



rockford
baptist church

Policy Book

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Preface

1. Purposes
 - a. To inform the Church.
 - b. To present details concerning the Constitution.
 - c. To allow detail changes without amending the Constitution.
 - d. To have uniformity for implementing policies.
2. Procedures
 - a. Policies of the Elders, Deacons, Deaconesses and Committees shall be presented to the Elder Board for approval before being implemented.
 - b. Committee policies affecting the entire Church (i.e. missionary committee, Outreach, CE, etc.) shall be approved by the Elders and placed in the Policy Book and the congregation will be notified of any changes.
 - c. The Administrative Assistant will keep an official updated policy record in the Church Office, and it will be available to any member for review.

Articles, sections, and subsections under the top headings are references to the Church Constitution. Additional appended policies are included at the end of the book.

Reference: Preface revised and approved May 16, 2024

Discipline of Members

Article II, Section 5

A. Occasions

Members are subject to discipline when:

1. They commit offenses or transgressions which jeopardize the spiritual life, harmony, and testimony of the Church.
2. They are guilty of immoral or other conduct unbecoming a follower of Christ.
3. They fail to attend the services of the Church for one year without sufficient reason.

B. Purposes

The purposes of discipline are:

1. To secure repentance and restoration to fellowship of the offending member.
2. To encourage church members to resist temptation and to settle disputes scripturally and promptly.
3. To maintain the church's purity and testimony.

C. Procedures

1. The Elders are responsible for investigating all allegations with an attempt at resolving the situation. They shall use kindness, consideration, and Christian love, and shall follow scriptural guidelines in the investigation.
2. If a person is determined guilty by the Elders, these forms of discipline will be recommended to the Church membership.
 - 1) Admonition.
 - 2) Suspension from appointed positions.
 - 3) Restricted service in the Church.
 - 4) Request to refrain from communion.
 - 5) Recall from elected office.
 - 6) Exclusion from Church membership.
3. The Elders shall investigate all allegations received in writing from Church members or by their own knowledge. The accused member shall receive a full and fair hearing with the goal of settling the matter. In every case the accused shall be notified beforehand of the meeting with the Elders or the Church in which the case is heard.

D. Restoration

One who has been disciplined by the Church may upon repentance, be restored to full fellowship by the Church.

Relationships

Article III, Section 1, B, 1, D

Although the Pastor and his wife must terminate their membership when he resigns or is dismissed, they may reapply for membership. (See Article II of the Church Constitution.)

Communication

Article III, Section 1, A, 8

1. The Deacons, Deaconesses, and Committees who report to the Elders are encouraged to utilize whatever means of communication that best serves their mutual needs. These may include but are not limited to:
 - A. Written reports
 - B. Copies of minutes
 - C. Identifying a specific Elder to serve as liaison
 - D. Identifying a specific Elder to serve as a committee member
 - E. Reporting orally at Elder meetings
2. Reports may be given by any officer or committee member as agreed among the parties
3. On an annual basis, the Elder Board will appoint an Elder to serve as a non-voting representative to each committee

Cancellation of Services Due to Bad Weather or Malfunction of Facilities

Article III, Section C, 20

1. All Church activities may be canceled if the following weather warnings have been issued for our area within two (2) hours of the starting time for the service. The Pastor and Elder chairman will evaluate the specifics of the warning and decide if the weather conditions make it unsafe to hold services, or that travel conditions are too hazardous for driving.
2.
 - *Tornado Warning
 - *Severe Thunderstorm Warning
 - *Winter Storm Warning
 - *Blizzard Warning
 - *Ice Warning

If conditions require the cancellation of services, we will attempt to make this decision by 7:45 am on Sunday morning or 3:00 pm on Wednesday afternoon.
3. Please listen to or check the websites of radio station 91.3 FM (WCSG) or television channels , FOX 17, 8 (WOOD) or 13 (WZZM) for RBC service cancellation information. We will also do our best to get the information out by email and social media.
4. If a tornado is suddenly reported to be in our area while one of our services is in progress, we will immediately usher all people to weather safe areas in the basement.
5. The safety of our people is most important to us. If anyone feels the weather or driving conditions are hazardous, we encourage you to please remain at home and not venture out.

Reference: Cancellation of Services Due to Bad Weather or Malfunction of Facilities revised & approved May 16, 2024

Church Staff Vacations and Holiday Pay

Article III, Section 1, C

Vacation

Full-time staff of RBC shall receive paid vacation according to the following schedule. In general, part-time staff do not have vacation benefits unless otherwise specified in their original contract.

A week of vacation represents the hours that a staff person works during their normal work week. (i.e. 40 hours work week = 40 hours of vacation week).

Vacation time is based on the staff members' anniversary date of employment and is to be given in the following fiscal year. For example, if date of employment is September 10, 2017, the 5-year anniversary would be on September 10, 2022. And then in the year 2023 their vacation time available would increase from 2 weeks to 3 weeks. Any special arrangements for staff vacations are to be approved by the Elders.

Vacation time available:

- ✦ 1-4 years of employment = 2 weeks/year
- ✦ 5-9 years of employment = 3 weeks/year
- ✦ 10+ years of employment = 4 weeks/year

Additional time off without pay may be available if approved by the supervising church board (Deacon Board for the custodian, and Elder Board for all other staff).

Holiday Pay

All full-time staff employees also receive 8 paid holidays which include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and 2 floating holidays.

Additional time off may be available without pay if pre-approved by the supervising Church board (Deacon Board for the custodian, and Elder Board for all other staff).

Reference: Church Staff Vacations and Holiday Pay revised and approved effective January 8, 2024

Advertising

Article III, Section C & D

Secular or Christian organizations shall not be permitted to display and sell their literature within or on church property without prior approval of the Elders or Deacons.

Duties of Appointed Personnel

Article III, Section 3

- A. RBCKids Director and Friendship Club Director (Appointed by CE Committee)
- B. Clerk
 1. To attend all business meetings of the Church and keep the minutes.
 2. To keep an accurate, up-to-date register of the Church Membership, request letters of recommendation under the direction of the Elders, and forward letters of dismissal.
 3. To keep the official up-to-date copy of the Church's policies as adopted by the Church.
 4. To submit a written report for inclusion in the Annual Report.
- C. Custodian (by Deacon Board)
- D. Financial Secretary and Counters (by Deacon Board)
 1. To record and receipt all gifts as directed by the Deacons.
 2. To issue statements of contributions to Church envelope contributors within thirty (30) days of the close of each calendar year.
 3. To order and distribute the Church offering envelopes.
- E. Church Administrative Assistant (shall be under the supervision of the Pastor and in his absence, the Elder Chairman)
 1. Supply clerical support to the Ministry staff, committees, programs, etc.
 2. Prepare Church publications, such as prayer list, etc.
 3. Keep Membership List and friend list for mailings.
 4. Be the RBC point of contact for weddings and non-Church publications which must be contracted individually with the Administrative Assistant, and have the approval of the Elder Chairman or Pastor.
- F. Worship Leader and Worship team (by Director of Worship)
- G. Children's Sunday School and Adult Bible Fellowship (by CE Committee)
- H. Treasurer (appointed by Elder's and Deacon's)
 1. To keep an accurate record of all funds received and the disbursements.
 2. To disburse the Church's funds (by check only) as authorized by either the budget, special Church action, by Elders, Deacons or Committee Chair.
 3. To present a written monthly report to the Deacons and Elders, which shall be posted on the Church bulletin board, and to present a written quarterly and annual report to the Church.
 4. To arrange for the chairman of the Deacons to be authorized to sign checks in his or her absence in compliance with banking requirements.
 5. To cooperate with the Deacons or appointed auditors to do the annual audit of the Church books.
 6. The treasurer should be bonded.
- I. VBS director (approved by CE Committee)
- J. Youth sponsors (approved by CE Committee, and representation by pastoral staff)

Reference: Duties of Appointed Personnel revised & approved May 16, 2024

Weddings

Article III, Section 1, B, C, D

A wedding is a very important event in the life of the bride and groom and also in the life of their Church. The following guidelines have been formulated and adopted as a policy for weddings to be held at Rockford Baptist Church.

1. Scheduling the Wedding

The first step in arranging for your wedding to be held at Rockford Baptist Church is to read our Wedding Procedures Policy. You must then complete and return the “Wedding Application” form, available in the Church Office. Non-members are required to pay a \$50.00 non-refundable deposit. When your application is received, you will be sent a questionnaire. The minister will call and schedule an initial interview. You are asked to bring the completed questionnaire with you to the interview. He will discuss your wedding plans, go over Church policies and respond to any questions you may have. Weddings may be conducted when not in conflict with regularly scheduled services, and in keeping with the Church calendar. Requests must be made by filling out the Building Use Form.

2. The Bride and Groom

Both the man and the woman to be married must profess faith in Jesus Christ as Savior and Lord, or both be non-believers and request God’s blessing on their marriage.

3. The Minister

If a minister from outside the Church will be officiating the wedding, he must be in Biblical agreement with our Church concerning marriage. For all weddings held at Rockford Baptist Church, there must be a meeting with one of our ministers for an initial interview session to review the application, go over policies and answer questions.

4. Premarital Counseling

There should be at least four sessions of premarital counseling with the minister who is officiating the wedding for it to be held at Rockford Baptist Church.

5. Fees

When the application is received, Non-members will submit a \$50.00 non-refundable fee for scheduling the wedding and initial interview session with the minister. One check for fees is due one week prior to the wedding. Checks should be made payable to Rockford Baptist Church.

6. The Wedding Rehearsal

The minister is in charge of the wedding rehearsal. All members of the wedding party and musicians are expected to attend the rehearsal.

7. Facilities and Equipment

Our Worship Center and Family Center each hold approximately 280 people. *No food or beverages are allowed outside of the Carlson Family Center.* Rooms are available for dressing rooms for the bride, groom and attendants. Please note that these rooms are unsecured. It will be the responsibility of the wedding party to make sure their valuables are appropriately cared for. The wedding party is responsible for the rental of a runner, unity candle, candelabra, candlesnuffers, kneeling bench and any other special equipment required for the wedding.

8. Music

The wedding ceremony is a worship experience and music should be selected to enhance the worship service. A visiting musician using our piano must first be approved. A sound technician from Rockford Baptist Church must operate the sound system. The Bride and Groom are responsible for remunerating any soloist or musician that is not on our schedule of fees.

9. Photography

The wedding ceremony is a worship experience. *We request that there be no flash photography during the ceremony* and that photography and videotaping be done in a manner that does not detract from the worship ceremony.

10. Decorations

Displaying and removal of decorations in the Church is the responsibility of the wedding party. There must be care to ensure that the facilities and equipment are used in a proper manner. No devices, decorations or equipment may be used that will mar or damage the Church facilities. No open candles are allowed on the chairs, windows, etc. Only candles in a candelabra on the platform may be open, others must be enclosed in glass. No candles, open or enclosed, may be placed on the floor. Please request that your florist place plastic under all candles and ask the person in charge of putting candles out to be very careful that the wax does not get on the carpet or furniture (candle snuffers should be used if possible). Paper masking tape should be used to fasten items onto chairs. No thumbtacks, scotch tape or duct tape is permitted, and no decorations are to be placed on the piano or other musical instruments. The display area in the lobby is available only for RBC members, with prior permission from the Deaconesses. *Members wanting to use the display area must contact the Deaconess in charge of Decorations at least two weeks prior to use.*

11. Furniture and Fixtures

This Church is first and foremost a place of worship and spiritual renewal. Rearrangement of furniture, fixtures, promotional materials, signs, or other Church program materials is not allowed unless permission has been granted (pulpit and platform furniture will be removed by the Deacons prior to the rehearsal). The wedding party is asked to respect the primary purpose of the Church and make their wedding a part of the atmosphere of worship.

12. Rehearsal Dinner

The use of the Carlson Family Center for a rehearsal dinner is available to RBC members only and must be scheduled at the time of application. Arrangements and setup will be coordinated with the Deacons. (see #18) *No red or purple-based punch or Jello is to be used in the Church.*

13. Use of the Carlson Family Center and/or Kitchen for Receptions, Overflow, and Snacks

If you desire a reception, need an overflow area, or want to serve snacks anytime other than the wedding reception, this needs to be scheduled at the time of application. Please note: If you want to serve snacks at any time other than for a reception, you must pay the additional custodial fee.

The reception must be finished by 10:00 PM to allow for cleaning. Arrangements, setup, and plans for decorations must be coordinated with the Deacons/Deaconesses. *No red or purple-based punch or Jello is to be used in the church.* Wedding receptions for non-members are by a *caterer only*. No food preparation is to be done in the kitchen. Church kitchen equipment may be used but to prevent confusion, there should be no mixing of caterer equipment and supplies with any Church items. All Church equipment and supplies must be cleaned and returned to their original location. RBC members may use the Church kitchen for food preparation with prior permission from the Deaconesses who will provide a list of instructions. All paper and other disposable supplies must be provided by the wedding party.

14. Printed Wedding Programs
There is a fee for preparing and printing wedding programs (see Wedding Fees). If you are interested in this service, please arrange with the church Administrative Assistant at least two months prior to the wedding (616-866-0345). All materials must be at the church office at least two weeks prior to the wedding.
15. Removal of Equipment
All flowers, catering equipment, personal property, etc., must be removed from the Church facilities following the wedding and is not the responsibility of the Deacons. Some things may be left overnight but this must be pre-arranged with Deacons. Any decorations left, without prior arrangement, will be disposed of. Any loss or damage is not the responsibility of Rockford Baptist Church.
16. Custodial Service
One of the Deacons will be on the premises during the rehearsal and/or dinner, and the wedding and/or reception to answer questions concerning the use of our facilities and/or take care of any custodial problems that may arise. A written list of set-up instructions should be provided to the Deacons one month prior to the wedding.
17. Decorum
As previously stated, Rockford Baptist Church is a place for worship and spiritual renewal. Actions and activities must be conducted with proper respect for the Church building and its function. The serving of alcoholic beverages, smoking, illegal drugs, disorderly behavior and other activities not befitting the Church are not permitted in the Church buildings or immediate surroundings. Bird seed, confetti, or like substances shall not be thrown inside the church buildings. Persons violating the integrity of the Church in any manner will be asked to leave. Any person in the employment of the Church has the authority to speak for the Church in these matters.
18. Special Circumstances
Any special circumstances should be directed to the Elders and/or Deacons of Rockford Baptist Church.

Reference: Weddings revised & approved May 16, 2024

Marriage Covenant

I. Concern: Marriage is Holy

Our concern is to foster lasting marital unions under God, establish successful spiritual families, and contribute to the orderly functioning of society.

We believe marriage was instituted by God and was designed to involve the total life-long commitment of one man and one woman, as defined by their sex at birth, to God and to each other. Marriage is an honorable status, involving mutual submission, companionship, love, respect, fidelity, sexual fulfillment, and family.

We believe that children are a heritage from God, given in sacred trust. Every child deserves to have a warm, caring relationship with a mother and father, the opportunity to develop a healthy self-esteem through loving parents, and the opportunity to be nurtured in an environment that models Christian behavior and values. We believe that a healthy marriage is a foundational building block to provide such an environment.

It is the responsibility of the church and the Pastor to encourage minimum expectations to raise the quality of the commitment in those they marry. We believe that a man and woman who seriously participate in premarital testing and counseling will have a better understanding of the marriage commitment. We acknowledge that a wedding is but a day; a marriage is for a lifetime.

II. Biblical Definition of Marriage:

We believe the term “marriage” has only one meaning, and that is marriage sanctioned by God, which joins one man and one woman, as defined by their sex at birth, in single exclusive union, as delineated in God’s Holy Word, the Bible. The pastors of Rockford Baptist Church, or any other pastor from outside Rockford Baptist Church, will only perform a marriage ceremony that falls within this definition of marriage in the Bible. (Genesis 1:26-31; 2:4-25; 19:1-29, Leviticus 18:22, 20:13; Deuteronomy 23:17; Matthew 19:3-12; Romans 1:21-31; 1 Corinthians 6:9-10; Ephesians 5:21-33, Jude 1:6-7).

III. Implementation: These are the minimum expectations:

- a. Waiting Period: A minimum of four months from the initial marital contact until the wedding date.
- b. Premarital Counseling: A minimum of four sessions that would include a relational instrument, inventory or test, i.e., Taylor-Johnson Temperament Analysis or Myers/Briggs, to help the man and woman evaluate the maturity of their relationship objectively.
- c. Scripture: Review the Biblical Teachings of marriage.
- d. Engagement Seminar: Encourage participation in a concentrated period of interaction and education.
- e. Role Models: Encourage interaction with other Christians through participation in a local church.
- f. Post-marital Counseling: Commit us to counseling as needed.

Reference: Marriage Covenant revised and approved February 16, 2018

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Rockford Baptist Church
Marriage Counseling and Wedding Application Agreement

For RBC Members and Member's Children

This application is to be completed and submitted at least four months prior to your wedding date. Other fees and charges will depend upon the areas and personnel required. A check for all fees (payable to Rockford Baptist Church) is due one week prior to the wedding.

Bride's full name:

Bride's address:

City:

State:

Zip:

Phone: ()

Groom's full name:

Groom's address:

City:

State:

Zip:

Phone: ()

Date requested for our wedding is: / /

Time of wedding:

Rehearsal date: / /

Time of rehearsal:

Date of rehearsal dinner (if held here): / /

Time of rehearsal dinner (if held here):

Requested use of ☐ Sanctuary ☐ Kitchen
 ☐ Family Center for Rehearsal Dinner
 ☐ Family Center for Reception
 ☐ Family Center for Overflow/Snacks

Name of requested Minister to officiate:

Church:

Phone: ()

Address:

City:

State:

Zip:

If a pastor other than a pastor from Rockford Baptist Church is being asked to officiate, his signature is needed on the Application form and must be approved by the Elder Board of Rockford Baptist Church.

Signature of Minister:

We have read the "Wedding Procedures Policy" of Rockford Baptist Church and will comply with all provisions as stated.

Bride's signature:

Date:

Groom's signature:

Date:

Member Wedding Fee Schedule - Rockford Baptist Church

All fees payable to Rockford Baptist Church are due one week prior to the wedding.

Deposit Fee:	\$50 (refunded if cleaned up and no damage)
Application Fee:	No fee
Use of Worship Center:	No fee (includes changing rooms)
Use of Family Center:	No fee
Use of Kitchen:	No fee (See item #13 of the Wedding Policy)

Custodial Fees

Worship Center:	\$100 (for rehearsal and wedding)
Family Center:	\$100 (for rehearsal dinner)
Family Center:	\$100 (for reception)
Family Center:	\$50 (for use as an overflow or snack area)

Note: One of the Deacons will be on the premises during the rehearsal and/or dinner, and the wedding and/or reception to answer questions concerning the use of our facilities and/or take care of any custodial problems that may arise. They will remove and setup platform furniture, setup and break down tables, etc., per instructions.

Sound Technician:	\$75 (includes wedding and rehearsal)
Video Presentation/Recording:	\$75 (includes rehearsal)
Video Recording only:	\$45 (does not include rehearsal)
Instrumentalist:	\$75 (includes rehearsal and wedding)

Note: Names of instrumentalists upon request.

Note: The purchase of wedding bulletins is the responsibility of the wedding party.

RBC Officiating Minister: (no set fee - includes counseling sessions and materials)
Honorariums should be handled directly with the officiating minister

Rockford Baptist Church
Marriage Counseling and Wedding Application Agreement

For Non-Members

This application is to be completed and submitted with a \$50 non-refundable deposit at least four months prior to your wedding date. Other fees and charges will depend upon the areas and personnel required. A check for all fees is due one week prior to the wedding. Please make checks payable to Rockford Baptist Church.

Bride's full name:		
Bride's address:		
City:	State:	Zip:
Phone: ()		
Is the bride a member/attendee of a local church?		If yes, where?
Groom's full name:		
Groom's address:		
City:	State:	Zip:
Phone: ()		
Is the groom a member/attendee of a local church?		If yes, where?
Why are you asking to use our facilities?		
Date requested for our wedding is: / /		Time of wedding:
Rehearsal date: / /		Time of rehearsal:
Date of rehearsal dinner (if held here): / /		Time of rehearsal dinner (if held here):
Requested use of <input type="checkbox"/> Sanctuary <input type="checkbox"/> Kitchen		
<input type="checkbox"/> Family Center for Rehearsal Dinner		
<input type="checkbox"/> Family Center for Reception		
<input type="checkbox"/> Family Center for Overflow/Snacks		

Name of requested Minister to officiate:		
Church:	Phone: ()	
Address:		
City:	State:	Zip:

If a pastor other than a pastor from Rockford Baptist Church is being asked to officiate, his signature is needed on the Application form and must be approved by the Elder Board of Rockford Baptist Church.

Signature of Minister: _____

We have read the "Wedding Procedures Policy" of Rockford Baptist Church and will comply with all provisions as stated.

Bride's signature:	Date:
Groom's signature:	Date:

Non-Member Wedding Fee Schedule - Rockford Baptist Church

All fees payable to Rockford Baptist Church are due one week prior to the wedding.

Application Fee:	\$50 (due when application is submitted)
Use of Worship Center:	\$200 (includes changing rooms)
Use of Family Center:	\$200
Use of Kitchen:	\$200 (no food preparation, catered only)

Custodial Fees

Worship Center:	\$100 (for rehearsal and wedding)
Family Center:	\$100 (for rehearsal dinner)
Family Center:	\$100 (for reception)
Family Center:	\$50 (for use as an overflow or snack area)

Note: One of the Deacons will be on the premises during the rehearsal and/or dinner, and the wedding and/or reception to answer questions concerning the use of our facilities and/or take care of any custodial problems that may arise. They will remove and setup platform furniture, setup and break down tables, etc., per instructions.

Sound Technician:	\$75 (includes wedding and rehearsal)
Video Presentation/Recording:	\$75 (includes rehearsal)
Video Recording only:	\$45 (does not include rehearsal)
Instrumentalist:	\$75 (includes rehearsal and wedding)
Note: names of instrumentalists upon request	

RBC Officiating Minister: \$250 (includes counseling sessions and materials)
Honorariums should be handled directly with the officiating minister

Building Usage, Grounds, and Equipment

Article III, Section D

1. Weddings are treated as a separate policy (see Wedding Policy).
2. Any use of the buildings and grounds by outside groups must be approved by the Deacons.
3. Any physical alterations to the buildings or property must be approved by the Deacons.
4. All groups and individuals using the Church for other than 'regular' service are responsible for the return of all furniture and equipment to its location, the clean-up, and the securing of the buildings according to the checklist found below. Designate an individual who will be responsible for checking the building to make sure the cleaning and locking up has been properly completed at the end of the activity.
5. Any activity scheduled for a Saturday evening must be completed by 10:00 PM to allow for cleaning before use on Sunday morning. There will be no access to the facilities reserved on Sundays until after 12:30 PM without the approval of the Deacons.

Reference: Building Usage, Grounds, and Equipment revised and approved change May 16, 2024.

GENERAL BUILDING INFORMATION:

1. All doors locked and closed securely.
2. All lights turned out.
3. All borrowed keys must be returned to the Church Office.
4. *All RBC buildings and grounds are to be smoke-free, alcohol-free, and substance-free.*
5. No youth (under 18) shall use the buildings, without a Deacon approved adult present to supervise, and only when it does not conflict with previously scheduled occasions or maintenance operations.
6. No food or beverage shall be carried into, or consumed in the main auditorium (Sanctuary) except service participants who shall use closed containers (sports type bottles) for everything other than water or the elements of communion.
7. No red or purple-based punch or Jello to be used in the Church.
8. The use of Church equipment shall be limited to regular attenders and neighboring Churches and approved by Deacons or Deaconesses.

FACILITY DEPOSIT

The use of the Church facilities for non-Church related functions requires a \$50 deposit. The deposit will be refunded provided the facilities are adequately cleaned and furnishings are returned to their appropriate place. The checklist must be signed and returned to the Church office within 10 days of the event. The Deacons shall sign off the refund before it is returned.

Reference: Building Usage, Grounds, and Equipment revised & approved May 16, 2024

Athletic Facility Usage

Article III, Section D

1. The athletic field and gym may not be used without permission from the Deacons and must have adult supervision.
2. Permission to use the field shall be denied if Church wide meetings are being conducted at the same time. Example: VBS, Evangelistic Meetings, and Wednesday Night Prayer Meetings.
3. At no time shall any organization outside the Church use the field when a team from the Church needs it.
4. RBC Teams and Special Olympics teams are the main groups that shall have priority use.
5. NO PROFANITY shall be allowed at any time! This means players as well as spectators will be asked to leave the Church property if this occurs!
6. Groups wishing to use the field must schedule their playing time on the Church calendar, with the RBC league teams having first priority.

Building Request Form

The use of Rockford Baptist Church facilities for non-church related functions requires a \$50 deposit. The deposit will be refunded provided the facilities are cleaned adequately and furnishings are returned to their original location. The attached checklist must be completed and signed and returned to the church office within 10 days of the event to process the return of the deposit.

Set up is limited to the day of the event. This includes any items to be placed in the storage room, kitchen, refrigerator, or freezer. If your event is being held on a Sunday, there will be no access to the facilities until after 1 pm. This includes bringing in supplies, set up/prep.

Note: Use of the building for Weddings/Receptions is not covered by this request form. The request form for Weddings/Receptions is available through the Church office.

PERSON OR GROUP SUBMITTING THE REQUEST:

PHONE NUMBER: _____ ARE YOU A MEMBER OF RBC? ☐ YES ☐ NO
DATE OF EVENT: _____ / _____ / _____ TIME OF EVENT: Start _____ End _____
TIME YOU WILL ARRIVE TO SET UP: _____ TIME CLEAN-UP WILL BE DONE: _____
REASON FOR USE OF THE FACILITIES: _____

APPROXIMATELY HOW MANY IN ATTENDANCE: _____

AREAS NEEDED FOR USE: ☐ Worship Center ☐ Carlson Family Center
☐ Kitchen ☐ The LOOP
☐ The JAR/GYM ☐ Athletic Field
☐ Other (indicate) _____

WILL A CHURCH KEY CARD BE NEEDED? ☐ YES ☐ NO

Note: Key Cards can be checked out at the Church office up to two days prior to the event upon approval from the Deacons. Key Cards must be returned the first business day following the event.

WILL ANY KITCHEN SUPPLIES BE NEEDED? ☐ YES ☐ NO

If yes, what will be needed?

Note: All paper supplies, beverages, condiments, food, must be provided by the person/group using the facility.

By signing below, I acknowledge that I am the designated individual who is responsible for checking the building to make sure the cleaning and locking up has been properly completed at the end of the event. I further understand that I am responsible for the clean-up and for completing the checklist designated for the areas used and returning it to the Church Office within 10 days of the event. I also understand that if my group or I do not satisfactorily fulfill the cleaning requirements or misuse the privilege, my deposit will be forfeited, and my group and I will lose the privilege of using the building and/or grounds in the future.

Signature

Today's Date

For Office / Deacon Use Only

<input type="checkbox"/> Request Granted	\$50 Deposit Paid? <input type="checkbox"/> YES <input type="checkbox"/> NO *	Amount of Additional Fee: _____
<input type="checkbox"/> Request Denied *	*Reason _____	Additional Fee to be paid to:
Reason _____	Additional Fee Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Rockford Baptist Church
	*Reason _____	<input type="checkbox"/> Other _____

Deacon Chair/Vice-Chair Signature

Date

Building Request Checklist

You are responsible for cleaning all areas you have requested (including restrooms). If your group uses other areas besides the ones you have designated on your request form, you are responsible to clean those also. All cleaning supplies are in the storage room next to the kitchen.

This paperwork must be completed and returned to the Church Office within 10 days of your event. Deposits will be refunded provided the facilities are adequately cleaned and furnishings are returned to their appropriate location.

REQUIRED FOR ALL AREAS

- ☐ Check restrooms: wipe counters, clean toilets with cleaner and brush, empty trash, and check to see that all toilets are flushed. Add toilet paper if needed (extra rolls are found in the cabinet in the ladies' room, and in the closet in the men's main floor restroom).

CARLSON FAMILY CENTER CHECK LIST

- ☐ Replace all tables and chairs as you found them.
- ☐ Vacuum the entire room.
- ☐ Wipe off all tables.
- ☐ If you have used the kitchen with the Carlson Family Center, mop the floor.
- ☐ *Empty all trash containers*, replace with clean bags (extra bags found in the storage room next to the kitchen or in the bottom of the trash containers), place all trash in the dumpster at the bottom of the hill in the parking lot.
- ☐ Please do not dump any liquids, other than water, in the drinking fountains.

KITCHEN CHECKLIST

- ☐ To avoid confusion, please label food and drink using masking tape and marker in drawer to the right of the refrigerator. *Promptly remove leftovers, and other personal items, from the premises upon leaving.*
- ☐ If you turned it on, please make sure it is off before you leave, i.e., Stove(s), Oven(s), Coffee pots / warmers, and water to the large spray unit. (NOTE: leave the BUNN coffeemakers plugged in. DO NOT UNPLUG)
- ☐ When using kitchen cookware, dishes, and utensils, please clean and return them to the respective cupboards and drawers. If unsure about where an item belongs, just leave it out on the counter.
- ☐ If dishwasher is used, please start it prior to leaving.
- ☐ Please take home and launder wet/soiled towels, dishcloth, and tablecloth. Return to the kitchen ASAP.
- ☐ Sweep and mop the kitchen. Wipe off all kitchen surfaces.
- ☐ *Empty all trash containers*, replace with clean bags (extra bags found in the storage room next to the kitchen or in the bottom of the trash containers), place all trash in the dumpster at the bottom of the hill in the parking lot.

LOWER LANDING AND GYMNASIUM CHECK LIST

- ☐ Vacuum the entire gym.
- ☐ Check restroom on the landing level, wipe counters, empty trash and take out. Replace toilet paper if needed and clean toilets if used.
- ☐ Replace all items back the way you found them.

WORSHIP CENTER CHECK LIST

- ☐ Pick-up all trash on floors and pews
- ☐ Vacuum

REMINDER: Securing ALL doors and windows is your responsibility.

For Office / Deacon Use Only

Date Checklist Returned: _____

☐ Deposit to be Refunded Date Refunded: _____

☐ Deposit Refund Denied*

*Reason _____

Deacon Chair/Vice-Chair Signature

Date

Church Vehicles

Article III, Section D

Requirements for Drivers

Purpose – This section specifies the requirements for being able to drive the van or bus.

Drivers of Rockford Baptist Church vehicles must be between the ages of 21 and 70. Anyone older than 70 may drive Church vehicles upon presenting a statement of health from their physician which states that their physical and mental faculties are such that they can safely and responsibly drive said vehicles. This statement must be on file with the Church and its insurance company and be updated on a yearly basis.

Who can drive the van?

- Only those on the “Approved Drivers List” can drive the van. A copy of this list is kept in the Church Office.
- A Chauffeur’s license, or special endorsements are NOT required for the van
- Persons 70 and over must turn in a Physician’s Statement with their application
- Those on this list have been approved by the Deacons and the Insurance Company as being approved to drive the van.

Who can drive the Bus?

- Only those on the “Approved Drivers List” can drive the bus. A copy of this list is kept in the Church Office.
- To drive the bus, you must have a valid Chauffeur’s license with a Class C and P endorsement.
- You must also pass a road test given by an independent testing program.
- You must also have a medical form from the Michigan Department of Transportation completed by your physician.
- Those on this list have been approved by the Deacons and the Insurance Company as being an approved driver.

How do I get on the approved list?

- Fill out a Driver Application (included in this information)
- Return it to the office

If you are approved

- Your application will be reviewed by the Deacons and forwarded to our insurance company who will run a check on your driving record
- You will be notified if you are approved, and your name will be added to the drivers list for the van or the bus

If the insurance company has questions about your driving record, they may ask that you be denied approval or removed if already approved.

Conditions for removal of driver name from approved list

Conditions for removing someone from the approved driving list include but are not limited to:

- Irresponsible driving when using the vans or bus, including failure to obey the speed limit.
- Failure to take proper care of the vehicle in your care.
- An excessive number of tickets.

NOTE: the insurance company will review your driving record annually

Godly example

- As a driver of a Church vehicle, you tremendously influence what some people think of our Lord.
"... in speech, conduct, love, faith, and purity, show yourself an example of those who believe" (1 Timothy 4:12)

Guidelines for Drivers

Purpose – This section informs drivers of guidelines regarding use of the bus and van

Proper use of the bus and van

The bus and van should be used for "ministry" purposes only. This includes, but is not limited to:

- Any Church sponsored function
- An approved church-related activity
- Any approved use by Deacons

Requesting use of the van or bus

- You should request use of the van or bus by calling the Church Office to see if they are available. The administrative assistant will see if the dates are open and schedule your activity.
- If dates are available you will need to make arrangements to get the key and log card, from the office, and to return the key following your activity

Guidelines for use of van and bus while on the road

- Do a vehicle check before departure – tires, gas
- Always drive at a safe speed (bus speed limit is 60 mph)
- Double check that a first aid kit is present
- Clean inside of vehicle after use – pick up trash and sweep
- Please fill out the log card and return to the office with the key
- Report any maintenance concerns to the Deacons after the trip
- Deacons to make sure registration and insurance certificates are in vehicles and drivers are aware as to where they are stored

Reference: Church Vehicles revised & approved May 16, 2024



Name of Ministry: Rockford Baptist Church
Address: 221 Courtland Street

City, State, Zip: Rockford, MI 49341-1405
Policy Number: 21A5A0477776

Ministry Driver Screening

Driver's name (as shown on license): _____

Date of birth: _____

Driver's license state and number: _____

Is this a commercial driver license? ☐ Yes ☐ No

Which vehicle will you be driving? Make: _____ Model: _____ Year: _____

Are you the primary driver? ☐ Yes ☐ No

Primary driver = You drive the vehicle more than once per month or more than 12 times per year.

In the past three years:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Have you been at fault for any accidents? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you had any moving traffic violations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you had any insurance company cancel or refuse to provide you with auto insurance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you had your driver's license revoked, suspended, or restricted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Have you had any physical impairments other than corrective glasses? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Have you ever been charged with or convicted of "driving while intoxicated" or "driving under the influence"? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any question(s) 1-6 have been answered with "yes," please provide full details below: (dates, descriptions, amounts, or other explanation)

Signed

Date

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Large Purchases

Article III, Section D

1. For all purchases over \$2,000 we recommend a minimum of 3 quotes from independent sources/vendors before a source/vendor is chosen.
2. If the lowest cost source/vendor is not selected, a written recommendation of the reasons for choosing the source/vendor shall be provided to the Deacons for review.
3. The treasurer is to make payment on bills as approved by the Deacon Board, or the Deacon Board Chairman or Vice-Chairman as directed.

Anticipated Exceptions

- If a single donor provides 100% of the cost for a project on the condition that a particular source/vendor provides the work, then the recommendation for three independent quotes may be waived.
- If a large purchase is part of an already approved project and fits within the estimated cost for that purchase, then additional approval is not required.

Reference: Large Purchases reviewed and adopted December 5, 2022

Credit Card Use

Article III, Section D

1. All purchases on the Church associated credit cards shall be used for Church expenses. No purchases shall be made for personal use.
2. Any benefits from the credit card rewards, including points, gift cards, etc. shall be used for church-related expenses or use or to reduce the current invoice amount.
3. Only the person who has the credit card in their name shall use the credit card. No one else should use the card.
4. Personal use of credit cards will be reimbursed upon approval by Committee Chair or Deacon.

Reference: Credit Card Use revised & approved May 16, 2024

Church Copier and Computers

Article III, Section D

1. The Church copier and computers are for Church use and authorized Church personnel use only.
2. Only the following people will have authorization: Senior Pastor; Youth Pastor; Director of Worship & Music; administrative assistant; temporary secretary; treasurer, ABF teachers, chairpersons of the Elders, Deacons, Deaconesses; and others approved by the Deacons.

Reference: Church Copiers and Computers revised & approved May 16, 2024

Designated Gifts

Article III, Section D

There are several channels to which funds may be given within the Church at this present time. The funds will be reviewed and reported to the Church financial secretary and treasurer.

1. The General Fund, which cares for the current operating expenses, personnel expenses, building and grounds operation, maintenance, and missions.
2. The Building Fund, which carries and accumulates funds for the improvement of the Church property and buildings.
3. Other funds as referenced in the treasurer's report.
4. Memorial gifts of library books, or money for books for the library, are accepted by the Church and receipted. Thank you notes to families should be provided by Church staff as deemed appropriate.
5. Specially designated gifts of cash, objects of value, or property, donated to the Church, must be approved and accepted by the Deacons. If accepted, they will be considered a donation for income-tax purposes, by the Deacons, through the financial secretary.
6. The Elders annually approve a limited number of Special Fund Offerings in addition to the above, such as the combined "Missionary Christmas Offering".

Reference: Designated Gifts revised & approved May 16, 2024

Loaning of Church Equipment

Article III, Section D

1. All equipment in the Church's facilities is there for the primary purpose of the Church's activities. Regular Church services, programs, socials, and meetings of Church organizations, and special occasions, such as weddings, funerals, concerts, etc., shall have first call on all equipment and depends upon the equipment being in place when needed.
2. As a courtesy to the members and regular attenders of RBC, some equipment such as tables, chairs, and canopies may be loaned to assist in hosting special family occasions or Church related functions in private homes.
3. *Equipment is not to be used for commercial purposes* or to be borrowed by people at Church for re-loaning or money-making events, such as garage sales. Equipment is loaned *only* when it is not needed at the Church and with the understanding that the borrower is responsible for its pick-up, prompt return, and for all damage to the equipment.
4. Borrowing church equipment is a privilege and not a right. *All equipment borrowed must be cleared through the Church office and have the approval of the designated Deacon.*

Reference: Lending of Church Equipment revised & approved July 10, 2006

Rockford Baptist Church Table, Chair, and Canopy Request Form

Use limited to RBC members/regular attenders ONLY

Name		
Address		
City	State	Zip
Phone ()		
Requested for use on:		
Picked up on: / /		
Purpose for use:		
Number of tables requested:	Chairs:	Canopy:
Do you need a deacon to let you in to pickup or drop off tables/chairs/canopy? <input type="checkbox"/> yes <input type="checkbox"/> no		
Note: You will be responsible for returning the tables/chairs to their designated location and in the same condition they were signed out. This includes cleaning them before they are returned to the church (this includes checking the legs to make sure they haven't picked up grass, dirt, etc). Only tables/chairs in the garage or Carlson Family Center storage room designated "for loan" may be signed out.		
Signature	Date / /	

For Deacon use only:

<input type="checkbox"/> Request granted
<input type="checkbox"/> Request denied – Reason:
Signature of the Table/Chair Person:
Phone ()
Date / /
Tables/Chairs returned in good order: <input type="checkbox"/> yes <input type="checkbox"/> no

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RBC Key Policy

Article III, Section D

The following people will be allowed to keep (1) keycard or fob to the Church building, for his or her own use only!

1. All members approved by office staff and Deacons.

ALL KEYCARDS OR FOBS ARE TO BE RETURNED TO THE OFFICE OR TO THE DEACON CHAIRMAN WHEN YOU ARE NO LONGER A DEACON, ELDER, DEACONESS, OR WHEN IT IS NO LONGER NEEDED BY ANY MEMBER.

Reference: RBC Key Policy revised & approved May 16, 2024

Activities of Classes, Etc.

Article III, C & D

No activities shall be scheduled which conflict with a regular Church service without the prior approval of the Elders.

Christian Education Committee

Article IV, Section 1, A, 1

- A. Composition. At a minimum, the committee shall be composed of a Children's Ministry representative, the Student Ministries Pastor, a Friendship Ministries representative and an Elder representative. Other people may be added as needed.
- B. Duties
1. To supervise the Christian Education program which includes the Adult Bible Fellowship, Nursery, Children's Sunday School, Children's Church, RBCKids, the Friendship Ministries, the Youth Groups, and Vacation Bible School
 2. To establish standards, policies, and guidelines for Christian Education.
 3. To appoint workers and determine the length of each appointment.
 4. To approve materials and curriculum.
 5. To recommend the Christian Education budget to the Deacons annually and supervise its expenditures.
 6. To provide for teacher training and enrichment, and promotion of the growth and development of the Christian Education program.
 7. To report monthly to the Elders and semi-annually to the Church.
 8. To conduct background/reference checks for all children's workers. These confidential files are to be maintained by the administrative assistant and current of all names on file. Leaders to get a list of approved names (see also Abuse Prevention Policy page 49).

Reference: Christian Education Committee revised & approved May 16, 2024

ROCKFORD BAPTIST CHURCH

SCREENING FORM FOR CHILDREN OR YOUTH WORKERS

CONFIDENTIAL

This application is to be completed by all applicants, volunteer or compensated, involved in the supervision or custody of minors. This form is being used to help the Church provide a safe and secure environment for our children within our facilities.

This completed form can be dropped off to the Church Office or emailed to worship@rockfordbaptist.org

PERSONAL

DATE:	PHONE: ()
-------	-----------------

LAST NAME:	FIRST:	MIDDLE:
------------	--------	---------

MAIDEN NAME:	SEX: Male Female
--------------	------------------------

CURRENT ADDRESS:

CITY:	STATE:	ZIP:
-------	--------	------

DATE OF BIRTH:	/	/
----------------	---	---

If you are under the age of 18, what grade will you enter as of September of this year?

DRIVER'S LICENSE #:

Please provide your Driver's License (or other photographic form of ID) as confirmation of your identification.

By submitting this form, I give permission to Rockford Baptist Church to perform any and all necessary state and or national background checks required.

SIGNATURE	DATE
-----------	------

CHURCH HISTORY & PRIOR CHILDREN'S / YOUTH WORK

1. Have you ever been arrested for or convicted of child abuse, actual or attempted sexual molestation of a minor, or any other crime?	Yes No
--	-----------

If yes please explain:

2. Please indicate the type of youth or children's work you prefer and/or your intended area(s) of involvement.

3. Name, address, and phone number of your previous church.

Name:	Phone: ()
-------	----------------

Address:

City:	State:	Zip:
-------	--------	------

4. List previous work you have done in other churches and/or organizations in the past five years that involved children or youth (list name of church and/or organization, address, type of work performed and dates)
--

Church:

Dates:

Type of work:

Church:

Dates:

Type of work:

5. Personal References (not relatives):

Name:	Phone: ()
-------	----------------

Address:

City:	State:	Zip:
-------	--------	------

Association with this person:

Name:	Phone: ()
-------	----------------

Address:

City:	State:	Zip:
-------	--------	------

Association with this person:

For Office Use Only

Background Check Completed	YES	NO	DATE _____
----------------------------	-----	----	------------

CE Approved	YES	NO	DATE _____
-------------	-----	----	------------

Chairperson Signature _____

Children's Ministry

Guidelines

"Train up a child in the way he should go; and when he is old, he will not depart from it." -Proverbs 22:6

We invite all families with children to take advantage of our various children's ministries as we seek to reinforce and support the godly training and instruction your children receive at home. We believe every child is a sacred trust and consider it a privilege to partner with parents in the task of shaping the biblical worldview and moral foundations of your children.

FOR THE PARENTS

1. Please bring only well children to church. Children should not attend if they show signs of contagious illness, such as cough, runny nose, fever, unusual fatigue or irritability, etc.
2. Please notify workers if your child is on medication, suffers from a chronic physical or mental condition (i.e., seizures, etc.) or special needs such as food allergies.
3. For their safety, your child can be released only to you. In consideration of our workers, please promptly retrieve your children immediately following dismissal of the service.

NOTE: ALL VOLUNTEERS MUST READ THIS POLICY HANDBOOK BEFORE WORKING IN ANY CHILDREN'S MINISTRY.

INSTRUCTIONS FOR CHILDREN'S WORKERS

1. Please be on time. Be in your place at least 5 minutes before the start time.
2. If you cannot serve as scheduled, find a substitute and then notify the person in charge of the change.
3. Please do not work if you are sick.
4. Remember that you represent Rockford Baptist Church. Parents need to feel confident that their children are in competent, caring hands.
5. Please be clean, neat and approachable.

SUPERVISION POLICIES

1. All workers must avoid any wrongdoing or the appearance thereof in their conduct and conversation.
2. Workers are not to be with children or youth in secluded areas.
3. For their safety, children are to be released only to their parent/guardian. At this point, the child becomes the responsibility of the parent/guardian.

BATHROOM ASSISTANCE

1. If the child needs assistance:
 - a. Stand outside the bathroom
 - b. Prop the door open slightly while the child is using the bathroom.
 - c. If the child asks for help, ask for a second adult to be present.

INJURY PROCEDURES

1. In the case of any illness or injury, avoid direct contact with blood, excrement or vomit.
2. In the case of a minor injury:
 - Ask a nursery worker to alert security personnel and have them find the parent(s).
 - Give the usher the name of the parent needed.
 - When the parent arrives, the child then becomes the responsibility of the parent.
3. If medical assistance is needed:
 - Ask a nursery worker to enter 99 on the paging system. This will alert a medical professional.
 - If the injury is life threatening, ask a nursery worker to call 911 immediately.
 - Security personnel will immediately notify the child's parents and then remain available to assist the medical professional.

DISCIPLINE POLICY

1. The goal of all discipline should be to create a safe environment, conducive to learning and spiritual growth.
2. All children's workers must establish a system of discipline that meets the following criteria:
 - Your plan is appropriate for the type(s) of activities for which you will be responsible.
 - Clear expectations for behavior must be set.
 - Discipline must be consistent.
 - Always show firmness with love and kindness.
 - Never strike a child or grab them roughly.
 - Workers are encouraged to involve the child's parents, even if it means interrupting them during a Church service. Parents may be contacted by asking a nursery worker to alert security personnel and have them find the parent(s).

ABUSE PREVENTION

- See Abuse Prevention Policy – Page 49

Reference: Children's Ministry Guidelines revised & approved May 16, 2024

RBCKids

Policy & Guidelines

The goal of our RBCKids program is to reach boys and girls with the message of Jesus Christ and to train them to serve Him. In all aspects of our teaching, we must demonstrate the love of Jesus Christ through our words and actions.

As representatives of our Church and our Savior, all RBCKids workers need to be very careful to avoid any wrongdoing or the appearance thereof.

Supervision:

1. All workers need to stay with their assigned children through the night. No child should be left unattended.
2. Workers should never be alone with a child in a secluded area.
3. During group time, the door to your classroom should be opened slightly.
4. Do not roughly play with the children or allow rough play between the children. For example: wrestling, punching, dragging, etc.

Injury Procedures:

1. In case of any illness or injury, avoid direct contact with blood, excrement or vomit.
2. Do not give a child any oral medication unless instructed to do so by that child's parents.
3. While tending to a child, do not leave other children unattended.
4. In the case of a minor injury:
 - If there is an open wound, carefully wash the wound and apply a bandage if necessary. First Aid kit and rubber gloves are available in the kitchen.
 - Place a cold compress (available in the kitchen freezer) on any areas of swelling.
5. If medical assistance is needed:
 - If the injury is life-threatening, call 911 immediately and alert the director.
 - Alert the Director who will locate a medical professional within the Church and notify the child's parents.

Abuse Prevention:

- See Abuse Prevention Policy – Page 49

Reference: RBCKids Policy & Guidelines revised & approved May 16, 2024

Friendship Club

Policy & Guidelines

The goal of our Friendship program is to reach physically and mentally disabled individuals with the message of Jesus Christ and to train them to serve Him. In all aspects of our teaching, we must demonstrate the love of Jesus Christ through our words and actions.

As representatives of our Church and our Savior, all workers need to be very careful to avoid any wrongdoing or the appearance thereof. All workers to be reviewed and approved by the CE Committee.

Supervision:

1. Workers should never be alone with a Friendship student in a secluded area.
2. During group time, the door to your classroom should be opened slightly.

Injury Procedures:

1. In case of any illness or injury, avoid direct contact with blood, excrement, or vomit.
2. While tending to an injured child, do not leave other clubbers unattended.
3. In the case of a minor injury:
 - If there is an open wound, carefully wash the wound and apply a bandage if necessary. First Aid kit and rubber gloves are available in the kitchen.
 - Place a cold compress (available in the kitchen freezer) on any areas of swelling.
4. If medical assistance is needed:
 - If the injury is life threatening, the Director will call 911 immediately and alert a pastoral staff member.
 - The Director will notify the clubber's parents or caregivers.

Abuse Prevention:

- See Abuse Prevention Policy – Page 49

Reference: Friendship Club Policy & Guidelines revised & approved May 16, 2024

Nursery Ministry

It is our privilege at Rockford Baptist Church to provide quality nursery care for children from birth through three years of age. Our purpose is to provide a place where parents can confidently leave their children.

In order to provide better care for your child, we have compiled some guidelines which are outlined in this manual in order to provide for the safety and care of our children.

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Parents

Our nursery workers are prepared to provide the best possible care for your child. All linens, toys and equipment are cleaned regularly, and each baby is given personal attention and will find warmth in the midst of our Church.

1. In order to avoid confusion and provide proper care and sanitation for the children, no one is to be in the nursery at any time other than the scheduled workers and the children. (Exceptions are only, but gladly, made for nursing mothers.)

Note: Children are only to be in the nursery when there is a nursery worker present, not just to play between services.

2. Please remove the child's outer clothing before placing them in the nursery. (i.e. coats, jackets, blankets, snowsuits)
3. Give the child and their diaper bag to the nursery worker.
4. Please remember to leave instructions on the nursery "sign-in" clipboard. Do not hesitate to be specific.
5. Please notify workers if your child has any additional medical concerns besides those indicated on the child information card.
6. Please avoid "visiting" your child between services. Should we need to contact you during a service, the workers will enter your child's number on the number paging system in the sanctuary.
7. When the service is over, please pick up your child as soon as possible. *No one is allowed to take a child from the nursery except the parent/guardian or other stated on the child's information card.* At this point, the child becomes the responsibility of the parent or person picking up the child.
8. If your child has a cold, fever, or flu-like symptoms, we ask that you keep him/her at home. If your child becomes ill while in the nursery, you will be notified.

Child's Snacks

In most cases, depending on the number of children in the nursery, we will not be able to spoon-feed a child. Bottles and sippee cups are acceptable. Infants will be fed only what you indicate. Children may be given a snack with your permission.

Workers

Ephesians 4:2 *“Be completely humble and gentle; be patient, bearing with one another in love.”* As you contemplate stepping into the nursery, ask God for patience, understanding and discernment to meet each one of the children’s needs.

There should be at least 2 workers in each nursery. (This is for the safety of the children and can eliminate any security problems.) Parents must be notified of any exceptions to this and approve of the circumstances.

Check In

- Please arrive 15 minutes before your scheduled time begins.
- Please do not work if you are sick (See Nursery Schedule Policy for additional information regarding finding a sub).
- If no children are in the area you are scheduled to work in, please check with the other areas to see if help is needed there before leaving.
- Please keep all hot beverages in a sealed mug.
- Care for the children according to their parent’s instructions. Seek to devote ALL your attention to them.
- Each child’s diaper should be checked and/or changed if needed. (SEE Diaper Changing Policy for more information).
- All workers must avoid any wrongdoing or the appearance of conduct or conversation that could be interpreted as inappropriate.
- Workers are not to be with children in secluded areas.
- Please make sure anyone who enters the nurseries (including visitors) fill out the sign-in sheet. (See Procedures for added information)
- Do not be afraid to enforce the Well Child Policy by turning away any child that may appear to be sick.

Check Out

Before leaving, please straighten up the nursery.

- If anything is left, label and date it, and put it in the lost and found.
- All toys should be neatly returned to their places and toys that were in the children’s mouths should be placed in the “dirty” basket to be cleaned.
- The last worker out should turn off the lights.

Well Child Policy

In order to protect all the children in the nursery, please do not keep a child who appears ill. Some signs of illness in children include:

- any degree of fever
- vomiting
- diarrhea
- questionable skin rash
- cloudy or colored runny nose (green/yellow)
- unusual fatigue or irritability
- eye/ear infections
- cough that is deep or congested

Feeding Policy

Infants

- Bottle fed babies are to be given their bottles according to their parents' instructions. Please make sure the bottle is labeled.
- We do not give food to the younger babies, unless instructed by the parents.
- Workers are to watch that babies do not "borrow" each other's cups, bottles or pacifiers.

2's & 3's

- Check sign in sheet before feeding the children. Some children have food allergies!
- Make sure all cups are labeled.
- A worker should always supervise the children while they are eating.
- Workers are to watch that toddlers do not "borrow" each other's cups, bottles or pacifiers. (Extra cups are located in the 2's & 3's nursery cupboard)

Security Procedures

- A child information card will be filled out for regular attending children.
- Parents will fill out the "sign-in" sheet every week. This allows parents to write out any special instructions in the comment space provided. Direct your full attention to caring for the children. Follow closely the parent's instructions. Do not assume you know better.
- We use the number I.D. tag system for security. One numbered I.D. tag will be given to the parent/guardian, and an identical one will be put on the child's bag. A child will only be released to the parent/guardian with the I.D. tag!

Injury Procedures

1. In case of a minor injury, a first aid kit is available in each nursery.
 - If there is an open wound, carefully wash the wound, and apply a bandage if necessary.
 - If a baby has fallen or sustains an injury, the nursery worker will find the parent/guardian and activate the emergency code.
2. If medical assistance is needed, use the following procedures:
 - Call 911 if the injury is life threatening.
 - Enter 99 on the number paging system. This will alert the security personnel and a medical professional.
 - The security personnel will notify the parents immediately.
3. If a child has been bitten:
 - Immediately wash the wound with soap and water, and then apply a cold compress.
 - Notify the Nursery Coordinator as well as the parents.
4. If a worker suspects any abuse: Keep it confidential and SEE Abuse Policy for further information.

Note: Always remember to tell parents when they pick up their child if any injury occurs. Notify the parents of all children involved in the situation that occurred.

Abuse Prevention

Selecting and screening policies for children and youth workers

- See Abuse Prevention Policy – Page 49

Diaper Changing Policy

- Check and change a child's diaper if it is wet or soiled.
- Always refer to the "sign-in" sheet before changing a diaper. Some parents may have specific requests.
- Please make certain diapers are not constricting.
- Always use the diapers and wipes provided by the parent in the diaper bag. Diapers and wipes are available if needed.
- Utilize the changing pads to cover the changing area with each diaper changed. Dispose of both the changing pad and diaper after each change.
- Place soiled disposable diapers in the provided diaper genie.
- Be sure to use the sanitizer available and clean the changing area after each diaper change.
- Never leave a child unattended on the changing table.

Bathroom Assistance

1. Adult workers should be the ones to bring children to the bathroom, not the teens.
2. If the child needs assistance:
 - a. Stand outside the bathroom by the nursery.
 - b. Prop the door open slightly while the child is using the bathroom.
 - c. If the child asks for help, ask for a second adult if needed.

Discipline Policy

If a child is in need of discipline, follow these simple steps:

1. Redirect the child to a different activity.
2. Redirect and use a gentle, but authoritative verbal correction.
3. If an overly aggressive behavior continues:
 - Page the parents even if it means interrupting them during a Church Service.
 - If the child comes back in and the behavior continues, they will be gently asked to refrain from using the nursery until behavior improves.

Note: Never strike a child or grab them roughly. Always show firmness with love and kindness.

This policy is in place for the safety and protection of all our children. Thank you for your cooperation. Please minister and discipline the children with “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”

– Galatians 5:22

Nursery Schedule

- The nursery schedule is made monthly and we ask you to mark your personal calendar ahead for the date and time you are scheduled.
- If you are unable to serve on the date or time you are scheduled, please trade with someone else on the schedule or call the scheduling coordinator for a sub list. Be sure the person with whom you are trading clearly knows the date and time. Let the Nursery Coordinator know of any changes.
- Keep your copy of the schedule for reference in case someone asks you to trade.
- Do not bring your children in to work with you unless they are on the schedule or, obviously, of nursery age. Exceptions to this must be approved by the Nursery Coordinator.
- Young people must be at least 13 years of age and accompanied by a parent or adult to serve as workers.
- Please direct any questions and or concerns to the scheduling coordinator and nursery coordinator.

Nursery Emergencies

Fire Alarm – See Emergency Preparedness Procedure

- If a fire alarm sounds, assume the danger is real and prepare to evacuate immediately!
- **DO NOT** accept any offers of outside help! The adult/child ratios are in place so that we may adequately handle evacuations. If a parent comes to the nursery, explain the policy, and invite them to walk out of the building with you. This policy is in place so that we have an accurate account of all the children.

Infants

1. Each worker is to carry two babies.
2. Everyone should go directly to the designated meeting place. (parking lot, near the pole barn)
3. One worker needs to make sure that they take the “sign-in” sheet outside.
4. After everyone is outside the workers should check the “sign-in” sheet to make sure that all babies are out. Only then will the workers be able to release the babies to the parent/guardian.

2's & 3's

1. Evacuation straps are located in the walker's Nursery and are available to use.
2. Everyone should go directly to the designated meeting place. (parking lot, near the pole barn)
3. One worker needs to make sure that they take the “sign-in” sheet outside.
4. After everyone is outside the workers should check the “sign-in” sheet to make sure that all children are out. Only then will the workers be able to release the children to the parent/guardian.

Tornado

- Watch: If there is tornado watch during the service, the nursery workers will stay with the children until the parents/guardian arrive to pick them up.
- Warning: If a tornado warning is issued, go directly to the inner hallway, and sit down. The workers should check the sign-in sheet to make sure that all the children are present. Only then will the room leader be able to release the children to the parent/guardian.

Note: Once the child is released to the parent/guardian in any situation, the child becomes the responsibility of the parent/guardian.

Workers

- Remember to stay calm, confident and reassuring given any emergency situation.
- If a child appears to be missing, be sure to notify the proper authorities

Reference: Nursery Ministry revised & approved May 16, 2024

Children's Sunday School

Statement of Purpose

"So then, just as you received Christ as Lord, continue to live in Him, rooted and build up in Him, strengthened in the faith as you were taught..." - Col. 2:6-7

Purpose:

To give young members of God's family a solid, biblical foundations for committed, healthy growth into whole-hearted, life-long followers of Jesus Christ.

Goals:

1. To help students understand from the Bible exactly what to believe and why they should believe it.
 2. To give students a thorough knowledge of the events and truths recorded in the Bible and practical Bible usage skills.
 3. To help students understand how God's Word relates to their lives and practice specific ways of putting God's Word into action.
 4. To foster relationships within the family and within the Church, building a community where young believers are recognized, encouraged, held accountable and loved.
- See Emergency Preparedness Procedure – Page 64

Reference: Policy reviewed and adopted April 19, 2010

Youth and Young Adult Workers – Table of Contents

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Youth Activities and Guidelines

This shall be at the discretion of the C.E. committee, Student Ministries Pastor and youth sponsors.

Policy Purpose

To provide a safe and comfortable place and environment where the Christian life is modeled in word and in deed. A place where the word of God is taught, and young people can bring their friends and develop deeper relationships.

Youth Worker Commitment

1. Work with a team of adults and young people in planning and implementing the youth ministry program of Rockford Baptist Church.
2. Know and help coordinate the long-range youth ministry purposes and goals with those of the Church.
3. Be present at youth meetings whenever possible.
4. Let the Student Ministries Pastor know when you cannot attend a youth meeting or event.
5. Be prepared for all assigned tasks that you commit to.
6. Be willing to call on young people on the phone or through other contacts to the extent that time and availability permits.
7. Be a Christian example in conduct and speech.
8. Serve for a length of time that is conducive to your spiritual, physical and emotional well-being. (This is not a life-sentence!)

Personal Disciplines

We ask that all volunteers...

1. Regularly (weekly) attend Rockford Baptist Church services (as all members are asked to do). This encourages and models a great example for students.
2. Maintain regular time in God's Word.
3. Pray for youth group needs, young people and other members of the youth staff.
4. Spend time with someone who holds you accountable in every area of your life.

5. Take opportunities to learn more about Jr. High and Sr. High School students through observation, study, interaction, etc.

We are accountable for the young people in our care. It is our desire that young people remain in our care until the end of youth activities unless previous arrangements have been made with the parent or guardian and the Student Ministries Pastor.

Student Relationships

Christ-like Example

1. Each volunteer must focus his/her ministry primarily toward students of the same gender.
2. Volunteers must not be alone with a student of the opposite gender. We need to foster an atmosphere of accountability to protect our workers and our young people.
3. If you are taking a group of students home, take the students of the opposite gender home FIRST and the most reliable student home LAST.
4. Never have students sleep over without another adult (for accountability and safety purposes).
5. Rockford Student Ministries has a “no-touch” policy with students. This includes back-rubs, discipline issues, and other inappropriate physical acts.

Discipline Practices

1. Confrontation is one thing that hardly anyone enjoys. However, it is necessary and a critical part of ministry. In fact, if done correctly God is brought glory through a restored relationship.
2. We must all be involved in the confronting of students.

General discipline principles:

1. Communicate clear guidelines up front.
2. Never embarrass a student. Aim to confront in private.
3. Stick to the point. Focus on the *behavior* not the student.

Since relationships are the key to ministry, it is helpful that the youth staff arrive early and remain after each program or event. Your role during this time is to build relationships with students, not just the other adults in the room (this is tough to do, but necessary).

Entertainment

Movies: In the choosing of movies used for youth group functions, movies must be approved by the Student Ministries Pastor. The movie must be personally viewed, and the contents screened for nudity, language and excessive violence.

Videos: Videos used for youth groups will follow the above criteria. When in doubt please consult with the Student Ministries Pastor. We ask that you follow these guidelines at all times, even when having young people into your homes.

Music: All music whether secular or Christian must follow the guidelines of not detracting from the person or work of Christ or detracting from the splendor of our God. The Student Ministries Pastor will approve all music used in the van for trips.

Authority: In matters of doubt or question, please bring them to the Student Ministries Pastor and allow him to walk through them with you. The Student Ministries Pastor has final say in all decisions.

Safety

The Parents of Rockford Baptist entrust their young to us. It is therefore our responsibility to keep them safe. Please keep your eyes open at all times to see what students are doing and be aware of anything that could potentially harm them or others.

If a student gets hurt:

- First, do not move the student but unless they are in further danger, seek to comfort and assess the injury.
- Then call for assistance. Also, alert the Student Ministries Pastor.
- When in doubt, err on the side of caution.
- Completely communicate with parents after the accident or injury.

Transportation

The van and the bus are tools to be used in ministry; we need to take care of them, so we ask you to abide by the following guidelines.

Rules

1. Do a vehicle check before departure – tires, gas.
2. Double check that a first aid kit is present in at least one of the vehicles going.
3. Explain vehicle rules to students:
 - a. clean up van of any trash
 - b. no hanging out the vehicles
 - c. no leaving the vehicle unless instructed to do so by the driver
 - d. no body parts to hang outside the window
 - e. no littering outside the van
 - f. Seat belts are to be worn at all times while in the vehicle.
4. Take a complete count of each person in the vehicles. Recheck your count at each stop.
5. Make sure all passengers have their seat belt on before departure.
6. Make sure you know the directions to the destination.
7. In case of emergency or you get lost, stay in one location and call the emergency number we give you.

Abuse Prevention and Screening Policy

Selecting and screening policies for children and youth workers

- See Abuse Prevention Policy – Page 49

Reference: Reference: Youth and Young Adult Workers revised & approved May 16, 2024

Abuse Prevention Policy

Article IV, Section 1, A, 1

Selecting and screening policies for children and youth workers

- Teachers must be members of Rockford Baptist Church or otherwise approved by special provision by the Elders at the recommendation of the CE Committee.
- The CE Committee must approve all children's and youth ministry workers upon recommendation by those in charge of each specific ministry.
- All applicants will complete the following application process:
 1. Complete and return the Screening Form to the Church office.
 2. Obtain and read a copy of the RBC Children's Ministry Policy.
 3. A background/reference check (including a criminal record check) for each applicant will be conducted by the church administrative assistant under direction of the CE Committee.
 - a. All workers must have a state-based background check done upon submission.
 - b. Recommendation of additional national background checks can be recommended by the CE Committee.
 4. Any worker convicted of child abuse is disqualified from working with children at RBC.
 5. All files will be maintained by the Church administrative assistant and kept confidential.

REPORT AND RESPONSE PLAN

Report:

1. Report any suspicious or questionable behavior to a member of the pastoral staff.
2. A written report must be submitted to the senior pastor as soon as possible. This will become a permanent file.

Response Plan:

1. The Immediate response committee shall be formed immediately, if it is deemed necessary by the senior pastor. This committee will be comprised of the senior pastor, student ministries pastor, CE chair and an attorney ex officio.
2. An attorney's advice will be sought for guidance on reporting the allegation to the insurance company, civil authorities and the parents or guardians of the child involved.
3. An attorney's advice will be sought on what should be said to the congregation and media.

Reference: Abuse Prevention revised & approved May 16, 2024

Missionary Committee

Article IV, Section 1, A, 2

- A. Composition. There should be a chairperson and at least five Church members who are interested in missions.
- B. Duties
1. To recommend the annual missionary budget to the deacons.
 2. To arrange for special missionary speakers and plan special mission emphasis in coordination with the Pastor and Church staff.
 3. To promote all special missionary fund drives (e.g. Missionary Christmas).
 4. To recommend all career and short term missionary candidates to the church for approval.
 5. To keep the church informed concerning the current needs of our missionaries.
 6. To make recommendations to the church of all adjustments to the missionary budget during the year. With the approval of the elders/deacons, to direct disbursement of all undesignated, short-term, and reserve funds.
 7. To promote the involvement of both youth and adults in short-term and career missionary service.
 8. To report monthly to the elders and semi-annually to the church.

Application of the Missions Policy

It is expected that this policy will serve for most decisions relating to the missions program. However, it is recognized that certain circumstances may require special consideration beyond policy guidelines. It is suggested that any exceptions to the missions policy have 100% approval of the missionary committee and approval of the Elders.

Revision of the Policy

Because changes occur frequently in many areas affecting missions, this manual shall be regularly examined for need of revisions by the missionary committee. Any revisions which it shall pose shall be given to the elders to review before presenting it to the church.

I. The Purpose of Missions

A. Scriptural Basis of Missions

1. To glorify God: (Psalm 96:3)
2. To fulfill the Great Commission:
(Matthew 28:16-20; Mark 16:15; John 10:21; Luke 24:47; Isaiah 49:6)
3. To bring men to a saving knowledge of God: (John 3:16-18; Romans 10:13-15)
4. To obey Christ by confessing Him to the world: (Acts 1:8; Romans 1:16)

B. Scriptural Philosophy of Missions

The missions philosophy of Rockford Baptist Church recognizes that the purpose of all Christian endeavor is to glorify God (2 Cor. 3:18; Rev. 4:11). God is glorified when people everywhere submit to His will. It is vital that the missions philosophy of this church encompass the Great Commission of Jesus Christ (Matt. 28:19, 20) given to His disciples as the church's on-going directive until He returns. Therefore, Rockford Baptist Church will endeavor to continually seek out those Christian workers from our local body who are qualified, to commission them as our missionaries and to help support their missionary efforts both prayerfully and practically in obedience to the Great Commission. We will also endeavor to help support other qualified missionaries who are able and willing to be accountable to our local body.

II. The Missionary Committee

A. Committee Necessity

The missionary committee becomes the "eyes and ears" of the church to sense its Biblical responsibility in fulfilling the Great Commission and to help the church practically and strategically accomplish the task.

B. Committee Selection

The missionary committee members shall be appointed annually according to provisions in the church constitution. Suggestions may be submitted by the missionary committee through its chairperson. Committee vacancies will be approved for the unexpired term by the elders as soon as practical.

C. Membership Criteria

Members of the committee should have a healthy spiritual life and a deep interest in, commitment to, and familiarity with missions.

D. Term of Service

Members shall serve one-year terms and may be re-appointed without limit.

E. Resignation or Removal

All resignations must be submitted in writing to the committee chairperson, who will subsequently inform the missionary committee and the elders.

F. Responsibilities of committee Members

Members of the Missions committee are expected to:

1. Attend faithfully the committee meetings.
2. Participate as assigned.
3. Discharge the responsibilities of the missionary committee as outlined under Section III of this manual.
4. Pray regularly for missionaries who are supported.
5. Study further on missions.
6. Be alert to pass on new information to the committee.
7. Be a source of mission information to the congregation.

G. Frequency of Meetings

Meeting of the missionary committee will ordinarily be held regularly. Extra meetings may be held on call by the chairperson.

H. Officers

Officers of the missionary committee shall include a chairperson and vice chairperson. The chairperson and the vice chairperson shall be approved by the elders.

1. The Chairperson shall preside at meetings of the committee, appoint sub-committees, cooperate with the pastor and the elders in coordinating the overall church missions program and make appropriate reports to the elders and congregation.

III. Responsibilities of the missionary committee

- A. To recommend the annual missionary budget to the deacons.
- B. See Missionary Committee Article IV, Section 1, A, 2
- C. To promote all special missionary fund drives with prior approval of the elders.
- D. To screen and to recommend all short-term missionary candidates to the elders for approval.
- E. To keep in touch with our church-supported missionaries, and to keep the church informed concerning their current needs.
- F. To make recommendations to the elders and deacons of all adjustments to the missionary budget during the year and to have power, with the approval of the elders, to direct disbursement of all undesignated, short-term and reserve funds.
- G. To screen and recommend all new missionary candidates to the elders and to the church at appropriate time.
- H. To arrange for the hospitality of visiting missionaries and care for special needs such as local transportation, etc.
- I. To promote the involvement of both youth and adults in short-term and career missionary service.

IV. Financial Policies

- A. National Mission Agencies and Organizations Rockford Baptist Church is particularly interested in the support of are World Venture Missions and beyond that will give consideration only to those who are affiliated with the Evangelical Council for Financial Accountability (ECFA). This will encourage a high degree of preparation and integrity in the missionaries we support.

We will also consider campus projects (Campus Ambassadors, IVCF, Navigators, etc.) and special ministries generated by our own local church and Conservative Baptist organizations. In cases, the agencies and individuals must have doctrinal statements which are compatible with that of our local church.

B. Financial Criteria

We will help support only missionaries whose agencies will supply organizational cost information. The support policy of our missionary committee is based on a personalized support principle. The missionary's support will be channeled through approved mission boards and agencies.

C. Local Para-Church Organization Criteria

We count it a privilege to support individuals and agencies working within Kent County and vicinity. If such supported personnel are transferred to other areas of the country, we will terminate support for the personnel but not necessarily for the organization.

D. Priorities in Budget

1. Church/Mission Relationships

Our first priority is to support our own members who become missionaries with approved mission boards. As Conservative Baptists, we want to encourage our members to consider Conservative Baptist mission agencies. Our support of Conservative Baptist missionaries who are not members is also a high priority.

2. Strategy for Stewardship

In order to insure that money support various missionary activities around the world is being used in an effective manner to fulfill the Great Commission, the following strategy is set forth:

- a. Rockford Baptist Church's financial interest will give priority to ministries that primarily relate to an evangelistic thrust. This may be in the form of:
 - (1) Church Planting-Discipleship ministries
 - (2) Theological Education
 - (3) Medical works
 - (4) Media ministries
 - (5) C.E. ministries
 - (6) Special Needs Programs
- b. In view of the fact that some major frontline ministries cannot function without the services of vital support ministries we recommend that support ministries be financed only according to their direct relationship to evangelistic efforts already supported by our local church.
- c. Evaluation
 - (1) In most cases the missionary committee should rely upon their trust in approved mission agencies to properly evaluate their missionaries.
 - (2) Mission agencies shall meet the requirements established under IV A. & B. of this policy. The evaluation of mission agencies shall include consideration of their:
 - (a) Theological Stance
Not only in doctrinal agreement with our church, but also evidencing a spirit of cooperative fellowship with Conservative Baptist churches. They shall be free from involvement in the charismatic or council of churches movement.
 - (b) Financial Responsibility
They shall be open to a complete financial disclosure.
 - (c) Care of Missionaries
They shall provide adequately for the needs of their missionaries, i.e. medical insurance, retirement provision, home assignment travel,

housing, etc., and be willing to share that information with RBC upon request.

(d) Local Church Accountability

Mission agencies shall provide current information to the Missions Committee regarding the activities and ministries of our missionaries.

- (3) The support of our missionaries will continue during regular and home assignment. If the mission agency requests an extended home assignment, the church will normally continue support up to one year beyond normal home assignment. If the missionary initiates the request for the extended home assignment, the missionary committee may continue support in view of the circumstances and after consultation with the sending agency, but not continue for more than one year past normal home assignment time unless approved by Mission Committee & Church.
- (4) In the event a missionary leaves his or her mission agency, support will automatically cease within 60 days. If the missionary joins another agency, support may be redesignated only after the missionary committee has approved the reasons for the change, the new area of ministry, and the new agency involved. The decision will be based upon the strategy developed under section IV. E. 3.

3. Change of Status of Field of Ministry

When a missionary accepts a change of status, ministry, or field, the missionary committee shall review and evaluate such and may recommend a change in our support level. This would apply, for example, to a missionary who leaves active service on a field to accept an administrative, promotional, or support position for the mission.

4. Retirement Policy

Missionary support shall normally be discontinued when the missionary reaches the United States Government's full retirement age as defined by the Social Security Administration. Support may be continued beyond retirement age for up to one year after contact with the missionary's Mission Board and a thorough evaluation of need by this committee. Support for missionaries who retire or resign before retirement age as defined above will normally be discontinued within 60 days of the date of termination.

V. Short-term missionary Support (financial or prayer support)

A. Objective of Short-Term Missions

To support members of RBC in their efforts to be used in the Lord to:

1. Bring people to a saving faith in Christ.
2. Teach people the Word of God.
3. Equip people for and involve people in service.
4. Develop world Christians through cross cultural exposure and missionary lifestyle experience.

B. Purpose of Short-Term Policies

1. To state RBC's policies and procedures for short term candidate support.
2. To provide the Missions committee with criteria for selecting teams and individuals who will further ministry objectives of RBC.
3. To provide candidates with the necessary steps to receive RBC support.
4. To provide an organized structure and timeline for a good experience.

C. Policies and Procedures

1. All Candidates must have a testimony of salvation and be able to clearly verbally express this conversion experience.
2. All candidates must be regular RBC attendees active in ministry for at least 1 year.
3. All candidates must be at least 18 years of age and approved by the mission committee. If less than 18 years of age, the minor must be at least 16 years of age and accompanied by a parent or guardian.
4. Short term trips are considered to be one month or less. If a candidate's trip is longer, special application must be made to the Missions Committee with Elder approval.
5. Candidates participating in RBC sponsored teams must complete RBC's short-term mission training or be approved by the missions committee based on previous mission experience.

D. Short Term missionary Application Procedures

1. Candidates seeking RBC support must complete an RBC approved short-term mission's application form at least 6 months before departure date.
2. Candidates must also sign a contract and agree to submit to Team Leadership decisions.
3. Candidates must agree to and comply with RBC short-term mission's financial policies.
4. Candidates must obtain medical and evacuation insurance for the duration of the trip and present proof of the insurance to the Missions committee prior to departure.
5. Mission committee may require a background check for any applicants.

E. Short Term missionary Financial Support

1. It is acknowledged that the candidate is an extension of RBC and its mission vision. Therefore, appropriate local church involvement will be sought.
2. Candidates are to contribute to the funding of their trips through the discovery of support among friends, family, and personal funds.
3. Occasionally a candidate cannot discover enough support for a trip. In such cases, RBC will consider giving financial assistance, NOT to exceed ½ of the individual's cost.

4. Any excess funds raised through support discovery will be put in the general Short-Term Fund to be used as needed.
5. Candidates must report the status of their financial support to the Missions committee 6-weeks and 2-weeks prior to the date support is due. At the time the support is due the Missions committee may approve financial support, if available, from the Short-Term Fund.
6. Contributions must be made payable to Rockford Baptist Church Short-Term Mission Fund and must have the candidate's name on an envelope to receive credit for the contribution. DO NOT WRITE CANDIDATES NAME ON CHECK.
7. The Missions committee reserves the right to approve or deny any/all financial support.

F. Team Preparation and Orientation – In addition to this policy statement, please refer to the Short-Term Missions timetable, application, and contract. Appropriate preparation, orientation and training will be given prior to departure and/or after arrival on the field. Team leaders will be briefed on the types of preparation, orientation and training required, both by the local church and by the missionary organization.

G. Field Behavior

1. Candidates participating on short-term trips are reminded that they are ambassadors of Jesus Christ. As candidates go overseas, they not only represent Him, but the United States, the supporting agency and RBC. For this reason, the Mission committee asks each candidate to be above reproach in his/her actions and attitudes.
2. Candidates must submit to the team leader's authority.
3. If at any time while overseas a candidate's behavior constitutes a problem, the team leader has the authority to ask that he/she return home. Any additional cost incurred as a result of this action will be at the candidate's expense.

H. Feedback, Reentry Support, Evaluation

1. Where possible, the candidate should attempt to give feedback progress reports to RBC during the trip.
2. The candidate is strongly encouraged to keep a diary or journal.
3. Reentry preparation, including field evaluation, will begin prior to return.
4. Debriefing and support will be seen as an integral part of the trip. The Missions committee reserves the right to request a verbal report.
5. Within 14 days of returning to RBC, the candidate will write a report on and evaluation of the trip and present it to the Missions committee. The Missions committee reserves the right to request a verbal report.
6. The candidate is strongly encouraged to look for opportunities to share the experience with RBC after his/her return, including a report to supporters of their Short-Term Missions Experience.

VI. MISSIONS DESIGNATED GIVING

- A. RBC does not accept designated gifts to individuals or organizations.
- B. Designated gifts will be deposited in the Short-Term Missions Fund to be used as determined by the mission committee.
- C. This policy will be posted on the Missions Board or in another place designated by the Missions committee and elders.

RBC Short Term Mission Trip Timetable

1-2 Year: Communicate with host missionaries to determine timing and overall goals for Short Term Missions Experience (STME)

1 Year:

- Present plans to elders and deacons
 - Goals of STME for participants, mission field
 - Dates
 - Tentative Budget
- Determine Team Leader for this specific STME

9-10 Months:

- Announce STME to congregation
- Members are to have active Passports, if not apply for passport

6 months:

- Application and Contract forms submitted by participants
- STME team members meet to have a workshop to and send out prayer and financial support letters (each participant is asked to raise 50% of their own support. Individual exceptions to be approved by the missions committee)
- Apply for/request VISA's for team members (will likely require sponsoring letter from missionary)
- Corporate Discovery Support Plan for funding STME (as approved by elders and deacons)

5 Months:

- Plan fundraising activities for trip
- Develop list of materials needed for trip
- Consider purchase Airline tickets

3 Months:

- 50% of support should be raised
- Review support of each participant, develop plan to meet support goals
- Monthly meetings to review preparation and prayer.
- May also include teambuilding activities

1 Month

- Final collection of materials
- Plan transport of materials
- Weekly prayer meetings (group if possible)

After completion of STME

- Debriefing meetings
- Financial report to elders/deacons
- Ministry and personal reporting to church
- Develop report to missions' committee and letter to host missionaries

Reference: Missionary Committee revised & approved May 16, 2024

Outreach Committee

Article IV, Section 1, A, 3

- A. Composition. There should be a chairperson and at least five Church members interested in serving on the outreach committee.
- B. Duties
1. To develop, coordinate, and supervise a program of outreach and evangelism to our community.
 2. To train and enlist the church members in outreach.
 3. To submit a budget to the deacons annually and to purchase materials to be used in outreach.
 4. To report regularly to the elders and semi-annually to the church.
 5. Work with Church office to coordinate Outreach activities.

Reference: Outreach Committee revised & approved May 16, 2024

Worship Committee

Article IV, Section 1, A, 4

- A. Composition. The committee shall be composed of at least a member at large with musical skill or background, a Deacon, sound technician, and an instrumentalist.
- B. Duties
1. To support the pastor and worship team.
 2. Themes, plans, and improvements for worship services.
 3. To provide for special worship events.
 4. To oversee the scheduling of special music and instrumentalists for all regular services.
 5. To seek to discover and develop the musical gifts of the church
 6. To maintain the church's musical instruments, and music library.
 7. To oversee the use of all sound equipment
 8. To submit an annual budget to the deacons
 9. To report regularly to the elders and semi-annually to the church.

Reference: Worship Committee revised & approved May 16, 2024

Special Committees

Article IV, Section 2

- A. Nominating Committee.
1. To prepare a ballot after seeking names, approved by the elders, from the membership for consideration.
 2. Nominations shall be limited to the prepared ballot as each member has had the privilege of suggesting nominees for consideration by the nominating committee.
 3. The nominating committee is appointed by the elders and shall be comprised of an equal number of officers and non-officers (Repeated from the Constitution, Article III, Section 1, C, 6, Duties of the elders.)

Organizations and Committees

Article IV, Section 1, F

All organizations and committees handling money shall give a semi-annual report to the deacons and the church.

Reference: Organizations and Committees revised & approved May 16, 2024

Gifts

Article IV, Section C & D

The church shall give Bibles or Bible study books to our graduating High School Seniors. The SMP pastor to purchase the gift from the budget.

Pulpit Supply (Honorarium)

Article IV, Section C, 16

\$150.00 (per service)

Staff and church members will not receive an honorarium. Exceptions can be made by the pastor and elder designee. The pastor and elder designee may also authorize payment for milage and / or other travel expenses.

Budget and Ballot

Article V, Section 2, C, 2, b

The proposed budget and the ballot shall be distributed to the members at least two Sundays prior to the annual meeting which is typically scheduled for the second Sunday in November.

Reference: Budget and Ballot revised & approved May 16, 2024

Proxy

Article V, Section 2, F, 2

Any voting member unable to attend a business meeting may ask in writing for another voting member to cast their vote.

Example:

Date

Because of my absence
I request Bill Smith
to cast my vote.

Signed

A proxy is good for only one meeting and only on ballot votes. No member may cast more than two proxies per ballot.

Guidelines for Life Groups & Elder Undershepherding Program

Article VI

1. Those members of the congregation belonging to a Life Group may consider their Life Group leaders to be functioning as undershepherds with regard to the relational responsibilities outlined in this policy.
2. Those members of the congregation who are not participating in a Life Group will be divided into undershepherding groups for each Elder. These groups may be formed and adjusted by the elders to assist in and foster better communication.
3. Members of Life Groups or undershepherd groups will be notified in person or by written letter, identifying the Life Group leader or undershepherd by name.
4. The purpose for undershepherding groups is to provide personal care and promote effective communication between the church, its leaders, and its pastoral staff. Your undershepherd and pastors want to know when there are occasions in your life where you need special prayer, encouragement, or a call. Such circumstances could include serious illness, hospitalization, death of a close family member, accidental injuries, loss of livelihood, serious family problems, or other crisis situations.
5. Please call your undershepherd or the office, if they cannot be reached, when a crisis occurs. He or another church leader will be responsive to your needs and will also share the information with the appropriate staff person or persons. The elders often ask our deaconesses to assist them in making contacts or calls when it would be more appropriate to do so.
6. In the normal course of events throughout the church year as you attend services faithfully and are regularly involved, your undershepherd's chief role will be that of praying for and encouraging you.
7. Your undershepherd will also arrange for you to be contacted when there are church-wide matters for prayer or special announcements such as the cancellation of any regular service or other emergencies that may occur.
8. It is expected that the undershepherd will see that the shut-ins, the aged, the sorrowing, those in hospitals and nursing homes, and those suffering other traumatic situations will be called and/or contacted regularly. This will be coordinated with the pastoral staff for maximum efficiency.
9. We urge you to keep your undershepherd informed of any special needs or circumstances in your life. We also ask you to pray for the elders as they serve in leadership in the church. Each Elder is a liaison to one of the church's committees.
Most share other responsibilities in the work of the church also. We encourage you to share your special reasons for rejoicing and thanksgiving with your undershepherd as well as your needs. This will help us all.

Reference: Guidelines for Life Groups & Elder Undershepherding Program revised & approved 5-25-10

Fellowship Fund

PURPOSE

The Fellowship Fund is designed to help a person or family that is in financial need.

COMMITTEE

The FELLOWSHIP FUND committee shall consist of two elders and the Pastor of Rockford Baptist Church. Committee members will be approved by the elders each year.

SOURCE OF FUNDS

Funds shall be derived from offerings received following the church's monthly communion service, or from other offerings designated to be contribute directly to the fund.

DISTRIBUTION OF FUNDS

Books for the FELLOWSHIP FUND will be kept by the church treasurer and Elder appointee. The Church treasurer shall also be responsible for issuing checks for approved amounts. At church business meetings, in order to keep anonymity of the recipients of funds, the books would simply indicate how much money was received and disbursed.

1. A maximum of \$600.00 may be disbursed by the FELLOWSHIP FUND committee without the prior approval of at least four (4) elders.
2. All amounts above \$600.00 must have the approval of the elders. Approval from the Elder Board to the committee may be obtained either at an Elder meeting, by e-mail, or by telephone.
3. Payments will be made directly to a vendor, institution, or upon proof of purchase, rather than directly to the individual requesting assistance.

RECIPIENTS OF FUNDS

1. Members of Rockford Baptist Church shall have first priority.
2. Regular attendees will have second consideration.
3. Non-attendees will be considered on merit.
4. Any request for funds made by church staff must be of a personal nature and not ministry related.
5. A maximum of \$1000 shall be distributed to any one individual or family during a calendar year unless the individual or family is willing to work with an Elder appointed financial counselor. The counselor will assist the person(s) with budgeting of funds and guidance in biblical stewardship.
6. No person or family unit will receive support more than 3 times in any 12-month time period.
7. Those requesting funds in excess of \$1000 in a fiscal year shall provide a brief description of the need and assistance requested. This will include a statement if other agencies have also been contacted regarding additional support.
8. The Fellowship Fund shall not be used for consumer debt on credit cards.
9. With rent request, car payment assistance, or similar need, no more than the exact amount needed to avoid imminent eviction, foreclosure, repossession or other legal action will be given. A request for these types of assistance implies permission to contact the third party in question (landlord, utility company, etc.) to verify the amount of the need.
10. A distribution from the Fellowship Fund shall not exceed 50% of the current available amount in any given calendar month.

Reference: Fellowship Fund revised & approved May 16, 2024

Offering Counting Policy

The purpose of this policy is to ensure that the church's stewardship of its members' tithes and offerings is conducted with absolute integrity, accuracy, confidentiality, and trust so that the mission of Rockford Baptist Church is not compromised in any way.

At the beginning of each fiscal year the deacons will appoint a minimum of three church members as counters under the supervision of the Financial Secretary. Counters shall not be immediate family members of the Financial Secretary or one another & the active treasurer cannot be a counter.

The counters shall follow the following procedures:

1. Procedures for counting church collections.
 - 1.1. Counting will take place within 48 hours, or a reasonable time limit, of the collection.
 - 1.2. Counting of the offerings will be done in the presence of at least two counters.
 - 1.3. Counting shall take place in a private room on the church premises.
 - 1.4. Counters shall record all cash, check deposits and electronic giving after they have been counted and checked.
2. Transport of church funds
 - 2.1. Two people shall always be present as the collections are transferred from the offering plates into locked 'money bags' and then placed in the church safe.
 - 2.2. Two counters shall always be present when handling and transporting deposit bags or when opening the safe.
 - 2.3. The active treasurer cannot pick up the deposit from the bank or be a counter.

Allegation of misconduct shall be addressed according to the guidelines for church discipline found in article II, section 5 of the church constitution. If a counter is found to have violated the confidentiality and trust of their position, or if a counter has demonstrated an inability to accurately handle church finances then they will be relieved of their duties by the deacons.

Reference: Offering Counting Policy revised & approved May 16, 2024

Petitions

Petitions not related to church business, (e.g. anti-abortion) may be circulated among members with approval of the Elders. No petitions to be circulated on Church property.

Reference: Petitions revised & approved May 16, 2024

Invoice Approval Process

Purpose: Invoice approval process

Applies: All invoices received without pre-approval

1. As invoices are received, the appropriate chairperson will determine whether approval is needed, credit card (with preauthorizing slips), or bills with an approved slip received, may be paid at that time. Missionaries and Payrolls are not included but are pre-approved.
2. The chairman will fill out the invoice approval form and determine the date the invoice must be paid and place the required date on the stamped area.
 - The form is to include: Date received, Account number, approved and date, required return date for payment
 - Approval stamp to read: Date recd., Account. No., Approved, Date Approved, Required due date
3. No invoices are to leave the church offices.
4. After the invoice form is submitted and signed by the chairperson, the invoices are to be placed in the treasurer's box.
5. Invoices should be reviewed Sunday mornings and Wednesday evenings or anytime committee chairmen are able to access the church office. Approved invoices are to be returned to the treasurer's box.
6. The treasurer shall keep track of invoices in the Department boxes and retrieve any invoices that have reached the due date.
7. Currently invoices are paid each Thursday morning. Invoices and payment requests must be received by that time. The purpose is to gain approvals and pay invoices in a timely manner.

Reference: Invoice Approval Process revised & approved change May 16, 2024

Emergency Preparedness Procedure

BUILDING SECURITY DURING SERVICES

Access: All exterior doors will be locked during the service. The main doors will be monitored throughout the service.

Patrolling inside and out: On a rotating schedule, a Deacon will patrol inside the building. An armed security officer will monitor the main front doors throughout the service.

Responsibility/Assignments: Security officers will have cell phones on vibrate during the services, to be able to communicate with one another or with the proper authorities in case of an emergency.

Suspicious Activities:

Any activity out of the ordinary: Such as but not limited to, strangers behaving or dressed in a manner that would cause suspicion.

Action Taken: The assigned officer will monitor the situation and take appropriate action.

Disruptive Behavior: Any behavior that would disrupt the planned order of the service, such as but not limited to, groups or individuals attempting to promote personal agendas or disrupting the worship service.

Action taken/Assignment: If the situation is non-threatening, two security officers will join the pastor, one on either side of him, and monitor the situation.

If the situation is not resolved in a short period of time or, if it escalates, escort the pastor out of the sanctuary and into a safe location and call 9-1-1. Post an officer at the main doors to monitor the situation and direct responding emergency personnel to the proper area.

If a disruptive person is asked to leave the premises and not return, and if that person refuses to leave or returns to the premises the police will be called and charges will be preferred.

VIOLENT CRIMINAL BEHAVIOR

Such as but not limited to situations where a person or persons are spotted on the church property or inside the building with a weapon, immediately call 9-1-1 and alert all security personnel.

Two security personnel will immediately escort the pastor out of the sanctuary and into a safe place.

Escort the children into the gymnasium or other safe place and lock down.

If possible, evacuate the sanctuary and escort them into the gymnasium or other safe place and lock down.

SITUATIONS WHERE VIOLENCE HAS OCCURRED

Action Taken/Assignment: Call 9-1-1 and two security officers escort the pastor out of the sanctuary and into a designated safe location.

Evacuate the children and escort them into the gymnasium or other safe place.

If Possible, evacuate the congregation into the gymnasium or other safe place and lock down.

Discharging of security firearms will only be done as a very last resort. It will only be done to save lives when all options have been exhausted. If armed perpetrators enter the building and start shooting and people are being shot, security officers holding a Michigan CPL and are part of the security team may take whatever action necessary to prevent further loss of life.

Have a security officer posted at the front doors to meet responding emergency personnel.

EMERGENCY EVACUATION PROCEDURE

Tornado Warning - Internal Evacuation

Assignments

- Two security officers will assist the children's workers in evacuating the children down into the gymnasium.
- Security officers will direct the congregation out of the sanctuary, down the stairs and into the gymnasium.
- Security officers will assist in evacuating the Sunday School classrooms into the gymnasium.
- One security officer will assist the youth workers in evacuating the youth from The JAR and into the gymnasium.

Parents are to go directly to the gymnasium or other designated site to be communicated to the parents, and meet up with their children there, as the children will have already been evacuated to that location. *Parents are not to go to the children's classrooms.*

Fire - External Evacuation Assignments

- Two security officers will assist the children's workers in evacuating the children up the stairs and out the main doors and out to the far end of the parking lot near the bus garage.
- Two security officers will assist in evacuating the sanctuary out the main doors into the parking lot down near the bus garage.
- Security officers will assist in evacuating the Sunday School classrooms out the main doors, into the parking lot and down near the bus garage.
- One security officer will assist youth workers in evacuating the youth out the exit door of the Jar and out to the parking lot near the bus garage.

Parents are to go directly to the parking lot and meet up with their children there, as the children will have been evacuated to that location. *Parents are not to go to the children's classrooms.*

MEDICAL SITUATIONS

Unmovable Medical

- Assess the situation, do not hesitate to call on individuals in our church who are medically trained. If necessary, clear a place on the chairs or in the aisle and place the individual in a proper position. If necessary, call 9-1-1.
- Congregation Pray

Movable Medical

- Move to the Media Center if this can be done safely and if necessary, call 9-1-1.
- Ask medically trained individuals in the Church to respond.

Medical Emergencies Downstairs

- If there is a medical emergency downstairs, the numbers 99 will appear on the nursery monitor in the front of the sanctuary. Medically trained personnel in the church are asked to respond
- The security officer assigned to patrol will meet the responding medical units and direct them to the proper location.

Reference: Emergency Preparedness Procedure revised and approved May 16, 2024

No Solicitation Policy

It is the policy of Rockford Baptist Church that no solicitation be allowed on church property or at any church related function unless approved by the deacons or elders.

Fundraising Policy

Rockford Baptist Church Constitution Article I, Section 4 reads, “The church’s financial support is derived from the tithes, gifts, and bequests of its members and friends.”

Description of Need: Periodically it is necessary to raise money or supplies to support activities of groups associated with Rockford Baptist Church (RBC) that were not included in the annual church budget. This policy is intended as a guide for evaluating these fundraising activities. It is not intended to be an all-inclusive list of approved or not-approved activities.

Principles to Follow: In all things it is our desire to be a witness for Christ and the Gospel message to the world around us. Thus, and RBC associated fundraising should be:

- Glorifying to God and in accordance with God’s written word, the Bible
- Respectful of all people (since they are precious in God’s sight)
- Not to be a burden to others
- An encouragement to someone who is not a believer, so that they might be more likely to consider the claims of Christ
- Generally promote physical health since our bodies are the temple (dwelling place) of God’s Holy Spirit

Past Examples:

Positive

- Work groups from RBC will provide a service to a church member (or regular attender) and receive a freewill offering in compensation. This is typically not applied to non-RBC attendees since they may see this as a way to “buy their salvation”, by supporting church activities.
- Example: Car Washes; a group from RBC will wash cars of volunteers to stop and ask for this service with no pre-arranged price. Payment will be in the form of an offering. Carwash participants are expected to wear appropriate clothing, and bring their own car washing supplies.

Negative

- Reward Coupon’s: It is not approved to solicit reward coupons from local businesses to use as prizes to RBC attendees. This activity may be acceptable to some businesses (i.e. McDonalds), but can be seen as a form of coercion forcing other businesses to support the work of RBC out of guilt and not love. Also giving out coupons for specific businesses implies that RBC supports the work of that business.
- Leasing out church space for group fundraising activities. RBC sometimes is asked allow the use of a large room (Carlson Family Center) for a group activity such as crafting, or sales. Participants are required to pay a fee to use the space and some/all of that fee is then given to the church. This type of fundraising is not approved.

Rockford Baptist Church has a policy that does not allow soliciting of its attendees while on church property. This same principle of respect should extend to our fundraising activities directed towards business and friends of Rockford Baptist Church in the community.

Any plans for fundraising activity to support the programs of Rockford Baptist Church should be pre-approved by the Deacons and Elders.

Annual Business Meeting Procedure

The Annual Business Meeting is typically held on the second Sunday in November.

Agenda items for the annual business meeting

- a. Adoption of a budget for the next fiscal year. (See policy book, Article V, Section 2, C, 2, b)
- b. Election of officers and moderator. Nominations are to be presented as a ballot by the nominating committee. (See policy book re. Article IV, Section 2.)
- c. Approve quorum for business meeting for the next year. (As suggested by the Elders)
- d. Annual reports. A written annual report shall be submitted by the officers, clerk, treasurer, committees, and organizations to be reviewed by the Church membership.

Reference: Annual Business Meeting Procedure revised & approved May 16, 2024

RBC Policy Book Review List

Number	Name	Location	Date Last Reviewed	Reviewed By	Date Completed
1	Preface		5/1/2024	Elders	5/16/2024
2	Discipline of Members	Art II, Section 5	5/1/2024	Elders	5/16/2024
3	Relationships	Art III Section 1,B,1,D	5/1/2024	Elders	5/16/2024
4	Communication	Art III, Section 1, A, 8	5/1/2024	Elders	5/16/2024
5	Cancellation of Services	Art III, Section C, 20	5/1/2024	Elders	5/16/2024
6	Church Staff Vacations & Holiday Pay	Art III, Section 1, C	5/1/2024	Elders	5/16/2024
7	Advertising	Art III, Section 1, C & D	5/1/2024	Elders	5/16/2024
8	Duties of Appointed Personnel	Art III, Section 3	5/1/2024	Elders	5/16/2024
9	Weddings	Art III, Section 1, B, C, D	5/1/2024	Elders	5/16/2024
10	Marriage Covenant		5/1/2024	Elders	5/16/2024
11	Wedding Ceremony Request Forms		5/1/2024	Elders	5/16/2024
12	Building Usage/Grounds & Equipment	Art III, Section D	5/1/2024	Elders/Deacons	5/16/2024
13	Athletic Facility Usage	Art III, Section D	5/1/2024	Elders/Deacons	5/16/2024
14	Building Request Form		5/1/2024	Elders/Deacons	5/16/2024
15	Church Vehicles	Art III, Section D	5/1/2024	Elders/Deacons	5/16/2024
16	Driver Screening Form		5/1/2024	Elders/Deacons	5/16/2024
17	Large Purchases	Art III, Section D	5/1/2024	Elders/Deacons	5/16/2024
18	Credit Card Use	Art III, Section D	5/1/2024	Elders/Deacons	5/16/2024
19	Church Copier and Computers	Art III, Section D	5/1/2024	Elders	5/16/2024
20	Designated Gifts	Art III, Section D	5/1/2024	Elders	5/16/2024
21	Loaning of Church Equipment	Art III, Section D	5/1/2024	Elders/Deacons	5/16/2024
22	Table/Chair Request Form		5/1/2024	Elders/Deacons	5/16/2024
23	RBC Key Policy	Art III, Section D	5/1/2024	Elders/Deacons	5/16/2024
24	Activities of Classes	Art III, Section C & D	5/1/2024	Elders	5/16/2024
25	Christian Education Committee	Art IV, Section 1, A, 1	5/1/2024	CE / Elders	5/16/2024
26	Youth and Young Adult Workers	Art III, C & D, Art IV 2	5/1/2024	CE / Elders	5/16/2024
27	Abuse Prevention Policy	Art IV, Section 1, A, 1	5/1/2024	CE / Elders	5/16/2024
28	Missionary Committee	Art IV, Section 1, A, 2	5/1/2024	Mission Comm	5/16/2024
29	Outreach Committee	Art IV, Section 1, A, 3	5/1/2024	Elders	5/16/2024
30	Worship Committee	Art IV, Section 1, A, 4	5/1/2024	Elders	5/16/2024
31	Special Committees	Art IV, Section 2	5/1/2024	Elders	5/16/2024
32	Organizations and Committees	Art IV, Section 1, F	5/1/2024	Elders	5/16/2024
33	Gifts	Art IV, Section C & D	5/1/2024	Elders/Deacons	5/16/2024
34	Pulpit Supply (Honorarium)	Art IV, Section C, 16	5/1/2024	Elders	5/16/2024
35	Budget and Ballot	Art V, Section 2, C, 2, B	5/1/2024	Elders/Deacons	5/16/2024
36	Proxy	Art V, Section 2, F, 2	5/1/2024	Elders	5/16/2024
37	Life Groups/Undershepherding	Art VI	5/1/2024	Elders	5/16/2024
38	Fellowship Fund		5/1/2024	Elders/Deacons	5/16/2024
39	Offering Counting Policy		5/1/2024	Elders/Deacons	5/16/2024
40	Petitions		5/1/2024	Elders	5/16/2024
41	Invoice Approval		5/1/2024	Elders/Deacons	5/16/2024
42	Emergency Preparedness		5/1/2024	Elders/Deacons	5/16/2024

43	No Solicitation	5/1/2024	Elders/Deacons	5/16/2024
44	Fundraising	5/1/2024	Elders	5/16/2024
45	Annual Business Meeting	5/1/2024	Elders	5/16/2024