required to complete First Baptist Church's Screening Process, which includes:

- an application (employees and volunteers)
- an interview (employees and volunteers); and
- references may be checked (employees and volunteers).

*A volunteer must attend First Baptist Church for six months before being eligible to serve in positions providing ministry services to children or youth

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

First Baptist Church requires that all staff members and volunteers working or volunteering in children's or youth activities undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required. Background checks will be updated every three years.

Child and Youth Safety Policy

ABUSE TOLERANCE

First Baptist Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at First Baptist Church to act in the best interest of all children and youth in every program.

In the event a staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations to an immediate supervisor, The supervising minister or the Senior Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

First Baptist Church is committed to providing a safe, secure environment for children, youth, and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Alabama Department of Human Resources, or another appropriate agency.

Because sexual abusers "groom" children for abuse, it is possible a staff member or volunteer may witness behavior intended to "groom" a child for sexual abuse. Staff members and volunteers are asked to report "grooming" behavior, policy violations, or any suspicious behaviors to an immediate supervisor, the supervising minister or the Senior Pastor.

ENFORCEMENT OF POLICIES

First Baptist Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Personnel Committee.

PRIVILEGE TO SERVE

First Baptist Church reserves the right to revoke any volunteer's ability to serve in the children's ministry with or without notice at any time.

VIDEO MONITORING

Church facilities including children's and youth spaces are equipped with video recording capability and this video can be monitored and recorded at all times.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the supervising minister, or the Senior Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in ministry. This suspension will continue during any investigation by law enforcement or child-protective agencies.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or youth at First Baptist Church. If the person is an employee, such conduct may also result in termination of employment from First Baptist Church.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or youth at First Baptist Church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Alabama Mandatory Reporting Law

Section 26-14-3 (Ala. Code 1975), states in pertinent part:

(a) All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, physical therapists, nurses, public and private K-12 employees, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, employees of public and private institutions of postsecondary and higher education, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report orally, either by telephone or direct communication immediately, and shall be followed by a written report, to a duly constituted authority.

(b)(1) When an initial report is made to a law enforcement official, the official subsequently shall inform the Department of Human Resources of the report so that the department can carry out its responsibility to provide protective services when deemed appropriate to the respective child or children.

It is the policy of the First Baptist Church that:

Church employees and volunteers should never disregard a child or youth's complaint of alleged physical or sexual abuse. Questioning a child for precise details of alleged abuse is not appropriate behavior for staff or volunteers and might jeopardize any chance of prosecution in a future criminal case. Alleged abuse should be reported to a member of the ministerial staff and the Senior Pastor should be notified. The employee or volunteer will make a report to the Department of Human Resources or the appropriate Law Enforcement Agency.

Reports will be documented in writing including the date and time the report was made to authorities and telephone number or contact information to whom the report was made. The report of the incident should be documented on an Injury/Incident Form.

Injury/Incident reporting

In the case of an injury to a child or youth, or an incident that is unusual or serious in nature, it is the duty of all volunteers to complete an injury/incident report. The report will be turned over to the supervising minister or the staff member present at the time of the incident. Completed reports will be kept on file in the church office for a period of 5 years.

RESPONSE TO REPORT OF ABUSE

First Baptist Church leadership will take appropriate action on behalf of the church when a report of abuse occurs.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children or youth, or while working with or supervising children or youth during any First Baptist Church program or activity.

TOBACCO USE

First Baptist Church requires staff members and volunteers to abstain from the use or possession of tobacco or vaping products in church facilities, while in the presence of children and youth or their parents, or during First Baptist Church activities or programs. First Baptist Church is a tobacco-free facility.

NUDITY

Staff members and volunteers serving in Children's and Youth Ministries should never be nude in the presence of children or youth in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the supervising minister concerning arrangements for showering or changing clothes at least 14 days in advance of the event. The supervising minister will review the plan and may approve or deny the plan at his discretion. If an approved plan is not in place prior to the event, the event will be canceled.

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for children and youth. The following guidelines should be strictly observed when workers are involved in the transportation of youth:

1. Children and youth should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child or youth in transport and should never transport a single child or youth of the opposite sex.
2. Staff members and volunteers should avoid physical contact with children or youth while in vehicles.
3. No cell phones may be utilized by the driver while driving First Baptist Church vans, or vehicles owned or rented by First Baptist Church, unless in an emergency.
4. Only drivers who are listed on the church's insurance will be permitted to drive church-owned or rented vehicles.

Children's Ministry Policy & Procedures

Children and Family Ministry Committee

MISSION STATEMENT

The purpose of the Children and Family Ministry Committee is to enable FBC Dadeville Children's and Family Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

RESPONSIBILITIES

The Committee will be charged with the following duties with regard to safety:

1. Applying existing FBC Dadeville policies and procedures related to children's safety and risk management issues.
2. Monitoring all Children's Ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the church body regarding safety issues.

Children's Ministry Staff Monitoring Plan

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interaction with children.

1. **Each supervisor** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **Children's Minister** conducts written performance evaluations yearly for individuals in paid staff positions.
3. **Children's Minister** conducts periodic verbal performance evaluations that address participation in risk management training and adherence to risk management procedures.
4. **Senior Pastor** conducts an unscheduled observation of a Children's Ministry program at least once each quarter.
5. **Senior Pastor** meets with the Children's Minister at least once monthly to discuss Children's Ministry, including safety training and procedures.
6. **Children's Minister** conducts an unscheduled observation at least once each month for programs occurring weekly.

BUILDING SAFETY

The Children's Minister will be responsible for ensuring that the children's areas are monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

No child will ever be left unattended in the church building or on the children's playground during Children's Ministry programming or classes. Children's Ministry staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

On the children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the building or playground.

WORKER TO CHILD RATIOS

First Baptist Church is committed to providing adequate supervision in all ministry programs. Accordingly, the following worker to child **minimum ratios** will be observed:

| Program | Workers | Children |
|------------------------------|----------------|-----------------|
| Nursery | 2 | 8 |
| Preschool, 2 and 3 years old | 2 | 12 |
| Preschool, 4 and 5 years old | 2 | 18 |
| Elementary | 2 | 20 |

If a worker is "out of ratio" it is his or her responsibility to immediately notify the program supervisor or the Children's Minister. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with church policy.

DISCIPLINE

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

- 1) Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- 2) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- 3) Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold a child in time-out.
- 4) Provide the child with a chair to sit in or a “spot” to sit on (carpet square etc.) until their time-out is complete.
- 5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).
- 6) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)
- 7) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Children’s Minister.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- 1) Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- 2) Changing of diapers should be done in plain sight of other nursery workers.
- 3) Children will never be left unattended on changing tables.
- 4) Any special instructions given by parents leaving children in nursery will be recorded on the information cards ("Seth Adams has a medicine in the bag for rash.")
- 5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 6) Children should be changed on changing stations only.

Toilet training

- 1) No child will be forced to toilet train.
- 2) Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- 3) When children are taken into bathrooms the door will be left partially open.
- 4) Young children will never be left unattended in bathrooms.
- 5) Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the information card ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- 6) Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- 7) "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area, if the parent has not furnished a clothing change.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents/legal guardians or adults designated in writing by the parents will change all special needs individuals.

MEDICATION

A staff member or volunteer may not administer medication to any child while serving in Children's Ministry, with the exception of diaper cream provided by parents.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Children's Ministry activities or programs. Another trained, screened adult should always be present.

PARENTAL CONTACT

Parents who leave a child in the care of First Baptist Church staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministry programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the church's volunteer application and screening process.

PHYSICAL CONTACT

First Baptist Church is committed to protecting children in its care. To this end, First Baptist Church has implemented a "physical contact policy" that promotes a positive, nurturing environment while protecting children. The following guidelines are to be carefully followed by those working in Children's Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Children's Minister or the Senior Pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or Children's Ministry staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Children's Minister or the Senior Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, messages, etc.) on church property or in the presence of children in their care.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from using profanity in the presence of children.

RELEASE OF CHILDREN

At any time that a child has been entrusted to Children's Ministry staff members or volunteers, the Church incurs responsibility for the safety and welfare of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministry staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child has authority to pick up that child.

If the parent is not personally known by the volunteer or staff member, the person picking up the child will be required to provide the parent sticker created at the time the child was dropped off.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the Children's Minister before releasing the child.

It is the parent's responsibility to notify the church in writing of any special custody issues that might affect the pick-up procedures for their child.

SUPERVISION

Staff members and volunteers in Children's Ministry are expected to provide adequate supervision for children in their care while working in church programs.

YOUTH VOLUNTEER POLICY

Youth Volunteers

Youth will be allowed to volunteer in the Children's Ministry alongside adult leaders. There must be an adult worker serving with youth workers at all times.

Requirements

In order to serve as a volunteer, youth must:

- Be at least 12 years old and no less than 2 years older than the children they are leading.
- Faithfully attend worship services on a regular basis.
- Complete a volunteer application signed by a parent.
- Complete an interview with Children's Minister or a Ministry Supervisor.
- Complete Child Safety training.

VOLUNTEER EXPECTATIONS

Arrival

Volunteers should arrive fifteen minutes prior to the event at which they are serving.

Departure

Volunteers must remain in the classroom until the last child has been picked up.

Absence

If it is necessary for a volunteer to be absent at their time of service, it is the volunteer's responsibility to try and find an approved replacement. Volunteers should notify Children's Minister or supervisor as early as possible of the absence and the arrangements made.

CLASSROOM PROCEDURES

Children will be placed in age-graded classrooms. In the event a child has special needs or developmental differences, the parent and Children's Minister will work together with volunteers to ensure the child is placed in the environment that is best for all children involved.

All classrooms will have emergency procedures posted.

Classrooms may have specific guidelines posted for volunteers to follow when serving in those areas. (i.e., disinfecting instructions for baby nursery).

Volunteers should ensure the classroom is put back into order prior to leaving.

FOOD

In order to provide a safe environment for all children and volunteers no peanuts will be allowed in the children's areas. Only church provided snacks will be eaten in the children's areas unless previous permission has been obtained from Children's Minister or supervisor.

WELLNESS POLICY

Children and volunteers cannot attend Children's Ministry activities if they have had any of the following symptoms within the last 24 hours:

- Vomiting or Diarrhea
- Rash (except diaper rash)
- Sore Throat
- Croup
- Severe cough and/or runny nose
- Skin infection (ringworm, boils, or open sores)
- Lice- including eggs or nits
- Fever (over 100 degrees)
- Eye Infections
- Contagious Disease

Children or volunteers must be fever free for 24 hours without the use of fever reducing medicine.

If a child or volunteer is on antibiotics, they must take the medicine for at least 24 hours before returning to church.

If there is any question, please ask the parent to check with the Children's Minister BEFORE dropping off the child.

Youth Ministry Policies & Procedures

Youth Ministry Committee

MISSION STATEMENT

The purpose of the Youth Ministry Committee is to enable First Baptist Church's Youth Ministry to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

RESPONSIBILITIES

The Committee will be charged with the following duties with regard to safety:

1. Applying existing First Baptist Church policies and procedures related to youth safety and risk management issues.
2. Monitoring all Youth Ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the church body regarding safety issues.

Youth Ministry Staff Monitoring Plan

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interactions with youth.

1. **Each supervisor** reserves the right to conduct unscheduled observations at least once each week for programs that occur weekly at their own discretion.
2. **Youth Minister** conducts written performance evaluations every six months for individuals in paid staff positions.
3. **Youth Minister** conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. **Senior Pastor** reserves the right to conduct unscheduled observations of any Youth Ministry program as he sees fit.
5. **Senior Pastor** meets with Youth Minister at least once monthly to discuss Youth Ministry, including safety training and procedures.
6. **The Youth Minister** reserves the right to conduct an unscheduled observation at least once each month for programs that occur weekly, where appropriate. At times when said observation may be deemed inappropriate (i.e. during a girls' class where information may be sensitive), a female member of the Youth Ministry Committee will be asked to conduct the observation.

BUILDING SAFETY

The Youth Minister will be responsible for ensuring that the Youth Ministry area is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and youth in youth classrooms or meetings.

No youth will ever be left unattended or unsupervised during Youth Ministry programs or meetings. Youth Ministry staff members or volunteers are prohibited from being alone with an individual youth in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single youth, that staff member or volunteer will take the youth to a room or building occupied by others, or to a location easily observed by others. (Example: If a youth desires additional conversation or counsel with a staff member or volunteer after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.)

Any two youth together in an unseen or less easily viewed area should be redirected to another (more open) area.

STAFF TO YOUTH RATIO

First Baptist Church is committed to providing adequate supervision in all Youth Ministry activities and programs. Accordingly, the following ratios will be observed for Youth Ministry activities and programs:

For groups up to and including 10 youth, there will be at least 1 staff member or volunteer supervising. For groups ranging from 11 to 29 youth, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 youth, there will be at least 3 staff members or volunteers supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify supervisory staff responsible for the program or event. The responsible supervisory staff member will make diligent effort to immediately bring staff member/volunteer to youth ratios into compliance with this policy.

DISCIPLINE

It is the policy of First Baptist Church that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children or youth. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by youth. If a youth is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that youth will be asked to leave (if not endangered by doing so) or the youth's parent will be contacted to pick up the youth. In the event of a fight or physical altercation, staff members will verbally redirect youth involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Youth Minister.

MEDICATION

A staff member or volunteer may not administer medication to any youth while serving in the Youth Ministry, without written consent from parent/guardian.

ONE-TO-ONE INTERACTIONS WITH YOUTH

First Baptist Church recognizes that meeting the emotional needs of youth may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with youth.

Individual Meetings

Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Youth Minister.

If a closed-door meeting must occur, the youth staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked. Should a closed-door meeting be needed, they must take place with a leader of the same gender. Male leaders should never have closed-door meetings with female youth, and vice versa.

PARENTAL CONTACT

Parents whose youth is participating in First Baptist Church's Youth Ministry activities and programs will be contacted if their child becomes severely ill, injured, or has a severe disciplinary problem while participating in Youth Ministry programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their youth is involved. However, parents who desire to participate in or have continuous, ongoing contact with Youth Ministry programs will be required to complete the Church's volunteer application and screening process.

PHYSICAL CONTACT

First Baptist Church is committed to protecting youth in its care. To this end, First Baptist Church has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Youth Ministry programs. The following guidelines are to be carefully followed by anyone working in Youth Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and youth are important for youth's development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Youth Minister or the Senior Pastor.
3. Physical contact should be for the benefit of the youth, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other youth or youth staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Youth Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch or affection upon a reluctant youth. A youth's preference not to be touched must be respected.
7. Youth staff and volunteers are responsible for protecting youth under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Youth Minister or the Senior Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with youth and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any youth in the program. However, it is expected that from time to time Youth Ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings and will convey the church's views on these topics.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers of are prohibited from possessing (or transmitting to any youth) any sexually oriented materials (magazines, cards, images, videos, pictures, films, etc.) on church property or in the presence of youth, including those in electronic form.

AGE SENSITIVE MEDIA

Staff members and volunteers of are prohibited from exposing (or transmitting to any youth) any materials that would be deemed “too mature” for the youth. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. In the event that a staff member or volunteer wish to show the youth a movie involving themes that are of a mature matter (i.e. drugs, alcohol, sex, language, violence, etc.), parents will be notified ahead of time, and will be given appropriate resources in order to make a decision on whether or not they want their youth to participate in the showing of said film.

SLEEPING ARRANGEMENTS

It is anticipated that certain Youth Ministry activities may occasionally require that overnight sleeping arrangements be made for youth and staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed; a single youth should not be alone with a staff member or volunteer.
2. All adult leaders must have previously completed the Church’s screening and training process.
3. Overnight sleeping arrangements must be submitted in writing to and approved by the Youth Minister prior to the activity.
4. As long as any youth are awake, one trip leader must be awake and monitoring youth to ensure safe behavior.
5. Appropriately modest sleeping attire must be worn.
6. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by youth leaders of the same gender.
7. Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as youth, or in an adjoining room with the door between the rooms kept open.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and youth should be positive and uplifting. First Baptist Church staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of youth.

To this end, staff members and volunteers should not talk to youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and volunteers are expected to refrain from using profanity in the presence of youth.

Cell Phones

First Baptist Church staff members and volunteers should be very careful when handling phone contact with youth. At no time should anything be sent that could be misconstrued as inappropriate, and should anything explicit be sent, either by youth or leader, it should immediately be brought to the attention of the Youth Ministry Committee, the Youth Minister, or the Senior Pastor.

Social Media

First Baptist Church discourages staff members and volunteers from sending any private correspondents to youth. While we understand that in today's society this can be a very beneficial way of communicating with youth, doing so can also very easily become inappropriate. Should this ever happen, they should not in any way be "private" or "secret," and they should not be deleted. In the event that an accusation is made, deleting the conversation could be viewed as a sign of guilt, while maintaining a record of any such correspondent could serve to protect a leader from a false accusation or a misunderstanding.

Incident/Injury Report

First Baptist Church Dadeville

Report made by: _____ Position: _____

Date of Incident: _____ Time of Incident: _____

Individuals involved: _____

Witnesses: _____

Describe Incident or Accident: _____

Action Taken/Persons Notified: _____

Follow-up action required: _____

Signature: _____ Date: _____

Reported to: _____

Staff Signature: _____ Date: _____

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of First Baptist Church's Children's and Youth Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at First Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by First Baptist Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between First Baptist Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of First Baptist Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to First Baptist Church Policies.]

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of First Baptist Church's Children's and Youth Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at First Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by First Baptist Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between First Baptist Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of First Baptist Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to be signed, detached and delivered to Administrator.]