

Constitution and By-Laws



First Baptist Church Double Springs Double Springs, AL

August 2013

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By-LAWS and CONSTITUTION, EMPLOYEES HANDBOOK First Baptist Church Double Springs, AL

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**CONSTITUTION AND BYLAWS
FIRST BAPTIST CHURCH – DOUBLE SPRINGS, ALABAMA
Adopted May 11, 2005**

CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve and to make clear the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the free dome of action of this body in its relation to other churches.

1. NAME

This body shall be known as the First Baptist Church of Double Springs, located at Double Springs, Alabama, founded in 1888.

II. OBJECTIVES

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world. To be a worshipping fellowship, experiencing an awareness of God, recognizing his person, and responding in obedience to his leadership and to experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man. To be a church that ministers unselfishly to persons in the community and world in Jesus' name. To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation with lost mankind. The ordinances of the church are baptism and the Lord's Supper. *(For full text of "The Baptist Faith and Message", see Appendix A)*

IV. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and personal devotions; to bring up our children in the nurture and admonition of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from

the sale and use of intoxicating drinks as a beverage; and the misuse of drugs; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

BYLAWS

1. MEMBERSHIP

Section 1: General

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. **There must be a three-fourths majority vote.**

Section 2: Candidacy

Any person may offer himself as a candidate for membership of this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways.

(1) By profession of faith and for baptism according to the policies of this church.

(2) By promise of a letter of recommendation from another Baptist church of like Faith and Order.

(3) By statement of believer's baptism (baptism by immersion after profession of faith) upon reaffirmation of faith in and commitment to Jesus Christ as Savior and Lord and agreement with beliefs about salvation and baptism as described in "The Baptist Faith and Message".

Section 3: New Member Orientation

New church members will be expected to participate in the church's new member orientation plan.

Section 4: Voting Right of Members:

Every member of the church, age 16 and over, is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

Section 5: Termination of Membership:

Membership shall be terminated in the following ways: (1) death, (2) dismissal to another Baptist Church, (3) exclusion, or erasure by action of this church.

Section 6: Discipline

(1) It shall be the basic purpose of the First Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.

(2) Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by three-fourths vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to be no longer in the membership of the church.

(3) Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him may upon his request be restored to membership by a vote of the church upon evidence of his repentance and reformation.

II. OFFICERS

The officers of this church shall be a pastor, and other vocational leadership as needed, deacons, trustees, clerk, treasurer, and such other officers as shall be required to do the work of the church in any of its departments or organizations. All of these shall be elected by the church and shall be members in good standing at the time of election except that a pastor or staff member may or may not be a member until after his call. See employee handbook for list of church officers and duties. (Appendix D)

III. ELECTION OF CHURCH OFFICERS

All church officers must be members of the church. The officers of this church shall be as follows:

Section 1: Pastor

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting for that purpose, of which at least one week's public notice has been given. A pulpit committee of five (5) shall be elected by the church to seek out a suitable pastor, and its recommendations will constitute a nomination. Any member has the privilege of making recommendations to the pulpit committee according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time and no nomination shall be made except by the committee. The call of the pastor shall take place after the church has had opportunity to become acquainted with the prospective pastor at a meeting especially set for that purpose of which at least one weeks notice has been given the membership.

The election shall be by ballot, an affirmative vote of three fourths of those present and voting being necessary for a choice. Should the minister recommended by the committee fail to receive a three-fourths vote, the committee will be instructed to seek out another minister and the meeting at which the vote was taken shall be adjourned without debate. *The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.* (Appendix B 22-38; Appendix C 38)

Section 2: Deacons:

In accordance with the meaning of the word and practice of the New Testament, deacons are to be servants of the church. See Ministry description. (Appendix D63)

(1) Election: The number of deacons shall be based on the needs of the church and total membership of the church. The needs of the church in regard to the number of deacons shall be determined by the deacon body and recommended to the church membership for action.

Election of deacons shall be governed by the Committee and Office Job Description Handbook. (Appendix D 63)

Section 3: Church Officers

Other church officers, for example, church clerk, treasurer and trustees shall be governed by the Committee and Office Job Description Handbook. (*Appendix C 43-47; Appendix D59.62,99*)

IV. COMMITTEES AND COORDINATING GROUPS

Section 1: General

All church committee members shall be recommended by the nominating committee and elected by the church and the committee members shall serve on a three year rotation system with one third to be elected each year unless otherwise indicated in the description below.

First Baptist Church operates under a committee structure to conduct the church's functions. All committees and their descriptions are found in the church handbook. New committees may be established as needed to fulfill the operations of the church. (*Appendix D 60*)

V. PROGRAM ORGANIZATIONS

Section 1: General

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

Section 2: Sunday School

There shall be a Sunday School, divided into departments and classes for all ages as needed and conducted under the direction of the Sunday School Director for the study of God's Word. The tasks of the Sunday School shall be to teach the biblical revelation; reach persons for Christ and church membership through visitation and other methods; perform the functions of the church within its constituency provide and interpret information regarding the work of the church and denomination. (*Appendix D 97*)

Section 3: Discipleship Training

There shall be a Discipleship Training, divided into departments for all ages as needed and conducted under the direction of a general director. The Discipleship Training shall serve as the training organization of the church. The tasks of the Discipleship Training shall be to orient new church members, train church members to perform the functions of the church; train church leaders; teach Christian theology, Christian ethics, Christian history and church policy and organization; provide and interpret information regarding the work of the church and denominations. (*Appendix D 72*)

Section 4: Woman's Missionary Union

There shall be a Woman's Missionary Union with such officers and organizations as needed. The tasks of the Woman's Missionary Union shall be to teach missions; engage in mission action; support world missions through praying and giving; provide and interpret information regarding the work of the church and the denomination. (Appendix D 102)

Section 5: Men's Ministry

There shall be a Men's Ministry with such officers and organizations as needed. The purpose of the Men's Ministry is to connect with God, His Word, and other men for the purpose of

winning, growing, and training God's man in Christ. The tasks are to help the Housing and Grounds Committee with the maintenance and upkeep of the church, engage in service projects for church members (especially those who are weak and infirm); and support missions by praying, education, giving and going. (Appendix C87)

Section 6: Church Music Program

There shall be a Church Music Program under the direction of the music director. Such officers and/or organizations shall be included as needed. The music tasks shall be to teach music; assist persons to lead, sing, and play music; provide music in the church and provide and interpret information regarding the work of the church and the denomination. (Appendix C 41)

Section 7: Bus Ministry

There shall be a bus ministry as the need may be determined by the church under the direction of a director. The main purpose will be to visit, invite and transport people to church. (Appendix D 55)

Section 8: Children's Worship

There shall be children's worship services as the need may be determined by the church under the supervision of a Children's Director. The purpose will be to provide opportunity for children to worship together. (Appendix C 44; Appendix D 57)

Section 9: Youth Worship

There shall be youth worship services as the need may be determined by the church under the supervision of a Youth Director. The purpose will be to provide opportunity for youth to worship together. (Appendix C 44; Appendix D 104)

Section 10: Media Ministry

There shall be a Media Ministry as the need may be determined by the church under the supervision of a Media Ministry Chair Person. The purpose will be to provide the following: Enhance the worship experience through audio/video and lighting; Go beyond the physical walls of our church by way of broadcasts to invite others to learn of God's love; and Provide resources that we pray will enable you to develop a deeper walk with Him.

The Media Ministry encompasses our broadcasts, media resources, website, advertising, graphics, and technical support in the areas of audio, video, lighting and photography. (Appendix D 87)

VI. ORDINANCES

Section 1: Baptism

A person who receives Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who indicated a commitment to follow Jesus Christ as Lord, shall be received for baptism as follows:

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor, or whomever the church shall authorize.

The Baptismal committee shall assist in the preparation for, and observance of baptism.

3. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and or staff and deacons. If negative interest is ascertained, he shall be deleted from the church roll and from the list of those awaiting baptism. (Appendix D 50)

Section 2: The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming.

1. The Lord's Supper shall be observed at least quarterly, preferable the second Sunday of the quarter, or as otherwise scheduled.

2. The Lord's Supper shall be observed in the morning or evening worship services.

3. The pastor and deacons shall be responsible for the administration of the Lord's Supper.

4. A committee shall be responsible for the physical preparations of the Lord's Supper.

(Appendix D 83)

VII. CHURCH MEETINGS

Section 1: Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening, unless otherwise agreed upon by the church. The purpose of these services being for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor. If the pastor has an emergency then the Chairman of deacons shall be the moderator for any worship service. **(Appendix B 25; Appendix D 65)**

Section 2: Special Services

Revival services and other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar. **(Appendix B 29)**

Section 3: Business Meetings

(1) The pastor shall act as moderator at all business meetings if possible. In the absence of the pastor or if the church is without a pastor, the chairman of the deacons shall act as moderator, if present. In the absence of both the pastor and chairman of deacons, the vice chairman of the deacons shall act as moderator.

(2) Regular business meetings shall be held monthly on a designated Wednesday night. A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time and location must be given for the specially called business meeting unless circumstances render such notice impracticable.

(3) The Quorum must be no less than 25 qualified voting members of the church present.

(4) The methods of taking the vote shall be by voice, rising, raising the right hand, ballot, roll call or general consent. Voting will be done by ballot if requested before or at the time of meeting.

(5) The church will observe the 30 day wait period with a major expenditure/decision is being considered.

(6) "ROBERTS RULES OF ORDER, REVISED" is the authority for parliamentary rules of procedure for all business meetings of the church.

VIII. CHURCH FINANCES

Section 1: Budget and Finance

The budget committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and world-wide expenses.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. (Appendix D 76)

Section 2: Accounting Procedures

No funds for new, special major projects involving fund raising be started without church approval. All funds for any and all purposes shall pass through the hands of the church treasurer and/or financial secretary, and be properly recorded on the books of the church. A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance committee. If class or ministries take up discretionary funds they can use at their own discretion however, they will not receive credit of the contribution for IRS purposes. The audit committee shall make a financial review of the books and records of the financial secretary and treasurer, and report to the church.

An audit committee shall be appointed by a vote of the members of the church which shall consist of three persons and the finance committee. This audit committee shall perform an audit of all the financial records of the church every two years. (Appendix D 49)

Section 3: Fiscal Year

The fiscal year of the church shall begin on January 1 and end on December 31.

IX. CHURCH OPERATIONS MANUAL

Section 1: Policies, Procedures and Job Descriptions

Church policies, procedures and job descriptions (Appendix B, C and D) shall be described in the church operations manual. The manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the church secretary. Changes may be recommended by any church member or organizations. Addition, revision, or deletion requires: (1) the recommendation of the church officer or organization (including committees) to whose areas of assignment the policy, procedure and job description relates. (2) discussion by the constitution and by-laws committee, and (3) approval by the church.

When a staff member resigns, a written copy of the resignation should be given to the chairman of the Personnel Committee and a copy to the pastor.

X. AMENDMENTS

Changes in this constitution and by-laws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous regular business meeting, and copies of the proposed amendment be furnished to each member present.

Amendments to the constitution and/or by laws shall be by a three-fourths vote of all members present of the church entitled to vote.

Adopted by First Baptist Church, Double Springs, on June 3, 2013 WILL NEED TO BE CHANGED

Appendix A

Baptist Faith and Message

THE BAPTIST FAITH & MESSAGE

I. The Scriptures

The Holy Bible was written by men who were divinely influenced. The Holy Bible is God's explaining Himself to man. It is a perfect treasure of divine teaching. God is the author. Salvation is its purpose. Truth, without any mistakes, is its substance. For these reasons, all Scripture is completely true. All Scripture is completely correct. It tells the main beliefs that God uses to judge us. It is the true center of Christianity. It will remain the center of Christianity until the end of the world. It is the most excellent ideal. It is with this ideal that all human behavior, all statements of belief, and all religious opinions should be tested. All Scripture is proof of the Christ. Christ is the center of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being. He is the Creator, Redeemer, Preserver, and Ruler of the universe. God is neverending in purity. God is perfect. God is all powerful. God is all knowing. He knows about all things in the past, present, and future. He knows about all of the future decisions that His free created beings will make. To Him we owe the highest love, respect, and obedience. The never-ending God shows Himself to us as Father, Son, and Holy Spirit. These three have separate personal characteristics. There is no difference in their nature, essence, or being.

A. God the Father

God as Father rules with kind care over His universe, His creatures, and human history according to the purposes of His grace. He is all powerful. He is all knowing. He is all loving. He is all wise. God is Father to people who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the never-ending Son of God. In His life as Jesus Christ, He was brought into being by the Holy Spirit and born of the virgin Mary. Jesus completely showed and did the will of God. He became a human being with all the stress and needs of human beings. He identified completely with humans. Even though He was human, He had no sin. He respected the divine law. He personally obeyed God. When He died for others on the cross, He made a way for the salvation of men from sin. He was raised from the dead with a glorified body. He appeared to His disciples. They knew that He was the person who was with them before His death on the cross. He went up into heaven. He is now honored at the right hand of God. He is the One Mediator. He is completely God. He is completely man. In Him are God and man brought together. He will return in power and majesty to judge the world. When He returns, He will complete His work of salvation. He now lives in all believers as the living and always present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-

20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God. The Holy Spirit is completely divine. He influenced holy men of Bible times to write the Scriptures. By explanation He allows men to understand truth. He honors Christ. He shows men their sin. He shows men the worthiness of Christ. He shows men their punishment. He calls men to the Savior. He is the source of rebirth. At the moment of rebirth, He takes every believer into the Body of Christ. He grows believers into mature Christians. He comforts believers. He gives the spiritual gifts to believers. With these gifts, believers can serve God through His church. He keeps the believer safe until the day of the last salvation. His presence in the Christian is the promise that God will make the believer completely like Christ. He explains and gives power to the believer and to the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God. Man is made in God's likeness. God created them as male and female. They are the greatest work of His creation. Being made male or female by God is a part of the goodness of God's creation. In the beginning man was innocent of sin. He was given the gift of freedom of choice by his Creator. By his free choice man sinned against God. Man brought sin into all people in the entire world. Through the temptation of Satan, man disobeyed the command of God. He lost his original innocence. Now all men inherit a life and a background willing to sin. As a result, as soon as they are able to make right decisions and actions, they become sinners. They are guilty of sin. Only the kindness of God can bring man into His holy fellowship. Only the kindness of God can let man complete the creative purpose of God. The godliness of all people is obvious, because God made man in His own likeness. The godliness of all people is obvious, because Christ died for all men. Now every person of every race should receive respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation includes the whole man. Salvation is given to all who accept Jesus Christ as Lord and Saviour. Jesus Christ by His own blood brought never-ending salvation to the believer. Salvation includes being accepted just as you are when you turn from your sin. Salvation includes being set apart for His work. Salvation includes being made to worship God.

There is no salvation without personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's kindness. Believers become new creatures in Christ Jesus. It is a change of heart created by the Holy Spirit. The Holy Spirit

shows us our sin. The sinner begins by turning from sin and turning to God. The sinner has faith in the Lord Jesus Christ. Turning from sin and turning to God and faith are experiences of God's kindness that are never separated.

Repentance is a real turning from sin to God. Faith is the acceptance of Jesus Christ and commitment of the whole person to Him as Lord and Savior.

B. Justification is God's kind and complete pardon from sin of all sinners because of His righteousness. All sinners must turn from their sin and turn to God. All sinners must believe in Christ to receive justification. Justification brings the believer into a relationship of peace and approval with God.

C. Sanctification is the way a believer is set apart for God's purposes. Sanctification begins with new birth. The believer grows toward moral and spiritual maturity. The believer grows because of the presence and power of the Holy Spirit living in him. Growth should continue throughout the believer's life.

D. Glorification is the result of salvation. Glorification is the last blessed condition of the believer. This condition never ends for the believer as he worships God forever in heaven. Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Becoming one of God's children is the caring work of God. He accepts us just as we are. He sets us apart for His work. He wants us to be with Him and to worship Him forever. God's kind plan does not deny the free will of man. God's plan includes all the ways to accomplish this. God's plan is the great evidence of God's most excellent goodness. God's plan is very wise, holy, and cannot be changed. God's plan does not include boasting. God's plan encourages humility.

All true believers continue forever. Believers that God has accepted in Christ and set apart for His work by His Spirit will never lose their salvation. They shall continue forever. Believers may sin because of neglect and temptation. Believers grieve the Spirit because they sin. Believers damage their graces and comforts because of sin. Believers bring criticism on the cause of Christ because of sin. Believers bring worldly judgments on themselves because of sin. Even though they may sin, true believers will still be saved by the power of God through faith in Jesus Christ.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an independent local congregation of baptized believers. These believers are joined by shared agreement. These believers share in the same faith and fellowship of the gospel. This group of baptized believers observes the two ordinances of Christ. They are guided by His laws. They use the gifts, rights, and privileges given to them by His Word. They are trying to present the gospel to all people on

the earth. Each congregation works under the Lordship of Christ by self-governing methods. In this kind of congregation, each member is responsible and accountable to Christ as Lord. The church's scriptural officers are pastors and deacons. Both men and women are given gifts by the Holy Spirit for service in the church. The office of pastor is limited to men that meet the qualifications found in Scripture.

The New Testament describes the church as the Body of Christ. This church includes all of the believers from throughout history. These believers come from every people group. They come from every language group. They come from all people from every country.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience. Baptism is the picture of the believer's faith in a crucified, buried, and risen Savior. Baptism is a picture of the believer's death to sin, the burial of the old life, and the resurrection to walk in a new life in Christ Jesus. Baptism shows the believer's faith in the final resurrection of the dead. Baptism is required before church membership. Baptism is also required before taking the Lord's Supper.

The Lord's Supper is a picture of obedience. Church members eat the bread and drink the fruit of the vine. They remember the death of the Redeemer. They look forward to His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian custom to recognize this day regularly. On this day Christians celebrate the resurrection of Christ from the dead. This day should include worship and spiritual commitment, both public and private. Activities on the Lord's Day should agree with the Christian's sense of right and wrong under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes His general rule over the universe. The Kingdom of God also includes His rule over men. These men of their own free will accept Him as King. The Kingdom is the area of salvation. Men receive this salvation by having trust like a child and making a commitment like a child to Jesus Christ. Christians should pray and work so that the Kingdom of God may come. Christians should pray and work so that God's will may be done on earth. The Kingdom of God will be complete when Jesus Christ returns to earth again at the end of this time.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its right end. In keeping with His promise, Jesus Christ will return to earth in person. He will be seen in all His

greatness by all people on the earth. The dead will be raised. Christ will judge all men with honesty. The unworthy will be sent to Hell, the place of never-ending punishment. The worthy, in their resurrected and glorified bodies, will receive their reward. They will live forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the job and honor of every follower of Christ and of every church of the Lord Jesus Christ to try to make disciples of the people from all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Winning the lost world to faith in Jesus Christ depends on all believers. Making disciples is a Christian duty for the person who has already accepted Jesus Christ as Savior and Lord. Making disciples is clearly commanded many times in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to try always to win the lost to Christ by a spoken witness. The child of God should also present a Christian way of life.

The methods used to witness should be in agreement with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of explanation and intelligence. In Jesus Christ are all the riches of understanding and learning. All good learning is a part of our Christian history. The new birth opens all human abilities. The new birth creates a desire for learning. The reason for education in the Kingdom of Christ is brought together with missions and general kindness to others. These should receive the generous support of the churches. A system of Christian education is necessary for a complete spiritual program for Christ's people.

In Christian education, there should be a good balance between educational freedom and educational responsibility. Freedom in any orderly relationship of human life is always incomplete and never final. The freedom of a teacher in a Christian school, college, or seminary is controlled by the authority of Jesus Christ. The teacher is controlled by the power of the Scriptures. The teacher is controlled by the obvious purpose for which the school was started and continues.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the giver of all earthly and heavenly blessings. God is the giver of all that we have and all that we are. Christians have a spiritual responsibility to the whole world. Christians have a responsibility to share the gospel. Christians have a duty to be good managers of their possessions. They have the responsibility to serve Him with their time, talents, and material possessions. Christians should know that all of these are given to them to use for the glory of God and for helping others. The Scriptures say that Christians should give a

percentage of their income cheerfully, regularly, carefully, and generously. Christians should give for the progress of the Redeemer's plan on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as time requires, plan associations and conventions that will best get cooperation for the Kingdom of God. Such organizations have no power over one another or over the churches. These organizations are voluntary. They are to make suggestions planned to get, to join, and to direct the interests of our people in the most successful way. Members of New Testament churches should help each other to spread the missionary, educational, and kind ministries of Christ's Kingdom. This should be done together to add to Christ's Kingdom. The meaning of Christian unity in the New Testament is spiritual agreement and voluntary help by many groups of Christ's people to reach a common purpose. Cooperation is wanted between the many Christian denominations when the purpose is right.

Cooperation is wanted when there is no ignoring of the sense of right and wrong.

Cooperation is wanted when there is no giving up of loyalty to Christ and His Word as explained in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians have a responsibility to try to make the will of Christ first in our own lives and in the world. The ways and methods used to improve society and to create righteousness among men can be very helpful. These changes are helpful only if they come because of the rebirth of the person by the saving grace of God in Jesus Christ. Just like Christ, Christians should be against racial discrimination, every form of greed, self-interest, and evil, and all forms of sexual wrongdoing, including adultery, homosexuality, and pornography. We should work to provide for orphans, the poor, the abused, the old, the weak, and the sick. We should speak for the unborn. We should insist on the holiness of all human life from its creation to natural death. Every Christian should try to bring business, government, and all people under the influence of righteousness, truth, and brotherly love. To do this Christians should be ready to work with all men of good will in any good cause. Christians should always be careful to act in love without giving up their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to try to find peace with all men. In keeping with the character and teachings of Christ, Christians should do everything they can to put an end to war.

The true solution for war is the gospel of our Lord. The first need of the world is to accept His teachings in all the actions of men and nations. The world needs to apply His law of love to everything they do. Christian people all over the world should pray for the time to come when the Prince of Peace will be in control.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7;

14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of what is right and wrong. Man's sense of what is right and wrong is free from the rules and commandments of men. These rules and commandments may be different from His Word. They may not be found in His Word. Church and state should be separate. The state owes protection to every church. The state owes complete freedom to every church in seeking spiritual matters. In giving this freedom, no religious group or denomination should be given any special treatment by the state. The national government was planned by God. It is the duty of Christians to give faithful obedience in all things that are not against the known will of God. The church should not expect the national government to do its work. The gospel of Christ considers only spiritual methods to reach its purposes. The state has no right to require punishment for religious beliefs of any kind. The state has no right to require taxes for the support of any form of religion. A free church in a free state is the Christian ideal. This suggests the right of free communication with God by all men. This also suggests the right to start and spread religious opinions without trouble from the government.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has planned the family as the first institution of the world. It is made up of persons joined to one another by marriage, blood, or adoption.

Marriage is the joining of one man and one woman with the promise of being faithful to one another for a lifetime. Marriage is God's special gift. Marriage shows the union between Christ and His church. Marriage gives the man and the woman the way for intimate friendship. Marriage is the way of sexual expression according to the main beliefs in the Bible. Marriage is the way for increasing of the human race.

The husband and wife are of the same worth before God. Both are created in God's likeness. The marriage relationship shows the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given duty to provide for, to protect, and to guide his family. A wife is to submit herself with kindness to the servant leadership of her husband. A wife submits just as the church willingly submits to the leadership of Christ. She is made in the likeness of God. Her husband is also made in the likeness of God. This makes the wife and husband equals. She has the God-given duty respect her husband. She is to serve as his helper in running the household and supporting the next generation.

Children, from the moment of creation, are a blessing and inheritance from the Lord.

Parents are to show to their children God's example for marriage. Parents are to teach their children spiritual and right values. Parents are to guide their children to make choices based on truths in the Bible. Parents are to guide their children by living a life faithful to God.

Parents are to guide their children with loving discipline. Children are to respect and obey their parents. Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

Appendix B

The Employee Handbook

**FIRST BAPTIST CHURCH
DOUBLE SPRINGS, AL**

**EMPLOYEES
HANDBOOK**

Adopted August, 2013

**EMPLOYEES HANDBOOK
First Baptist Church**

Double Springs, AL

Booklet prepared by By-Laws and Constitution Committee and Personnel Committees of 2012-2013

By-Laws and Consitution Committee

***David Harris, Chair
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Personnel Committee

***John Sudduth, Chair
Nancy Bryant
Tim Comeens
Jolene Noblett
Sheila Wallace***

***Adopted
at the regular Business meeting
August, 2013***

The Employee Handbook is presented for informational purposes only, and can be changed at any time by First Baptist Church, Double Springs with or without notice. This Handbook is not an employment contract, expressed or implied.

First Baptist Church employees are employees at will and either the employee or First Baptist Church, Double Springs, may terminate the employment relationship at any time (for any reason). No representative of First Baptist Church, Double Springs, has the authority to enter into an agreement with an employee that is contrary to the foregoing.

I. PRE-EMPLOYMENT INFORMATION

A. PRE-EMPLOYMENT REQUIREMENTS

1. Each prospective employee will complete an application form for employment. References will be contacted. Confidential written references may be requested from three previous employers and/or co-workers.
2. All prospective employees, including ministerial staff, are required to fill out a DHR-DFC-1598 consent form for a background check ***and credit check.***

B. EMPLOYMENT OF RELATIVES

1. The spouse of a full time staff member shall not be hired as a full time employee. If two persons should marry while both are employed, they may continue their employment provided their positions are not in the same department and provided one does not supervise the other.
2. No close relative (husband, wife, son, daughter, mother, father, sister, brother, or in-laws, etc) shall be hired or promoted into a position that would place him or her in a supervisory relationship with another close relative.
3. Summer employment and/or temporary employment is exempt from this policy.

C. CONFLICT OF INTEREST

1. Any employee engaging in income producing private enterprise in addition to work responsibilities at First Baptist Church, Double Springs, must see that such work, or consultation by telephone for such work, occurs outside his or her working hours at church.
2. Such work must not conflict with the interests of First Baptist Church, Double Springs, and such work must not involve equipment or materials from First Baptist Church, Double Springs.
3. Full time employees may not work concurrent hours for First Baptist Church, Double Springs and any other business enterprise.
4. Any exceptions to the above policy will require a written request from the employee at least one week in advance and a written statement of approval from the Pastor, active Deacons, and Personnel Committee.

D. PROBATIONARY PERIOD FOR STAFF SUPPORT EMPLOYEES

1. Staff support employees are hired on a three-month probationary period. If, during this time period, the employee fails to adapt successfully to the requirements of the position, or the church as a whole, employment will be terminated.
2. The employee's department supervisor, in consultation with the Pastor, active deacons, and Personnel Committee shall be responsible for recommending termination.
3. The Personnel Committee will be responsible for the employment and the termination of staff support employees.

II. EMPLOYEE BENEFITS AND RELATED RESPONSIBILITIES

The benefits discussed in this section are designed to assist both the employees and the church. Normally, these benefits are above the base salary and are not considered as a part of the cash remuneration paid by the church. Therefore, an employee cannot substitute the cash equivalent in the place of any benefit as a part of his or her salary. *See Appendix E for the basic formula for the Pastor's salary package breakdown.*

A. FULL-TIME EMPLOYEE BENEFITS

Only full-time employees qualify for employee benefits of any kind.

B. GROUP MEDICAL, LIFE AND ACCIDENT, AND DISABILITY INSURANCE

The pastor and called staff are expected to have comprehensive medical coverage with the Southern Baptist Annuity Board and/or other insurance approved by the Finance Committee.

This requirement is subject to future changes. Any increase in premiums during the year will be paid by *the employee (Pastor).*

1. The church shall *provide \$1,000.00 toward* the described coverage for all full time employees and their families.
2. When an employee is fully or equally covered by his or her spouse's insurance program, the church will provide medical coverage for the employee only. This coverage will be in addition to the spouse's existing family coverage.
 - a. Record of the spouse's coverage for employee must remain on file in the office of the financial secretary.
 - b. If the spouse's coverage of church employee is discontinued for any reason, he or she must immediately request family insurance coverage through the church's program.
 - c. If the employee is unable to begin immediate coverage through the church's insurance program (Southern Baptist Convention Annuity Board), he or she must secure medical coverage as soon as possible from another source. The Finance Committee must approve this alternate coverage.

3. Other types of group insurance, such as cancer policies, may be available at the employee's expense.
4. **Home Owners Insurance – The Pastor will be responsible for securing insurance on the contents of the parsonage.**

C. HOLIDAYS

1. The church office will be closed on the following days:
 - a. **Good Friday (DSFBC participates in the Community Holy Week services each year)**
 - b. Memorial Day
 - c. Independence Day (July 4th)
 - d. Labor Day
 - e. Thanksgiving (Thursday and Friday)
 - f. New Years Day
2. Depending on the day of the week and the needs of the church, the church office will be closed two of the following days:
 - a. **Christmas Eve (DSFBC per request of the Church or Pastor has a short service on Christmas Eve)**
 - b. Christmas Day
 - c. Day after Christmas
3. The above holidays are time off with pay for the full-time employee.
4. When a holiday falls on either a Saturday or a Sunday, under normal circumstances the church office will close on either the preceding Friday or the following Monday.
5. The Personnel Committee will notify church employees of the church office holiday schedule following the annual ministerial staff planning meeting.

D. VACATION

1. During the first calendar year of employment, a full-time employee's vacation allowance will be based on a pro-rata schedule. No vacation days are earned during the first three months of employment. After this three-month period, one day of vacation is earned for each full month of service up to a maximum of five (5) days for that calendar year.
2. The vacation year is a calendar year beginning January 1st and ending December 31st. The church provides vacation time with pay for rest and relaxation. For this reason, all employees are encouraged to take their full allotment of vacation days each year.
3. An employee may not carry over vacation days from one year to the next.

4. If a church holiday occurs during vacation time, then the holiday time may be added to the vacation.
5. Any vacation time used but not earned will be deducted from the employee's final paycheck. This policy will apply whether the employee resigns or is terminated by the church.
6. If the employee is sick during the vacation period, additional vacation time is not generally granted. If, however, the employee becomes seriously ill and requires hospitalization, the Personnel Committee may consider this as sick leave time and not vacation time.
7. The amount of time with pay provided by the church to the full-time employee for vacation is as follows:
 - a. Partial year of service = pro-rata schedule
 - b. After first calendar year of service = one (1) week
 - c. After second – seventh year of service = two (2) weeks
 - d. After seventh and thereafter = three (3) weeks
8. When a minister or another employee is assigned or authorized by the Pastor to lead a mission trip or any other activity out of town, this time will not be construed as vacation or personal leave time.
9. Vacation time will be scheduled as requested according to tenure at the end of each January. Beginning in February of each year, consideration for vacation days will be given according to the employee's first and second preferences. The Pastor and Personnel committee will decide the availability of each vacation request based on the requirements and needs of ministry to and through the church membership. Employees are encouraged to select the least busy time on the church calendar for vacation days. Except for emergencies at least one full time staff member will be present at the church for normal work hours.
10. If vacation is scheduled, but the staff member is unable to take it due to church emergencies or other work related issues, the vacation will be reissued to the staff member to be used a a later date to be chosen by the staff member, and agreed upon by the Personnel committee and active deacons.
11. The Administrative Assistant will be responsible for keeping a schedule of planned vacation times and a record of leave days used by each employee.

E. FEDERAL, STATE, AND LOCAL TAXES

1. The employee's portion of social security, federal, and state taxes will be contributed through payroll deductions. All non-ordained and non-licensed employees shall participate in social security contributions.

2. The payment of social security by First Baptist Church for ordained ministers is included as part of the total compensation package paid to the minister on a monthly basis. The minister is responsible for making the transfer for funds to social security at the end of the year. *(Appendix E for Formula)*

F. MATERNITY BENEFITS

A maximum of six weeks may be granted for a maternity leave of absence. This leave is without pay. If the employee plans to return to work, the church will continue payment of benefits during such an absence.

G. ADVANCE IN SALARY

1. Normally checks are not given in advance but may be issued under certain conditions if approved by the Chairman of the Deacons and the Chairman of the Personnel Committee.
2. An employee may receive his or her salary check in advance if its date of issue falls within the approved vacation time.

H. GARNISHMENT OF WAGES

According to legal requirements, the church finance office will receive and process garnishments. Garnishments are highly discouraged. The Pastor and/or Personnel Committee will counsel with employees who require the garnishment of their wages.

I. MINSTERIAL STAFF MATTERS

1. Moving Expense

The Church shall pay all reasonable costs for moving the household goods of a new staff member. The staff search committee shall determine the methods to be used for the move. The costs determined by the Search committee shall be reviewed and approved by the Search committee and the church Finance committee.

2. Housing allowance

By September 15, each staff member who is ordained will request in writing an amount for housing allowance for the upcoming year. This information is forwarded to the Finance committee. It will then be placed in the budget for the Church to vote on in December. This must conform to the IRS regulation on housing. *(Appendix E for break down)*

3. Auto Reimbursement

- a. Full time staff members will be the primary individuals that receive reimbursement for travel related expenses. Other individuals may be approved by the church at a called business meeting on a case by case

approval. The **Finance Committee** may approve such individuals in the case adequate time is not available for a business meeting to be called.

- b. On a regular basis to be determined by the **Finance Committee**, church treasurer and full time staff members, the staff members will submit a mileage reimbursement form. The form will be submitted to the **Finance Committee** to be reviewed and signed. The **Finance Committee** will then forward the signed form to the church treasurer. The church treasurer will then release a check to the party submitting the form. The church treasurer shall retain a copy of the form for tax documentation purposes.
- c. A budgeted amount has been established for full time staff members to be used for reimbursement of mileage associated with official church business. If requests exceed these budgeted amounts during the operating year, the church shall vote on raising these amounts for travel expenses at a called business meeting.
- d. Cases will occur when individuals other than full time church staff will attend events for the church when travel and mileage reimbursement will be appropriate. These cases shall be approved by the church at a called business meeting on a case by case approval. The **Finance Committee** may approve such individuals in the case adequate time is not available for a business meeting to be called.
- e. The procedure for these individuals to receive travel mileage reimbursement will be very similar to the procedure used by the full time staff members. The individual will submit the mileage reimbursement form to the chairman of deacons to be reviewed and signed. The **Finance Committee** will then forward the signed form to the church treasurer. The church treasurer will then release a check to the party submitting the form. The church treasurer shall retain a copy of the form for tax purposes.
- f. **Mileage Rate will be reimbursed according to the current IRS standard Mileage Rate.**

4. Revivals

A written request to attend revivals must be submitted to the Pastor and the active Deacons for scheduling purposes. **The Church recommends no more than two revival dates which occur during regular church services times.**

5. Conventions, Conferences, and Continuing Education

- a. Each staff member is encouraged to stay informed of recent denominational and professional developments in his or her field of ministry.
- b. The ministerial staff may attend the Alabama Baptist State Convention and other organizations of their respective professional responsibility.
- c. The ministers who attend the Alabama Baptist Convention and Southern Baptist Convention as messengers will be decided annually by vote of the church.
- d. The Pastor and active deacons will make sure all areas of ministry and operations are maintained in the absence of staff members.
- e. Approval of requests by the Pastor will greatly depend on the availability of funds and the needs of the Church.

III LEAVES OF ABSENCE FROM WORK

A. SICK LEAVE

- 1. The formula for the amount of sick leave entitled an employee is as follows:
 - a. One half (1/2) day will accrue for each calendar month of employment including the three-month probationary period for staff support employees. The accrual will provide a maximum of six (6) workdays of sick leave per year.
 - b. If during a month more than five (5) days are missed due to illness or non-occupational injury, such a month shall not be considered a full month for the purpose of accruing sick leave.
 - c. An employee may not accumulate more than thirty (30) days of sick leave at any time.
 - d. In the event that time for sick leave is depleted, vacation time may be used. When days for sick leave and vacation are exhausted, the employee's salary will be deducted accordingly.
- 2. The method for employees to report sickness to the church office is:
 - a. Prior to the end of the first hour on the first day and each morning thereafter, the employee will notify his or her supervisor who will in turn report the sickness to the Administrative Assistant.
 - b. If requested, prior to sick leave pay, the employee must present a physician's statement and/or other evidence setting forth the illness and incapacity, which caused the person's inability to work.

c. An employee must adopt remedial measures as may be commensurate with his or her disability to qualify for sick leave payment.

3. The Church will not compensate the employee for unused sick leave days.

a. Sick leave can be used only for the purpose of illness of an employee or the illness of an immediate family member.

b. If an employee resigns or is terminated by the Church, he or she will receive no compensation for unused sick leave days.

B. BEREAVEMENT LEAVE

1. An employee who suffers the loss of an immediate family member (spouse, child, parent, grandparent, brother, sister, father-in-law or mother-in-law) may be granted a maximum of three (3) working days with pay to attend the funeral and be with members of the family.

2. The amount of time allowed will depend on the distance between family members and other factors.

3. An employee may be excused to attend other funerals by using vacation time.

C. PERSONAL LEAVE

1. Absences for personal reasons are discouraged. In cases of emergency, the Pastor, active deacons and/or Personnel Committee may grant permission. The leave will be without pay.

2. Excessive absences for personal reasons may lead to termination.

D. JURY DUTY

1. First Baptist Church encourages each employee to practice good citizenship. Therefore,, employees who serve on jury duty will receive full pay from First Baptist Church.

2. When excused from jury duty for any part of a working day, an employee must immediately report to work for payment to be provided by the Church.

E. MILITARY LEAVE

Two weeks or less per year spent in military service such as the National Guard or Reserves will be considered leave of absence with pay.

F. ADMINISTRATIVE LEAVE

The Pastor or *active deacons* may grant administrative leave with pay to an employee under special circumstances such as extreme adverse weather conditions or power failures.

G. EXTENDED LEAVE OF ABSENCE

1. A written request for an extended leave of absence without pay must be addressed to the active deacons who must gain approval from the Pastor or the Personnel Committee.
2. A leave of absence is highly irregular. If such a leave is approved, the Church will pay no salary. The employee must pay benefits normally covered by the Church. Leave of absence time shall not count as continued tenure for the purposes of determining the amount of time for vacation, sick leave, or related benefits.
3. Accumulative sick leave days and previously earned vacation days will count toward an employee's extended leave time.
4. If an employee is required to report for active duty, the church shall follow the requirements mandated in the "*Soldiers & Sailors*" relief act.

H. FAMILY MEDICAL LEAVE

1. Purpose
First Baptist Church of Double Springs will follow the requirements of the Family and Medical Leave Act of 1993. Listed below is a summary to be used as a guideline for complying with the act. This guideline establishes requirements for granting family and medical leave according to the Family and Medical Leave Act of 1993.
2. Policy
Under the provisions set forth in the Family and Medical Leave Act, eligible employees may be granted family and medical leave without pay.
3. Eligibility
Employees who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours are eligible for family and medical leave without pay.
4. Provision
 - a. Eligible employees may request up to twelve (12) weeks of unpaid family and medical leave.
 - b. Examples of reasons for family and medical leave:
 - (1) Caring for a child following his/her birth, adoption, or placement in the employee's home for foster care.

- (2) Caring for a spouse, child, or parent who has a serious health condition.
- (3) Recovering from a serious health illness or injury which renders one unable to perform one's job responsibilities.
- c. Leaves for childcare must be taken within twelve (12) months of the date of birth, adoption, or placement.
- d. Employees requesting family and medical leave will be required to use accrued vacation days, sick leave, or other personal leave as part of the twelve (12) week leave.
- e. The employee is requested to give at least thirty (30) days notice of any foreseeable need for leave.
- f. Eligible employees requesting leave must provide certifications by medical professionals documenting the health conditions of the employee, spouse, child or parent. First Baptist Church, at its own expense, may require the employee to secure a second and third medical opinion.
- g. During the family and medical leave, First Baptist Church will continue to pay its share of the employee's premium payments under the group health insurance plan. The employee must reimburse First Baptist Church the amount of these premium payments if he/she does not return to work at the expiration of the leave period.
- h. Upon return from leave, the employee is entitled to his/her former position or an equivalent position with equivalent pay and benefits.

IV. THE EMPLOYMENT PROCESS

A. THE SELECTION OF A PERSONNEL SEARCH COMMITTEE

In the event a search committee is needed to fill a vacancy on the church staff – on a Sunday morning designated by the deacons, an empty ballot will be given to the church members present. They will be asked to put the names of no more than five people they wish to serve on this Search Committee. The votes will be tallied by the deacons and the top five people who are willing to serve will be the Search Committee. The #6 person will be asked to serve as an alternate. (**Appendix B and D60;88**)

B. THE EMPLOYMENT OF A STAFF MEMBER

A potential staff member is recommended by the Staff Selection Committee and by the Pastor. Following this recommendation, the Staff Selection Committee recommends the selection to the church membership in business session. In the

event that a candidate is needed for the pastor position, the search committee and active deacons will recommend the candidate. The Personnel Committee shall fill staff vacancies in the interim if they think the work of the church will suffer due to the vacancy. (Appendix C 39-47; Appendix D 60)

C. THE EMPLOYMENT OF OTHERS

The Personnel Committee, on behalf of the Church and in consultation with the Pastor, shall make recommendations for employment for non-ministerial positions. These recommendations shall be approved by the Church and funded through the Finance Committee. (Appendix C 43-47)

D. THE SALARY OF EMPLOYEES

1. Experience and qualification will determine to a great extent the initial salary of a new employee. Also the professional level of others in similar work within the community will be considered. Salaries will be reviewed annually. In unusual cases, reviews may occur more frequently. (Appendix D 76)
2. Possible increases in annual salary will be recommended according to merit.

E. PERSONNEL RECORDS

1. The church administrative assistant will maintain a personnel file for each employee. The file will include an application, health examination report, salary record, evaluation, retirement records, health insurance information, and other information. (Appendix C 46)
2. The personnel records will be stored in the church office with only the Pastor, Personnel Committee and administrative assistant having access to this information.

F. WORKING CONDITIONS OF STAFF

All ministers and other members of the entire church staff must maintain the strictest level of confidence in all matters of church business and ministry. The church staff functions as a team. Job descriptions provide direction of a worker's primary function at First Baptist Church, Double Springs. (Appendix C) However, in a time of need or crises, each employee will direct his or her attention toward their supervisor's request.

1. Working Conditions Unique to Ministerial Staff

Note: For the purposes of the guidelines established in this handbook, a workweek is considered five (5) days per week. Typically, Sunday through Friday with one scheduled off day to be determined.

- a. Since ministry requires availability as need and service opportunities arise, staff ministers cannot maintain constant office hours at the church. For maximum benefit to the church membership and community, a ministers work schedule must remain flexible. Unless engaged in such ministry or approved responsibility, a minister is expected in his or her office (Monday – Friday) from 8:00 a.m. until 4:30 p.m.
- b. The church will provide ministers with time off during the week (Monday-Friday). To distribute the workload as evenly as possible, each minister should schedule his or her time off in consultation with the Pastor to ensure that as much as possible, at least one minister is present at the church office during the workweek during work hours. Saturday will be an off day for ministers unless they are involved with responsibilities in ministries.
- c. Ministers who are away from the church office or out-of-town need to provide the secretaries with information and a telephone number where they may be reached in case of emergencies.
- d. To provide ministry for persons who telephone or visit the church office without appointment, at least one minister from the church staff should be available for consultation at all times during church office hours whenever possible.
- e. If a staff member is forced to work on his/her scheduled off day due to church emergencies or other work related issues, the off day will be re-issued to the staff member to be used at a later date to be chosen by the staff member, and agreed upon by the personnel committee and active deacons. These days may not be accrued to exceed more than two days.

G. RETIREMENT

1. Retirement from work is an individual employee's decision. The employee should consider a number of factors including individual health and his or her productivity in the work place.
2. An employee should provide the church a notice of four weeks or more concerning his or her intentions of retirement.
3. If the employee has served First Baptist Church, Double Springs, over an extended period of time, the Personnel Committee will decide what gesture of appreciation is appropriate for the congregation.

H. VOLUNTARY RESIGNATION

1. Upon the resignation of an employee, he or she will be compensated for all unused vacation time provided a resignation notice is tenured four (4) weeks in advance.
2. When a ministerial staff member leaves First Baptist Church, the Personnel Committee may choose to recommend to the active Deacons that a departure gift be given.
3. Other recommendations concerning severance pay will come from the Personnel Committee to the active Deacons.

I. INVOLUNTARY TERMINATION OF EMPLOYEE

1. Every reasonable effort should be made to correct an employee's deficiencies.
2. When an employee fails to respond to the counsel outlined by his or her supervisor (in the case of the pastor – the active deacons are considered the supervisor), the supervisor shall request a conference with the Pastor and Personnel Committee. If a workable solution proves unreachable, the employee will be subject to involuntary termination.
3. If terminated, an employee will be compensated for all unused vacation time. However, all other employee benefits will cease at the day of dismissal.
4. Employment is not a contract for services. Also, employment may be terminated at the will of the employer.

J. SEXUAL HARRASSMENT

1. Definition (EEOC 29 Code of Federal Regulations 1604.11)

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals
- or -
- c. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. Purpose

To define the policy of First Baptist Church that all employees have the right to a work environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

3. Policy

The church's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee – either male or female – shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including termination.

4. Policy Implementation

It is the responsibility of the Pastor, Personnel committee and church staff to make sure the organizational component for which each is responsible is in full compliance with this policy. Employees who have complaints should report such conduct to their supervisors. If this is not appropriate, employees are urged to report and ask the assistance of the Pastor and/or active deacons. It is the responsibility of the Pastor to: provide guidance, investigate charges of impropriety, and recommend appropriate action. All claims must be thoroughly investigated.

5. Complaints Procedure

a. Employee

Complaints of sexual harassment should be brought to the attention of the supervisor unless the alleged harasser is the employee's supervisor. In such cases, the employee should feel free to bypass the supervisor and take the complaint directly to the Pastor and/or active deacons.

b. Supervisor

After notification of any employee's complaint, the supervisor will immediately contact the Pastor and/or active deacons.

c. Process

(1) After notification of the employee's complaint, a confidential investigation will immediately be initiated to gather all facts

about the complaint. The Pastor and/or active deacons will have the primary responsibility for investigations.

(2) After the investigation has been completed, a determination will be made regarding the resolution of the case by the pastor and/or active deacons. If warranted, disciplinary action, up to and including termination, will be taken. If no action is warranted, then both parties will be informed that the facts did not substantiate the allegations. In this situation, steps must be taken to facilitate both parties continuing to work with each other.

(3) Non-Retaliation –

This policy prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. Any such employee will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

6. Non-Employees

In addition to the above, any complaints of sexual harassment by an employee against vendors or any other non-employees who do business with the Church should be reported and investigated in the same manner as stated above.

K. DISABILITY FOR CALLED STAFF MEMBERS

Short Term Disability Policy of First Baptist Church, Double Springs:

1. An employee may be classified as disabled only after a physician's statement has been issued on behalf of the employee and/or a physician at the discretion of the Church has done likewise.
2. In the event of disability, First Baptist Church, Double Springs, will pay the full time employee's salary and benefits according to the Church's Short Term Disability Compensation Schedule and the other sections of this Policy and Procedures Manual.
- 3.

L. POLICY DEVIATIONS

Any deviation from these rules must be in writing, and must be signed by church leaders who are authorized to make such agreements.

The language in this handbook is not intended to create a contract between the Church and any of its employees.

The policy manual provides:

In no event will the hiring of an employee be considered as creating a contractual relationship between the employee and the Church. Their relationship is defined as 'employment at will' where either party, with appropriate notice, may dissolve the relationship.

Appendix C
Job Descriptions

Ministry Title: Pastor (C.B.L. 7)
Reports to: Active Deacons
Staff Advisor: Active Deacons
Date Prepared: 30 September 2001

Principle Function

The pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the chief administrator of the paid staff.

Responsibilities:

1. Plan and conduct the worship services; prepare and deliver sermons; lead in observances of ordinances.
2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit ministry and prospects.
4. Help lead the Deacon Family ministry program.
5. Upon request and agreement of the pastor – conduct counseling sessions, perform wedding ceremonies, conduct funeral services.
6. Serve as a non-voting member of deacons meetings.
7. Act as a moderator of church business meetings.
8. Work with deacons and church committees as they perform their assigned responsibilities.
9. Cooperate with association, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational developments; represent the church in civic matters.
10. Serve as chief administrator of the paid church staff; supervise the work of assigned paid staff workers.
11. Lead in planning, organizing, directing, coordinating and evaluating the total program of the church.
12. Recommend and advise on the selection of all staff members and in determining their duties.

The pastor shall meet twice yearly with a joint panel (comprised of the personnel committee and deacons) to discuss issues such as the status of the church, staff members, and the pastoral job. These meetings will be held at the beginning of the third quarter, and the end of the fourth quarter as much as is possible.

The pastor will conduct similar performance evaluations with other paid staff meetings, and discuss the results of these evaluations at the pastor evaluation periods discussed above.

Benefits and other guidelines will be commensurate with those stated in the *First Baptist Church Employees Handbook*.

Ministry Title: Full time Minister of Music (P.B.L. 9)
Reports to: Pastor
Staff Advisor: Pastor
Date prepared: 30 September 2001

Principle Function:

The minister of music is responsible to the pastor for the development and promotion of the music program of the church. In addition, develop and coordinate the various ministries of the church.

Responsibilities:

1. Direct the planning, organizing, conducting, and evaluation of a comprehensive music program including choirs, vocal and/or instrumental ensembles.
2. Lead in planning and promoting a preschool/children's choir program; direct and coordinate the work of lay choir directors; direct adult, youth and other choirs as needed.
3. Assist the pastor in planning all services of worship.
4. Arrange and provide music for weddings, funerals, special projects, ministries, and other church-related activities upon request.
5. Because of the diversity of the church membership, be aware of and use different music (i.e., church hymns, Southern Gospel, contemporary Christian, etc.). Once a year ask what the congregation would like to hear and try to accommodate the request using sound judgment.
6. Plan, organize and promote choir tours, festivals, workshops, clinics, and programs for the various choirs.
7. Maintain music library, materials, supplies, musical instruments, and other equipment.
8. Prepare an annual music budget for approval; administer the approved budget.
9. Participate in convention-wide state-sponsored and association training events.
10. Enlist, coordinate and supervise the work of assigned and/or volunteer lay leaders in dealing with the various ministries of the church.
11. Design and conduct ongoing weekly/monthly/quarterly meetings with the appropriate lay ministries.
12. Guide members of each ministry in determining the general thrust of that ministry.
13. Plan events and meetings with each ministry in terms of outreach and success.
14. Evaluate the ministry with its respective council at least annually.
15. Maintain an accurate, up-to-date calendar of events (three, six months) of the ministries, which shall be posted in the church administrative assistant's office.
16. Check with appropriate lay ministry leaders concerning attendance and activity of that ministry. If possible, contact those who are absent.
17. Respond appropriately to the needs of members who are involved in the various ministries.
18. Evaluate the various ministries with the council of each ministry annually.
19. Participate in visiting those who are prospects for the church.
20. Participate in the various ministries of the church, within and outside of the city when possible; such as vacation bible school, backyard bible clubs, puppet ministry, revivals, fifth quarters, single bible studies, young married outings, happy traveler's outings, youth mission trips, association mission trips, and senior men's luncheons.
21. Give monthly reports on the various ministry progresses.

22. Prepare a column for prayer bulletin and activities weekly/monthly.

Benefits and other guidelines will be commensurate with those stated in the *First Baptist Church Employees Handbook*.

Ministry Title: Part time Minister of Music (P.B.L. 9)
Reports to: Pastor
Staff Advisor: Pastor
Date prepared: 30 September 2001

Principle Function:

The minister of music is responsible to the pastor for the development and promotion of the music program of the church. In addition, develop and coordinate the various ministries of the church.

Responsibilities:

1. Lead Sunday Morning/evening worship
2. Lead the praise team/band and hold practice once a week (coir)
3. Assist/mentor youth praise band for Wednesday night practice and youth service
4. Coordinate/direct children's choir (lay volunteers available to assist with the program)
5. Supervise musicians
6. Assist the pastor in planning all services of worship
7. Lead congregation in modern worship as well as classic hymns for blended worship
8. Actively recruit vocals and instrumentalists
9. Attend monthly staff meetings
10. Assist the pastor in weddings, funerals, and specials ministry projects involving music.

Ministry Title: Full Time Minister to Youth (C.B.L.9)
Reports to: Pastor
Staff Advisor: Pastor
Date Prepared: 01/26/07

Principle Function:

The minister of youth is responsible to the church for planning, coordinating, directing and evaluating the youth's educational and recreation ministry of the church.

Responsibilities:

1. Enlist and train all department directors in the youth division; assist in enlisting and training department workers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of program materials, equipment, supplies, and space for youth in all church program organizations.
4. Maintain an active program of personal witnessing and ministry within church and community.
5. Promote a regular program of outreach for the youth in cooperation with the church's plan of outreach; work cooperatively with church visitation program.
6. Provide appropriate activities for special projects, cooperate with the music ministry in providing music activities related to youth; plan and coordinate special projects (such as camps and retreats for youth program organization groups).
7. Provide appropriate activities and training for parents.
8. Work with the director of library services in providing resource materials for youth and workers.
9. Prepare an annual budget for needs for the youth for recommendation to the stewardship committee; administer the approved budget according to policy.
10. Keep informed on the latest materials and methods related to youth work.
11. Perform other duties as requested by the church, and work cooperatively with the pastor and other members of the church staff.
12. Support youth in extra-curricular school activities.

Benefits and other guidelines will be commensurate with those stated in the *First Baptist Church Employees Handbook*.

Ministry Title: Director of Children's Ministry (C.B.L.9)
Reports to: Pastor
Staff Advisor: Pastor
Date Prepared: 26 January 2007

Principle Function:

The director of children is responsible to the church for planning, coordinating, directing and evaluating the children's education ministry of the church.

Responsibilities:

1. Give guidance and coordination through enlistment, education, and motivation of key leadership of children's work.
2. Advise in the use of program materials, equipment, supplies and space for children's groups in all church program organizations.
3. Maintain an active program of personal witnessing and ministry within church and community.
4. Promote a regular program of outreach for the children's division in cooperation with the church's plan of outreach: work cooperatively with church visitation program.
5. Provide appropriate activities for special projects, cooperate with the music ministry in providing music activities related to children.
6. Work with the Director of Library services in providing resource material for children and workers.
7. Prepare an annual budget for the needs of children's division for recommendation to the stewardship committee; administer the approved budget according to policy.
8. Keep informed on the latest materials and methods related to the children's work.
9. Perform other duties as requested by the church, and work cooperatively with the Pastor, children's committee, and other members of the church staff.
10. Plan and coordinate monthly activities for each age group.
11. Plan and teach **CHILDREN'S CHURCH** – to be conducted during the Sunday morning services (except for 5th Sundays, which days will be “off” and can attend worship services in the sanctuary.)
12. Plan and coordinate **VACATION BIBLE SCHOOL**
13. Plan and assist in the AWANA Ministry
14. Plan and coordinate a Summer Discipleship program to keep the AWANA Ministry Kids activates in the Kingdom through the summer.

Ministry Title: Church Treasurer (C.B.L.10)
Reports to: Pastor
Staff Advisor: Pastor
Date Prepared: 30 September 2001

Principle Function:

The church treasurer reports directly to the Pastor. The treasurer is responsible for maintaining the church financial records and for preparing financial reports.

Responsibilities:

1. Receive deposit slips from the counting committee, and update any necessary records.
2. Keep accurate records of all church accounts. Post deposits, write checks, balance accounts by balancing and reconciling bank statements.
3. Prepare financial reports on a monthly basis, and at year-end. Other special reports shall be prepared on an "as needed" basis.
4. Prepare and print detailed reports for the Pastor, deacons, committees, etc., as needed.
5. Check and balance all invoices.
6. Pay bills as needed.
7. Prepare and administer payroll.
8. Deposit withholding taxes monthly. Prepare tax reports for federal and state taxes.
9. At the end of each year, compile information for auditors for the preparation of W2's, close out books, and prepare material for the following year.
10. Receive and answer questions concerning financial matters; maintain files on invoices, correspondence, and reports.
11. Keep records of all donations to special funds.
12. Scheduled Audit

The treasurer will meet twice yearly with the pastor to discuss the status of their position and any changes that are needed. These meetings will be held at the beginning of the third quarter, and the end of the fourth quarter as much as is possible.

Benefits and other guidelines will be commensurate with those stated in the *First Baptist Church Employees Handbook*.

Ministry Title: Church Administrative Assistant (Appendix B 30)
Reports to: Pastor
Staff Advisor: Pastor
Date Prepared: 30 September 2001

Principle Function:

The principle function of the Church Administrative Assistant is to offer administrative support to the pastor, youth/children minister, music minister, and other church staff as needed. The position is part time working 16 hours per week. The church administrative assistant reports directly to the pastor.

Responsibilities:

1. Perform general office work; maintain and order office supplies as needed.
2. Compile, type, reproduce and fold church bulletins weekly and as needed. Inserts and monthly church calendar shall be prepared and mailed as needed. Prepare various letters and update weekly reports or attendance. Update membership information and prospect information for pastor.
3. Enter weekly contributions on computer giving each contributor individual credit as provided in the record system approved by the church. Prepare and mail annual statements to all contributing members. Keep records of the receipts from envelopes, offering plates and loose change, miscellaneous and special offerings.
4. Prepare birthday and anniversary cards to be mailed during the month.
5. Assist the church clerk by typing, printing, and placing minutes of monthly business meeting into the minute book.
6. Prepare IRS forms and mail to appropriate persons.
7. Gather and compile all information for Association Church letter.
8. Type items for Pastor, staff or members as needed and make copies as needed. (i.e., cards for memorial gifts, committee meetings, VBS, etc.)
9. Prepare various certificates to be presented by pastor.
10. Maintain and operate various office equipment as needed.
11. Assist Sunday School director by recording attendance for Sunday School; assist Sunday School and Discipleship Training by preparing and copying forms needed.
12. Maintain personnel records on staff members. Examples include sick leave days used, vacation used, etc.

Benefits and other guidelines will be commensurate with those stated in the *First Baptist Church Employees Handbook*.

Ministry Title: Custodian (Appendix B 30)
Reports to: Pastor
Staff Advisor: Pastor
Date Prepared: 30 September 2001 (Updated June 17, 2016)

Principle Function:

The principle function of the custodian is maintaining clean buildings. The custodian reports directly to the pastor.

Responsibilities:

1. Maintain all floors, vacuuming, sweeping, mopping, and buffing on a weekly or as needed basis.
2. Trash cans should be checked in all offices, classrooms, sound room, and kitchens. The trash cans should also be checked after various functions (i.e., weddings, Wednesday night suppers, etc.)
3. General cleaning of the library, classrooms, nursery, offices, fellowship hall, choir room, youth room, kitchens, sanctuary, etc. each week. (includes dusting and picking-up as needed).
4. Thoroughly clean and sanitize all restrooms weekly and as needed. Replenish towels, tissues, and soap as needed.
5. Nursery to be cleaned and sanitized weekly.
6. Insides of windows and window coverings are to be cleaned quarterly.
7. All tile floors are to be stripped, waxed, and buffed yearly in the summer quiet period before revival.
8. Outsides of windows to be cleaned yearly on a workday with the custodian coordinating the cleanup and rounding up supplies. Time to be determined.
9. Responsible for cleanup of the sanctuary and fellowship hall after all funerals and weddings as per the church policy.
10. Check all heating and cooling filters quarterly and change them at least two times per year.
11. Monitor and change light bulbs in classrooms, restrooms, meeting rooms, fellowship hall, offices, and hallways (including all areas except the sanctuary and the multipurpose gym lights).
12. The multipurpose gym floor needs to be swept weekly and mopped at least one time each month. All other areas in the multipurpose building have the same cleaning requirements as the main church buildings.
13. All fellowship hall tables need to be cleaned weekly and pressure washed on the workday one time per year.

Benefits and other guidelines will be commensurate with those stated in the *First Baptist Church Employees Handbook*.

Appendix D

Ministry Descriptions

Ministry Title: **Audit Committee (C.B.L. 8)**

Ministry Purpose Statement

An audit committee shall be appointed by a vote of the members of the church which shall consist of three persons and the finance committee.

Committee Member Term Guidelines
(Four member committee)

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year.
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of the Nominating Committee and the final approval of the church.

Specific List of Responsibilities

This audit committee shall perform an audit of all the financial records of the church every two years.

Ministry Title: **Baptismal Committee (C.B.L. 7)**

Ministry Purpose Statement

Assist the ministerial staff in preparing for and administering the ordinance of baptism.

Committee Member Term Guidelines
(Four member committee)

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year.
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of the Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- The Senior Pastor will notify all candidates well in advance of the scheduled date of baptism. They will be instructed on where to go, time to arrive and items to bring when they come.
- The pastor will notify the Baptismal Committee about plans.
- The Baptismal Committee should prepare the baptistery for use.
- The Baptismal Committee will determine that all necessary baptismal equipment and supplies are ready for use.
- Hopefully the candidates will arrive early, as requested. Upon arrival, the Baptismal Committee and pastor will instruct each candidate on the process for baptism. Candidates will be allowed adequate time to ask questions.
- The Baptismal Committee will assist the pastor with any additional information they might require during the baptism.
- The pastor will provide the information of individuals who were baptized to the secretary for updating the member's computer record. The pastor will also present a Baptism Certificate to all those baptized.

- The baptistery should be cleaned, with all wet towels and robes taken home for washing and drying. Floors should be mopped and baptistery drained following each baptismal service.
- Annually, all baptismal facilities and equipment should be inspected.
- Current members of the Baptismal Committee should train any new members of the committee.
- Prepare the Baptismal Committee's General Operating Budget request.

Procedure Manual

- On Saturday clean out baptistery with a wet cloth. Wipe down steps if dusty.
- Turn drain to closed position (located just inside little wooden door in the back of the electrical room).
- Flip switch to fill baptistery to "on" position (located above and to the left of little wooden door in electrical room).
- It takes approximately 1 ½ hours to fill. Return to church at appropriate time to make sure baptistery fill kicks off and begins to circulate. (If needed, the re-set button for the heater is located on top of the unit.)
- If the automatic shut-off does not work, crawl under the baptistery and shut the water off manually. The shut-off valve is located on the left end of the baptistery (blue knob). If the baptistery is working properly, the circulator should start automatically. If the circulator does not start, you may have to tap on it to get it started.
- You have to judge the time to begin the fill process based on the weather. 4:00 p.m. on Saturday is usually a safe time to begin for a Sunday morning baptism.
- On Sunday morning about 8:00 a.m., go to the church to make sure the water is warm. If not, you may have to drain some water out of baptistery, then refill with hot water from the water heater in the electrical room and the kitchen. Also, inform the pastor.
- Following Sunday School, a member of the Baptismal Committee will meet with the pastor and the candidate(s) for baptism to review the baptism process. The member will then go with the candidate to the dressing room and explain to them what will be taking place. They need to remove any items which are not water proof, remove shoes and socks so they won't slip in the baptistery. The committee member will hold the candidate's towel at the top of the stairs and will carry the mop and bucket to that area. After the candidate exits the baptistery, give them their towel and remind them to hold on to the handrail, the steps are very slippery. Then as they proceed to change in the dressing area, the committee member will mop the stairs and floor. If the candidate does not need any further assistance, the committee member may go on to the church service. After church, pick up the wet towels, robes, etc. and carry them home for laundering.
- Be sure the baptistery switch is turned off and turn the drain to release the water from the baptistery.

Instructions to Candidate

- A candidate for baptism will need the following:
 1. A full extra set of clothing
 2. A towel
 3. No watches or jewelry which are not water proof.
 4. Comb or brush.
 5. A water proof bag to carry wet clothing home.
- Hairdryers are available in each dressing room.
- Please do not wear light-colored or thin clothing which becomes transparent when wet, or loose clothes which may float.
- There will be a member of the Baptismal Committee with you to mop up excess water and to answer any questions you might have.
- Your baptism is a very special time in your life and we want to assist you in any way possible.

Ministry Title: **Benevolence Ministry Team**

Ministry Purpose Statement

To glorify Jesus Christ by sharing Christ's love in a material way with needy people in and outside our congregation. (See Appendix F)

Committee Member Term Guidelines **(Four member committees)**

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year..
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- Determine the spiritual condition of everyone who seeks help, encouraging them in their walk with Christ if they are believers and sharing the Gospel of Jesus Christ if they are not born again.
- Determine the amount and frequency of assistance to individuals or families.
- Identify and meet the needs presented in a godly, wise, and Biblical manner and within the limitations of this ministry.
- Identify the root causes of needs, rather than only the outward symptoms and share that information with the parties who are seeking help.
- Formulate and carry out a plan to remedy the root causes of the needs.
- Involve each recipient of help in the life and activities of our church (in the most appropriate and beneficial way possible.)
- Recruit and train volunteers to serve in this ministry based on their spiritual giftedness.
- Investigate and administer benevolence resources as needed.

- Prepare budget and submit to the Finance Committee annually.
- Keep food closet supplied and work with pastor and staff to administer this ministry.
- Give annual report on all Benevolence projects.

Ministry Title: **Bus Ministry Committee (C.B.L. 7)**

Ministry Purpose Statement

Administer the operation and maintenance of all vehicles owned by the church. Implement safeguards in the use of church vehicles. To provide the program and personnel for the transportation of children, the elderly, the handicapped and others who may need transportation to or from any church program or activity.

Committee Member Term Guidelines **(Four member committees)**

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year..
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- Give oversight to the Use of Church Vehicles policies and procedures. Develop new or revise existing policies as determined necessary.
- Establish mission and ministry opportunities that address the needs of those that this service contacts.
- Coordinate programs and uses with other church organizations.
- Enlist personnel to perform these services. Screen all bus drivers (employees and volunteers) through the church's insurance company and the state Department of Motor Vehicles to determine if the volunteer is a proper licensed and safe driver.
- Maintain a list of Approved Vehicle Drivers. No individual should be allowed to drive a church vehicle unless they have been screened and their name appears on this list.
- Assure that vehicles meet all federal and state regulations.
- Develop and maintain a preventive maintenance program on all church owned vehicles.

- Notify the proper repair company of any mechanical problems, needed repairs or additional equipment requirements.
- Prepare the Bus Ministries General Operating Budget
- Report to the church on an annual basis.

Ministry Title: **Children Ministry Team (C.B.L. 7)**

Ministry Purpose Statement

To help each child associate with God, Jesus, and the Bible. Teach Children in solving problems, sharing, and expressing themselves; thinking of their home as a place of love and security; and begin thinking of others and adjusting to their interests.

Committee Member Term Guidelines **(Six member committees)**

- The service term for a six-member committee is three years.
- The members of this committee will rotate off after their term of three years ends.
- The Nominating Committee will submit to the church for approval the names of two new members annually.
- The Nominating Committee may ask any of those rotating off to serve additional terms.

Specific List of Responsibilities

- Children's Committee will meet a minimum of once each month, usually the second Sunday of each month, following the morning worship.
- Committee will assist Youth/Children Minister in preparation of annual budget to be presented to Finance Committee.
- Committee will assist Youth/Children Minister with coordinating Children Activities.
- Following an event/activity, committee will assist Youth & Children's Minister to review/critique to make any needed changes/improvements.
- The committee will assist the Youth and Children's Minister and help work out any problems that may arise with the Children Ministry.
- Each monthly meeting, the Youth/Children Minister will present each member a copy of budget with expenditures and a calendar with quarterly information of upcoming activities.
- The committee to assist changes/improvements needed for betterment of the ministry will review the Children Ministry on a quarterly basis.
- The Children Ministry will consist of one activity each month for the year (excluding May and July).

- The Children Committee members need to make every possible effort to attend all children activities.
- On any Children activity there has to be a minimum of one adult to chaperone for every five children to an event held outside of church property. Children in Kindergarten or between the ages of three years to five years of age must be accompanied by a parent/adult at all times (one adult per child).
- Develop activities around the budget, not to exceed the yearly budget.
- Report to the church at the monthly business meeting.
- Report to the church on an annual basis.

Ministry Title:
(Appendix B 30)

CHURCH CLERK and ASSISTANT CHURCH CLERK

Ministry Purpose Statement

Administer the operation of the church.

Guidelines

- The Nominating Committee will submit to the church for approval the name of church clerk.
- The Nominating Committee may ask any of those rotating off to serve additional terms.

Specific List of Responsibilities

1. To keep records of the proceedings of the church in its business meetings, including the reception and dismissal of members of the church and their addresses, issue of letters of demission as authorized by the church. File one (1) copy of each monthly business meeting in the church office.
2. Conduct all official correspondence; preserve and properly file all letters.
3. Prepare the denominational reports and other reports that may be required.
4. At each regular scheduled business meeting give the minutes of the last meeting.
5. In case of absences, see that the assistant or a responsible person be available to take the minutes at business meeting.

ASSISTANT CHURCH CLERK

1. To be elected annually by the church.
2. To fill in as Church Clerk in the absence of the regular Church Clerk.

Ministry Title: **COMMITTEE POLICY—AN OVERVIEW OF HOW COMMITTEES WILL FUNCTION (C.B.L. 6)**

Ministry Purpose Statement:

Administer the operation of the church through the various committee to oversee various program.

Guidelines

- The Nominating Committee will submit to the church for approval the name of persons to each committee.
- The Nominating Committee may ask any of those rotating off to serve additional terms, except for the following committees: nominating, finance, and personnel.

Specific List of Responsibilities

1. The Nominating Committee shall nominate to the church annually and as vacancies occur, members of all committees.
2. All committee members must be members of the church.
3. We have two kinds of committees:
 - A. Six-member committees:
 - Will serve a three-year term.
 - Two members of each of these committees will rotate off each year and will be replaced by the Nominating Committee. The Nominating Committee may ask persons rotating off to serve more than one three-year term, excluding Finance, Nomination or Personnel.
 - If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
 - If a member does not wish to continue, the Nominating Committee will replace this member.
 - The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church, excluding Finance, Nomination or Personnel.
 - B. Four-member committees:
 - Will serve a term of one year
 - The Nominating Committee may ask those serving on this committee to serve more than one term, excluding Finance, Nomination or Personnel.
 - The Nominating Committee will submit to the church for approval the names of two new members annually.
4. Chairpersons will be selected by the committee annually (usually the longest serving members provided they agree to serve)

5.
 - Committee meetings may be called at any time by the chairperson or by its members. Meeting notice must be given equally to all committee members prior to the meeting to enable each member to participate.
 - Telephone meetings are discouraged. It's always good policy to meet together.

All committees must, where applicable, submit a budget request to the Finance Committee annually. All committees will be responsible to the church for the use of budget funds and should give a report to the church as to how funds are spent.

The goal of every committee is to minister to the Body of Christ through encouragement and service, to help the lost come to know Christ and to assist those away from the Lord to return home.

We are one: body, spirit, hope.

We are one: Lord, faith, baptism

We serve one God and Father. Ephesians 4: 4 – 6

We are members with different abilities –

unified together for the purpose of glorifying our God.

Ministry Title: **Counting Committee (C.B.L. 8)**

Ministry Purpose Statement

The overall job of the Accounting Committee is to receive, count, record, and deposit money that has been received by our church. Money may be received in Sunday School, worship service, or Vacation Bible School. Money may also be received as a special offering at any time.

Specific List of Responsibilities

- The Accounting Committee members are to receive offering envelopes from the Sunday School Director. There will **all ways** be more than one member of the committee present when counting money.
- Each envelope is to be opened, making sure the amount of money inside matches the amount written on the outside of the envelope. Also making sure there is a name written on the envelope.
- Check to see if the offering has been designated. If it has, the amount and the designation must be placed on the Weekly Report of Offerings form.
- Each envelope must be marked as to whether it contains cash or check. If an envelope contains both, it must be marked as such and also the amount of each.
- If cash or checks are given and not placed in an envelope, a Record of Contribution form must be filled out with name, date, amount, cash or check, and designation, if any.
- If money is given for use of church (Church Use Policy Appendix E), a portion of the money is put in the General Fund for cleaning, and the remainder in the Building Fund.
- After all monies have been received and counted, the totals are then placed on the Weekly Report of Offerings form. A copy is made of this form and placed in the Treasurer's mailbox in hallway. The original and the individuals' offering envelopes are to be given to church Secretary. The bank deposit book is also to be filled out using totals from this form.
- Place cash and checks, along with the deposit book, in a bank bag, carry to bank and deposit

Ministry Title: **Deacons (C.B.L5)**

The Deacon Covenant Of Commitment

Preamble

The deaconate is the only lay office in the church clearly specified by the New Testament and we believe that it is imperative to follow the scriptural guidelines regarding deacons as normative for our life and work. Accordingly, we affirm our commitment to Jesus Christ and to seek the leadership of the Holy Spirit in all aspects of our lives. We further affirm our intention to follow the guidelines set forth for deacons as recorded in I Timothy 3: 8 – 13. We recognize the priesthood of the believer and the individual freedom and obligation to follow the leadership of the Holy Spirit. We do not seek to establish any new rules or laws of conduct for ourselves since such laws are already set forth in the Holy Scriptures and we individually are free to apply these teachings in the light shed by the Holy Spirit. We do recognize, however, the need to balance individual freedom with the obligation to be witnesses through an exemplary life. To lead an exemplary life means that we follow the leadership of the Holy Spirit in every avenue of life. It also means that we guard against our own freedom becoming a stumbling block for another Christian (Romans 14: 13 – 23). In accepting the responsibility of deacon, we covenant with God and with each other to seek the proper balance between our own freedom in the Holy Spirit and the obligation to set a Christian example.

The Life Of The Deacon

Because the Bible teaches that everything a deacon is and does shall be in like manner (1 Timothy 3:8) as that of the ministerial leadership of the church (1 Timothy 3: 1 – 7), we voluntarily accept for ourselves the same standards of character and conduct which we expect for our pastor in order that together we may “prove fit” to discharge that one ministry of Christ to which we are jointly called. We shall earnestly strive in the strength of the Lord to reflect this dedication consistently in all areas of life, especially:

1. **Personal**
On the basis of a saving relationship with Jesus Christ, we seek growth toward spiritual maturity through a persistent practice of prayer, a serious study of the Scriptures, and a life of loving service. We are determined to discipline our habits to overcome the temptations of the flesh, to manifest a temperate sobriety in resisting those compulsions which enslave, and to give no offense which would cause others to stumble.
2. **Vocational**
In the pursuit of our earthly calling, we endeavor to make a constructive contribution to the life of our community, to exhibit integrity in our business relationships, and to be faithful representatives of Jesus Christ in all the secular enterprises in which we are engaged. We accept the tithe as the norm for proportionate giving, but we also seek to be good stewards of the other nine-tenths which we received as the fruits of our labors.
3. **Home**
We are committed to maintain the stability of our family life against anything that would contribute to its dissolution. If married, we shall seek to forge a partnership with our

spouse in the ministry of the deaconate. If entrusted with children, we shall attempt to nurture in them those same values which sustain our deaconship. At the same time, we will not let our responsibilities to the family of faith unfairly compete with the claims of home or cause us to neglect those who belong to our family of flesh.

4. Church

We declare our loyalty to the people of God, to our heritage and denomination as Baptists, and to our local fellowship of believers, called the First Baptist Church, Double Springs. Unless hindered by circumstances beyond our control, we will be faithful and active participants in the general services and programs of the church as well as those special activities where our presence is needed. We are pledged to be strong supporters of our pastor and staff as colleagues.

The Work Of The Deacon

The office of deacon is the office of a servant and is not so much an honor as it is an obligation. Our primary task is to multiply the ministry of our ministers in equipping all members to fulfill the mission of the church in the world, especially in the following areas of our responsibility:

1. Because evangelism is necessary to the survival of the church, every deacon is called to be an effective witness to the saving gospel of Jesus Christ. This includes participation in an outreach to locate and cultivate prospects, followed by patient and compassionate efforts to secure the needed responses.
2. The services of worship are the primary context in which the entire congregation and develop our own people, deacons play a vital part by praying for each service, by assisting the celebration of Baptism (if needed) and the Lord's Supper, and by greeting worshipers at the close of the service.
3. As the undershepherds of the flock, deacons have an important role to play in the continuing care of its members. This includes the reclaiming of the inactive or discontent, the visiting of the sick or bereaved, and the strengthening of the tempted or fallen. We will actively participate in and support our Deacon Family Ministry Plan with a goal of visiting and ministering to every church family.
4. We, as deacons, also need to be equipped for the particular ministries which we perform and to that end, will gladly avail ourselves of opportunities for training which are provided. This may include training in witnessing, hospital visitation, ministering in times of grief, etc.
5. Finally, we take with great seriousness the health and strength of our own deacon body. We covenant to support one another through prayer, to motivate and inspire one another through encouragement, and to protect one another by guarding the confidences of our work together. We pledge hearty cooperation with our chosen leaders by faithfully participating in deacons meetings and by willingly discharging committee assignments.
 - (1) A deacon should be a faithful supporter of the entire church program and be regular in attendance in all services of worship.
 - (2) A deacon should be a faithful and loyal supporter of the missionary program of the church and denomination.
 - (3) A deacon should, unless providentially hindered, attend all of the regular and called meetings of the deacons.
 - (4) A deacon should be a tither in belief and practice.

- (5) A deacon's spiritual standards should be in keeping with I Timothy 3: 8 – 13
- 8 Likewise must the deacons be grave, not doubletongued, not given to much wine, not greedy of filthy lucre;*
- 9 Holding the mystery of the faith in a pure conscience.*
- 10 And let these also first be proved; then let them use the office of a deacon, being found blameless.*
- 11 Even so must their wives be grave, not slanderers, sober, faithful in all things.*
- 12 Let the deacons be the husbands of one wife, ruling their children and their own houses well.*
- 13 For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.*
- and Acts 6:3
- 3 Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business.*
- (6) A deacon should be a person of vision and progressive disposition concerning the affairs of the kingdom of God and the local church, always eager to consider any worthy proposal for an improved, enlarged and efficient church program.
- (7) The deacon should set a good example by faithfully discharging the duties of any additional church office or committee to which he may be elected.
- (8) A deacon's conduct should at all times bring honor to the name and cause of Christ and be a credit to the church and community in which he lives.
- (9) A deacon should willingly and faithfully participate in our Family Ministry.

Deacon Officers

Deacon Chairman

- Planning, conducting and evaluating deacon meetings and activities. Keep in contact with all deacons and offer help, encouragement and assistance to each in their task. Work with the pastor and staff to carry out the ministry and activities of the church. The chairman will assist the training chairman in the training and preparation of deacons for their work. Report to the church at each business meeting on any recommendations or other pertinent information. Provide guidance to the church in the absence of the pastor.
- He is also responsible to serve on the budget committee, and act as moderator in the absence of the pastor.
- Planning should involve at least the vice chairman and the secretary and the church staff whenever possible. The entire deacon body should be consulted with as soon as possible on planning and scheduling of program and events. Meetings are generally held once a month, on a date and at a time agreed upon.
- Plan as far ahead as possible to minimize conflicts with other church activities. Make sure all pertinent items are put on the church calendar and are available to all interested persons. Planning is essential if any work is to be accomplished. Plan and allocate appropriate time slots for each part of the meeting.

- Review the minutes, calendar and notes from previous meeting to make sure you haven't forgotten items that need attention. Call other deacons to see how they are progressing.
- Evaluation is best accomplished when goals are set. Listening to other deacons is one of the best ways to assess progress.

Deacon Vice-Chairman

- Assist chairman in any or all his duties.
- If chairman is unable to fulfill his duties for any reason (sickness, job, death in family, etc), vice-chairman should carry out his duties until his return.

Deacon Secretary

- Maintain accurate minutes of all deacons meetings.
- Present previous meeting minutes at regular monthly Deacons' meetings.
- Prepare official correspondence from the deacons.
- Make presentations of any motions agreed upon by the deacons to the church body at regular business meeting.
- When unable to be at a meeting, contact chairman about absence and obtain a replacement for the meeting.

Deacon Treasurer

The office of Deacon Treasurer has two main responsibilities:

1. *Benevolence:* Deacon Emergency Fund
 - A fund has been established by the church to help people in emergency situations or with any kind of benevolence that may be needed.
 - The treasurer oversees that fund.
 - When a project is voted upon by the deacons, the treasurer will take the funds and pay the bill.
 - He will turn in to the church treasurer a request slip, which must be signed by two active deacons, for a replenishment of the fund.
2. *Deacons' Flower Fund:*
 - The deacons have a flower fund established to use in the event of the death of a deacon, inactive deacon, or a member of his immediate family.
 - The treasurer will order flowers, pay the bill, and remind the deacons as to the balance of the fund so it can be maintained at a proper level.

Deacon Election

- The church has chosen to use a rotating system of deacons.
- We will have six active deacons serving.
- Each deacon will serve a three year term.
- Two deacons will be elected each year to replace the two rotating off.
- Deacon elections will be as follows:
 - Nominations begin on the second Sunday in July
 - Any member may nominate any male member who is

at least 21 years old
a member for at least one year

- Nominations may be given to any active deacon or to the pastor by writing down on a piece of paper the name of the person being nominated.
- No verbal nominations accepted
- Nominations cease on the first Sunday in August, following the evening service.
- At such time, nominees will be reviewed for qualifications.
- When all qualified nominees have been listed, they will be contacted to see if they will agree to serve.
- From the first Sunday in August until the third Sunday, an examination period will be held.
- Each nominee will be asked to come to a meeting to talk with the deacons and to pray for each nominee (first time nominees as well as those who have served in the past).
- On the third Sunday, a list of nominees will be placed in the church bulletin for the church to prayerfully consider.
- On the fourth Sunday in August, a ballot will be passed out to the attending members in the morning service. Following the service the deacons will tally results and announce the results at the evening service.

Death or Resignation of a Deacon

In the event of the death or the acceptance of the resignation of a deacon by the Deacon Body, the deacons will contact members from the pool of inactive ordained deacons to see if any of them are willing to serve the remainder of the term. The name of the person or persons who are willing to serve will be submitted to the church for a vote on the who will fill the vacancy.

If none of the inactive deacons agree to serve, a **special election** will be held to elect a deacon to fill the remainder of the term.

Special Elections:

The church will be advised to begin making nominations of the second Sunday following the vacancy. Members may nominate any male member who is at least 21 years old and who has been a member of this church for at least one year

Nominations may be given to any active deacon or to the pastor. The name of the person being nominated should be written on a piece of paper. No verbal nominations will be accepted.

Nominations cease at the end of the evening service on the fourth Sunday following the vacancy. The deacons will then review the list of nominees to determine if they are qualified. Qualified nominees will be listed and contacted to see if they are willing to serve in elected.

Within two weeks after the nominations are received, an examination period will be held. Each nominee will be asked to come to a meeting to talk with the deacons and to pray for each nominee (first time nominees as well as those who have served in the past.)

On the third Sunday after the nominations are received, a list of qualified nominees will be placed in the church bulletin for the church to prayerfully consider.

On the fourth Sunday after the nomination are received, a ballot will be passed out to church members attending (age 16 and over) during the morning service. Following the service, the deacons will collect and tally the results and announce this at the evening service.

Deacons and Committees

- Every year the deacons will divide the church committees equally between them. This should be done in the September meeting.
- The deacon will periodically make contact with those committees to see if there is any assistance they may give.
- The deacon is not a member of the committee assigned unless selected to serve by the Nominating Committee – but is to help that committee serve its purpose in church.

Finance Committee (C.B.L. 8)

Every year beginning with the September meeting, two deacons will serve on the Finance Committee for the upcoming year.

- Chairman of the deacons
- One at-large member of the deacons group, chosen by the deacons

The term for each of these deacons to be on the Finance Committee is one year.

How Deacons' Meetings are Conducted

- The Chairman calls the meeting to order
- The Chairman asks for prayer requests.
He either prays or asks someone else to pray.
- The Chairman calls for reading of minutes of previous meeting.
- The Chairman calls for old business.
 - If a motion is made, it must be seconded, then discussed.
 - Then call for a vote.
 - Any motion must be dealt with before a new motion is made.
- The Chairman calls for new business.
- The Chairman calls on the pastor for any comments he may have.
- A motion is made to adjourn with prayer for the needs of our church.

Lord's Supper Procedure (revised 02/14/07)

- The Lord's Supper Ministry Team is in charge of seeing that fruit of the vine and bread is prepared (committee).
- The chairman assigns active deacons to areas where they are to serve, i.e., left, middle, right, balcony, nursery, pianist, organist, and choir.
- After everyone has been served, the Pastor takes the tray from each deacon as he returns.

- The Chairman then serves the deacons. He then serves the pastor and the pastor serves the chairman.
- After a brief prayer by the pastor, or someone he appoints, eat the bread (or drink the fruit of the vine)
- This will serve as a guide for the administration of the Lord's Supper but may be modified if the pastor and deacons agree to the modifications.

Benevolence

Benevolence can be defined as an act of kindness. As a church body, this is one of the virtues we try to exemplify. In our case, benevolence is simply trying to lend a helping hand to those who have found themselves in a difficult situation. There are several aspects that go into making decisions regarding the Benevolence Fund:

First, at no time will there be more than \$300 available for any given need. The fund is set up to replenish itself after the first \$300 is used in a cause. This means that as soon as the funds are used, the same amount is made readily available once again.

The Deacons have discretion in how the funds are actually used. The way this works is as follows:

- A person with a need comes to a deacon or the pastor and asks for help, or a specific need is known.
- This need is brought before the Deacons and discussed.
- After deliberation, a vote is taken on whether to help the family or not.
- The matter is then handled in a discreet manner.
- If the need warrants immediate attention, each deacon is informed of the situation, and then gives his approval/disapproval.
- Our preference is to meet a need, and not give money to an individual. Special circumstances may arise but, when possible, the deacons will pay the bill and bring a receipt back to the person who is helped.

Security of the Church After Services

Deacons' Responsibilities for Building Security

Complete the following activities after all church services:

- Sound Booth - shut down all equipment (computer, video projectors and sound board), turn off sanctuary lighting and lock door
- Office – turn off copier and lock door
- Turn off all interior lights
- Check thermostats
- Check restrooms
- Lock all outside entry doors

The Deacon Family Ministry for First Baptist Church of Double Springs

Steps of a stairway to Heaven:

- I Be a prayer warrior
 - A. for the spiritual growth and well-being of the church
 - B. for the spiritual growth and well-being of the minister and staff
 - C. for the spiritual growth and well-being of the family ministry
 - D. for individual special requests.

- II Make everyone feel wanted and welcome. (God especially)
 - A. in church
 - B. out of church

- III Make the people in church feel loved. (God loves everyone equally)
 - A. church members
 - B. all visitors

(Not just on Sunday at church, but all the time)

- IV Be a steadying force in the church
 - A. in good times
 - B. in hardships, sickness, death, etc.
 - 1. for the whole church
 - 2. for individual members
 - 3. for our surrounding community

- V Be a good example
 - A. walk the walk
 - B. don't do the talk (gossip)
(remember – what might be a personal victory for one person might be a defeat for another and everyone has feelings. Everyone also has friends and family, the victor and loser alike.)
 - C. Remember – eyes and ears are always near
 - 1. People's
 - 2. God's

(Don't say it if you don't want it repeated – because it always is!)
 - D. Recognize accomplishments for all and forget disappointments.
 - 1. spiritual
 - 2. physical

- VI When needed, be a line of communication for the church and its members and staff.
 - A. be available to listen
 - B. be available to help communicate to and for your family ministry group
 - 1. in good times
 - 2. in bad times
 - C. send cards to your deacon family ministry members.
 - 1. on birthdays
 - 2. on anniversaries
 - 3. in sickness

4. other special occasions

- VII A deacon should be humble, willing and able to do God's work and word
- A. at Church
 - B. be about God's business even when not at church
 - C. be there, be there, be there (No explanation needed)

Love, let God lead and look for opportunities to serve – and God will bless the fruits of our labor. All of this will help play a huge part in a spiritually growing and thriving First Baptist Church of Double Springs.

Ministry Title:
(C.B.L. 6)

DISCIPLESHIP TRAINING DIRECTOR and ASSISTANT

Ministry Purpose Statement

Administer the operation of the church Discipleship Training program. To help each Christian to grow in the Knowledge of Jesus Christ our Lord and Savior. To provide additional learning opportunities for all people who attend our church. Planting seeds for our children, youth, and adults as they grow in His Grace.

Guidelines

- The Nominating Committee will submit to the church for approval the name of church clerk.
- The Nominating Committee may ask any of those rotating off to serve additional terms.

Specific List of Responsibilities

1. Be responsible for the overall working of the Church Training program to see that it is spiritually and effectually conducted.
2. Assist in filling out the Church Training records as needed.
3. Check with Department Directors and see that all teaching positions are filled each Sunday.
4. Promote and initiate special attendance programs.
5. Plan and conduct teacher and officer's meetings and fellowships as needed.
6. Evaluate the total program of the Church Training program and make any recommendations for changes as needed. Visit each department and classrooms in that department if possible while making evaluation.
7. Set goals and ways of acquiring those goals.
8. Submit recommendations at the appropriate time to the Nominating Committee for the coming year, for both teachers and officers.
9. In case of absence, contact assistant to fill position.
10. Report statistics at each business meeting regarding attendance and special statistics for previous month.
11. Attend all associational meetings and clinics if possible.

ASSISTANT CHURCH TRAINING DIRECTOR (C.B.L. 6)

1. Make sure that all records are placed in each classroom prior to class time.
2. Assist in filling out the Church Training records as needed.
3. To help promote and initiate special attendance programs.
4. To help plan and conduct teacher and officer's meetings and fellowships once per quarter.
5. To help evaluate the total program of Church Training and make recommendations for changes as needed. Visit each department for observation and classrooms in that department if possible while making evaluation.
6. To help set goals and ways of acquiring those goals.
7. Attend all associational meetings and clinics if possible.
8. Help plan yearly church-wide Church Training picnic and fellowships
9. In the absence of the regular Church Training director, be prepared to take his place.

Ministry Title: **Fellowship Committee**

MINISTRY PURPOSE STATEMENT

To provide Christian fellowship and hospitality in all areas of church ministries involving food service.

Committee Member Term Guidelines **(Six-member committee)**

- The service term for a six-member committee is three years.
- The members of this committee will rotate off after their term of three years ends.
- The Nominating Committee will submit to the church for approval the names of two new members annually.
- The Nominating Committee may ask any of those rotating off to serve additional terms except the Finance , Personnel, and Nominating.

Specific List of Responsibilities

- To plan and prepare meals for participants of mid-week services and activities.
- To plan and prepare meals involving other ministries of the church when preparation and service of food is involved if requests are made to and agreed upon by the Fellowship Committee.
- To plan and prepare meals involving outreach to the community when preparation and service of food is involved if requests are made to and agreed upon by the Fellowship Committee.
- To assist other organizations of the church with proper use of kitchen facilities and equipment.
- To provide food services in church related fellowship activities at the request of the church staff and agreed upon by this committee.
- To coordinate service of food and serve as agents of hospitality for church hosted special events.
- Order all supplies needed for fellowship activities.
- Co-ordinate clean-up of areas used in fellowship activities.

Budget Responsibilities

Submit any budget request to the Finance Committee yearly.

Meetings

As necessary

Ministry Title: **Finance Committee (C.B.L. 8)**

Ministry Purpose Statement

The Finance Committee exists to review the ongoing finances (revenues and expenses) of the Church and to make recommendations to the Church regarding Church finances. The Finance Committee is responsible for the development of procedures necessary to the budgetary process and for the preparation and presentation to the Church of an Annual Budget. The Finance Committee should review the nature of offerings and other revenue streams along with the expenses and advise the Church on anticipated changes or special needs that should be considered in the budgetary process (including the discussion and recommendations pertaining to whether the Church has adequate resources to pay budgeted, non-budgeted and proposed expenditures.)

The Finance Committee may also recommend policy or procedures related to the review, payment or approval of the Church's expenditures.

The Finance Committee does not have the power to make decisions regarding expenditures or Church policy, but only the ability to make recommendations to the Church regarding such matters. No action or recommendation shall be taken by the Finance Committee without thoughtful consideration and prayer.

Members

The Finance Committee shall be made up of six members. These members shall be as follows:

1. Chairman of the Deacons
2. Deacon-at-large
3. Church Treasurer
4. 3 members of the Church selected by the Nominating Committee

Term and Offices

The term for the member who is the Chairman of the Deacons shall be set based on Deacon body rules.

The term of the Deacon-at-large is for one year. Each year the Deacons will vote for a Deacon-at-large to participate in the membership of the Finance Committee.

The term of the member who is the Church Treasurer shall not be fixed, but instead the position of Church Treasurer is a permanent member to the Finance Committee and whoever shall currently hold that office shall be a member of the Finance Committee.

Member rotating off are not eligible for reelection until they have been off for one year.

The term for Church members selected by the Nominating Committee shall be for three years each, with each such term being staggered between them. Each year one of the three Church members shall rotate off the Finance Committee and the Nominating Committee shall place another member on the Finance Committee for a three-year term.

Each year the Finance Committee shall elect a Chairman to guide committee meetings and functions and actions of the committee.

Any member scheduled to rotate off the Finance Committee shall resign from the committee on August 31 the end of the Church year. New members selected by the Nominating Committee or other Church committees or the Deacon body shall become members on September 1, the beginning of the Church year.

Membership Criteria for Nominating Committee

A person nominated for the Finance Committee must be a member in good standing of the Church. He/she should be regular in attendance and a thoughtful giver to the Church. He/she should have some working knowledge of Church activities and ministries. He/she should have knowledge of the budgetary process of the Church and possess skills that would be helpful in the preparation of the Church budget.

Meeting Requirements

The Finance Committee shall meet as soon as possible after the beginning of the Church year to elect officers for the fiscal year and to begin work on the Annual Budget. The Church's Annual Budget is prepared based on the calendar year.

The Committee shall meet as often as necessary after the initial meeting to insure that the Church finances are reviewed and that an Annual Budget is prepared. The Annual Budget

should be prepared and presented to the Church for its adoption by the December business meeting. The Finance Committee should prepare a Budget Adoption Report that should be distributed to the Church as a whole by no later than the Sunday morning service preceding the vote and adoption of the Annual Budget.

In the event there is a delay in the preparation and presentation of the Annual Budget, the Finance Committee shall make recommendations in the Church regarding the interim revenues and expenses of the Church until the final adoption of an Annual Budget by the Church.

After the final adoption of the Annual Budget the Finance Committee should meet once per quarter to review the financial reports and other current circumstances to make any necessary recommendations to the Church regarding changes or updates to the Church budget.

The Finance Committee shall also meet by special request of the Church staff, ministries, committees or Deacons to consider ongoing or proposed expenses or other budget requests.

Budgetary Process Requirements

The Finance Committee shall work with the Church staff to circulate annual budget requests forms at the beginning of the Church's fiscal year to the various committees, ministries of the Church,

the Deacons and the Church staff. The Finance Committee shall meet with the various committee Chairmen, heads of the various ministries, Deacons or Church staff, as the case may be, regarding the various budget requests and proposed projects or changes.

The Finance Committee shall take into consideration all such requests, the historical expenses and offerings of the Church, balances of Church accounts and funds, and economic and other trends that may impact revenue or expenditure levels. After due consideration and prayer, the Finance Committee should make a recommendation to the Church regarding expected Church expenditures and revenues by the December business meeting.

Internal Operating Guidelines

Initial Meeting – The Finance Committee should meet by October 15 regarding the election of Officers and for initial budget review and planning.

Annual Budget Requests – Each year the Church Treasurer should work with the Pastor to distribute budget request forms to the various staff members, heads of Church ministries, Committee Chairmen and Deacons. These request forms should be distributed before the October 15 meeting with a request to have them returned to the Finance Committee Chairman by November 1.

Church Staff Compensation – Each year the Church Treasurer should acquire source information from the Baptist Association and present it to the Chairman of the Personnel Committee and the Chairman of the Finance Committee. The Annual Budget Request forms should include a set of forms to the Personnel Committee regarding pay program changes or other information regarding staff employment costs.

Budget Planning Meetings, Budget Preparation and Adoption – The Chairman of the committee must insure the setting of meetings and the delegation of work within the committee to discuss and prepare the Annual Budget and to put forth a Budget Adoption Report to the Church. The Budget Adoption Report needs to be distributed to Church members by no later than the Sunday morning service before the regular December business meeting to allow ample time for review by Church members and to insure adequate communication of budget recommendations to the Church body as a whole. In the event of Late distribution of a Budget Adoption Report, the Finance Chairman must work with the Church staff and Deacon body to consider whether interim budget action and recommendations will be taken or whether to set a special business meeting date. (The key is to prepare, present and adopt the budget before December 31 each year and to make sure there is adequate communication to the Church regarding budgetary issues.)

In the event the budget is not adopted by December 31, the Finance Committee must make interim Budget recommendations to the Church until a final budget is adopted.

Special Circumstances – In the event there is a conflict with budget requests and the recommendations of the Finance Committee, the Chairman may wish to meet with the Pastor and/or Deacons regarding such matters prior to making its final budget recommendations. These meetings should be used to prayerfully consider the proper resolution of matters and final recommendation to the Church.

Continuing Budget Review – After the adoption of the Annual Budget, the Finance Committee should meet once per quarter to review the monthly budget reports and other ongoing activities of the Church to see whether the annual Budget needs to be amended.

Special Meetings – The Church has previously voted that proposals of non-budgeted expenses that come before the Church should be delayed for 30 days until reviewed by the Finance Committee for discussion regarding the expenses at the next business meeting. The Chairman must call special meetings for review of such requests or from special requests from the staff, heads of Church ministries, Committee Chairmen or Deacons.

Ministry Title: **Flower and Bereavement Committee**

Ministry Purpose Statement

To glorify our Lord by loving care for our church family in times of bereavement.

Committee Member Term Guidelines **(Four-member committees)**

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year.
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- Order a floral tribute in the event of death of church members or their immediate family at a cost fixed by the church. The term "immediate family" is defined to be husband, wife, children, or parents.
- Help arrange nursery supervision for funeral services and visitation time when held at the church.
- When a visitation is held at the church, provide refreshments for family or friends in the Fellowship Hall.
- Provide the family with a meal on the day of the funeral.
 - * The church will provide meat
 - * The committee will solicit the other meal items from various members
 - * The committee will serve or provide service at the meal and clean up the area after the meal.
- Prepare an annual operating budget and present it to the Finance Committee at the appropriate time.

Ministry Title: **House and Grounds Committee**

Ministry Purpose Statement

To ensure the proper maintenance and use of church properties including grounds, parking lots, building and equipment. Implement wise stewardship measures to safeguard church property and equipment.

Committee Member Term Guidelines **(Six-member committee)**

- The service term for a six-member committee is three years.
- The members of this committee will rotate off after their term of three years ends.
- The Nominating Committee will submit to the church for approval the names of two new members annually.
- The Nominating Committee may ask any of those rotating off to serve additional terms.

Specific List of Responsibilities

- Ensure that proper repairs and maintenance are made to church property and equipment in accordance with budgeted resources. Review competitive bids on service contracts.
- Develop and implement a preventative maintenance program for routine periodic inspection and maintenance procedures on all church facilities. Refer to the Facilities Section of the Policies and Procedures Manual.
- Work with staff in determining needs in repairs, contract maintenance, rental and/or replacement of furniture and equipment used in all areas of the church. Make part of the annual budgeting process a "Repairs and Maintenance Request" form.
- Work to promote efficiency and economy in the purchase, use of, and repair to equipment.
- Develop a group of lay volunteers who have businesses or special talents in the area of facilities and grounds. Call upon these individuals as minor needs arise or when special "Work Days" are called. Let the body use their gifts and talents.
- Make recommendations to the Finance Committee for any non-budgeted emergency repair/maintenance needs.
- Recommend short and long-term requirements including the renovation, remodeling, purchase or sale of church properties and equipment.

Ministry Title: **Lord's Supper Ministry Team (C.B.L.7)**

Ministry Purpose Statement

Assist the Pastor by preparing the elements for the observance of the Lord's Supper. In addition to the preparation of the elements, other duties related to the Lord's Supper should be considered. The minister and the church's Lord's Supper Ministry Team should work together to ensure that all duties are clearly assigned to the appropriate group.

Committee Member Term Guidelines

(Four-member committees)

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year..
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- Assist the Pastor in planning the schedule for the observance of the Lord's Supper.
- Maintain an inventory of all Lord's Supper equipment and request additional equipment as needed.
- Maintain an adequate supply of materials used for the Lord's Supper and purchase additional supplies as needed.
- Arrive early to prepare elements well in advance of the service.
- See that all necessary Lord's Supper equipment and supplies are in place prior to each observance of the Lord's Supper. Provide extras in case of unusually high attendance.
- Arrange for all Lord's Supper equipment to be gathered, cleaned, and stored after each observance.
- Arrange for the proper storage of all supplies used for the Lord's Supper.
- Clean and put back in order the area used in preparing for the Lord's Supper.

- Evaluate the work of the ministry team by receiving feedback from the ministers, deacons, and church regarding ways to improve planning and preparation.
- Prepare the ministry's annual General Operating Budget request.

Ministry Title: **MEDIA Ministry Team (C.B.L. 7)**

Ministry Purpose Statement

Operate and ensure proper upkeep of FIRST BAPTIST CHURCH, DOUBLE SPRINGS, Media Ministries including items such as, the computers, video, sound, ChurchCast, phone system, webcast. systems.

Committee Member Term Guidelines **(Six-member committees)**

- The length of service on a six-member committee is three years.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year.
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- Enlist and screen volunteers to serve in this ministry.
- Provide continued training opportunities to assist volunteers in performing their service.
- Assure the proper care, maintenance and use of all video equipment, Sound equipment, Computers, and office machinery. Develop and maintain a preventive maintenance program.
- Recommend changes in the video /sound system. This will include recommending needed purchases, replacements and upgrades.
- Purchase needed videos/ tracks/ software to assist in the ministry.
- Maintain a schedule for distributing videos to shut-ins.
- Make sure video reception is operational in nursery areas.
- Prepare the ministry's annual General Operating Budget request.

- Present an Annual Report of ministry to the church.

Sound Committee

Specific List of Responsibilities

- Pray
- Operate the audio systems of FBCDS for all necessary church activities.
- Enlist and screen volunteers to serve when needed but on a limited basis.
- Provide continued training opportunities to assist volunteers in performing their service.
- Assure the proper care, maintenance, and use of all audio equipment. Develop and maintain a preventative maintenance program.
- Stay in contact with sound system contractor in event of needed repairs.
- Recommend changes in the audio systems. This will include recommending needed purchases, replacements and upgrades.
- Maintain an inventory of all equipment.

Church Cast

Maintain and update membership into Church Cast so phone cast will be received by all current members. Send messages as needed to inform members of the events.

Office Equipment

Maintain and update computers throughout the church, update software as needed and maintain the copy machines and telephone system.

Maintain the LCD projectors in the sanctuary for worship as well as, the various TV and LCD projectors that are used in other ministries opportunities.

Ministry Title: **Men's Ministry (C.B.L.7)**

Ministry Purpose Statement

There shall be a Men's Ministry with such officers and organizations as needed. The purpose of the Men's Ministry is to connect with God, His Word, and other men for the purpose of winning, growing, and training God's man in Christ. The tasks are to help the Housing and Grounds Committee with the maintenance and upkeep of the church, engage in service projects for church members (especially those who are weak and infirm); and support missions by praying, education, giving and going

Specific List of Responsibilities

- Hold a monthly prayer breakfast
 - Have a guest speaker or speaker from the church share a devotion
 - Pray for the needs of the church
 - Talk about service projects and missions opportunities
 - Edify one another in the faith
 - Enjoy the fellowship
- The leaders of the Men's Ministry meet periodically with the Housing and Grounds Committee
 - To discuss various maintenance issues
- Help with RA's
 - Derby Race, driving the bus, listening to verses, counseling, discipline, etc.
- Mentoring our young boys and teenage guys
 - Offering spiritual guidance and wisdom
 - Especially to those with a bad home life
- Go on various outing throughout the year
 - Men's Conference
 - Men's Retreat
 - Cookouts
 - Camping and Backpacking trips
 - Ballgames
 - Fishing Trips
 - These are examples and should not be viewed as mandatory

Biblical Standard of Men's Ministry

- To love the Lord with all of our heart (Deut. 6:4-9; Matt. 22:37)
- To be mature in our faith (I Cor. 13:11)
 - We do not make excuses for our mistakes (we don't pass the buck-Gen. 3:12)
 - We take responsibility for our marriage, family, and church.
- Reject Passivity (Phil. 4:13)
- Mentor the younger generation
- Be strong and courageous (I Cor. 16:13)

Ministry Title: **Nominating Committee (C.B.L.6)**

Ministry Purpose Statement

To select, enlist, and nominate church members to serve in FIRST BAPTIST CHURCH DOUBLE SPRINGS, AL., ministries and operations. Recommends officers and chairpersons to serve on Councils, Committees and Ministry Teams, work with the Sunday School and Church Training Directors to maintain teachers for all age groups.

Committee Member Term Guidelines
(Six-member committee)

- The service term for a six-member committee is three years.
- The members of this committee will rotate off after their term of three years ends.
- The Nominating Committee will submit to the church for approval the names of two new members annually.

Member rotating off are not eligible for reelection until they have been off for one year

Specific List of Responsibilities

- Be alert throughout the year to recognizing among church membership those with potential leadership and service abilities.
- Work from a current database of church members. The church Secretary will maintain this database.
- From membership recommendations and the use of this database, select, interview, screen and enlist those members to serve in the various ministries of FIRST BAPTIST CHURCH DOUBLE SPRINGS, AL.
- The committee will develop means for discovering the right potential leaders and workers for service.
- The Ministry Team and Standing Committee structure will be reviewed annually to determine where service can be used most effectively.
- Lead an annual evaluation process of all ministry leaders.
- Work closely with the Chairman of the Board of Deacons and the Senior Minister.
- Will serve for a three-year term.
- Committee will have six members who serve a three-year term, two members rotate off each year and two new members will be added by the Church to fill their vacancy. The church will elect these two new members in January of each year.

- The work of this committee will begin in January and they are to have their work completed by August if possible.
- The committee will train its new members as to the responsibilities and procedures of this committee.
- A chairman will be elected by the committee each year from the two members who have only one year left to serve.
- The committee only has responsibility to fill positions established by the church. If additional positions or committees are needed, the Nominating Committee, along with the Director or the Pastor, will make recommendations to the church for consideration.
- The order of nomination will be as follows:
 1. Two new members of committee
 2. Sunday School and Discipleship Training directors
 3. All committees
 4. General officers
 5. Teachers and other positions.
- The goal of this committee is to spread the work among as many as will serve – every member serving in some form is the hope of this church. Try to avoid one individual serving in too many committee positions.

Ministry Title: ORGANIST AND PIANIST

Ministry Purpose:

To assist in leading the Church into worship prior to and during the service.

ORGANIST AND PIANIST

1. To be elected annually by the church.
2. He or she needs to be at his or her place of service for all worship services and choir practices unless providentially hindered.
3. In the event of absence, he or she shall notify her assistant and the Music Director who will make provisions for a supply pianist or organist one week in advance if possible.

ASSISTANT ORGANIST AND PIANIST

1. Shall be prepared each Sunday to fill in for the pianist or organist in his or her absence.
2. Should be able to fill the responsibilities of the pianist or organist in his absence or upon request.
3. Shall report to the pianist or organist and Music Director whenever absence is necessary, as soon as it is known.
4. He or she will assume the responsibility as pianist or organist whenever vacancies occur.

Ministry Title: **Personnel Committee**

Ministry Purpose Statement

To assist the church in all matters relating to personnel administration. Give oversight to all employment and personnel practices for both ministerial and non-ministerial staff. Maintain compliance with all labor-related legislative issues at the national, state, and local levels.

Committee Member Term Guidelines **(Six-member committee)**

- The service term for a six-member committee is three years.
- The members of this committee will rotate off after their term of three years ends.
- The Nominating Committee will submit to the church for approval the names of two new members annually.
- Member rotating off are not eligible for reelection until they have been off for one year

Specific List of Responsibilities

- Establish and maintain a staff structure where employment classifications are consistently applied. In many instances, these classifications will determine different forms of benefits to be given to employees.
- Periodically review the hiring and new employee orientation process. Ensure that proper documentation is being received and maintained, and that proper screening procedures are being followed.
- Determine that all employees are properly classified as either exempt or nonexempt based on provisions of the Fair Labors Standard Act.
- Stay current on special tax provisions relating to ministerial staff. (Refer to Fern J. Hogan —Tax advisor – 489-2428)
- Interview all ministerial and non-ministerial staff positions.
- Develop and recommend changes to the employee's fringe benefits program. Evaluate insurance and retirement coverage every three years.
- Oversee the annual personnel evaluation process. Determine that all Position Descriptions are updated and the staff organizational chart is current. Ensure that all employees are being evaluated based on established ministry objectives.

- Oversee the established Salary and Wage Administration Plan as outlined in the personnel policies. Place all new employees in the proper salary/wage scale. Keep salary/wage scales current based on annual cost-of-living increases.
- Annually review the Church's workplace safety and security policies. Work directly with the House & Grounds committee on this point.
- Approve all ministers housing allowance requests in December of each year.
- Give oversight to all terminations of employment. Work directly with church legal counsel to avoid possible legal ramifications.
- Oversee the church's personnel policies and procedures as documented in the Personnel Section of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary. Also, maintain a current and accurate Employee Handbook, which is given to all employees at hiring.
(Additional requirements and responsibilities relating to the development and approval of compensation and benefit arrangements for a "disqualifying person" of the church. These additional procedures are required to assure that the church and the IRS that "excess benefit transactions" are not being granted which could jeopardize the church's tax exemption status.)
- The Personnel Committee shall be composed entirely of individuals who are unrelated to and not subject to the control of a disqualified person (someone in a position to exercise substantial influence over the affairs of the church – i.e., ministers).
- Schedule and facilitate a yearly personnel-planning meeting.
- The committee shall obtain, review and rely upon objective "comparability" information to substantiate their independent decisions regarding reasonable levels of compensation paid and benefits granted to a disqualified person. Objective comparability information could include such items as:
 - a. Compensation paid and benefits granted by:
 1. churches which are similar in denomination affiliation, geographical location or size (i.e., membership attendance, annual operating budgets, number of staff, programs, etc.), and
 2. Other taxable and tax-exempt organizations for comparable positions and levels of responsibility.
 - b. Actual written offers from similar churches competing for the services of the disqualified person.

NOTE: *Excess compensation and benefits will be considered as:*

1. Any arrangement or transaction in which an economic benefit is provided to a disqualified person if the value of the compensation or benefits exceeds the value of the services provided by the disqualified person to the church.
2. To the extent provided in Internal Revenue Service regulations, any transaction in which the amount of an economic benefit provided to a disqualified person is based on the revenues of the church, if the transaction results in unreasonable compensation being paid.

- The committee shall adequately document the basis for all of its decisions and actions.

Ministry Title: **Prayer Ministry Team**

Ministry Purpose Statement

Intercessory prayer strengthens the body as it runs the race of ministry.

Prayer is considered to be one of the most important ministries of First Baptist Church. No ministry will be effective unless it is bathed in prayer! Every church member will be encouraged to be an intercessory prayer warrior.

Matthew 21:13 *My house will be called a house of prayer...*

Philippians 4:5 *Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God.*

James 5:16 *The prayer of a righteous man is powerful and effective.*

2 Chronicles 7:14 *If my people, who are called by my name, will humble themselves and pray and seek my face and turn from their wicked ways, then will I hear from heaven and will forgive their sin and will heal their land.*

Committee Member Term Guidelines

(Four member committees)

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year..
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- Provide an Annual Operating Budget request.
- Give a report to the church on scheduled activities.
- Promote prayer training.

- Promote prayer activities.
- Work with staff to schedule a calendar of prayer events.

Ministry Title: **Sanctuary Flower Committee**

Ministry Purpose Statement

To provide for the beautification of our sanctuary with floral or other decorations as deemed appropriate.

Committee Member Term Guidelines **(Four-member committees)**

- The length of service on a four-member committee is one year.
- The Nominating Committee may, on an annual basis, ask each member if they wish to continue to serve for another year.
- If a member wishes to continue serving on this committee, the Nominating Committee will submit their name to the church for service approval.
- If a member does not wish to continue, the Nominating Committee will replace this member.
- The members may serve as many consecutive years as they wish with approval of Nominating Committee and the final approval of the church.

Specific List of Responsibilities

- Placing floral arrangements in the church sanctuary, foyer, etc. each Sunday
- Protecting, storing and purchasing floral tributes as needed.
- Providing arrangements for special occasions as deemed necessary by this committee and the pastor.
- To properly dispose of any live flowers after the Sunday evening service.
- Inform pastor or other appropriate staff in the event of a floral memorial or a floral tribute.
- Prepare and present an annual operating budget to the Financial Committee at the appropriate time.

Ministry Title: **SUNDAY SCHOOL DIRECTOR and ASSISTANT SUNDAY SCHOOL DIRECTOR**
(C.B.L. 6)

Ministry Purpose Statement

Administer the operation of the church Discipleship Training program. To help each Christian to grow in the Knowledge of Jesus Christ our Lord and Savior. To provide additional learning opportunities for all people who attend our church. Planting seeds for our children, youth, and adults as they grow in His Grace.

Guidelines

- The Nominating Committee will submit to the church for approval the name of church clerk.
- The Nominating Committee may ask any of those rotating off to serve additional terms.

Specific List of Responsibilities

1. Be responsible for the overall working of the Sunday School program to see that it is spiritually and effectually conducted.
2. Assist in filling out the Sunday School records as needed.
3. Check with department directors and see that all teaching positions are filled each Sunday.
4. Promote and initiate special attendance programs.
5. Plan and conduct teacher and officers meetings and fellowship as needed.
6. Evaluate the total program of the Sunday School and make any recommendations for changes as needed. Visit each department and classrooms in that department if possible while making evaluations.
7. Set goals and ways of acquiring those goals.
8. Submit recommendations at the appropriate time to the Nominating Committee for the coming year, for both teachers and officers.
9. In case of absence, contact assistant to fill position.
10. Report statistics at each business meeting regarding attendance and special statistics for previous month.
11. Attend all associational meetings and clinics if possible.

ASSISTANT SUNDAY SCHOOL DIRECTOR

1. Make sure that all records are placed in each classroom prior to class time.
2. Assist in filling out the Sunday School records as needed.
3. To help promote and initiate special attendance programs.
4. To help plan and conduct teacher and officer's meetings and fellowship once per year.
5. To help evaluate the total program of Sunday School and make recommendations for changes as needed. Visit each department for observation and classrooms in that department if possible while making evaluations.
6. To help set goals and ways of acquiring those goals.
7. Attend all associational meetings and clinics if possible.
8. Help plan yearly churchwide Sunday School picnic and fellowships.
9. In the absence of the regular Sunday School director, be prepared to take his place.

Ministry Title: **Trustees**

Committee Member Team Guidelines
(Four-member committee)

- The length of service on a four-member committee is one year.
- The Deacon's may, on an annual basis, ask each member if they wish to continue to serve for another year.
- If a member wishes to continue serving on this committee, the Deacon's will submit their name to the church for service approval.
- If a member does not wish to continue, the Deacon's will replace this member.
- The members may serve as many consecutive years as they wish with approval of Deacon's and the final approval of the church.

Specific List of Responsibilities

- The trustees shall execute all deeds, mortgages, liens, transfers, leases, and all other legal documents for and on behalf of the church, but shall have no power to buy, sell, mortgage, transfer, or encumber any property of the church without a specific vote of the church authorizing such action.
- Trustees will assist the Church Clerk in providing the second signature on all checks issued by the church.
- Chairman will be selected from within the trustees.

Ministry Title: **Usher's Ministry Team**

Ministry Purpose Statement

The ministry of the usher goes far beyond opening a door. The purpose of an usher is to represent Christ to all that come to worship at the church. In a sense, they serve as the host of the building in which believers and strangers gather to seek God. This purpose alone expresses the privilege and responsibility that falls to a church usher.

Specific List of Responsibilities

- Arrive early for worship service (30 minutes prior to starting time is usual)
- Make sure that all appropriate doors are opened and lights are turned on.
- Make sure bulletins, offering plates, guest cards, and other needed materials are ready and available. Be clear on the order of worship.
- As guests arrive, greet them with a smile and a warm word of welcome. Introduce yourself.
- At least two ushers need to greet people at back door prior to Sunday School.
- At least four ushers need to greet people in morning worship.
- Assist people with information, materials, and seating as needed.
- During the service, be aware of needs and move to meet such needs appropriately.
- Gather offerings during service – four ushers needed to receive offering. No usher should ever be left alone when the offering is being taken.
- Order all materials that pertain to this ministry.
- Concentrate on the worship service and participate appropriately.
- After the service, open doors and assist people as needed for departing.
- When people have left, check thermostats again, close doors, turn off lights, pick up clutter, and ask questions, if needed, about the next service.
- Enlist personnel to serve as ushers.
- Develop plans for handling emergencies and interruptions during the service.

- Assist deacons in bad weather situations.
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of Ministry to the Ministries Council.
- Perform other duties as requested by the Ministries Council.

Ministry Title: **Women Ministry (C.B.L. 6)**

Ministry Purpose Statement

The main purpose of WMU is to educate and involve preschooler, Children, youth, and adults in the cause of Christian missions.

Specific List of Responsibilities

Objectives:

- Pray for missions
- Engage in mission action and witnessing
- Learn about missions
- Support missions
- Develop spiritually toward a mission's lifestyle
- Participate in the work of the church and the denominations

General Activities of WMU

- Prayer for domestic and international missionaries and unreached people groups
- Bible studies that relate to God's mission purpose
- Giving of money and time for mission's cause
- Annual learning opportunities of contemporary missions-North America and International
- Local mission action and witnessing projects
- Volunteer mission's projects in the US and abroad

Other organizations that are involved in missions through the WMU are as follows:

Mission Friends-Birth through Kindergarten (Preschoolers)

Girls in Action-Girls grades 1st-6th (GA's)

Royal Ambassadors-Boys grades 1st-6th (RA's)

Women on Mission (WMU)

Responsibilities of WMU are as follows:

- Sponsor, advertise, and promote Local, State, National, and International prayer emphases and offerings
- March-April- Annie Armstrong Easter Offering and Week of Prayer for North American Missions
- September-Kathleen Mallory Offering, study, and prayer for State Missions Projects
- October- World Hunger emphasis and offering
- October-November-Operation Christmas Child Shoe Boxes
- December-January- Lottie Moon Christmas Offering and Week of Prayer for International Missions

Local Mission Activities of the WMU

- Seymour Home (Monthly Birthday Party)

- Main Street Ministries
- Visitation at Hendrix Nursing Home and other local nursing homes
- Sponsor Christmas gifts for Seymour Home Clients
- Help with Back Pack Ministry
- Landscape Church
- Participate in Local, State, and International Mission Trips
- Make Dolls and gather various supplies (candy, office supplies, and various other needs) for South African Mission trip.

Other Women Mission Ministries include the following:
Apples of Gold- Older women mentoring younger women
Women's Conference

Ministry Title: **Youth Ministry Team (C.B.L. 7)**

Ministry Purpose Statement

To help each child associate with God, Jesus, and the Bible. Teach youth in solving problems, sharing, and expressing themselves; thinking of their home as a place of love and security; and begin thinking of others and adjusting to their interests.

Committee Member Term Guidelines **(Six-member committees)**

- The service term for a six-member committee is three years.
- The members of this committee will rotate off after their term of three years ends.
- The Nominating Committee will submit to the church for approval the names of two new members annually.
- The Nominating Committee may ask any of those rotating off to serve additional terms.

Specific List of Responsibilities

- Youth Committee will meet a minimum of once each month, usually the second Sunday of each month, following the morning worship.
- Committee will assist Youth/Children Minister in preparation of annual budget to be presented to Finance Committee.
- Committee will assist Youth/Children Minister with coordinating Children Activities.
- Following an event/activity, committee will assist Youth & Children's Minister to review/critique to make any needed changes/improvements.
- The committee will assist the Youth and Children's Minister and help work out any problems that may arise with the Youth Ministry.
- Each monthly meeting, the Youth/Children Minister will present each member a copy of budget with expenditures and a calendar with quarterly information of upcoming activities.
- The committee to assist changes/improvements needed for betterment of the ministry will review the Youth Ministry on a quarterly basis.
- The Youth Ministry will consist of one activity each month for the year (excluding May and July).

- The Youth Committee members need to make every possible effort to attend all children activities.
- Develop activities around the budget, not to exceed the yearly budget.
- Report to the church at the monthly business meeting.
- Report to the church on an annual basis.

APPENDIX F

FORMS AND OTHER POLICIES

BENEVOLENCE COMMITTEE POLICIES
AND PROCEDURES

CREDIT CARD POLICY

**First Baptist Church
Double Springs, AL**

**BENEVOLENCE COMMITTEE
POLICIES AND PROCEDURES**

Members and regular attendees will be given priority in assistance, but people not associated with FBC may apply for financial assistance through the Benevolence Committee.

If the Benevolence Committee knows of other resources to cover the financial needs, the family will be referred to the proper agency.

Three out of four committee members must agree if the family is to be assisted. If there is more than one "NO" vote, the application will be denied.

The committee will act on applications within seven to ten days after receipt unless extenuating problems develop. If one member is out of town for several days, the remaining 3 members may approve an assistance application.

The spiritual needs of the family will be discussed as well as the financial needs.

Assistance to each family will usually be limited to a maximum of \$100.00 due to limited funds and so that as many families as possible may be helped. In case of an emergency situation including rent, utilities, etc, this limit can be increased to a maximum of up to \$300.00.

If gasoline should be purchased as a part of the family plan, it will be limited to a maximum of \$35.00 and the Benevolence Ministry Gas Certificate will be completed. The Patron can authorize emergency gas purchases.

No family will be assisted more often than every six months.

Note: See page one of the Benevolence Application for additional information.

First Baptist Church Benevolence Application

*Bear one another's burdens and so fulfill the law of Christ.
Galatians 6:2*

Attention Applicant: Please read this page carefully before completing the application! Please separate and retain this page for reference as it details what you are to do.

First Baptist Church (FBC) members, regular attendees, and people not associated with FBC may apply for financial assistance through our Benevolence Ministry. Members and regular attendee's requests will be given priority for assistance; however, the needs of people not associated with FBC will be considered.

Although it is our desire to provide financial assistance to all who ask, we can only consider requests that are short-term in nature. We are not able to provide long-term assistance. We cannot assist with children's medical bills, credit card payments, taxes, legal expenses, or any expense that is not a bona fide need.

After completing the benevolence application, please return it to the FBC office in person or by mail. Attach to the application a photocopy of the applicant's driver's license or other photo ID. No application will be considered without a photo ID. Include copies of bills, invoices, eviction notices, paychecks, bank statements and any other pertinent documentation to assist the Benevolence Committee in accurately understanding your financial situation. Bills and other documentation must be in the name of the person requesting assistance since assistance will be made by check only, payable to the service provider (mortgage company, utility company, etc.).

Once FBC has received an application it will be reviewed and verified. This process usually takes 7 to 10 days. No assistance can be given until after the application has been reviewed and verified. With the applicant's concurrence, FBC may conduct a background check to verify information regarding the applicant's identity, situation and need. (If any information provided is proven to be false, no assistance will be given.) Refusal to permit a background check may jeopardize assistance.

Applicants may be asked to meet with a member or members of the Benevolence Committee or be called to discuss the request. Assistance may be contingent on compliance with recommendations of the Committee (Pastoral counseling, or connection with other services or organizations).

All information on the application or provided by the Benevolence Committee will be protected as confidential so please be open and honest in responding to questions.

The entire benevolence process may take up to 10 days - or longer if there is some extenuating problem that might cause a further delay.

Filling out this application or an interview with the Benevolence Committee does not guarantee that assistance will be provided.

FBC primarily assists residents of Double Springs and Double Springs Routes. Exceptions can be made in the case of people needing gas assistance (i.e. travelers)

Required Items for Benevolence processing

- _____ **Completely filled out Benevolence Application**
- _____ **Signed release form (at the end of the application) for each applicant**
- _____ **Photocopy of Driver's License for each applicant**
- _____ **Photocopy of recent bank statement to verify inability to meet needs**
- _____ **Photocopy of bills to be considered**

A background check may be completed by FBC to verify identity per IRS regulations

Today's Date _____

**First Baptist Church
Benevolence Application**

Today's date _____

Name(s) _____

Address _____

City _____ State _____ ZIP _____

County _____ E-mail address _____

Home phone _____ Work phone _____ Cell phone _____

___ Married ___ Single ___ Separated ___ Divorced
___ Widow/Widower

Applicant's SS # _____ - _____ - _____ DL # _____

Name of Spouse/Roommate _____

Spouse/Roommate SS # _____ - _____ - _____ DL # _____

Length of residency in Double Springs _____ years _____ months

Length of residency at current address _____ years _____ months

How did you hear about First Baptist Church?

Who referred you to First Baptist Church?

Have you or anyone else in your household been assisted by FBC? ___ Yes ___ No

If yes, when was the assistance provided?

=====

CHURCH AFFILIATION:

Are you a ___ FBC member? ___ FBC regular attendee? ___ visitor of FBC?

If visitor, when was the last time you attended?

Are you involved in an adult Bible fellowship, Bible study, or volunteering at FBC ? ___ Yes
___ No

If yes, which ones?

Is there anyone at FBC who knows your situation? _____ Yes _____ No

If yes, who? _____

May we contact them? (Provide contact information)

Do you have a church home other than FBC? _____ Yes _____ No

If yes, where?

Page 3

In order to determine how and/or if we can be of assistance, please complete the following questions

(Use back of page if necessary)

What is your need today and what specific help are you requesting?

What is the crisis or situation that has caused you to ask for assistance?

If assisted by FBC how will you pay for next month's rent/utilities, etc?

Have you filed Bankruptcy before? Please provide details and circumstances.

Have you been assisted by any other church/agency/organization? _____ Yes _____
No

If Yes, provide name and assistance received. (Use back of page if necessary)

Please list all churches/agencies/organizations you have contacted for assistance. Please specify the provider, contact person, and phone number for each. (Use back of page if necessary)

List all persons living at the address listed on page 2:

First/Last Name	Sex	Age	Grade	Employment/School	Relation to Applicant

Employment History:

Is anyone in your household unemployed due to disability? _____ Yes _____
 No

If Yes, are they receiving disability benefits? _____ Yes _____
 No

Please list your present/past employment:

	Place of Employment (full and/or part-time)	Dates of Employment	Duties	Reason for leaving
Current				
Current				

Past				
Past				

Please list your spouse's/roommate's present/past employment:

	Place of Employment (full and/or part-time	Dates of Employment	Duties	Reason for leaving
Current				
Current				
Past				
Past				

Total Household Income, Monthly Expense Report

Source of Income	Amount of income	Types of Expense	Amount of Expense	Past Due Amount
Wage 1 (name)		Housing		
Wage 2 (name)		Electric		
Social Security		Gas		
Disability		Water		
Veteran's Disability		Phone/Long Distance		
Retirement		Cable		
Food Stamps		Cell Phone		
Family		* Car Payment 1		
Friends		* Car Payment 2		
Unemployment		Gasoline		
Workers Comp		Auto Insurance		
Child Support		Home Insurance		
Other Agencies		Health Insurance		
Any Other Income		Groceries		
Checking Acct Balance		School Lunches		

Savings Acct Balance		Medical		
		Child Care		
		Child Support		
		Loans (explain purpose)		
		Credit Cards		
		Club Memberships (Gym, tanning, etc.)		
		Others (Explain purpose)		
Total Income		Total Expenses		
<p>* What model and year of cars are you driving?</p> <p>* Is the car yours? _____ * Balance owed on cars? _____</p>				

Mortgage Company
Address
City, State, ZIP
Phone #

Landlord/Apartment Name
Address
City, State, ZIP
Phone #

Release of Information

I hereby authorize the release of information to First Baptist Church to receive the assistance I am requesting. I further certify the information I have stated is true and correct and that all income is reported. I understand FBC may verify the information on this application and that deliberate misrepresentation of information may subject me to denial of assistance and/or services.

I give permission for FBC to discuss my case with other agencies, businesses, churches, attorneys, individuals, and any others deemed necessary to verify application information and/or identify additional sources of assistance. I understand that all information will remain as private as possible within these entities.

I have read, understood, and agree to the policies above regarding the Release of Information.

Signature

Date

*A new commandment I give to you, that you love one another,
even as I have loved you, that you also love one another.
John 13:34*

=====

Office Use Only:	
Member Status	
Date of Entry	
Organizational Involvement	

RELEASE AUTHORIZATION

EACH APPLICANT MUST COMPLETE THE FOLLOWING

(Please make another copy of this page for your spouse to complete):

I. In connection with my Benevolence application, I understand that a report or an investigative background check may be requested that will include information as to my identity, character, personal and financial history, experience, and reasons for termination of past employment. I understand that as directed by Church policy, you may be requesting information from public and private sources about my workers' compensation, Social Security benefits, driving record, court record, education, financials, and references.

II. Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. Applicants are entitled to know if financial assistance is denied because of information obtained by First Baptist Church from a reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

III. I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Alabama Department of Labor.

IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by First Baptist Church or its agent, to furnish the information described in Section 1.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name: Last _____ First _____ Middle _____

Please print other names you have used:

Home Address _____ City _____ State ____ ZIP _____

Social Security Number _____ - _____ - _____ Date of Birth _____

The following states require sex and race to obtain information:

AL, AR, FL, GA, IA, IL, IN, MI, OR, TX, WI

Sex: ___ Male ___ Female Race: ___ Asian ___ Black ___ Hispanic ___ White ___
Other _____

Drivers License Number _____ State issuing License _____

Name as it appears on license

=====

=

Signature _____

Today's Date _____

**Benevolence Request Form
For Benevolence Committee/church use**

When a church assists church members or other individuals, the IRS requires the church to keep certain documentation and records on individuals the church has helped. This form should be filled out each time the church helps a person financially. His confidential form should be kept with the church's financial records.

Name of Applicant

Street Address _____

City _____ **State** _____ **ZIP** _____ **Phone #**

Brief description of assistance provided by the church:

Reason the assistance was granted:

**Cost of the
assistance:**

Relationship to the church members or church leaders:

If the applicant was related, did the applicant receive special treatment:

Benevolence Committee Members: _____

Applicants for financial assistance are awarded financial assistance based on financial need. Applicants are not granted financial assistance based on relationships between the applicant and church leaders or

significant church contributors. The church does not discriminate applicants based upon race, color, sex, national origin, age, geographic territory, or disability. However, the church reserves the right to discriminate based on religion.

The church benevolence committee may provide short-term (emergency) assistance and longer-term aid to ensure that victims have the basic necessities such as food, clothing, housing, transportation, and medical assistance (including psychological counseling). The preferred method of providing assistance will be to pay the applicant's needs directly to a business provider. The type of aid that is appropriate depends on the individual's needs and available resources.

This document is intended to provide churches, pastors, and staff with current and accurate information about the subjects covered. However, such information is not intended to be sufficient for dealing with a particular legal problem, and the authors and distributors do not warrant or represent its suitability for such purpose. The reader should not rely upon this document as a substitute for independent legal consultation or IRS instructions.

**BENEVOLENCE MINISTRY
GAS CERTIFICATE**

Date _____

Authorized Amount

Recipient's Name

Address

City _____ **State** _____ **ZIP** _____ **Phone Number**

Vehicle Make _____

Vehicle Tag No.

Authorized Signature

Name and location of Service Station

FIRST BAPTIST CHURCH, DOUBLE SPRINGS AL CREDIT CARD POLICY

1. Transact purchases for the church in the normal course of their ministry that are above the normal purchase expense for the group. The use of the credit card is limited to business expenses only such as securing retreat reservations and hotel reservations.
2. It is advantageous to the church and the cardholders to make credit card purchases. The credit card receipt documents each transaction and to some extent provides added resource against any seller or provider of goods and services that does not deliver according to the terms of the purchase.
3. As a cardholder I agree to comply with the following provisions:
 - Only authorized business expenses will be charged to the credit card with the appropriate advance approvals in place;
 - Each purchase will be documented with a receipt for services or products purchases;
 - Purchases are to be documented using a Credit Card Purchase Form showing a credit card purchase within 10 days of the purchase and delivered to the Treasure for processing;
 - Each cardholder is responsible for any charges made to their respective credit card;
 - Undocumented charges will be reimburse to the church upon receipt of the monthly billing;
 - Should it be discovered that personal charges have been made with the church's credit card the undersigned will immediately reimburse the church for said unauthorized charges;
 - The church shall pay all costs for the authorized use of a church credit card
 - Due caution should be exercised in the use and security of the card. In the event the card is lost or stolen, immediately notify the issuing financial institution and First Baptist Church. You will be issued a replacement card as soon as administratively possible and that this agreement applies to any replacement or reissued cards received.
 - When you order items by telephone or the Internet and do not receive a receipt, you MUST use a Credit Card Purchase Form. This helps us and the vendor trace the product should problems occur. It also provides a record of what was ordered and when.
4. Employees of First Baptist Church authorized the church to deduct any outstanding personal charges from their next paycheck if not immediately reimbursed to the church. Unauthorized use of a church credit card may be grounds for disciplinary action and/or loss if the credit card.

5. Further, it is agreed by the undersigned that all credit cards authorized by First Baptist Church shall remain the property of the church and may be revoked at any time by the church, The use of credit cards is strictly for the benefit of the church.
6. Upon termination of employment from First Baptist Church, the card is to be returned immediately and prior to such termination, all outstanding personal charges due, if any, on the credit card account will be paid in full. Any unsettled outstanding personal charges will be deducted from one's final pay.

The above conditions and provisions are agreed to by the undersigned.

Date: _____ X _____

FIRST BAPTIST CHURCH OF DOUBLE SPRINGS
SALARY PACKAGE REQUEST
FOR THE YEAR 2018

In accordance with the Internal Revenue Service regulations for ordained and licensed ministers, I request that my salary package of \$ _____ for the year ended December 31, 2018, be allocated as follows:

Base Salary	\$
Health Insurance	
Housing and Utility Allowance	
Sub Total	\$

Allowable expenses to be reimbursed by the Church for my benefit:

School Expenses for New Orleans Seminary	\$	*
Books and Supplies		*
Retirement Expense		*
Ministry Expense		*
Total Direct Expenses	\$	
Total Requested Salary Package for 2018	\$	

*The above expenses will be reimbursed by the Church based on a monthly expense reporting and will be paid only after proper documentation has been supplied to the Church verifying my expenditure, and after the review and approval of the person so designated by the Personnel Committee.

It is agreed that I if my actual expenses are less than the budgeted amounts above, then the remaining balance will be paid as additional salary at the end of the year. It is also agreed that in the event I should leave the Church's employ during the year that such amounts paid for expense reimbursement shall be "pro-rated and trued-up". I understand that if I leave early I will owe the Church any expense reimbursement that is in excess of the pro-rated amount for such year, and further authorize the Church to deduct such amount from my last check. The Church also agrees to pay to me as additional salary any amounts that are less than the pro-rated amounts for expense reimbursement for such year.

I represent to the Church and the Personnel Committee that this Salary Package Request has been reviewed and approved by my personal tax advisor.

I, Phillip Twilley, an ordained minister, do hereby submit this Salary Package Request to the Personnel Committee, which is duly authorized by vote of the Church, for their approval for the year 2018.

By: _____
Pastor

By: _____
Chairman of Personnel Committee

Date: _____

Date: _____