

BETHEL BAPTIST CHURCH POLICY AND PROCEDURES MANUAL

Section I. MEMBERSHIP

RECEPTION OF MEMBERS

1. The membership of this church shall consist of persons who have made a public confession of their faith in Christ as their Savior and Lord; who desire to be numbered among His disciples; who are in sympathy with, and subscribe to, the faith and practice of this church; who have experienced believer's baptism in this church or in a church of like faith and order; and who shall have been received into its fellowship by a vote of the congregation.
2. The church shall have the right to determine qualifications for membership and to discipline its members by reproof, rebuke, or exclusion from membership.
3. Members shall, upon vote of the church, be received in the following ways:
 - (a) By profession of faith and for believer's baptism.
 - (b) By promise of a letter of recommendation from another Baptist Church.
 - (c) By restoration upon a statement of prior conversion experience and baptism by immersion.
4. Should there be any dissent it shall be referred to the Pastor and Deacons for investigation. See church By-Laws to follow.

Section II. CHURCH MEETINGS

1. All church meetings will be held in accordance with the church By-Laws.
2. All voting procedures will be in accordance with the church By-Laws.
3. All church proceedings shall be in conformity with the usual parliamentary procedure prescribed in Robert's Rules of Order.
4. **VOTING AND PROCEDURES**

Anyone who will be personally affected by a vote of the church, such as their salary, benefits, etc. shall excuse themselves and their immediate family during the discussion and voting on the matter.
5. **EMERGENCY MEETINGS**

Emergency meetings can be held at any worship service when a matter has arisen that demands immediate action by the church body. The congregation by unanimous consent may declare itself in business conference. All motions and votes will be according to the church By-Laws.
6. **QUORUM**

Quorum consists of those church members who attend the meeting, provided it is a stated meeting or one that has been properly called.
7. **QUALIFIED VOTERS**

All church members twelve years of age, or older, shall be entitled to one vote in church business meetings.

8. **SECRET BALLOT**
Any voting member of the church shall have a right to ask for a secret ballot on any motion before the church, if approved by a majority present. In calling a staff member all voting shall be by secret ballot.
9. The moderator will preside at all business meetings of the church. In his absence the meetings shall be presided over by the Chairman of the Deacons. In his absence the Vice-Chairman of the Deacons shall preside. Should none of these be present, a moderator shall be chosen by the congregation.

Section III. PERSONNEL POLICIES AND PROCEDURES

1. INTRODUCTION

The following guidelines and policies are set forth by the Bethel Baptist Church in the best interest of its employees and the total work of the church.

The Personnel Committee shall recommend employee policies, salary and benefit schedules and job descriptions. The committee shall also counsel with employees upon individual request. These policies are intended to be flexible and to serve as a guide for effective personnel relationships.

2. DEFINITION OF TERMS

- a. Employee: Any worker paid on a regular basis for services performed.
- b. Full-time employee: A paid worker who works a minimum of 30 hours or more each week.
- c. Part-time employee: A paid worker who works less than 30 hours per week.

3. EMPLOYMENT

- a. The Pastor is the chief administrative officer of the church. He shall be employed by vote of the church.
When this office is vacated, a Pastor Search Committee shall be elected by the church. This committee will consist of five adult members of the church, at least two of which are to be female members.
- b. The Minister of Youth and Education shall be employed by vote of the church at the recommendation of the Youth & Education Minister Search Committee.
When this office is vacated, a Youth & Education Minister Search Committee shall be elected by the church. This committee will consist of six members of the church and shall be divided two youth, four adults, at least two of which are to be female members.
- c. The Worship Leader shall be employed by a vote of the church at the recommendation of the Ministry Staff Selection Committee.
- d. The Secretary shall be employed by vote of the church at the recommendation of the Personnel Committee.

4. RESIGNATIONS/TERMINATIONS

It is anticipated that each employee will have a happy and successful tenure as part of Bethel Baptist Church's staff. However, situations and circumstances may develop in which employees terminate work at their own initiative or termination is initiated by the church. Upon resignation, advance notice of at least thirty days is expected of all full-time employees. A two week advance notice is expected from all part-time employees. A written notice of resignation shall be presented

to the Personnel Committee with the one exception being the pastor, who upon resigning shall present his letter of resignation first of all to the deacon body and then to the church.

In the case of termination, the church will give thirty days notice or thirty days compensation, whichever it deems necessary for the welfare of the church. A majority vote of the church will determine which action shall be taken.

5. VACATION

- a. Vacation time shall be according to the following schedule:

After six months employment	5 days
After one year employment	10 days
After five years employment	15 days
After fifteen years employment	20 days
- b. Vacation time for part-time employees shall be at one half of the above number of days.
- c. *Prior Credit:* Partial credit for prior full-time service as pastor or other church staff member shall be recognized. One year's vacation credit shall be given for each four years of service in a Southern Baptist Church. The prior credit maximum shall be fifteen days. The maximum vacation period shall be three weeks per year until at least five years are completed at Bethel Baptist Church.
- d. The date for determining vacation eligibility will be the date of employment. All vacation time shall be set keeping in mind the needs of the church's programs and activities and the needs of those particular personnel.

6. SICK LEAVE AND PERSONAL LEAVE

- a. Sick leave constitutes an illness that prevents one from performance of duty. Sick leave will be granted for personal illness or physical incapacity only.
- b. Each full-time employee will earn one day of sick leave for each month of employment, up to a maximum of sixty days.
- c. Each part-time employee will earn one-half day of sick leave for each month of employment, up to a maximum of thirty days.
- d. Personal leave constitutes a situation or circumstance of genuine need. It is not additional vacation time.
- e. Personal leave will be granted for the following reasons:
 - (1) Illness of a household member where attention is needed.
 - (2) Enforced quarantine.
 - (3) Death of an immediate family member.
 - (4) Personal concerns where attention is needed.
 - (5) Emergency evacuation when needed.
- f. Each full-time employee will be credited with one day of personal leave for each month of employment. When eight days have been accumulated, no additional personal days can be credited until one or more days are used.
- g. Each part-time employee will be credited with one-half the amounts as listed above.
- h. No compensation for accumulated sick leave or personal leave will be paid at the time of resignation or termination.

7. ATTENDANCE AT CONFERENCES, CONVENTIONS, REVIVALS

- a. All full-time employees are encouraged to attend retreats, conferences and conventions that would benefit them and the church. Budget provisions are made for such purposes annually.
- b. All ministerial staff members shall be permitted two weeks for revivals outside the church. In lieu of a revival meeting the staff member may elect to attend an additional conference upon review by the Stewardship and Budget Committee and approval of the Personnel Committee.

8. HOLIDAYS

All employees are entitled to the following holidays:

New Year's Day	1 day
Good Friday	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Thanksgiving Day	1 day
Christmas	2 days
Veterans Day	1 day
Robert E. Lee/MLK	1 day

9. FRINGE BENEFITS

The church may provide health, disability, life insurance and retirement contributions for all full time employees.

10. GUIDELINES FOR ANNUAL REVIEW

These guidelines will be followed in making annual employee reviews:

- The Personnel Committee will establish a procedure for evaluating the work of each employee.
- The Personnel Committee will meet with each employee on an individual basis.
- Cost of living salary increases will be considered for all employees in accordance with the present cost of living index released by the Federal Government.
- Merit increases will be considered on the basis of job performance and efficiency in service.

11. JOB DESCRIPTIONS

Recognizing that situations and assigned responsibilities are subject to change, job descriptions may be revised in consultation with the Personnel Committee and respective employees of Bethel Baptist Church. Proposed changes may be made upon a majority vote of the church in business session.

12. PROCEDURAL CHANGES

This statement of personnel guidelines supersedes all previous personnel contracts, agreements or understandings. Changes in these policies shall be submitted to the Personnel Committee for Study and then to the church for approval.

This statement of personnel guidelines shall become effective immediately upon adoption by the church.

Periodic review of these guidelines shall be made to insure policies that are in keeping with current employee situations.

Section IV OFFICE MANAGEMENT POLICIES AND PROCEDURES

1. OFFICE HOURS

Normal office hours shall be Monday through Thursday, 8:00 A.M. until 12:00 noon. The office shall be closed on certain holidays as authorized by the church.

2. BUILDING USE

Anyone wishing to use the church buildings (Christian Life Center) will have to contact the Church Secretary to clear dates for desired use with the church calendar. All church activities take priority over outside activities.

Non-member usage must be approved by the Deacons.

RENTAL FEES: Church members will not be charged. However, for those that are not members the following charges will apply.

- | | |
|---------------------------------------|----------|
| a. Auditorium only will be | \$150.00 |
| b. Christian Life Center only will be | \$150.00 |
| c. Kitchen only will be | \$150.00 |

Any combination of two of the facilities will be \$250.00 and all three will be \$350.00.

CLEANING FEE; A cleaning fee deposit will be required of **all** users whether they are members or not. Everyone must give the Church Secretary the following amounts when reserving the use of the facilities.

- | | |
|---------------------------------------|----------|
| a. Auditorium only will be | \$150.00 |
| b. Christian Life Center only will be | \$150.00 |
| c. Kitchen only will be | \$150.00 |

Any combination of two of the facilities will be \$250.00 and all three will be \$350.00.

The cleaning fee deposit will be returned to the individual making the reservation only if the facilities are cleaned and ready for the next use and everything that has been moved from its place returned and properly reconnected if it has been disconnected.

3. CHURCH EQUIPMENT USE

The use of church equipment (i.e. tables, chairs, electronic equipment, van, etc.) be limited to church related functions and other religious group activities unless approved by the church council or deacon body.

RESPONSIBILITIES OF USERS:

- Turn off all lights, air conditioners or heaters.
- Turn off stove and hot water heater from switch box behind kitchen door.
- Lock all doors and windows.
- The key to the building must be turned in the following day to the church.
- No alcoholic beverages.

- f. No smoking inside the buildings.
- g. A protective covering is required to be placed under all candles in windows or candelabras.
- h. All paper and trash must be picked up on the church grounds.

The person responsible must sign the necessary form and return it to the church.

4. TECHNICAL SUPPORT INCLUDING MUSIC

Contact church secretary for compensation if technical support and musicians are needed.

5. WORK REQUEST THROUGH CHURCH OFFICE

Request for assistance with letters, reports, programs, brochures, mailings, copying, typing, etc., shall be submitted to and scheduled by the church secretary.

6. MONTHLY NEWSLETTER ARTICLES

Articles and other information to be published in the monthly mail-out should be submitted to the church office no later than the 20th of each month.

7. ANNOUNCEMENTS FOR THE WEEKLY BULLETIN

These must be in the church office by Wednesday morning each week. The bulletin is typed and printed on Thursday mornings.

8. LIMITED EXPENDITURES

This category covers both miscellaneous and non-budgeted purchases. The spending limit for this category by church staff and department leaders, without church approval, is five hundred dollars (\$500.00).

9. BUDGETED EXPENSES

Except for emergencies, any budgeted item over \$1,000.00 will require prior approval by the Stewardship and Budget Committee. It is the responsibility of this committee to insure that monies spent at any particular time shall be in relation to funds available.

Section V. CHURCH OFFICERS

All church officers must be members of Bethel Baptist Church. The Pastor, Minister of Youth and Education, Worship Leader, and Deacons are to be the scriptural officers of the church. The general officers are Church Clerk, Treasurer, Assistant Treasurer, Moderator and Trustees.

1. Scriptural Officers

- a. Pastor. See church By-Laws for nomination and election.

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

(1) Basic Responsibilities:

- (a.) To teach and preach God's word.
- (b.) To provide administrative leadership for the church.
- (c.) To provide leadership for the church's programs, church staff and church faculties.
- (d.) His preaching and teaching should be relevant and Bible centered.

b. Minister of Youth and Education

The Minister of Youth and Education shall oversee all the ministries related to Christian educational development, discipleship and youth. This person shall be responsible for equipping and encouraging individuals and families in their daily walk with Christ.

(1) Basic Responsibilities:

- (a) Assist the Pastor in his pastoral ministries of the church.
- (b) Provide direction and guidance to the church's ministry team plan.
- (c) Working directly with the Church Council, Public Relations Ministry Team and other church staff in the development and implementation of a church public image strategy.
- (d) Providing support to the Pastor in the areas of pastoral leadership through: home, church and hospital visitation; preaching; teaching and other areas of ministry as needed.
- (e) Develop and give overall direction, structure and biblical oversight to a strong discipleship based youth ministry.
- (f) Develop and give direction to the overall Christian Education and Discipleship Ministry by way of classes, workshops, conferences, special events, small groups and other means.
- (g) Perform any other pastoral duties, within a 'reasonable standard,' as deemed necessary by the church.

c. Worship Leader

The Worship Leader shall oversee and provide leadership and vision to the overall worship ministry of Bethel Baptist Church. This person shall, in a 'Spirit led' partnership with the pastor, plan and direct all church related worship events with the overarching goal of establishing an atmosphere and an environment that elicits passionate worship in the supreme biblical context.

a. Basic responsibilities are to:

- (1) Prayerfully develop and give direction to other worship events planned or sponsored by Bethel Baptist Church. This could include but not be limited to:
 - (a) Establishing and maintaining a Classic (8:30 AM) music format that exemplifies traditional, as well as southern gospel components.
 - (b) Establishing and maintaining a Contemporary (11 AM) music format that involves newer song selections that are associated with the modern 'praise and worship' movement of today.
- (2) Prayerfully develop and give direction to other worship events planned or sponsored by Bethel Baptist Church. This could include but not be limited to:
 - (a) Revivals/Crusades
 - (b) Weddings/Funerals

limited to:

(3) Lead and direct all the various components of the entire music ministry team. Those components include, but are not

- (a) Choir
- (b) Praise Band
- (c) Church Accompanists
- (d) Dramas
- (e) Audio and Visual Technicians

(4) With the assistance of the full-time pastoral staff and music ministry team volunteers, establish and maintain special units within the music ministry team area that would enhance the involvement of all age groups in the music ministry of the church. These would include, but not be limited to:

- (a) Children
- (b) Teenagers
- (c) Senior Adults

(5) Perform any other pastoral duties, within a 'reasonable standard,' as deemed necessary by the church.

(Due to the bi-vocational nature of this position, the worship leader may not be able to be a part of the actual 'directorship' of service, rehearsal or special event. If the Worship Leader is not available to direct a service, rehearsal or special event-due to carrying out his main career responsibilities-it is still the responsibility of the Worship Leader to work with a music ministry team volunteer to carry out that worship service, rehearsal or special event).

d. Deacons

In accordance with the meaning of the title and practice in the New Testament, deacons are to be servants of the church. A deacon shall not retain the same office on the deacon body for more than two (2) consecutive years.

The election of deacon officers shall be by secret ballot and the following method shall be followed:

The first ballot taken shall be for the chairman. A separate ballot shall be taken for secretary. Each member present shall write on a slip of paper the name of the man he prefers for chairman or for secretary. The man receiving the highest number of votes for a particular office shall be elected. The man receiving the next highest number of votes for chairman shall be the vice chairman.

The election shall take place at the regular December deacons meeting under the direction of the outgoing chairman. The new deacons rotating on shall be allowed to attend the December meeting and vote for the newly elected officers. This will be the only vote that they will be permitted to have at this meeting. All deacons must be present to vote.

(1) Basic Responsibilities:

- (a) Serve with the Pastor and staff in performing pastoral ministries.

- (b) Leading the church in the achievement of its mission.
- (c) Proclaiming the gospel to believers and unbelievers.
- (d) Caring for the church's members and others in the community.
- (e) Assisting the Pastor in observance of the church's ordinances.

(2) Term and Number:

Deacons shall be elected for a term of three years, with one-third of their number elected each year. (The service term is based on a calendar year.) The number of deacons may be increased or decreased, as required, by action of the church.

(3) Nomination and Election Procedure:

See church By-Laws.

(4) The pastoral staff and active deacons shall manage the deacon election.

(5) From September 1 to October 1 each year, the Pastoral Staff and active Deacons will make forms available to the members of the church for the submission of names of members age 21 or over, a Christian for at least two years and a resident member for at least one year, to be considered for nomination as deacon. Such forms shall include the scriptural references to deacon qualifications contained in Acts 6:1-7 and I Timothy 3:8-13. The forms must be signed by the nominating church member.

(6) The Pastoral Staff and Deacons shall make inquiry of those whose names have been submitted as to their willingness to serve as deacon. The Pastoral Staff and active Deacons will review the candidates to make certain each meets the scriptural qualifications contained in Acts 6:1-7 and 1 Timothy 3:8-13. The Pastoral Staff and active Deacons shall have authority to remove the names of any candidates whom they deem do not meet these scriptural qualifications. If such action is necessary, the Senior Pastor and the Chairman of the Deacons shall meet with the disqualified candidate to explain reasons for the disqualification. By the third week of October, the Pastoral Staff and Deacons shall submit to the church a list of candidates for the church to review. The congregation shall then have an opportunity to submit scriptural reasons why they feel a listed candidate should be disqualified. This shall be accomplished by standardized forms made available to the congregation during the review period. If the Pastoral Staff and active Deacons deem it necessary, they shall disqualify a candidate based on reasons submitted by church members on signed forms, following the procedure described in this section.

(7) At the special called business meeting, the church shall vote on the candidates approved by the Pastoral Staff and active Deacons as described above. Each church member may vote for no more than the number of positions to be filled. The number of nominees receiving the highest number of votes

exceeding fifty-one percent shall be elected and take office to fill the vacancies as of January 1.

- (8) In the event of vacancies, the person receiving the next highest number of votes from the previous election shall fill the unexpired term. (The candidate assuming the unexpired term must have received an excess of fifty-one percent in the previous election. If no candidate qualifies under the above terms, the deacon ministry will proceed without its full contingent until the next scheduled election.)
- (9) After serving a term of three years, a deacon shall be eligible for re-election only after the lapse of at least one year; provided, that a deacon filling an unexpired term shall be eligible for re-election immediately. Persons who have completed their term of office as a deacon, however, may be enlisted by the deacons to assist in the duties of their ongoing ministries.
- (10) The Deacons shall elect annually their own chairman and other officers.
- (11) The regular monthly meeting of the deacons shall be held at such time and place as is mutually agreeable to the majority of the deacon body. Time and place may be changed to meet extenuating circumstances by mutual agreement of the pastor and the chairman of deacons provided all active deacons are given proper advance notice.
- Called meetings of the deacons may be held when deemed necessary and may be called by mutual consent of the pastor and the chairman of deacons.
- The pastor shall be notified of all regular and called meetings and shall be eligible to attend all such meetings except when he is personally involved and is requested to abstain from attendance by a majority of the deacons present and voting.
- The pastor shall not have a vote in the deacon's meetings nor shall any inactive deacon who might be attending.
- (12) Every active deacon, those presently serving as well as those that may be elected at a future date, shall complete a course that would enable him to be able to share his faith. The training shall be with the "Eternal Life" or "Roman Road" tract or any other tract that has a clear and simple presentation of the Gospel Message of Salvation.
- The Deacon chairman shall be responsible for scheduling a refresher course in witnessing on an annual basis.

2. General Officers

a. Church Clerk

The clerk must be a member of the church and shall be elected annually.

(1) Basic Responsibilities:

- (a) The duties of the church clerk shall be to keep a record of all proceedings of the regular and special business meetings of the church.
- (c) The clerk shall maintain a permanent record by subject and date of church approved actions which establish policy.
- (d) The clerk and active deacons will count the ballots for all elections during any business meeting.

b. Treasurer

The church shall elect a treasurer annually. That person shall be an active tither of income and shall keep in exemplary fashion the church covenant.

(1) Basic Responsibilities:

- (a) The treasurer shall supervise the payment of all accounts consistent with the budget of the church, any and all exceptions to be made upon the authority of the church in conference.
- (b) The treasurer shall keep separate accounts of various funds as designated by the church. In no case shall he draw from one fund for payments chargeable to another fund without the approval of the church.
- (c) The treasurer shall be the custodian of all money, legal documents, insurance policies, and valuable papers of the church.
- (d) The treasurer shall keep the books in a state of readiness so that at any time the deacon body or any member of the church may inspect them upon request.
- (e) The treasurer shall make a monthly detailed statement to the church of all obligations incurred, purchases made, and all receipts and disbursements.

c. Assistant Treasurer

The Assistant Treasurer, also duly elected by the church, shall perform all the duties of the treasurer in the event of the Treasure's absence or inability to do so.

d. Moderator

The Moderator shall preside over all business meetings.

1. Basic Responsibilities:

- (a) The Moderator shall be elected annually and if at all possible will not be an active Deacon.
- (b) The chairman of the Deacons shall serve as Vice-Moderator.
- (c) In the absence of both the Moderator and Vice-Moderator, the church will elect someone to serve for that meeting only.

(d) The Moderator will maintain discipline and order throughout the meeting.

e. Church Trustees

The Church Trustees will hold in trust the church property. Four trustees shall be elected by the church.

1. Basic Responsibilities:

- (a) To affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property.
- (b) To affix their signatures to any other legal documents where the signatures of trustees are required.
- (c) To perform these duties at the direction and oversight of the church.

Section VI CHURCH PROGRAM ORGANIZATION

General

All church organizations shall be under church control, with all officers being elected by the church and reporting regularly to the church.

1. Sunday School

- (a) The church shall maintain a Bible/Sunday School on each Lord's Day. It will be under the general supervision of the pastor, but it will be directly managed by a director. The director will be nominated by the Nominating Committee and elected by the church for a one-year term.
- (b) The Sunday School shall be graded by ages or class grades. The promotion of students from one grade/class to another will take place at the beginning of each new school year.

(c) Sunday School Director

(1) Objectives:

Works with church leaders to assure that teachers, class members and guests are receiving appropriate ministry to meet their spiritual, emotional and physical needs.

Works to assure that when ministry needs arise, appropriate follow-up measures are being employed and ministry needs are being met.

(2) Basic Responsibilities:

- (a) Coordinate training programs (association and state) with pastor and church staff.
- (b) Distribute and collect class records each Lord's Day.
- (c) Order Sunday School literature as needed.
- (d) Give monthly Sunday School report at church business meetings.
- (e) Fill out yearly Sunday School report for the association.
- (f) Find substitute teachers when necessary.
- (g) Remove monies from class report envelopes and forward to church tellers.
- (h) Serve on the Church Council.

2. Women on Mission

a. Purpose:

The purpose of the Women on Mission organization is to engage in mission actions, as listed under Basic Responsibilities set out below.

b. The Director of Women on Missions shall be nominated by the Nominating Committee and elected by the church for a one-year term.

c. Basic Responsibilities:

(1) To teach missions in the following areas:

- (a) Local missions
- (b) Annie Armstrong Easter offering
- (c) Lottie Moon Christmas offering
- (d) Rice bowls
- (e) World missions

(2) To offer support as an organization, and to encourage the church itself, to support local and world missions through prayer and giving.

(3) To provide and interpret mission information for the church using the resources of the association and the Southern Baptist denomination.

(4) To encourage women to nurture one another and to serve as spirit-filled mission mentors.

3. Men's Ministry

a. Purpose:

The purpose of the Men's Ministry organization is primarily to engage in mission actions as set out under Basic Responsibilities below.

b. The Men's Ministry Director shall be nominated by the Nominating Committee and elected by the church for a one-year term.

c. Basic Responsibilities:

(1) To teach missions to the men of the church

(2) To encourage the men to help in local mission actions.

(3) To encourage the men to support world and local missions through prayer and giving.

(4) To provide and interpret information regarding the work of the church using the resources of the Southern Baptist denomination.

(5) To encourage the fellowship of the men and boys of the church, and to serve as spirit-filled mission mentors.

Section VII COMMITTEE AND MINISTRY TEAM PHILOSOPHY And OPERATIONAL STRUCTURE

Committees and Ministry teams are a necessary ingredient in the efficient and effective administration of the church. The term "committee and ministry team" refers to a group of people responsible for studying, recommending and carrying out specific administrative assignments of the church.

The committee and ministry team structure and operation for Bethel Baptist Church incorporates the following guidelines:

1. Committee and ministry team size is flexible and may be enlarged as necessary to accomplish its assigned task.
2. Committee and ministry team personnel shall be nominated by the Nominating Committee and elected by the church. Members shall be enlisted in areas where they have ability and interest so their participation will be enthusiastic and whole hearted.
3. The length of service is for one year, with the opportunity for continuing service.
4. Each committee and ministry team shall have the authority and freedom to perform its work within assigned responsibilities and budget provisions
5. Committee and ministry teams are accountable to the church for proper functioning and efficient operation.
6. Each committee and ministry team will report to the church as it progresses in its assigned task.
7. A regular review of the committee and ministry teams structure shall be made in order to insure efficient and effective operation.

2. STANDING COMMITTEES

The following pages outline the standing committees of Bethel Baptist Church as they presently exist:

a. The Church Council

The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

The Church Council shall meet on a regular basis as agreed upon by its membership. (The minimum requirements for meeting shall be, at the very least, quarterly).

All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

Composition:

The council, unless otherwise determined by a two-thirds vote of the church, shall have as regular members the Pastor, Minister of Education, Minister of Music, Minister of Youth, Sunday School Director, Women on Mission Director, Brotherhood Director, Chairman of Deacons, and AWANA Director. Committee chairpersons, team leaders and church-elected officers shall serve as the church deems necessary.

b. Church Nominating Committee

The purpose of this committee is for the finding of individuals willing and able to serve in the leadership positions in the church. This committee shall be made up of the present Sunday School Director as well as at least four (4) other adult church members.

This committee will serve on a calendar year basis.

- (1) To contact all those serving in their present positions and confirm whether or not that individual wishes to continue in that capacity for another year.
- (2) To seek out individuals needed to fill vacancies in any of the places of leadership that may be vacated before their completion.
- (3) To seek out individuals needed to fill vacancies in any of the standing committees of the church.
- (4) To seek to have all the positions of leadership ready to present to the church in its regular business meeting in December.
- (5) To fill any vacancies that may occur during the year and to present same at the first business meeting of the church after such occurrence.
- (6) To recommend to the church replacement members for the Nominating Committee to serve for the following calendar year.

c. Personnel Committee

Until the church has duly elected a Personnel Committee the active deacons shall serve in this capacity. This committee will assist the church in matters related to employed personnel.

Basic Responsibilities:

- (1) To outline and recommend to the church the establishment of staff positions deemed necessary and desirable.
- (2) To employ church secretaries, custodians, nursery workers etc.
- (3) To prepare a job description of the duties and responsibilities for each employee, and to periodically update job descriptions and organizational charts.
- (4) To recommend to the Stewardship and Budget Committee the starting salary and other financial considerations for new employees.
- (5) To review annually the salary schedule of all employees and make recommendations to the Stewardship and Budget Committee for salary adjustments.
- (6) To help establish the policy of the church concerning the working hours of employees.
- (7) To hear grievances and discuss problems concerning the church staff and seek proper resolution to such problems.
- (8) To hold regular meetings set by the committee.
- (9) To select a chairperson at their first meeting.

d. Church Building and Grounds Committee

The church building and grounds committee assists the church in matters related to property administration. Its work is to give direction and assistance to the Maintenance Ministry Team.

Basic Responsibilities:

- (1) To inspect regularly all church properties and repair as needed.
- (2) To recommend policies and budget requests to the church regarding the use and care of all church properties.
- (3) To recommend to the church any suggestions for the beautification of church properties.
- (4) To supervise any employees that may be employed by the church for maintaining or cleaning of the church buildings or grounds.

- (5) To enlist and post a list of persons who will be responsible for the upkeep of the church grounds.
- (6) To inspect and change the air conditioning filters when needed and light bulbs in all lighting fixtures.
- (7) To provide research and plans for the future use of building and grounds.
- (8) To insure that all building and grounds are safe, comfortable, and honorable to God as a place of worship.

e. Stewardship and Budget Committee

The purpose of this committee is to prepare and promote the church budget. The Church Treasurer shall be a standing member of this committee.

It will be the responsibility of this committee:

- (1) To prepare and present to the church for approval an annual budget each year.
- (2) To present this budget to the church by the December business meeting before the start of the new church year in January.
- (3) To present to the church any amendments or adjustments that may need to be made to the budget after it is adopted by the church.
- (4) To encourage all members of the church family to tithe their income. This may be done in and through all the organizations of the church.
- (5) To recommend to the church any program of stewardship that might encourage the members of our church family to become better stewards of life and its resources.
- (6) To assist the Church Treasurer in accounting for all the monies that are given through the church.
- (7) To guard against any unworthy means of securing funds for church use.
- (8) To audit the church books at least annually and make a report to the church.

f. Church Accounting Committee

The purpose of this committee is to account for all money that is contributed to and through the church, and see that the money that is designated is properly handled so that it can be channeled as quickly as possible to the designated ministry. It shall be the responsibility of this committee.

- (1) To count all the monies received through the offerings of the church.
- (2) To prepare and make the deposits in the night deposit box at the bank after the services of the church.
- (3) To make every effort to ensure that designated funds are properly marked.
- (4) To report all deposits to the church treasurer.

g. Church History Committee

The purpose of the History Committee is to write and preserve the history of Bethel Baptist Church.

Basic responsibilities:

- (1) Work with the Church Clerk in gathering and preserving all past historical records of the church.
- (2) Assist in recording present-day activities.
- (3) Communicate and interpret the heritage of the church, its leaders and its members.
- (4) Use historical facts and documents to challenge the church to accomplish its mission.

- (5) Lead the church to celebrate significant anniversaries of its existence and its achievements.
- (6) Update the historical files of the church annually.

h. Church Missions (Benevolent) Committee

The purpose of this committee is to assist the church and its organizational leadership by making studies of mission needs and activities, and to recommend plans as to how our church may be involved with meeting those needs. The Missions Committee will also consider all the 'Benevolent' needs of persons whether in the church, community or such as may pass through our community who need our assistance in any way.

The duties of this committee will be:

- (1) To assist the mission organizations of our church in keeping missions ever before the church. This may be accomplished by the use of posters, charts, films, programs or any other effective means
- (2) To establish and maintain communications with the Associational Missions Committee and other appropriate groups outside our church, such as State, Home and Foreign Mission Boards.
- (3) To discover, establish and conduct such mission projects as may be needed to strengthen our church and Christian witness.
- (4) To encourage groups and individuals to volunteer for mission activities and projects where one's talents or abilities may be able to meet a special need.
- (5) To consider and allocate relief to help meet the benevolent needs that may be brought to the attention of the committee or church.
- (6) To manage and maintain a record of the funds distributed for various special needs. And to submit to the Budget and Stewardship Committee the amounts needed to carry out the benevolent and mission involvement of the church.

3. Ad Hoc Committees

As stated in the introduction to this section: All ad hoc committee functions and guidelines shall be defined at the direction of the church as they are established.

Two ad hoc committees have set the following initial guidelines:

a. Pastor Search Committee

- (1) The purpose of this committee is to search for a pastor once the church becomes pastor-less.
- (2) The Pastor Committee shall consist of five adult members of the church and at least two of these must be female members. The committee will be elected by secret ballot at a business meeting of the church. The business meeting, whether regular or called, shall be announced at both worship services on the Lord's Day before the meeting on Sunday morning. The announcement is to state that at that time a Pastor Search Committee will be elected.
- (3) All eligible members according to Section II item 7 are permitted to vote but each member must be present to vote. Members voting will write on a slip of paper

the names of five adults of which at least two must be female. Any ballot not complying with this requirement will be disallowed and not be counted.

- (4) The five adult members receiving the highest number of votes will be the pastor search committee. The committee will elect their chairman at the first meeting.
- (5) After this committee has searched out the man that they feel is the one that God would have to serve as pastor of this congregation the following instructions will apply.

b. CALLING OF A PASTOR

- (1) The pastor of this church shall be called by a vote of the church upon the recommendation of a duly elected Pastor Search Committee. He shall serve at the pleasure of the church with the privilege of resigning the pastorate at any time he deems it in the best interest of himself, the church or denomination. He is to be a minister of good report who shall be required to subscribe to the covenant of the church, being in agreement with the policies of the church as herein stated in this constitution and these by-laws. The committee shall obtain this assent before his name is placed before the church for a formal vote.
- (2) After the committee has made its report recommending only one man at any given meeting the vote to call as pastor shall be a simple "Yes" or "No" written on a secret ballot.
- (3) Acceptance of the committee's recommendation which would constitute a call must have the vote of three-fourths of the members present and voting.
- (4) The active deacons and church clerk count the vote and report to the church.
- (5) After a pastor has been elected by the church, and after his acceptance of the call to be their pastor, the duties of the Pastor Search Committee are complete.

c. Ministry Staff Selection Committees

- (1) The purpose of any Ministry Staff Selection Committee is to seek out the individual best suited for any ministry staff position that is vacant (whether full time or part time).
- (2) When it becomes necessary to fill a ministry staff position, a committee given that responsibility will be elected by the church. The procedure for electing a Ministry Staff Selection Committee shall be as follows:
 - (a) The committee will consist of no more than six members of the church and at least two must be female.
 - (b) The committee will be elected through a nomination process, and those receiving the majority of the votes cast will serve as duly elected.
- (3) The committee will elect their chairman at the first meeting.

d. CALLING OF A MINISTRY STAFF MEMBER

- (1) When the committee has completed their search the following procedure will be followed.

- (2) The announcement will be made and the church will be notified at the Sunday services prior to the date of the meeting.
- (3) After the committee has made its report recommending only one person at any given meeting, the vote on calling a new staff member shall be a simple “Yes” or “No” vote written on a secret ballot.
- (4) Acceptance of the committee’s recommendation which would constitute a call must have the vote of three-fourths of the members present and voting.
- (5) The active deacons and church clerk shall count the ballots and report the results to the church.
- (6) After the call of a new staff member and his acceptance, the committee’s work will be complete.

Section VIII. MINISTRY AND SERVICE ACTION TEAMS

1. Church Ministry Teams

Ministry Teams make up the main service structure for Bethel Baptist Church. The team approach highlights the church’s ministry philosophy that “every member is a minister.” This is accomplished by allowing members of the church to exercise the use of their individual spiritual gifts, talents and abilities. All teams fall under one of two main divisions:

2. Steering Teams

Steering teams exist to provide planning and leadership direction to several key areas of ministry. Steering Teams will normally be made up of five to seven members, but can be adjusted as requested by the church staff and/or the Nominating Committee with final approval by vote of the church. Individuals who sense a call to serve on a Ministry Steering Team must make their interest known to the nominating committee. Final approval of each team is subject to the vote of the church. These team positions are normally held for a twelve month period as determined by the church. Ministry Steering Teams are responsible for making recommendations concerning their duties to the Church Council and the church as needed. These teams are to meet on a regular basis (*with a minimum of once every three months*) for planning and review purposes.

The teams on the following pages are identified as Ministry Steering Teams:

a. The Education/Discipleship Ministry Team

(1) The purpose of the EDUCATION AND DISCIPLESHIP MINISTRY TEAM is to assist the Minister of Education in developing, implementing and maintaining a comprehensive education/discipleship plan for Bethel Baptist Church.

(2) Composition:

Just as in any Ministry Steering Team, the Education and Discipleship Ministry Steering Team will normally be made up of five to seven members, but can be adjusted as requested by the church staff and/or the Nominating Committee.

(3) Gifts, Talents and Abilities:

Open to those who have a desire to see the church grow in the areas of Christian education and discipleship.

(4) Basic Responsibilities:

- (a) This team shall work with the Minister of Education and Sunday School Director as an advisory team to oversee the use of Sunday School literature, as well as teaching methods and procedures.
- (b) The Education/Discipleship Ministry Team will also assist the Minister of Education in the development, implementation and review of all educational events, conferences and functions.
- (c) This team shall also assist the Minister of Education in establishing, overseeing and reviewing the overall discipleship ministry of Bethel Baptist Church.
- (d) This team will also assist the Minister of Education with small group development.

b. The Prayer Ministry Team

The purpose of the PRAYER MINISTRY TEAM is to work with the pastoral staff to establish and maintain a comprehensive prayer ministry for the purpose of encouraging, educating, and mobilizing the church in the area of personal and corporate prayer.

(1) Composition:

Just as in any ministry steering team, the Prayer Ministry Team will normally be made up of five to seven members, but can be adjusted as requested by the church staff and/or the Nominating Committee.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Discernment, Faith, Intercession, Mercy, Administration. Possible Talents and/or Abilities: All participants of the PRAYER MINISTRY TEAM should have a “prayer warrior” spirit and be eager to encourage others to become prayer warriors.

(3) Basic Responsibility:

This ministry provides a variety of opportunities for involvement in the area of prayer. This includes the development and oversight of the following: home prayer groups, telephone prayer groups, prayer walks, special prayer emphasis for church services and events, a prayer chain incorporating the CARE GROUP MINISTRY, and a future prayer room/chapel.

c. The Children’s Ministry Team

The purpose of the CHILDREN’S MINISTRY TEAM is to work with the pastoral staff (Education Minister) to establish and maintain a comprehensive children’s ministry for the purpose of maintaining a strong overall ministry continuity.

(1) Composition:

Just as in any Ministry Steering Team, the Children’s Ministry Team will normally be made up of five to seven members, but can be adjusted as requested by the church staff and/or the Nominating Committee.

(2) Gifts, Talents and Abilities:

Participants must have a love of and sensitivity for children’s ministry, along with organizational gifts, talents and abilities.

(3) Basic Responsibility:

To meet regularly for the purpose of planning and organizing the overall children's ministry program.

d. The Youth Ministry Team

The purpose of the YOUTH MINISTRY TEAM is to work with the youth Minister to establish and maintain a comprehensive Youth ministry for the purpose of maintaining a strong overall ministry continuity.

(1) Composition:

Just as in any Ministry Steering Team, the Youth Ministry Team will normally be made up of five to seven members, but can be adjusted as requested by the church staff and/or the Nominating Committee.

(2) Gifts, Talents and Abilities:

Participants must have a love of and sensitivity for youth ministry, along with organizational gifts, talents and abilities.

(3) Basic Responsibility:

To meet regularly for the purpose of planning and organizing the overall youth ministry program.

e. Senior Adult Ministry Team

The purpose of the "Young at Heart" SENIOR ADULT MINISTRY TEAM is to work with the pastoral staff (Education Minister) to establish and maintain a comprehensive senior adult ministry for the purpose of maintaining a strong overall ministry continuity.

(1) Composition:

Just as in any ministry steering team, the "Young at Heart" Ministry Team will normally be made up of five to seven members, but can be adjusted as requested by the church staff and/or the Nominating Committee.

(2) Gifts, Talents and Abilities:

Participants must have a love of and sensitivity for senior adult ministries, along with organizational gifts, talents and abilities.

(3) Basic Responsibility:

To meet regularly for the purpose of planning and organizing the overall senior adult ministry program.

f. The Missions Team

The purpose of the Missions Team is to assist the church and its organizational leadership by making studies of mission needs and activities, and to recommend plans as to how our church may be involved with meeting those needs.

(1) Composition:

This steering team will include the directors of both Women on Missions and the Brotherhood organizations. Three to five additional members (at large) will make up the completion of this team. Adjustments can be made according to need, requested by the church staff and/or Nominating Committee.

(2) Basic Responsibilities:

- (a) To assist the mission organizations of our church in keeping missions before the church. This may be accomplished by the use of posters, charts, films, programs or any other effective means.
- (b) To establish and maintain communications with the Associational Missions Committee and other appropriate groups outside our church, such as the Alabama State Board of Missions, the North American Missions Board and International Missions Board of the Southern Baptist Convention.
- (c) To discover, establish and conduct such mission projects as may be needed, which will strengthen our church and Christian witness.
- (d) To encourage groups and individuals to volunteer for mission activities and projects where one's talents or abilities may be able to meet a special need.

3. Service Action Ministry Teams

Service Action Ministry Teams exist for the purpose of planning, overseeing and carrying out specific ministry functions of Bethel Baptist Church. Those who sense a calling to serve on a Service Action Ministry Team are asked to commit themselves to a minimal service time of twelve months. Participation is handled on a sign-up basis according to the spiritual gifts, talents and abilities the members may have. Each Service Action Ministry Team will determine their team leader. These teams are responsible for making recommendations concerning their areas to the Church Council and the church as needed. These teams are called upon to meet on a regular basis (with a minimum of once every three months) for planning and review purposes.

The following teams are identified as Service Action Ministry Teams:

a. The Audio/Visual Ministry Team

The purpose of the AUDIO/VISUAL ENGINEERING MINISTRY TEAM is to provide service opportunities to church members for incorporating technical enhancements that help our worship team (units) and church leaders better communicate during church services and events so that we might glorify God in all aspects of the worship experience. Also, to develop skills in the fields of video, graphics and audio for those who make up this team. In addition to our weekend services, technical support is called upon to enhance almost every big event at Bethel Baptist Church.

(1) Composition:

Every event that takes place at Bethel requires a tech crew. Therefore, there is a great need for people to serve both during the week and on weekends. Individuals rotate service and event times. An ideal team would be comprised of eight to ten members.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Creative Communication, Helps, Leadership.
Possible Talents and/or Abilities: A love of technical applications and/or computer applications and the desire to share that love in the realm of the church setting.

(3) Basic Responsibilities:

- (a) Assist the Pastor and Worship Leader by providing audio, video and other technical support to all worship experiences and church related events.
- (b) Assist the Worship Leader in carrying out the overall objectives of the church's worship ministry.
- (c) Be a loyal and responsible part of this team and its various units. Punctuality and regular attendance is needed not only during worship services and special events, but in rehearsals as well.
- (d) Honor God by preparing your heart to be used in the worship experience.

b. The First Impressions Ministry Team

The purpose of the FIRST IMPRESSIONS MINISTRY TEAM is to provide service opportunities to church members who want to intentionally make people feel cared about and welcome as soon as they step foot into our property. First impressions matter to the guests of Bethel Baptist Church. Before the worship experience ever begins many factors are at play that have the potential to touch a life with care. FIRST IMPRESSION greeters would be there to welcome, help, and encourage our guest who may not know anything about Bethel Baptist Church.

(1) Composition:

The ultimate FIRST IMPRESSION would be to have at least two people stationed at our 'Welcome Center' at least twenty minutes prior to and during the first ten minutes of every worship service and major event held at the church. To make both male and female feel welcome and comfortable, both men and women are needed for this team. This would be an ideal team for a husband and wife. (Maximum number needed: unlimited).

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Discernment, Encouragement, Helps, Hospitality, Mercy.

Possible Talents and/or Abilities: FIRST IMPRESSIONS greeters are outgoing, like to shake hands and talk to people. Greeters help people to feel comfortable in unfamiliar surroundings.

(3) Basic Responsibilities:

- (a) Serve with the Church Staff to welcome guests to all worship services and other church related events and functions.
- (b) Assist in identifying guests and securing information (by use of a visitor's card) for follow up by our staff, Care Group Team and Outreach Team (units).
- (c) Be a loyal and responsible part of this team. Punctuality and regular attendance is needed.

c. The Worship Service Support Ministry Team

The purpose of the WORSHIP SERVICE SUPPORT MINISTRY TEAM is to provide service opportunities to church members who would like to assist in a special capacity prior, during or after the regular and special worship services of Bethel Baptist Church.

(1) Composition:

This team is made up of several units that carry out diverse functions to aid and enhance our church worship experiences. Ushers, counselors, baptismal support, Lord's Supper support and "receiver" support make up this team. Some of these team members minister alongside members of the FIRST IMPRESSIONS Ministry Team. (Maximum number needed: unlimited).

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Encouragement, Helps, Hospitality, Mercy.

Possible Talents and/or Abilities: All WORSHIP SERVICE SUPPORT MINISTRY TEAM members are outgoing, hospitable and like to help people to feel comfortable in unfamiliar surroundings.

(3) Basic Responsibilities:

USHER (Unit)

- (a) Assist FIRST IMPRESSIONS Ministry Team when needed in greeting.
- (b) Collect Offerings during regular and special services held and sponsored by the church. (Under the direction of the leader of the Accounting Team, assist that team if and when necessary.)
- (c) Distribute materials that may need to be distributed before, during or after worship services.

COUNSELOR (Unit)

Assist the Pastoral Staff in providing spiritual counseling during worship services and other special events sponsored by the church.

BAPTISMAL SUPPORT (Unit)

Assist the Pastoral Staff and candidates for the service of baptism.

LORD'S SUPPER (Unit)

Assist the Pastoral Staff and active Deacons in the preparations and observance of the Lord's Supper.

RECEIVER (Unit)

- (a) Assist Pastoral Staff and the COUNSELING UNIT in receiving potential new members during all worship services and special events.
- (b) Work with Church Secretary and Church Clerk to assure all new member information is secured for church records.

d. The Decorating Ministry Team

The purpose of the DECORATING MINISTRY TEAM is to provide service opportunities to church members who would like to decorate the church for various themes, worship events, fellowship events and seasonal activities.

(1) Composition:

Maximum number needed: ten.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Craftsmanship, Creative Communication, Helps.
Possible Talents and/or Abilities: All DECORATING MINISTRY TEAM members should have a good, tasteful eye for interior decorating and/or design.

(3) Basic Responsibilities:

- (a) Provide appropriate decorating for the church and church facilities during seasonal activities and events.
- (b) Work alongside the CHURCH COUNCIL and/or other Ministry Teams to provide decorations for worship events, fellowships and other 'themed' ministry activities.

e. The Outreach and Evangelism Ministry Team

The purpose of the OUTREACH and EVANGELISM MINISTRY TEAM is to provide service opportunities to church members who would like to reach into the community to seek opportunities for evangelism and ministry. This team is also responsible for assisting in the educational perspective of evangelism.

(1) Composition:

Maximum number needed: unlimited.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Discernment, Encouragement, Evangelism, Helps, Mercy.

Possible Talents and/or Abilities: Should have a "Just Walk Across the Room" type of understanding of relational evangelism. Should be outgoing and have an open heart.

(3) Basic Responsibilities:

- (a) Be willing to commit to being a part of a visitation (outreach) session one night per month.
- (b) Assist the Pastoral staff and Deacons to maintain a comprehensive 'visitation' program.
- (c) Minister alongside the CARE GROUP MINISTRY in helping leaders and members make visits.
- (d) Assist the pastoral staff and deacons in following up on opportunities to re-establish fellowship opportunities that have been broken both within and outside the church.

f. The Public Relations Ministry Team

The purpose of the PUBLIC RELATIONS MINISTRY TEAM is to provide service opportunities to church members who would be interested in developing and maintaining a public witness of Bethel Baptist Church through various forms of media. In doing so, the team always:

**Glorifies Christ,
Communicates the overall ministry of the church,
Informs the public in a professional manner, and**

Seeks to do all forms of communications in a timely fashion.

(1) Composition:

Maximum number needed: eight, possibly more, if the need arises.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Administration, Creative Communication, Leadership.

Possible Talents and/or Abilities: Various aspects of this team involve diverse talents and abilities: Computer related experience (website related), writing and/or publishing experience, artistic talents (art and/or layout).

(3) Basic Responsibilities:

(a) Assist the Pastoral staff and office staff in all public relations and church related materials. (This would possibly include the monthly newsletter, special promotional publications, church directory, etc.)

(b) Make improvements to and maintain the church website.

(c) Assist in any other areas of public relations and marketing.

g. The Maintenance Ministry Team

The purpose of the MAINTENANCE MINISTRY TEAM is to provide service opportunities to church members who are willing to assist in the maintaining and upkeep of the grounds (including landscaping), exterior and interior buildings and vehicles of Bethel Baptist Church.

(1) Composition:

Maximum number needed: unlimited.

(a) Primary Team Substructure (Units):

Exterior Maintenance, Interior Maintenance, Vehicle Maintenance.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Craftsmanship

Possible Talents and/or Abilities: Willing to perform various degrees of physical labor.

(3) Basic Responsibilities:

(a) Under the direction of the Church Building and Grounds Committee, assist in the upkeep and maintenance of all church properties (interior as well as exterior).

(b) Under the direction of the Church Facilities Committee (and in conjunction with the Transportation Ministry Team), assist in the upkeep and maintenance of all vehicles owned by Bethel Baptist Church.

(c) Supplement the church janitorial (cleaning) staff when the need arises.

h. The Fellowship and Hospitality Ministry Team

The purpose of the FELLOWSHIP AND HOSPITALITY MINISTRY TEAM is to provide service opportunities to church members who would like to be a part of the planning, implementation and service for all church related fellowships and special church hospitality events. This team is

also responsible for all food service related activities and events, as well as overseeing the kitchen facilities of the church.

(1) Composition:

Maximum number needed: unlimited.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Encouragement, Helps, Hospitality, Leadership and Mercy.

Possible Talents and/or Abilities: A love of hospitality and service.

(3) Basic Responsibilities:

(a) Provide volunteer staffing for the setup, service and clean up for all church related fellowships and special events.

(b) Provide representation from this team to work alongside the CHURCH COUNCIL in the planning and implementation of all church related fellowships and special events.

(c) Provide representation to supervise all kitchen operations to assure safety and cleanliness.

(d) Keep a current inventory of various kitchen supplies and equipment in order to maintain the safety, cleanliness and overall efficient operations of the church kitchen.

(e) Assist the SPECIAL MEALS MINISTRY TEAM and the CARE GROUP MINISTRY when needed to provide special meals in accordance with the responsibilities of the SPECIAL MEALS MINISTRY TEAM.

i. The Special Meals Ministry Team

The purpose of the SPECIAL MEALS MINISTRY TEAM is to provide service opportunities to church members who would like to assist in providing meals to families of the church and community in times of illness, crisis (relational or financial), or in the loss of a loved one.

(1) Composition:

Maximum number needed: unlimited.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Encouragement, Helps, Hospitality, Mercy.

Possible Talents and/or Abilities: A love of hospitality and service.

(3) Basic Responsibilities:

Work in cooperation with the pastoral staff, deacons, CARE GROUP MINISTRY and others to provide meals for families of the church and community in times of illness, crisis (relational or financial) or in the loss of a loved one.

j. The Craftsman Ministry Team

The purpose of the CRAFTSMAN MINISTRY TEAM is to provide service opportunities to the church members who are skilled with craftsmanship abilities such as working with wood, metal and various raw materials.

(1) Composition:

Maximum number needed: unlimited.

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Craftsmanship

Possible Talents and/or Abilities: An overwhelming desire to use the gift of craftsmanship to provide a ministry service for the glory of God.

(3) Basic Responsibilities:

(a) Design and build tangible items and resources for ministry use.

(b) Minister in conjunction with the CARE GROUP MINISTRY, pastoral staff, deacons and church body to provide specially crafted items to meet ministry needs within and outside the church.

k. The Transportation Ministry Team

The purpose of the TRANSPORTATION MINISTRY TEAM is to provide service opportunities to church members who are interested in transporting people for ministry related or church related purposes.

(1) Composition:

(Maximum number needed: unlimited).

(2) Gifts, Talents and Abilities:

Possible Spiritual Gifts: Encouragement, Helps, Mercy.

Special Notice: Certain regulations stipulate that in order to drive church vehicles, you must submit your driver's license to the church insurance provider for final approval.

l. The Church Library/Media Ministry Team

The purpose of the CHURCH LIBRARY/MEDIA MINISTRY TEAM is to organize and maintain the church media library.

(1) Composition:

(Maximum number needed: unlimited).

(2) Gifts, Talents and Abilities:

Good organizational skills

(3) Basic Responsibility:

Maintaining the church library in an orderly manner for the use of the church membership.

Section IX JOB DESCRIPTIONS**1. Pastor**

Employed by: The Church

Supervised by: Personnel Committee

Principal Function: To preach and teach God's Word and provide administrative leadership for the church, its programs, staff and facilities.

a. Responsibilities:

(1) The pulpit is his primary responsibility, his preaching and teaching should be relevant and Bible centered; of such nature as would inspire; nourish and challenge members spiritually.

(2) Establish and post a scheduled list of office hours kept.

(3) Visit in the church family and community as schedule permits.

- (4) Visit membership that may be hospitalized.
- (5) Counsel members with the utmost integrity, wisdom and confidence.
- (6) Serve as ex-officio member of all committees in the church.
- (7) Secure the evangelist for all revival meetings scheduled.
- (8) Participate in the associational, state and national denominational meetings when church calendar and budget allow him to do so.
- (9) Work with the deacons in prayerful counsel and consideration concerning needs, conflicts and difficulties that may arise in the church or community.
- (10) Work with the church council in developing evangelistic and mission strategy; prepare a church calendar of activities and programs planned for the church in promoting the causes of Christ.
- (11) Encourage the church to enlarge its missionary vision locally as well as world wide.
- (12) Work with the staff, moderator and nominating committee in selecting and maintaining workers for all programs and committees of the church.
- (13) Serve as a resource person for the various programs, boards and agencies of the denomination to keep the church informed.
- (14) Perform what ever other pastor duties that may arise in the church and community.

2. Minister of Youth and Education

Position Status: Full Time

Reports Directly to: Pastor

The Minister of Youth and Education shall oversee all the ministries related to Christian educational development, discipleship and youth. This person shall be responsible for providing, developing and implementing avenues of education and discipleship training with an overarching goal of strengthening, equipping and encouraging individuals and families in their daily walk with Christ.

a. Responsibilities:

- (1) Assist the Pastor in carrying out the leadership roles of the pastoral ministries of the church by:
 - (a) Providing direction and guidance to the church's Ministry Team Plan.
 - (b) Working directly with the Church Council, Public Relations Ministry Team and other church staff in the development and implementation of a church public image strategy.
 - (c) Providing support to the pastor in the areas of pastoral leadership through home, church and hospital visitation; preaching; teaching and all other areas of ministry as needed.
- (2) Develop and give overall direction, structure and biblical oversight to a strong discipleship based youth ministry.
- (3) Develop and give direction to the overall christian education and discipleship ministry by way of classes, workshops, conferences, special events, small groups and other means.
- (4) Perform any other pastoral duties, within a reasonable standard, as deemed necessary by the church.

3. Secretary (part-time)

Employed by: The Church upon the recommendation of the Personnel Committee.

Supervised by: The Pastor

Principle Function: To provide the administrative support services to the pastor, staff and church.

a. Basic responsibilities are to:

- (1) Organize the work of the church office and establish work procedures in line with accepted office practices.
- (2) Maintain an efficient filing system for the church office.
- (3) Receive and review all correspondence; distribute material to appropriate persons.
- (4) Serve as receptionist.
- (5) Type and edit the church newsletter, bulletins and other materials that may be produced by the church office.
- (6) Maintain necessary mailing and address lists.
- (7) Maintain church financial records and prepare monthly and annual financial reports.
- (8) Write payroll checks; maintain payroll records and tax reports.
- (9) Check receipts and deposits of all monies received; write checks and distribute funds.
- (10) Schedule use of church facilities so as not to conflict with church functions and activities.
- (11) Act as purchasing agent for all office supplies, and keep on hand those items needed to carry on the work of the church.
- (12) Sign letters of dismissal of members and maintain a church membership roll.
- (13) Perform all other tasks that may need her attention in the church office.

4. Worship Leader

Position Status: Part-Time

Reports Directly to: Pastor

The Worship Leader shall oversee and provide leadership and vision to the overall worship ministry of Bethel Baptist Church. This person shall, in a 'Spirit led' partnership with the pastor, plan and direct all church related worship events with the overarching goal of establishing an atmosphere and an environment that elicits passionate worship in the supreme biblical context.

a. Basic responsibilities are to:

- (1) Prayerfully develop and give direction to other worship events planned or sponsored by Bethel Baptist Church. This could include but not be limited to:
 - (a) Establishing and maintaining a Classic (8:30 AM) music format that exemplifies traditional, as well as southern gospel components.
 - (b) Establishing and maintaining a Contemporary (11 AM) music format that involves newer song selections that are associated with the modern 'praise and worship' movement of today.

(2) Prayerfully develop and give direction to other worship events planned or sponsored by Bethel Baptist Church. This could include but not be limited to:

- (a) Revivals/Crusades
- (b) Weddings/Funerals

(3) Lead and direct all the various components of the entire music ministry team. Those components include, but are not limited to:

- (a) Choir
- (b) Praise Band
- (c) Church Accompanists
- (d) Dramas
- (e) Audio and Visual Technicians

(4) With the assistance of the full-time pastoral staff and music ministry team volunteers, establish and maintain special units within the music ministry team area that would enhance the involvement of all age groups in the music ministry of the church. These would include, but not be limited to:

- (a) Children
- (b) Teenagers
- (c) Senior Adults

(5) Perform any other pastoral duties, within a reasonable standard, as deemed necessary by the church.

(Due to the bi-vocational nature of this position, the worship leader may not be able to be a part of the actual ‘directorship’ of service, rehearsal or special event. If the Worship Leader is not available to direct a service, rehearsal or special event-due to carrying out his main career responsibilities-it is still the responsibility of the Worship Leader to work with a music ministry team volunteer to carry out that worship service, rehearsal or special event).

Section X REGULATIONS FOR CHILDREN’S MINISTRY WORKERS

POLICY STATEMENT

Bethel Baptist Church has always operated in an atmosphere of trust. This policy provides structure to the exercise of that trust in our ministry to those most vulnerable to an abuse of that trust, our children and youth. To provide as safe and secure an environment as possible for them, and to minimize the likelihood that the ministry and those who work in it could be subject to an unwarranted accusation, the following procedures apply to the conduct of the Bethel Baptist Church Children’s and Youth Ministries.

A. Definitions

1. “*Abuse*” means any non-accidental injury; any sexual activity or sexual exploitation, including but not limited to molestation; and neglectful treatment or maltreatment that harms the health, welfare, or safety of a child or youth within the church community.

2. “*Caregiver*” means any ministry leader, employee, volunteer or youth volunteer who is working in an activity sponsored by the church for youth or children.
3. “*Child*” means those persons who are eligible for and participating in church programs for anyone from birth through sixth grade.
4. “*Coordinator/Commander*” means the Nursery Coordinator, Children’s Church Coordinator or AWANA Commander.
5. “*Ministry Director*” means the director assigned to supervise an activity of the church, or if no director is present at the activity, the employee or volunteer assigned to supervise the activity.
6. “*Volunteer*” means any person approved to work as a Bible Fellowship teacher, AWANA leader, youth group leader, Children’s Church worker, child care/nursery provider, Vacation Bible School worker, or in any similar formal activities. Volunteer may also include an employee of the church. It does not include church members who have incidental interactions with children not related to a specific program for the children or youth.
7. “*Youth*” means those persons who are eligible for and participating in church programs for anyone in the seventh through twelfth grades.
8. “*Youth volunteer*” means a person under 18 who is approved to work in the children’s or youth ministry and who is a church member, a child of a church member or is sponsored by a church member to work in the ministry.

B. VOLUNTEER WORKER SCREENING PROCEDURES FOR CHILDREN AND YOUTH MINISTRY

To be a volunteer with children or youth, a volunteer candidate will submit a ministry application.

1. The Pastor or the Coordinator will review the ministry application to ensure that the applicant is qualified and suited to work in the ministry for which the volunteer is applying. Upon request of the Pastor or Coordinator, the applications may be screened by any person authorized to review background check information pursuant to paragraph five of this section.
2. The screener will check at least two of the references to confirm the information in the application, and to inquire about the applicant’s experience that is relevant to the determination of the applicant’s suitability to work with children and youth in the church’s ministry.
3. A background check may be performed for any candidate through a private provider of record check services or a state law enforcement agency. Any church member that has been directly involved in a children or youth ministry position within the church during the 12 months prior to the enactment of these regulations will be exempt from a background check.
4. Evaluation of volunteer candidates:
 - a. If the screening process or background check reveals any credible information that a candidate poses a threat of abuse to children, youth or any adult working in the ministry, the

Pastor or Coordinator will remove the individual candidate from consideration for work in the ministry.

- b. Any information indicating that a candidate has any prior history of abuse directed against another person will create a strong presumption that the person should be removed from consideration for a ministry position with the church, but if the circumstances of the incidents reflected in the information suggest that the abusive behavior has been adequately addressed or was too remote in time to be relevant to the decision to remove the candidate, the person may nonetheless be considered for a volunteer position.
 - c. The Pastor or Coordinator will also remove the person from consideration if the process reveals problems that do not involve abuse but indicate an inability of the applicant to conform to the ministry's behavior standards.
 - d. In making a decision to remove an applicant from consideration or to approve a volunteer candidate for which a potential threat has been identified, the Pastor or Coordinator may consult with the persons authorized by paragraph five of this section to review background check information.
5. Background check information and information contained in the application will be kept in a confidential location and may not be revealed to any unauthorized person. Authorized persons are the volunteer candidate, the Pastor, the Coordinator and members of the Screening Review Committee. The Church Council may appoint up to three members of the church to serve on the Screening Review Committee. They may be appointed for one year terms, and they may be reappointed each year by vote of the Church Council.
 6. The Pastor or Coordinator may authorize youth volunteers to work in children's or youth ministries, using procedures they deem to be appropriate in making that decision. They will be supervised by volunteers or members of the church staff. They will be screened, but no record check will be required.
 7. The Pastor and Coordinator will develop a mandatory training program to ensure that new volunteers understand and are able to apply these procedures and any other procedures they determine to be necessary to orient the volunteer to the church's ministry.

C. EMPLOYEE SCREENING PROCEDURES

1. The relevant hiring authorities will screen any potential employees of the church using procedures at least as comprehensive as the procedures applicable to volunteers.
2. A background check will be performed for all potential employees through a private provider of record check services or a state law enforcement agency.
3. If the screening process or background check reveals any credible information that the applicant poses a threat of abuse to children, youth or others in the church, or has a history of abuse directed against another person, the hiring authority will remove the applicant from consideration for employment with the church.

D. WAITING PERIOD

No volunteer may serve in a primary position of responsibility involving contact with children or youth until the candidate has been a member in the church for a minimum of six months. Screened volunteers may participate in children's or youth ministries before this six months waiting period is observed, but they will be closely supervised or monitored by volunteers who have been involved for more than six months. There is no waiting period applicable to the other ministries of the church.

E. SUPERVISION

1. Except for the exceptions listed in this paragraph, at least two adult caregivers will be present at every function, and in each classroom, vehicle, or other enclosed area, during child or youth ministry programs. A single adult caregiver may supervise small group youth meetings held in an openly visible space; however there will also be another adult caregiver serving as a floater between the small groups. A single adult caregiver may provide supervision in a vehicle when the caregiver is transporting a group of children in a caravan in which there are multiple children in each vehicle and the adult drivers are aware of the location of other drivers in caravan. When appropriate for pastoral or disciplinary counseling, a ministry leader may meet alone with a child or youth group member.
2. Caregivers become responsible when the scheduled activity begins. Until then, parents or guardians are responsible for their children. Ministry leaders remain responsible until the children or youth have been picked up by a parent, guardian, or a person authorized in writing by a parent or guardian to pick up the child or youth. Ministry leaders should not send children out to find their parents, and should not release any child or youth to await transportation without appropriate supervision.
3. Parents are responsible for their children when at church and the children are not in a scheduled activity. Ministry leaders are not responsible for children or youth when the children or youth are present at church for programs or ministries for which no formal activities are planned for children or youth. During those times, the supervision of the children or youth is the responsibility of the parent(s) or guardian(s).
4. For children under eleven, a caregiver will accompany children to the restroom as needed. The caregiver will ensure that the facility and hallway to the restroom are safe, and be responsible for children returning from the restroom. A volunteer may assist any child under six in the restroom. No caregiver may touch a person's private areas unless necessary to change a diaper or take any other therapeutic measure.
5. Caregivers will avoid any improper and unwelcomed touching of children or youth, and should be particularly sensitive to the age of the children or youth with whom they interact.

Types of inappropriate touch include:

- a. Kissing a child or coaxing a child to kiss you.
- b. Extended hugging and tickling, or prolonged physical contact of any kind.

- c. Touching a child in any area that would be covered by a bathing suit (exception: properly assisting a child in the rest room).
- d. Carrying an older child or sitting him or her on your lap.
- e. Being alone with a child.
- f. Giving a full contact, body-to-body hug.

F. RECORD-KEEPING

- 1. The ministry director will keep an attendance list of the ministry's functions involving children or youth. The record will include the date of the function, and the names of all participants, volunteers and ministry leaders.
- 2. If an injury occurs during a ministry function, the director will prepare a written incident/notice of injury report. The director will ensure that the report is submitted to the Pastor promptly.

G. ABUSE OR VIOLATIONS OF THIS POLICY

- 1. Caregivers who become aware of any allegation of abuse connected with any ministry activity or any activity undertaken on their own behalf or by others which violates this policy or procedures, will immediately inform their ministry leader of such injury or abuse.
- 2. Treatment of Allegations of Abuse:
 - a. Notice to Parent or Guardian. The appropriate staff ministry leader who becomes aware of an allegation of abuse will ensure that the participant's parent or guardian is immediately informed of the possible abuse.
 - b. Internal Review.
 - (1) The Church's ministerial staff will promptly conduct a preliminary review of any allegation of abuse to determine if there is a reasonable basis for the allegation. Documentation of each allegation will be maintained by the Pastor or Coordinator.
 - (2) If there is a reasonable basis for the allegations, the staff will refer the matter to the appropriate investigative authority or authorities, as provide in Section IX, Paragraph 2.c.1.
 - (3) If there is a reasonable basis for the allegation, an employee of the church who is the subject of a review or external investigation will be immediately suspended from employment, pending completion of the review or investigation.
 - (4) A caregiver who is the subject of a review or external investigation will be immediately removed from the ministry position until the review or investigation is completed.
 - (5) Any person who is found not to be responsible for the act of alleged abuse may be reinstated to the ministry position if the ministry's leaders determine that the best interest of the ministry are served by the reinstatement. If termination of an employee is determined to be the appropriate remedy, the

personnel policies and church by-laws will be followed in pursuing that remedy.

- (6) All matters related to each internal review will remain confidential in accordance with this policy and its provisions for limited access to information by the individuals identified in Section II, Paragraph 5 above, unless an external investigating agency requests access to the information.
- (7) The Pastor and Coordinator will develop training materials to ensure that caregivers are informed about how to respond to allegations of abuse.

c. External Communication

- (1) If the ministerial staff of the church determines that there is a reasonable basis for an allegation pursuant to Section IX, Paragraph 2.b.i. above, the staff will refer the allegation to the appropriate law enforcement authority or the Department of Social Services or both.
 - (2) All ministry leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of abuse in connection with activities of the church. Material that the church otherwise treats as confidential may be revealed to the external agency if requested to do so by the agency.
 - (3) A single church leader, designated by the Church Council, will be designated as spokesperson following notice of any abuse in connection with activities of the ministry. This spokesperson will be the only person to convey information concerning the situation to external audiences and, to avoid compromising any ongoing investigation, will convey only such information as is necessary under the circumstance.
3. Any ministry leader who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy, and will remove caregivers as warranted. Documentation of each allegation of violations of this policy shall be maintained by the Pastor or Coordinator.
 4. The Pastor will report any incidents of potential abuse or injury to the church's insurance carrier.

H. PERIODIC EMPLOYEE/VOLUNTEER REVIEW

All caregivers will complete a renewal application every three years, on a cycle to be determined by the Pastor or Church Council. The renewal application will contain a provision authorizing the church to conduct additional background checks.

I. REVISION OF POLICY/PROCEDURES

The Church Council will ensure that the appropriate committees monitor the policy during its first year of operation and propose any modifications they deem necessary. Thereafter, the policy will be reviewed regularly by the Church Council or those committees designated by the Church Council. This policy may be modified by the Church Council, and any

modifications will be publicized in a manner so as to provide notice to the entire congregation of the church.