



CONSTITUTION, BYLAWS, AND POLICIES OF FIRST CHRISTIAN CHURCH

Richlands, NC



The Constitution, Bylaws and Policies Committee of First Christian Church met and approved, on **October 29, 2016**, the first draft of the constitution, bylaws, and policies for recommendation of their approval by the church board.

Mara Adkins, Chair

Kimberly Metts

Valerie Padgett

Ray Randall

Tim Adkins

Ken Brown, Board Chair (ex officio)

Rev. Kimberly Holley, Interim Pastor (ex officio)

The church board met and approved the proposed changes to the Constitution, Bylaws, and Policies on **March 13, 2017** and will recommend them for ratification at the next congregational meeting.

Ken Brown, Chair of the Congregation

Steve Rogers, Vice-Chair of the Congregation

Cindy Lunceford, Clerk

Leah Hall, Treasurer

Jennifer Fletcher, Financial Secretary

Bob Woodard, Trustee

Elwood Jarman, Trustee

Burt Hall, Trustee

Constitution5

Bylaws10

 I. Membership.....11

 II. OFFICERS OF THE CONGREGATION13

 III. General Board15

 IV. Committees17

 V. Elders, Deacons/Deaconesses, Trustees19

 VI. Elected Non-Board Members20

 VII. Church Employees21

 VIII. Property, Maintenance, and Insurance22

 IX. Amendments to the Bylaws, and/or Policies.....22

 X. Guidelines and Procedures for Standing Committees and Fellowship Committees23

 Children’s Committee23

 Christian Education Committee.....24

 Condolence Committee26

 Finance Committee.....27

 Growth Committee28

 Information Technology Committee29

 Men’s Fellowship Committee31

 Outreach Committee32

 Properties Committee33

 Social Committee34

 STARS Committee35

 Women’s Fellowship Committee.....36

 Worship Committee.....37

 Youth Committee.....38

 XI. Staff Job Descriptions39

 Senior Pastor.....39

 Associate Pastor Position.....41

 Music Minister44

 Youth Pastor45

 Church Custodian.....46

 Church Secretary.....48

XII. Policies50

 Van Policy50

 Wedding Policy51

 Guidelines Governing Use of Facilities and Properties.....54

 Checklist for Care and Cleaning of Church Facilities.....56

 Facilities and Equipment Usage Booking Application.....57

Constitution

Constitution of First Christian Church, Richlands, North Carolina

PREAMBLE

We, the members of First Christian Church, Richlands, North Carolina, proclaim the Gospel of our Lord and Savior, Jesus Christ, in faithful response to the will and purposes of God. We seek to bring forth in all persons, a faith and commitment to Jesus Christ. We choose to speak boldly to the day and the world in which we live, to work eagerly and cooperatively with all Christians to pursue the oneness of the body of Christ, and to make known the love of God for all mankind. By proclamation, we preserve and secure the principles of our faith and liberties of each individual member of the church, and do hereby adopt this constitution.

ARTICLE I

NAME

The name of this congregation shall be First Christian Church. The church office is presently located at 124 Trott Road, Richlands, N.C. The church shall have full power and authority to change the principal office from one location to another.

ARTICLE II

MISSION STATEMENT

The mission of First Christian Church, Richlands, N.C., is to live the Gospel of Jesus Christ and to worship and serve God and to proclaim to the world the Great Commission of Jesus Christ as in Matthew 28:19-20, (NRSV): **“Go therefore and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.”**

ARTICLE III

ARTICLES OF FAITH

1. We believe the Holy Bible as the inspired Word of God.
2. We believe in the one true God, the God of Abraham, Isaac, and Jacob.
3. We believe God eternally exists in three Persons: The Father, the Son, and the Holy Spirit.
4. We believe that God's son, Jesus Christ, was born of the Virgin Mary, died on the cross for the remission of our sins, and arose and conquered death. He ascended into heaven where He sits at the right hand of the Father.
5. We believe that eternal salvation can be obtained by any who have faith in and receive Jesus Christ as their personal Lord and Savior.
6. We believe in the Lord Jesus Christ who inspires us to be His faithful servants until His Second Coming.
7. We believe that baptism is a testimony to our salvation, by calling on the gift of the Holy Spirit to actively guide us to be steadfast in the repentance of our sins and our pursuit of righteousness. We recognize this from the teachings of Jesus Christ taught through the words of the Apostle Peter in Acts 2:38 NRSV: **"Peter said to them, "Repent, and be baptized every one of you in the name of Jesus Christ so that your sins may be forgiven; and you will receive the gift of the Holy Spirit."**
8. We believe in the sacrament of Holy Communion. The Lord's Supper is a means of grace through faith which allows us to commune with Christ. 1 Corinthians 11:26 states, **"For whenever you eat this bread and drink this cup, you proclaim the Lord's death until he comes."**

ARTICLE IV

MARRIAGE DEFINED

We believe that God established marriage as only between a man and a woman (Genesis 1:28, Genesis 2:24, Matthew 19: 4-5, Mark 10: 6-9, I Corinthians 7: 2-6). Therefore, all marriages performed by the church or its ministers, regardless of ceremony location, will be between one man and one woman. The church only will recognize marriage that is intended by God and described in the word. This definition is further addressed in the Marriage Policy.

ARTICLE V

AFFILIATION

The church is autonomous and maintains the right to govern its own affairs, independent of any denominational control; however, it recognizes the benefits of cooperation with other churches in the local and world mission. The church voluntarily affiliates with the Disciple Heritage Fellowship in its national expressions, and North Carolina Disciple Heritage Fellowship in its local expressions.

ARTICLE VI

MEMBERSHIP DEFINED

A member of this church consists of those who unite with this church by confession of faith. Anyone desiring to transfer their membership to this congregation, may do so by confession of faith. This congregation recognizes and accepts the guidelines set forth in Romans 10:9-10 NRSV: **“Because if you confess with your lips that Jesus is Lord and believe in your heart that God raised Him from the dead, you will be saved. For one believes with the heart and so is justified, and one confesses with the mouth and so is saved.”**

ARTICLE VII

CONGREGATIONAL RESPONSIBILITIES

The congregation shall conduct its ministry and affairs under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of its life and organization. This church will cooperate with and mutually work with other Christian organizations.

ARTICLE VIII

CONGREGATIONAL MEETINGS

As a non-profit organization, we will hold a minimum of one congregational meeting annually where active members will be given the opportunity to participate. Notice of all annual or special congregational meetings shall be announced in a minimum of two Sunday morning services and/or bulletins prior to the meeting. Mailed announcements or written/digital notice must be postmarked 14 days before the meeting. Purpose, date, time, and place of meeting shall be indicated in each notice or announcement. A vote of confidence shall be taken to give the ministerial and administrative staff an expression of approval and encouragement. The congregation will also vote on business matters as set forth by the church board.

Resident members must be present to vote at congregational meetings. Shut-in and Non-Resident/Military/Missionary Members may vote by signed written proxy for congregational meetings. Proxy votes must be received by the church office a minimum of 48 hours prior to the congregational meeting.

ARTICLE IX

AMENDMENTS TO THE CONSTITUTION

In order to amend the Constitution of First Christian Church, Richlands, N.C., the following steps must be taken:

- a. The suggested amendment must be presented to the general board.
- b. A two-thirds vote of the general board must recommend the amendment.
- c. At a congregational meeting, a vote will be taken. The amendment will require a two-thirds vote to pass.

Any and all amendments to the constitution may be declared null and void upon the approval of a rewritten or new constitution by a two-thirds vote of the congregation in an annual or called meeting.

Bylaws

Bylaws of First Christian Church

These bylaws are enacted pursuant to the constitution of First Christian Church and are intended to be supplemental to the constitution.

I. Membership

Qualifications:

- Profession of faith in our Lord Jesus Christ and if it is for the first time, to be followed by your baptism. (We baptize by immersion.)
- Reaffirm your faith if you have previously professed your faith in Jesus Christ but have not been active or regularly attending.
- Transfer of membership from another Christian congregation if you would like First Christian Church to be your home church.

Responsibilities of the Body of Christ:

- You are called to promote truth and unity - Ephesians 4:25 (NRSV): **"So then, putting away falsehood, let all of us speak the truth to our neighbors, for we are members of one another."**
- You are called to service - 1 Corinthians 12:4-11 (NRSV): **"Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. To one is given through the Spirit the utterance of wisdom, and to another the utterance of knowledge according to the same Spirit, to another faith by the same Spirit, to another gifts of healing by the one Spirit, to another the working of miracles, to another prophecy, to another the discernment of spirits, to another various kinds of tongues, to another the interpretation of tongues. All these are activated by one and the same Spirit, who allots to each one individually just as the Spirit chooses."**
- You are called to share Jesus - Romans 1:16 (NRSV): **"For I am not ashamed of the gospel; it is the power of God for salvation to everyone who has faith..."**
- You are called to worship - Psalm 92:1-2 (NRSV): **"It is good to give thanks to the Lord, to sing praises to your name, O Most High; to declare your steadfast love in the morning, and your faithfulness by night."**
- You are called to love one another - 1 John 4:11 (NRSV) **"Beloved, since God loved us so much, we also ought to love one another."**

Definitions of Different Levels of Active Membership

- Resident Member – Those individuals who fulfill the calling of the Body of Christ to Unite and worship regularly, show eagerness to build Christ’s church through the use of their individual God given gifts to witness and proclaim the Gospel of our Lord Jesus Christ, and support the church financially through the gift of giving. Resident members must be present to vote at congregational meetings.
- Shut-in Member – Those individuals who have been active members, but are unable to attend worship due to health issues, but still receive the word through the CD Ministry and Web or Elder visitation. These individuals support the church financially through the gift of giving and witness and proclaim the Gospel of our Lord Jesus Christ to all those who will hear. Shut-in members may vote by signed written proxy for congregational meetings. Proxy votes must be received by the church office a minimum of 48 hours prior to the congregational meeting.
- Non-Resident/Military/Missionary Member – Those individuals who fulfill the definition of active membership when serving their community locally. These individuals continue to serve their local church when out of the area by continuing to worship regularly (when possible) and share Christ to the world. These individuals may continue to financially support the local church. Non-Resident/Military/Missionary Members may vote by signed written proxy for congregational meetings. Proxy votes must be received by the church office a minimum of 48 hours prior to the congregational meeting.

Definition of Inactive Membership

- An individual is moved from active to inactive status if he/she no longer attends regularly. This inactivity must continue for one year before the member’s name will be given to the Elders of the church for review. Those individuals will be contacted by letter for a chance to rebuke removal from the roster or request transfer. If no response is received, the individual will be moved to inactive status.

Removal from the Church Roster

- Upon receipt of a letter of transfer or a letter requesting removal from the roster.
- Upon the passing of an individual, their membership will be transferred from First Christian Church to the Kingdom of Heaven.

Definition of regular:

Happening over and over again at the same time or in the same way; occurring every day, week, month.

II. OFFICERS OF THE CONGREGATION

A. Election and Terms of Office

The congregation, at its annual meeting, shall elect the following officers for the specified terms of office:

1. **Chairperson of the Congregation and Board** for one year, and, upon recommendation of the nominating committee, may serve one additional year.
2. **Vice-Chairperson of the Congregation and Board** for one year and, upon the recommendation of the nominating committee, may serve one additional year.
3. **Clerk of the Congregation and Board** for three years, and, upon recommendation of the nominating committee, may serve one additional year.
4. **Treasurer of the Congregation and Board** for three years and may not succeed him/herself.
5. **Financial Secretary of the Congregation Board** for three years and may not succeed him/herself.

B. Qualifications

1. Officers must be members of the congregation.
2. Officers must be active in the congregation's life and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence could include the following:
 - a. Conduct of one's life in the light of the teachings of Jesus.
 - b. Promotion of good will and Christian fellowship in the congregation and community.
 - c. Active attendance to worship services and involvement in church ministries.
 - d. Financial contribution to the support of the church and its ministries.
 - e. Willingness to fulfill assignments on behalf of the congregation.
 - f. Demonstration of skills or the showing of evidence of potential skills in carrying out the responsibilities of a particular office.

C. Responsibilities

1. **Chairperson of the Congregation and Board**
 - a. Preside at any and all stated or called meetings of the board and congregation.
 - b. Approve of guest speaker for worship services in the absence of the pastor.
 - c. Act as an ex officio member of all committees.
 - d. Upon election as chairperson at the annual meeting, but prior to taking office on January 1, select the chairperson of the standing committees consistent with the procedures named in these bylaws.
 - e. Promote the Saunders Family Scholarship at Barton College in Wilson, North Carolina, for eligible members of the congregation.
 - f. In consultation with all ministers and vice-chairperson,
 1. Appoint a nominating committee chair, to be approved no later than September stated board meeting, subject to board approval.
 2. Appoint a person to fill any vacancy in any church-wide office selected by the nominating committee, subject to board approval.

- 3. Appoint and instruct all ad hoc committee chairs.
 - g. Manage other duties as deemed necessary for the well-being of the congregation, consistent with the bylaws.
 - h. Ensure accountability of safety deposit keys.
 - i. Outgoing chairperson will maintain and turnover a full set of keys to the incoming chairperson.
2. **Vice-Chairperson**
 Serve to support the chairperson, preside in his or her absence at meetings of the congregation and general board, serve as Chairman of the cabinet, and perform other duties assigned to and/or associated with the office of vice-chairperson. The vice-chairperson submits a monthly cabinet report to the board.
3. **Clerk**
 Record and maintain accurate minutes of all meetings of the congregation and general board in stated or called meetings. These minutes are subject to approval by the board in accordance with *Robert's Rules of Order*. Minutes of these meetings will be submitted at the next general board meeting.
4. **Financial Secretary**
- a. Receive all income of the congregation.
 - b. Keep accurate records of the source and amount of such income.
 - c. Deposit all income to proper accounts.
 - d. Provide the treasurer with copies of all deposit receipts.
 - e. Make regular, written reports of income received at all stated board meetings.
 - f. Provide the board with an annual income summary.
 - g. Provide contributors with an annual contributions statement in accord with IRS rules and regulations.
5. **Treasurer**
- a. Receive, confirm, and validate all records of the income of the congregation from the financial secretary.
 - b. Pay all accounts as authorized by the budget or the general board.
 - c. Provide monthly income statements to the general board.
 - d. Provide the board with an annual financial summary report.
 - e. Provide financial information to the Finance Committee.
 - f. Complete and file all necessary reporting to the federal and state governments.
 - g. Maintain all required financial records for annual audit.
 - h. Provide completed end of year tax forms for staff.
 - i. Record, collect, and submit semi-annual sales tax for refund.

III. General Board

A. Membership

1. Membership of the general board shall be composed of the chairperson of the congregation and board, vice-chairperson of the congregation and board, clerk of the congregation and board, treasurer of the congregation and board, financial secretary of the congregation and board, elders, deacons, deaconesses, and trustees.
2. The senior pastor of the congregation shall serve as an ex-officio member of the general board without voting privileges.
3. Pastors' spouses and immediate family members may not serve on the general board.

B. Annual Election/Re-election Process

1. Officers of the congregation, namely the chairperson, vice-chairperson, clerk, treasurer, and financial secretary, shall be elected by the congregation.
2. Two elders, four deacons/deaconesses, and one trustee shall be elected by the congregation to the membership of the general board.
3. Re-election eligibility shall be one year following the end of a person's term unless recommended by the nominating committee and approval by the general board for inclusion on the slate of officers at the annual meeting for approval.
4. Members of the general board may serve only one position at a time per term.

C. Authority

1. The general board shall perform its duties according to the authority granted in the constitution or otherwise delegated to it by the congregation.
2. The general board shall administer and oversee the policies and programs developed by fellowship organizations and standing committees that make up the cabinet.
3. All business meetings of the general board are governed by the latest version of *Robert's Rules of Order*.
4. The quorum consists of fourteen members, who must all be voting members of the board.

D. Meetings

1. The general board shall meet on the second Monday of each month.
2. Meetings may be called by the presiding officer for a specific, stated purpose(s) only, if such action to be taken is deemed necessary before the next scheduled meeting. Called board meetings may be held following a forty-eight hour notification to all members of the board.

E. Responsibilities

1. The general board shall conduct its affairs according to the constitution and bylaws of First Christian Church.
2. The general board shall be responsible for conducting the business affairs of the congregation and shall receive written reports from the cabinet concerning the activities and programs of standing committees and fellowship groups.
3. The general board shall approve the standing committees in the manner consistent with these bylaws.
4. The general board shall establish an ad hoc committee, when necessary, for the purpose of securing a minister.

5. The general board shall establish or approve ad hoc committees for short term, specific assignments as needed for the conducting of the congregation's work.
6. The general board shall approve the proposed annual budget from the finance committee and the report of the nominating committee and recommend them for the congregation's approval at the annual meeting of the congregation.
7. The general board shall recommend to the congregation the call of the ministers, and the full-time employment of other staff.
8. The general board shall approve the hiring of part-time staff.
9. The general board shall recommend to the congregation any new full-time positions.
10. The general board must approve requests for expenditures exceeding the budget or unexpected expenditures.

IV. Committees

A. Cabinet

1. Membership, Meeting, and Officers

- a. The cabinet shall consist of the vice-chairperson of the congregation and board, the chairpersons of all the standing committees, the chairpersons of the fellowship groups, the ministerial staff, and any other persons appointed by the chairperson of the congregation and board in consultation with the senior pastor and approved by the board. In the event that a chairperson is unable to attend the cabinet meeting, the chairperson shall designate another member of the committee to attend in his/her absence.
- b. The cabinet should meet quarterly at a minimum.
- c. The vice-chairperson of the congregation and board shall appoint a member to serve as chairperson in his/her absence.

2. Responsibilities

- a. The cabinet shall be responsible for setting long-range and short-range goals for the church's ministries and programs in accordance with the tasks assigned or understood to be a function of a committee or fellowship group.
- b. The cabinet shall co-ordinate the activities and programs of the standing committees and fellowship group in order to reach the goals that have been set.
- c. The cabinet shall evaluate and recommend changes to standing committee job descriptions. These recommendations shall be submitted to the board for approval.
- d. The cabinet shall keep the board informed of the plans and activities of the standing committees and fellowship groups.
- e. The cabinet shall consider and/or implement through the proper committee(s) or group(s) any assignment suggested or directed by the general board.

B. Nominating Committee

1. By the September general board meeting, the chairperson will submit to the board for approval, a nominating committee to select persons annually to hold church-wide offices.
2. The committee should consist of two elders, two deacons/deaconesses, and one trustee. The board chair will designate additional committee members as needed and assign the chairperson of the nominating committee.
3. As ex-officio member of the nominating committee, the pastor shall provide any spiritual training deemed necessary before the committee assumes its responsibilities.
4. Offices and positions filled by this committee shall be consistent with the constitution and bylaws. These offices shall consist of the board and congregational officers, junior deacon/deaconesses, and elected non-board members.
5. The committee shall seek approval of officers at the November board meeting or in a called meeting for this purpose, after which the committee seeks congregational approval at the annual meeting.

C. Standing Committees

1. The standing committees serve yearlong for the purpose of forwarding the church's program and ministries. The term shall run from approval at the February general board meeting through the February general board meeting of the following calendar year.
2. The standing committees shall consist of children's, Christian education, condolence, finance, growth, information technology, outreach, properties, social, STARS, worship, and youth. The names and number of committees may be altered by the board for the well-being of the church's program.
3. Standing committees are chosen in this manner: Upon election at the annual meeting, but prior to taking office on January 1st, the chairperson elect, in conjunction with the vice-chairperson elect and the minister, shall choose the chairpersons of all standing committees. Standing committee chairpersons must be active members of the church. These chairpersons shall meet with the chairperson and vice-chairperson elects to select the full committees at the annual planning meeting which will be held in January. Each committee shall have a minimum of five members. A list of committee members shall be submitted to the general board for approval at the February general board meeting.
4. Anyone active and attending our congregation shall be eligible to serve on a standing committee regardless of membership.

D. Ad Hoc Committees

1. The general board shall name and appoint any ad hoc or special committees deemed necessary to the well-being of the life and ministry of both, the ministers and congregation.
2. The chairperson shall solicit names and appoint ad hoc committees as a means to study proposals or to act upon specific tasks not already the responsibility of committees listed in Section C: Standing Committees.
3. Ad hoc committees are considered disbanded when they submit their work to the board unless the board assigns further tasks, or such committees may be disbanded when the need for the committee no longer seems pertinent.

V. Elders, Deacons/Deaconesses, Trustees

A. Term of Office

The congregation, at its annual meeting, shall elect for terms of three years, two elders, four deacons/deaconesses, and one trustee for a total of six active elders, twelve deacons/deaconesses, and three trustees.

B. Qualifications

The qualifications for elders, deacons, deaconesses, and trustees shall be the same as described for the officers of the congregation in bylaws, Section II, B, Qualifications.

C. Responsibilities

1. Elders primarily shall be responsible for the spiritual life and development of the congregation, preside at the Lord's Table, assist and share with the ministers in the conduct of his or her pastoral and priestly functions, and provide supportive counsel for the ministers. *A Life-Long Elder is someone who having held the office of Elder, will be considered an Elder for the duration of their membership in the church. This will include all aspects of the position except for serving as a member of the board. As a spiritual leader in the church, they should remain active and embrace God's call to continue leadership roles in the church.
2. Deacons and deaconesses primarily shall be responsible for the maintenance and growth of the congregation, serve at the Lord's Table, and witness in the community and in the world.
3. Trustees shall hold title to the property of the congregation and act as legal agents for all related matters at the direction of the general board.
4. Elders, deacons/deaconesses, and trustees may serve on committees or as committee chairs.
5. Elders, deacons/deaconesses, and trustees are to attend all general board meetings.

VI. Elected Non-Board Members

A. Terms of Office

The congregation, at its annual meeting, shall elect for a term of one year, the following positions: assistant financial secretary, junior deacons/deaconesses, historian, and charter organization representative.

B. Qualifications

1. Elected Non-board Members must be members of the congregation.
2. Elected Non-board Members must be active in the congregation's life and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence would include the following:
 - a. Conduct of one's life in the light of the teachings of Jesus.
 - b. Promotion of good will and Christian fellowship in the congregation and community.
 - c. Actively attend worship services and involvement in church ministries.
 - d. Willingness to fulfill assignments on behalf of the congregation.
 - e. Demonstration of skills or the showing of evidence of potential skills in carrying out the responsibilities of a particular office.

C. Responsibilities

1. The assistant financial secretary shall be responsible for assisting the financial secretary in counting and recording the weekly tithes and offerings.
2. The junior deacons and deaconesses shall be responsible for assisting in serving at the Lord's Table. They should also serve as examples of leadership for the children and youth.
3. The historian of the church shall be responsible for the following:
 - a. Documenting the history of First Christian Church in Richlands
 - b. Preserving historical documentation and artifacts of First Christian Church in Richlands
 - c. Compiling/composing a yearly summary of the life of the church
 - d. Being responsible for keeping the heritage room bulletin board updated and attractive (bulletin board outside of the heritage room in hallway near rear exit door of sanctuary).
4. The charter organization representative shall serve as a liaison between First Christian Church and First Christian Church Scouting Foundation, Inc.

VII. Church Employees

- A. Employment of Staff
 - 1. Ministerial staff
 - a. Potential ministerial staff positions:
 - i. Senior Pastor
 - ii. Associate Pastor
 - iii. Music Minister
 - iv. Youth Pastor
 - b. Once a need for ministerial staff is determined, a search committee shall be appointed and approved by the general board. Once a candidate is selected by a search committee, both the board and the congregation in a stated or called meeting, must approve the candidate and the terms of employment by a two-thirds majority.
 - 2. Administrative staff
 - a. Potential administrative staff:
 - i. Church Custodian
 - ii. Church Secretary
 - b. Such staff may be recommended by a search committee which is confirmed by a two-thirds majority of the general board which approves the terms of employment. These positions may become full-time by an approval of both the board and the congregation in a stated or called meeting.
- B. Terms of Employment
 - 1. The terms of employment for any full or part-time employees shall include salaries, benefits, and job descriptions approved by the general board.
 - 2. Salaries and benefits shall be reviewed annually by the finance committee or by an ad hoc committee appointed by the chairperson for this purpose.
 - 3. Voluntary resignations require a thirty-day notice unless shortened by mutual agreement. Involuntary resignation shall be handled discreetly by the chairperson of the board with the approval of the general board.
- C. Supervision
 - 1. The chairperson of the board and congregation serves as an immediate supervisor for the senior pastor.
 - 2. An annual review of job performance of the senior pastor will be completed by the chairperson of the board and congregation each calendar year and will include the results of the vote of confidence.
 - 3. The senior pastor serves as an immediate supervisor for all other staff.
 - 4. The senior pastor may request short-term adjustments in the job description through approval by the board chairperson. Permanent adjustments shall be approved by the board.
 - 5. Annual reviews of job performance for all other staff will be completed by the senior pastor and the board chair each calendar year and will include the results of the vote of confidence.
- D. No church employees shall be hired on a permanent basis when the church is without a senior pastor.

VIII. Property, Maintenance, and Insurance

Maintenance of all property shall be the responsibility of the standing committee on property, subject to approval of the general board. All contracts including to but not limited to insurance, safety deposit box, mortgage, utilities, etc. will be the responsibility of the trustees.

IX. Amendments to the Bylaws, and/or Policies

- A. In order to amend the Bylaws of First Christian Church, Richlands, N.C., the following steps must be taken:
- a. The suggested amendment must be presented to the general board.
 - b. A two-thirds vote of the general board must recommend the amendment.
 - c. At a congregational meeting, a vote will be taken. The amendment will require a two-thirds vote to pass.

Any and all amendments to the bylaws may be declared null and void upon the approval of a rewritten or new bylaws by a two-thirds vote of the congregation in an annual or called meeting.

- B. In order to amend the Policies of First Christian Church, Richlands, N.C., the following steps must be taken:
- a. The suggested amendment must be presented to the general board.
 - b. A two-thirds vote of the general board must approve the amendment.

Any and all amendments to the policies may be declared null and void upon the approval of a rewritten or new bylaws by a two-thirds vote of the general board in a regular or called meeting.

X. Guidelines and Procedures for Standing Committees and Fellowship Committees

Children's Committee

(Ages Birth-5th Grade)

Start children off on the way they should go, and even when they are old they will not turn from it. – Proverbs 22:6 (NIV)

A. Purpose

The purpose of the children's committee is to begin the development of a solid foundation in Christ through nurturing and Christian education.

B. Responsibilities

1. To establish any guidelines or policies needed for the supervision and oversight of the nursery, children's groups, and any planned activities/events.
2. To enlist and train individuals to serve as nursery attendants for worship services and other events as needed, and to provide a schedule to the church secretary for the bulletin and newsletter.
3. To work with the ministerial staff and Christian education committee in planning programs and activities for the children in order to co-ordinate adequate meetings, times, scheduling, and any additional funding beyond its budget.
4. To recruit and train children regularly as acolytes and provide a schedule to the church secretary for the bulletin and newsletter.
5. To maintain involvement in local activities within the Richlands' Ministerial Fellowship and the Disciple Heritage Fellowship of North Carolina.
6. To find, coordinate, and promote summer camps.
7. To plan and execute an annual children's Christmas program in conjunction with the ministerial staff.
8. To be responsible for keeping children's bulletin boards updated and attractive (bulletin board outside of the fellowship hall doors near the men's bathroom).
9. Promote children's events and activities through the newsletter, bulletins, posters, or by announcements at other church events or other appropriate media.
10. To make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
11. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Christian Education Committee

All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be equipped for every good work. – 2 Timothy 3:16-17 (NIV)

A. Purpose

The purpose of the Christian education committee is to administer, promote, coordinate, and evaluate the total education program. The Christian education of the congregation is for ages infant to adult regardless of when the educational experience occurs. (i.e. Sunday mornings, Wednesday mornings/nights, VBS, Worship and Wonder, etc.)

B. Members

The Christian education committee encompasses the education of all individuals. Since the needs of congregational members are different based on age, this committee shall be made up of the director of Christian education, five selected committee members, and all teachers/leaders.

C. Director of Christian Education Responsibilities

1. The chair of the Christian education committee will serve as the director of Christian education.
2. Gather and submit statistics reports to be shared with the committee and cabinet on a monthly basis. Provide this information weekly to the church secretary.
3. In the absence of the director, an appointed committee member will assume the responsibilities.
4. Inquire annually from teachers/leaders if they would like to recognize any class members for special achievements, attendance, etc.
5. In regards to Sunday morning Bible studies
 - a. See that offerings are given to the financial secretary for deposit and recorded weekly.
 - b. Prepare prayer concerns from each class and place on pulpit for morning worship.
 - c. Ring bell to initiate and conclude classes.

D. Committee Responsibilities

1. To assign, establish, or alter any duties of the director of Christian education and/or teachers as needed to administrate an on-going program.
2. To recruit, train, and support teachers/leaders on an annual basis (or other term as necessary), including identifying and securing persons available to be substitutes who may be contacted when needed by the director of Christian education.
3. To enlist and train individuals to serve as teachers/leaders for Worship and Wonder.
4. To review curriculum needs and notify the treasurer to place orders as needed.
5. To establish new classes/groups or alter existing classes/groups as needs arise.
6. To be aware of any major shifts/trends/needs affecting Christian education and respond appropriately.
7. To promote Christian education through the newsletter, bulletins, posters, or by announcements at other church events, website, or other appropriate media.

8. In consultation with the pastor, to design and arrange time, place, and material for the on-going training and spiritual growth of church officers, board members, and committee members.
9. To plan any educational series not directly the responsibility of any other committee.
10. To appoint the VBS director(s) each year for the upcoming year (ex. in 2015 appoint the 2016 VBS Director(s)).
11. Be responsible for keeping the Christian education bulletin boards updated and attractive (bulletin board beside the children's classroom and church office).
12. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
13. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Condolence Committee

Blessed are those who mourn, for they will be comforted. - Matthew 5:4 (NIV)

A. Purpose

The purpose of the condolence committee is to provide a prayerful, compassionate, and supportive ministry to families on behalf of the church during times of bereavement.

B. Responsibilities

1. Provide a brick for the memorial garden in honor of the deceased member.
2. Provide and serve a meal for the family on the day of the funeral, if the family desires. The meal may be served at either the church or other location depending on family preference.
3. These provisions may be taken on behalf of active members, their parents, children, or spouse.
4. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
5. Request assistance from other committees, staff, and ministry leaders in areas of the church ministry when needed.

Finance Committee

Command those who are rich in this present world not to be arrogant nor to put their hope in wealth, which is so uncertain, but to put their hope in God, who richly provides us with everything for our enjoyment. Command them to do good, to be rich in good deeds, and to be generous and willing to share. In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they may take hold of the life that is truly life. -1 Timothy 6:17-19 (NIV)

A. Purpose

The purpose of the finance committee is to assume responsibility in conjunction with the trustees for the finances of the congregation. This shall include developing and monitoring a church budget, financial recording and reporting, disbursement, and auditing of records.

B. Responsibilities

1. Receive any pertinent data from the treasurer, financial secretary, standing committee chairpersons, church employees, and the ministerial staff for possible adjustments to the budget.
2. Propose a budget or a series of appropriate budgets deemed necessary for the proper work of the church, and present proposals for approval to the general board in October or at a called meeting prior to November 1.
3. Plan and carry out any needed program to raise funds needed to meet the budget and not assigned to a committee or group responsible for the same.
4. Develop programs to increase the congregation's awareness of the need to conserve and wisely use the church's resources (i.e. environment, energy, etc.).
5. Promote systematic giving of tithes and offerings throughout the congregation.
6. See that financial reports are publicized appropriately, and when necessary, inform the general board and congregation of outstanding debts that the general treasury may not have fully met yet.
7. Observe any apparent shifts in trends of financial support of the church and special offerings and how such developments can be met or reflected in future annual budget.
8. Provide a quarterly budget vs actual report for each standing committee at the cabinet meeting.
9. Oversee the annual audit of the treasurer and financial secretary and report to the board the auditors' findings.
10. The treasurer and financial secretary are stationary members of this committee.
11. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Growth Committee

Now He who supplies seed to the sower and bread for food will supply and multiply your seed for sowing and increase the harvest of your righteousness. -2 Corinthians 9:10 (NRSV)

A. Purpose

The purpose of the growth committee is to lead and to encourage the new and existing members of the church, enabling them to become a part of the church fellowship, groups, committees, and activities in order to strengthen the church numerically and spiritually.

B. Responsibilities

1. Plan and organize “get-acquainted-events” in conjunction with the social committee to recognize new members.
2. Train greeters for all church services. Provide a list to the church secretary for postings and newsletter. Greeter responsibilities are as follows:
 - a. Welcome members and visitors in a friendly manner in order to set the tone for worship
 - b. Offer information about the church facilities (i.e. restrooms, nursery, Worship and Wonder, EXCITE, etc.)
 - c. Assist in seating (i.e. visitors, late comers, handicap, elderly, etc.)
 - d. Offer visitor packets and request guest book sign-in
 - e. Offer bulletins
3. Work with the ministerial staff and worship committee to build the spiritual growth of the congregation through a variety of services (i.e. revivals, worship services, music services, etc.).
4. Oversee church advertising.
5. Make contact through mailings, phone calls, social media, or in-home visits and provide recognition for visitor and potential new members in conjunction with ministerial staff.
6. Create, maintain, and distribute new member book and visitor/welcome packets.
7. Organize church participation in parades, festivals, and community events to promote the church to the community.
8. Maintain attendance sheets, welcome cards, offering envelopes, pew pads, pens, and pencils in the pews as needed. Collect and submit attendance sheets and welcome cards to the church office.
9. Maintain the guest sign-in book and welcome center.
10. Organize van ministry (i.e. transportation for anyone requiring it for worship services).
11. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
12. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Information Technology Committee

Yet their message has gone throughout the earth, and their words to all the world. - Psalms 19:4

A. Purpose

The Information Technology (IT) committee is responsible for leadership and management to oversee video, audio, projection, computer, copiers, printers, network, computer hardware, software, and data systems. In addition, it is responsible for planning, executing, and evaluating projects according to budgets, needs, and trends.

B. Overall Responsibilities

1. Perform installations, recommend web-site updates, maintain technology, conduct inventory, and update and repair work on any audio, video, projection, and computer-related equipment that supports the church.
2. Schedule and/or coordinate service, including preventative maintenance, repairs, installation, and removal of systems and equipment.
3. Serve all staff and ministry leaders with a focus on all ministries that can be enhanced through the use of technology. Train staff and volunteers in proper operation and maintenance of systems and equipment.
4. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
5. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

C. Specific Responsibilities

1. Computer:
 - a. To be responsible for technical support for all church ministry computers including laptops, desktops, printers, and telephone systems.
 - b. To keep an inventory of all church ministry equipment including serial numbers, equipment software information, purchase dates, and recommended replacement dates.
 - c. To serve as liaison between employees and volunteers to help identify and resolve issues.
 - d. To maintain computer hardware, software, printers, updates, virus protection, back-up files, and Wi-Fi.
 - e. To be responsible for the church telephone system.
 - f. To update phone tree software.
 - g. To maintain all passwords.
2. Web:
 - a. To determine the design of the church website and update the website content.
 - b. To maintain church social media sites.
 - c. To maintain records of church domains and renewals on annual basis.
 - d. To maintain Wi-Fi.
3. Multi-Media Systems-Projection, Cameras and Audio:
 - a. To be responsible for church services, guest speakers, and musical productions.
 - b. To maintain projectors, soundboard, amplifiers, players, and cameras including bulbs.
 - c. To manage digital files of all sermon messages and upload to website.

- d. To maintain CCLI licenses.
 - e. To set up equipment such as microphones, monitors, etc. for services.
4. Other equipment:
- a. To maintain copier, copies, contracts and purchases.
 - b. To manage TVs, DVD players and surge protectors.
 - c. To manage nursery pager system
 - d. To manage security/fire alarm system
 - e. To manage electronic giving system

Men's Fellowship Committee

Praise the LORD! Blessed is the man who fears the LORD, who greatly delights in his commandments! -Psalm 112:1

A. Purpose

The purpose of the men's fellowship committee is to encourage and foster the biblical and spiritual growth of all men while helping them grow in relationship to Christ, each other, and other Christian men.

B. Responsibilities

1. Inform and encourage all men of the church to take part in the church's activities on local, community, regional, and national levels.
2. Provide and facilitate opportunities and events to achieve the purpose of the men's committee.
3. To maintain involvement in Richlands' Ministerial Fellowship and Disciples Heritage Fellowship of North Carolina events and activities.
4. Encourage the men of the church to attend local meetings held each month, led by its officers.
5. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.
6. The president of the men's fellowship committee will represent the committee on the church cabinet.

Outreach Committee

“What good is it, my brothers and sisters, if someone claims to have faith but has no deeds? Can such faith save them? Suppose a brother or a sister is without clothes and daily food. If one of you says to them, ‘Go in peace; keep warm and well fed,’ but does nothing about their physical needs, what good is it? In the same way, faith by itself, if it is not accompanied by action, is dead. But someone will say, ‘You have faith; I have deeds.’ Show me your faith without deeds, and I will show you my faith by my deeds.” -James 2:14-18 (NIV)

A. Purpose

The purpose of the outreach committee, like the shepherds, must be to continue to feed and take care of the people for which Jesus sacrificed everything. As the outreach committee, we pledge ourselves to assist the needy and to rally our church family around outreach opportunities.

B. Responsibilities

1. Work closely with the ministerial staff to provide information about outreach opportunities. (i.e. Disciple Heritage Fellowship of N.C., charitable organizations, local ministries, etc.)
2. Conduct various presentations throughout the year to increase awareness and raise funds to support the multiple ministries.
3. A minimum of ten percent of the non-capital income of the church shall be distributed according to the needs of the following:
 - a. Disciple Heritage Fellowship of N.C.
 - b. Scouting Foundation
 - c. Richlands Community Outreach Ministry
 - d. Missionary Support
 - e. FCC Mission Team(s)
 - f. Farrior Scholarship Fund
 - g. Other ministries as deemed necessary with board approval (i.e. Samaritan’s Purse, Children Eating Healthy on Weekends (CHEW), emergency outreach funds, Wrapped in Love, etc.)
4. Verify with treasurer that funds have been sent to designated ministries.
5. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
6. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Properties Committee

For we are laborers together with God: ye are God's husbandry, ye are God's building.

-1 Corinthians 3:9 (KJV)

A. Purpose

The purpose of the properties committee is to care for all real property of the church. This includes the usefulness, attractiveness, improvement, maintenance, and accountability of all real property.

B. Responsibilities

1. To take care of all minor repairs deemed necessary, informing the board of such action without vote so long as needed repairs do not exceed budgeted amounts. Minor repairs are repairs that are \$500 or less.
2. To recommend major repairs to the board for approval and refinancing. (i.e. parking lot, roofing, HVAC units, professional cleaning, etc.) Major repairs are repairs that will exceed \$500.
3. To arrange the summer yard care and maintain a current job description and contract for the work expected.
4. To oversee pest control of the facility.
5. To plan and lead the church in clean-up/work days.
6. To work in conjunction with the ministerial staff and the custodian to ensure facilities are kept in accordance with the custodian's job description.
7. To facilitate the sale of any church-owned properties valued under \$500 with board approval. All other sales are the responsibilities of the trustees.
8. To maintain and regulate the HVAC units and their thermostats for all buildings.
9. To perform facility check list in conjunction with the custodian after use to ensure cleanliness and evaluate properties for any damage.
10. To oversee church vehicle(s) and trailer(s) for maintenance, repairs, accidents, or mechanical problems.
11. To maintain the safety and security of the facilities. (i.e. fire extinguishers, fire inspector, safety inspections, etc.)
12. To maintain and review all insurance policies in conjunction with the finance committee.
13. To alter tasks of the church custodian as necessary but such tasks must be reviewed by the church board in consultation with the custodian before becoming permanent.
14. To make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
15. To assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Social Committee

We proclaim to you what we have seen and heard, so that you also may have fellowship with us. And our fellowship is with the Father, and with His Son Jesus Christ. -1 John 1:3 (NIV)

A. Purpose

The purpose of the social committee is to encourage and enhance relationship development within the church and its community.

B. Responsibilities

1. Keep kitchen furnished with paper products and supplies.
2. Provide a fellowship gathering a minimum of once a month (i.e. breakfast, lunch, potluck meal, Bingo, etc.)
3. Make preparations by setting up tables and preparing beverages.
4. Assist other committees with any food preparation as needed for other church related activities. (i.e. revival socials, get-acquainted suppers, community Thanksgiving services, etc.)
5. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
6. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

STARS Committee
“Seniors That Are Really Special”
(Ages 55 and up)

So even to old age and gray hairs, O God, do not forsake me, until I proclaim your might to another generation, your power to all those to come. -Psalms 71:18 (ESV)

A. Purpose

The purpose of the STARS Committee is to acknowledge and celebrate the wisdom and individual gifts the seniors have shared in the life of the church.

B. Responsibilities

1. Concentrate on outreach, evangelism, and ministry, in order to disciple individuals age fifty-five and up.
2. Work with the ministerial staff and any other committees as needed in planning programs and activities for the STARS in order to co-ordinate adequate meetings, times, scheduling, and any funding needed.
3. Organize at least one or more activities per quarter.
4. Promote STARS events and activities through the newsletter, bulletins, posters, or by announcements at other church events or other appropriate media.
5. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
6. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Women's Fellowship Committee

The Lord announces the word, and the women who proclaim it are a mighty throng.

– Psalm 68:11

A. Purpose

The purpose of the women's fellowship committee is to encourage and foster the biblical and spiritual growth of all women while helping them grow in relationship to Christ, each other, and other Christian women.

B. Responsibilities:

1. To provide ministry opportunities in which all women may be involved in order to carry out the mission of Christ's church.
2. To encourage participation in circle meetings in an effort to achieve the purpose of this committee.
3. To seek ways to obtain funding for women's missions, outreach activities, and spiritual growth opportunities.
4. To maintain involvement in Richlands Ministerial Fellowship and Disciples Heritage Fellowship of North Carolina events and activities.
5. The women's fellowship committee shall consist of a chair, co-chair, secretary, treasurer, worship leader, and a representative from each circle (committee members will serve two years beginning January 1).
6. The women's fellowship committee will appoint a nominating committee to select the women's fellowship committee members for the upcoming two years.
7. The chair of the women's fellowship committee will represent the committee on the church cabinet.
8. Assist other committees, staff and ministry leaders in areas of the church ministry where needed.

Worship Committee

All the nations you have made will come and worship before you, Lord; they will bring glory to your name. For you are great and do marvelous deeds; you alone are God. – Psalm 86: 9-10

A. Purpose

The purpose of the worship committee is to work with the pastor to support the worship services and programs of the church related to worship.

B. Responsibilities

1. Assist the minister in planning and implementing proposed variations in planned or special occasions in the Sunday morning services to include informing the congregation of any changes.
2. Provide assistance and support to the minister in planning special services of worship which the minister seeks advice and support in planning, implementing, and evaluating the same.
3. Coordinate with the Information Technology (IT) committee to ensure staffing of sound room and multi-media.
4. Assist in the administration of baptism; namely, to fill and drain the pool properly, and to assist candidates for baptism in or out of the pool in a manner consistent with the minister's procedures for conducting baptismal services.
5. Oversee the preparation of the Lord's Supper which includes to see that bread and juice are available for each occasion of communion, to devise and implement a system of preparing/cleaning up communion for each occasion, and to oversee periodic cleaning of communion sets/trays.
6. Maintain and stock acolyte supplies and candle(s) on the Lord's Table.
7. Plan, implement, and evaluate any of the following programs the church may choose to observe such as Lent, Advent, and special programs considered meaningful to church life, etc.
8. Provide pulpit supply in the absence of a minister.
9. Provide the following list to the Church Secretary for publication in newsletter/bulletin and postings in a timely manner:
 - a. Serving list of Elders and Deacon/Deaconesses
 - b. Communion preparation for all worship services
10. Make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
11. Assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

Youth Committee

(Grades 6-12)

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, in purity. – 1 Timothy 4:12 (NIV)

A. Purpose

The purpose of the youth committee is to continue the development of a solid foundation in Christ through nurturing and Christian education.

B. Responsibilities

1. To plan and execute at minimum of one youth Sunday service per calendar year in conjunction with the ministerial staff.
2. To maintain involvement in current community ministries; i.e. Richlands Ministerial Fellowship, Disciple Heritage Fellowship of North Carolina, Son Coast Chrysalis Community, etc.
3. To actively promote summer camps and, if necessary, seek means of additional funding through activities by the youth or request to the board.
4. To work with the ministerial staff and Christian education committee in planning programs and activities for the children in order to co-ordinate adequate meetings, times, scheduling and any additional funding beyond its budget.
5. To establish any guidelines or policies needed for the supervision and oversight of youth groups who plan activities/events out-of-town.
6. To oversee the storage and proper use of church recreational games and equipment and recommend the purchase and/or replacement of such non-permanent equipment/facilities.
7. To be responsible for keeping youth bulletin boards updated and attractive (bulletin boards in Christian Life Center).
8. To promote youth events and activities through the newsletter, bulletins, posters, or by announcements at other church events or other appropriate media.
9. To make necessary recommendations to the finance committee concerning budget needs for the upcoming year.
10. To assist other committees, staff, and ministry leaders in areas of the church ministry where needed.

XI. Staff Job Descriptions

Senior Pastor

To tend the flock of God that is in your charge, exercising the oversight, not under compulsion but willingly, as God would have you do it – not for sordid gain but eagerly. Do not lord over those in your charge, but be examples to the flock. - 1 Peter 5:2-3 NRSV.

The pastor is responsible to the church for proclaiming the Gospel of Jesus Christ; engaging in pastoral care ministries to meet the needs of church members and the community; and ensuring the effective functioning of administrative and ministerial leadership. The senior pastor is minister-leader, preacher, challenger, trainer, teacher, coach, mentor, initiator, counselor, and guide. The senior pastor works with many church members who also minister and fellowship to one another and the world. The senior pastor is the spiritual leader of the church. The senior pastor is responsible to the Lord and the church to proclaim the Gospel and teach the Bible.

Responsibilities:

1. Oversee the church's spiritual life with a focus on ensuring spiritual growth.
2. Plan and coordinate worship services, prepare and deliver sermons, lead in observance of the sacraments.
3. Lead the church in an effective evangelism program.
4. Assist all committee chairs.
5. Manage and lead and teach all Bible studies.
6. Conduct hospital visits, homebound ministry, and counseling sessions as needed.
7. Perform wedding ceremonies and funerals.
8. Represent the church in community matters by cooperating with the local associations and attending relevant meetings and conferences.
9. Lead the church in planning, organizing, directing, coordinating, and evaluating the total program of the church.
10. Develop and mentor the deacons, deaconess, elders, church officers, and committees.
11. Supervise and mentor the work of paid church staff and the work of the ministerial staff.
12. The senior pastor does not have the authority to hire or terminate any member of the church staff. The senior pastor may give his/her recommendations for hire or termination to the governing board for action.
13. Has read, understands, and abides by the constitution of First Christian Church.
14. Act as an ex officio member without voting privileges of the church board, spiritual leadership (ie. Elders and Deacons), cabinet, and committees. The senior pastor will not serve as ex officio on the senior pastor search ad hoc committee.

15. Provide monthly reports to the governing board of the church.
16. Attend meetings of the general board and congregation unless otherwise directed by the chairperson of the congregation and board.
17. Abide by requirements as stated in the ministerial contract.

Qualifications:

- ❖ Spiritually ordained by the body of the church with a divine calling to serve our Lord as a full time senior pastor.
- ❖ Minimum of a Master's of Divinity (or related field) from an accredited university or seminary.
- ❖ Ten years pastoral experience preferred.
- ❖ Lives a life consistent with 1 Timothy 3:1-7 (CEB): **“This saying is reliable: if anyone has a goal to be a supervisor[a] in the church, they want a good thing. So the church’s supervisor must be without fault. They should be faithful to their spouse, sober, modest, and honest. They should show hospitality and be skilled at teaching. They shouldn’t be addicted to alcohol or be a bully. Instead, they should be gentle, peaceable, and not greedy. They should manage their own household well—they should see that their children are obedient with complete respect, because if they don’t know how to manage their own household, how can they take care of God’s church? They shouldn’t be new believers so that they won’t become proud and fall under the devil’s spell. They should also have a good reputation with those outside the church so that they won’t be embarrassed and fall into the devil’s trap.”**

Terms of Employment:

- A. The senior pastor will serve until the relationship is terminated by either the pastor’s written request or by the church. In either case, a minimum of forty-five day notice will be given unless otherwise mutually agreed.
- B. There will be a written mutual contract or agreement made between the pastor and the church which will include employment terms, salary, termination, etc.
- C. Upon a request of termination by two-thirds vote of the governing board of the church, the general board will call a meeting of the congregation with a two week notice. There must be an affirmative two-thirds vote of the active resident members of the church, who are qualified to vote on the matter.

Associate Pastor Position

Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood. –Acts 20:28 NIV

The associate pastor is an ordained minister and responsible to assist the senior pastor with ministerial and support needs as they arise. The associate pastor, like the senior pastor, is not responsible for doing all the work of ministry in the church, but for seeing it is done and done properly. The associate pastor may be assigned specific tasks to perform or areas of ministry to administrate, like religious education, or on-going age group ministries.

Responsibilities:

1. Work directly under the supervision of the senior pastor.
2. In absence of the senior pastor, receive ministerial phone calls, lead staff meetings, oversee and lead worship services, and other ministerial duties.
3. Partner with senior pastor in leading worship services.
4. In coordination with the senior pastor, conduct hospital visits, homebound ministry, and counseling sessions as needed.
5. Perform funerals and weddings as requested.
6. Make monthly reports to the church board.
7. Has read, understands, and abides by the constitution of First Christian Church.
8. Acts as an ex officio member without voting privileges of the church board, spiritual leadership (ie. Elders and Deacons), cabinet, and committees. The associate pastor is excluded from the associate pastor search ad hoc committee.
9. Abides by requirements as stated in the ministerial contract.
10. The primary target group will be the children and youth.
 - a. Evangelize/visit new families with children and youth.
 - b. Develop various programs, events, and education opportunities for the children and youth of the church.
 - c. Assure that our children and youth are taught the basic, sound, and fundamental principles of the Bible.
 - d. Maintain a children's and youth program, which will reach other children, teens, and their families in the community and work cooperatively with local churches and leaders to develop inter-church and interdenominational children and youth events.
 - e. Demonstrate leadership capabilities and interest by taking a regular leadership role in all areas of public worship.

- f. Communicate effectively with the congregation via bulletin, newsletter, email, social media, and church web page.
- g. Be involved in community and school activities.
- h. Involve parents and other members who are willing to help with overall children's and youth programs and assist parents in nurturing the faith of their children and teens.
- i. Maintain involvement in activities within the Richlands Ministerial Fellowship, the Disciple Heritage Fellowship of N.C., Son Coast Chrysalis, Coastal Carolina Emmaus, church camps, youth rallies, church groups, etc.
- j. Schedule devotionals as appropriate for the entire children and youth group.
- k. Involve the children and youth in service projects.
- l. Be a mentor, resource, and role model for the congregation's children, youth, and their families.

Qualifications:

- ❖ Spiritually ordained by the body of the church with a divine calling to serve our Lord as a full time associate pastor.
- ❖ Has obtained or is in pursuit of a Master's of Divinity degree (or related field) from an accredited university or seminary.
- ❖ Five years of experience in a ministerial field preferred.
- ❖ Lives a life consistent with 1 Timothy 3:1-7 (CEB): **"This saying is reliable: if anyone has a goal to be a supervisor[a] in the church, they want a good thing. So the church's supervisor must be without fault. They should be faithful to their spouse, sober, modest, and honest. They should show hospitality and be skilled at teaching. They shouldn't be addicted to alcohol or be a bully. Instead, they should be gentle, peaceable, and not greedy. They should manage their own household well—they should see that their children are obedient with complete respect, because if they don't know how to manage their own household, how can they take care of God's church? They shouldn't be new believers so that they won't become proud and fall under the devil's spell. They should also have a good reputation with those outside the church so that they won't be embarrassed and fall into the devil's trap."**

Terms of Employment:

- A. The associate pastor will serve until the relationship is terminated by either the associate pastor's written request or by the church. In either case, a minimum of forty-five day notice will be given unless otherwise mutually agreed.
- B. There will be a written mutual contract or agreement made between the associate pastor and the church which will include employment terms, salary, termination, etc.

- C. Upon a request of termination by two-thirds vote of the governing board of the church, the general board will call a meeting of the congregation with a two week notice. There must be an affirmative two-thirds vote of the active resident members of the church, who are qualified to vote on the matter.

Music Minister

Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit, singing to God with gratitude in your hearts. -Colossians 3:16 NIV

The purpose of the minister of music is to work in partnership with the senior pastor and worship committee to provide leadership in all aspects of music programs. This leadership shall give guidance to spiritual and numerical growth through a variety of musical programs for all ages in order to enhance the overall ministry of the church.

Responsibilities:

1. Work with senior pastor to create an atmosphere for the Holy Spirit to lead the congregation in worship.
2. Provide musical leadership for all worship services.
3. Select and organize music for all music programs including adult choir, youth choir, children's music, praise and worship groups, etc.
4. Coordinate music with musicians for all worship services.
5. Seek to create and maintain children and youth music programs.
6. Direct all choirs.
7. Help develop musical talents of church members.
8. Oversee maintenance of musical instruments.

Supervisory Control:

The Minister of Music shall be under the direct supervision of the senior pastor and in partnership with the worship committee.

****This job description only applies to the current employee. Upon the position becoming vacant, the job description will be revised.****

Youth Pastor

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." -Matthew 19:14

The purpose of the youth pastor is to work in partnership with the senior pastor, children's committee, and youth committee to provide leadership for the children and youth. This leadership shall give guidance to spiritual and numerical growth through a variety activities, programs, lessons, devotions, and worship experiences.

Responsibilities:

1. Be a mentor, resource, and role model for the congregation's children and youth and their families.
2. Assist in teaching the curriculum as requested by the Christian education committee.
3. Demonstrate leadership capabilities and interest by taking a regular leadership role in worship services as may be requested by the senior pastor.
4. Communicate effectively with the congregation via newsletter, emails, web page, social media, etc.
5. Be involved in local school activities.
6. Involve parents and other members who are willing to help with overall children and youth programs, events, and activities.
7. Attend/Participate in annual events such as church camps, youth rallies, church groups, Chrysalis, Disciples Heritage Fellowship of N.C., etc.
8. Involve the children and youth in mission oriented projects.
9. Maintain programs, which will reach other children, youth, and their families in the community.
10. Work cooperatively with local churches.

Supervisory Control:

The youth pastor shall be under the direct supervision of the senior pastor and in partnership with the children's committee and youth committee.

****This job description only applies to the current employee. Upon the position becoming vacant, the job description will be revised.****

Church Custodian

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. - Colossians 3:23-24

The church custodian is responsible to the church through the property committee. The property committee shall review annually and update if necessary this job description. New or altered tasks may be assigned by the senior pastor or property chairperson but such tasks must be reviewed by the church board in consultation with the custodian before becoming permanent. The custodian will maintain the cleanliness of the following buildings: main church building, Christian education building, and Christian life center.

Weekly Responsibilities:

1. Sweep/mop tile floors in all buildings.
2. Vacuum carpet/rugs in all buildings.
3. Gather and dispose of all trash in all buildings.
4. Dust/disinfect pews. Tidy the sanctuary by replacing hymn books in proper place, etc. (Disposing of old bulletins/trash and retaining envelopes, etc.)
5. Clean glass-windows/doors/mirrors in all buildings.
6. Restrooms-Sweep/mop floors /baseboards. Clean/disinfect bathroom toilets/walls/sinks and baby drop-downs. Refill supplies-paper towels, toilet paper, soap, air fresheners, etc. in all buildings.
7. Kitchen - Clean/disinfect sinks and counters in Christian education building and Christian life center.

Monthly Duties:

1. Obtain/make arrangements for needed supplies and keep stocked-toilet paper, tissues, cleansers, soaps, paper towels, dishwashing liquids and dusting materials, etc. for use in all buildings.
2. Clean window sills inside all the buildings.
3. Dust mop ceilings/walls, clear cobwebs in all buildings.
4. Check pew seats monthly and clean/vacuum as needed in the sanctuary.
5. Remove wax in the sanctuary carpet. Spot clean carpets/upholstery.
6. Clean out the refrigerators in kitchen of fellowship hall and Christian life center as needed.

Occasional Duties:

The custodian shall perform the following duties as needed:

- Clean prior to or after a funeral for our church families.
- Clean as needed after revivals/teaching seminars, which are held on consecutive nights.
- Clean prior to or after weddings only by agreement made in advance.
- See that equipment is maintained in operating condition and is repaired or replaced as quickly as possible. Such equipment includes vacuum cleaners, mops, brooms, dust mops, electrical extension cords used in vacuuming, etc. Report to properties committee chairman any needed repairs for all buildings.

Church Secretary

You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.

-Matthew 5:14-16

The purpose of the church secretary is to provide secretarial and administrative services to the ministerial staff, church board, committees, and other church organizations.

Responsibilities:

1. Maintain office hours as designated.
2. Welcome and assist individuals visiting the church office by providing appropriate information.
3. Ensure privacy and confidentiality in regards to pastoral consultations.
4. Maintain office communications to include telephone, emails, phone tree, postal mail, web page, social media, distribution lists, etc.
5. Create and file copies of letters, notes, information sheets, membership records, attendance records, publications, etc.
6. Secure and forward funds received on behalf of the church to the financial secretary along with information declaring the source and the intent of said funds.
7. Gather and publish information in order to maintain church communications.
8. Produce bulletins for all worship services. Upon request, they may also be produced for funerals, weddings, etc.
9. Compile and distribute board and congregational reports.
10. Prepare baptismal certificates.
11. Create and maintain the church calendar.
12. Create and distribute the church newsletter.
13. Maintain reservations for the sanctuary, fellowship hall, Christian life center, and grounds.
14. Ensure policy forms are distributed, collected, and filed. Collect, secure, and forward necessary fees to the financial secretary.
15. Order office supplies and other materials as requested.
16. Maintain office equipment.
17. Create and produce multimedia for worship services.
18. Maintain bulletin board directly across from the church office to include van sign-out sheet, sign-up sheet for flowers in the sanctuary, upcoming events, etc.
19. Create and submit a CCLI report for songs recorded and downloaded when requested.
20. Update and post messages on the outside sign(s).

Qualifications:

- ❖ Demonstrates a pleasant personality, good communication skills, and neat and professional personal appearance.
- ❖ Minimum of a high school diploma or equivalent.
- ❖ Proficient use of computer skills, including Microsoft Office.
- ❖ A working knowledge of social media, email, and web design.

Terms of Employment:

- A. Provide a current criminal background check.
- B. Failure to maintain privacy and confidentiality may result in automatic dismissal.

XII. Policies

Van Policy

First Christian Church

1. The church van shall be used for church sponsored functions.
2. The church van shall not be leased, rented, or loaned.
3. Reservations will be made through the church office on a first-come basis.
4. It is the responsibility of each group to obtain church approved drivers. The following criteria will be used for approving drivers:
 - a. At least twenty-five years of age
 - b. Provide a copy of a valid driver's license
 - c. Obey all traffic laws. Violations will be the sole responsibility of the driver.
5. The van rider information sheet will be filled out prior to departure. The original must be left in the church office and a copy is in the church van.
6. Person in charge of group must check to see that a first aid kit and fire extinguisher are on the van.
7. Insurance and registration information will be located in the center console.
8. In case of accident or mechanical failure, use the contact information on the van rider information sheet.
9. The group using the van is responsible for cleaning the van of all debris and all articles of the passengers immediately following the return from a trip.
10. The driver (or group leader) will be responsible for filling the van's fuel tank with gas upon completion of trip. This will be paid for by either the van riders or from the group's budget line or account.
11. Drivers will be responsible for checking tires and fluid levels before all trips.
12. The person(s) in charge of a group is (are) responsible for the conduct of the group while in the van and will ensure passengers observe the following rules:
 - a. Passengers will not stand in the aisle while the van is in motion.
 - b. Passengers will occupy approved seats and use seat belts.
 - c. No part of the body will be extended beyond the windows of the van.
 - d. Nothing will be thrown or poured outside of the van at any time.
 - e. Passengers will follow the directions of the driver and/or person in charge.
 - f. No smoking in van.
13. Food and drink are permitted in the van (at the discretion of the driver or group leader; however, care should be exercised to avoid spillage and littering. A waste container must be provided (trash bags acceptable).
14. Van maintenance will be supervised by the properties committee.
15. Our church van is designed to carry up to fifteen people. Maximum capacity is preferred and should be utilized if at all possible.

Wedding Policy

First Christian Church, Richlands, N.C.

A wedding ceremony, when conducted in the church, is not just a civil or social occasion conducted within the walls of a religious building. It is a service of worship, an act of deepest dedication. We believe that God established marriage as only between a man and a woman (Genesis 1:28, Genesis 2:24, Matthew 19: 4-5, Mark 10: 6-9, I Corinthians 7: 2-6). Therefore, all marriages performed by the church or its ministers, regardless of ceremony location, will be between one man and one woman. The church only will recognize marriage that is intended by God and described in the word. Prayers are offered, solemn vows are made, and great music of the church is heard. All who are present for such a wedding service, and most particularly all the members of the wedding party, are expected to be in the spirit of sincere worship.

A Christian rite, whenever celebrated, must be conducted as a service of worship and not as a performance. Christ is the focus. It is assumed that it will be conducted in conformity with scripture, and church tradition. Scripture and tradition are significant parts of Christian church rites.

First Christian Church welcomes the opportunity of sharing with you in making your wedding plans. Our sanctuary, fellowship hall, and other facilities are at your service, as well as our minister. This information is offered in the expectation that it will aid you in your planning.

For the Couple:

Your wedding is to be an experience of worship. Like all worship services of the church, a wedding service is designed to glorify God, who divinely ordained marriage, and to seek the blessing of God as you pledge your love. Because it is a religious service, anything that adds to the reverence is proper, and anything that obscures or detracts from the spiritual nature of the service is to be discouraged.

The Minister:

It is important for you to discuss with the minister your plans and hopes **BEFORE** announcing the date of a wedding to be conducted in the church. Your minister will want to counsel with you before the wedding. The actual ceremony is very brief, but it will take the rest of your lives and all your joint abilities to make a Christian marriage. As a couple desiring marriage under God, and sanctified by the church, you will want to plan your wedding to glorify God, just as you will plan your home as a place where God is central, and where Jesus Christ is loved.

All arrangements pertaining to the service of marriage are to be made in consultation with the minister. Ordinarily, the minister of First Christian Church conducts weddings performed in the church. If another minister is invited to conduct the ceremony or share in the service, it should be done in consultation with the minister of First Christian Church.

Date:

Your wedding date can only be finalized after consultation with the minister and church calendar. Please bear in mind that Sundays, the week of Christmas, and Holy Week are heavily scheduled with church activities, and weddings are discouraged at this time. The date requested will be placed on the church calendar after the proper forms and deposits have been made. Please contact the church secretary to finalize the proper paperwork.

Music:

Although music is not necessary at a wedding, it can add much to the beauty of the ceremony and play an important part in creating the mood for worship at the wedding. The music is not considered to be entertainment or filler, but always an integral part of what is a service of worship. It is important that the music be carefully selected to stress spiritual significance of the wedding service. Music should be to the glory of God who sanctifies the marriage. Songs that are clearly secular in their celebration of love are appropriate for use at the reception, not in the ceremony itself.

Pianist, Organist, Soloist:

First Christian Church does not take responsibility for securing or paying the pianist, organist, or soloist. This is to be handled by the bride and groom.

Sound/Media System:

First Christian Church does not take responsibility for securing or paying the operator of the sound/media system. This is to be handled by the bride and groom.

Photography:

Pictures are to be taken during the ceremony without the aid of a flash since the wedding is a worship service. Guests at the wedding need to be made aware of this policy. The wedding party may have pictures taken before or after the ceremony. Video cameras (of any type) should not detract from the sacredness of the wedding ceremony.

Rehearsal:

The rehearsal is usually scheduled for the evening prior to the wedding. Rehearsal needs to be set at a time that all parties can be present and in consultation with the minister who will direct the rehearsal.

Decorations:

All decorations must be removed from the facilities following the wedding and/or the reception. Facilities should be left clean and orderly. All candles must be dripleless and any wax be removed from the premises. The throwing of birdseed will be confined to outside of the buildings. The florists and decorators are the responsibility of the bride and/or groom as are all damages.

Expenses:

A church wedding and reception involve many additional basic costs for the church such as heating, air conditioning, lighting, equipment etc. Please refer to the "Guidelines Governing Use of Facilities and Properties" for usage fees. Ministerial and janitorial fees are **not included**. These arrangements will need to be made in addition to the use of the facilities.

Guidelines Governing Use of Facilities and Properties

First Christian Church, Richlands, NC

The facilities of First Christian Church (FCC) have been constructed to the Glory of God and are held in trust for and by the church board. The facilities are intended for the use of the congregation in worshipping God and carrying out Christian ministries through activities of education, stewardship, Christian social concern, health and welfare, and mission outreach. The church is also called to continue sharing herself with her members and nonmembers of the community in efforts to share the Gospel and grow the kingdom of God. All facility requests should further the mission of First Christian Church to be **God Centered, Spirit Driven, and People Focused**. Therefore, a policy is needed to provide the long-term use of church's facilities that will allow First Christian Church to continue its ministry well into the next century. The church must be sensible and wise stewards as well as caring and compassionate while carrying on our mission and ministry of Christ. Therefore, the intent of this policy is to protect these facilities and furnishings from misuse or abuse and to maximize their orderly use by the church congregation, church members, the Scouts and certain non-members. These policies are not designed to be authoritarian, but rather are to remind us that all church property is God's property, and that we have a responsibility to make every effort to respect, and use God's house in a responsible manner. The physical facilities include the sanctuary, fellowship hall, Christian Life Center (CLC), kitchens, classrooms, playground, picnic shelter, and activity field.

The usage of the sanctuary, fellowship hall and Christian Life Center (CLC) may be for all FCC functions and by all FCC members and their immediate families. First priority is given to the ministries of the church. Second priority is given to the church members and their immediate families. Third priority is given to weddings and funerals of individuals who are not members of FCC. Scheduling of the sanctuary, fellowship hall and CLC facilities will be done through the church office and placed on the church master calendar. The paragraphs below define the terms for the facilities:

- 1) Use of church facilities by FCC members, FCC sponsored groups, and non-members are subject to approval by the church board.
- 2) Use of church facilities must be scheduled by the office secretary and put on the "master calendar." Events may be booked no more than one year in advance. Scheduled dates will be written on the calendar once the rental fee, refundable security deposit, and the booking application is received.
- 3) FCC members may use the facilities for personal events at no cost; however, the refundable security deposit is required. Donations are accepted to offset the additional cost of operating the building during the event.

4) Non-members must be sponsored by a church member. The church member (sponsor) must be present while non-members are using the facility. The church sponsor is responsible for opening the building, for seeing that the guidelines are followed, and for the closing of the building. The church sponsor must coordinate arrangements with a member of the property committee for the after use inspection.

5) Use by non-members (or business related events) is subject to fees as follows:

Building	Rental Fee	Refundable Security Deposit
Sanctuary	\$400	\$175
Fellowship Hall	\$300	\$175
Christian Life Center	\$300	\$175
Picnic Shelter	\$50	\$100
Activity Fields	\$50	\$100

6) Any business related or non-profit organization whether by members or non-members will be charged the full rental fees as well as a cleaning deposit. The sanctuary may not be used for business related events.

7) Following a successful check-out inspection of the rented property, appropriate deposits will be refunded within five (5) business days. If the inspection shows that the facility was not cleaned and returned to its original condition, the deposit will not be returned.

8) The renter and its sponsor will be responsible for any damages incurred over and above the refundable deposit. **If any church property is damaged or broken, it will be repaired or replaced by the renter or member responsible.**

9) All paper products and cleaning supplies are to be furnished by the renter.

10) Anyone using the facility for a wedding must also comply with the First Christian Church Wedding Policy.

11) Any **emergency or extenuating** situation can be approved by the chairman of the board.

Checklist for Care and Cleaning of Church Facilities

It is necessary for all who use the church facilities to adhere to the following rules regarding maintenance. All cleaning and restoring of facility to original condition is to be done at completion of the event. The building used will be checked to ensure the property is returned to the original condition before deposits are refunded.

- 1) No children are allowed in the facilities without adult supervision.
- 2) Each facility should be restored to its original condition and arrangement. Room furnishings must be left in the order in which they were found.
- 3) Chairs and tables are to be stored on the appropriate rack and returned to the storage building.
- 4) All facilities will be cleaned according to its appropriate cleaning checklist.
- 5) Vinyl floors are to be swept and mopped and carpeted floors vacuumed. Concrete floors are to be swept clean and all spills mopped. All food and personal items must be removed from the facility.
- 6) Bathrooms should be cleaned, swept, and mopped.
- 7) If you are having a meeting in a class room, please do not disturb or use existing teaching materials. Leave the room in better condition than when you found it.
- 8) ALL trash is to be bagged, tied up, and taken to the outside container. Be sure the trash container lid is closed. If the lid will not close completely, then overage must be taken off the premises for disposal.
- 9) When you leave the facility, ALL heat and A/C units must be turned off; all lights should be turned off to include bathrooms and storage areas; all appliances off (including stoves); and all doors are to be locked.
- 10) Remember to keep the heat as low as possible to be comfortable and keep the air conditioning as high as possible to be comfortable. Our electric bill is a concern for everyone.
- 11) Nails or regular tape or two sided sticky foam are not to be used on the walls of any building. Special tape is available which will not damage the surface when removed. Check package label to insure it states it will not damage the surface. This type of tape will be permitted and all tape and decorations must be removed.
- 12) Smoking is not permitted within any of the church buildings.
- 13) Alcoholic beverages are not permitted on the church property at any time.

REMEMBER: THE CHURCH CUSTODIAN IS NOT RESPONSIBLE FOR CLEANING THE FACILITY OR CHURCH PROPERTY FOLLOWING ANY PERSONAL FUNCTIONS.

Note: A copy of these procedures and policies are to be given to the Requestor/Renter.

Facilities and Equipment Usage Booking Application

Name of Renter: _____ Church Member (Yes or No)

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Sponsor (required if Renter is not a member): _____

Type of Event/Intended Activity (Subject to Approval) _____

Building/Facility to be rented: _____

Date & Time Facility is to be rented: _____

Date and time needed for preparation of Facility: _____

Fees Paid: \$ _____ Deposit Paid: \$ _____

Initial the following:

_____ I have read the First Christian Church Facilities and Properties Usage Policy and agree to its terms.

_____ I understand the rental fees for the use of the First Christian Church: Sanctuary, Fellowship Hall and the Christian Life Center.

_____ I understand that I am liable for all damages to the property and agree to leave Church property and premises in original condition, all electrical units off, buildings locked and clean.

_____ I agree that I will not receive any refunds of security deposit until the inspection shows that the facility was cleaned and returned to its original condition.

Signature of Responsible Renter /Date

Signature of Responsible Sponsor (if required) /Date

Representative of First Christian Church /Date