

Policies and Procedures Manual



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Policies and Procedures Moulton Baptist Church

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What is a Policies and Procedures Manual?

A church policies and procedures manual is a reference guide to the functions and operations of the church. It lists routine duties and answers questions that arise as duties are performed. The procedure section gives step by step instructions for performing each task.

These policies and procedures cannot anticipate every situation or answer every question about Moulton Baptist Church (MBC). This manual was developed to describe some of the expectations of MBC volunteers and employees and to outline policies and procedures associated with the church's ministries.

In order to retain necessary flexibility in the administration of its policies and procedures, MBC reserves the right in its sole and absolute discretion to change, revise, or eliminate any of the policies and procedures described in this manual. Changes to the manual may be made at any business meeting called in accordance to the bylaws and following the process outline in the bylaws for changing the church policies and procedures manual.

What is a policy?

A policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy, not the individual, and each situation is treated the same.

What is a procedure?

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job.

Church Membership

Receiving Members

Anyone may request membership at any scheduled service of the church. Everyone that request membership must speak with a qualified representative/counselor [Church Staff, deacons, teachers, or provided counselors].

- 1) Each person should request to become a born again believer in Jesus Christ or give sufficient testimony to a previous conversion experience.
- 2) Every person should give an indication of which of the church approved ways they are requesting to join the church according to church bylaws.
- 3) Any other relevant information should be discussed before the person is presented to the church for membership.

The church accepts people as members that meet the requirements and grants membership at the point of presentation. If there is any dissent as to any candidate, such dissent will be referred to the deacons for investigation and the making of a recommendation to the church. A two-thirds vote of those church members present and voting shall be required to elect such candidates to membership.

Active and Inactive Membership

Unfortunately all members of the church do not accept the full responsibilities of being a member of a Baptist church. Active members are those who attend regular scheduled worship services unless providentially hindered. Inactive members are those who do not attend regular scheduled worship services without being providentially hindered.

Conflict Resolution

Moulton Baptist is committed to resolving in a Biblical manner all conflicts that may arise within the church family. This commitment is based upon the command that Christians should strive to live together in peace with each other, and when disputes arise, they should be resolved according to the principles set forth in scripture. We believe that these commands and principles apply to all Christians and are essential for the unity, health, and witness of the church.

When a member of this church has a conflict with or is concerned about the behavior of another member, he/she shall attempt to resolve the conflict in the following manner:

- 1) The offended or concerned person shall prayerfully examine him/herself and take responsibility for their contribution to the problem, and prayerfully seek to discern whether the offense is so serious it cannot be overlooked.

- 2) If the offense is too serious to be overlooked, the offended party will go several times if necessary and attempt to resolve the matter personally and privately. In this interaction the offended party shall quickly confess his/her own wrongdoing and seek forgiveness.
- 3) If the offender will not listen and if the problem is too serious to overlook, the offended person shall return with two mature Christian people to help in the resolution of the differences. These other people are to serve more as mediators than as champions of a side.
- 4) At the request of either party to the dispute, the church leadership shall make every effort to assist in resolving the differences and affecting reconciliation. If the matter cannot be resolved in this matter, it may then be referred to the deacons and staff. At this point the matter moves from church conflict to church discipline policy.

Discipline

It is the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for the redemption rather than the punishment of others [Matthew 18:15-17; Galatians 6:1-2]. With this in mind, if a member is anywhere in the discipline process and shows adequate confession and repentance of a matter, then the process shall be stopped.

If a conflict cannot be resolved according to the conflict resolution process and the matter is too serious to be overlooked, then the persons involved will enter into the discipline process. Also, should some serious condition exist which will cause a member to become a liability to the general welfare of the church, then they will enter into the discipline process.

Moulton Baptist Church discipline process is outlined below:

- 1) Pastor, related staff, and deacon officers will review the matter to insure proper procedures have been followed, and that the matter is serious enough to start the disciplinary process.
- 2) Pastor, related staff, and deacon officers will investigate the matter, seeking to review all relevant information and interview all people involved in the matter or with knowledge of the matter. This is meant to be a thorough investigation; therefore, some time may pass as the matter is researched and prayed over to insure just, fair and impartial decisions are made with the full leadership of the Holy Spirit. At this point a decision will be made to determine if the matter can be resolved, or if it needs to be presented to the larger deacon body.
- 3) At this point the situation, all people involved, and all relevant information will be shared with the whole deacon body along with any decisions or recommendations to be made by the deacon leadership and staff in relation to the matter. The

deacon body then will make a decision in relation to the case, as to whether and what recommendations need to be made to the church body. The deacon body may, by majority vote, seek to resolve the matter itself. If the deacon body feels the problem needs to be decided by the church body, or if individuals or people involved in the discipline process feel they have received an unfair judgment, they can appeal for the matter to be brought before the church.

- 4) All discipline matters of the church should be announced at least one week in advance of a regular or special called business meeting to deal with the matter. The relevant information and people involved in the issue will be presented to the church along with recommendations of the deacons and staff and a report detailing the church disciplinary process of the matter will be presented to the church. The church will then vote on how to resolve the matter.
- 5) If the resolution includes the exclusion of any member, then a two-thirds vote of the members present and voting is required. The person(s) receiving a greater than two-thirds vote for exclusion will then be removed from membership of the church. A spirit of Christian kindness and forbearance shall pervade all such proceedings.
- 6) The church may restore to membership any person previously excluded upon request of the excluded person and upon established evidence of the excluded persons repentance and reformation. Such restoration shall be by a two-thirds vote of the members present and voting in a regular business meeting or a special called business meeting.

Church Personnel

This personnel policy section was developed to describe some of the expectations of Moulton Baptist Church (MBC or church) employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of this section. Employees should read, understand, and comply with all provisions of the policies and procedures.

These policies and procedures cannot anticipate every situation or answer every question about employment at MBC. It is not an employment contract and it is not intended to create contractual obligations of any kind. After consideration of protocols for terminations, neither the employee nor MBC is bound to continue the employment relationship if either chooses, at its will, to end the relationship.

In order to retain necessary flexibility in the administration of its policies and procedures, MBC reserves the right in its sole and absolute discretion to change, revise, or eliminate any of the policies and/or benefits described in this manual. Employees will be notified in writing of such changes to the policies as they occur.

Enforcement of these policies and procedures are the responsibility of the pastor, deacons, personnel committee, and other supervisors where applicable. If there is a conflict

between the policies in this manual and State and/or Federal regulations, then the State and/or Federal regulations shall prevail.

I. *Definitions* [These policies apply to the following individuals and positions.]

- Full-time employees are those whose position requires 30 hours or more each work week.
- Interim or Part-time employees are those whose position requires less than 30 hours each work week.
- Temporary employees are those hired for a short-term period to fill a vacancy or for a short-term need of the church.
- Ministerial positions are senior pastor, associate pastors, ministers [youth, music, etc.] and possibly directors of preschoolers, children, or other age groups as determined by the church.
- Support positions are administrative positions and campus maintenance positions.

II. *Employment*

1. Hiring

To ensure that all individuals are well-qualified, it is the policy of MBC to check the employment references of all applicants, both those given as well as others from former employers. All potential employees are screened with a criminal background check, financial background check, and drug test prior to employment. Ministerial staff are also evaluated by an approved Christian counseling service in relation to mental and emotional stability, personality, and staff team work dynamics.

MBC relies upon the accuracy of information contained in the employment application, along with other information presented throughout the hiring process and employment. Any misrepresentations, falsification, or material omissions in any of this information may result in MBC excluding the individual from further consideration for employment or, if already hired, termination of employment.

Equal Employment Opportunity – MBC is committed to employment opportunities for qualified employees and fair treatment of all employees and prospective employees without regard to race, color, age, national origin, sex, veteran status, or physical handicap. The church does reserve its rights, as a religious organization under Federal law, to make employment decisions based on religion. MBC reserves the right to employ persons who, in the opinion of the church, have a work history and life style which is consistent with the admonition of Scripture to walk in a manner worthy of the calling of our Lord. MBC also reserves the right to restrict some positions such as the senior pastor to only males due to religious beliefs and federal religious freedom laws.

Americans with Disabilities Act (ADA) – MBC is committed to full compliance with the ADA and related Federal and State laws and regulations as they apply to churches.

2. Conduct

Employees have an obligation to conduct their personal affairs in a manner that precludes actual or potential conflicts of interest and to follow rules of conduct that will protect the interest and safety of all employees and the church. The church recognizes and respects the employee's right to engage in activities outside their employment which in no way conflicts with or reflects poorly on the church. The church reserves the right to determine when an employee's activities represent a conflict with the church's interest and to take whatever action is necessary to resolve the situation.

Employees may be disciplined, up to and including possible termination, for poor job performance, as determined by their supervisor, pastor, deacons and/or personnel committee. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of church records
- Divulging confidential information to unauthorized persons
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful harassment
- Inappropriate work attire
- Excessive absenteeism or any absence without notice
- Excessive tardiness or leaving work earlier than your scheduled end of day without supervisor's approval
- Violation of personnel policies or failure to follow instructions and procedures
- Unsatisfactory or below average performance in quality, quantity, or conduct
- Breaking of any law considered a felony or some accounts of misdemeanors

Employment with MBC carries with it a responsibility to be constantly aware of the importance of good, ethical conduct. Employees must refrain from taking part in any transaction in which their own interest may conflict with the best interest of the church.

3. Probationary employment

The pastor or personnel committee will evaluate potential employees during the probationary period. New employees are hired contingent upon successful completion of a 90-day probationary period. At the end of the 90 day period, the pastor or supervisor, in consultation with the personnel committee or deacon, will evaluate the performance of the new employee and may recommend:

- 1) Transition to regular employment status upon satisfactory performance evaluation and recommendation of supervisor.
-Or-
- 2) Denial of transition to regular employment and termination of employment upon unsatisfactory performance evaluation.
Documentation will be included in the employee file.

III. Compensation

1. Salaried employees

Salaries are established by the pastor and/or supervisor and deacons and/or Personnel Committee in conjunction with the Stewardship Committee. They have the responsibility to establish the salary structure, individual salaries, and review of all salaries. This policy applies to all salaried employees whether full or part-time. Salary compensation levels shall be made (though not exclusively) using the following criteria:

- Current financial condition of MBC
- Performance of the employee (determined by supervisor and evaluations)
- Current pay in other churches for similar work
- Job responsibility
- Training and education
- Cost of living
- Years of service

2. Hourly employees

Pay amount per hour will be determined by supervisor and/or pastor and the deacons and/or Personnel Committee in conjunction with the Stewardship Committee. Employees are responsible for keeping a record of their hours of work which is then approved by their supervisor and/or pastor before submitting for payment. Increases in pay for hourly employees will be determined by the list of criteria under salaried employees. All changes in pay rate must be approved by the supervisor and/or the pastor and the deacons and/or the Personnel Committee in conjunction with the Stewardship Committee.

3. Pay procedures

Salaried employees will be paid bi-monthly, about the last working day near the 15th and about the last working day of the month. Hourly employees will be paid monthly, at the beginning of the month upon receiving approved hourly work record. Changes to this procedure must be approved by the supervisor and/or the pastor and the treasurer. All church employees are paid by check. All required deductions, such as federal taxes, FICA, etc. will be deducted from the employee's paycheck. Employees should review their pay slips for any errors. If a mistake is detected they should notify the treasurer and/or the financial secretary immediately.

IV. *Time off and leave of absence for full-time employees*

1. Vacations

Because MBC recognizes the importance of vacation time and providing the opportunity for spiritual growth, rest, recreation, and personal activities, the church grants annual paid vacation to its salaried employees. Employees shall be entitled to vacation time with full pay in accordance with the following schedule except where authorized otherwise:

- | | |
|---------------------|--------------------|
| ▪ 90 days – 4 years | 80 hours/ 2 weeks |
| ▪ 5-9 years | 120 hours/ 3 weeks |
| ▪ 10 or more years | 160 hours/ 4 weeks |

Employees will receive vacation benefits on a prorated basis based on the number of hours worked per week as a percentage of a 40 hour work week, according to their work schedule.

The allowable vacation is available on the first business day of each new year and is managed on a calendar year basis. Vacations must be taken within the year and may not be carried from year to year. When a holiday occurs on a working day or holiday time approved by the church, that day is not counted as vacation. Any vacation time that was accrued, but not used, will not be paid at the time the employee's employment is terminated.

Records of an employee's vacation time usage will be maintained in the church office.

The pastor and /or supervisor must approve all requested vacation leave. The pastor and/or deacons and/or personnel committee must arrange for adequate coverage of employee's duties prior to the employee's vacation. The deacons will be responsible for approving the pastor's requested vacation leave. (*See Appendix for Request for Leave form*)

2. Sick leave

A salaried employee may be granted sick leave if absence is due to sickness, bodily injury, quarantine, exposure to contagious disease or when continuing to work might jeopardize the health of others, and illness in employee's immediate family which requires care by the employee. Immediate family is defined as: spouse, child, grandparent, grandchild, mother, father, and legal dependent.

All salaried employees are given 10 days/2 weeks (80 hours) of sick leave per year. During the year employed an employee shall receive one day (8 hours) of sick leave for each calendar month up to ten days (80 hours) total for the year. Unused sick leave may be accrued up to forty days (320 hours).

These days may be taken with pay as needed, and a record of sick time taken is to be kept in the church office. Any sick time above the 24 consecutive hours must be approved by the pastor and/or supervisor and deacons and/or the personnel committee. All sick time taken above the 24 consecutive hours will require a doctor's excuse to be included in the records kept by the church office. All sick time used above the 24 consecutive hours and not approved for compensation will be deducted from the employee's salary. Excessive unapproved sick day usage can result in an employee's termination of employment. (*see Appendix for Sick Leave form*)

Upon termination of employment, the employee will not be paid for sick leave that has not been used.

3. Bereavement leave

Bereavement leave for employees will be granted for an employee's family. Family is defined as spouse, children, grandchildren, parents, grandparents, siblings, and mother and father-in-law. This should be arranged through the pastor and/or supervisor. Such time off is without loss of pay up to three consecutive work days per loss. Time in excess of three days can be considered vacation or leave without pay with the pastor or supervisor's approval. (*see Appendix for Bereavement Leave form*)

4. Conference, convention, denominational service, and training leave

The church recognizes the personal and professional growth achieved through participation in conventions, conferences, revivals, or other meetings and service in denominational capacities.

- Ministerial staff will be allowed up to 15 days leave per calendar year in which to participate in any of the above. However, only two Sundays per calendar year may be missed for any of these activities unless approved by the deacons. The cost of meals, lodging, and travel will be reimbursed to the traveler when the travel is at the request of, and in the interest of the church, as budget funds permit. A summary of travel, meals, lodging, and all other approved expenses must be submitted to the treasurer along with all receipts before traveler can be reimbursed. All trips must be approved by the pastor and/or supervisor and the deacons. All unapproved trips and expenses will be the financial responsibility of the traveler.
- Support staff employees are allowed to attend meetings, seminars, denominational conventions and conferences, etc. for training and enrichment at the church's expense as budget funds and work load permit. This time off with pay must be authorized by the pastor and/or supervisor and/or personnel committee.

5. Pastoral supply

In the absence of the pastor because of vacation, sickness, or attendance at conventions, the pulpit is temporarily supplied by church ministerial staff, qualified church members, or a visiting minister. A pastoral supply will be invited by the pastor in cooperation with the deacons. Remuneration and expenses are paid by the church, as necessary. For absences other than those mentioned above and beyond budgeted amount the pastor compensates the supply for their services.

Church employees must cooperate with the pastoral supply, advising him of procedures and schedules, assisting him by carrying on with their assignments and duties as they normally would.

6. Family care and medical leave without pay

A leave of absence will be granted for the birth, adoption, or foster care placement of an employee's child; the care of an employee's child, parent, or spouse with a serious illness/health condition; or the employee's serious illness or health condition that makes the employee unable to perform his/her duties.

Employees who have completed at least one year of employment and have worked at least 1250 hours in the previous 12 months may submit a written request for a family care and medical leave of absence, without pay, for any length of time up to a maximum of 12 workweeks in a 12 month period, in compliance with FMLA laws.

Based on the facts and circumstances surrounding each individual request, family care and medical leave will normally be granted by the pastor and/or supervisor and deacons and/or personnel committee. Requests for family care and medical leave to care for a child, parent, or spouse with a serious illness/health condition, or an employee with a serious illness/health condition must be accompanied by a health provider's written statement that certifies the need for the leave and an estimate of the length of time the employee will be unable to work due to the serious illness or health condition.

Annual leave, sick leave, or leave without pay may be requested for FMLA covered conditions. Leave without pay must be approved for a covered condition when requested by an eligible employee who has no annual or sick leave available.

Employees returning from a serious illness/health condition must present a health provider's written release of wellness, verifying that they are able to perform their duties safely and that they pose no health risk to themselves or others before they will be allowed to return to work.

7. Jury duty

Personnel who are summoned to serve jury duty or subpoenaed as a court witness will be granted leave of absence with pay for the required length of service. Upon receipt of a summons for jury duty, the pastor and/or supervisor must be notified. Documentation of jury duty service must be provided to the pastor and/or supervisor upon completion of service in order to place in office records.

8. Holidays

National holidays will be observed by all church employees to the maximum extent possible unless ministry obligations dictate otherwise. If an employee is required to work on a holiday, arrangements with pastor and/or supervisor will be made to allow another day off to be taken with pay within the same pay period. Paid holidays observed by the church are as follows: New Year's Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, and Christmas Day.

V. *Hours*

1. Church hours

The church office hours shall be from 8:00 a.m. to 4:30 p.m. Monday through Friday (excluding holidays). The office hours are subject to change from time to time as may be determined by the pastor and/or deacons. Ministerial staff often serve at other times besides just office hours and in places other than the church office. Therefore, ministerial staff are not expected to keep all church office hours. However, realizing the importance of office operations and public availability the ministerial staff should be in the office as much as possible to facilitate the healthy operation of the office of MBC.

2. Work schedules

Full-time employees shall be expected to work 30-40 hours per week.

Part-time employees shall be expected to work less than 30 hours per week.

The pastor and/or supervisor and the deacons and/or personnel committee shall set all hourly work week schedules for employees. Ministerial employees that are expected to work on Sundays are allowed to select one day within the scheduled work week as a day off to compensate. This day off should be approved by the pastor and/or supervisor. Sometimes with ministry events an employee is required to work during their day off. If such an event takes place it must be with the full knowledge of the supervisor, and arrangements must be made to allow compensation time to be awarded at the discretion of the supervisor.

3. Lunch hours

All full-time employees are allowed one hour for lunch. Lunch hour will be observed away from the desk. (The Fair Labor Standards Act requires that non-exempt employees observe lunch hours away from their work stations to avoid incurring overtime pay by the employer.)

4. Inclement weather policy

Unless otherwise notified, employees are expected to report to work on time. However, if it is impossible or unsafe to arrive on time because of ice, snow, or inclement weather or road conditions, employees are expected to arrive at work as soon as safely possible. If weather conditions become hazardous during working hours, employees may request permission from the pastor and/or supervisor to leave early. If the church office is open, employees must charge any time absent from work because of inclement weather to vacation leave or leave without pay. If the church office is closed due to inclement weather, employees will be paid for those days.

5. Absenteeism and tardiness

It is important that employees work their assigned schedules as consistently as possible. However, our church understands that because of illness or emergency, you may be unable to come to work. If you are unable to report to work for any reason, you must notify the pastor and /or supervisor no later than

8:30 a.m. on that day. It is your responsibility to keep the pastor and/or supervisor informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Employees who do not call the pastor and/or supervisor or report to work on time may be subject to loss of compensation and/or disciplinary action, up to and including termination.

VI. *Benefits*

The pastor, deacons, or personnel committee shall recommend a program for Employee Benefits to be approved. Recommendations that are financial and will affect the church budget should also be approved by the stewardship committee **before** being presented to the congregation for their approval. This may include such things as retirement, vacations, holidays, medical and life insurance, etc. All benefits are available to full time employees from the start of their full employment with the church, which is after the 90 day probationary period.

1. Health Insurance

MBC understands the importance of employees having adequate health insurance to cover the needs of them and their families. Also, respecting the right for employees to choose the company and type of policy that best suits their needs, no insurance policy is provided by the church. Instead the church has chosen to provide a reimbursable account for full time employee health insurance not to exceed \$500 dollars per month. Employees must provide the office with a copy of an insurance bill as proof of insurance at a minimum of once a year and anytime the policy or amount changes.

2. Retirement planning

The church realizes the importance of preparing for the time of retirement for its employees. In full cooperation with the SBC Annuity Board, the church will assist employees in the following ways: All employees are encouraged to participate in the Annuity Board retirement benefits program and make plans for their future. MBC will also contribute up to 10% of an employee's financial compensation to the annuity account of the employee with the SBC Annuity Board. Other arrangements for other companies must be evaluated and approved by the pastor and/or supervisor and the deacons and/or personnel committee.

3. Long-term disability

MBC understands the importance of providing for those that have been disabled in the performance of their service to the church. One of the benefits of MBC's contribution to the SBC Annuity Board retirement program is the inclusion of long-term disability benefits. For more information about this benefit the employees should check with the SBC Annuity Board regarding their retirement program.

4. Automobile expenses

Employees who are authorized to use their personal vehicles in the service of the church are reimbursed by amounts established by the deacons and/or personnel committee and approved by the stewardship committee. Reimbursement is capped each year within the budgeting process. Mileage logs and reimbursement forms should be submitted monthly to the financial secretary and approved by the pastor and/or supervisor before payment is made. Mileage logs are still required after the cap is met to ensure the church and its employees meet all Federal and State guidelines. Reimbursement requests must be submitted monthly unless other arrangements have been made with the pastor and/or personnel committee. *(See attachments for mileage log and reimbursement forms)*

5. Housing allowance

Ministerial staff that are ordained and are eligible according to Federal tax law will be allowed to set up a housing allowance with the church. A form must be completed, such as the one provided by the SBC Annuity Board or similar, and submitted to the treasurer and/or financial secretary. At least annually, a current request should be submitted to the church for approval.

6. Continuing education benefit

MBC realizes the benefits of staff that advance in their educational obtainment. A reimbursable account has been set up and capped each year within the budgeting process. Employees that go back to an accredited school and work on an advanced degree are eligible for this benefit. Employees desiring to take advantage of this benefit must submit a letter of request accompanied by a copy of that semester's receipt. Once request has been approved by the pastor, deacons or personnel committee, then reimburse payment can be made to the employee.

VII. *Personnel management*

1. Objectives

- To maintain effective management and supervision and to insure satisfactory achievement by all employees.
- To create a healthy working environment where church and employee may share ideas, concerns, and feedback in regards to shared ministry of the church.

2. Job Descriptions

All full-time and part-time employees in the church will have an up-to-date job description. Job descriptions are clearly written statements of relationships, responsibilities, and authority for each specific position. *(See Appendix for Job Descriptions)*

Job descriptions will be reviewed and updated on a periodic basis by the employee and the pastor and/or supervisor. The updated job descriptions will be

reviewed by the deacons and/or personnel committee and submitted to the church for approval.

3. Supervision

All employees shall be under the direction and leadership of the pastor and/or his designee. The direct supervisor of each employee will be included in their job description.

4. Employee evaluations

To assist employees in performing their work to the best of their abilities, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvements. Consistent with this goal, their performance will be evaluated on an ongoing basis. Such evaluations will normally occur after they have been employed for 90 days, and then annually thereafter. All written performance reviews will be based on their overall performance in relation to their job responsibilities and job descriptions. Of course, special performance evaluations may be conducted at any time to advise them of the existence of performance or disciplinary problems. Position descriptions and salary ranges will be reviewed by the deacons and/or the personnel committee on a periodic basis in conjunction with the stewardship committee.

- Senior Pastor: the deacons shall evaluate the pastor and his effectiveness as needed.
- Ministerial staff: the senior pastor shall evaluate the ministerial staff in cooperation with the deacons, at not less than one scheduled time per year. Each employee will be evaluated with fairness and objectivity.
- Support staff and part-time staff shall be evaluated by the senior pastor and/or their supervisor in cooperation with the personnel committee, at not less than one scheduled conference per year. Each employee will be evaluated with fairness and objectivity.

Examples of performance categories are: work quality; job knowledge; organization; attendance and punctuality; initiative; cooperation; relations with the public, church members, committees, and teams; adherence to policies and procedures.

5. Complaints, grievances, and appeal procedures

Misunderstandings or conflicts can arise in any church. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to him/herself or the church, the employee should immediately discuss the matter with the pastor and/or his/her supervisor. If the incident cannot be resolved by the supervisor then matters should be brought before the senior pastor.

If at any time there is a significant disagreement or misunderstanding as to job responsibilities or privileges which cannot be resolved with the senior pastor,

the ministerial employees may request to meet with the deacons, and support and part-time employees may request to meet with the Personnel Committee. The senior pastor should be notified prior to the meeting.

Any employee of the church who believes that they have not been treated in accordance with the established policies, procedures, or practices may appeal the matter in a joint meeting of the senior pastor and the deacons.

6. Disciplinary actions

The senior pastor, in consultation with the deacons and/or personnel committee, may take such disciplinary action regarding all employees, with the exception of the senior pastor, as appropriate. A quorum of deacons and/or personnel committee must be present.

- The first disciplinary action will consist of a verbal warning with correction recommendations, documented as such in the employee's personnel file.
- The second warning will be a written reprimand reviewed by the deacons and/or the personnel committee along with any correction recommendations. This will be placed in the employee's personnel file after counseling with the employee.
- If further disciplinary actions are necessary, the deacons and/or the personnel committee will review the matter and make recommendations up to and including termination. All non-ministerial staff will be terminated upon the approval of the personnel committee and/or deacons. Ministerial staff can be terminated upon the recommendation of the deacons and a vote of the church. This vote needs to be a special called meeting for this specific business, and proper notification should be given as stated under special called business meetings.
- Notwithstanding the progressive discipline steps outlined above, the church retains the right to immediately terminate an employee or to alter the progressive procedure outlined above if, in its discretion, the performance or conduct of the employee so warrants. Any employee who is terminated under this disciplinary action policy may request a review according to the complaints, grievances and appeal procedures given above.

7. Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with MBC. Thirty days written notice is required for resignation of each employee. Resignations must be presented to the pastor and/or his designee with a copy to be placed in the church records. Resignation is effective at the close of the last day worked. Employees are responsible for returning all property, keys, materials, or written information issued to them or in their possession or control, on or before their last day of work.

VIII. *Office policy and practice*

1. Overview

This section provides specific rules of conduct and procedures not addressed elsewhere that must be followed by all employees. The goals are to encourage initiative, efficiency, quality job performance; to maintain good employee relations; and to promote professionalism.

2. Quality of work, attitude, and job performance

A proper attitude is essential to achieve satisfactory job performance. Every employee is expected to show initiative and diligence in performing assigned job duties and to be conscious of the responsibilities of other employees. The MBC staff seeks to maintain a team work approach to church work, and all employees are expected to be willing to help and assist as needed in completing tasks regardless of specific job descriptions. In order to maintain a safe and efficient working environment, employees shall disclose to the pastor and/or their supervisor any pharmaceutical use that may negatively impact their ability to perform their duties.

3. Confidentiality

Employees of the church may be privileged to confidential and sensitive information and should not discuss such information with anyone outside the church offices and only within the church offices on a need-to-know basis. Violation of this policy is not in keeping with church philosophy and may result in disciplinary action.

4. Sexual harassment

Harassment includes many forms of offensive behavior. If employees believe they have been harassed on the job, or if they are aware of harassment of others, they should provide a verbal and a written complaint to the pastor as soon as possible. The complaint should be as detailed as possible, including names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any document evidence (notes, pictures, cartoons, etc.).

MBC will not knowingly permit any retaliation against any employee who complains of prohibited harassment or who participates in an investigation. All incidents of harassment that are reported will be investigated. MBC will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegation. The investigation will be completed, and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser(s).

5. Substance abuse

The church absolutely prohibits the use, consumption, sale, purchase, distribution, dispensing, manufacture, possession, or being under the influence of any illegal drug by any employee during working hours, while representing the church, while on the premises of the church, or elsewhere on church business.

Off the job illegal drug use or excessive alcohol use (drunkenness, DUI, public intoxication, etc.) which could adversely affect an employee's job performance, jeopardize the safety of others, or adversely reflect upon the church may subject the employee to disciplinary action up to, and including, termination of employment.

All prospective employees are expected to undergo a drug test before hiring. The presence of any illegal drugs or drugs not used as prescribed by a doctor will result in a person not being eligible for employment with MBC. All employees are subject to random drug testing or personal drug testing if drug use is suspected. Failure of any drug test subjects the employee to disciplinary action up to, and including, termination of employment.

6. Damage or theft

No employee shall take or intentionally damage any property owned by the church. No employee shall take or intentionally damage any personal property belonging to a co-worker or any other person in the facility. All infractions will be handled on a case by case basis with the involvement of the pastor and/or supervisor and/or the deacons and/or the personnel committee. These actions can subject the employee to disciplinary actions up to, and including, termination of employment.

7. Removal/destruction of files, records, and documents

No employee may remove or assist in the removal of any files, records or documents from the church office without the express permission of the pastor, clerk, and/or treasurer. No employee shall destroy or alter any files, records or documents of the church without written authorization of the pastor, clerk, and or treasurer.

8. Dress and appearance

Employees are expected to report to work well groomed and dressed in a professional manner. Exceptions may be made when the employee is engaged in tasks that may require other attire.

9. Computer usage

Access to the electronic mail system requires the recommendation and approval of the pastor. All employees are expected to conduct themselves in a professional manner in all their correspondences. Any correspondences that are not a part of church work, inappropriate in nature, threatening or harassing to others can subject the employee to disciplinary procedures. Viewing, accessing, storing, sending, or any other interaction with pornographic materials or websites can subject the employee to disciplinary procedures. The nature of the internet unfortunately allows searches and online work to accidentally come into contact with pornographic material that may infect the employee's computer. If this does happen the incident needs to be reported to the supervisor and/or pastor immediately with full details related to the incident. Anyone misusing the computer equipment or electronic services may be barred from using these things

for periods of time determined by the pastor and/or supervisor and/or the deacons and/or the personnel committee.

10. Office machines

Office machines are the property of MBC, and employees are expected to use them for church business purposes only.

IX. Worker's compensation policy and practice

A worker's compensation injury is an injury or illness resulting from employment. MBC will make every effort to provide a safe working environment for its employees. It is our commitment to comply with applicable Occupational and Safety Health Administration (OSHA) standards and other state and federal standards. We will also work closely with our insurance provider to make every effort to have as safe a work environment as realistically possible.

1. Coverage

All MBC employees are covered from the day work begins. The church pays the entire cost of this coverage. MBC will also cover the cost of all injury related cost up to and not exceeding \$5000 before involving the insurance carrier.

Neither MBC nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the church.

2. Benefits

Any employee is guaranteed three types of benefits in accordance with state laws on workers' compensation.

- Medical care to take care of injury
- Rehabilitation services necessary to return to work
- Reimbursement for lost wages

3. Reporting

Any injury, regardless of severity, must be reported to your immediate supervisor or the next ministerial staff person in charge. Should a ministerial staff person be unavailable, the incident and injury should be reported to a deacon. The incident and injury will be documented and placed in church records. Failure to report the injury before the end of the business day or the end of your work shift could result in denial of the claim and disciplinary action up to, and including, termination of employment.

4. Treatment

The church will provide general first-aid treatment for employees. If treatment beyond general first-aid is needed, a church employee will transport, or call 911 to take the injured employee to the nearest designated medical treatment facility. The church approved facility will monitor all aspects of the employees care and

report the progress to the appropriate church personnel. A written release or evaluation form must be completed and returned to the employee's supervisor after each visit with the physician or clinic.

Before being allowed to return to work, the physician must provide a release-to-full duty form. Physician's offices and/or medical facilities will have this form. The form will be placed in the employee incident file for the church office and records.

5. Modified duty

In the event that the employee cannot return to duty, a modified duty program will be implemented with the physician's approval. A modified duty assignment is given to an employee who can perform all the essential functions of their position but is unable to perform some of the non-essential functions of their position. The employee would be relieved of performing some of the non-essential functions of their position.

6. Reimbursement

Workers' compensation pays the employee 66 2/3% of their salary. The church may pay a pay differential for a period of time and amount determined by the pastor and/or supervisor and deacons and/or personnel committee.

While on workers' compensation, an employee will not accrue vacation days, sick leave, or holiday pay. Other benefits paid will be determined by the pastor and/or supervisor and the deacons and/or personnel committee.

7. Review

An investigation and follow-up will be done between the supervisor and the employee. Any changes that are deemed necessary will be reviewed by the supervisor, and appropriate actions will be taken to rectify the situation or environment. All changes and actions will be noted in a report and filed in the church office.

Moulton Baptist Church

Personnel Policies and Procedures

Leave Request Form

Today's Date: _____

Name: _____

Job Title: _____

Requested Dates: _____

Type of Leave (vacation, sick, unpaid, etc.): _____

Total Number of Leave Hours Requested: _____

Employee's Signature: _____

Approved: _____

Disapproved: _____

Supervisor's Signature: _____

Date: _____

Comments: _____

Moulton Baptist Church

Personnel Policies and Procedures

Authorization for a Background Check

I hereby authorize Moulton Baptist Church to conduct a background check(s) for employment and volunteer purposes. I understand that this may include criminal, credit and/or motor vehicle checks.

Name: _____
Last First Middle

Other names used (maiden name, prior married name, etc.): _____

Date of Birth: _____

Social Security Number (for employment purposes only): _____

Driver's License Number: _____ State

Address: _____

City: _____ State: _____

Zip Code: _____

I agree to sign any other authorization required by this church in order to perform a background check.

Signature: _____ Date: _____

Moulton Baptist Church

Drug Test Consent Form

Consent for pre-employment, random, or reasonable suspicion drug test screen and release covenant not to sue and indemnity agreement

I hereby consent to allow a certified drug testing facility designated by Moulton Baptist Church to take a specimen of my hair, urine, or blood and submit it for a pre-employment, random, or reasonable suspicion drug test screen. I further consent to allow the laboratory testing service to make the results of such screens available to the prospective or current employer, Moulton Baptist Church.

In consideration for such services being rendered on my behalf, I hereby release the laboratory testing service, its officers, agents, and employees, from any and all claims which I might otherwise have due to such results being made so available. I hereby consent not to file any action at law or in equity against Moulton Baptist Church, the laboratory testing service, their respective officers, agents, or employees in connection with the results of such screens being made so available, and I hereby agree to indemnify and save harmless Moulton Baptist Church, the laboratory testing services, their respective officers, agents, and employees from all damages, expenses, reasonable attorney's fees, and cost of court which they or any of them may suffer or incur, jointly or severally, due to the results of such screens being made so available.

Signature: _____ Date: _____

Current medications both prescriptions and non-prescriptions: _____

(If more room is needed, they can be listed on the back)

I hereby certify that the above list of medications is true and accurate. I understand that any medication not listed in the above list but found in the test results can subject me to church disciplinary action that may include termination, or a pre-employment test may result in my not being hired.

Signature: _____ Date: _____

Print Name: _____

Social Security Number: _____

Moulton Baptist Church

Reimbursement Expense Voucher

Name: _____ Date: _____
(month/year)

Purchases (*attach receipts*)

Date	Item Purchase	Account	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Subtotal	\$

Monthly Reimbursements (*attach receipts*)

Date	Item	Account	Amount
	Health Insurance (<i>min. yearly</i>)		\$
	Library		\$
	Cell Phone (<i>min. yearly</i>)		\$
	Other		\$
	Other		\$
		Subtotal	\$

Automobile Expenses

Date	Item	Account	Amount
	Miles from Travel Log (@ \$.485/mile)	miles	\$
	Parking (<i>attach receipts</i>)		\$
	Other		\$
		Subtotal	\$

Total: \$ _____

Signature: _____

Supervisor: _____

Approved: _____ Disapproved: _____

MOULTON BAPTIST CHURCH

PASTOR

PRINCIPAL FUNCTION:

The pastor is responsible to Moulton Baptist Church for providing administrative and spiritual leadership for the congregation and the church staff; for leading the organizations, and the church staff in the performance of their assigned tasks; and for using his skills in proclamation and pastoral care in meeting the needs of people in the church and community.

RESPONSIBILITIES:

1. Serve as spiritual leader and overseer of the MBC family.
2. Provide administrative leadership for the total church program. Work with church officers and committees as they perform their assigned responsibilities.
3. Proclaim the gospel and lead the church in an evangelistic outreach. Have a caring ministry for persons in the church as well as the community.
4. Lead the staff and the church in a caring ministry for persons in the church and the community.
5. Lead or delegate the leadership of the congregational services. Plan, coordinate and evaluate congregational services.
6. Preach at worship services which include preaching or arrange for someone else to perform this function.
7. Serve as moderator of the church during business meetings.
8. Recommend and advise on the selection of all staff members and in determining their duties.
9. Authority and responsibility over other members of the church staff and give supervision to all their activities.
10. Plan for and provide leadership in the observance of the church ordinances.
11. Conduct funeral services and wedding ceremonies as feasible, sharing and delegating to others on the staff responsibilities in this area as needed.
12. Cooperate with associational, state and denominational leaders in matters of mutual interest and concern and keep the church informed of denominational development.
13. Counsel with and assist in training deacons for their responsibilities.
14. Perform other duties as assigned by Moulton Baptist Church.

Moulton Baptist Church

MINISTER OF MUSIC AND WORSHIP

PRINCIPAL FUNCTION

The Minister of Music and worship is responsible to the church through the pastor for planning, conducting, and evaluating a comprehensive music and worship ministry.

RESPONSIBILITIES

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry (including choirs, vocal, and/or instrumental ensembles) and a worship ministry (including corporate and individual worship and prayer)
2. Assist the pastor in planning all worship services of the church. Supervise the selection and preparation of music and worship leaders.
3. Cooperate with the church Nominating Committee to enlist and train leaders for the church music ministry, including graded choir workers.
4. Lead in planning and promoting a graded choir program. Direct and coordinate the training and work of any choir directors. Direct congregational worship and adult, youth, and other choirs or ensembles as needed.
5. Give direction to a music ministry plan of outreach and enlistment.
6. Arrange and provide music for weddings, funerals, special projects, ministries, and other church-related activities upon request. Consult with all wedding parties in selection of music that is in accordance with church policies.
7. Plan, organize, and promote choir tours, mission trips, camps, festivals, workshops, clinics, and ministries for the enhancement of music and worship ministry.
8. Serve as custodian of all music properties, such as organ, pianos, hymnals, sheet music, robes, etc., keeping an up-to-date file of all music and equipment. Supervise equipment maintenance as needed.
9. Coordinate the media ministries of the church with the lay leadership in such areas as the church web page, computer generated audiovisuals, television, and sound enhancement.
10. Coordinate the church music and worship ministry with the calendar and emphases of the church.
11. Prepare an annual budget for music and worship ministry to be recommended to the Stewardship committee.
12. Keep informed on music methods, materials, promotion, and administration.
13. Cooperate with associational and state leaders in promoting activities of mutual interest.
14. Serve as member of the ministry team to perform pastoral ministry under the pastor's guidance, especially to church members involved in the music ministry.
15. Perform other duties as assigned by the church through the pastor.

Moulton Baptist Church

MINISTER OF STUDENTS

PRINCIPLE FUNCTION:

The Minister of Students is responsible to the church through the pastor, or his designee, for assisting the church to develop a comprehensive ministry for students seeking to meet both their spiritual and physical needs.

RESPONSIBILITIES:

1. Counsel with church ministry leaders in planning, conduction, and evaluating a comprehensive youth ministry through enlisting, training, and motivating youth workers and sponsors.
2. Maintain an active ministry of witnessing, teaching, and ministry among students. This includes coordination of weekly Bible study events.
3. Work with the Youth Leadership Team to plan and conduct special projects (camps, retreats, and conferences) for youth.
4. Promote a regular ministry of outreach for youth Sunday School and ministry in cooperation with the church's current outreach ministry.
5. Assist with and encourage support of ongoing ministries which involve youth, including Sunday School, music ministry, missions activities, Terrific Tuesdays, etc.
6. Lead in planning and implementation of spiritual and recreational events for youth (mission events, fellowships, drama, social activities, or other special events). One special event should be held at least monthly during the school year and more often during the summer.
7. Be available to youth at scheduled times to provide spiritual support and encouragement.
8. Provide appropriate activities and training for parents of youth.
9. Prepare an annual budget for needs of the student ministry for recommendation to the Stewardship Committee. Administer the approved budget according to policy.
10. Stay informed of the latest materials and methods related to youth work.
11. Serve as a member of the Ministry and Missions Team.
12. Be involved in an ongoing program of personal ministry development through the guidance of the pastor and other ministry training opportunities.
13. Perform other duties as assigned by Moulton Baptist Church through the pastor or his designee.

Moulton Baptist Church

CHURCH SECRETARY

PRINCIPAL FUNCTION:

The church secretary is responsible to the church through the pastor for performing secretarial duties related to the ministries of the church.

RESPONSIBILITIES:

1. Pick-up mail and classify as needed.
2. Answer and process telephone calls and messages.
3. Receive visitors to the church office.
4. Maintain church calendar.
5. Write letters and prepare new member packets for all new church members.
6. Maintain a neat outer office and reception area.
7. Prepare mail for mailing and see that it is taken to the mailbox each day.
8. Type miscellaneous items as directed.
9. Notify all church committees, councils and deacons concerning meetings.
10. Perform general office work for staff members; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
11. Serve in special relationship to Chairman of Deacons and deacon officers for secretarial needs.
12. Maintain prospect and outreach file for Sunday School.
13. Compile literature orders: order, open, check and prepare literature and distribute. Keep Mature Living, Home Life, and Open Windows current and displayed in cases.
14. Train and supervise volunteer clerical workers, as needed.
15. Prepare and mail monthly newsletter (Monitor), prepare Sunday Bulletins, Power lines, and This Week weekly.
16. Prepare annual Church Profile for State and Association Office.
17. Maintain a level of trust and confidentiality appropriate to the position.
18. Perform other duties as assigned by the pastor.

Moulton Baptist Church

RECORDS/FINANCIAL SECRETARY

PRINCIPAL FUNCTION:

The records secretary is responsible to the church through the pastor for maintaining and distributing general church records and periodical mailing lists.

RESPONSIBILITIES:

1. Assist in maintaining Sunday School records and files as needed.
2. Request and forward church letters, compile and type lists of members lettered out for monthly business meetings.
3. Maintain church rolls, keeping all vital information up to date. All such information to be entered in the computer weekly.
4. Post receipts and disbursements of all accounts according to financial systems.
5. Post offerings weekly to individual account, file envelopes.
6. Prepare bank reconciliation statements monthly.
7. Prepare financial reports for the stewardship committee and church business meetings; prepare monthly and annual financial statements.
8. Make monthly, quarterly and annual government reports.
9. Check and total all invoices when approved, inform responsible persons of their budget expenditures.
10. Receive and answer queries concerning financial matters, maintain file of invoices, correspondence, and reports.
11. Prepare and issue checks in accordance to church policy.
12. Maintain a level of trust and confidentiality appropriate to the position.
13. Perform other duties as assigned by the pastor
14. Maintain Web Site, Audio and Video distribution.

Moulton Baptist Church

BUILDING AND GROUNDS SUPERVISOR

PRINCIPAL FUNCTION:

The building and grounds supervisor is responsible to the church through the pastor for directing maintenance program of the church and for maintaining clean grounds; and making repairs.

RESPONSIBILITIES:

1. Work with the appropriate committee to establish a maintenance schedule.
2. Supervise custodian.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instructions.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building as scheduled.
7. Check with church office or pastor for special assignments.
8. Move furniture, set up tables and chairs for suppers, banquets and other similar occasions; set up assembly and classroom areas for regular activities.
9. Make or arrange with contractors the minor electrical, plumbing, and equipment repairs as requested.
10. Paint walls, furniture, and equipment as needed.
11. Work cooperatively with the building and grounds committee.
12. Mow and edge grass.
13. Fertilize and spray grass, shrubs and flowers.
14. Water grass and plants as needed.
15. Maintain clean church entrance, side walk and parking areas.
16. Perform other duties as assigned by the church through the pastor.

Moulton Baptist Church

CUSTODIAN

PRINCIPLE FUNCTION:

The custodian is responsible to the church through the building and grounds supervisor and pastor for maintaining clean buildings ready for use for church activities.

RESPONSIBILITIES:

1. Detailed cleaning work that includes cleaning and mopping floors, vacuuming carpet, dusting furniture and equipment, cleaning and replenishing bathrooms, washing windows, cleaning kitchens and food preparation areas, and emptying of waste baskets. Extensive cleaning of preschool and children areas is necessary. On occasion, preparation of facilities for special uses will be required.
2. Coordinate schedule with the pastor.
3. Work additional hours in the case of funerals, weddings, or special events.
4. Request cleaning and maintenance supplies and equipment as needed.
5. Perform other duties as assigned by the supervisor.

Other Church Officers

Deacons

Deacons serve as very important lay leaders of the church to help extend the pastoral ministry of the church, guard the unity of the family of MBC, provide wisdom and guidance to church the family, and provide a witness of Christ inside and outside the church. The process for election of deacons is listed in the church's bylaws along with some discussion of the qualifications.

- 1) **Number and term of service:** The church shall have a ratio of approximately 1 deacon to 15 resident church families. The total number of deacons shall be divisible by 3. The deacons shall review this number at 5 year intervals or more often if they deem appropriate. Any change in number must be approved by the church in a business meeting. The church shall use a rotation plan for its deacons wherein one third shall be elected each year for a term of 3 years and one third shall rotate off the deacon body each year. The retiring deacons shall not be eligible for re-election for one year. The newly elected deacons shall take office on January 1 after their election.

When situations arise in which not enough active deacons are voted in during the regular election process. The deacon body shall evaluate the deficiency and decide if less than the recommended total number of active deacons serving is adequate to fulfill the ministry needs of the church. If the deacon body decides that more active deacons are needed to meet ministry needs then the deacon body shall make a corrective recommendation to the church body for approval.

- 2) **Qualifications:** Acts 6:3 and 1 Timothy 3:8-13 are listed as the biblical qualifications for a deacon for MBC:

I. Ethical

- a. Good Reputation [Acts 6:3] well-spoken of by people inside and outside the church, man of integrity.
- b. Not double-tongued [1 Timothy 3:8] not a gossip, flatters, slanderers, or tale bearers, saying one thing and meaning another, and making different representations to different people about the same thing.
- c. Not given too much wine [1 Timothy 3:8] person who sits long with the cup and drinks to excess, addicted to.
- d. Not greedy of pursuing dishonest gain [1 Timothy 3:8] right attitude toward material possessions.
- e. If married the wife should be of the following character [1 Timothy 3:11]: worthy of respect, not a slanderer, not given to excess but careful in behavior, and faithful in all committed to them.
- f. Husband of one wife [1 Timothy 3:12] he should be faithful and devoted to his wife and love her like Christ loves the church, and be an example of a Christian husband.

- g. Managing household [1 Timothy 3:12] have a healthy family relationship, watching over and managing his children and household in a God honoring way, being an example to others of a Christian family.

II. *Spiritual*

- a. Full of the Holy Spirit [Acts 6:3] controlled and lead by the Holy Spirit with a spiritual outlook and dedication.
- b. Worthy of respect [1 Timothy 3:8] possessing Christian character worthy of imitating, dignity, and reverence.
- c. Beyond reproach [1 Timothy 3:10] blameless, one whom no charge can be made against, not perfect but forgiven with a clear conscience.

III. *Doctrinal*

- a. Full of wisdom [Acts 6:3] ability to discern right and wrong according to biblical standards and standing firm on biblical principles and convictions.
- b. Holding the mystery of the faith [1 Timothy 3:9] understands Christian doctrine, knows and lives by the Word of God, the Bible, and loves the truth

IV. *Commitment*

- a. Responsible [Acts 6:3] person should be willing to use the office to serve the church and meet her needs not just fill the position, person should be able to be trusted to perform the duties of a deacon.
- b. Tested and proved [1 Timothy 3:10] person should have already shown willingness to serve the church body, responsible, and commitment to the ministry before being elected.

3) **Marriage and Divorce:**

MBC has taken the position that a single man can serve as a deacon as long as he meets all the other criteria according to the bylaws and policies and procedures. In the case of a man whose wife has died and he remarries [Romans 7:1-3], Scripture teaches this is lawful and does not disqualify a man from serving as long as the other criteria according to bylaws and policies and procedures are met. Other concerns have to do with the wife of a deacon. According to Acts 6:3 and 1 Timothy 3:8-13 there are no statements made about the previous marital status of a deacon's wife, therefore MBC does not disqualify a man because of his wife being previously married.

Divorce was never God's intention for marriage in the beginning [Genesis 2:24; Matthew 19:4-6]. Marriage was meant to be an exclusive relationship between one man and one woman for life. Divorce was allowed by God because of the hardness of people hearts due to sin [Deuteronomy 24:1-4; Matthew 19:7-

8]. MBC does not believe that divorce is an unforgivable sin but at this time takes the position that no divorce man can serve as a deacon.

4) Service Qualifications:

- a. Possess skills in witnessing, visiting, maintaining fellowship, and involved in church outreach ministries.
- b. Is regular in attendance at services of the church and is an active member of the church.
- c. Is a devoted steward of their possessions shown by proven tithing and offerings given according to church records.
- d. Is supportive of the pastor and will gladly assist in pastoral ministries as requested.
- e. Should be supportive of the deacon ministry of the church and will be regular in attendance at deacon meetings and active in service through deacon ministry team involvement.

5) Deacon Meetings:

Deacon meetings are generally held every month unless providentially hindered. Other deacons meetings can be called at the discretion of the deacon body and/or a deacon officer. The regular scheduled deacon meetings are the first Sunday of the month following the morning worship services. Attendances at all deacon meetings are expected of all deacons unless providentially hindered. If a deacon misses more than 4 meetings in a year's time, not providentially hindered, then that deacon can be brought before the deacon body for disciplinary actions.

Deacon meetings are generally attended by all the ministerial staff to inform the deacon body as to the progress of the ministries of MBC. Deacon meetings will also have records of the minutes of each meeting to be filed in the church office. Deacon meetings will follow the latest agreed upon Robert's rules of order for the conducting and managing of all meetings. Only actively serving deacons can vote in deacon meetings. Decisions in deacon meetings will be by a majority vote of those present unless otherwise specified. All decisions that pertain to the church body will be given as a recommendation from the deacons to the church during a regular or special called business meeting.

6) Deacon Officers:

Deacon Officers are elected annually, usually near the beginning of the calendar year. Deacon Officers can only be elected by and from those deacons that are actively serving the church. The deacon body will elect officers by secret ballot, with the person receiving the most votes, if they are willing to serve in this position, being elected. Deacon Officers cannot serve consecutive years in the same position. The deacon body will elect the following officers annually which will be approved by the church body:

- a. Chairman – the chairman is responsible for conducting the deacon meetings, presenting deacon recommendations to the church in business meetings, and to be the main liaison between the MBC staff and church body with the deacon body.

- b. Vice Chairman – the vice chairman is responsible for helping the chairman to fulfill their duties and in cases of absence of the chairman to fulfill the duties of the chairman.
- c. Secretary – the secretary is responsible for keeping minutes of the deacons meetings, other records the deacons request, giving all minutes and records to the church secretary to be filed, and insuring that all deacon recommendations are listed correctly in the church business meeting agenda.
- d. Devotional leader – the devotional leader is responsible for bringing devotions from Scripture for all regularly scheduled deacon meetings and all other meetings that a devotion is requested.

Deacon Officers will also serve as the review team for the evaluation of the church ministerial staff. Ministerial staff evaluations will be reviewed by the deacon officers upon the completion of the yearly evaluations. Concerns or conflicts that arise during the evaluation process with the senior pastor will be handled by the deacon officers. All other information about the process for grievances by the staff is covered by the personnel policies and procedures section under grievances.

7) **Discipline:**

It is the hope of MBC that a person elected to the office of deacon would never have to go through a disciplinary process, but the high level of responsibility and leadership requires accountability. Discipline is not to be evoked for any offense, but instead the deacon officers should review the offense to make sure it cannot be overlooked and is worthy of the discipline process. All discipline is meant to be redemptive in nature and so every effort should be put forth to try and encourage and restore a fallen brother. Once the offense has been brought to the attention of the deacon officers by any of the deacons or the church staff then a thorough investigation of the offense should be done by the officers. After investigation of the case and speaking to witnesses the deacon officers feel the offense is worth of the disciplinary process then a report should be made to the deacon body as a whole. All these matters are to be held in strict confidence. At this point the disciplinary process will be as follows:

- a. The deacon body will hear the results of the investigation by the deacon officers. The offense should be stated along with all relevant information to the case so that an informed decision can be made by the deacon body. All meetings in which disciplinary actions are to be taken against any deacon should be announced at least one week in advance, unless urgency of the matter requires otherwise, to all actively serving deacons.
- b. Once the offense has been presented a vote will be taken by the deacon body. The deacons may vote to take any necessary action against a fellow deacon including termination of service. Termination of service votes must be a two-thirds majority vote of those deacons present and voting at the meeting. A termination of service vote that receives the necessary majority vote will then be refer to the church body in the form

of a recommendation from the deacons at the next scheduled or special called business meeting of the church.

- c. The deacons will present their recommendation to the church body for a termination of service. The church will then vote to terminate the active service of said deacon. A two-thirds majority vote is required by the church in order to terminate a deacon's active service at MBC.

No list of offenses can include all the possible offenses in which a deacon may be subject to disciplinary actions and/or termination of service. However, general areas include sins of a sexual nature, conviction of a felony, causing division within the church body, failure to perform minimum expectations for deacon service, anything that brings dishonor to the name of Christ and the reputation of MBC, or any other offense the deacon body and the church membership feels disqualifies a deacon from active service.

8) Lord's Supper:

The deacon body uses a rotational system to insure that every active deacon gets the opportunity to administer the Lord's Supper at least once a year to the church family. Lord's Suppers are planned in cooperation with the pastor as to the date and services in which they will be administered. The Lord's Supper is to be administered at least once a quarter with service times rotating between the morning and evening services to insure all the church family has an opportunity to participate.

Deacons serving the Lord's Supper are responsible for checking and making sure we have necessary resources to observe this service and purchasing any items that are needed. They shall also be responsible to make sure the tables, utensils and all other needed items are set up before the services for the observance. During the service of observance the deacons will assist the pastor, or the person leading the observance, in the distribution of the elements of the Lord's Supper to the church family. Deacons will also be responsible for cleaning up all items used and returning them to the proper place of storage for the next observance.

9) Honorary/Life Time Deacons:

MBC wishes to honor those men that have served the church family with honor as active deacons in the past. If a man has served the church family for at least one term of active service and has reached a point in their life when they can no longer physically fulfill the responsibilities of a deacon they can be recommended to the church body for honorary status. Exceptions to this rule can be made at the discretion of the deacon body and the church body. The deacon body will be responsible for evaluations of an individual to insure that they qualify for a honorary recommendation. Electing a person to honorary status can be done in any church business meeting.

Those elected to honorary status are welcome to participate and attend any and all deacons meetings. Honorary deacons are not allowed a vote in the deacon meetings but their wisdom and advice is much appreciated in the decision making process.

Moderator

The role of the moderator is to facilitate the work of the church through the most harmonious route. The pastor or his designee will serve as the moderator of the church. In the absence of the pastor or his designee the chairman of the deacons will serve as moderator for such a length of time as necessary. If the deacon chairman is unable to serve the church, the church in business session, may elect an interim moderator. The moderator should be familiar with Robert's Rules of Order.

The moderator will work to maintain the spirit of fellowship in love and kindness within the church body. They shall conduct orderly church business meetings in accordance with the business meeting agenda. Clarify church business for later action as needed and maintain the meetings on course with the business meeting agenda. Using the standard of Robert's Rules of Order and agreed upon criteria for business meeting, conduct fair and just meetings where everyone is treated with kindness and respect.

Clerk

The church clerk is responsible for the up keep of the records of the church and to fulfill actions entrusted to them by the church body. The clerk should attend all business meetings of the church to insure proper minutes are being kept and voted on actions are accomplished in a timely manner. Clerk is also responsible to make sure the church has adequate forms for new members to fill out as they join the church and insure that the church gets all the necessary information from those who join for church records.

The clerk is responsible for placing on the agenda for business meetings all church membership actions such as transfer, dismissals, or removal for the church body to vote on. The clerk is also responsible for dissemination of church business meeting minutes from previous business meetings. They shall accumulate, classify, and preserve records and articles related to the church ministry for present and future use. Prepare, protect, and store church historical records in a church designated place. They are also responsible for correspondence with other churches and members in order to manage letters of membership such as transfers of letter to other churches, membership by baptism, transfer from another church or by statement.

All church records should be kept up to date to include filing of all information for later access. All church records shall be kept in the church office and are not to be altered, added to, subtracted from, or changed in any way without the permission of the clerk and the moderator. Church records are available to members upon request with the permission of the clerk and/or the moderator. A copy of the requested information will be made and given to the one requesting information; all original records are to remain in the church files.

If the clerk is unable to fulfill their responsibilities for a short duration of time then the church shall elect a temporary replacement for that duration.

Treasurer

The church treasurer must be an active member of the church for at least one [1] year and is not a paid staff member. The treasurer is responsible for the proper receipt, accounting, and disbursements of church funds for adequate financial control. The treasurer is also responsible for insuring the financial secretary is knowledgeable of all church financial matters, is properly disbursing funds, and all accounting records are accurate. Another responsibility is to make sure adequate tellers are available at all services in which money is collected and that correct and proper procedures are followed in money collection, counting, depositing, and record keeping. The church treasurer shall serve a [1] year term and may be reelected the following year.

The treasurer should review all monthly financial records published by the church to insure accuracy and knowledge to answer any questions the members might have in reference to the financial reports. Treasurer or their designee, approved by the church and bank, will sign all checks in accordance with church policies and procedures and verify the supporting information for each check request. Treasurer is also an ex-officio member of the Stewardship Committee and should make quarterly and annual reports to the committee. Treasurer must submit accurate financial records for periodic financial review by the church audit committee and other outside audit contractors. They should also coordinate financial activities with the staff and financial secretary.

Trustees

The trustees shall be active members of the church. They serve as the legal representatives in all transactions related to the church. They hold the title to the church property and sign all legal documents related to the purchase, sale, mortgage or rental of church property after approval by the church. Trustees should act only on the authority of church approval. Each trustee shall serve for three [3] year term with at least one trustee rotating off each year. The trustee vacant positions shall be filled yearly or as needed by the committee on committees.

Trustees will relate to appropriate civil officials in all legal matters involving the church. They shall keep up to date with current insurance and legal changes, reporting such changes to the appropriate church leaders and advise the staff and any committee or team concerning legal matters. They will council with appropriate church officers and committees in matters related to church properties and maintain a current inventory of all church property, loans, and insurance on church property and equipment. They shall maintain all church legal documents in conjunction with the church clerk.

Ministry Organization Directors

MBC realizes the importance of various programs to the overall ministry of the church and retains the right to add and remove programs as she deems necessary for the proper functioning of the church. All ministry leaders will be connected with designated church ministerial staff person to help provide leadership to the ministry and be a liaison between the ministry leader and the church ministerial staff. Ministries will be evaluated

on a regular basis by the church and her leaders to insure proper functions and ministry focus are maintained. All ministry leaders are to be active members of the church and are expected to maintain a Christlike character and lifestyle. If during their leadership a leader displays unchristlike actions or engages in activities that will harm the reputation of the church the church may remove that leader from their position. This removal shall be done based upon a decision of the church ministerial staff and deacon officers. If the individual(s) desires to repeal the decision of this group they may do so based upon the church disciplinary process.

Ministry leaders are responsible for the proper operation, maintaining, and reporting of the ministry entrusted to them by the church. Ministry leaders are elected by the church through the recommendation of the nomination committee. Ministry leaders should work with all volunteers to recruit, train, and evaluate all volunteer service. Leaders should also maintain a current list of resources needed for the proper function of their ministry and submit requests regularly to the church ministerial staff with responsibility for that ministry. A detailed financial report should be maintained in cooperation with the treasurer and the financial secretary with regular reports being made to church ministerial staff with responsibility for that ministry and as requested by the stewardship committee.

A list of ministries sponsored and overseen by the church are listed in the section of the policies and procedures manual under church ministries.

Church Committees and Ministry Teams

Serving on a church committee is an important part of insuring that the church is enabled to accomplish all the ministry opportunities that are available and that the church functions in an organized manner. Teams and committees exist to plan, coordinate, implement and evaluate the work assigned to them by the church. Standing committees are long term committees in which the members serve on a three year rotational basis with a third of the committee rotating off each year. Standing committees members are recommended by the committee on committees and elected by the church. Special committees are appointed by the church to perform a specific purpose and when that purpose is completed the committee dissolves, these members do not rotate. Ministry teams exist to perform certain ministry functions of the church; they are appointed by the nominating committee and approved by the church. All who serve on MBC committees and teams shall be active members of the church. Committees, where appropriate, should represent the church body in both age and sex. All committees should have an odd number of members to prevent dead locks and allow for majority decisions on all matters entrusted to them.

It is the duty of each committee/team member to know the purpose, duties, and other members of the committee/team. Each member should be present and on time for meetings, participate in discussions, and contribute to the planning and achievement of activities or projects. Each member should also complete assignments as agreed upon and keep the committee chairperson informed about progress on assignments and report at committee meetings.

Committee/team chairperson shall know the purpose, duties, and members of the committee/team. They shall request and administer the committee/team budget in

cooperation with the stewardship committee, the financial secretary, and treasurer. Chairperson/team leader should also plan the agenda for each meeting, each meeting should have: a purpose, agenda, needed resources, follow-up plan, and be reported to the church body. They should assign responsibility to committee/team members for follow-through actions and regular check on progress to ensure work is being done. They should lead the committee/team to: identify and schedule activities/projects, develop a sequence of actions, prepare a timetable, determine resources needed, and complete activities/projects. Chairperson/team leader should report committee/team actions, as appropriate, to the church body. They should also collaborate as necessary with church staff, officers, deacons, program directors, and other committees.

The pastor shall be an ex-officio member of all committees.

Standing Committees

Standing committees are long term committees in which the members serve on a three year rotational basis with a third of the committee rotating off each year. Standing committees members are recommended by the committee on committees and elected by the church. Standing committees can be formed by the recommendation of other committees, ministerial staff, deacons, or the church. When the need for such a committee arises a recommendation for this committee will be brought before the church in a business meeting and approved. All approved standing committees shall then be filled by the committee on committees. The church may also in the course of time decide that a particular standing committee no longer serves a need in the church and therefore may be terminated. The recommendation for termination may come from other committees, ministerial staff, deacons or the church. All termination recommendations must be approved by the church and no committee should stop its service until the church has approved its termination.

Present standing committees:

Nominating Committee

The primary function of this committee is to lead the church in the staffing of all church-elected non-committee leadership positions filled by volunteers. This committee is also tasked with filling the vacancies on the committee on committees and selecting its chairperson. This committee and its chairperson is to be approved by the church.

Since the primary roles the committee will be filling for the year are educational positions within the church they will operate on a school year basis with new approved volunteers beginning work in August to correspond more with the school year. No later than May each year the committee should begin to meet with the goal of filling the needed positions within the church for the upcoming year. All position appointees should be coordinated with the church ministerial staff and be active members of the church.

The Nominating committee is responsible for filling the following positions: Sunday School leadership positions, Sunday School teachers all age groups, Nursing Home ministry, Jail ministry, committee on committees, church officers [clerk,

librarians, treasurer, assistant treasurers], men's ministry officers, women's ministry officers, Caring Team, and Hospitality Team, and other positions MBC asked them to fill.

Committee should first contact and enlist church officers that fall under their authority to elect and present them the church for approval. The officers approved then will assist the nominating committee in contacting volunteers and filling the remaining positions. Each position should be filled as soon as possible. Teaching positions should be focused on secondly to insure all teachers are in place for the upcoming year. All teaching positions should be approved by the church before the August start date.

All nominations to fill all positions under the authority of the nominating committee to fill must be approved every year by the church body in a business meeting. If a vacancy occurs during the year of service it is the responsibility of the committee in cooperation with staff and leadership to seek to fill that position as soon as possible. All nominations to fill all vacancies must be approved by the church in a business meeting. The chairperson should make regular reports to the church about progress and make recommendations on behalf of committee to church for all nominees to fill various positions.

All nominees for positions that work with the preschool, children, or youth will be required to undergo a background check annually. This policy is for the protection and security of our children and youth. No one convicted of a sexual or violent crime against a minor will be allowed to work in the preschool, children, or youth departments of MBC.

Committee on Committees

The function of this committee is to lead in filling of all church-elected volunteer positions on committees. Since committee members serve on a 3 year rotational basis a minimum of one third of the positions on this committee will need to be filled each year. The nominating committee will fill the vacancies each year.

Once the nominating committee has filled vacancies and presented a chairperson to the church and been approved by the church, then the committee will start. The first step is to contact the office and get a list of all committees and those individuals that will be rotating off each committee. Once the list has been studied the committee chairperson will discuss the best way for the committee to begin the process of contacting volunteers. The committee will also fill the chairperson position for each committee, which will be included in the nominations given to the church. All nominations of volunteers should be done in cooperation with the church staff and/or leadership to insure eligibility of volunteers. All committee members must be active members of MBC in good standing.

No later than December of each year a list of all new committee members and chairpersons will be submitted to the church in a business meeting to be approved. Any vacancies that remain will continue to be worked on by the committee with reports being given to the church during the process. Once all positions are filled the committee will then replace any committee positions that become vacant during the year. The committee will also fill any other committee positions the church body charges it to fill.

The church committees will serve on the calendar year. New members will start service January first of each year and those rotating off will leave their position the end of December. Those approved during the course of the year will begin service immediately after approval and will serve the remainder of that year as the first year of service and will continue to serve for the duration of the person they are replacing.

All persons elected by the church to serve on committees are expected to attend all committee meetings, participate in the discussions, actively serve in accomplishing the committee's responsibilities, and fully report back to the committee on all tasks assigned.

Personnel Committee

The purpose of this committee is to be a liaison between the MBC paid non-ministerial staff and the church. This committee has oversight of all non-ministerial employees employed by MBC in cooperation with their supervisor and the pastor.

All staff will be evaluated yearly by themselves, the supervisor, and the pastor. These evaluations will address work performance, cooperation with other employees and the MBC family, and other actions relevant to job performance. More information about employee evaluations is contained within the personnel policies and procedures section. Once the evaluations are completed and approved by the pastor the evaluations will be made available to the personnel committee. The committee will then review the evaluations and set up conferences with the employees.

These conferences are a time to express concerns noted in the evaluations, allow the employee to express any grievances towards supervisor and/or pastor, evaluate the church and employee ongoing relationship. If problems are expressed through either evaluations or conferences the committee will fully investigate the issue. If the problem relates to a possible disciplinary action with a ministerial staff member the committee will then turn the matter over to the deacon officers for their handling of the situation. If the matter does not include the above exception then the committee will decide what if any disciplinary actions will be taken against any employee, to include possible termination of employment. All disciplinary decisions and actions will be documented in writing and placed in the employee's personnel file. All grievances by the employee in relation to this committee will be handled by the process listed under employee grievances in the personnel policy section. A more thorough discussion of the disciplinary process is found under the personnel policy section. If the committee feels the employee has performed above and beyond the call of duty worthy to be remembered this will be documented in writing and placed in the employee's personnel file. A yearly report will be made to the church in relation to the outcome of the employee evaluations.

After decisions have been made in relation to an employee's evaluation the committee can then evaluate the employee's financial compensation and benefits. In cooperation with the employee's supervisor and/or the pastor recommendations can be made to the stewardship committee for increases in employees' financial compensation or benefits. All increases are subject to church approval and availability of funds.

Personnel committee will also periodically review all non-ministerial paid positions and their job descriptions. Job descriptions should reflect the current churches

expectations and responsibilities for each employee. If any changes need to be made they should be done with the cooperation of the employee that is affected and their supervisor and/or the pastor.

If the committee, pastor, or church determines that a paid non-ministerial position needs to be created, they shall write a job description in cooperation with the supervisor of this position. Once a job description has been created and approved by the supervisor and committee, the committee will then publicize the job opening, receive all applications, select individuals for interviews, conduct interviews, and hire employees with the approval of the church. This committee is also responsible for making sure all background checks, drug tests, and other pre-employment requirements in the personnel policies and procedures are completed and filed in church office. After 90 days this committee shall perform an evaluation of all new employees in cooperation with their supervisor.

This committee should also periodically review the church's personnel policies and procedures in relation to non-ministerial employees. They should develop, change, or make corrections to these policies and procedures by making said recommendations to the church for approval. All approved changes will become a part of the current personnel policies and procedures.

Stewardship Committee

The function of this committee is to plan and promote stewardship education in all areas of the church life and to lead the church in budget planning, promotion, subscription, and administration. All individuals who serve on this committee should practice giving patterns to the church consistent with biblical stewardship.

The stewardship committee in cooperation with the pastor and ministerial staff will plan for regular stewardship emphasis and educational opportunities for the church. These stewardship educational opportunities should include worship services, Sunday School, Life Impact studies, and other discipleship aspects of the church to insure all are knowledgeable of the biblical teachings on stewardship. The stewardship committee will also insure the church at all times has various types of stewardship education literature available for distribution to the church family through welcome centers, information areas and other means to increase awareness.

Stewardship committee will also, in cooperation with the church staff, evaluate church financial collection methods. Evaluating old methods and looking at new methods, all with the goal of increasing the convenience, effectiveness, and opportunities that the church family has to give financially to the work of the church. This committee will also review financial or resource contributions from outside the church family to insure all contributions are in accordance to the purpose of the church and will not bring the church into a position in which the witness of Christ is compromised within the community.

Every year the committee should make a request of individuals, groups, and other committees that have responsibility over any part of the church budget for their projected financial needs for the upcoming year. These requests should be collected and then evaluated by the committee in cooperation with the treasurer and pastor and in relation to the projected giving for the upcoming year. The committee should, through

much prayer, seek to plan a church budget that honors both a walk of faith according to the leadership of the Holy Spirit and the realistic stewardship of all the resources entrusted to the church. The committee may need to contact individuals, groups, or other committees to discuss their financial request and find a workable solution to any differences of opinion. The church budget developed shall be a unified and comprehensive budget that addresses all financial areas of the church.

Once the budget is developed by the committee it should be distributed to the church family with opportunity for all who desire to have input into the final budgeting recommendation. A final budget proposal should be submitted to the church body for a vote no later than December. The church budget that is developed shall be based upon a calendar year with each approved budget beginning in January and concluding in December.

Baptism Committee

This committee's primary responsibilities are in relation to the church's observance of the ordinance of baptism. For more information about MBC's observance of the ordinance of baptism please check the policies and procedures manual under church ordinance of baptism. The Baptism committee is responsible for the preparation, help with administering, and post observance responsibilities.

The ministerial staff are responsible for contacting all eligible candidates and arranging dates for baptismal observances during services. The MBC staff will contact the committee to inform them of the date, time, number of candidates and robe sizes for baptismal observances. The committee will then check the materials stored and maintained by MBC to insure all items needed for the baptism are ready to be used for the date scheduled. This includes but is not limited to robes for all candidates, towels, handkerchief and container for wet articles. All candidates are required to wear a robe to protect the modesty and dignity of the candidate and the worshipful focus of the baptismal observance for the church. Candidates are allowed to use their own towels, however since many forget their towels and may bring inadequate number the church will have extra towels ready to be used if needed. Handkerchief are not required but are used by some church staff and should be available to be used if need for observances.

During the church's observance of baptism the committee should greet all candidates, provide them with the needed items, and help them dress if needed. Women shall assist female candidates and men shall assist male candidates. All candidates should wear some articles of clothing underneath the robe, especially over the necessary private areas to protect their modesty and dignity. When some of the robes get wet they may expose these areas if no undergarment is worn. The robe, since it is an outer garment can be assisted by either sex. Committee members will also need to oversee all candidates to make sure they safely get into and out of the baptismal pool. Once the candidate leaves the baptismal pool area the committee members should make sure they receive their towels and began to collect all wet items.

Committee members should remain with all candidates until they have finished changing and preparing themselves to reenter ongoing church services or leaving the church facilities. Candidates are responsible for bringing a change of clothing and all other items need to prepare themselves. All wet robes, towels, handkerchiefs, and other

church items should be collected. These items should then be cleaned and returned to the church in a timely manner to be ready for the next baptismal service. The church will provide an area to store these items when not in use so they will be available for future use.

This committee should advise the church leadership about any concerns for safety and improvements they perceive for future services. This committee is also responsible to report to the stewardship committee a budget request to include yearly anticipated financial needs to cover items needed for baptismal services, address safety concerns, or make improvements.

Audit Committee

The audit committee members must practice biblical giving patterns to the church consistent with biblical stewardship. Members should also be trustworthy individuals who can keep a confidence due to the confidential information they will be working with for the church. Some background in banking, accounting, or other financial work is highly suggested in order for the members to be able to fulfill the committee's responsibilities.

The audit committee should meet at least bi-annually and should at least annually audit the church financial records. A detailed check should be done of the financial practices of the church and any policies to insure proper records are being kept and proper procedures are being followed. This committee should also make recommendations to the church as needed to update and keep all church policies and procedures up to date with common accepted accounting procedures and state and federal laws. The audit committee can be charged by the church or the deacons and/or the pastor at any time to conduct an audit of the church records, especially if it is suspected errors have occurred

The audit committee should periodically as needed contract with outside accounting businesses to do an audit of the church books and policies. The recommendations from this outside audit should be reviewed by the committee and suggestions made to the church body to address those recommendations. The audit committee is responsible to insure that the church treasurer, financial secretary, tellers and all others handling money follow correct financial procedures and proper checks and balances are in place to minimize any potential for financial mismanagement issues.

PREPARATION PRODECURES

Collect the appropriate records:

- 1) Bank account statements, deposit slips, all canceled checks, and any voided checks
- 2) Savings account records
- 3) The teller committee record book where details of deposits are kept with the breakdown of designated and undesignated receipts.
- 4) Treasurer's monthly financial statements detailing disbursement transactions.

- 5) Treasurer's log or ledger
- 6) Paid bills with documentation or authorization for all disbursements
- 7) Church's checkbook
- 8) Copy of church budget for period of audit
- 9) Payroll records
- 10) Copies of church approved policies for finances (travel reimbursements, vacation pay for staff, etc.).

AUDIT CHECKLIST GUIDELINES

- 1) Are monthly financial statements prepared on a timely basis and submitted to the church board or appropriate person or committee?
- 2) Do the financial statements include all funds (unrestricted, temporarily restricted, and permanently restricted)?
- 3) Are account balances in the financial records reconciled with amounts presented in financial reports?
- 4) Are procedures established to care for offerings and/or monies delivered or mailed to the church office between services or the nonprofit's location?
- 5) Are at least two unrelated members of the counting committee present when offerings are counted?
- 6) Do money counters verify that the contents of the offering envelopes are identical to the amounts written on the outside of the envelopes?
- 7) Are money counters rotated so the same people are not handling the funds each week?
- 8) Are donor-restricted funds properly identified during the process of counting offerings?
- 9) Are two members of the offering counting team in custody of the offering until it is deposited in the bank, placed in a night depository, or the church's safe?
- 10) Are all funds promptly deposited? Compare offering and other receipt records with bank deposits.
- 11) Are all receipts deposited intact? Receipts should not be used to pay cash expenses.
- 12) Are donations for restricted purposes properly recorded in the accounting records?
- 13) Are restricted funds held for the intended purpose(s) and not spent on operating needs?

- 14) Are individual donor records kept as a basis to provide donor acknowledgments for all contributions?
- 15) If no goods or services were provided (other than intangible religious benefits) in exchange for a contribution, does the receipt include a statement to this effect?
- 16) If goods or services (other than intangible religious benefits) were provided in exchange for a contribution, does the receipt inform the donor that the amount of the contribution that is deductible for federal income tax purposes is limited to the excess of the amount of any money and the value of any property contributed by the donor over the value of the goods and services provided by the organization, and provide the donor with a good faith estimate of the value of such goods and services?
- 17) Although not required by the IRS, has your organization adopted a policy of issuing an annual contribution report to donors listing at least each week's donations, if not each donation?
- 18) Are the donations traced from the weekly counting sheets to the donor records for a selected time period by the audit committee?
- 19) Are all disbursements paid by check except for minor expenditures paid through the petty cash fund?
- 20) Is written documentation available to support all disbursements?
- 21) If a petty cash fund is used, are vouchers prepared for each disbursement from the fund?
- 22) Are pre-numbered checks used? Account for all the check numbers including voided checks?
- 23) Is a petty cash fund used for disbursements of a small amount? If so, is the fund periodically reconciled and replenished based on proper documentation of the cash expenditures?
- 24) Are written bank reconciliations prepared on a timely basis? Test the reconciliation for the last month in the fiscal year. Trace transactions between the bank and the books for completeness and timeliness.
- 25) Are the bank reconciliation reports signed and dated?
- 26) Are there any checks that have been outstanding over three months?
- 27) Are all savings and investment accounts recorded in the financial records? Compare monthly statements to the books.
- 28) Are earnings or losses from savings and investment accounts recorded in the books?
- 29) Are there detailed records of land, buildings, and equipment including date acquired, description, and cost or fair market value at date of acquisition?
- 30) Was an equipment physical inventory taken at year-end?
- 31) Have the property records been reconciled to the insurance coverages?

- 32) Is there a schedule of unpaid invoices including vendor name, invoice date, and due date?
- 33) Are any of the accounts payable items significantly past-due?
- 34) Are there any disputes with vendors over amounts owed?
- 35) Is there a schedule of insurance coverage in force? Reflect effective and expiration dates, kind and classification of coverages, maximum amounts of each coverage, premiums, and terms of payment.
- 36) Is Workers' Compensation insurance being carried if your state requires it?
- 37) Is there a schedule of debt such as mortgages and notes?
- 38) Have the balances owed to all lenders been confirmed directly in writing?
- 39) Have the balances owed to all lenders been compared to the obligations recorded on the balance sheet?
- 40) Does the organization own any marketable securities or bonds? If so, are they kept in a safety deposit box?
- 41) Have the contents of the safety deposit box been examined and recorded?
- 42) Does the organization maintain the following documents? Applications for employment, W-4 forms for each employee, Personnel files, Performance appraisal and evaluation forms, Employee handbook, Immigration I-9 form
- 43) Does the organization file on a timely basis the following forms if applicable? Federal payroll tax forms (Form 941, Form W-2, Form W-3, Form 1099-MISC)

Building Maintenance Committee

The building maintenance committee is responsible for the upkeep and maintaining of the church facilities. This includes all buildings owned, rented, or controlled by the church and all the equipment owned, rented, or controlled by the church. This committee should meet as needed but no less than quarterly.

Regularly the committee should inspect the church facilities to keep up to date on needed repairs or anticipated needs for the future. The staff, members, maintenance and custodial personnel will report to the committee of repairs needed that they have found or suggested improvements to present facilities.

The committee should collect all the reports they have received both through their own evaluations and the suggestions of others and prioritize a list of work that needs to be done in the church. This list should include immediate needs as well as long range needs for the church buildings. The committee should use this list to request funds from the church through the budgeting process for the upcoming year to make the necessary repairs. The committee should also use the list to request additional funds from the church during business meetings if necessary. All projects should be thoroughly studied using all resources available including experts in the area to arrive at a plan of how each repair is to be done. For projects that involve the use of church funds, especially unbudgeted church

funds, the committee should seek if possible at least three estimates on work and/or materials to make the necessary repairs.

Any repairs or equipment purchases that are budgeted or unbudgeted that will incur cost exceeding \$500 should get prior approval from the treasurer and/or pastor before purchases are made. This is to insure funds are available before trying to make purchases and in no way seeks to undermine the authority of the committee or the church body.

One of the main focuses of this committee should be on the safety of all people in using the church facilities. Safety issues should generally receive a higher priority than other issues. Buildings and grounds should be regularly inspected for safety concerns for all people regardless of age, sex, or handicap. We want our facilities to be clean, in good shape, and safe to use for all members and approved community groups.

The committee should also make recommendations as needed to the custodial and maintenance personnel about projects they can handle, improvements that can be made or about job performance, in cooperation with their supervisor. The committee does not have oversight of these positions, this responsibility is given to the personnel committee, but they can make recommendations to their supervisor. Any concerns about deficiency in work performance by any personnel not adequately addressed by the supervisor should be reported to the personnel committee.

Grounds Committee

The grounds committee has primary responsibility for maintaining, improving, and changing the grounds on all the property the church owns. This includes the landscape, hardscape, equipment, and irrigation systems. This committee is also responsible to help provide guidance to the maintenance personnel in the maintaining, improving and changing the church grounds. Any concerns or questions regarding the church grounds should be given to this committee to address.

The committee should, at a minimum of at least twice a year, check the church grounds to be sure all landscape, hardscape, equipment, and irrigation systems are being maintained according to the churches standards. Periodic checks should be done of the church landscape and yearly schedules devised to include mulching of beds, fertility of plants, seasonal changes in plant material, maintenance of existing plants, and any plans to change landscape. Attention should be given to maintaining landscape areas not only for optimum aesthetic value but also for safety. This committee is responsible for care and maintenance of the playground area as a part of the landscaped area. The committee should also periodically check the church sidewalks, parking, ramps and stairs and other outside structures to insure they are properly maintained and all safety concerns are addressed to minimize any potential accidents. The church playground should be maintained as much as possible in accordance with the state law governing daycare playgrounds to insure the safety of all children and their parents. The committee should keep a check on equipment used to maintain the church grounds and make long term plans for replacements and possible purchase of new equipment for church grounds.

Church maintenance personnel will make recommendations to the committee as needed to address any needs they perceive in the upkeep of the church grounds. The committee should at least annually make a request to the stewardship committee in the budgeting process for finances and resources that are going to be needed in the upcoming

year. The committee should address any concerns about the job performance of the maintenance personnel to their supervisor. If the supervisor does not correct the problem the committee can make reports and recommendations to the personnel committee which has oversight of the maintenance personnel.

Preschool Committee

The preschool committee is responsible for the oversight of the preschool ministry of MBC, the preschool facilities, and the volunteers and paid workers. This committee will coordinated with ministerial staff the overall ministry to preschoolers. This includes maintaining, cleaning, and preparing all equipment and toys to be used in the preschool area. One of the areas of top importance is to provide a safe, clean environment for children, parents, and workers.

The committee will also give oversight to the security issues related to the nursery and preschool areas. To include insuring that all children are properly check in and out according to church policy and to make sure all children are accounted for and returned to those authorized to receive them. This committee shall work with the safety and security committee to insure that the preschool ministries have the latest and best agreed upon security policies in place and are well informed of proper procedures in case of a security incident. This includes fire, incremental weather, and violent situations to insure the children are given the greatest amount of protection possible to ensure their safety in all of these and other situations.

This committee will also oversee all volunteer and paid preschool workers. This includes ensuring that all workers, whether volunteer or paid, have passed a criminal background check prior to serving or employment. Also, that the necessary consent forms have been signed, to include the policy of the church to do random drug test or require a test if the supervisor suspects drug use or abuse is present. All paid employees that do not pass a drug test will be turned over to the personnel committee to handle the matter and make any necessary recommendations to the church according to the personnel policies and procedures manual. Any concerns in relation to the job performance of paid workers will be given to the personnel committee which has direct oversight of all paid nursery workers. All volunteers that have a criminal history of violence or crimes against children will not be allowed to volunteer in a preschool, children's, or youth ministries. All volunteers that fail a drug test will not be allowed to work in the preschool, children's, or youth ministries until they have passed a drug test and are approved for service by the committee and the pastor. The security and protection of all the children entrusted to the church is of utmost importance and the church will continue to work to ensure the protection of children.

The committee will also oversee the preschool ministry manual which is given to volunteers, paid workers, parents and other interested persons to make them aware of the policies and procedures for this ministry. The manual should be reviewed at least annually to ensure that the manual reflects current procedures and is up to date with current church policy. All changes to the manual will be voted on by the church in a business meeting and then become a part of the MBC policies and procedures manual under that ministry.

Teller Committee

The teller committee has the responsibility to work with the treasurer to ensure all offerings, gifts, and other contributions are accounted for and deposited at the church's bank. The members on this committee should be individuals who practice giving patterns to the church consistent with biblical stewardship.

The committee will work with the treasurer to develop a rotation of tellers to work with the handling of offerings for each church service. The tellers should assist the treasurer in counting offerings. The treasurer shall make deposits in the church's chosen bank. The treasurer or teller cannot count or record the money alone. All offerings records should be turned over to the financial secretary to ensure the church's financial information is correct and up to date.

If a problem is found by the bank in the deposits it is the responsibility of the serving teller and treasurer to work with the financial secretary to correct the problem. All church records should be correct and correctly relate the bank's financial statements for MBC.

Audio/Video Committee

This committee is responsible for overseeing the audio and video ministries of MBC. This oversight includes audio/video components of all scheduled and special services of the church [weddings, funerals, revivals, conferences, or other events the church hosts], the maintenance of equipment, training, and suggestions for future improvements.

The committee is responsible for ensuring that there are trained volunteers willing and able to operate all equipment. This training is done by both in house training by church trainers and periodic training but outside audio/video experts. Those volunteers trained and competent should be placed in a rotation schedule to insure all needed equipment is operated properly during scheduled services. A list of these volunteers should be given to the church office to assist the committee in contacting volunteers for special services as needed.

The committee should regularly check all audio/video equipment and maintain equipment to ensure proper performance. This committee should also look at the church's projected needs in the future, make a list of new equipment needed to meet those needs, and evaluate possible sources for this equipment to ensure the church is being the best possible steward of its resources. This committee should, at least yearly, submit a budget request to the stewardship committee to reflect the anticipated needs for the upcoming year regarding equipment, training and desired new purchases. The committee is also responsible to make sure any equipment purchased by the church is installed properly for the church's need and that volunteers are properly trained on how to operate it.

This committee will also provide oversight for the church's TV ministry. First, by ensuring that videos are taken each week to be televised at local outlets. Also, by overseeing volunteers that will be responsible for taking necessary videos to the local cable station and playing the videos for the local cable station. The list of volunteers should be placed on a rotation schedule and the list given to the church office to ensure volunteers complete the tasks.

Any problems with the audio/video components of the church services will be referred to this committee. This committee will work with the pastor and music minister to ensure that all services have the best audio and video services possible.

Usher Committee

The usher committee's primary responsibility is to make sure MBC has people in place to serve as greeters and provide assistance to others. The committee shall develop a list of volunteers that shall be responsible for supervising all the greeter stations in the church facilities during the regularly scheduled services. This list of ushers will be given to the church secretary so reminders and notifications can be sent out.

The responsibility includes passing out bulletins, brochures, or other programs that are developed to give members and other attendees information about services. Every attendee is to be greeted with a smile, encouraging words of welcome, offered a bulletin, and provided assistance. This assistance could be directions, medical attention, assisting those with special needs, or more information about the church. In any medical emergency situation the ushers should immediately contact church staff, deacons, and any professional medical personnel MBC has on the premise at that time. Once the medical person arrives at the scene, all assistance should be directed by them.

Worship Center Decorating Committee

The worship center decorating committee is responsible for the decoration of the worship center for special events and seasonal occasions. This includes working with the ministerial staff and building committee to plan for, decorate and clean up decorations for special events at the church. This committee should work to ensure that all decorations do not hinder the worship experience, needlessly endanger people, and are placed in a manner that protects the safety of the workers.

The committee is also responsible for coordinating the flower arrangements for the worship center. MBC allows for church members to place flower arrangements and/or plants on the stage and in the foyer. It is MBC policy that these placement dates are on a first come first served basis. The committee should take all requests for flower placement dates in either location and place them on a calendar to prevent conflicts. Flower placement requests should be voluntary given by the donor; no one is ever required to provide a floral arrangement or plant for placement in the worship center. A copy of this calendar of dates should be provided to the church secretary. Some weeks the floral arrangement on the stage may be placed on the ledge of the baptistery but this location's availability is based upon baptism services or other services where the baptistery area may be used.

At least annually this committee should submit a budget request to the stewardship committee. This request should include the anticipated financial needs and resources for the upcoming year along with suggestions to improve the decorations.

Association Executive Committee

This committee represents MBC at all associational executive committee meetings held during the year by Muscle Shoals Baptist Association. This committee is made up of two members: the present serving senior pastor and the vice-chairman of the deacons. In the case where there is not a present serving senior pastor the church may appoint another leader to take that position on a temporary basis until a senior pastor is in place.

Safety and Security Committee

The safety and security committee is responsible for overseeing the safety and security of the church facilities. This includes fire, inclement weather, and security issues in relation to the normal operations of MBC.

This committee should stay up to date with church facility plans and maintain a current fire evacuation policy. This policy should be posted in graphs throughout the building to help occupants during a possible fire emergency. This committee should also check regularly to insure the present fire alarm system is function properly. The committee should train the church leaders and members in proper emergency evacuation procedures and set up test periodically to test preparedness. The committee should also inform church leaders and the building committee about any maintenance, improvements, or additions the system may need to address the church's current needs.

The committee should also stay up to date with church facility plans and maintain current policies of what is to be done during incremental weather [tornadoes, floods, power outages, etc. other natural events]. The committee should develop a system of notification and train the church family as to what to do when notification is given. The committee should also set up periodic test to test preparedness in this event as well.

The committee should study the church facilities and policies and maintain current policies of how to deal with dangerous intruder event. The committee should develop and maintain a warning system to notify the church family in the case of a dangerous intruder on church property. The plan should also include where to go and what to do if this type of notification is given. The committee should set up periodic test to test preparedness in this event like the others.

The last area this committee should oversee is the church's responses to medical emergencies. The committee should maintain a list of all members that are trained medical professional such as doctors, nurses, EMTs, and others. The committee should also check to insure the church has all needed first aid supplies and other medical equipment deemed appropriate in locations easily accessed by volunteers. In the case of a medical emergency, the church staff, deacons and medical professionals should be contacted immediately. Once they arrive on the scene, they will begin to administer needed first aid and make decisions in relation to contacting emergency 911 services. The volunteers will follow the advice of the highest ranking medical expert on the scene in relation to handling the situation. Also, the wishes of the patient and their families should be honored as much as possible in the handling of the situation.

Special Committees [Ad Hoc]

Special committees are appointed by the church to perform a specific purpose and when that purpose is completed the committee dissolves. Special committees can be recommended by the deacon body, ministerial staff, or church body but all must be approved by the church body in a business meeting. All special committee recommendations brought to the church shall include specific purpose of the committee, estimated duration of service, any special qualifications of members, process for selection of committee members, and if applicable any suggested members for the committee. Members on a special committee do not rotate and serve for the duration of the special committee. If a member is not able to complete their time of service for any reason the group that recommended the special committee shall suggest a new member that must be approved by the church. No special committee can begin to function until it has been approved by the church. The senior pastor or his designee is considered a nonvoting member of all such committees.

Often called special committees:

Ministerial Staff Search Committee

This committee is usually appointed by the church whenever a minister staff position becomes vacant or a new position is approved by the church body. Any recommendations for additions to the present church staff positions can originate from the pastor, deacons, or church body. All new additional staff positions must be approved by the church before a committee can be formed or candidates sought. Committee members should be representative of the church body in sex and age. Consideration for committee members should also reflect the ministry groups the person will be working with in the church body. The first step after the committee is approved by the church is to update or design a job description for the position to be filled. This description should reflect the present responsibilities, expectations, and chain of authority for the person filling said position. Once the job description has been made, the position can be advertised and candidates evaluated. Only one candidate at a time will be presented to the church for possible approval and voting. All other information about a particular ministerial staff search committee will be a part of the appointing process of the church for the committee and will become a part of the policies and procedures manual for the duration of said committee.

Long-Range Planning Committee

From time to time, the church appoints a long-range planning committee to evaluate the present situation of the church and make long term goal recommendations. The members of this committee should represent the church body in both age and gender and be an odd number. The committee will work with church leaders, members, and other experts to do a thorough evaluation of the present condition and situation of the church. Using this information the committee may informally or formally survey the church body and consult with experts to set some goals both short and long term along with steps in the

process to help the church body to eventually reach long range goals. There should be built into the process a mechanism for evaluating the church's progress in obtaining those goals so that corrections can be made if necessary and encouragement given to the church family. No goals set by the committee, processes put in place, or other actions resulting from this planning should be pursued by committee or others until they have been approved by the church in a business meeting. All other information about a particular long-range committee will be a part of the appointing process of the church for the committee and will become a part of the policies and procedures manual for the duration of said committee.

Ministry Teams

Ministry teams exist to perform certain ministry functions of the church. Ministry teams are recommended by pastor, deacons, or church to the church body to be approved in a business meeting. Team members are recommended by the nomination committee and approved by the church. Since ministry teams are more service oriented, members do not rotate but serve on a yearly basis. There is no maximum number of members on teams; rather the teams seek to include all that are willing to serve in that ministry. Ministry teams can be terminated whenever the church decides to no longer perform that ministry or upon recommendation of the pastor, deacons, or church. No ministry team is officially terminated until that termination is approved by the church and all team members should continue to perform their ministry function until termination is finalized by the church in a business meeting.

Present ministry teams are:

Hostess Team

This ministry team is responsible for oversight of the kitchen area, fellowships, and kitchen supplies. This team makes sure the kitchen of MBC is maintained in a clean manner at all times and policies are developed and followed for use of the kitchen area. All church wide fellowships, church hosted events where food is served, and other such activities shall be overseen by this team. This includes planning of meals and set up of room(s), decorations, serving meals, and clean up afterward. It is the responsibility of those planning such events to inform the hostess team and meet with them to insure all such events are handled properly at least one week before event and they should be notified when event is placed on church calendar. No fellowship or event can take place at the church that has not been first approved by the church staff and placed on the church calendar.

Caring Team

This ministry team is responsible for ministering to the families of church members and church families that have suffered the loss of a family member. This committee organizes and plans all food and supply donations by the MBC to the family of the deceased. If the person deceased was a member, family of a member, or regularly

attended MBC and the funeral is located in the area; the team will offer to host a meal for the family. If the family accepts the offer, it will give suggested time and number of attendees to the committee so that plans can be made. The team will organize the meal that is provided either through church donations or catering services. Room(s) set up, decorations, serving of meal, and cleanup will all be overseen and/or performed by team members. Church staff will work with team leaders to make sure they are informed about the deaths and arrangements so the team can perform its ministry.

Church Ministry Organizations

Sunday School

The Sunday School ministry at MBC is part of the overall discipleship program for the church. This ministry uses the small group approach to discipleship that includes fellowship, ministry, evangelism, discipleship, and worship components. The main purpose of the Sunday School ministry is to teach people the Bible so that they can have a growing relationship with Christ and others.

The MBC Sunday School will provide quality Bible study and opportunities for fellowship among attendees both inside and outside the church setting. Teachers, officers and leaders will be provided training that assists them as leaders and encourages their spiritual growth as well. The MBC Sunday School will meet at 9:45 am on Sunday and continue to approximately 10:45 am on most Sundays unless other arrangements are made due to weather or holidays. The Sunday School year will begin August 1st each year and promotions for students will be held the first Sunday service of August.

MBC is concerned for the safety and well-being of all its attendees and all classes and leaders should conduct themselves in a manner and purpose that is safe and in keeping with maintaining a proper Christian witness at all times. Youth and children Sunday School classes should have a minimum of two adult workers in the classroom at all times. Sunday School workers should immediately report to the Sunday School Director and Church staff any problems or accidents that occur during the Sunday School time. Any suspected abuse or mishandling of any person at the church at any time should immediately be reported to the ministerial staff. All workers with the youth and children's Sunday School will undergo a regular background check and be subject to random drug screens if drug use is a suspected problem. MBC is committed to the protection and safety of attendees especially the youth and children.

Classes for youth and children are grouped according to age groups and number of students to provide the optimal learning experience for all students. MBC recognizes that different aged youth and children have different needs and learn in different manners therefore materials are designed to meet those needs. Students are highly encouraged to participate in an age appropriate class to help enhance their learning experience. Adults have different needs according to age groups as well as interest or common experiences therefore the adult classes are age graded as well as having others available options according to interest or common experiences. Adults are encouraged to attend classes where they are both comfortable and feel their needs are being met. No adult will be forced to attend a particular class because of age or gender. In classes that are designed for one

particular gender such as men's or women's classes, no one of the opposite gender will be allowed to regularly attend that class unless approved by the director and ministerial staff.

Sunday school workers positions will be filled by the nominating committee each year. The nominating committee will contact all workers to evaluate their service in the last service year and request consideration of continued service for the next year. Workers that have failed to perform at the minimum level for their position will not be asked to serve the next year in the same position. All volunteers will be asked during the interview process for their position if they would like to be considered for service in that position the next year. Any worker that does not want to serve in the same position for the next year can be asked for their name to be dropped from consideration.

Sunday School Workers Covenant

Sunday school is a spiritual work. It is part of the overall ministry of Moulton Baptist Church. MBC has adopted biblical standards of conduct for those who serve in the Sunday school ministry. Every Sunday school worker is asked to voluntarily sign a covenant agreement to live according to biblical standards.

1. As a spiritual leader in the ministry of the church I commit to continued growth in my own Christian life.
2. I commit to maintain a testimony that will prevent discouragement or stumbling in the lives of those I teach.
3. I commit to maintain a testimony that will help people want to be a part of the family of God at MBC.
4. I commit to learn to be a better teacher/facilitator of biblical knowledge.
5. I commit to be faithful to the worship services and Bible studies of MBC.
6. I will be prepared to lead my class by studying and gathering necessary materials in a timely manner.
7. Should I fail to live up to the biblical standards, I will remove myself from a leadership position until it is appropriate to resume a leadership position.

Sunday School Director

The Sunday school director is responsible to the church for planning, conducting, and evaluating the work of the Sunday school. The assistant Sunday school director will be responsible for helping the director fulfill their responsibilities, fill in for the director when they are absent and fulfill any other duties entrusted to them by the director or the church body.

Duties:

1. Lead in determining the Sunday school organization needed to reach and teach effectively.
2. Give direction to the enlisting of workers for Sunday school
3. Give support and guidance to other general officers in accomplishing their work.
4. Give specific assistance to each department director in accomplishing their work.
5. Help all workers see the importance of involving people in effective Bible study.
6. Help in leading all workers to become effective witnesses to lost persons.
7. Develop and support the outreach program of the Sunday school.

8. Determine training needs of the workers and develop a comprehensive training plan.
9. Give direction to planning and conducting Bible teaching projects.
10. Lead workers in setting challenging but reachable goals.
11. Give direction to the selection and proper use of all curriculum materials.
12. Determine financial and physical resources needed for the Sunday school and recommend these needs to the church.
13. Maintain and use records for the Sunday school.
14. Keep the Sunday school leaders informed concerning the work of the church and the denomination.
15. Report periodically to the church and leadership on the progress of the Sunday school.
16. Lead in evaluating the work of the Sunday school.

Sunday School Secretary

The Sunday school secretary is responsible for keeping all the Sunday school records. All class records should be reviewed to insure accuracy and completeness of all classroom records. Totals should be made weekly of attendance for church records along with monthly totals and yearly totals for church records. All records should be given to the Sunday school director for their approval and to the church office for church records.

Nursing Home Sunday School

The leaders of this ministry are nominated by the nominating committee to the church annually to provide leadership to this ministry. The leaders approved by the church will organize volunteers, schedule meeting times, and facilitate providing classes to residents in local nursing homes. These classes may be offered at different times rather than Sundays according the schedule worked out by the leaders and the nursing home facilities. Classes may be offered in group settings or on a one on one basis depending upon needs of the residents of the nursing home. This ministry is intended to allow those unable to leave the nursing home facilities to have access to Bible study and discipleship opportunities. MBC believes all people no matter their physical limitations should have access to Bible study so that they may continue to grow in their faith.

Jail Ministry

The leaders of this ministry are nominated by the nomination committee to the church annually to provide leadership to this ministry. The leaders approved by the church will organize volunteers, schedule meetings and facilities providing classes to inmates in the local jail. These classes are offered on Sunday mornings to all inmates the jail will allow our volunteers to meet with. MBC believes that God is able to forgive and change the life of any person including those incarcerated in the local jail. All reasonable efforts will be made to make available to inmates the regular teaching of the Bible.

Life Impact Studies

MBC recognizes the importance of a well-developed church discipleship program that includes Sunday school but also includes many other opportunities for discipleship at different times and locations. Life impact studies provide the MBC family with several different studies that seek to increase the spiritual growth of all members.

One track of these studies seeks to touch the lives of all members helping every attendee become a growing disciple of Jesus Christ. It is the goal of MBC that every member has a growing relationship with God and others and to know their life has purpose, meaning, and value. MBC leadership has developed a process: knowing, growing, serving and going, to help everyone achieve this goal. To help members in this process four classes have been developed: *Discovering Moulton Baptist Church*, *Growing into Spiritual Maturity*, *Serving in SHAPE*, and *Getting Involved with Going*. These four classes are presented in a variety of different ways. Classes may be taught Sundays or some other time during the week. Some of these classes are also being offered in a self-study model a person can do themselves at their own pace and available time.

The second track of Life Impact studies offers a variety of discipleship classes on Sunday afternoons prior to the evening worship service. Classes are made available for all age groups from birth through senior adults. Classes are age graded and grouped according to the number of attendees for children and youth. Adult classes tend to be more topical, in-depth studies, or biblical studies. The majority of classes are offered in the fall, winter, and spring sessions. Some classes may be available during the summer but these will mainly be few and focused towards adults. Generally there are not classes available for all age groups especially youth and children during the summer months of June and July. Everyone is encouraged to attend one of these classes and to watch church announcements for the time and place of such classes.

The third track of Life Impact studies offers a variety of discipleship classes on other days of the week and at other places rather than the church. These classes may be taught in people's homes or public places of meeting or where ever is approved for a Bible study by the owner of the location and the church ministerial staff. All of these studies will have a leader/teacher/facilitator that is a member of the church and approved by the Life Impact director and the church ministerial staff. These studies are offered to enhance the discipleship process by providing classes at other times and locations but the classes and leaders must be approved by the church before they can be offered as a part of the ministry of MBC.

Life Impact Director

The Life Impact director is responsible to the church for planning, conducting, and evaluating the work of the discipleship studies offered at MBC outside of the Sunday school ministry.

Duties include:

1. Assist the pastor in planning, conducting, and evaluating the church discipleship program.
2. Direct the recruit, training, and assignment of volunteer workers in the church's Life impact ministry.
3. Provide guidance in selection of topics of study and curriculum materials.

4. Coordinate disciple making activities – small group, large group, individual studies, mentoring, and retreats.
5. Schedule and conduct periodic new member/new Christian training, member training, and leadership training.
6. Provide evangelism training and crises training as requested.
7. Supervise and evaluate Life Impact groups and ministry
8. Recommend budget requirements for training programs.

AWANA

MBC partners with AWANA Clubs International to provide the AWANA ministry. The goal of the MBC AWANA program is to train a young person to know and understand God's Word and to be obedient to it. The spiritual need of kids in each stage of their life is the focus we maintain while staying true to Scripture. MBC AWANA's ministry is conducted on Wednesday nights from 6:00 pm until 7:30 pm for all children from Kindergarten thru 6th grade.

To maintain church oversight of this program the commander and all senior leaders must be members of MBC. Realizing that not all churches have structured Wednesday night programs for kids and the potential for outreach in the community some volunteers may not be members of MBC. MBC shall screen all volunteers, approve all leaders, teachers, and facilitators, and remove or exclude any volunteer that it deems a concern for working with children or beliefs contrary to MBC. All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the AWANA ministry in any capacity. All leaders, teachers, and facilitators will be recommended by the nomination committee in cooperation with the AWANA commander and the ministerial staff person with responsibility over this ministry. These recommendations will be made during a business meeting of the church and must be approved by the church body before serving. Generally the AWANA commander will be approved first and then will assist the nomination committee in filling the other positions.

The AWANA commander is responsible for coordinating the AWANA schedule with the overall MBC calendar and the AWANA resource and facility needs with the church ministerial staff. The commander is also responsible for yearly submitting a budget request for the AWANA ministry to the stewardship committee to be included in the overall church budget. All MBC AWANA financial activity will be overseen by the MBC treasurer and the financial secretary.

MBC also seeks to incorporate mission education into the AWANA program on a regular basis. Large group time at MBC will focus on mission education a majority of the time. This focus will include, but is not limited to, SBC missionary work, presentations by visiting missionaries, presentations by church member that have participated in mission work, and local mission activities. The goal of this focus is to educate children about mission work and encourage their present and future support and participation.

Music & Missions

The Music & Missions (M&M) ministry of MBC seeks to provide music and missions education and activities to all children from 4 years old through 6th grade. The M&M ministry is conducted on Sunday evening prior to the evening worship services.

All children are encourage in participate in the different age grouped children's choirs to develop their musical gifts and abilities. These times are also an opportunity to increase the child's knowledge of music in such areas as instruments, history, performance, and spirituality. Music has always been an important part of the worship of God and children are encouraged to appreciate and participate in this important part of their spiritual life.

Children are also exposed to missionary work, education, and opportunities to participate as a part of the music ministry as well as in other areas. MBC believes in the importance of mission education for children to encourage their support, participation, and prayers in the present and in the future.

This ministry is overseen by the ministerial staff person given charge of this area and the leaders of this ministry must be members of the church. The nomination committee in cooperation with the ministerial staff will make leader recommendations to the church. These recommendations will be presented to the church in a business meeting and all leaders must be approved by the church before serving. All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the M&M ministry in any capacity.

Upward Sports

Upward Sports is focused on developing the total athlete and creating individuals with strong character, confidence and spirit. The Mission of Upward Sports is promoting the discovery of Jesus through sports. MBC partners with Upward Sport Ministries to offer sport ministry opportunities in our area. Upward Sports ministry is a uniquely designed total sports experience that adapts and expands as players develop and grow in their personal athletic journey. The ministry offers multi-sport comprehensive training and instruction that increases in intensity with each athlete as they improve, enriching their physical, emotional, social and spiritual growth.

By providing a fun sports experience based on healthy competition, Upward Sports help kids develop skills for the sports arena and values for life. Upward Sports uses the universal language of sports to connect with kids at a critical age and help them discover and build athletic skills, values, self-confidence and a life-long love of the game.

At Upward Sports, families matter. Our league gives families all the benefits of participating in team sports while protecting them from hectic travel schedules and the win-at-all costs mentality that burns out young athletes. With just a one-hour practice and one-hour game each week, our league conveniently fit into busy family schedules.

To maintain MBC oversight of this ministry ministerial staff member(s) will have direct supervision of the league. The senior leaders, League Director and commissioners of the league, must be members of MBC. MBC recognizes the outreach opportunity for this ministry and the participation of kids and adults that are not members of MBC. Desiring to have the greatest impact for this ministry, nonmember adults will be allowed to volunteer and serve in various capacities in the league, excluding commissioners and directors. MBC

will screen all volunteers, approve all coaches and leaders, and remove or exclude any volunteers that it deems a concern for working with children or beliefs contrary to MBC. All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the Upward Sports ministry in any capacity.

Commissioners and League Directors for MBC Upward Sports ministry will be recommended by the nominating committee in cooperation with the ministerial staff. All league directors and commissioners nominations will be done in a church business meeting and must be approved before volunteers start service. Generally league directors will be approved first then assist the nomination committee in filling necessary commissioner positions.

MBC also reserves the right to exclude parents and other people from practices or games because of but not limited to the following reasons:

- 1) Person is perceived to be causing harm or threatening to cause harm to others.
- 2) Use of restricted products such as alcohol, illegal drugs, or other illegal materials.
- 3) Use of language inappropriate for family events, such as profanity, racist remarks, or harmful derogatory statements.
- 4) Or other actions MBC and/or the League Directors consider inappropriate and harmful to others participating in Upward events.

MBC will follow but is not limited to the following general process depending upon the infraction committed or the potential danger to others. Persons in violation of the already stated rules will first be approach by Upward League leaders or MBC personal and asked to stop and reframe from further violations. If violations persists the person(s) will be asked to leave the practice or game fields. If the person(s) refuses to leave the area voluntarily the police may be called or practice/games suspended until situation is resolved. If the person(s) are perceived to MBC or Upward league leaders to be ongoing problem then they will be excluded from all practices and games until further notice. If a person feels they have been improperly treated in this process the person may appeal the decision to the MBC ministerial staff and/or the deacons. All decisions made by the MBC ministerial staff and/or the deacons are final.

Youth Ministries

The youth ministry of Moulton Baptist Church strives to always have a positive attitude and demeanor toward students. All the adults invited to serve, as leaders should affirm and encourage rather than criticize and condemn. Leaders believe an atmosphere of Christ-like, unconditional love and affirmation provides more motivation to grow and change than an atmosphere of bombastic criticism.

Even so, leaders recognize that for any group to function, healthy parameters are important. Minister, parents, and leaders should be partners in rearing of teenagers, it is important for all three groups to approach discipline and guidance at church for the same perspective. MBC will screen all volunteers and leaders and remove or exclude any volunteers that it deems a concern for working with children or beliefs contrary to MBC. All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the youth ministry in any capacity.

The following have been developed as a guide to those who touch the lives of teenagers.

Worship and Classroom Behavior

Times of teaching and worship are primary in church life. Students and other members who come to church in order to learn and grow deserve to study and worship in an atmosphere where that is possible without hindrance. Leaders have a responsibility to maintain that atmosphere.

Students who make study or worship impossible for those around them need to be moved to an alternative study location. Generally, this will mean spending the remainder of the time with the youth minister or youth staff volunteers. Before dismissing a youth from a class or service, leaders have a responsibility to tell a youth that his behavior warrants dismissal. Youth who choose to continue disrupting then should be dismissed. In most cases, leaders should inform parents or guardians when a dismissal takes place. This is especially true for junior high students. In most cases, a youth who has been dismissed from a group should be welcome at the next meeting. At the same time, leaders need to try and discover what is motivating a student to misbehave. The youth ministry family should seek to meet those needs if possible.

Respect Toward Leaders

Youth who choose to participate at MBC youth activities agree to follow the instructions of leaders. Obeying those instructions and exhibiting respect toward leaders is a condition for remaining at an activity.

Trip Policies

The church assumes heavy responsibility when taking students out of town. For the youth group to function well out of the city, obeying and respecting sponsors is essential. A serious breakdown in these areas must result in the student returning home to parents or guardian. Whenever possible, a leader will provide transportation home for the student. If it is not logistically possible, then the parent or guardian of the student pays for commercial transportation home. Parent or guardian agree to support the leaders decision about sending a youth home, knowing that only those present on the trip can know all the variables.

On all trips, being sent home will be the normal result of breaking curfew, obtaining a body piercing or permanent tattoo, possessing alcohol, drugs, or tobacco products, leaving the group, intimate affection, stealing, assault, or the possession of pornography or a dangerous weapon. Any other serious failure to follow trip guidelines will also result in a trip home.

Weapons / Chemicals

The physical safety of the youth group is one of our church's top priorities. Therefore, no student may possess a gun, pocketknife, open knife, martial arts item, or any other weapon or chemicals at any youth group activity at the church or away. The presence of a dangerous weapon will result in an immediate call to 911 and full cooperation with the

authorities who respond. In the meantime, the leader in charge will coordinate a plan with other leaders to best protect the safety of the youth present. Actual confrontation with a teenager with a gun will be left to the proper authorities. If practical, a parent or guardian of the involved youth will be contacted.

In-Town Policies

Assault, alcohol, illegal drugs, weapons as described above, pornography and tobacco products are not permitted at youth group activities. The breaking of this policy, including any other serious failure to follow youth group guidelines, will result in the student not being permitted to participate in the next major youth trip.

Physical Discipline

Parents or guardians have not assigned to church leaders the right to physically discipline students. Therefore, leaders only make physical contact with teenagers to prevent greater harm, such as during a fight or an attempt to harm one's self. With rare exceptions, no other physical restraint is appropriate.

Physical Affection

Interest in showing physical affection toward the opposite sex is considered a normal and healthy part of maturing student relationships. Our youth ministry also believes that appropriateness should dictate the extent of affection shown at youth group activities. Holding hands and light hugs are almost always appropriate except during teaching, prayer, or corporate worship times. Any other form of showing affection is not allowed. Such as kissing, making out, backrubs, and lap sitting. The leader or youth minister on a case-by-case basis will handle a breaking of these rules. The consequences of such actions will vary as deemed necessary. This will range from a talk with the youth minister to the most severe, being sent home by separate means.

Location of Youth

Church leaders can only be responsible for students who are actually in an area designated for a youth activity. Parents and guardians have no way of knowing whether students are where they should be and consequently, whether leader supervision is being provided. Therefore, it is the policy of our youth ministry that all students on church property must be in the actual area where the announced activity is taking place. The only options open to students are to be in the designated class or activity or to leave church property.

Church leaders only provide supervision for 15 minutes after the end of a youth activity at church. Parents and guardians providing transportation home are responsible for knowing the ending time of the activity and arriving within those 15 minutes. Students wanting to stay after an event or activity must have the permission of the youth minister and supervision by a leader.

In-Town Transportation

The church provides adult driven vehicles for every activity away from the church. For all trips further than approximately 10 miles, adult-driven transportation is the only option for youth. Licensed drivers may take their cars on activities closer to home. Church leaders always announce when it is possible for youth to drive. Parents or guardians have the responsibility to clarify with their student when student-driven vehicles are an option and must let the youth minister or leaders know if the child will be driving.

Church leaders cannot be responsible for the safety of youth-driven vehicles and cannot guarantee the quality of driving. Also, church leaders are not responsible for the youth who leave activities in youth-driven vehicles. The timely return of youth to church can only be guaranteed for youth in church provided transportation. Church provided transportation must have seatbelts available for every passenger. Parents are responsible for clarifying whether seatbelts must be worn.

Vandalism

The church requests that parents or guardians ensure their student pays for any vandalism or willful damage to property. These policies are provided as a proactive way to ensure clear communication among members of the youth ministry family. For many years Moulton Baptist Church has provided a positive, loving and affirming atmosphere for students.

Telephone Use

The church requests that no minor be allowed the use of the telephone before, during, or after a church activity without permission given to him or her by a staff person or an adult in charge. The reason for this is to ensure an atmosphere of reverence and respect for church property. The youth minister and adults in charge will set the result of not complying with this policy at that time.

Dress Code

We at Moulton Baptist Church wish to glorify God with all we do, including our dress. We also realize that a person's attire can also become a stumbling block for others in the youth ministry. Therefore, we need a dress code.

Jesus said to his disciples: "Things that cause people to sin are bound to come, but woe to that person through whom they come. It would be better for him to be thrown into the sea with a millstone tied around his neck than for him to cause one of these to sin. So watch yourselves." Luke 17:1-3

For the young men in our youth ministry we encourage: no sagging/slack pants, no mid-rift shirts (shirts that don't cover their abdominal region), muscle shirts (shirts where the arm pits and sides of the body and part of the back is exposed), no gang related dress, no pro-racial or anti-racial clothing, no advertising of business that are questionable, no dress where the logo of the company is in a questionable position, and no Speedo/swim team swimming suits.

For the ladies, I want to state that the list maybe longer, but the reason for this is that young men are more subject to visual distractions. We don't wish to create an atmosphere

of temptation. Therefore please make every effort to clothe yourself modestly. These guidelines call for: no short shorts (all shorts must be deemed appropriate by the Ministerial Leadership of MBC), no mid-drift shirts or shirts that expose your navel, no plunging necklines, no two-piece/low-cut, French cut swimwear. Appropriate undergarments should be worn at all times.

Volunteers

All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the youth ministry in any capacity. MBC also reserves the right to exclude anyone from working with youth due to background check information, drug screenings, or witnessed actions that endanger youth or children. MBC is committed to providing a safe environment for all youth.

Youth Ministry Workers behavior guidelines:

- 1) Any verbal or non-verbal sexual behavior with the youth is inappropriate.
- 2) Dating any of the youth is inappropriate.
- 3) Discretion should be used in dealing with all youth, especially regarding physical contact. Innocent gestures can be misinterpreted.
- 4) Sexual gestures to adults by youth should be reported to the Minister of Youth or other ministerial staff.
- 5) One on one situations should be avoided whenever possible.
- 6) One-to-one counseling with a youth of the opposite sex should always occur in a public place – never alone in a car or in a private place.
- 7) Driving alone with a youth of the opposite sex should be avoided as much as is reasonably possible, with particular care extended to troubled teens. Do not sit close to one another in the care, no physical contact, do not stop the car to talk, avoid physical contact in saying goodbye, be aware of the time you leave the event and the time that you arrive at the youth's house.
- 8) Romantic/sexual attraction for a youth should be discussed with the youth minister or other ministerial staff .
- 9) All suspicions of child abuse/sexual abuse should be reported immediately to the youth minister and/or other church leaders.

Preschool Ministries

MBC is committed to providing a top quality ministry for all children of preschool age. We believe the preschool ministry is an essential part of our overall vision of ministering to all people, especially children and parents. The Preschool ministry is led by the preschool committee for more information about the management of this ministry please refer to policies and procedures related to the Preschool Committee.

MBC will screen all volunteers and workers and remove or exclude any person that it deems a concern for working with children or beliefs contrary to MBC. All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the preschool ministry in any capacity.

Preschool Ministry Policies

- 1) Preschool rooms should be used for children from birth through five years of age.
- 2) Preschoolers will be cared for in a preschool department only when their responsible adult is attending a church function.
- 3) Preschool care will be provided for all worship services for preschoolers, birth through three years of age.
- 4) There will be a transition to “Big Church” Class on an as needed basis. This class will be available at the change of the new Sunday school year.
- 5) All preschool workers should be at least 18 years of age. All 18-year-old workers should work under the supervision of an adult and only one teenager per room. No teenagers are to work during Sunday school or Discipleship Training. Parents working in Extended session may be assisted by their own teenager (age 13 and up) but not in the place of a second adult in the room. Teenagers (middle and high school) may be used to assist in special events such as Vacation Bible School.
- 6) When problems occur, parents are encouraged to approach the Preschool Director or any Preschool Committee may be obtained by calling the church office.

Health, Safety, & Security Policies

- 1) Preschoolers and teachers are the only persons permitted in the classrooms. Parents are requested not to enter the rooms. This provides greater safety for the children and enables teachers to provide learning activities designed for each age group.
- 2) Preschoolers should be brought and called for only by a parent or other responsible adult. The teacher will meet the parents and children at the door. If an adult other than the parent is to call for a child, the teachers should be notified in advance. *Please do not allow older siblings to call for a child.*
- 3) When parents drop-off their child at the registration desk they will be issued security identification and/or a pager. Pagers or I.D. will be numbered, which will allow workers to pair the parent returning the pager with their child.
- 4) Preschoolers should be called for immediately at the close of each church function. Sometimes even the well-adjusted child will become fearful or anxious if he/she is left after the other children have gone.
- 5) For the health and well-being of all children and workers in the preschool area, it is *requested* that a child or worker *not attend* if they have signs of illness. *Fever (100F), sore throat, runny nose, cough, vomiting, diarrhea, unexplained rash, and pink eye* are all indicators of potentially contagious illnesses and the child should

remain at home. Also, a child recuperating from any illness should be free of fever and diarrhea for 24 hours before being brought to church. Should a child become ill while at church, the parent will be contacted so that the child may be taken home.

- 6) Should a child not seem to be doing well *for any reason*, while in preschool area care, the teachers will contact the parents for further instructions. Medication can only be given to a child by his/her parent.
- 7) To prevent the spread of disease to workers as well as children, workers should wear rubber gloves when changing diapers and wash hands thoroughly after diapering or assisting a child in toileting. (Children should also be taught to wash their hands after going to the restroom)
- 8) Diapers should be checked frequently and changed as needed. Every child should have his/her diaper changed before the worship session ends. The diaper changing area should be cleaned thoroughly with anti-bacterial wipes after each diaper change.
- 9) Bed should be kept stripped until needed. Crib sheets should be changed and beds sterilized after each child's use. High chairs, walkers, etc. should also be cleaned and sterilized after each child's use.
- 10) Toys in the nursery, and toddler rooms should be sanitized after each use. Toys may be dipped in sanitizing solution (1T bleach + 1 gallon water) and then in clear water and left on a towel to dry. Toys that may be damaged by water should be sprayed lightly with sanitizing solution and wiped dry. Toys in other preschool rooms should be cleaned as needed.
- 11) Tabletops and counters in all preschool rooms should be sanitized at the end of each session by spraying with sanitizing solution and wiping dry with paper towels.
- 12) **NO HOT BEVERAGES** are allowed in the preschool rooms any time children are present.
- 13) Microwave ovens should be used with great care. Most pediatricians recommend baby bottles not be warmed in the microwave. However, water may be warmed in the microwave in a container that is large enough to hold the bottle. Once the water is warmed the bottle may be warmed in the hot water
- 14) The First Aid Kit is located in the closet between the baby and toddler rooms. Teachers and workers should administer appropriate first aid for any injuries. All injuries must be reported to the parents. In case of injury, parents will be located and notified immediately.

- 15) Ushers will patrol the building and grounds during both Sunday worship services to insure safety and security.

Teaching Policies

- 1) Workers (both volunteer and employed) should be in their classrooms at least 15 minutes before the time for the session to begin. Being prepared for the children's arrival is very important.
- 2) One teacher should meet each child and his/her parents at the door of the room when they arrive to receive any instructions for the session. Encourage parents to remain outside the room (or outside the counter in the baby and creeper rooms) to avoid the distraction of people entering and leaving the room. At the end of the session, one worker should greet each parent at the door with their child while other workers keep the remaining children meaningfully involved. This keeps preschoolers from slipping out the door without parental supervision.
- 3) Teachers and workers should plan age appropriate activities suggested in their organization's leader guides. Planning in advance allows teachers time to assemble materials needed and be ready to teach when the first child arrives.
- 4) Children should be greeted on their level as they arrive, with a smile and warm words, encouraging each child to become involved in learning activities in the department.
- 5) Workers should avoid favoritism and strive to show love, understanding, and acceptance for all the children with whom they work.
- 6) Workers are encouraged to sit on a child-sized chair or on the floor whenever possible. A soft-spoken voice and confident movement create a secure, calm atmosphere.
- 7) All workers in church organizations (Sunday School, Missions, choir, etc.) should contact absentees and prospects on a regular basis and minister to parents as opportunities arise.

Our Curriculum

Moulton Baptist Church uses curricula and literature that is published by reputable Christian Publishers for all our preschool organizations. It is Bible-based and provides developmentally appropriate activities for the growth and development of preschoolers. Some organizations provide printed materials for preschoolers to take home with them. Parents are encouraged to share these with their child to reinforce the learning that has taken place at church.

Sharing Rooms & Resources

During any given week of the year, several different organizations will use the preschool classrooms and resources. It is important that the leaders and teachers of these organizations demonstrate a cooperative “Christ-like” spirit toward each other. All teachers should recognize that it is their responsibility to arrive early enough to set up their room for that session which they teach. It is also their responsibility to return the room to “neutral” at the end of the session so that the room is ready for the next organization to use.

- **“Find it clean, Keep it clean, and Leave it clean”** should be the motto for using the preschool classrooms. Return the room to “neutral” after your class time has ended.
- Minimal amounts of supplies should be stored in the classrooms. Too many supplies stacked on shelves and counters make the room appear cluttered and unattractive.
- Any pictures or illustrations should be attached to the walls and should be mounted at the child’s eye level, and be relevant to the lesson.

Feeding Policies

- 1) Baby bottles should be unbreakable and diaper bag clearly labeled. Bottles can be refrigerated and/or warmed, and will be given according to parents’ instructions. Babies will be held when the bottle is given, not simply placed in bed with a bottle.
- 2) Children should be fed at a table or in a high chair (not over the carpet) to minimize food on the floor and for safety reasons. If a child is seated in a high chair, he/she should be strapped in securely and the tray latched in place.
- 3) **It is very important that parents advise teachers/workers of any child’s food allergies.** Foods that will be tasted/eaten during the session will be posted on the dry erase board at the counter. Generally, juice and crackers (Cheerios, too!) are served as a regular snack.
- 4) Safety rules should be carefully observed when serving food to babies’ and one year olds. Foods that should not be served include: berries, raisins, popcorn, peanuts, raw carrots, hot dogs, chewing gum, etc. Only small amounts of food should be given to avoid choking. Do not give honey (associated with infant botulism) or citrus juices to children under one year of age.

End Of Session Checklist

- In all preschool classrooms, sanitize tables, counters, etc. at the end of the session by spraying with sanitizing solution and wiping dry with paper towels.

- Sanitize all toys used in the babies & toddler classes by dipping in sanitizing solution (1 T of bleach + 1 gallon of water), rinsing, and leaving on a towel to dry. Or spray with sanitizing solution and wipe dry with paper towels. (Use second method on plastic books, plastic picture covers, and toys that might rust or otherwise be damaged by water.)
- Make sure all parts of the high chairs and walkers are clean and sanitized after each use. (Clean arms, seat, and back of high chair as well as the trays.)
- Remove sheets from used beds. Use sanitizing solution to clean mattress and all rails and posts on each bed.
- Sanitize the diaper-changing pad at the end of class time.
- Clean any spills in the microwave ovens or on the carpet as they occur. Sweep the floor as needed.
- Place used linens in the laundry basket or in designated area.
- Return all teaching materials to their proper places and leave the shelves and counter tops neat and clean.
- Return snack tray to the kitchen and borrowed supplies to the Resource Room.
- Unplug the CD player and /or cassette recorder and store tapes and CD's appropriately.
- Turn off the lights.

**“Find it clean,
Keep it clean,
Leave it clean”**

Preschool Care Scheduling Guidelines & Policies

(For organizational leaders and others who may be scheduling preschool childcare)

No one is to leave a child in a preschool room (birth through five years of age) for any reason other than participation in a church function. Any request for preschool care for an event such as Sunday school gatherings, etc. must be made in advance through the paid worker/workers. Then notify the church office of the planned event.

- 1) Preschool care will be provided by the church for church related activities. If a departmental activity is scheduled, then that department is responsible for contacting a church approved worker.

- 2) No workers other than those pre-approved by the church will be allowed to work in the preschool rooms.

Vacation Bible School

Vacation Bible School (VBS) is a very important children's event held during the summer to evangelize and disciple children. MBC is committed to children's ministry and VBS is an important part of fulfilling that commitment.

MBC's VBS is usually held at the first part of the summer; the exact week of VBS each year is subject to change depending on the last day of area schools and other church ministry commitments for the summer. VBS week is set on the church calendar at the beginning of each year in order to allow the planning and preparations that are needed to have a successful ministry. VBS dates are reported to the associational office toward the end of the school year to allow for the publication of those dates within the association news distribution.

The VBS director(s) is nominated each year by the nomination committee and must be a member of the church. Once the nominee has been approved by the church in a business meeting they can begin the process of filling the other positions of leadership in VBS organizational structure. All leaders in the MBC VBS must be approved by the church ministerial staff and/or the deacon officers. All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the VBS ministry in any capacity. MBC reserves the right to prohibit anyone one from volunteering with the VBS ministry that it deems a risk to children because of background checks, drug use, or other activities witnessed that endanger children.

The VBS director is responsible for getting a list of all volunteers to the church office and to check periodically with office to see that all individuals have been cleared to serve before VBS begins. Director is responsible for meeting with church staff and helping to set the date for the week of VBS. Director is also responsible for working with ministerial staff to ensure that all workers are made aware of and receive necessary training. Director should also oversee all leaders especially in relation to financial expenditures for VBS. Director should meet regularly with treasurer and/or financial secretary to insure VBS expenditures are within the church budget. Once a year, the director should submit to the stewardship committee a budget request for the upcoming VBS program. During the VBS ministry the director will make sure records are kept of all children that attend, monies collected, and other information the church deems necessary. These records should be submitted to the church office for the official church records and copies given to the association and state convention offices.

VBS at MBC is held during the morning hours Monday through Friday with a family night to follow. Variations of this time and structure must be approved by the ministerial staff and/or deacons and then the church in a business meeting. All VBS records are the property of the church and will be stored by the church in an area used for church records. Any request for records will be given a copy with all originals remaining in church possession.

Terrific Tuesdays

The Terrific Tuesdays ministry seeks to provide music education for children in conjunction with a fun children's activity. Each summer, generally after VBS on Tuesdays this ministry event takes place. The music minister, in cooperation with others leading the children's music program, will develop a music education experience for all children kindergarten through 5th grade. Each Tuesday, for a designated period of time, the children will work on music education and practice. After the practice time is completed a scheduled fun activity will be done. Some of these activities take place on church property, while others occur at local places designed for children's activities. All activities will be designed for fun for children in the kindergarten through 5th grade age group. All children must be checked in and out along with a signed parental release to participate in each week's activities.

As with many of our children's ministries several adults and youth will be recruited to volunteer to help with music and activities. All volunteers in the MBC Terrific Tuesday ministry must be approved by the church ministerial staff and/or the deacon officers. All volunteers must undergo a yearly background check and complete a release form for random drug screenings before they can serve in the ministry in any capacity. MBC reserves the right to prohibit anyone one from volunteering with the Terrific Tuesday ministry that it deems a risk to children because of background checks, drug use, or other activities witnessed that endanger children.

Music Ministry

Music is a very important part of the church family's worship of God. MBC is committed to providing quality music opportunities for people to make offerings to the worship of God. The music ministry not only seeks to provide music offerings to the Lord, but also desires to provide practice and educational opportunities for all ages that increases both their knowledge of music and the important role music plays in worship. MBC considers all kinds of music and dramatic materials important and strives to include those components the ministerial staff best feels helps them to accomplish the goal of leading God's people in worship.

All music and drama must meet some basic requirements in order to be considered for use at MBC. All materials must be biblically sound, teaching the doctrines of Scripture as believed by MBC, no unbiblical materials will be used for worship. All materials used for a worship service must lead people to worship the Lord and not distract and quench the work of the Holy Spirit. All materials chosen to be used must be in accordance with the talents of the person(s) doing the performance. The music minister and/or pastor have final say in all music and drama to be included in worship services.

Church Choir

The Choir is considered a worship leading ensemble and will sing in both Sunday morning services. Members of the choir are expected to be at practice at the designated practice time. Practices will be Wednesday nights from 7pm till about 8:15pm. Other practices can be called at the minister of music's discretion. They will sing special music

as often as they are prepared to do so. This includes Sunday morning specials and also special events like Cantata's/ Patriotic Services.

Youth and children's choirs may be led by volunteer leaders or designees of the music minister but all choirs fall under the authority of the minister of music. Leaders of other choirs must coordinate with the minister of music for all performance dates, times and locations. All leaders should regularly report to the minister of music about the condition and progress of all choirs. When a music performance is requested the leader should meet with the minister of music to evaluate readiness, performance dates, times and locations. The minister of music must approve all performances. All materials selected to be used by other leaders should first be approved by the music minister before any purchases of materials are made. If the church should be without a minister of music or they are unavailable for an extended period of time then approval for above requirements can be met by the senior pastor or music minister's designee.

Everyone is welcome to sing in the choir; however, since the choir is such a visible worship leading ensemble, all members are to "walk in a manner worthy of their calling." Any open and public sin that detracts from the worship aspect of the music ministry will be dealt with by the minister of music, ministerial staff, and/or deacons. Disciplinary measures may result in a person being removed from the choir until biblical restoration and any necessary time requirements are fulfilled. All members of the choir serve at the discretion of the minister of music. Any person that feels they have been unjustly treated in the approval or disciplinary process can refer such matters to the senior pastor or deacons if the church is without a senior pastor.

Instruments

The instrumental program is to enhance the worship service through instrumental music. Practice times are on Wednesday nights at 6:30 and for the first few minutes of choir practice. ALL instruments are welcome to be used in an appropriate way to enhance the worship services. Instrumentalists will be under the direction of the minister of music or their designee. Disciplinary measures may result in a person being removed from performances until biblical restoration and any necessary time requirements are fulfilled. All instrumentalists serve at the discretion of the minister of music. Any person that feels they have been unjustly treated in the disciplinary process can refer such matters to the senior pastor or to the deacons if the church is without a senior pastor.

Special Music

All special music will be at the discretion of the minister of music. All members of MBC that desire to do special music for services must meet with the minister of music and be approved before any performances are scheduled. It is important that all special music performers be an active participant in some aspect of the music ministry of the church. Outside performers may do special music at the discretion of the minister of music.

Drama

Everyone is welcome to be involved in drama; however, since drama is such a visible worship leading production, all members are to "walk in a manner worthy of their

calling.” Any open and public sin that detracts from the worship aspect of the drama ministry will be dealt with by the minister of music, ministerial staff, and/or deacons. Disciplinary measures may result in a person being removed from the drama ministry until biblical restoration and any necessary time requirements are fulfilled. All members of the drama ministry serve at the discretion of the minister of music. Any person that feels they have been unjustly treated in the approval or disciplinary process can refer such matters to the senior pastor or to the deacons if the church is without a senior pastor.

All drama materials, practices, and performances must be approved by the minister of music. If the drama ministry is led by a volunteer leader or designee of the music minister they should meet with the music minister regularly. All leaders should regularly report to the minister of music about the condition and progress of all drama ministries. When a drama performance is requested, the leader should meet with the minister of music to evaluate readiness, performance dates, times and locations. The minister of music shall approve all drama performances. All materials selected by other leaders should first be approved by the music minister before any purchases of materials are made. If the church should be without a minister of music or they are unavailable for an extended period of time then approval for above requirements can be met by the senior pastor or music minister’s designee.

Men’s Ministry

MBC is committed to helping meet the needs of men physically, emotionally and spiritually. These needs are met in two ways. First, discipleship opportunities are made available throughout the church year. These opportunities take the form of Life Impact ministry classes taught during the church year that emphasize biblical manhood and seek to meet the perceived needs of men in the church family. Other opportunities are available through participation in area men’s conferences, retreats, and programs.

The second way needs are met is through various activities scheduled throughout the church year. Some of these activities may be geared more towards fellowship and enjoyment in order to help men to grow deeper in their relationships with one another. Other activities will be more mission related in nature with the focus of reaching out to other men in the area. MBC believes that a vital men’s ministry is an important part of a healthy growing church.

The director(s) of the men’s ministry will be nominated each year by the nominating committee during a business meeting. The director must be approved by the church before actual service can take place. The director must be a member of the church. Once approved, the director should meet with the church ministerial staff to plan for various activities for men. The director should also, submit an annual budget request to the stewardship committee, for the projected funding needs for the year. Once the budget is approved the director should work with the treasurer and/or financial secretary to ensure all funds spent follow approved financial policies.

Women's Ministry

MBC is committed to helping meet the needs of women physically, emotionally and spiritually. These needs are met in two ways. First, discipleship opportunities are made available throughout the church year. These opportunities take the form of Life Impact ministry classes taught during the church year that emphasize biblical womanhood and seek to meet the perceived needs of women in the church family. Other opportunities are available through participation in area women's conferences, retreats, and programs.

The second way needs are met is through various activities scheduled throughout the church year. Some of these activities may be geared more towards fellowship and enjoyment to help women grow deeper in their relationships with one another. Other activities will be more mission related in nature with the focus of reaching out to other women in the area. MBC believes that a vital women's ministry is an important part of a healthy growing church.

The director(s) of the women's ministry will be nominated each year by the nominating committee during a business meeting. The director must be approved by the church before actual service can take place. The director must be a member of the church. Once approved, the director should meet with the church ministerial staff to plan for various activities for women. The director should also, submit an annual budget request to the stewardship committee, for the projected funding needs for the year. Once the budget is approved, the director should work with the treasurer and/or financial secretary to ensure all funds spent follow approved financial policies.

Church Program Services

Church Calendar Scheduling

The official church calendar is maintained by the secretary. All requests and changes must be channeled through that person. No one else may enter, delete, or change information on the official calendar. Church activities [meetings, fellowships, recreation, musical, etc.] may be scheduled by staff, program directors, committee chairpersons and other groups and individuals as approved by the ministerial staff. The senior pastor and the ministerial staff will coordinate the scheduled events for the church calendar. Program activities and committee meetings will not conflict with the regularly scheduled services of the church [morning and evening worship, Sunday School, Life Impact studies, and midweek services] unless preapproved by the church ministerial staff.

Use of the church facilities for other than church-sponsored activities are subject to the church policy on use and space available. When a conflict arises church activities take priority; other activities are handled on a first come, first-served basis.

A person desiring to schedule an activity should complete a calendar scheduling form that is kept in the church office. The completed form is submitted to the secretary as soon as possible. The secretary will then check calendar for the availability of facilities and will make notation on the form. The form is then presented at next staff meeting for approval; if the matter is of a more urgent nature, then the form can be approved by a member of the

ministerial staff. Once an activity is approved, it is placed on the church calendar and the person is notified of the approval of their request. Notification is also given to the person responsible for the opening and closing of the building. To change the date, time, or to cancel an activity, please contact the secretary as soon as possible to allow for notation to be publicized in the bulletin and/or the newsletter.

Church Facilities

The membership of MBC places first priority on the use of all building and property of this church for the functions of the church. No other meetings, events, etc., can take precedence over the functions of MBC. The church reserves the right to refuse the use of its buildings and facilities to any group, agency, or individual when such use presents a negative Christian witness. MBC takes a biblical stand on issues of morality; therefore, any parties, gatherings, celebrations or other such activities in honor of or for homosexual couples will not be allowed. MBC retains the right to refuse the use of church facilities or properties any person or group that engages in activities or seeks to promote actions that are contrary to MBC's beliefs and moral positions. Any exceptions to the following policies must be approved by the church. Use by commercial companies and political organizations is prohibited. Fund-raising activities for other groups, organizations or individuals rather than MBC are prohibited.

Individuals or groups that have activities in MBC facilities are asked to reflect positively on the church. The church does not allow smoking or use of alcoholic beverages on church property. No individual or group should schedule activities or make preparations for activities in any of the church facilities while the church is engaged in its regularly scheduled events or services. Anytime 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 use of buildings and facilities policies govern the amount and any exceptions.

Use of Buildings and Facilities

The policies contained herein will apply to all persons, groups and/or organizations requesting use of MBC buildings and facilities. These requests fall into six categories:

CHURCH ORGANIZATIONS OR MINISTRIES

Church organizations or ministries may use MBC facilities without reimbursing the church. Church-wide activities shall have priority. After this, scheduling shall be on a first come, first served basis. All dates must be approved by the church staff prior to being placed on the church calendar.

CHURCH MEMBERS

Members of MBC or the MBC family may use MBC facilities for non-church activities, such as showers, teas, receptions, recitals, and other similar activities. Church related activities will 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 six months in advance, weddings are an exception. All dates must be approved by the church staff prior to being placed on the church calendar. Cleaning and other costs shall be waived for members. Reimbursement should be made for any goods used (e.g. cups, plates, forks, etc.).

DENOMINATIONAL ORGANIZATIONS

Southern Baptist denominational organizations (Muscle Shoals Baptist Association, Alabama Baptist Convention, etc.) may use the facilities of MBC. MBC activities shall have priority; after this, scheduling will be on a first come, first served basis. All dates must be approved by the church staff prior to being placed on the church calendar. Cleaning and other costs shall be waived. Reimbursement may be made for any goods used (e.g. cups, plates, forks, etc.).

CIVIC ORGANIZATIONS

Civic organizations whose beliefs and/or teachings do not conflict with scripture or MBC's witness within the community are allowed to use MBC facilities. Generally, most non-profit organizations and a few for-profit organizations may be approved according to church policy. Any such civic organization requesting to use church facilities must first be approved by the MBC ministerial staff. MBC activities shall have priority; after this, scheduling will be on a first come, first served basis. All dates must be approved by the church staff prior to being placed on the church calendar. Rental fees along with custodial fees will be charged. A responsible person for the organization is required to be listed on the form with contact information. Also, a credit card is required to secure rooms, this is to ensure payments for any damages to facilities or unpaid expenses by organization using facility. Rental fee and custodial fees may be waived by the church for non-profit organizations at the discretion of the ministerial staff and/or deacons.

NON-CHURCH MEMBERS

Non-church members may use MBC facilities subject to availability. This use is limited to individuals or small groups in relation to showers, teas, receptions, reunions, parties, and other such gatherings that are not for profit, political, fundraising, or other activities that are against scripture and the moral positions of the church. Any such person requesting to use church facilities must, first, be approved by MBC ministerial staff. MBC activities shall have priority; after this, scheduling will be on a first come, first served basis. All dates must be approved by the church staff prior to being placed on the church calendar. Rental fees are required, along with custodial fees for all rooms used. A responsible person is required to be listed on the form with contact information. Also, a credit card is required to secure rooms, this is to ensure payment for any damages to facilities or unpaid expenses by the person using facility. Rental fee and custodial fees may be waived by the church for non-profit organizations at the discretion of the ministerial staff and/or deacons.

DISASTER OR CIVIL EMERGENCY

The facilities of MBC shall be made available to Civil Defense, Red Cross, Salvation Army, Disaster relief organizations, and other such groups or community leaders in times of disaster or community emergency as much as practically possible.

Requesting Procedure

Use of the church facilities for activities other than regularly scheduled church events or special church events will be approved by the following procedure:

- 1) Completion of a request for use form. Forms can be obtained from the church office. The request should include name of group, responsible individual, nature of the activity, and plan for cleaning. All requests should be made no later than one month prior to the date when the church buildings will be required.
- 2) No event other than a church sponsored activity can be placed on the church calendar more than 60 days prior to the event [exceptions are made for weddings and anniversaries of church members].
- 3) Once an activity has been approved, the responsible individual will be notified. Also, the individual will be provided with instructions for receiving keys or key cards, thermostat adjustments, and any other relevant information about church use. Loaner keys for the facilities approved can be issued no more than seven [7] days prior to the event. A deposit is required for all loaner keys. The deposit will be returned after the loaner key is returned to the church office.
- 4) Approved non-church use groups are responsible for any damages to church property or facilities; this includes financial compensation to replace or repair such damages. If more rooms are used than requested and left unclean then the group can be charged an additional amount per room to clean the facilities. Groups or individuals that misuse church property and /or fail to financially compensate MBC for damages or additional cleaning costs can be barred from future use of facilities. A credit card of the group representative will be required to be registered to cover any lost, damaged, or destroyed items and any damage to the facilities.
- 5) Use of facility by approved groups or individuals will also be subject to the church use fee which must be paid after event is approved, but before key is picked up or 7 days before facility is used.
- 6) To change the date, time, or to cancel an activity, please contact the secretary as soon as possible to allow for the approval of changes. Deposits and other fees may be refunded for canceled activities as long as the church has not incurred any cost.
- 7) Any exceptions to this procedure must be approved by the pastor and/or the deacon officers prior to the event being placed on the calendar.

Weddings

The wedding ceremony is a worship service of the church. The spiritual significance of marriage should be first in preliminary planning, the rehearsal, and the actual ceremony. Moulton Baptist Church encourages beautiful Christian weddings. MBC has taken a biblical stand on moral issues; therefore, no homosexual wedding, same sex joining, or any such celebrations honoring immoral lifestyles shall be held in its facilities or make use of any of MBC's property. The following information is provided for wedding parties and requested from them to help in the preparation.

A couple planning to be married at Moulton Baptist Church should contact the church office for an application. Dates and details will be finalized at this time. As a general rule, the pastor and/or staff schedules counseling sessions with couples planning a wedding in the church. If the couple is using an outside minister, counseling sessions will be at the discretion of the one performing the ceremony.

Before a wedding and rehearsal is placed on the church calendar the following conditions must be met: Discuss the date and wedding with the pastor or staff performing the wedding (MBC related services and activities will have priority and dates must be made with regard to the pastor's schedule or the one performing the services), complete an application for use (applications can be obtained from the office), appropriate fees must be paid at least two weeks before the event or the wedding will not be allowed to take place in MBC facilities, lastly a credit card of a responsible person must be placed on file in the church office to cover any unpaid expenses, lost or damage church items, and/or damages to church facilities and property. Failure to compensate the church for cost incurred in relation to the wedding can result in people being barred from future use of church facilities or property.

No event other than a church sponsored activity can be placed on the church calendar more than 60 days prior to the event. (The exception is the wedding or anniversary of a church family member. A church family member is a church member or parent, spouse, or child of a member.)

A pastor or minister from another church may be permitted to officiate in the wedding ceremony. The pastor of Moulton Baptist Church or a ministerial staff member must give his approval before another minister is scheduled. The pastor can counsel with a couple to be married by another minister according to availability of his schedule. All such arrangements need to be made with the pastor, personally, prior to the wedding.

Since a church wedding is a service of the church, the music must be in keeping with that which is appropriate for a church service. Before music of any type is considered, a conference must be held with the MBC Minister of Music. He/she is responsible to see that all music, vocal and instrumental, is honoring to the Lord and appropriate for a church wedding.

The wedding party is responsible for securing the musicians for the ceremony. If the party does not have musicians to use, the church will supply a list of possible musicians that can be contacted for use. It is the responsibility of the wedding party to contact these individuals and make sure they have the necessary music for the service. Financial arrangements should be made with these persons prior to the wedding. Instrumentalists and vocalists from outside the church should be approved by the Minister of Music. Sound operators must be people who are approved by MBC and their financial compensation will

be included in the church wedding fee. The Minister of Music will approve and/or provide persons approved to operate the sound equipment.

Every member of the wedding party is expected to act with reverence and dignity. Smoking, the use of alcoholic beverages, and offensive language is prohibited on church property. The bride and groom are responsible for informing their wedding party, florist, photographer, and caterer of these requirements.

Care should be taken in decoration. Nothing should be attached to furniture or walls with tacks, nails, pins, plastic tape, or anything that might mark those surfaces. Adequate protective covering should be placed underneath candles (including dripless candles) to prevent wax from overflowing on carpet. The wedding party will be responsible for cleaning the carpet, if damaged. No instruments are to be removed from the worship center. All requests for moving furniture or other items on the stage or in other locations in the church should be made at least one week prior to wedding. All furniture that is moved is expected to be replaced after the wedding so normal activities can resume.

All floral decorations must be removed immediately by the florist or wedding party unless other arrangements have been made. Nothing wet or containing water shall be placed on the organ, piano, or the floor. Decoration may begin the day prior to a wedding. Any exceptions to this must be cleared through the church office so as not to conflict with other church events.

We realize that this is an important event that many will want to capture in pictures and video. To prevent distractions, flash pictures should be limited, as well as movement during the ceremony. Videotaping is permitted as long as movement is limited during the ceremony. All the decisions about the excessiveness of such distractions will be made by the pastor or the one performing the ceremony.

The church will *not* be responsible for personal items brought to the facility by members of the wedding party. The church will *not* be responsible for items brought for use in a wedding or wedding reception; neither shall the church be liable for such items if lost, stolen, or damaged. The church also will not be responsible for items that are rented by the wedding party; any outside items brought into the church and used for a wedding are the sole responsibility of the wedding party.

The facilities will be cleaned by the custodian following the wedding. The custodian will *not* be responsible for cleaning the facilities after the rehearsal. All fees associated with the cleaning of the facility will be included in the church fee.

No rice, or substitute thereof, may be thrown anywhere inside the church buildings. No formal weddings will be scheduled on Sunday. Any exceptions to the above policy must be approved by the church.

Our prayer is that you have a long and happy life together.

Wedding Fees

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.

MEMBERS

Those that have membership in MBC or are considered a part of the MBC family because of regular attendance and/or financial contributions will have the rental fee waived. However, they are still responsible for paying cleaning fees and sound technician fee. Also, a credit card is required to secure rooms, this is to ensure payment for any damages to facilities or unpaid expenses by group using facility.

NON-MEMBERS

Those not considered members of the church will be expected to pay the full amount of the expenses to include rental fee. A responsible person for the wedding is required to be listed on the form with contact information. Also, a credit card is required to secure rooms, this is to ensure payment for any damages to facilities, furnishings or unpaid expenses by group using facility.

Bus, Vans, and Trailer

Use of Vehicles

Reservations will be made on a first come, first serve basis. Reservations must be approved by the church ministerial staff to prevent conflicts and to ensure it is a proper church sponsored event. Reservations will be recorded on the calendar located in the church workroom. All drivers and passengers must wear seat belts on all church vehicles.

Generally, MBC does not allow vans, bus, or trailer to be used by members for personal purposes. All uses of the van, bus, or trailer for non-church purposes must be preapproved by the church ministerial staff and/or deacons. MBC does allow other churches, associations, or state convention personnel to use vans, buses or trailer. These requests should be made as much in advance as possible; must not conflict with MBC scheduled uses; must be approved by ministerial staff and/or deacons; and be in accordance with guidelines required by the church's insurance provider. All arrangements for reimbursement for the use of the vans, bus, and/or trailer by other groups will be decided by the ministerial staff on a case-by-case basis and based on fair rental value.

Number of Passengers

Maximum number of people allowed on the van is 15. Maximum number of people allowed on bus is 29. When 8 or less youth or adults plan a trip, they should use the van. When 10 or less people are to go on a children's trip, they should use the van.

Driver Responsibilities

- 1) Drivers must be 21 years of age to drive.
- 2) Drivers must have a valid CDL to drive the bus and a valid DOT Health Card.
- 3) Drivers must have a valid Driver's License to drive the van.

- 4) All drivers must have a copy of the appropriate license on file in the church office.
- 5) Drivers must fill the vehicle tank with fuel at the end of each trip.
- 6) Drivers must pay their own traffic fines. If a driver operates the vehicle in an unsafe manner (as determined by the insurance provider and/or the church ministerial staff) they will no longer be allowed to operate church vehicles.
- 7) The bus should be driven in 3rd gear if in a hilly area or in stop and go traffic.
- 8) The van should not be used for towing.
- 9) Drivers must not use a cell phone while driving.
- 10) Drivers must commit to abide by MBC vehicle guidelines.
- 11) Trailer should be cleaned out after use.

Payment of expenses for use of van or bus will come from church budget. The church will no longer charge groups and ministries a per mile charge. The church will pay for fuel and repairs as part of the church budget.

Maintenance Responsibilities

- 1) The group leader using a vehicle is responsible for cleaning the inside of the vehicle after each trip.
- 2) The vehicles should be checked at the beginning of each quarter by the church staff.

The MBC bus, van or trailer may be used for activities approved by ministerial staff of MBC.

Equipment and Resources

Our church has been blessed to have acquired several different types of equipment and resources that may be used for church sponsored activities away from the church facilities. All equipment and resources are purchased by the church primarily for church sponsored events. Not all church equipment and resources can be loaned out to church members. Approval of the items to be loaned will be made by the church ministerial staff. All church sponsored events take priority for the use of equipment and resources if a conflict arises.

Some items, such as tables and chairs and other such resources the church deems appropriate for church member use on an individual basis, can be loaned. A request for these items should be made to the church office to include: which items the member desires to use, the numbers needed, date(s) to be used, when they will be picked up and when they will be returned. All requests for loans will be approved by the church ministerial staff to ensure no conflicts with church sponsored events. The church secretary will maintain a list of all items loaned out, along with date of loaning and date of returning. All items damaged or lost will become the responsibility of the borrower to replace or repair.

Church Library

The church library ministry exists to provide information through media for worship, evangelism, discipleship, ministry, stewardship, and fellowship. These media resources and services are provided to meet the needs of members of Moulton Baptist Church and her organizations and, insofar as possible, to share them with those outside her membership.

Operation Policy

Ministry team members are elected by the church, on the recommendation of the librarian.

Members of Moulton Baptist Church and their families may check out media according to library procedures.

Videocassettes are limited to (2) each and may be checked out for (2) weeks.

Books, audio cassette tapes, and vertical file items are loaned for (3) weeks with the option to renew, unless there is a waiting list. Individuals may check out (4) books at one time. Leaders and/or departments will be granted longer periods of time.

No fines are collected for overdue media, but users are expected to return media on time. Users are also responsible for reimbursement of lost or damaged media.

Selection Policy

For all materials in our church library to be of high quality, and benefit for our members and leaders, these selection guidelines will be followed:

All materials are subject to approval by the library ministry team.

Content should be accurate in facts, scripture, interpretation and doctrine.

Titles related to religious groups and their beliefs should be objective in their content.

Titles should be constructive in influence, morally sound, and free from racial and religious prejudice, political bias, social injustice, and other evidences of unchristian attitudes and actions.

Titles should be of high literacy and technical quality and reflect sound educational methods.

Gift Policy

Gifts play an important role in the ministry of the Church Library. They make possible the purchase of materials and other needed service items not provided through the church budget.

Monetary gifts are encouraged. These gifts may be in the form of memorials, honorariums, or special recognition of any individual or group. Money should be processed through the church financial system.

Gifts in the form of books or other materials must meet the same standards as stated in the selection policy.

No provisional gifts will be accepted.

Benevolence

MBC acknowledges its responsibility to minister to the physical and spiritual needs of local community individuals and families that are not a part of the MBC family. The focus of this ministry is to meet physical needs and gain an audience to discuss spiritual matters. Concern is also noted about the opportunity for some to take advantage of the system of both local and national benevolence. Therefore some guidelines are given to allow the church to help the maximum number of people, while limiting those that would abuse the generosity of the church.

The church staff will work in cooperation with the stewardship committee to develop an amount to be budgeted each year for local benevolence. This amount will be a part of the annual church budget and once approved, will be portioned out by the church. After reviewing past history of this ministry, budgeted amount, and perceived needs for the upcoming year, gift amounts will be set for each gift along with monthly and quarterly totals. If requests exceed the amount budgeted, additional funds may be made available by the stewardship committee; the adjusted amount will be presented to the church in a business meeting. If additional funds are not approved, no more help will be provided once resources are exhausted.

All individuals requesting help must fill out a written application help request form that lists personal information, income, other sources of assistance, and past help received. A copy of proof of need, such as a bill, and identifying document, such as a driver's license will be placed in the church files with the application. All requests for help except for food will be checked using charity trackers and other local agencies to ensure that the need is legitimate and the help provided is in the best interest of the church and the individual. The MBC staff and volunteers have the right to refuse help to anyone they feel is abusing the system, engaged in illegal activity, or threatening their safety.

MBC will not provide assistance with deposits for utility services, places to live, or other such needs in which the recipient could receive the money back at time of termination of services or agreements. MBC does not help with rent or loan payments on places to live or automobiles. MBC does not provide any cash to any recipient due to the safety of the office personnel and the potential for abuse of the assistance.

All local recipients of benevolence will meet with church volunteers before, during, or after help is provided to ascertain the person(s) spiritual condition and needs. Follow-up plans will be based upon the assessment of the spiritual needs and any possible future benevolence needs.

Food Pantry

The food pantry is a ministry project of MBC to provide basic food and hygiene items to people in need. The pantry is stocked with canned foods and dry goods only. No perishable items are to be stored in the food pantry area. Pantry is stocked by donations from church members of food items or money used to buy food items. Volunteers, in cooperation with the church staff, will purchase any items that are needed, fill the shelves, arrange food items for storage, and prepare packages for distribution.

All individuals requesting help must fill out the written application and turn it in to the church office. Volunteers or church staff will distribute food, according to need, in prepackaged sets or according to distribution policies. Any variation from this procedure

will need to be authorized by the church staff. Sometimes, variations are made based on the person's ability to cook or having access to cooking equipment, these variations do not have to be preapproved.

Financial Assistance

MBC does provide financial assistance to those in need who are not members of the church. This is done through our benevolence ministry. No actual money is given to any individual or group in need. Instead, the church will work with the business or government entity to make arrangements for all payments to be made directly to them instead of the person. This system protects the safety of our staff and volunteers and ensures the proper use of all funds given. Financial assistance is provided for utility bills (but not deposits or connection fees), medications (but not narcotics), rarely gas (exception being emergency situations), temporary lodging (but not rent), and other needs approved by the ministerial staff. For those individuals that are homeless, arrangements will be made with local homeless shelters to meet their needs. Some needs will be met or referred to other community organizations working to meet those types of needs.

All individuals requesting help must complete the written application, turn it in to the church office, and be approved by church staff before help is given. Once request has been approved, arrangements will be made by the church office with the businesses or government entities to make assistance payments. All assistance payments are based upon the previously agreed upon distribution amounts according to the church approved budget. Any exceptions to this amount must be approved by the ministerial staff.

MBC members or those considered a part of the regular church family due to attendance and/or service at the church, are provided assistance through the Lauderdale fund. This is a designated fund created by the members of MBC to help those in the church family who are in financial need. This designated fund is distributed by the senior pastor or his designee and the deacon officers. A church member, deacon or other leader may contact the senior pastor or the deacon officers to make them aware of the need. The need will be investigated and required documentation will be collected: such as photo identification, assistance form, and proof of need. The senior pastor, in cooperation with the deacon officer(s), generally the chairman, will decide what, if any, assistance is to be made from this fund. All information about person in need and type and amount of assistance given will be kept confidential in church records based on need to know basis.

Transient Assistance

Moulton's location on three major state highways makes it a location many people pass through on their way to other places. Unfortunately, some of those people find themselves in positions of need as they are traveling through our area. This assistance is limited to those individuals not residing in Moulton or Lawrence County who are traveling through Moulton to other destinations. Our awareness of their need is usually through contact from the phone listing, law enforcement, businesses, or individuals.

Individuals applying for assistance should fill out a benevolence form to include name, address, starting point, destination, and type of need. As a rule, no money is given to individuals for safety of church volunteers and staff and to ensure all moneys are spent for

intended purpose. The goal of this ministry is to help the individual or group reach their destination or at least get closer to that destination.

Since these situations and needs are highly variable, only general rules or policies are given. Food assistance is given according to the guidelines listed above under food pantry. Meal assistance is given through local businesses with payments for meals given to the business by church staff or volunteers. Assistance is provided for fuel, generally not to exceed the agreed upon amount calculated according to the benevolence budget. Lodging assistance is provided, generally, for one night unless unusual circumstances indicate otherwise. Vehicle repairs are generally avoided due to the high cost and time involved; however, in some cases, it is the best option. In those situations, arrangements will be made with local repair shops to make the needed repairs. In cases where there are few other options, arrangements will be made for transportation for the person(s) to their destination by commercial bus or other comparable means.

Funerals

Funeral services are a time of grieving for the family and a necessary part of closure for the family. MBC understands this to be a major life event in which a ministry of compassion must take place. Consideration is given to both the needs of the family and the resources the church has available to use for this purpose.

For members of the church and those that are considered a part of the church family, the church facilities can be used with no additional cost to the family. Once the church staff is made aware of the loss, all reasonable efforts will be made to contact the family and seek to minister to them in whatever capacity is permitted. Ministerial staff, in cooperation with the deceased's family and the funeral home, will set dates for the use of the facility. Funeral dates for the church family will take precedence over other events where reasonably possible. Ministerial staff will also plan, with the family of the deceased and the funeral home, all arrangements for the services. Realizing that the services are for the benefit of the surviving family, wider latitude is given for the people involved, as well as the other elements of the services. However, all music, persons speaking, decorations, and other aspects of the service should be approved by ministerial staff. All arrangements need to be approved by the ministerial staff before services are held. For members, arrangements will also be made to provide a meal for the family, generally around the time of the funeral service. The Caring Team of MBC will handle all arrangements for providing meals to families of deceased. MBC will also provide a floral arrangement or plant to the family for the services, with a price set according to the amount approved in the church budget.

For non-members or persons not associated with the church family, the procedure will be different. The family needs to contact the church as soon as possible and make the staff aware of the desire to use the church facilities. Dates chosen for funeral associated services will be made based on availability of facilities on the church calendar. Church events take precedence over events for nonmembers. Charges associated with the use of the facility and policies are listed under facility use by non-members. Charges may be waved at the discretion of the ministerial staff for the purpose of benevolence and ministry to the family of the deceased. No dates for funerals or other services at the church can be announced in the paper or any other media outlet without the prior approval of the church

for the dates. All arrangements for the services, persons speaking, decorations, music and all other aspects of the services must be approved by the ministerial staff prior to all services starting.

Music Library

The MBC music library is maintained for the benefit of the church choir, music minister, and church members. All materials maintained in the music library are the sole property of MBC. All copies of music library material are subject to the current copyright laws and will be reproduced if possible according to the law. The music minister or their designee shall be responsible for maintaining and overseeing the music library. Any materials removed from church property for any reason should be checked out according to the MBC procedure and returned as soon as possible. Other churches or nonmembers borrowing materials from the MBC library will have to first obtain permission from the music minister or their designee. All materials will be loaned out according to MBC procedure. This procedure must include name, address, contact number, name of materials checked out, and number of materials along with intended return date. This information will be kept on file until all items are returned. If items are not returned by the intended date, contact will be made with the person borrowing materials to encourage their return. All items lost or damaged will be the responsibility of the person borrowing to replace or give financial compensation for possible replacement. If items are not returned or compensation has not been made, that person, church, or group may be barred from any future uses of MBC music library.

Costumes and Prop Materials

MBC understands the important role drama, cantatas and other such events that utilize costumes and staging decoration play in the worship and ministry of the church. All materials maintained in the prop area are the sole property of MBC. The music minister or their designee shall be responsible for maintaining and overseeing the prop storage area. Any material removed from church property, for any reason, should be checked out according to the MBC procedure and returned as soon as possible. Other churches or nonmembers borrowing materials from MBC will have to first obtain permission from the music minister or their designee. This procedure must include name, address, contact number, name of materials checked out, and number of materials along with intended return date. This information will be kept on file until all items are returned. If items are not returned by the intended date, contact will be made with person borrowing the materials to encourage their return. All items lost or damaged will be the responsibility of the person borrowing to replace or to give financial compensation for possible replacement. If items are not returned or compensation has not been made, that person, church, or group may be barred from any future uses of MBC costume and prop materials.

Church Ordinances

Baptism

MBC believes all believers should be baptized by immersion after their public declaration of their born again experience. Baptism is a symbol of the person's new life in Christ and is encouraged as following the example of our Lord and Savior Jesus Christ. All believers accepted into membership are considered conditional until they have been publicly baptized.

After a person has had a conversion experience he/she should consult the pastor, staff, deacons, or other accepted leaders to confirm their decision. This should be followed by the person making their decision public by coming to the front of the church during the invitation of any service to allow the pastor or ministerial staff to counsel them; if they deem sufficient evidence is present, the person may be presented to the church body for a vote of membership. The pastor or ministerial staff will, then, meet the candidate to arrange for a date for a baptism according to the availability on the church calendar and the schedule of the one being baptized. MBC encourages the family of the individual to view and participate in the baptismal event by attending the service for which the baptism is scheduled.

Once the event has been place, on the calendar, the church office will notify the baptism committee. Baptisms are generally scheduled during Sunday morning or evening services to allow for greatest membership participation. All baptisms will be performed by the ministerial staff, unless other arrangements have been made and approved by the pastor and/or deacons.

All persons to be baptized are expected to bring clothing to wear that they do not mind getting wet to be worn underneath a church provided robe. All persons are encouraged to bring their own towel and all other items they will need to prepare themselves, after the baptism service, to return to the church service. The baptism committee will assist all persons in preparations and clean up afterwards. All clothing, jewelry, electronic devices, and other such items worn or carried are the responsibility of the individual to remove before baptism and to take with them after services have concluded. Items left on church property after the services and subsequently, lost or destroyed are not the responsibility of the church to replace or repair.

Lord's Supper

The Lord's Supper is considered a worship service of the church and all due reverence and consideration should be given to helping people to observe it as such. Lord's Suppers are planned, in cooperation with the pastor, as to the date and services in which they will be administered. The Lord's Supper is to be administered at least once a quarter, with service times rotating between the morning and evening services to ensure all the church family has an opportunity to participate.

MBC practices an open model of the Lord's Supper in which all born again believers are encouraged to participate in its observance. All conditional members (those that have not been baptized) are asked to refrain from participation by partaking of the elements until

they have been baptized. All members are strongly encouraged to participate in this observance, unless their conscience dictates otherwise. Those that are members of other Christian churches and have had a born again experience are encouraged to partake of the elements in observance, if their conscience allows.

Church Meetings

Services

MBC believes that for Christians to have a growing spiritual experience with God they need to actively participate in regular weekly worship services. These services are also an opportunity for some to serve in capacities that help the church family to worship God corporately as a body.

Sunday morning worship services are held at 8:30 to 9:30 a.m. and 11:00 a.m. to 12:00 p.m. Starting times will be observed strictly to ensure that the proper amount of time is given to the worship experience. Ending times are subject to the leading of the Holy Spirit in the worship services and may not be according to schedule.

Wednesday night services begin at 6:00 pm and conclude at different times for different ministries. The adult prayer and Bible study time ends around 6:50 pm with children's and youth programs ending around 7:30 pm.

All service times are subject to change or cancellation with as much advance notice as reasonably possible. Some Sunday services and Wednesday night services are changed in times or cancelled due to holidays and inclement weather. A general rule for weather is, if the local emergency management office or public safety personnel are advising against using public roads due to the weather, the church services will be canceled to protect the safety of all attendees.

Business Meetings

MBC has regularly scheduled business meetings, at least quarterly, on Sunday evenings following the evening worship services. The meetings are to be scheduled at the beginning of the year and placed on the church calendar so all members will be properly notified of meetings well in advance. If dates or times need to be changed they should be announced at least one week in advance to ensure all members are aware of the changes. Special called business meetings shall be held according to the procedure in the bylaws under Special Business Meetings.

All meetings will have an agenda and that agenda will be printed for regular business meetings. All committee recommendations, deacon recommendations, and other group's or individual's recommendations must be placed on the printed agenda. The agenda will be strictly followed in regular business meetings. Anyone wishing to make a motion or recommendation not on the agenda must receive a two-thirds vote of the members present and voting in order to be able to present their recommendation. All recommendations should be presented in writing, and if possible, printed in the agenda.

Those recommendations from the floor allowed in the business meeting must be presented to the clerk in writing by the end of the meeting.

A spirit of brotherly love shall pervade all business meetings and the moderator will not allow any comments that are hateful, derogatory, racial, sexist, or mean spirited toward others. Business meetings are a time for the church family to express their opinions about matters which are before the church for consideration; debate about said matters is encouraged in a spirit of humility and love. Using the standard of *Robert's Rules of Order* and agreed upon criteria for the business meeting will ensure fair conduct and just meetings where everyone is treated with kindness and respect.

In meetings on matters that are divisive or the moderator feels might led to lengthy, non-constructive discussions, a time limit of 3 minutes or less might be imposed. In such cases, all individuals wishing to make comments during the discussion time of motions will be limited to 3 minutes per person. Another rule that can be enacted is that discussions will be for and against, in rotation, during the discussion time of motions to ensure a fair time is allotted for both sides. In some votes in which the number voting needs to be more precise, either a lifted hand or ballot may be required in order to record votes. Other rules may be made by the church and/or moderator to ensure that the fair, reasonable, and orderly process of the business meeting is maintained at all times. All such conditions and rules for the meeting will either be printed on the agenda or agreed to by the church before the motion is brought up.

Special Services (Events)

From time to time, the pastor, music minister and/or deacons may feel the need or leading of the Holy Spirit to schedule special services or events. These special services could include prayer events, revivals, Christian music concerts, Christian conferences, or other such events that have a goal of increasing a person's spiritual growth in relationship to God and others. All such events should be biblical in doctrine and teaching and should support the beliefs and positions of MBC in relation to doctrinal and moral issues. No such event should be placed on the church calendar until it has been approved by the church ministerial staff and/or deacons. All such special services need to be placed, not later than two months prior to the event, on the church calendar so proper plans and publicity can be done to ensure wide spread support for the event by the church family and community.

Church Finances

MBC depends upon the generous giving of its members and others in order to operate and offer the many ministries the church provides. Tithes and offerings are a biblical method that God has commanded of His people to support the work of His church. Through much prayer, faith, and planning, the church seeks to be a good steward of all monetary gifts entrusted to her. The church is not a business, but sound business practices and adherence to federal and state laws are an important part of the church's stewardship and witness in the world.

Contributions/Receipts

Contributions received on Sunday

- Offering is received and counted by designated teller(s) and treasurer.
- Deposit is made to church-designated bank.
- Offering is recorded in the receipts book by the treasurer.
- On Monday, financial secretary posts contributions to individual accounts (ACS contribution module) for tax credit & double checks envelopes; deposit is then posted to the ACS financial module. Verify deposit with bank statement via internet banking website. If there is a discrepancy with the deposit, the bank calls, financial secretary contacts treasurer to see how to appropriately handle difference.
- Sunday night offerings are put in the safe and deposited with the next Sunday's deposit.
- Throughout the month, deposits and PayPal transfers are checked with the bank statement and balanced with the balance in the ACS Financial Module and Excel spreadsheet.

Monies received during the week

- Tithes & Offerings and other receipts (i.e. upward fees, conference fees, etc.) brought in during the week are verified by another staff person and then given to the financial secretary. When receipts reach \$100, a deposit is made. Moneys are counted and verified by another staff person; financial secretary posts contributions to individual accounts (ACS contribution module) for tax credit and prepares deposit. Deposit is taken to the bank by a different staff person. Deposit is posted to the ACS financial module.

On-Line Receipts

- Tithes & Offerings and other receipts made on-line are thru PayPal. The Financial secretary is notified via email. The Financial secretary withdraws monies from PayPal to bank account, then posts to individual accounts (ACS contribution module) for tax credit and ACS financial.

Statements

- Statements are prepared at least quarterly by the financial secretary for the church business meeting.
- Member contribution statements are prepared at the end of the year.
- Other reports/statements are prepared as needed.

- At the end of the month, the deposits and PayPal transfers are balanced to the ACS Financial Module balance. This ensures all receipts have been posted to ACS Financial Module.
- Financial Secretary balances the bank statement at the end of the month with the transactions posted in the ACS Financial module.

Designated Funds

Designated funds are contributions that are made to the church with the stipulation that they be used for a specific purpose (i.e. missions, benevolence, etc.). If the purpose is an approved project or ministry of the church, the designation will not affect the deductibility of the contribution. Contributions designated to group or organization within the church for their exclusive use and under the group's total control are not deductible contributions to the church. All deductible gifts must be under the control of the church and not individuals or groups within the church. No gifts can be given to a specific individual within or outside of the church and the gift be a deductible contribution. A donor may not make a deductible contribution to a fund from which a family member (grandchild, child, sibling, spouse, parent or grandparent) will benefit. Nondeductible gifts will not appear on a member's contribution statement at the end of the year. Many nondeductible gifts will not be accepted by the church; a person desiring to make such a gift should check with the church treasurer, financial secretary, and/ or pastor to see if such contributions will be accepted before they are made. (Note: Deductibility of contributions is defined by IRS guidelines.)

Unrestrictive funds

Designated unrestricted contributions are those that are not solicited by the church, but are made to the church with the request, by the donor, that they be used for a specific purpose. If the purpose is an approved project or program of the church, the designation will not affect the deductibility of the contribution. If the donation is not an approved project or program of the church, the gift must be treated as a gift to the general fund in order to be deductible to the donor.

The church may honor the donor's request, but is not legally bound by it. The church may redirect the funds as desired. If a person desires to make a contribution to the church as a designated gift for a new project or program, the individual needs to contact the pastor, treasurer, financial secretary, or deacons and request church approval of such a fund. The church reserves the right to refuse any gifts from persons or organizations that it deems harmful to the church's witness or work in a way that would detract from the church's mission. All refused funds will be returned to the donor in a timely manner. All new designed funds approved by the church will be set up according to restrictive fund policies and administered in like manner. All deductible gifts must be made after the fund has been approved.

Restrictive funds

Designated restrictive funds are controlled and administered by the church or its designee for preapproved projects or programs of the church. All money left in designated accounts after the project or ministry is completed or, if the church decides to no longer conduct the project or ministry, will be returned to the general fund of the church. Any contributing person(s) desiring a refund of unspent designated money must make a written request to the church prior to the funds dissolution.

The church reserves the right to refuse any gifts from persons or organizations that it deems harmful to the church's witness or work in a way that would detract from the church's mission. All refused funds will be returned to the donor in a timely manner.

All approved designated restrictive funds will have a stated purpose that includes how it will further the church's mission. The church will have a governing policy that states how the funds will be disbursed and under what conditions. It will also have a stated accounting requirement and evaluation methods to oversee proper distribution and optimum effectiveness. Regular reports of funds will be made to the church through approved channels and periodic audits done to ensure that the best accounting practices are being used.

Credit Accounts

Credit Cards

The Moulton Baptist Church business credit cards shall be set up with CB&S Bank in the following structure: Account 1 will have a limit of \$25,000 with three cards with both the church name and these three individuals, Jesse Reeder, Donnie Settles, and Patrick Horner.

Account 2 will have a limit of \$5,000 with three cards with both the church name and these two individuals, Carrie Wells, and Selena Nelson. Names may be added or deleted from this list based upon the approval of the senior pastor or his designee and the approval of the bank.

The church may also set up other cards with other entities for the purpose of aiding the church in conducting business. The issuing of such a card will be made to staff and, possibly, others, based upon the decision of the church leadership. No one is guaranteed use of any or all cards based solely upon employment by the church.

The following policies will be in effect with regard to all cards issued in the church's name or in which the church is responsible for paying the debt.

The cards are only to be used for purchases in keeping with the policies and purposes of Moulton Baptist Church. The card is not for personal purchases; any personal purchases made accidentally or in an emergency must be repaid to the church immediately. Repeated use of cards for personal purchases or failure to repay personal purchase will result in the loss of the use of all cards.

Receipts for all purchases must be given to the financial secretary as soon as possible but no later than the receipt of the bill. Receipts should also be accompanied by a note or personal communication with the financial secretary to indicate the church budget

area to which the purchase is to be credited. Repeated failure to turn in receipts and accompanying personal communication will result in the loss of the use of all cards.

Any staff member that has been terminated by the church or has voluntarily ended their employment with the church must return all issued cards and will be removed from the list of authorized users.

Anyone that has had their privileges of the use of the cards removed may only be restored by the approval of the senior pastor or his designee.

Store Accounts

MBC has set up accounts with some local businesses, such as Lifeway, in which charges can be made to the church account. The financial secretary will keep a record of all businesses in which the church maintains store accounts and will pay these accounts according to the store's billing cycle. Only individuals authorized to make purchases for materials may charge to the church account. The list of people authorized will be kept on file in the church office by the financial secretary.

All charges to the church will be given a receipt by the local business. Receipts for all purchases must be given to the financial secretary as soon as possible but no later than the receipt of the bill. Receipts should also be accompanied by a note or personal communication with the financial secretary to indicate the church budget area to which the purchase is to be credited. Repeated failure to turn in receipts and accompanying personal communication will result in the loss of authorization to make charges.

Reimbursements

MBC understands that, many times, members and leaders may purchase materials or contract services for ministries, committees, teams, and other such groups within the church. Individuals that wish to be reimbursed by the church for any such purchases made must follow the outlined policy.

The purchase should, first of all, be associated with approved expenditures in the church budget for the year. If the expense is not a part of the church budget, then request for expenditure should be made to the stewardship committee first. The stewardship committee will approve or disapprove the expense. All approved expenses will be brought before the church for approval prior to any purchases being made. If the purchase has already been made, a request can be submitted to the stewardship committee and, if approved, taken to the church for approval. All expenses not approved by the stewardship committee and/or the church will be the sole financial responsibility of the person(s) who made the purchase and no reimbursements will be made from the church.

If the purchase is associated with expenditures in the approved church budget, the person should first get the approval of the committee, team, ministry leader, and/or ministerial staff person that has responsibility for the oversight of that financial area in the budget. Once approved, the purchase can be made and reimbursed, if it has the proper documentation. If the purchase was not preapproved, approval by the committee, team, ministry leader, and/or ministerial staff person responsible for the oversight of that financial area must accompany the expense before it can be reimbursed. If the oversight

person or group does not approve the expense, the cost of the item becomes the sole responsibility of the person(s) who made the purchase.

Before an approved reimbursement can be made, a receipt for the purchase must be supplied to the financial secretary. Receipt must include date, time, company or person that sold items, items purchased, and amount of purchase. No reimbursements will be made without a receipt.

Budget

MBC operates its church budget on a calendar year. Stewardship committee will send out forms for persons and groups that have oversight of portions of the church budget to use in making request. These letters will go out in the late summer or early fall of each year. Each person or group that receives a request letter should prayerfully and thoughtfully fill out the request form and return it before the deadline with their financial request for the upcoming year. The stewardship committee will compile all these requests, along with other financial information about the church, and plan out the next year's church budget.

The stewardship committee will present to the church, no later than December, a budget for the next calendar year. This budget will reflect a unified church budget; there will be no other budgets from which the church operates. This budget should be presented in time for all members to study the budget and express any questions. Any person or group that does not feel that they were fairly treated in budgeting process by the stewardship committee can ask for a redress of their request. If the person or groups feels the stewardship committee redress was not fair, they can make a request to change the budget to the church body, during a business meeting. Once the church approves the budget, it will be the only budget with which the church will operate for the year.

If during the course of the year, the budget needs to be amended, all such concerns should first be brought before the stewardship committee. The stewardship committee will then make any needed recommendations for amendments to the budget during a business meeting to be approved by the church. Once amendments have been approved by the church, they become the new operation budget for the church for the remainder of that year.

As with all budgets, this is a financial plan for how the church will spend all moneys received for the next year. If contributions fail to fulfill the church's budget for the year, the senior pastor, treasurer, or deacon chairman can freeze the budget. If the budget is frozen, all expenses, excluding regular monthly operating expenses such utility bills, insurance, payroll, etc., will have to preapproved by the treasurer or senior pastor. If the situation is of short duration, when the contribution levels return, the budget will be unfrozen. If the situation is of long duration, the stewardship committee will readdress the budget to reflect the new contribution levels and the church will approve the amendment and it will become the new operational budget.

Revival love offerings

It is the policy of Moulton Baptist Church to divide the revival love offering so that the visiting preaching evangelist will receive 60% and the visiting music evangelist will receive 40%. Travel expenses will be taken from MBC travel expenses account.

In the event that a staff member is used to direct the music during a revival, the deacons will determine if compensation is due this individual. They will determine the amount of the love offering to be shared with the staff member on that occasion.

It is agreed that there may be times when exceptions should be made to policy as stated in paragraph one above. When this occurs, the deacons will vote on any deviation to the above said policy.

Handling Abuse/Molestation Incidents

It is the purpose and intent of Moulton Baptist Church to provide a safe, secure environment to minister and work for all people from birth through death. Living in the fallen world that we do, unfortunately, abuse of others sometimes is a factor in people's relationships with others. MBC has a zero tolerance for all forms of abuse of others. We believe all people are created in the image of God and are worthy of respect, honor and reasonable safety from harm.

All incidents of suspected abuse/molestation should be reported immediately to the ministerial staff of MBC and/or the deacon officers. Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly and, certainly, not for malicious purposes. At the same time, failing to report abuse can have severe consequences to the victim at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could and should be taken to protect the victim and help the family. When time and circumstances permit, the report should first be made to the appropriate age group minister, who will then proceed with the correct and thorough process.

All allegations will be taken seriously and church staff will take appropriate action in accordance with the laws of the State of Alabama, insurance policy requirements, and based upon advice of legal counsel. The official spokesperson for the church in any of these matters will be the senior pastor or his appointee. No other staff members or church members shall speak to the media in an official capacity. The church staff will document (in writing, with date and signature) all efforts in the handling of any incident. The church staff will not deny, minimize, or blame any individual involved in allegations. MBC staff will minister to all involved, as well as cooperate with authorities.

Adults

In Alabama, domestic violence is a very serious crime with serious punishment and long term consequences. Domestic violence in Alabama is defined as an assault on the victim who is a current or former spouse, parent, child, any person with whom the

defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant.

In Alabama, rape is a serious crime with serious punishment and long term consequences. Rape is defined as having sexual intercourse with another person that is forced, the other is helpless to prevent, and/or the other person is unable to give consent because of being incapacitated or mentally defective.

In Alabama, elder abuse is a serious crime; abuse means the infliction of physical pain, injury, or willful deprivation by a caregiver or other person of services necessary to maintain mental and physical health.

Defined separately: Emotional abuse is the willful or reckless infliction of emotional or mental anguish or the use of a physical or chemical restraint, medication or isolation as punishment or as a substitute for treatment or care of any protected person. *Sexual abuse* includes any conduct that is a crime as defined in the Code of Alabama. Neglect means the failure of a caregiver to provide food, shelter, clothing, medical services, or health care for the person unable to care for self, or the failure of person to provide these needs for self as result of mental or physical inability. Exploitation means expenditure, diminution, use of property, assets, or resources of protected person without the express, voluntary consent of that person or that person's legally authorized representative.

All reported abuse of adults to church ministerial staff or suspected abuse to be taking place will be handled according to the policy under church involvement list below.

Minors

A minor is any individual under the age of 19 years.

Physical abuse – the Child Abuse Prevent and Treatment Act by the Federal government defines child abuse and neglect as any recent act, or failure to act, on the part of the parent or caretaker which results in death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act which presents an imminent risk of serious harm.

Child Sexual abuse – the National Resource Center on Child Sexual Abuse defines child sexual abuse as any sexual activity with a child, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any setting (including on the street) by a person unknown to the child. The abuser may be an adult, an adolescent, or another child. Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling, intercourse, and forcible rape. Other forms of abuse can include verbal comments, any exposure to pornographic materials, inappropriate internet activity, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

All reported abuse of children to ministerial staff or if the ministerial staff suspects abuse to be taking place will be handled according to the policy under church involvement listed below.

Church Involvement

- 1) The accused party will be presumed innocent until proven guilty. In an appropriate case, where there are not witnesses other than the accused and the accuser, an accused party may be placed on paid or non-paid leave. However, where two (2) adults were present at the time of the alleged incident, one of whom was the accused, and the other adult (not the accused's spouse or blood relative) states in writing that he or she observed no incident of abuse, then the accused employee or volunteer shall remain as a church employee or volunteer throughout the investigative process.
- 2) Upon an accusation being made, a representative of the ministerial staff will notify, and consult with, the chairmen of deacons, the church legal advisors, the liability insurance carrier representative for the church, and proper law enforcement agencies. Recommendations received from these sources will be adhered to. A report will be made immediately to the Moulton Police and other local law enforcement as required and MBC will comply with all abuse reporting laws.
- 3) Besides any other investigative process that may ensure, the church itself will implement the following procedures for investigation of the incident. The church will work in full cooperation with local law enforcement agencies and seek their guidance in conducting its investigation. Church staff or leaders should not attempt to personally interview the accused, the accuser, or any other involved party without professional assistance. The church may take other steps as deemed prudent by the senior pastor, ministerial staff, deacon officers, church legal advisors, and church insurer.
- 4) The church will on a regular basis keep all interested parties notified of the progress in the investigation and other matters, subject to counsel from the church's legal advisors and/or church insurer.
- 5) If during the investigative process, or the church's own investigation, shows a high probability that the accused is in fact guilty of the incident, then the church will take all reasonable steps to cooperate with law enforcement authorities in any action they may take against the accused. The ministerial staff will attempt to minister to all involved.
- 6) After the court case has been resolved a thorough review will be done of church policies to insure all preventive measures were taken, any adjustments to the policies were made, and all reasonable efforts were undertaken to protect the safety of all involved in the incident. MBC is committed to all reasonable actions to protect the welfare and safety of all people.

Moulton Baptist Church

Abuse/Molestation Incident Report Form

Confidential

Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to the victim at risk. Therefore if you have reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could and should be taken to protect the victim and help the family. When time and circumstances permit, the report should first be made to the appropriate age group minister, who will then proceed with the correct and thorough process.

I have observed conduct that I feel would fall under the definition of abuse as defined by state of Alabama law and MBC policy. I understand that this material is to be treated as highly confidential and that I am not to discuss it with anyone else other than the minister to whom I make this report.

Your Name: _____

Date this report was made: _____

REPORT OF THE INCIDENT:

Date of incident: _____ Time incident occurred: _____

Suspected Abuser's Name: _____

Victim's Name: _____

Describe nature of the incident: _____

Personal observations of indications of suspected abuse that are not readily explained: (Circle any or all that apply)

Physical Abuse	Sexual Abuse
Unexplained bruises	Reports abuse to others
Welts	Has difficult walking or sitting
Lacerations	Complains of pain or itching in genital area
Fractures	Bruises or bleeding in external genitalia, vaginal, or anal area
Abdominal injuries	Unusual interest of knowledge of sexual matters for children
Human bites	Unusual and excessive behaviors inappropriate for a child of that age
Child unusually wary of physical contact with adults	
Demonstrates extremes in behavior	
Seems frightened of parents or caretaker	

Provide a complete description from personal observations of indications of suspected abuse you have checked above:

I have reviewed the above report. It is true and correct, based on my personal observations.

Signature of person making report: _____

Date: _____

Received by: _____

Date: _____

Amendments to Policies and Procedures Manual

All policies and procedures try to reflect current church practices. As those practices change this policies and procedure manual will need to be changed. Frequent updating of the manual is encouraged as current church practices or policies change.

Some changes to this manual will need to be made due to errors in spelling, grammar, or sentence structure. As long as the meaning of the sentence does not change, then church approval is not required to make the change. Some policies in this manual are based upon federal and state laws. As these laws change, or new ones are added, they will be changed and/or added to the manual without prior church approval as long as they do not conflict with church beliefs or moral positions. MBC's policy is to abide by state and federal laws as long as they do not interfere with our beliefs.

All other changes to the manual will need to be made following the outline procedure. Any member, committee, team, deacons, or church staff member can have recommendations for changes to this manual. All such recommendations need to be presented in writing to the church body in any approved business meeting, regular or special. A simple major vote of those members present and voting will be needed in order to change or add to this policy and procedure manual.

An updated copy will be kept in the church office and through other media outlet sources to allow members to stay informed of present church policies. All members of the church will consult the constitution, bylaws, and policies and procedures manual of MBC in order to stay informed of current church practices and policies for conducting church business.

Moulton Baptist Church Organizational Chart

