

***Indian Creek Baptist Church of Franklin County, Inc.  
Carnesville, Georgia***

*Revised:*

4/30/2017

**CONSTITUTION**

**ARTICLE I**

**Name**

**This church shall be known as Indian Creek Baptist Church of Franklin County, Inc.  
Its present address is 11091 Old Federal Road, Carnesville, GA 30521.**

**ARTICLE II**

**Mission Statement**

**Indian Creek Baptist Church  
Is Loving God with the intention of  
The Great Commandment  
In order to be Caring to our Neighbors  
While Reaching the World's  
Un-churched and lost souls to fulfill  
The Great Commission.**

**ARTICLE III**

**Statement of Faith**

**The Holy Bible is the inspired, infallible, immutable, and inerrant Word of God and is the basis for our belief. This Church subscribes to the doctrinal statement of "The Baptist Faith and Message", as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the Church are believer's baptism and the Lord's Supper.**

## **ARTICLE IV**

### **Church Covenant**

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Savior and Lord, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another, as one body in Christ. We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its prosperity and spiritually; to sustain its worship, ordinances, doctrines, and disciplines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and spread of the gospel through all nations. We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct; to avoid all tattling, backbiting and excessive anger; to use our influence to combat the abuse of drugs, gambling, alcohol and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior. We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the direction of our Savior to secure it without delay. And when we move from this place we will as soon as possible unite with some other Church, where we can carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE V**

### **Adoption and Amendments**

A new Constitution and By-Laws may be adopted or this Constitution and By-Laws may be amended or repealed by the affirmative vote of a two-thirds (2/3) majority of votes cast at a meeting called for such purpose. The Church membership shall be given two weeks advance notice of the time of such meeting. Further, a copy of the proposed changes shall be made available to members at two consecutive weeks of Sunday morning worship services in advance of the meeting.

The adoption of this document of governing articles shall affect a repeal of all previously adopted rules which are not re-adopted herein.

A copy of this document shall at all times be kept with the records of the church clerk, a copy in the church office, a hard copy and digital copy in the church safety deposit box or safe, and any amendments to or revisions thereof, shall, after passage, be prepared in typewritten and digital form by the clerk and posted to the copies of the document so kept; this also applies to any resolution passed for the permanent or temporary government of the church.

# **BYLAWS**

## **I – CHURCH MEMBERSHIP**

### **Section I – General**

**This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.**

### **Section 2 – Candidacy**

**Any person may offer himself or herself as a candidate for membership in this Church. All such candidates shall be presented to the Church in any of the following ways:**

- 1. By profession of faith for baptism according to the policies of this Church**
- 2. By promise of letter from another Baptist Church, coming under the watch care of Indian Creek Baptist Church, until a favorable letter of recommendation can be obtained. At that time the candidate will become a member in good standing.**
- 3. By a statement of prior conversion experience and baptism by immersion when a letter is not obtainable.**

### **Section 3 – New Member Orientation**

**Candidates for Church membership will be required to participate in the Church's New Member orientation provided by Indian Creek Baptist Church. The Pastor may exercise discretion to exempt a candidate for membership based on unusual or extenuating circumstances.**

### **Section 4 – Rights of Members**

**Every member of the Church is entitled to:**

- 1. Vote at all elections and on all questions submitted to the Church in conference, provided the member is present.**
- 2. Every member of the Church is eligible for consideration by the membership as candidates for elective positions in the Church.**
- 3. Every member of the Church may participate in the ordinances of the Church as administered by the Church.**

## **Section 5 – Termination of Membership**

**Membership shall be terminated in the following ways:**

- 1. Death of the member**
- 2. Transfer to another Baptist Church**
- 3. Exclusion by action of this Church**
- 4. Erasure upon request or proof of membership in a Church of another denomination.**

## **Section 6 – Discipline**

**It shall be the practice of this Church to emphasize to all members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church staff, and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.**

**Should some serious condition exist that would cause a member to become a liability to the general welfare of the Church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary, for the Church to take action to exclude a member, this shall come only as a recommendation from the Pastor and Deacons. The recommendation shall be made and a vote taken without discussion. After the vote, the Church may declare the person no longer a member of the Church body.**

## **II – CHURCH OFFICERS AND COMMITTEES**

All who serve as officers of the Church and those who serve on Church committees shall be members of Indian Creek Baptist Church.

### **Section 1 – Church Officers**

The officers of the Church shall be:

1. The Pastor
2. The Deacons

### **PASTOR**

**Item 1 - The Pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.**

**Item 2 - The Pastor shall be called for an indefinite period and may resign the care of the church upon giving thirty (30) day notice of his intention to do so, and the church shall have the right to dispense with his services upon giving similar notice. The thirty (30) day notice may be dispensed with a joint agreement between the Pastor and the church. Termination of a Pastor must have a two-thirds (2/3) majority affirmative vote of the church members that are present at a specially called Business Meeting.**

**Item 3 - The Pastor's duties are: as preacher, to proclaim the whole Gospel; as pastor, to be shepherd of the flock; and as minister, to serve the people for Jesus' sake. He shall have general oversight of the church in all departments of its work. Be moderator for Church business meetings, and be ex-officio member of all teams/committees. Robert Rules of Order shall be used in all meetings and called conferences to navigate the flow of the meeting.**

**Item 4 - The Pastor shall have general supervision of the church staff. The Pastor and the Deacons shall recommend the hire of church staff members. He assumes the responsibility for recommending to the Deacons the termination of employment of staff members considered inadequate.**

**Item 5 - When a pastoral vacancy exists, the deacon fellowship will nominate five (5) people, two (2) of which are lay people, to be presented to the church for election at a regular or called conference. These five (5) will serve on the Pastor Search Team to recommend a minister as Pastor of this church. The Pastor Search Team shall present only one candidate at a time in view of a call. Upon making a selection, the Pastor Search Team will have a notice printed in the bulletin and an announcement from the pulpit that a prospective Pastor shall preach in view of a call. Following the service a special called conference for the purpose of calling a Pastor will be held. If a two-thirds (2/3) majority of the member's present vote to approve the team's recommendation, by secret ballot, the Pastor will be called and the search team disbanded with the appreciation of the church. Should the vote fail, the Moderator will refer the recommendation back to the team for additional consideration and action. The meeting will then be adjourned without debate.**

## DEACONS

1. **Purpose: Responsibilities and Duties of Deacon Shall be:**
  - a. **To assist the Pastor in guiding the congregation in worship, proclamation, and ministry.**
  - b. **To assume roles of leadership and responsibility in all matters pertaining to the spiritual needs of the membership of the church.**
  
2. **Deacons candidates shall be nominated in the following manner: Current Deacons will select potential Deacon Candidates from male members of the church meeting the criteria listed below. Individuals will be brought before the church for approval and election. Elected Deacons will participate in an ordination service following their election.**
  
3. **Qualifications of Deacons**
  - a. **Any male member of the church may be ordained and serve as a Deacon if he feels in his heart that he is scriptural and otherwise qualified as noted herein; and is voted on by a sufficient number of the church membership present as the time deacons are elected. He should believe the Bible to be the inerrant, infallible Word of God. He should, therefore, believe in such doctrines as hell, virgin birth, the blood atonement of Jesus, the bodily resurrection, the Second Coming and the fact that Jesus is the only way to Heaven.**
  - b. **Scriptural qualifications shall be based on the teachings and example of Jesus Christ as revealed in the Holy Scriptures and made manifest by the Holy Spirit as outlined in the New Testament, specifically in Acts 6:1-7 and I Timothy 3:8-13. Each prospective Deacon selected shall affirm that he has studied the New Testament qualifications and believes in his heart that he is qualified to serve as a Deacon of Indian Creek Baptist Church, based upon the teachings of the Holy Bible.**
  - c. **To be eligible for consideration to the Deacon Fellowship, a candidate**
    1. **Shall have professed to be a Christian and a member in good standing in an evangelical church for a minimum of 3 years, been a member of Indian Creek Baptist Church for a minimum of 1 year and at least 21 years of age.**
    2. **Shall have demonstrated loyalty to the entire church program, and shown dedication in attending church services.**
    3. **Shall be available and expected to attend a majority of the Deacon Meetings.**
    4. **Shall be willing and ready to serve the church to the extent of his talents.**
    5. **Shall abstain from the sale of and use of alcohol as an intoxicant or any activity reflecting adversely upon the church.**
    6. **Shall use his influence to promote harmony and be a peacemaker among the entire fellowship.**
    7. **Shall embody the highest ideals of Christian character.**
    8. **Shall practice Biblical stewardship of life and money.**
    9. **Shall be willing, able and take time to maintain contact with church families. Minister unto them in hospitals or at home and in general let them know you care.**

## **III – CHURCH ORDINANCES**

### **Section 1 – Baptism**

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

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor or whomever he authorizes.
3. Baptism shall be administered as an act of worship.
4. A Deacon or a Deacon's wife shall assist in preparation for Baptism.

### **Section 2 – The Lord's Supper**

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

1. The Lord's Supper shall be observed at least quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled. And not limited to church members but any professing believer in Jesus Christ.
2. The Lord's Supper shall be observed in the Sunday morning or any other service deemed appropriate.
3. The pastor and deacons shall be responsible for the administration of the Lord's Supper.
4. Deacons and their wives shall be responsible for the physical preparation of the Lord's Supper.

## **IV – MARRIAGE**

By the very definition of marriage in the Bible, marriage is to be between one man and one woman for life. The word "marriage" means only a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife.

## **V – POLICY AND PROCEDURE MANUAL**

**Indian Creek Baptist Church shall maintain a Policy and Procedure Manual providing position descriptions for all officers, teams, and staff members. It shall include all policies, practices, and procedures not specifically covered in the Constitution and Bylaws, but deemed necessary to assure the effectiveness of day-to-day operations. Except that, in the event the wording or provisions of such documents are deemed inconsistent with the Constitution and Bylaws, such inconsistencies shall be of no effect and shall be corrected immediately upon discovery.**

**The Constitution and Bylaws team will continually evaluate the Policy and Procedure Manual and present any additions, deletions and other revisions to the Policy and Procedure Manual to the Church for approval.**

**The Policy and Procedure Manual may be amended by majority of votes cast at a meeting called for such purpose. The Church membership shall be given two weeks advance notice of the time of such meeting.**

# **POLICY AND PROCEDURES**

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## **IV – GENERAL OFFICERS**

### **Moderator**

The moderator shall be the pastor. In the absence of the pastor, the chairman of deacons shall preside; in the absence of both the pastor and deacon chairman, the deacon vice chairman shall preside; or in the absence of all three (pastor, deacon chairman, and deacon vice chairman), the clerk shall call the Church to order and an acting moderator shall be elected. Robert Rules of Order shall be used in all meetings and called conferences to navigate the flow of the meeting.

### **Clerk**

The Church shall elect annually a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the Church except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death or erasure, together with a record of baptism. The clerk shall issue letters of dismissal voted by the Church, preserve on file all communications and written official reports and give required notice of all meetings where notice is necessary, as indicated in these by-laws. The clerk shall be responsible for preparing the annual letter of the Church to the Association.

### **Treasurer**

The Church shall elect annually a Church treasurer as its financial officer. It will be the duty of the treasurer to receive, preserve and pay out, upon receipt of vouchers approved and signed by authorized personnel all money or things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render up to the Church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The Treasurer shall not share information with a third party, without the permission of the Deacon Fellowship.

Upon rendering the annual accounts at the end of each fiscal year and its acceptance and approval by the Church the records shall be kept as part of the permanent record of the Church.

### **Trustees**

Three trustees, one-third of who shall be elected annually by the Deacons to serve for three years, and, until their successors shall be appointed, will hold in trust the property of the Church. Upon a specific vote of Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any property. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, or purchase of rental property or other legal documents where the signatures of trustees are required. The trustees will serve as the officers of the Corporation.

Should a Trustee be unable to complete the term of office, a successor is elected to serve the remainder of the term. Should the remaining term be less than one year, the successor will be eligible for election for

an additional term of office. Should the remaining term be greater than one year, the successor may not be elected to a successive term.

## **I – INDIAN CREEK BAPTIST CHURCH FACILITIES**

- 1. Each member leading any activity has the responsibility of seeing that all doors are locked; all equipment turned off and all lights turned out, alarm set following the activity.**
- 2. Any unusual occurrence, breakage or equipment failure should be reported to the Building and Grounds team immediately.**
- 3. No equipment shall be taken from the premises without approval from the church staff.**
- 4. Anyone who works with, teaches, supervises, directs, or in any other way has direct contact with children under the age of 18 shall be required to successfully complete and pass the Ministry Safe training and pass a background check. Non-members who assist with teaching shall also be required to successfully complete and pass the Ministry Safe training and pass a background check.**
- 5. Any suspected abuse to a child must be reported immediately to the next highest position of authority in Indian Creek Baptist Church. Any AWANA teacher must report suspected abuse to the AWANA commander. Any Sunday school teacher must report suspected abuse to the Sunday school director. In the event the next highest authority is not available, the suspected abuse must be reported to the pastor. If the pastor is not available, the suspected abuse must be reported to one of Indian Creek's deacons. Whoever is in the position of higher authority who receives the report of suspected abuse must report the suspected abuse to the proper law enforcement agency and cooperate fully with the authorities with any investigation.**
- 6. Any church member who has authority to make purchases for the church, and makes pre-approved purchases must fill out a reimbursement sheet. Reimbursement sheet and receipt shall be forwarded to the committee head. When the committee head approves the request for reimbursement, the approved reimbursement sheet and receipt will be placed in a designated location. The church treasurer will retrieve the requests before or after each regularly scheduled worship service. If all required information is present, the treasurer will present a check to the requester before or after the next scheduled worship service.**

## **V. Minister of Education & Youth**

**General Statement:** This person should follow and exemplify the overall disciplines of Christian Lifestyle and Behavior by adhering to the Scriptural standards presented in 1 Timothy 3:1-7. He/she should also pursue his/her own personal development in spiritual growth and maturity as well as further developing his/her own skills as it relates to this calling.

**Goals:** To be responsible for the overall planning, organizing, staffing, directing, and evaluating both the Christian Education Ministry and the Youth Ministry for the development of the congregation attending Indian Creek Baptist Church.

**Responsible to:** This person will be directly responsible to the pastor.

### **Responsibilities Relating to Christian Education**

#### **Regular, On-going Expectations:**

1. Be present to coordinate, observe and evaluate the S.S., AWANA, etc.
2. Affirm and support the volunteer staff
3. Record and observe needs, problems, and improvements to discuss with the appropriate persons while doing periodic class visitations.
4. Maintain clear channel of communication with the pastor and other leadership team members.

#### **Training Responsibilities:**

1. Plan and prepare for Teacher Training meeting once per quarter
2. Plan and prepare ministry report for regular Deacon's meeting
3. Evaluate Curriculum
4. Keep abreast of new or needed developments in Christian Education
5. Set goals and assist in developing ways to achieve goals for teachers and classes
6. Coordinate (but not necessarily lead) the annual V.B.S.

### **Responsibilities Relating to Youth**

#### **Regular, On-going Expectations:**

1. Develop a personal relationship with current and prospective youth
2. Wednesday Evening Bible study – create an atmosphere for ongoing Bible study throughout the year that will include a playful interaction at appropriate times
3. “Destination Unknown” – monthly get together after Sunday evening service for games, etc.
4. Summer Youth Retreat – plan, coordinate, and joining the youth for a trip away from home – example: Super W.O.W. or other youth conference event
5. Help assimilate youth into the ongoing church activities – encourage the youth to assist with events like the annual Gospel Singing or the Community Fun Day.
6. Assist in helping coordinate children's activities.

This job description is designed to give some parameters or responsibility and yet not constrict or bind the individual into unreasonable ministry expectations.

## **Church Committees**

The committees of Indian Creek Baptist Church shall be a Nominating Committee; a Finance Committee; a Missions Committee; a Building & Grounds Committee; Hostess Committee; a Transportation Committee; and such other Regular and Special Committees as the Church shall authorize. Additional Regular committees may be added by the amendments procedure prescribed within these by laws. All prospects for any committee member must be a member of Indian Creek Baptist Church. All potential Church Committee members shall be recommended by the Church Nominating Committee and elected by the Church unless otherwise specified within these bylaws. The nomination and approval must be completed prior to the new fiscal year beginning October 1<sup>st</sup>.

### **NOMINATING COMMITTEE**

The Nominating Committee coordinates the staffing of all Church leadership positions.

The Nominating Committee shall consist of:

- a. Pastor
- b. Deacon Representative
- c. Incoming Deacon Representative
- d. AWANA Commander
- e. Education Minister
- f. Church Member (2 years)
- g. Church Member (1 year)

### **FINANCE COMMITTEE**

The finance committee organizes, directs, recommends, and oversees all aspects of the church finances

The Finance Committee shall consist of:

- a. Pastor
- b. Acting Treasurer
- c. Assistant Treasurer
- d. Acting Deacon Chair
- e. Church Member (3 years)
- f. Church Member (2 years)
- g. Church Member (1 year)

### **Missions Committee**

The Missions Committee seeks to discover possibilities for mission projects, shares findings with Church program organizations and serves the Church in establishing and conducting such projects as may be assigned to it.

The Missions Committee shall consist of:

- a. Pastor
- b. Deacon Representative
- c. Brotherhood Director
- d. WMU Director
- e. Finance Team Member

### **Building and Grounds Committee**

The Building and Grounds Committee shall be responsible for all properties belonging to the church and shall care for their proper maintenance and upkeep.

The Building and Grounds Committee shall consist of:

- a. Church Member (3 years)
- b. Church Member (3 years)
- c. Church Member (2 years)
- d. Church Member (2 years)
- e. Church Member (1 year)
- f. Church Member (1 year)

### **Hostess Committee**

### **Transportation Committee**

### **Cemetery Committee**

The members of the current Deacon Fellowship will serve as the Cemetery Committee.

## **Procedures**

### **Nominating Committee Procedure**

The Nominating Committee coordinates the staffing of all Church leadership positions filled by volunteer workers, unless otherwise specified herein. Individuals considered for any such positions shall first be approved by the Nominating Committee before they are approved for recruitment. All prospects for any committee member must be a member of Indian Creek Baptist Church. The Nominating Committee shall present to the Church, for election, all who accept the invitation to serve. The nomination and approval must be completed prior to the new fiscal year beginning October 1<sup>st</sup>.

The Nominating Committee shall consist of:

- a. Pastor
- b. Deacon Representative
- c. AWANA Commander
- d. Education Minister
- e. Church Member (2 years)
- f. Church Member (1 year)

### **Finance Committee Procedure**

The Finance Committee shall prepare, submit, and have approved an annual budget prior to January 1<sup>st</sup>, the beginning of the new calendar year.

They shall maintain close supervision over expenditures to see that the budget is followed and make recommendations for additional appropriations if and when necessary.

The team, shall present to the church for approval any items not in the approved budget. The team shall also present to the church any items that would result in an over budget item. This team is responsible for recommending (setting up) any designated accounts.

If the team receives a check that is designated for an account that is not on the approved budget, a team member shall ask the person who submitted the check what the intended use shall be. The finance committee member shall determine if the check can fit into one of the accounts on the approved budget. If not, then the finance committee member can suggest to the check submitter to re-designate the check to an approved account. If the check submitter refuses to re-designate the check, the Finance committee can either add an account to the budget (with an approving vote from the congregation) or return the check to the submitter. At no point shall this check be deposited until the designation is resolved.

The Finance Committee shall consist of:

- h. Pastor
- i. Acting Treasurer
- j. Assistant Treasurer
- k. Acting Deacon Chair
- l. Church Member (3 years)
- m. Church Member (2 years)
- n. Church Member (1 year)

### **Missions Committee Procedure**

**The Missions Committee seeks to discover possibilities for mission projects, shares findings with Church program organizations and serves the Church in establishing and conducting such projects as may be assigned to it.**

**The Missions Committee shall consist of:**

- a. Pastor**
- b. Deacon Representative**
- c. Brotherhood Director**
- d. WMU Director**
- e. Finance Team Member**

### **Building and Grounds Committee Procedure**

**The Building and Grounds Committee shall be responsible for all properties belonging to the church and shall care for their proper maintenance and upkeep.**

**They shall supervise the purchase of all supplies and materials necessary for proper heating, air-conditioning, cleaning, and appearance of the building and grounds. The Team shall maintain a regular inspection schedule of all church properties; supervise or delegate supervision of maintenance and building repairs. This team shall supervise the custodial personnel.**

**The Building and Grounds Committee shall consist of:**

- a. Church Member (3 years)**
- b. Church Member (3 years)**
- c. Church Member (2 years)**
- d. Church Member (2 years)**
- e. Church Member (1 year)**
- f. Church Member (1 year)**

## **Hostess Committee Procedures**

**Responsible for Church Socials, providing food for families after Funeral, Decorating Church and Flowers in the Church Auditorium**

**The Hostess Committee shall consist of:**

- a. Hostess Leader**
- b. Assistant**
- c. Ladies from Church Membership**

## **VI – Fellowship Hall Guidelines**

- 1. The fellowship building is to be used by church members and their immediate family and their guests.**
- 2. All persons using the building are responsible for furnishing their own supplies and cleaning after using the building, all garbage cans are to be emptied and the yard cleaned of all paper and garbage removed from the church property.**
- 3. Any church sponsored program will have preference in use of the building.**
- 4. Anyone desiring to use the fellowship building should check the activities calendar in the fellowship building to see if the building is available.**
- 5. All activities to be held in the fellowship building will be marked on the calendar located in the fellowship building giving the time, date to be held, and the person responsible.**
- 6. No alcoholic beverages are allowed in the building or on church property.**
- 7. No smoking is allowed in the building.**
- 8. No parties of any kind will be allowed unless approved by the hostess committee.**
- 9. The church member securing the fellowship building will be responsible for the following: turning off the lights and heat or air conditioning when activity is over, checking bathroom lights and making sure toilets are flushed, wiping tables, sweeping floors, removing garbage from the property, cleaning and replacing kitchen utensils, and washing linens along with returning them back to the fellowship building before the next service.**
- 10. No material is to be hung from the ceilings taped or stapled to the walls, when the building is being used for any purpose.**
- 11. Any church member wishing to borrow tables, chairs, linens, etc. should contact our current Hostess Chairman and sign out items taken and a time when they will be returned. The person signing out items will be responsible for returning items in the same condition as they were borrowed.**

## **VII – FLOWER GUIDELINES**

**Flower Guidelines needs to be revisited by the Designated Committee before we can make changes. This will be forthcoming.**

- 1. Upon the death of a church member and/or the death of a member's immediate family or household, Indian Creek Baptist Church will send a floral arrangement or specified memoriam at the approximate cost of \$75.00.**
- 2. Upon the death of a non-member who regularly attends Indian Creek Baptist Church, Indian Creek will send a floral arrangement or specified memoriam at the approximate cost of \$75.00.**
- 3. Upon any death not defined in items 1 or 2, the acting committee will meet for a decision to be made at that time concerning an appropriate memoriam.**

### **Transportation Committee Procedure**

**The Transportation Committee Team shall consist of:**

- a. Church Member (3 years)**
- b. Church Member (2 years)**
- c. Church Member (1 year)**

## **II – BUS PROCEDURES**

**Only a valid licensed driver with the correct endorsements shall operate the Church vans/buses. Eligible drivers must be approved through Insurance Company. A copy of the driver's license must be in the insurance file located in the church office and on file with the insurance company.**

**Reservations to use van/bus are to be made in advance, and it will be on the first come first serve basis.**

**Van/buses shall not be loaned out to anyone except to another church only in cases of extreme emergency and at the negotiated expense of that church.**

**Van/buses are to be used for church activities only.**

**Whenever a trip is planned for the children, the child will bring an authorized note from his/her parent or legal guardian giving permission for the trip and also releasing the church from liability in case of accident. These forms will be located in the church office.**

**Children under the age of 8 years old or any child under the height of 4 feet 9 inches must be restrained in a child safety seat.**

**Any questions or problems concerning the van/bus should be directed to the Church Staff and/or Deacons.**

## Cemetery Committee procedure

### **PURPOSE:**

Indian Creek Baptist Church Cemetery is a memorial to the past, present and future. It is a burial garden for those we have loved and have departed from us. The cemetery is located so as to render a strong and clear impression on our senses and those passing our way. Because it holds an important place in our hearts it is important that it be well cared for and maintained showing those that view it that it is a sacred place.

### **DUTIES OF THE COMMITTEE:**

The role of the committee is to:

- Give committee approval prior to any ground being broken for a burial.
- Determine that a vault is utilized in each burial.
- Advise users that headstones may be used if desired, in specified area.
- Designate burial assignments plots.
- The committee shall make all plots.
- Keep an up-to-date journal of burial plots used and include all pertinent information on them.
- Keep records of all funds received for the cemetery, supervise the expenditures, and keep records with full accounting.
- Promote the welfare of the cemetery as the need arises.
- Bring substantial changes or desired happenings involving the cemetery shall be submitted to the church for approval.
- Formulate and publish an information and guidelines bulletin that includes to whom burial plats may be issued and how they are secured.
- Record any particulars involved in using a burial lot or plot.

### **ORGANIZATION OF THE COMMITTEE:**

The members of the current Deacon Fellowship will serve as the Cemetery Committee.

#### **I. CEMETERY ACCESS:**

- A. Only a member, immediate family members (spouse or children), or the administrator of the estate of a member of ICBC may purchase a plot in the Cemetery.
- B. In order to be interned in the Cemetery the deceased must have been a member (at the time of death), the spouse of a member, a minor/dependent child, or dependent relative of a member of ICBC.

#### **II. EXISTING GRAVE SITES:**

- A. Existing grave sites and reserved plots will not be disturbed except for necessary maintenance required to maintain the appearance of the Cemetery.

- B. No modification may be made to existing gravesites without notification and approval of the Cemetery Committee.**

**III. FUTURE GRAVE SITES:**

- A. Future gravesites will be defined and identified by the Committee. No variation will be permitted, except for special circumstances, which must be approved by the Committee.**

**IV. PLOT DEFINITION:**

- A. In so far as possible, all plots will be standard size (single plot – 10’ X 5’ & double plot – 10’ X 10’). Plots will be marked.**
- B. Grave plots are to be used for human remains only.**

**V. PLOT DETERMINATION:**

- A. At the death of a member, the spouse of a member, a minor/dependent child, or dependent relative of a member of ICBC, the family or the administrator of the estate of the member may select any gravesite not already reserved upon the approval of the committee. Plot should be located in close proximity to adjoining plots.**

**VI. PLOT DESCRIPTIONS:**

**A. Section I:**

**Headstones, footstones, and coping are and will continue to be allowed for plots in this section of the Cemetery. Mausoleums are not allowed in this section. The planting of trees and shrubbery will not be allowed in this section. Headstones must be of similar size and scope to those already used in the cemetery.**

**B. Section II:**

**Mausoleums will only be permitted pending further consideration by the committee.**

**VII. PLOT PURCHASE PRICE:**

**A. Membership Prior to September 1, 2010 – Grandfather Clause:**

**At the death of an individual holding membership in ICBC prior to September 1, 2010 the family or the administrator of the estate of the member may select any plot, not already reserved, (limited to a double space plot, with the second space of the plot being designated for a surviving spouse, minor/dependent child, or dependent relative) free of charge. Additional connecting plots can be reserved for immediate family members at a cost of \$500.00 per single plot or \$1000.00 per double plot.**

**B. Membership September 1, 2010 or after:**

**At the death of an individual who becomes a member of ICBC on or after September 1, 2010, the family (if members of ICBC) or the administrator of the estate of the member may select a plot, not already reserved, (limited to one double space plot, with the second**

space of the plot being designated for a surviving spouse, minor/dependent child, or dependent relative) for \$500.00 per single plot or \$1000.00 per double plot. Additional connecting plots can be reserved for immediate family members at a cost of \$500.00 per single plot or \$1000.00 per double plot.

C. If a grave plot is purchased and not used and the person purchasing the plot wishes to sell the plot it must be sold back to the ICBC at the original purchase price.

D. Special Circumstances:

The Committee shall have the right to waive the purchase price due to special circumstances.

E. Funds Collected:

All funds collected from the sale of Cemetery plots will be deposited in the Cemetery Fund account and utilized for the perpetual care and maintenance of the Cemetery.

#### VIII. CEMETERY CLEANING:

A. It is desired that the families of those interred in the Cemetery assist in the cleaning of the Cemetery. Therefore all holiday flowers, Christmas, Easter, Memorial Day, etc. should be removed within a reasonable period of time. The Committee recommends within 2 – 3 months.

All old flowers must be removed by the family, off the Cemetery site.

#### IX. CEMETERY MAINTENANCE:

A. The Committee, through available means, will be responsible for the mowing of the grass, removal of underbrush, weeds, and trash in and around the Cemetery plots and the Cemetery area.

#### X. MARKING OF GRAVES:

A. The Committee strongly recommends that every family make an effort to permanently mark the grave plot of their loved ones. The markings do not have to be expensive, but should be sufficient to clearly identify the name of the individual and it is recommended that the date of birth and death also be included on the marker.

B. The Committee reserves the right to mark any grave not appropriately identified provided sufficient funds are available in the Cemetery Fund account.

**Other committees and Church functions that do not fall under the above committees shall be administered by committees defined and implemented in the Church at large. Baptismal Committee; and Long Range Planning Committee.**

## VII – CHURCH TEAMS

### 1. Counting Team

Count, track and prepare deposits and deposit into bank immediately.

The Counting Team shall consist of:

#### d. Eight Church Members.

- A minimum of 4 members shall be required for each weekly count. Members shall rotate through the weekly counting task.
- Two counting team members shall be tasked with bringing the weekly collection from the sanctuary to the designated counting room. At no point shall there be less than two members with the collection.
- One team member shall be designated to fill out the “check record sheet”. This member shall run an adding machine tape of all checks.
- Two team members shall count and report the cash and coin collection. These two members are responsible to double check the count for accuracy.
- If there are other deposits for other accounts, two members will count and record the deposit on separate “check record sheets”. These two members are responsible to double check the count for accuracy.
- Once all counting is completed and recorded on the “check record sheets”, one member shall transfer the deposits to the “deposit summary sheet”. Each account total shall be added together to produce one total deposit. This total deposit will be used to fill out the bank deposit slip.
- Once all sheets have been completely fill out, one team member will make copies of all “check record sheets”, the deposit summary sheet, the adding machine tape, and the deposit slip. The originals are to be forwarded to the church Treasurer. A copy shall be forwarded to a designated person.
- All monies, bank deposit slip, and adding machine tape shall be sealed in a bank bag. No less than two members are to witness this action.
- The bank bag will be handed to a designated person to bring the deposit to the bank. The deposit shall be brought to the bank in a timely manner.
- Once the deposit has been made the original deposit receipt will be forwarded to the church treasurer.
- If a check is received with a specific designation that will not fit into an established church budgeted account, this check must be forwarded to the finance committee for disposition. If a finance committee member is not present, the check shall be placed in an envelope marked “finance committee” and placed in the church safe. A text, email or phone call to the head of the finance committee to inform the committee of the check.

**2. Benevolence**

The Benevolence shall consist of:

- a. Pastor
- b. Deacon Chair
- c. Church Member (3 years)
- d. Church Member (2 years)
- e. Church Member (1 year)

**3. Brotherhood**

The Brotherhood shall consist of:

- a. Leader
- b. Assistant
- c. Secretary/Treasurer

**4. W.M.U.**

The W.M.U. shall consist of:

- a. Leader
- b. Assistant
- c. Secretary/Treasurer

**5. Associational Executive Representative**

- a. Church representative
- b. Messengers (6)

**6. Usher Committee**

The Usher Committee shall consist of:

- a. Leader
- b. Assistant

**7. Ministry Safe Director**

- a. Associate Pastor
- b. Deacon Representative

**8. Youth Activities**

The Youth Activities shall consist of:

- a. Youth Minister
- b. Assistant
- c. Teacher from Youth Classes (Grades 6-12)

**9. Children Activities**

The Children Activities shall consist of:

- a. Leader
- b. Assistant
- c. Teacher from Children Classes (Babies – Grade 5)

**10. Sound Technician**

**The Sound Technician shall consist of:**

- a. Leader**
- b. Assistant**

**11. Media Technician**

**The Media Technician shall consist of:**

- a. Leader**
- b. Assistants (4)**

**ADOPTED BY THE INDIAN CREEK BAPTIST CHURCH AT ITS REGULAR CHURCH**

**CONFERENCE ON JUNE 4, 2017**

**Moderator            MIKE THOMASON (Deacon Chairman)**

**Clerk                 DENISE RAFFA**