

# **NEW FIRST BAPTIST CHURCH (TAYLORSVILLE)**

2720 Turnpike Road  
Portsmouth, VA 23707

## **CONSTITUTION**

**The Constitution of a Church consists of the Standards of  
Doctrine, Government, Discipline, and Worship  
(namely, its Confession of Faith).**

**And**

## **BY-LAWS**

**The By-laws of a Church outlines how it will operate  
on a daily basis through its organizations and committees  
in order to accomplish the intent of the Constitution.**

## **New First Baptist Church (Taylorsville) Constitution & By-laws**

### **Change Page**

#### Change Number

1  
2  
3

#### Adopted

July 25, 2008  
December 3, 2010  
December 5, 2014

## **New First Baptist Church (Taylorsville) Constitution & By-laws**

### **— Table of Contents —**

|                                                              |    |
|--------------------------------------------------------------|----|
| Covenant .....                                               | 1  |
| Articles of Faith .....                                      | 2  |
| Article I      Organization .....                            | 5  |
| Article II      Officers .....                               | 8  |
| Article III      Organizational Structure / Membership ..... | 8  |
| Article IV      Conflict Resolution .....                    | 9  |
| Article V      Tithes and Offerings .....                    | 9  |
| Article VI      Pastor .....                                 | 11 |
| Article VII      Interim Pastor .....                        | 16 |
| Article VIII      Deacon Ministry Chairman.....              | 16 |
| Article IX      Deacons.....                                 | 18 |
| Article X      Deaconesses .....                             | 23 |
| Article XI      Trustee Ministry Chairman .....              | 25 |
| Article XII      Trustees .....                              | 27 |
| Article XIII      Joint Board Ministry .....                 | 30 |
| Article XIV      Treasurer .....                             | 31 |
| Article XV      Financial Secretary (FS) .....               | 33 |
| Article XVI      Church Clerk/Secretary .....                | 35 |
| Article XVII      Donation Record Secretary (DRS) .....      | 37 |
| Article XVIII      Ministry of Music .....                   | 38 |
| Article XIX      Van/Bus Drivers .....                       | 40 |
| Article XX      Security .....                               | 41 |
| Article XXI      Sexton (Custodian) .....                    | 41 |
| Article XXII      Church School Superintendent .....         | 41 |
| Article XXIII      Church Sunday School .....                | 42 |
| Article XXIV      Ushers .....                               | 43 |
| Article XXV      Church Ministries.....                      | 43 |

## **New First Baptist Church (Taylorsville) Constitution & By-laws**

### **— Table of Contents —**

|                 |                                                                                    |     |
|-----------------|------------------------------------------------------------------------------------|-----|
| Article XXVI    | Ministries .....                                                                   | 44  |
| Article XXVII   | Membership .....                                                                   | 46  |
| Article XXVIII  | Church Services/Meetings .....                                                     | 53  |
| Article XXIX    | Church Government.....                                                             | 56  |
| Article XXX     | Adoption and Amendments .....                                                      | 57  |
| Article XXXI    | Literature .....                                                                   | 58  |
| Article XXXII   | Committees .....                                                                   | 58  |
| Article XXXIII  | Intentionally Left Blank .....                                                     | 61  |
| Article XXXIV   | Licensing and Ordination.....                                                      | 61  |
| Article XXXV    | Church's Program Ministries.....                                                   | 61  |
| Article XXXVI   | Account Reimbursement Policy .....                                                 | 70  |
| Article XXXVII  | Computer Hardware / Software Policy .....                                          | 74  |
| Article XXXVIII | Retention of Church Records Guide .....                                            | 74  |
| Article XXXIX   | Inspection of Church Records.....                                                  | 77  |
| Article XL      | Church Credit Cards .....                                                          | 77  |
| Article XLI     | Child Abuse Prevention Policy .....                                                | 77  |
| Article XLII    | NFBCT Feeding/Repast Policy .....                                                  | 77  |
| Article XLIII   | Support of Families in Bereavement .....                                           | 78  |
| Article XLIV    | Benevolence .....                                                                  | 79  |
| Article XLV     | Financial Support of Students.....                                                 | 80  |
| Article XLVI    | Safeguarding the Church Treasury .....                                             | 81  |
| Appendix 1      | Pastor Employment Agreement (Example) .....                                        | 85  |
| Appendix 2      | Interim Pastor Worksheet Contract (Example).....                                   | 90  |
| Appendix 3      | Policy Use of Church Facilities by Members, Non-Members<br>and Organizations ..... | 94  |
| Appendix 4      | Child Abuse Prevention Policy .....                                                | 97  |
| Appendix 5      | Benevolence Request Application .....                                              | 103 |
| Appendix 6      | Voucher Request .....                                                              | 107 |
| Appendix 7      | New First Baptist Church (Taylorsville) Credit Card Policy.....                    | 108 |

Appendix 8            Accident Waiver, Medical Release, and Release of Liability  
Form .....111

Appendix 9            Baby Dedication .....114

Appendix 10           New First Baptist Church (Taylorsville) Cell Phone Policy .....119

Appendix 11           Dr. T. Melvin Steele Scholarship Application .....121

Appendix 12           Certificate of Records and Equipment Destruction Form.....125

# CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Saviour; 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, angels 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 and holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline, and doctrines; and contribute cheerfully and regularly, as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor, and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be kind and just to those in our employ, and to be faithful in the service we promise others, endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy, to bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for recognition, being mindful of the rules of the Saviour in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God.

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

## **ARTICLES OF FAITH**

### **1. The Scriptures**

We believe that the Holy Scriptures were written by men divinely inspired, and are perfect treasures of heavenly instruction; that they have GOD for their author, salvation for their end, and truth without any mixture of error for their matter; that they reveal the principles by which GOD will judge us; and therefore, are and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds and opinions should be tried.

### **2. The True GOD**

We believe the Scriptures teach that there is one, and only one, living and true GOD, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of Heaven and Earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

### **3. The Fall of Man**

We believe the Scriptures teach that Man was created in holiness, under the law of his Maker, but by voluntary transgression, fell from the holy and happy state; in consequence of which all are now sinners, not by constraint but by choice; being utterly void of that holiness required by the law of GOD, positively inclined to evil; and therefore, under just condemnation to eternal ruin, without defense or excuse.

### **4. God's Purpose of Grace**

We believe the Scriptures teach that election is the eternal purpose of GOD, according to which He graciously regenerates, sanctifies and saves sinners; that being perfectly consistent with the free agency of man, they comprehend all the means in connection with the end; that they are a most glorious display of GOD's sovereign goodness, being infinitely free, wise, holy and unchangeable; that they utterly exclude boasting, promote humility, love, prayer, praise, trust in GOD, and active imitation of His free mercy; that they encourage the use of means in highest degree; that they are the foundation of Christian assurance; and that to ascertain them with regard to ourselves demands and deserves the utmost diligence.

### **5. The Way of Salvation**

We believe the Scriptures teach that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of GOD; who according to the will of the Father assumed our nature, yet without sin, honored the divine law by His personal obedience, and by His death, made a full atonement for our sins; that having risen from the dead, He is now enthroned in heaven; and uniting in His wonderful person the tenderness sympathies with divine perfections, He is every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

## **6. Regeneration**

We believe the Scriptures teach that regeneration, or the new birth, is that change wrought in the soul by the Holy Spirit, by which a new nature and a spiritual life, not before possessed, are imparted, and that person becomes a new creation in JESUS CHRIST; a holy disposition is given to the mind, the will subdued, the dominion of sin broken, and the affections changed from a love of sin and self, to a love of holiness and GOD; the change is instantaneous, effected solely by the power of GOD, in a manner incomprehensible to reason; the evidence of it is found in a changed disposition of mind, the fruits of righteousness, and a newness of life. And without it, salvation is impossible.

## **7. Repentance**

We believe the Scriptures teach that repentance is a personal act, prompted by the Spirit; and consists in a godly sorrow for sin, as offensive to GOD and ruinous to the soul; that it is accomplished and accompanied with great humiliation in view of one's sin and guilt, together with prayer for pardon; also by sincere hatred of sin, and persistent turning away from, and abandonment of, all that is evil and unholy. Since none are sinless in this life, repentance needs to be often repeated.

## **8. Of Faith**

We believe the Scriptures teach that faith, as an evangelical grace wrought by the Spirit, is the medium through which Christ is received by the soul as its sacrifice and Savior. It is an ascent of the mind and consent of the heart, consisting mainly of belief and trust; the testimony of GOD implicitly accepted and believed as true, while Christ is unreservedly trusted for salvation; by it the believer is brought into vital relations with GOD, freely justified, and lives as seeing Him who is invisible. Faith cannot save, but it reveals Christ to the soul as a willing and sufficient Savior and commits the heart and life to him.

## **9. Of Justification**

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith His perfect righteousness is freely imputed to us of GOD; that it brings us into a state of most blessed peace and favor with GOD, and secures every other blessing needful for time and eternity.

## **10. Of Adoption**

We believe the Scriptures teach that adoption is a gracious act, by which the Father, for the sake of Christ, accepts believers to the estate and condition of children, by a new and spiritual birth; sending the Spirit of adoption into their hearts, whereby they become members of the family of GOD, and entitled to all the rights, privileges, and promises of children; and if children, then heirs, heirs of GOD, and joint-heirs with JESUS CHRIST, to the heritage of the saints on earth, and an inheritance reserved in heaven for them.

## **11. Of Sanctification**

We believe the Scriptures teach that sanctification is the process by which according to the will of GOD, we are made partakers of His holiness; that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means – especially the Word of GOD, self-denial, watchfulness and prayer, and in the practice of all godly exercises and duties.

## **12. The Perseverance of Saints**

We believe the Scriptures teach that such as are truly regenerate, being born of the Spirit, will not utterly fall away and finally perish, but will endure unto the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of GOD through faith unto salvation.

## **13. The Law and The Gospel**

We believe the Scriptures teach that the Law of GOD is the eternal and unchangeable rule of His moral government; that it is holy, just, and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts arises entirely from their sinful nature; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the Holy law, is one great end of the Gospel, and the means of Grace connected with the establishment of the visible Church.

## **14. A Gospel Church**

We believe the Scriptures teach that a visible Church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the ordinances of Christ; governed by His laws; exercising the gifts, rights, and privileges invested in them by His word; that its only scriptural officers are Bishops or Pastors, and Deacons, whose qualifications, claims, and duties are defined in the Epistles to Timothy and Titus.

## **15. Christian Baptism**

We believe the Scriptures teach that Christian Baptism is the immersion in water of a believer in Christ, into the name of the Father, and Son, and Holy Ghost; to show forth, in solemn and beautiful emblem, our faith in the crucified, buried and risen Savior, with its effect, in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a Church relation, and to the Lord's Supper.

## **16. The Lord's Supper**

We believe the Scriptures teach that the Lord's Supper is a provision of the bread and wine, as symbols of Christ's body and blood, partaken of by the members of the Church in commemoration of the suffering and death of our LORD; showing their faith and participation in the merits of His resurrection from the dead; its observance to be preceded by faithful examination of self.

## **17. Christian Sabbath**

We believe the Scriptures teach that the first day of the week is the Lord's Day, and is to be kept sacred to religious purposes, by abstaining from all secular labor, except works of mercy and necessity, by the devout observance of all the means of grace, both private and public, and by preparation for that rest that remaineth for the people of GOD.

## **18. Civil Government**

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed, except only in things opposed to the will of our LORD JESUS CHRIST, who is the only LORD of conscience, and the Prince of the kings of the earth. But those civil rulers have no rights of control over, or of interference with, religious matters.

## **19. Righteous and Wicked**

We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the LORD JESUS, and sanctified by the Spirit of our GOD, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are, in His sight, wicked and this distinction holds among men both in this life and after death.

## **20. The World To Come**

We believe the Scriptures teach that the end of the world is approaching; that at the Last Day, Christ will descend from heaven, and raise the dead from the grave for final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless sorrow, and the righteous to endless joy; and this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

# **ARTICLE I: ORGANIZATION**

Section 1 - This Church shall be known as **New First Baptist Church (Taylorsville)**.

Section 2 - The mission of the New First Baptist Church (Taylorsville) is to promote the Gospel of Jesus Christ through preaching, missions, and ministerial outreach, Bible teaching, provide Christian fellowship and unity within this church, and to render loving service to mankind, justice, peace, and mindful of the Word of God, as expressed in Matthew 28:19-20. **"Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen."**

Section 3 - Its final source of authority in faith, doctrine, life, discipline, and practice shall be the **Holy Bible**.

Section 4 - Upon adoption of this constitution, it will bear immediate and complete constitutional authority upon this church.

Section 5 - In matters not covered by this constitution, Robert's Rules of Order shall be the authorized procedure for all church business meetings.

Section 6 - Character

A. Polity

The government of this church is vested in the body of believers who composed it. Persons duly received by the members shall constitute the membership.

B. Doctrine

The Holy Scripture shall be its authority and guide of faith and practice.

C. Relationship

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the local association of Baptists, the Virginia State Baptist Convention, and National Baptist Convention, USA.

This church recognizes and sustains the obligations of mutual conviction, counsel, and cooperation with other fundamental Baptist churches. It encourages fellowship with those organizations that consistently uphold the truth of God's Word and the spirit of this constitution and By-laws. Such cooperation with churches of like mind and practice shall in no ways sanction any undue influence or jurisdiction over this local assembly.

All property of said church is to be held for the use of and benefit of those of the membership and the title of the property of the Church shall vest in, and be held for the use and benefit for the majority of the membership who adhere to, financially support, maintain the doctrines, faith and practices.

Section 7- Church Governance - Decision and Policy Making of the Church

In accordance to Jesus' words in the New Testament, as He established His church, Jesus stated, "And I will give unto you the keys of the Kingdom of Heaven; and whatsoever you shall bind on earth shall be bound in heaven; and whatsoever you shall loose on earth shall be loosed in heaven."

This authority was given to all the apostles (the ministry). It is clear from scripture that Jesus left no one person in charge. Each had a personal responsibility and they all served the brethren as a body (team). It shall be the policy of New First Baptist Church (Taylorsville).

To accomplish the task of the operation of the church and to set policy and make decisions, New First Baptist Church (Taylorsville) will hold bi-annual Church Business Meetings to:

- A. Prioritize the needs of the work
- B. Appoint individuals or committees best qualified to fill those needs
- C. Determine the future direction of the work, its needs, and its goals and objectives. All decisions shall be by a majority vote of the ministry conducted at the bi-annual Church Business Meeting, except in cases that require a special meeting.

#### Section 8 - Quorum

In all business meetings, the presence of twenty-five percent (25%) of the members shall be considered a quorum. A quorum shall be required for the validity of all actions that require the vote or approval the members.

#### Section 9 - Church Year

The fiscal year of the Church shall be the calendar year. The Church will begin to make out the yearly calendar of events in the month of October. All calendar events must be given to the Church Secretary by the first Sunday in October.

#### Section 10 - Dissolution of the New First Baptist Church (Taylorsville)

In the event of the dissolution of this church as a non-profit corporation, the assets of the corporation shall be given and paid over to a non-profit organization of like faith and order, approved by the remaining membership and which would qualify under the provisions of Section 501 © (3) of the Internal Revenue Code of 1986, amended to February 1, 1992 (or its successor provision) and the regulations attributable thereto. None of the assets or holdings shall be divided among its members or among any individuals or groups not so qualified. The meeting to vote on dissolution shall be carried out according to the guidelines in Article XXIX Section 1 on business meetings.

This Constitutional and By-laws has been ratified by vote of the members on July 25, 2008.

## **ARTICLE II: OFFICERS**

- Section 1 - The officers of New First Baptist Church (Taylorsville) shall be namely, Pastor, Deacons, and other required officers (Trustees, Church Clerk/Secretary, Church Treasurer, Financial Secretary, Donations Record Secretary), and such officers as the church may deem necessary.
- Section 2 - No member who is inactive shall hold office.
- Section 3 - Each chairperson must keep oversight of his/her members. Members must report to their chairperson when unable to serve. Each official as well as member, failing to live up to his/her responsibility shall be reported to the Pastor and the Joint Board Ministry, and if the matter cannot be settled there, then the matter shall be taken to the Church.

## **ARTICLE III: ORGANIZATIONAL STRUCTURE/MEMBERSHIP**

- Section 1 - Christ said, "And I say also unto thee, that thou art Peter, and upon this Rock (Christ) I will build my church; and the gates of hell shall not prevail against it." (Mat. 16:18). Christ is the Head of the Church and therefore, He shall build it.
- Section 2 - Membership: "But now hath God set the members every one of them in the body, as it hath pleased him". Membership will be those individuals who voluntarily choose to be a part of this organization, and whose names are recorded on the membership roll. All members shall have equal rights as prescribed herein.
- A. New First Baptist Church (Taylorsville) recognizes the absolute sovereignty of each individual, and the deeply PERSONAL nature of the relationship of each individual lay member to Jesus Christ, Who is the Living Head of the Church. Therefore, all members are in VOLUNTARY association with the church and its ministry.
- B. At any time, a member begins to cause division, or begins espousing, preaching, teaching, handing out tapes, literature, or materials of any kind which set forth anything contrary to the doctrines and practices of New First Baptist Church (Taylorsville), they may be removed as a member by a special meeting of the Deacon ministry called for that purpose, and by a majority vote of the Deacon ministry. "No man can come to me unless the Father draw him..." John 6:44)
- Section 3 - "For as the body is one, and hath many members, and all the members of that one body, being many, are one body: so also is Christ. For by one Spirit are we all baptized into one body, whether we be Jews or Gentiles, whether we be bond or free; and have been all made to drink into one Spirit. For the body is not one member, but many." (I Cor. 12:12-14)

- Section 4 - Whereas Christ said unto his disciples, "And I will give unto thee the keys of the kingdom of heaven: and whatsoever thou shalt bind on earth shalt be bound in heaven: and whatsoever thou shalt loose on earth shall be loosed in heaven." (Mat 16:19). "And again I say unto you, that if two of you shall agree on earth as touching anything that they shall ask, it shall be done for them of my Father which is in heaven. For where two or three are gathered together in my name, there am I in the midst of them. "(Matt. 18:19-20). Christ established a MINISTRY to administer and operate the Church. (I Cor. 12:5-6).
- Section 5 - "And God hath set some in the church, first apostles, secondarily prophets, thirdly teachers, after that miracles, then gifts of healings, helps, governments, diversities of tongues." (I Cor. 12:28). "For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: Till we all come in the unity faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ:" (Eph. 4:12-13).
- Section 6 - New First Baptist Church (Taylorsville) recognizes that there are many different functions within the ministry (servants) of the church, and, within the Members of the Church itself. However, no Host or Member shall ever supersede the leader assigned oversight of any church ministry.

#### **ARTICLE IV: CONFLICT RESOLUTION**

All issues which cannot be resolved on the Joint Board Ministry level will be decided by the ministry pursuant to the Biblical example..." When therefore Paul and Barnabas had no small dissension and disputation with them, they determined that Paul and Barnabas and certain other of them, should go up to Jerusalem unto the apostles and elders about this question. "And when they had come to Jerusalem, they were received of the church, and of the apostles and elders, and they declared all things that God had done with them."..." And the apostles and elders came together for to consider of this matter. (Acts 15:2, 4, 6).

Criteria for resolving major issues:

- (A) Need or problem exists
- (B) Recommendations for resolution can come from the ministry or members
- (C) Ministerial Resolution: to be decided at the bi-annual Church Business Meeting or emergency meeting, if needed.

#### **ARTICLE V: TITHES AND OFFERINGS**

- Section 1 - "Will a man rob God? Yet ye have robbed me. But ye say, Wherein have we robbed thee? In tithes and offerings. Ye are cursed with a curse: for ye have robbed me, even this whole nation. Bring ye all the tithes into the storehouse,

that there may be meat in mine house, and prove me now herewith, saith the Lord of hosts ..." (Mal. 3:8-10). "Woe unto you, scribes and Pharisees, hypocrites! for ye pay tithe of mint and anise and cummin, and have omitted the weightier matters of the law, judgment, mercy, and faith: these OUGHT YE TO HAVE DONE, and not to leave the other undone." (Mat. 23:23). "For the priesthood being CHANGED there is made of necessity a change also of the law. (Tithing law changed from the Levitical Priesthood to the Church)"(Heb. 7:12)

Section 2 - "Thou shalt truly (accurately) tithe all the increase of thy seed, that the field bringeth forth year by year. And thou shalt eat before the Lord thy God, in the place, which he shall choose to place his name there, the tithe of thy corn, of thy wine, and of thine oil, and the firstlings of thy herds and of thy flocks; that you mayest learn to fear the Lord thy God always. And if the way be too long for thee, so that thou art not able to carry it; or if the place be too far from thee,

which the Lord thy God shall choose to set his name there; when the Lord thy God hath blessed thee; Then shalt thou turn it into money, and bind up the money in thy hand, and SHALT GO unto the place which the Lord thy God shall choose;..." (Deut. 14:22-25).

Section 3 - Every man shall give as he is able, according to the blessing of the Lord thy God which he hath given thee." (Deut. 16:16-17). New First Baptist Church (Taylorsville) will take up offerings during regular Sunday services and on special occasions as deemed appropriate by Pastor or Deacons.

New First Baptist Church (Taylorsville) recognizes the principle of tithes and offerings as outlined in the Holy Scriptures. However, New First Baptist Church (Taylorsville) recognizes the individual sovereignty associated with giving and will not make any attempt to enforce this principle upon anyone.

Section 4 - The financial needs of this church shall be met by the voluntary tithes, offerings, and contributions of its members and friends. The Pastor and Deacons must approve any other methods of fundraising for the church or its auxiliary ministries. No sales, patron lists, and bus trips, or bazaars shall be permitted in the name of this church unless specifically authorized by the Pastor and the Joint Board Ministry in writing.

The pastor and deacons may approve special offerings to be taken apart from those received in the regular services. No church support shall be given to persons or groups that do not subscribe to the Biblical standards set forth in the articles of faith and church covenant.

Section 5 - All New First Baptist Church (Taylorsville) members shall submit their tithes and offerings in the envelopes provided to each member annually. The boxes have an assigned number and it's only valid for the individual it was issued to at the beginning of each year.

## **ARTICLE VI: PASTOR**

### **A. Qualifications**

The Pastor shall be male, having been called of God to preach and meeting the scriptural qualifications and characteristics as set forth in the following scripture: **I Timothy 3:1-7, Titus 1:7-9, I Corinthians 13:4-8, Galatians 5:22-26 and Ephesians 4:11-13.** He must believe and unqualifiedly adhere to the Word of God, the Constitution and By-laws, the Articles of Faith; the spiritual and moral standards set forth in this document, and be uncompromising in preaching Bible truths.

- Section 1 - A Pastor must show evidence of a clear call from God to Pastoral Ministry.
- Section 2 - The Pastor must be of good repute.
- Section 3 - The Pastor must have knowledge of group dynamics and the ability to communicate with all ages, races, and people with varying levels of education.
- Section 4 - The Pastor must be an ordained Baptist Minister and must produce a certificate of ordination; or be ordained by New First Baptist Church (Taylorsville), and have evidence of college or seminary training and/or be willing to complete his education.
- Section 5 - The Pastor must be able to produce recommendations from three (3) competent individuals who can attest to the quality of his Christian Life.
- Section 6 - The Pastor must be of sound health and able to pass a physical examination and be willing to share the results with the Chairman of the Deacons.
- Section 7 - He must be willing to equip and empower others for the work of the ministry, Ephesians 4:11-12.

### **B. Responsibilities**

As Chief Administrator of the Church, the Pastor shall be familiar with all aspects of the Church Life. **II Timothy 4:1-5** shall serve as a guideline in doing the duties of the Pastor. In addition:

- Section 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.
- Section 2 - The pastor is leader of pastoral ministries in the church. As such, he works with the Deacons, Trustees, the Church Leadership Team, and the church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believer and unbelievers, and (3) care for the church members and persons in the community.

- Section 3 - The Pastor shall have general supervision over all worship services.
- Section 4 - The Pastor shall be responsible for developing and maintaining good relationships with other churches.
- Section 5 - The Pastor shall be responsible for the performance of all rites and ordinances of the church.
- Section 6 - The Pastor in conjunction with the Deacon Ministry shall be responsible for developing and presenting to the church for approval such ideas and programs that will serve to enhance the spiritual life of the church or aid in the improvement of life in the community.
- Section 7 - Pastor and the Joint Board Ministry shall collectively take action deemed necessary concerning the possible hiring and termination of all personnel of the church.
- Section 8 - The Pastor may serve as moderator of church business meetings when requested.
- Section 9 - **The Pastor shall conduct marriage ceremonies, funerals, baby dedications, visit the sick and bereaved members, and counsel those in need of services including members in convalescent homes.**
- Section 10 - When the pastor expects to be absent from the pulpit, he shall notify the Deacon Ministry Chairman or his representative, and, if necessary, they shall assist him in securing a suitable pulpit supply. In the event of the absence of the Pastor by reason of serious illness or other emergencies or in the event of a vacancy in the office of pastor, the deacons shall secure a pulpit supply.
- Section 11 - The Pastor shall not be absent from preaching all regularly scheduled Sunday services in the New First Baptist Church (Taylorsville) pulpit more than one Sunday per quarter in excess of vacation or illness. Exceptions which are allowed include special services (e.g., Men's or Women's Day, Youth Day, Pastor's Anniversary, Mother's Day, and Church Anniversary) for which an outside speaker may be scheduled.
- Ministers who preach any Sunday other than those mentioned shall be the SOLE financial responsibility of the PASTOR.**
- Section 12 - The Pastor or the church's designee shall be responsible for leading the church in its affiliations and involvement with any civic, private, and community organizations endorsed by the congregation.

- Section 13 - The Pastor shall be responsible for designing and conducting such training sessions as deemed necessary to aid in the spiritual and social development of all members.
- Section 14 - The Pastor shall be responsible for regular planning sessions with the Minister of Music in regards to the musical life of the church.
- Section 15 - Upon accepting the church, the Pastor shall become a bona fide member and shall maintain his financial obligations.
- Section 16 - The Pastor shall have administrative responsibility over all staff members of the church, having staff meetings at least once a month for the purpose of training the staff in the execution of their duties in a polite, courteous and congenial manner when dealing with the membership and the general public.
- Section 17 - The Pastor shall meet with the Joint Board Ministry (Deacon and Trustee Ministries) when invited or if needed at least once a month, usually the last Monday of each month.
- Section 18 - Pastor may recommend to the church to elect an Assistant Pastor.
- Section 19 - Licensing and Ordaining of Ministers shall be done under the leadership of the Pastor.

### **C. Church Responsibility to the Pastor**

- Section 1 - The church shall pay the Pastor a beginning annual base salary. The Pastor salary shall be reviewed at intervals as deemed necessary by the church.
- Section 2 - The church shall pay the Pastor's expenses for attending official activities as approved by the church upon receipt of documentation verifying attendance. Checks for advance registration fees should be made payable to the official activity.
- Section 3 - The church shall be responsible for one-half (1/2) of the monthly premium for the Pastor's Retirement Plan and Health Insurance.
- Section 4 - Conditions of salary and retirement will be spelled out in the Pastor's contract formulated by the Deacon and Trustee Ministry.

### **D. Pastoral Rights**

- Section 1 - The Pastor's services in civic, private, and community organizations shall be left to the discretion of the Pastor, as long as such affiliations do not interfere with the smooth operation of his "Pastoral Duties".

- Section 2 - It is the Pastor's privilege to accept invitations to fill guest pulpits or other engagements when such invitations do not conflict with the calendar of the NFBC. In case of conflict, the Deacon Ministry shall resolve the issue.
- Section 3 - The Pastor's vacation shall be for a period of two (2) weeks without uninterrupted pay during the FIRST five years of service. Thereafter, the Pastor's vacation shall be one (1) month without uninterrupted pay and taken at the discretion of the Pastor with a minimum of two (2) weeks prior notification to the Chairman of the Diaconate Ministry. More time may be arranged at the discretion of the Deacons.
- Section 4 - Any other absences also need to be arranged with the Chairman of Deacons so that the Church functions continue properly.

### **E. Incapacitation**

- Section 1 - After sincere and prayerful consideration, the Deacon Ministry may recommend the temporary or permanent termination of the Pastoral relationship under the following conditions:
- (a) Mental deterioration
  - (b) General Breakdown
  - (c) Extended illness
- Section 2 - In any case of the above forms of incapacitation, and where termination result, interim provisions to fill the pulpit, shall be made by the Deacon Ministry. The Pastor would be compensated with a regular salary until the disability insurance takes effect.

### **F. Dismissal**

The church prayerfully hopes that it shall never have to dismiss its Pastor; however, if this action should ever become necessary, the following steps should be taken:

- Section 1- The pastor may relinquish the office as pastor by giving at least thirty day notice to the church at the time of resignation.

The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. Prior to any such declaration, due consideration should be given to Matthew 7:1-2; Matthew 18:15-17; and 1 Timothy 5:17-19. Any accusation shall first be taken to the deacons who shall then consider such accusation and the validity thereof. They shall then counsel with the pastor and/or make further recommendation to the church. A meeting to consider the pulpit vacant may be called upon by a majority vote of deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall not be the Pastor.

- Section 2 - Having been properly elected, the pastor shall serve until he resigns his office or the church requests him to do so by a two-thirds (2/3) majority vote in a special meeting called for that purpose and announced in advance. The notice requirements of Article XXVIII (Special Business Meetings) Section 6 for special meetings shall be two consecutive Sundays, and the announcement shall be made by the Deacon Ministry Chairman at each Sunday service before the special business meeting required by this paragraph 1F.
- Section 3 - A formal charge must be submitted in writing to the Deacon Ministry Chairman signed by the complainant with a copy to the Church Clerk.
- A copy of the action taken by the Deacon Ministry should also be submitted to the Church Clerk.
- Section 4 - Upon receipt of the charges against the Pastor, the Deacons shall enter into conference with him, explain the charges, and give him the privilege of rebuttal.
- Section 5 - After due consideration has been given to Section 2, **not to exceed two (2) weeks**, and the Deacon Ministry determines that the situation persists, the Deacons shall then bring the Pastor before the church for a formal reprimand. This reprimand shall be written with a copy going to the Pastor, one to the Deacon Ministry Chairman, and another to be placed in the church office files.
- Section 6 - If the problem continues, the Deacon Ministry shall then call a special meeting of the church for the purpose of voting on the dismissal of the Pastor. **Notice of such meeting and its purpose shall be read during the regular church service on two (2) consecutive Sundays.** A vote for dismissal, by the two thirds (2/3) majority of the members present and voting shall make a valid vote for termination.
- Section 7 - The Pastoral relationship may be terminated by the Pastor becoming an offense to the church and its good name by reason of:
- (a) Misuse of church funds
  - (b) Misrepresentation of the church's name
  - (c) Persistent breach of covenant vows
  - (d) Failure to perform the assigned administrative duties
  - (e) Adultery or other immoral acts while serving as Pastor of New First Baptist Church (Taylorsville)
  - (f) Failure to preach in the pulpit for three (3) consecutive Sundays (unless on vacation or ill)
  - (g) Drunkenness, use or sale of illegal drugs
  - (h) Failure to keep in confidence those things discussed in confidence among the church officers or with any member

- (i) Failure or inability to perform satisfactory service due to age, physical deterioration or any other reason
- (j) Other actions that would be an offense to the church and its good name

Section 8 - If the relationship should be terminated by the Pastor, a minimum of two (2) weeks and maximum of thirty (30) days shall be given. If the church votes for termination it would be effective **IMMEDIATELY**.

This position is a contractual employment agreement, renewed annually and amended as agreed upon and by signed Pastor and Joint Board Ministry (Appendix 1).

#### **H. Resignation**

A notice of resignation shall be a written communication between the Pastor and the Joint Board Ministry and read to the congregation at the next Sunday's service.

#### **I. Pastor Emeritus**

When the Pastor has successfully served the congregation with twenty (20) or more exemplary years of service and reaches retirement age of sixty five (65), the Pastor may be considered for Emeritus status by a motion at a regular Joint Board Ministry meeting. The Deacon Ministry shall place the matter on the agenda of the next regular scheduled church meeting.

### **ARTICLE VII: INTERIM PASTOR**

#### **Section 1 - Interim Pastor**

Interim Pastor shall be a retired Pastor that has served a complimentary church, the size of New First Baptist Church (Taylorsville).

Section 2 - Guidance and procedures provided in Article VI and Appendix 2 may be used and modified when and if the need arises for the need of an Interim Pastor.

### **ARTICLE VIII: DEACON MINISTRY CHAIRMAN**

#### **A. Qualifications**

Those standards as set forth in **1 Timothy 3:8-13** shall constitute the basic qualifications for Deacon Ministry Chairman of this church. In addition:

Section 1 - The Deacon Ministry Chairman must be an ordained Deacon of New First Baptist Church (Taylorsville). After discussion with the Pastor, he would be recommended to the church by the Deacon Ministry, and approved by two thirds (2/3) majority vote of members present and voting at the church meeting.

- Section 2 - The Deacon Ministry Chairman must have good oral communication and leadership skills.
- Section 3 - The Deacon Ministry Chairman will serve as Moderator in Church business meetings and must have knowledge of parliamentary procedures in order to preside at church business meetings. As moderator he shall become familiar with the rules and procedures of parliamentary authority and the provision of these By-laws, and in all matters of parliamentary law governing deliberation of the assembly, the rules of the procedure set forth in Roberts' Rules of Order.
- Section 4 - The Deacon Ministry Chairman's, First (1<sup>st</sup>) Vice, and Second (2<sup>nd</sup>) Vice will be elected by the Deacon Ministry.

#### **B. Duties**

- Section 1 - The Deacon Ministry Chairman must take heed to his personal and spiritual development and growth.
- Section 2 - The Deacon Ministry Chairman must resolve to submit to the authority of the Word of God.
- Section 3 - The Deacon Ministry Chairman must strive to follow and work under the authority of the Pastor and the congregation.
- Section 4 - The Deacon Ministry Chairman should know and understand the mission of the church and the various ministries it is seeking to carry out.
- Section 5 - The Deacon Ministry Chairman, along with the Pastor, is the primary teacher of the other members of the Deacon's Ministry.
- Section 6 - The Deacon Ministry Chairman should organize the Deacons to fulfill the biblical and constitutional mandate of the congregation.
- Section 7 - The Deacon Ministry Chairman should ensure the Pastor has the necessary time for study, prayer, and meditation for teaching and preaching.
- Section 8 - The Deacon Ministry Chairman should seek to understand the needs of the Pastor and his family.
- Section 9 - The Deacon Ministry Chairman should give biblically, and teach the members of the Deacon's Ministry to give according to the biblical patterns.
- Section 10 - The Deacon Ministry Chairman should meet with the Pastor periodically, to prepare for church meetings and regular meetings of the Deacon's Ministry or Joint Board Ministry.

- Section 11 - The Deacon Ministry Chairman should periodically check to ensure that the Deacons are following through with their individual ministry assignments especially in the visitation and communion of the sick and shut in.
- Section 12 - The Deacon Ministry Chairman should ensure that members are present for Weekly Bible Study and Prayer Meetings, and that persons are assigned to lead the Prayer and Praise Service.
- Section 13 - The Deacon Ministry Chairman should seek to resolve all minor conflicts without involving the Pastor. All major conflicts should be immediately brought to the Pastor.
- Section 14 - The Deacon Ministry Chairman should ensure that the widows, the sick, and those who are hurting are given the spiritual support and comfort they need.
- Section 15 - The Deacon Ministry Chairman, with the assistance of the Deacons, shall conduct a formal training program for candidates waiting to be ordained as Deacons.
- Section 16 - **Term of office should be no more than five (5) years, at which time he may vacate the position a complete term before being re-elected as Deacon Ministry Chairman.** He may succeed himself only if the Church in the regular schedule business meeting votes to do so.

### **C. Removal from Office**

The Deacon Ministry may recommend the permanent removal of the Deacon Ministry Chairman under the following conditions:

- (a) Mental deterioration
- (b) General breakdown
- (c) Extended illness

## **ARTICLE IX: DEACONS**

Next to the Pastor, the highest order of the church is that of a Deacon.

### **A. Number of Deacons**

Generally for this church it shall be one (1) Deacon for every 50 members.

### **B. Method of Selection**

When the number of active Deacons falls below the allotted number as a result of death, removal, resignation or inactivity, the following steps shall be taken to fill the vacancy (ies)

- Section 1 - The membership shall be notified of the said vacancy at least thirty (30) days prior to the church meeting. Names may be submitted to the Deacon Ministry or Church Clerk by any member of the church.
- Section 2 - A review of all eligible candidates shall be conducted by the Deacon Ministry. This shall include an interview with all nominees.
- Section 3 - Following this review and after consultation with the Pastor, the Deacon Ministry shall submit their recommendation from the list of names submitted to them and the Church Clerk, to the Church Membership.
- Section 4 - The candidates will then be elected by majority vote of the church membership present at the meeting and voting.
- Section 5 - The candidates shall be placed on probation for at least six (6) months, but no more than twelve (12) months.
- Section 6 - The Deacons elected must complete a formal Deacon's Training Program prior to ordination administered by the Chairman of the Diaconate.

#### **C. Vice-Deacon Ministry Chairman**

Vice-Deacon Ministry Chairman will be elected by the Deacon Ministry and assume the Deacon Chairman responsibilities in his absence.

#### **D. Qualifications**

Those standards as set forth in **1 Timothy 3:8-13** shall constitute the basic qualifications for Deacons of the church. The name **Deacon** means **"One Who Serves"**. Candidates for this position should be considered only if they have been faithful in fulfilling a given ministry of lesser responsibility in the church which acts as his initial training ground. His faithfulness in prior positions shall be counted as his ministerial training. The additional qualifications that must be met are:

- Section 1 - Candidate must have been baptized and a regular member of New First Baptist Church (Taylorsville) for at least two (2) years.
- Section 2 - Candidate must have shown total support of church programs, Bible Study, Prayer Meeting, Sunday School, Missions, and Outreach visitations.
- Section 3 - Candidate must have displayed evidence of an understanding of the Biblical truth of stewardship by willingness to share time, talents, and financial support with the church and gospel ministry.
- Section 4 - Candidate must be at least twenty-one (21) years of age.

Section 5 - Candidate should be well versed in church administration or willing to be trained.

## **E. Duties**

Section 1 - In accordance with the meaning of the work and the practice in the New Testament, deacons shall consider themselves as servants of the church. With the Pastor and staff, and as the Holy Spirit leads, their task is to serve in performing the pastoral ministries' tasks of (A) leading the church in the achievement of its mission, (B) proclaiming the gospel to believers and unbelievers, and (C) caring for the church members and other persons in the community.

Section 2 - The Deacons should set a good example in adherence to the tenets of our faith, loyalty to the church program, intercessory prayer, and visitation. Accordingly, each deacon shall sign a Ministry Covenant that clarifies expectations, responsibilities, and accountability, before commencing his duties. It shall be the responsibility of the Deacon Ministry to draft and maintain the Ministry Covenant.

Section 3 - Assist the Pastor in the performance of his duties.

Section 4 - Be responsible to the church for looking after the welfare of the Pastor.

Section 5 - Consider, with the Pastor, all applications for church membership and requests for letters of termination.

Section 6 - Responsible for all benevolence requests.

Section 7 - Cooperate with the Pastor in providing leadership for prayer services and devotional periods.

Section 8 - Work in conjunction with the Pastor and the Budget Committee in establishing salaries for **all** paid employees of the church.

Section 9 - Counsel with the Pastor on hiring, firing, and supervision of **all** paid and **volunteer** personnel. If differences of opinion occur, the matter shall be referred to a committee appointed by the Deacon Ministry.

Section 10 - The Deacons shall assist the Pastor with the administration of the church ordinances.

Section 11 - The Deacons shall assist the Pastor in visiting the sick, needy, and distressed members of the church.

Section 12 - The Deacons shall promote and guard the **unity** of the church.

- Section 13 - The Deacons shall make recommendations on **all** matters to the membership during regular church meetings.
- Section 14 - The Deacons shall maintain their financial obligations.
- Section 15 - The Deacons shall work with the Pastor and/or Deacon Ministry Chairman in supplying the pulpit when he is absent.
- Section 16 - The Deacons shall make recommendations for the improvement of the spiritual life of the membership.
- Section 17 - The Deacons shall keep a list of inactive members.
- Section 18 - The Deacons shall assist the Deacon Ministry Chairman to appoint necessary committees, standing and special, when the pulpit is vacant.
- Section 19 - The Deacons shall assist the Pastor in developing the spiritual life of the young men and boys of the Church for the best possible Christian service.
- Section 20 - The Deacons shall assist the Deacon Ministry Chairman to encourage members to attend the Weekly Bible Study and Prayer Meetings.
- Section 21 - The Deacons shall assist the Deacon Ministry Chairman in conducting the training program for candidates waiting to be ordained.
- Section 22 - See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.
- Section 23 - Meet the male candidates at the appointed time and show them to their dressing rooms. Answer questions that may arise and see that each candidate has proper robe, towel, handkerchief, etc.
- Section 24 - Assist Pastor in designating the proper order when there are a number of people to be baptized.
- Section 25 - Check the pool for proper filling, sanitation, and temperature.
- Section 26 - Assist the candidates into and out of the pool and to their dressing rooms. Seek to give each candidate as much privacy as possible.
- Section 27 - Remain until all male candidates are dressed and ready to leave for the worship service or for home if the service is held at the close of the worship hour.

## **F. Deacon Screening**

The Deacon Ministry will be called together by the Chairman to review eligible candidates for nomination as deacons. All decisions made by this team shall be by a simple majority vote of the ministry team members present and voting. Any tie vote on a candidate will be treated the same as a negative vote. This team shall prayerfully examine the qualifications of each nominee and shall discuss the office individually with each man to be presented by them, so as to satisfy themselves of his qualifications and availability to serve. Prior to presenting any candidate to the church for vote, this team shall require the candidate to answer a written questionnaire prepared by this ministry team which asks questions concerning the candidate's qualifications as stated in I Timothy 3:8-13. Copies of the questions and answers shall be made available to the church membership prior to the time the candidates are voted on. No candidate who refuses to answer the questionnaire and allow it to be made public will be presented to the church for vote. Candidates, who are not ordained deacons, after successful completion of the screening process, shall be examined by an ordination council convened by the Pastor and consisting of all interested ordained men who are members of the church. A favorable report from the council is required for a vote. After these steps the screening team shall present to the church for election at a special called or regularly scheduled church business meetings.

Balloting for deacons shall be by secret or open ballot. The congregation shall vote on the nominees presented by the Deacon Ministry and the election of each shall be by majority vote.

## **G. Dismissal**

Just as with the Pastor, it is the prayer of the church that a Deacon will never have to be removed from office. However, if the need should arise, the steps taken for removal of a Deacon are the same as those listed under **Article VI, Subsection F, Sections 1-7**. A Deacon may also be removed from office if he becomes an offense to the church and its good name by reason of:

- (a) Drunkenness
- (b) Adultery while serving as a Deacon of New First Baptist Church (Taylorsville)
- (c) Misuse of church funds
- (d) Persistent breach of covenant vows
- (e) Failure to keep in confidence those things that are discussed among the church officers in confidence
- (f) Failure to comply with the By-laws of the Deacon Ministry relative to active participation
- (g) Other actions that would be an offense to the church and its good name
- (h) Failure to maintain financial obligations

The church may take action to remove a deacon for cause. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. Prior to any such declaration, due consideration should be given to Matthew 7:1-2; Matthew 18:1-17; and I Timothy 5:17-19. Any accusation shall first be taken to the deacons who shall then consider such accusation and the validity thereof. They shall then counsel with the Pastor and/or make further recommendation to the church. A meeting to consider the removal of a deacon may be called upon by a majority vote of deacons or by written petition signed by not less than one-

fourth of the resident church members. The moderator for this meeting shall be as otherwise provided herein except that the deacon upon whom action is being taken shall not serve as moderator of this meeting.

A deacon may relinquish his position as deacon by giving at least thirty day notice to the deacons at the time of resignation. If a deacon fails to tender his resignation upon moving away from the community, the deacons may declare the position vacant by majority vote of the remaining deacons.

#### **H. Ordination**

Section 1 - Each Deacon shall be ordained by the laying on of hands as set forth in **Acts 6:5-6**, unless the person has served previously in another Baptist Church.

Section 2 - The church shall ordain the deacons before commencing their duties as such, except when they have been ordained by a church of like faith and order.

#### **I. Deacons of Other Churches**

There shall be no obligation on the part of New First Baptist Church (Taylorsville), to constitute as a Deacon, a brother who comes from another church where he has served as a Deacon.

#### **J. Term of Service**

Section 1 - If the deacons deem it necessary due to deacon resignation, removal, or church growth, the active deacons may nominate, screen, and elect by simple majority vote an inactive ordained deacon(s) whom the church has previously elected as a deacon(s) to serve until the next nomination and election.

Section 2 - Deacons shall serve indefinitely.

Section 3 - Any active Deacon at age sixty-five (65) years of age or becomes incapacitated may elect to retire. Emeritus status may be conferred upon the retired Deacon who has rendered at least ten (10) years of meritorious service.

#### **K. Meetings**

The Deacons shall meet at least once each month. The Pastor or Deacon Ministry Chairman shall call the Deacons into special session whenever the need for such arises.

### **ARTICLE X: DEACONESSES**

Deaconesses are the wives of the Pastor, Deacons, and Associate Ministers. The Deaconess Ministry shall be composed of women who in accordance with **1 Timothy 3:11**, are “**grave, not slanderers, sober and faithful in all things.**” **1 Timothy 5:10.**

## **A. Duties**

- Section 1 - The Deaconess Ministry shall support the Pastor and the Deacons in carrying out the spiritual responsibilities of the church.
- Section 2 - They will assist the Pastor and Deacons in arranging, re-arranging, and the installation of furniture, or other items within the church structure, so as to always make the edifice reflect a neat and well balanced appearance.
- Section 3 - They will assist the Pastor in developing the spiritual life of the women and girls of the church for the best possible Christian service.
- Section 4 - They will cooperate with the Pastor and the Deacons in visiting the members; in the care of the sick, needy, and distressed members of the Church.
- Section 5 - They will assist the Pastor and Deacons with all candidates at baptism.
- Section 6 -
- (A) See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.
  - (B) Prepare names on flash cards or provide some other means of proper identification to assist the Pastor when there are a large number of persons to be baptized.
  - (C) Meet the candidates at the appointed time and show them to their dressing rooms. Answer questions that may arise and see that each candidate has proper robe, towel, handkerchief, etc.
  - (D) Assist Pastor in designating the proper order when there are a number of people to be baptized.
  - (E) Assist the candidates into and out of the pool and to their dressing rooms. Seek to give each candidate as much privacy as possible.
  - (F) Remain until all female candidates are dressed and ready to leave for the worship service or for home if the service is held at the close of the worship hour.
- Section 7 - The Deaconesses are to prepare for the communion, utensils, linen, and the sanctuary for Holy Communion.
- Section 8 - Deaconesses shall have special charge to see that new members are made welcome, and to introduce them to various departments and auxiliaries of the Church.

Section 9 - **Deaconesses are ministers of hospitality to all that come to worship and shall perform their duties accordingly.**

Section 10 - The Deaconesses shall maintain the developed curriculum and facilitate the new members' orientation.

## **B. Dismissal**

Just as with the Pastor and Deacons, it is the prayer of this church that a Deaconess will never have to be removed from office. However, if the necessity should ever arise, the steps to be taken for removal will be the same as those for Deacons.

## **C. Deaconesses of Other Churches**

There shall be no obligation on the part of New First Baptist Church (Taylorsville), to constitute as a Deaconess, a sister who comes from another church where she has served as a Deaconess.

## **D. Term of Service**

Section 1 - Deaconess shall serve indefinitely; **however the Deaconess Ministry Leader shall serve no more than five (5) years. She must vacate the position for one complete term before being elected back into the Leader position.**

Section 2 - Any active Deaconess at age sixty-five (65) years may elect to retire. Emeritus status may be conferred upon the retired Deaconess who has rendered at least ten (10) years of meritorious service.

# **ARTICLE XI: TRUSTEE MINISTRY CHAIRMAN**

## **A. Qualification**

We have already seen that leadership is crucial for an organization. It is extremely critical that the leader of the Trustee Ministry of this church have a deep, abiding relationship with the Lord. He should have knowledge of matters in real estate, insurance, legal liability, and other matters of corporate responsibility.

## **B. Duties**

Section 1 - Trustee Ministry Chairman must take heed to his/her personal spiritual development through daily prayer, bible reading and study, and faithful attendance at Sunday School, Bible Study and Prayer Meetings.

Section 2 - Trustee Ministry Chairman ensures that the Trustees serve the best interest of the congregation, follow the Church By-laws, and allow the Ministry to function under the leadership of the Holy Spirit.

- Section 3 - Works under the leadership of the Pastor and Deacon Ministry to ensure that the real and personal property, financial resources, and human resources of the Church are properly cared for.
- Section 4 - Helps mentor and develop future Trustee Ministry workers and leaders along with the Pastor and the Joint Board Ministry.
- Section 5 - Seeks to promote the spiritual growth and mission involvement and support of the Trustees.
- Section 6 - Ensures that the church has the resources necessary to carry out the mission mandate of the church.
- Section 7 - Works with the Church Treasurer and Financial Secretary to ensure that the church stays financially solvent.

#### **C. Method of Selection**

- Section 1 - After discussion with the Pastor, the Deacon Ministry Chairman, and the Joint Board Ministry, the Trustee Ministry Chairman will be recommended to the church by the Deacon and Trustee Ministry, and approved by two thirds (2/3) majority vote of the members present and voting at the church meeting.
- Section 2 - Vice-Chairman will be elected by the Trustee Ministry and assume the Chairman's responsibilities in his or her absence.
- Section 3 - **Term of office should be no more than five (5) years, at which he/she must vacate the position one complete term before being re-elected as Chairman.**

#### **D. Removal from Office**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the name and rationale for any Trustee which it is felt that removal is in order. Upon recommendation of the Trustee Ministry to the Pastor, a Trustee may be removed by two thirds (2/3) majority vote of the membership present at the church meeting and voting for any of the following reasons:

- (a) Failure to support the church
- (b) Persistent breach of covenant vows
- (c) Persistent failure to perform assigned duties
- (d) Misuse of Church funds
- (e) Other actions that would be an offense to the Church and its good name
- (f) Mental deterioration
- (g) General breakdown
- (h) Extended illness

## **ARTICLE XII: TRUSTEES**

Trustees are resource managers. They are the elected legal representatives of the Church whose names are recorded in the Court as required by law. They can serve many valuable functions within and for the Church. When Trustees perform their jobs well, the Church is strengthened and provided with the resources it needs for effective ministry.

The Trustees shall, as provided by law and the action of the church, represent the church in all matters of legal responsibility regarding the purchase and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, lease, negotiate for sale or purchase, transfer, and/or finance any real property of the church without a specific vote in a regularly scheduled church business meeting authorizing such action.

### **A. Qualification**

- Section 1 - It is desirable that men and women being considered for the position of Trustee be of good character and have a reputation for honesty.
- Section 2 - He or she should have a basic knowledge in some area of business affairs.
- Section 3 - He or she should possess thriftiness, good judgment and a progressive outlook.
- Section 4 - To be elected as a Trustee, one should have been a member in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months) in New First Baptist Church (Taylorsville) for two (2) years and a faithful attendee of Sunday School, Bible Study and Prayer Meetings.
- Section 5 - Spiritual discernment is no less important for Trustees than the Deacons.
- Section 6 - Good credit report and good background report.

### **B. Duties**

- Section 1 - Trustees serve as legal representatives of the church. They should make recommendations to the church regarding the retention of legal counsel in matters where counsel is needed. They are the official representatives of the church in all matters of litigation.
- Section 2 - Trustees hold the title and deed to all church property. **This in no way gives Trustees ownership or control of the church's property.** They are responsible for safeguarding the legal documents that attest to church ownership of property and equipment.

- Section 3 - Trustees sign all legal documents relating to purchase, sale, mortgaging, or rental of church property. **Only those persons registered with the Clerk of the Circuit Court are required to sign, and then only with the vote and approval of the church, at a regularly scheduled or called business meeting.**
- Section 4 - Trustees are responsible for maintaining the church's property, buildings, grounds, and equipment in a state or proper repair. This includes every facet of physical plant management. They are charged with the securing of the necessary supplies and equipment to maintain the buildings and grounds. Trustees are responsible for the maintenance of all office equipment and furniture of the church.
- Section 5 - Trustees are responsible for conducting an annual inventory and survey of church property for damaged and /or missing items.
- Section 6 - They are responsible for conducting an annual fire and safety inspection of the buildings and grounds to ensure that a high state of safety exists. They should inspect all fire safety equipment and ensure that it is working. They should see to its proper use in an emergency.
- Section 7 - Trustees should periodically review and update all church insurance policies to include fidelity bonds.
- Section 8 - They should be familiar with the local zoning codes that impact the church in the municipality where they reside. They should stay abreast of all property in the community for possible future purchase.
- Section 9 - Trustees should be knowledgeable of all the tax laws, state and federal, and how they impact the church. They should be familiar with the reporting procedures, forms, dates, and deposit locations for all state and federal tax filings.
- Section 10 - Trustees should be familiar with all Virginia and federal laws that relate to employee/employer relations.
- Section 11 - They should be familiar with the endowment program of the church and its long-term financial objectives and investment strategy. Therefore, Trustees must be knowledgeable of financial markets and investment strategies to ensure the long-term financial viability of the church.
- Section 12 - They should be familiar with the church policy file and personnel policy.
- Section 13 - Trustees must work in concert with the Pastor, Treasurer, Deacons, and Financial Secretary to ensure the proper management of all of the church property and assets.

- Section 14 - Trustees are responsible for the proper disposal of all property to be discarded by the church.
- Section 15 - All disbursement will be done by checks, documented, receipted and signed by Trustees on file with the bank.
- Section 16 - They shall arrange for all minor repairs to the Church property and advise the Church which major repairs or improvements are necessary to preserve the value of the Church property and its real estate.
- Section 17 - Repairs in excess of **ten thousand dollars (\$10,000)** are to be considered as a **major repair and/or improvement**. (Repairs which if not immediately handled, are an endangerment to the church or public at large, may be handled by the Trustees in agreement with the Joint Board Ministry **with a full report being made to the membership at the next regularly scheduled service or church meeting**.)
- Section 18 - Trustees shall obtain **written contracts** for all repairs and improvements made to the Church's property and real estate. Every attempt shall be made to get three estimates. The awarding of contracts for work to be done will be done by a majority vote of the Trustees and in agreement with the Joint Board. After contracted work has been **completed**; it shall be **inspected** by not less than **two (2) Trustees** before payment is to be authorized. The Trustees will make a report of their inspection to the Joint Board Ministry with signatures on the original contract of their acceptance of the completed work.
- Section 19 - They shall authorize contracts, after approval from the Joint Board Ministry before an offer letter is sent or presented for the services of the Pastor, Organists, Sexton, and other personnel as may be required and approved from the Joint Board Ministry before an offer letter is sent or presented. Such contracts shall include a position description and a salary range to be paid for such services. **Trustees shall have general supervision over the Sexton in the performance of his or her assigned duties.**
- Section 20 - Trustees shall not involve their personal property in any transaction.
- Section 21 - Trustees shall act on **all** requests for the use of the Church property by an **inside** or **outside group** or **agency**, upon consultation with the Pastor and Deacon Ministry Chairman.

### **C. Number of Trustees**

The church shall elect 10 members to serve as Trustees and no less than seven (7) persons.

#### **D. Method of Selection**

When the number of Trustees falls below the allotted number, the following steps shall be taken to fill the vacancy:

- (a) Trustee Ministry will inform Pastor the desired number of Trustees has fallen below the allotted number
- (b) The membership shall be notified, by announcement by the Church Clerk at the regular worship services of the vacancy(ies) at least thirty (30) days prior to the church meeting.
- (c) Names may be submitted to either the Trustees or the Church Clerk.
- (d) A review of all eligible persons shall be conducted by the Joint Board Ministry. This shall include an interview with all nominees.
- (e) Following the review and after consultation with the Pastor and Deacon Ministry, the Trustees shall submit their recommendations, along with other eligible candidates, to the church at the next scheduled Business meeting.
- (f) Trustees will be elected by two thirds (2/3) majority vote of members present at the meeting and voting.

#### **E. Removal from Office**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the name and rationale for any Trustee for which it is felt that removal is in order. Upon recommendation of the Trustee Ministry to the Pastor, a Trustee may be removed by two thirds (2/3) majority vote of the membership present at the church meeting and voting for any of the following reasons:

- (a) Failure to support the church
- (b) Persistent breach of covenant vows
- (c) Persistent failure to perform assigned duties
- (d) Misuse of Church funds
- (e) Other actions that would be an offense to the church and its good name

### **ARTICLE XIII: JOINT BOARD MINISTRY**

Section 1 - The Pastor, Treasurer, Financial Secretary, Church Clerk/Secretary, Deacon Ministry, and Trustee Ministry shall constitute the Joint Board Ministry.

Section 2 - The Joint Board Ministry shall be authorized to act for the Church between regular church business meetings, except for the elections of officers of the Church. The minutes of such meetings shall be maintained as to the actions taken on behalf of the Church. Joint Board Ministry shall meet monthly and also hold a

meeting prior to each regular business meeting of the Church. Special meetings may be called upon by common consent, or upon the request of the Pastor and the Deacon Ministry Chairman.

The Board will meet to discuss all matters deemed to be of general interest and act on behalf of the Church.

## **ARTICLE XIV: TREASURER**

The ministry of the Church Treasurer is very important. The Treasurer should be a person of **high moral** and **spiritual character**. He/She should be **organized, patient, and discreet**. He/She must also recognize that **God** is the **owner of all church funds**.

### **A. Qualifications**

- Section 1 - The Treasurer shall have a working knowledge of bookkeeping, use of designated authorized software, and accounting.
- Section 2 - The Treasurer shall have the ability to present reports in both typed and written form.
- Section 3 - The Treasurer shall have computer skills.
- Section 4 - The Treasurer is elected, approved by two thirds (2/3) majority vote of members present voting at the church business meeting, shall be a member of the church in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months), shall be considered as a hired employee of the church, and these sections listed as job description.

### **B. Duties**

- Section 1- The Treasurer must take heed to his or her personal spiritual development and growth.
- Section 2 - The Treasurer maintains all of the financial records, including all bank statements, bank accounts, investment accounts, scholarship funds, etc., for the church.
- Section 3 - The Treasurer opens and closes accounts as the church deems necessary.
- Section 4 - The Treasurer maintains an inventory of the safe deposit box.
- Section 5 - The Treasurer will not have voting rights during official Joint Board Ministry meetings.
- Section 6 - The Treasurer will assist the Trustees in counting all moneys.

- Section 7 - The Treasurer receives and records all money from the Offerings, Missions, Benevolence, Building Fund, and Auxiliary Funds.
- Section 8 - The Treasurer's report shall be audited annually or sooner, when deemed necessary, by an auditing committee or certified public accountant.
- Section 9 - The Treasurer shall be bonded, the church paying the bond.
- Section 10 - Upon rendering the annual report at the end of the year, and its approval and acceptance by the church, the records shall be delivered by the Treasurer to the Church Clerk who shall keep and preserve the records as a part of the permanent records of the church.
- Section 11 - Immediately after the election of a successor, the Treasurer shall deliver all books and records which have been his/her responsibility to the chairperson of the Trustee Ministry.
- Section 12 - All Church books, records and accounts kept by the Treasurer are the property of the church and as such should be kept in the Church Office.
- Section 13 - The Treasurer will provide a prepared monthly report of an accounting of all the Church's bank balances with the monthly statements and present at monthly Joint Board Ministry meetings. This information will also be summarized for bi-annual church business meetings.
- Section 14 - The Treasurer must report to the Trustee Ministry Chairman or his/her representative hours worked in order to be paid.

### **C. Dismissal**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the rationale for which it is felt that removal of the Treasurer is in order. Upon recommendation of the Trustee Ministry or Deacon Ministry to the Pastor, the Treasurer may be removed by two thirds (2/3) majority vote of the membership present at the church meeting and voting. The Treasurer may be dismissed for failure to perform any of his/her duties.

### **D. Term of Service**

Treasurer term of office will be five (5) years, at that time they must vacate the position; however, he/she may be re-elected for the position with two thirds (2/3) majority vote of the membership present at the church meeting and voting.

## **ARTICLE XV: FINANCIAL SECRETARY (FS)**

The church shall employ a financial secretary. It shall be his/her duty and responsibility to receive, preserve and payout, consistent with purchasing disbursement procedures, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made promptly, and all funds received for denominational or other causes shall be remitted at least monthly and presented at the Joint Board Ministry meeting. The church's current financial statement shall be presented in writing at monthly Joint Board Ministry meetings and each semi-annual Church Conference. Within ninety days after the end of each calendar year, the financial secretary shall render to the church an external audited or reviewed annual financial statement and related reports. The books shall be open to inspection at all times to the Joint Board Ministry.

The external audited or reviewed annual financial statements shall be preserved as part of the permanent record of the church.

### **A. Qualifications/Duties**

- Section 1 - The Financial Secretary shall have a working knowledge of bookkeeping, use of designated authorized software, and accounting.
- Section 2 - The Financial Secretary maintains a record of all the church's current, fixed, and long-term (mortgages) debts.
- Section 3 - The Financial Secretary **writes all approved checks**, but should **never**, under any circumstances, **be included as a signer**. Approved checks are those that are documented in the annual fiscal budget year or approved by the Joint Board Ministry provided in the minutes.
- Section 4 - The Financial Secretary will prepare monthly and maintain a file of contributions and distributions and present monthly at Joint Board Ministry meetings.
- Section 5 - The Financial Secretary pays out by checks, signed by two (2) of the four (4) cosigners designated by the church, upon receipt of approved and signed vouchers, all expenses, operating costs, and other disbursements of the church.
- Section 6 - The Financial Secretary will provide a spread sheet of all the church expenditures for the previous month categorized by budget line items with a running total and present at monthly Joint Board Ministry meetings.
- Section 7 - The Financial Secretary prepares the monthly payroll for distribution to church employees.

- Section 8 - The Financial Secretary prepares all state and federal income tax reports, ensures that the proper amount is deposited in the bank when required, and prepares the necessary W-2 and W-4 forms.
- Section 9 - The Financial Secretary prepares monthly and bi-annual financial reports for presentation at regular Church Business Meetings.
- Section 10 - The Financial Secretary should observe the "Privacy Act" with reference to all financial transactions for members and all church business.
- Section 11 - To keep his/her books and papers ready for an annual audit by the audit committee of the church or external audit agency.
- Section 12 - Upon termination/resignation of his/her office, to render all books and papers to the Trustee Ministry Chairman within ten (10) days after such termination/resignation.
- Section 13 - The Financial Secretary shall be a hired employee of the Church with these sections listed as the job description.
- Section 14 - The Financial Secretary shall have no voting rights during Joint Board Ministry meetings.
- Section 15 - All Church books, records and accounts kept by the Financial Secretary are the property of the church and as such should be kept in the Church Office.
- Section 16 - The Financial Secretary shall upon relinquishing his/her duties of office, promptly deliver to the Trustee Ministry Chairman all keys, books, records, and accounts in his/her hands pertaining or relating in any manner to the duties of the office he/she is relinquishing.
- Section 17 - Must be computer literate.
- Section 18 - Must be able to type 35 words per minute.
- Section 19 - The Financial Secretary must report to the Trustee Ministry Chairman or his/her representative hours worked in order to be paid.
- Section 20- The Financial Secretary must report to the Trustee Ministry Board when he/she has completed the work he/she has been given. A weekly report is given to the Trustees concerning the work that has been completed.
- Section 21 - Perform other duties when assigned.
- Section 22 - He/She must be concerned at all times with personal spiritual development and growth. The work is a stewardship trust that requires faithfulness to God and the

ministry of the church. The Financial Secretary must see himself/herself as part of a **Ministry Team** consisting of the **Pastor, Treasurer, Trustee Ministry Chairman, Deacon Ministry Chairman, and Joint Board Ministry**. The Financial Secretary should **never act independent of the leadership of the church**.

## **B. Dismissal**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the rationale for which it is felt that removal of the Financial Secretary is in order. Upon recommendation of the Trustee Ministry or Deacon Ministry to the Pastor, the Financial Secretary may be dismissed for failure to perform any of his/her duties in a timely and accurate fashion or any other conduct unbecoming a Christian.

## **ARTICLE XVI: CHURCH CLERK/SECRETARY**

The Clerk shall keep all documents, records, and proceedings of the Church business and all such records not otherwise kept by the Trustee Ministry. All records shall be permanently kept in the Church premises in an office specially provided therefore, and shall be open to inspection at all reasonable times. He/She must be concerned at all times with personal spiritual development and growth. The work is a stewardship trust that requires faithfulness to God and the ministry of the church. The Church Clerk must see himself/herself as part of a **Ministry Team** consisting of the **Pastor, Treasurer, Trustee Ministry Chairman, Deacon Ministry Chairman, and Joint Board Ministry**. The Church Clerk should **never act independent of the leadership of the church**.

### **A. Qualifications/Duties**

- Section 1 - The Clerk shall keep a permanent, accurate, and legible record of all meetings and other meetings in which the Clerk has official function and maintain and file minutes received from other church ministries.
- Section 2 - The Clerk shall be present, or have assistant present, at all business meetings of the Church.
- Section 3 - The Clerk shall keep a membership roll including all names, addresses, and telephone numbers, as well as dates of admission, termination, dismissal, or death, together with a record of Baptism.
- Section 4 - The Clerk shall be the custodian of all minutes of the Church meetings, members sign in sheet, and reports submitted by ministries, committees, departments, and auxiliaries at Conference.
- Section 5 - The Clerk shall see to it that the most valuable and administrative records are kept safe and secure at the Church. This includes personal information of church members be kept confidential and secured.

- Section 6 - The Clerk shall be responsible for recording and maintaining Church history and keeping it current.
- Section 7 - The Clerk shall prepare all correspondence and reports for the Church and keep a copy on file.
- Section 8 - The Clerk shall prepare a tentative agenda for the Deacon Ministry Chairman for business meetings.
- Section 9 - The Clerk is responsible for the preparation of the Sunday's Church Bulletin and other programs which are submitted two weeks in advance by Church Ministries.
- Section 10 - The Clerk shall, but not be limited to, prepare all types of certificates, i.e., Baptismal, Marriage, Death, or Special events requiring certificates. The Clerk shall also prepare letters of dismissal and transfer when deemed necessary.
- Section 11 - The Clerk shall make weekly announcements at both the 7:00 a.m. and 11:15 a.m. service.
- Section 12 - The Clerk shall coordinate the printed programs of the church, maintain the church calendar, and by December 15, prepare the church calendar for incoming year.
- Section 13 - All Church books, records, and accounts kept by the Church Clerk are the property of the Church and as such should be kept in the Church Office.
- Section 14 - The Clerk **is required** to be a **Notary**.
- Section 15 - The Clerk shall be a hired employee of the Church and these sections listed as the job description.
- Section 16 - The Clerk shall report to the Trustee Ministry Chairman or his/her representative hours worked weekly to be paid.

## **B. Dismissal**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the rationale for which it is felt that removal of the Church Clerk is in order. Upon recommendation of the Trustee Ministry or Deacon Ministry to the Pastor, the Church Clerk may be removed by two thirds (2/3) majority vote of the membership present at the church meeting and voting. The Church Clerk may be dismissed for failure to perform any of his/her assigned duties or immediately for any other act that is unbecoming of a Christian.

## **ARTICLE XVII: DONATION RECORDS SECRETARY (DRS)**

### **A. Duties**

The church shall employ a Donation Records Secretary (DRS). He or she is responsible for keeping records of monetary gifts and who gave them. Those counting the offerings will turn over the empty offering envelopes noting the donor and donation when necessary to the donation records secretary each week.

- Section 1- The DRS shall be hired employee of the church with these sections listed as the job description.
- Section 2- Must be computer literate.
- Section 3- Must be able to type 35 words per minute.
- Section 4- Must accurately post information from the tithe envelopes into the computer weekly for the Power Church data base and information about new members, including name, address, phone number, as well as the change of addresses and phone numbers of present members.
- Section 5- Report quarterly to the Pastor and Deacon Ministry the names of those members who have failed to make any contribution of record toward the church's expenses or benevolence, etc. and he/she is to receive the final decision of the Pastor and Deacon Ministry concerning these members.
- Section 6- The DRS shall also maintain the record of the church membership, adding or deleting the names of members and the inactive members roll at the direction of the Deacon Ministry.
- Section 7- The DRS shall type letters of appreciation to contributors who have given \$250 or more in accordance with Internal Revenue Service (IRS) standards.
- Section 8- The DRS shall prepare end of the year statements for the previous year record of contributions and mail to each member no later than January 15<sup>th</sup> each year.
- Section 9- Provide contributions records when requested by members.
- Section 10- The DRS shall order and prepare for distribution new tithes and offering envelopes by December 15 of current year and replacements when requested.
- Section 11- The DRS shall provide a weekly written report to the Trustee Ministry when he/she has completed assigned tasks.
- Section 12- DRS shall report to the Trustee Ministry Chairman or his/her representative the hours worked weekly to be paid.

- Section 13- All church books, records, and accounts kept by the Donation Records Secretary are the property of the church and such should be kept in the Church Office.
- Section 14- Perform other duties when assigned.
- Section 15- He/She must be concerned at all times with personal spiritual development and growth. The work is a stewardship trust that requires faithfulness to God and the ministry of the church. The DRS must see himself/herself as part of a **Ministry Team** consisting of the **Pastor, Treasurer, Trustee Ministry Chairman, Deacon Ministry Chairman, and Joint Board Ministry**. The DRS should **never act independent of the leadership of the church**.
- Section 16- The DRS shall observe the “Privacy Act” with reference to member’s contributions.

#### **B. Dismissal**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the rationale for which it is felt that removal of the Donation Record Secretary is in order. Upon recommendation of the Trustee Ministry or Deacon Ministry to the Pastor, DRS may be dismissed for failure to perform any of his/her duties in a timely and accurate fashion or any other conduct unbecoming a Christian.

### **ARTICLE XVIII: MINISTRY OF MUSIC**

Church choirs shall be under the direction of the Minister of Music. The Organist shall be employed by the Church. The Minister of Music may perform as the organist.

#### **A. Basic Qualifications**

- Conducting Ability
- Sight reading ability
- A good ear for pitch, perception, and tone
- Thorough understanding of Church Music Theory
- Knowledge of the essentials of vocal production
- Piano proficiency
- An understanding of organ stop registrations, if not organ proficiency

#### **B. Duties**

- Section 1 - The Minister of Music provides the primary musical leadership in the church.
- Section 2 - Develops and ministers an annual budget for music program as authorized by the church to the Trustee Ministry and/or Budget committee.

- Section 4 - He/she coordinates activities with other groups in the church involving the Music Ministry (Weddings, Funerals, Vacation Bible Class (VBC)/Sunday School Activities, Ministers Special Programs, etc.)
- Section 5 - Check church calendars to keep abreast of all activities.
- Section 6 - Assist in arranging for a substitute musician when not able to be present.
- Section 7 - Begin each service about 5 to 10 minutes before time in order that it will create an environment for preparation for worship and praise.
- Section 8 - Oversee the development of music programs and choirs for teens and children.
- Section 9 - If unable to play for any event as enumerated above, the minister of music is responsible to secure experienced replacement to provide music.
- Section 10 - The church choirs and/or musical organizations will be formed only upon approval of the Pastor and Deacon Ministry.
- Section 11 - Activities and functions of all singing groups will be subject to regular monitoring and advice by the Pastor and Deacon Ministry as to their operations.
- Section 12 - The Organist of each singing group will have primary responsibility for the selection of the music, training the members, and selecting songs to be sung in the regular services in which their choir will serve.
- Section 13 - The Organist is responsible to the Pastor for planning, conducting, and evaluating the Church music program.
- Section 14 - The Organist is responsible for rehearsing with the choirs before each Sunday that they are to serve.
- Section 15 - The Organist is responsible to ensure that the choir is in proper uniform, i.e. robes.
- Section 16 - The Organist is responsible for reporting the status of all musical equipment to the Trustee Ministry or Deacon Ministry.
- Section 17 - The Organist shall be responsible for ensuring that choir members are available for special services, funerals, and other activities involving the choirs.
- Section 18 - The organist shall be a contractual employer of the church and these sections listed as the job description.

### **C. Dismissal**

A complainant should submit in writing to the Pastor, Deacon Ministry, or Trustee Ministry the rationale for which it is felt that removal of the Organist is in order. Upon recommendation of the Deacon Ministry or Trustee Ministry to the Pastor, the Organist may be removed by the Joint Board Ministry for failure to perform any of his/her as stated above.

This is a contractual position and may be amended as agreed upon by the individual and the Joint Board Ministry.

## **ARTICLE XIX: VAN/BUS DRIVERS**

Van Drivers (Primary and Secondary) shall be employed by the Church. As directed by the Deacon Ministry and Trustee Ministry, the driver is responsible for transporting members upon request for the 7:00 a.m. and 11:15 a.m., and afternoon services each Sunday, Wednesday night Prayer Services, and other Church functions designated by the Pastor or Deacon Ministry.

### **A. Qualifications**

- Section 1 - Van Driver must be at least twenty-one (21) years of age.
- Section 2 - Bus Driver must have a valid Virginia driver's license and CDL for the bus.
- Section 3 - Driver must have a good driving record.
- Section 4 - Driver must be insurable.

### **B. Duties**

- Section 1 - Driver must be **courteous** and **respectful** at all times to members riding the van.
- Section 2 - Driver is responsible for the cleanliness of the van after each use.
- Section 3 - Driver is responsible for **reporting any damage or malfunction** of the van to the Trustee Ministry.
- Section 4 - Driver is responsible for **immediately reporting an overflow of riders** to the Trustee Ministry or Deacon Ministry.
- Section 5 - Driver must have the ability to communicate with riders for pick-up.

**C. Dismissal**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the rationale for which it is felt that removal of the Van Driver is in order. Upon recommendation of the Trustee Ministry or Deacon Ministry to the Pastor, the Van Driver may be dismissed for failure to perform any of his/her duties.

**D. Volunteer Driver**

All Drivers will report to Trustee Ministry or Deacon Ministry when an overflow of riders occurs. Trustee Ministry or Deacon Ministry will be responsible for contacting a volunteer driver.

**ARTICLE XX: SECURITY**

Security shall be employed by the Church and the responsibility of the Trustee Ministry.

**A. Complaints**

Any complaints should be addressed to the Pastor, Trustee Ministry, or Deacon Ministry.

**ARTICLE XXI: SEXTON (CUSTODIAN)**

The Sexton shall be employed by the church. Under the direction of the Trustee Ministry, the Sexton will be responsible for the cleanliness of the Church and Church grounds, opening and closing of the Church, minor repairs of fixtures, security of the Church building, and janitorial supplies and equipment.

**A. Complaints**

Any complaints should be addressed in this order to the — Trustee Ministry, Deacon Ministry, and then Pastor.

**B. Dismissal**

A complainant should submit in writing to the Pastor, Trustees, or Deacons the rationale for which it is felt that removal of the Sexton is in order. Upon recommendation of the Trustee Ministry or Deacon Ministry to the Pastor, the Sexton may be dismissed for failure to perform any of his/her duties.

**ARTICLE XXII: CHURCH SCHOOL SUPERINTENDENT**

A Superintendent has a significant role to play in providing for teacher recruitment and training, developing new classes and programs, administering the details of the program (such as room assignments and material orders), and other tasks. The person chosen for this office should be

one dedicated to the importance of **education, nurture, and spiritual growth, and good administrative skills.**

#### **A. Qualifications/Duties**

Section 1 - The Superintendent is the **executive** and **administrator** of the Church School.

Section 2 - The Superintendent is to provide for an effective and meaningful Church School program for all students and teachers. His/Her **chief responsibility** is to **encourage** a sense of community among the members of the teaching staff who must likewise do to their students.

Section 3 - The Superintendent must be interested in having the Church School reflect an awareness of the developmental needs of individuals. **He/She** shall seek to facilitate the development of Church School teachers through available **media** and **resources**.

Section 4 - The Pastor, Superintendent, and Deacon Ministry will place extensive emphasis on the choice of and effective use of the curricular materials that best meet the school's needs and goals.

Section 5 - The Superintendent shall appoint Church School Teachers with the approval of the Pastor and Deacon Ministry.

Section 6 - The Superintendent and other officers shall be elected annually by the members of the Church School with the approval of the Pastor and Deacon Ministry.

Section 7 - The Superintendent is **responsible** for the **Budget** of the **Church School**.

Section 8 - The **Superintendent** should be **capable** of **teaching, recruiting, and training**.

### **ARTICLE XXIII: CHURCH SUNDAY SCHOOL**

Section 1 - The Church Sunday School shall serve as a means whereby members can gather to further understand the purpose of God's word for their lives and to promote the educational ministry of the church through teaching, seminars, projects, and training.

Section 2 - The Church Sunday School seeks to extend to all members and those within the community the opportunity for spiritual growth through the teaching of the Word of God.

Section 3 - The Pastor shall serve as the General Superintendent overseer and advisor of the Church Sunday School. If possible, he should attend regularly for the purpose of discussion of lessons and/or guidance as needed in the clarity of the lessons.

## **ARTICLE XXIV: USHERS**

Section 1 - The Ushers Ministry shall consist of five divisions of Ushers: (1) Male, (2) Female, (3) Junior, (4) Young Adult, and (5) Combined Ushers. Any member of the Combined Usher Ministry shall participate in regional, state, and National Usher's Associations. The Ushers Ministry shall elect its own officers. They shall assist all people entering the sanctuary with sufficient seating and comfort.

Section 2 - Ushers are the Official Greeters.

There shall be Acquaintance Ministry within the Usher Ministry who shall be responsible for selecting a church member to welcome all visitors, and guests to the New First Baptist Church (Taylorsville). They shall recognize the visitors at

the Worship services. They shall provide welcome activities for our guests. They shall also serve as greeters at the various entrances to the church building and sanctuary.

Section 3 - The names of each member for the welcome for each month will be provided to the church clerk for inclusion in the Church Bulletin. They shall ensure that all bibles and hymnals are maintained in the pews. Any damaged bibles or hymnals are to be turned over to the Trustee Ministry for repair or disposal. Additionally, they will make sure pew book holders are kept clean and fans are removed to a common storage and the sanctuary prepared for the next service.

## **ARTICLE XXV: CHURCH MINISTRIES**

All Ministries of the church shall be under Church control. All program activities are subject to Church approval.

Section 1 - **Officers**

Officers of the Ministries shall be recommended and elected by the members of the ministry, with the verification of the Financial Secretary and Church Clerk, who will know if they are in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months) in the church.

**No individual will be Ministry Leader/Chairperson of more than one ministry at a time.**

Installation of **all** officers will take place **annually** on the **Second Sunday in January** at the **11:15 a.m.** service.

Section 2 - **By-laws of Ministries**

Each Ministry should have By-laws for its internal government which do not conflict in any way with the Constitution and By-laws of the Church. When there

is a conflict within the ministries, it shall be brought to the Pastor and Deacon Ministry for settlement. A copy of the By-laws shall be submitted to the Church Clerk and kept on file in the Church Office.

## **ARTICLE XXVI: MINISTRIES**

### **Section 1 - General Requirements**

All ministries, departments, organizations, classes, and groups of the church are subject to and shall function in harmony with the members, the Pastor, and the Deacons. The Pastor, Deacons, and members may add ministries to the church as the need and opportunity arises. None shall be promoted without the recommendation of the pastor and deacons and the approval of the members at a church business meeting. All workers in these ministries must meet and adhere to the standards set forth in this article.

All Church Ministries shall have a formal organizational structure. The **three (3) primary leaders** of church auxiliaries, ministries, and committees are the **Ministry Leader/Chairperson, Vice-Ministry Leader/Chairperson, and the Secretary**. Each of these individuals has distinct functions within their organization. Each church leader should have a working knowledge of the church's governing documents, i.e., Constitution and By-laws. Leaders should understand how decisions are made within the church and how to request operating funds. Ministry leaders should be knowledgeable of the major events and dates on the church's annual calendar and give their support to them. One of the most important skills that all Ministry leaders need is meeting skills. They should have a working knowledge of **Robert's Rules of Order**. While the church does not operate by Robert's Rules, they are necessary when conducting business meetings. **It is the desire of the church that all the ministries work to accomplish their specific charge given and/or approved by the Church and by the Pastor. However, if this is not accomplished, the Pastor will make a recommendation to the Deacon Ministry about positioning said Ministry.**

### **Section 2 - Duties of the Ministry Team Leader (Chairperson)**

- (a) Serves as the ministry's spiritual leader.
- (b) Maintains Christian fellowship within the group.
- (c) Leads and conducts group business meetings.
- (d) Plans the meeting's agenda.
- (e) Leads group discussion during business meetings.
- (f) Leads in planning group activities and tasks.
- (g) Leads group training sessions.
- (h) Leads in developing group goals.
- (i) Delegates tasks to other group members.
- (j) Coordinates group activities with church calendar.
- (k) Motivates group members to achieve group goals.
- (l) Understands the needs of group members.
- (m) Appoints committees and assigns work tasks.

- (n) Length of service two (2) years. Candidate may be re-elected after vacating the position **ONE** complete term.

**Section 3 - Duties of the Assistant Ministry Team Leader (Vice-Leader /Vice-Chairperson)**

- (a) Serves as a spiritual leader.
- (b) Helps maintain Christian fellowship.
- (c) Assists the leader in leading the group.
- (d) Presides at meetings in the Leader's absence.
- (e) Works with the Leader in planning and coordinating group activities.
- (f) Assists in group training sessions.
- (g) Assists with group motivation.
- (h) Understands the needs of group members.
- (i) Works to foster the church's interests and goals.
- (j) Works with and for the Leader of the group.

**Section 4 - Duties of the Ministry Team Secretary (Secretary)**

- (a) Serves as a spiritual leader.
- (b) Help maintain Christian fellowship.
- (c) Records the minutes of all business meetings and provides a copy to the Church Clerk / Secretary.
- (d) Prepares and reads the minutes of previous business meetings.
- (e) Maintains and preserves the group records for future use.
- (f) Corresponds with other churches through the church office.
- (g) Prepares a copy of the minutes prior to the meeting for the President's review, corrections, and signature.
- (h) Contacts group members to pass along important information regarding the group.
- (i) Maintains a current file of group members' addresses and telephone numbers.
- (j) Works with and for the President of the group.

**Section 5 - Office Tenure**

Any officer, who for a period of three (3) consecutive months, fails to perform faithfully the duties pertaining to the office, thereby automatically vacates said office. The Church has the power, for good and sufficient cause, to remove from office any officer.

Resignation from elected and appointed officers shall be made in writing to the Church by giving notice to the Deacon Board.

## **ARTICLE XXVII : MEMBERSHIP**

The membership of this church shall consist of persons who have made a profession of faith in Christ as Saviour and Lord; who desire to be numbered among His disciples and to affiliate with this church; who have experienced believer's baptism by immersion; or who submit themselves for baptism and are willing to obey this doctrine of the New Testament, adhere to this Baptist Church Covenant, and assume financial obligations.

### **A. Condition of Membership**

#### **Section 1 - A Regenerated Heart**

Only the converted and godly persons have any right in the Baptist Church as members. They should give good evidence that they are new creatures in Christ Jesus; that they have passed from death unto life; that they are sealed with the Holy Spirit of promise; and that they are dead to trespasses and sin. God has quickened them together with Christ. (**Ephesians 1:1; 2:1-6**) "But ye are a chosen generation, a Holy nation, a royal priesthood, a peculiar people; that ye should show forth the praises of Him who called you out of darkness into His marvelous light." (**1 Peter 2:9**) "A regenerated heart is the first prerequisite for a member in the Church of Christ."

#### **Section 2 - A Confession of Faith**

Before the Church can consistently welcome a member into its fellowship, the members must obtain the evidence that he too is of like previous faith: with themselves; that he has passed from death unto life and has become a new creature in Christ. To know this, the applicant for membership must make a confession to that effect. (**Psalms 66:16**) "Come and hear, all ye that fear God, and I will declare what he hath done for my soul." (**Romans 10:9**) "For with the heart man believeth unto righteousness, and with the mouth confession is made unto salvation."

#### **Section 3 - Baptism**

A regenerated heart constitutes the spiritual qualification for Church membership. Professed faith and consistent Christian life constitute the moral qualifications. Except by baptism no person can be received as a member of the Church without violating the prescribed conditions, and the divine method. One may become a member of the Kingdom of Heaven by being born from above, but he cannot become a member of the visible Church except he confesses that spiritual change by water baptism.

In that symbolic act he declares himself dead to the world of sin, buried and raised up to the newness of life through the death and resurrection of Jesus Christ from the dead. The spiritual change of the new birth begets Christian fellowship. But to secure Church fellowship that change must be confessed by water baptism. This is the New Testament order (**Matthew 28:19, Mark 1:1-15**).

At the first it was so. They repented, they believed, they were baptized, and then they were added to the Church. Without confession by water baptism, there can be no Christian Church.

#### Section 4 - **Christian Experience**

An external Christian life must corroborate the profession of an internal Christian faith. The Apostolic injunction must, to a good degree, be made manifest to all and every professed disciple. (**Colossians 3:1-3**) “If ye then be risen with Christ, seek those things which are above, where Christ sitteth on the right hand of God. Set your affection on things above, not on things on the earth. For ye are dead, and your life is hid with Christ in God.” For a member to hold membership in the Church, his life must conform to the teachings of the Word of God.

### **B. Modes of Admission**

There are three (3) ways in common use, by which a person(s) may be admitted to the Church according to their religious standing and their relation to a profession of faith. In each of these different ways, it takes the vote of the Church. The following are the three modes of admission:

#### Section 1 - **General**

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

#### Section 2 - **Candidacy**

Any person, having affirmed his personal relationship with Jesus Christ, may offer himself as a candidate for membership in this church at any regular service, in any of the following ways:

- a) By profession of faith in Jesus Christ as Lord and Savior and by Baptism according to the policies of this church.
- b) By Letter from a Baptist church of like faith provided such one has been scripturally baptized as defined by this Article section 3 of this Constitution.
- c) By statement of one's faith in Jesus Christ as Lord and Savior, one who has been scripturally baptized by a church of like faith and order as defined by Article XXVII Section (A) (3) of this Constitution, provided that the church that administered the baptism be a church that believes and teaches that a genuine experience of salvation is an eternal experience never to be lost.

### Section 3 - **Christian Experience**

By restoration to active fellowship one who has previously lost such standing in this church. In all cases the church must be fully satisfied as to the good Intent of such applicant. A three-fourths vote of those church members present and voting at a Church Conference shall be required to restore an applicant to membership.

### Section 4 - **Requirements for Membership**

All candidates for membership will be required to participate in a New Member Orientation.

### C. **Modes of Dismissal**

Christians should not live outside of the fold of the Good Shepherd, but within the shelter of His fellowship unless indeed they become unworthy of the position and have to be excluded. Provisions are, however, made for transference of membership from one to another. There are three (3) ways by which the relation of members may be dissolved:

**BY LETTER.** A member may, on application, receive a letter of commendation and dismissal from his Church with which to reunite to another Church of the same faith and order, and thus not pass out of Church relations, but to be transferred from one fellowship to another.

**BY EXCLUSION.** When the Church, in the exercise of its lawful authority and discipline, withdraws fellowship from one proved to be an unworthy member, his/her connection with the body is dissolved and thenceforth ceases.

**BY DEFAULT.** The Deacon Ministry should prepare from year to year a list of those members who have for a period of one (1) year or more failed to participate in the service of worship, or financial support, without valid excuse. If they are satisfied that the persons so described cannot be reclaimed, names shall be erased from the Church's membership roll and thereafter cease to be members of NFBCT.

### D. **The Individual Member**

I have received Jesus Christ as my Lord and Savior, and have been baptized as a believer by immersion.

I believe God has led me to unite in membership with the New First Baptist Church (Taylorsville) family. I am in agreement with the following New First Baptist Church (Taylorsville) statements:

- Vision Statement
- Mission Statement
- Church Covenant
- Articles of Faith

Knowing that I am still maturing, spiritually, while on earth, my goals to God and to the other members are:

- Section 1 - Protect the unity of my church, which includes:
- acting in love toward other members (Romans 15:19, 1 Peter 1:22)
  - refusing to gossip (Ephesians 4:29)
  - cultivating a positive attitude (Philippians 2:5)
  - maintaining Biblical integrity (1 Corinthians 2:12-15)
  - following the leaders (Hebrews 13: 17)
- Section 2 - Serve the ministry of my church, which includes:
- lifting it up in prayer (1 Thessalonians 1: 2)
  - using my gifts and talents in service (1 Peter 4:10)
  - developing a servant's heart (Ephesians 4: 11-12, Philippians 2:3-4, 7)
  - participating in fellowship (Romans 12:5)
  - giving regularly (1 Corinthians 16:2, Leviticus 27:30)
- Section 3 - Support the testimony of my church, which includes:
- attending faithfully (Hebrews 10: 25)
  - fulfilling commitments (Romans 12: 1)
  - inviting the unchurched to attend (Luke 14:23)
  - warmly welcoming newcomers (Romans 15:7)
  - living a godly life (Philippians 1:27)
- Section 4 - **To Themselves:** The **acquisition** of religious knowledge, **growth** in grace and spirituality, **consistency** and external behavior, and the control of every unholy temper.
- Section 5 - **To Pastor: Submission** to him in spiritual exercise of his official authority, **attend** consistently upon his administration of the means of grace; have a Christian's regard for his reputation in the Church, the community and at home, contribute freely toward his material support in proportion to their ability. (I Thessalonian 5:12-13, I Timothy 5:17-20, and Hebrews 13:7, 17)
- Section 6 - **To Members:** To **cultivate** and **cherish** brotherly love for each other; **visit** and **sympathize** one with the other in affections and sorrow; **pray** with and **console** each other; **administer** finance to those who are in need, **guard** carefully each other's reputation, **admonish** affectionately and privately each other for faults and improprieties, and **strive** by all proper measures to promote these principles. (I Corinthians 12:12-31, I Peter 4:10-11, and Romans 12:6-8)
- Section 7 - **To the World:** Be **lights**, lighting dark places. Turn the world from darkness; seek to evangelize the world and win it for Christ. (Matthew 5:16, Acts 1:8, and Luke 14:23)
- Section 8 - **Active Members:** Our membership consists of professing Christians who **attend** services regularly if physically able, and who **contribute** to the budget of the Church if financially able and **partake** of the Lord's Supper.
- Section 9 - Members are expected to be faithful in all the duties essential to the Christian life.

Section 10 - Members shall give regularly for the support of the church and its ministries.  
**Malachi 3:10** should serve as your guide

Section 11 - Members shall share in the Church's organized work.

Section 12 - Members should attend the services of this church regularly.

Section 13 - Members should give active support to and promote the stated purpose of the church's ministries.

Section 14 - Members are expected to cooperate with the Pastor, Officers and Committees through personal service in furthering the ministries of the church.

Section 15 - Members should conform to the philosophy and provisions of this constitution.

#### **E. Non-Resident Members**

Members who resides in a locale of such distance from the church as to make regular attendance impractical, but who maintains his/her financial obligations to the church.

#### **F. Watch Care Members**

Members living in this area but wish to maintain affiliation with their home church in another state and/or a distance greater than 50 miles. They are entitled to all the rights and privileges of the church and shall fulfill faithfully all obligations as outlined for MEMBERS.

#### **G. Superannuated Members**

Members who are sick, aged, indigent or otherwise unable to fulfill obligations to the church because of uncontrollable circumstances. This status will be determined by the Pastor and Deacon Ministry. They will be excused from financial obligations. A list of these members shall be maintained by the Pastor and Deacon Ministry, and prepared and provided by Donations Record Secretary.

#### **H. Membership Rights**

Section 1 - Only members of the church are entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

Section 2 - Serve on committees.

Section 3 - Participate in any and all church activities.

Section 4 - Vote during official balloting provided he/she is in good standing (faithfully attends services and contribute to the financial resources of the church within the last three (3) months). All matters that have passed preliminary parliament

procedures shall be voted on only by members in good standing, who are regular contributors and supporters to the Church finances, and who are of legal age of 18 and older.

A. Voting for Pastor

Voting by proxy is prohibited; however, in situations such as unalterable travel plans, illnesses or some other reasons beyond an individual control, that would prevent them from voting on election day, an absentee ballot may be obtained from the Church Clerk/Secretary. **When voting for a Pastor, the individual casting the absentee ballot must have personally heard the candidate preach and teach.” (John 3:32, Acts 4:20, Acts 22:15, and I John 1:3)**

The individual must be a member of the Church and in good standing (faithfully attends services and contribute to the financial resources of the church within the last three (3) months). The member must pick up an absentee ballot and register that vote and sign the ballot in one visit to the Church office.

In case of illness, the ballot must be returned within one day. The ballot must be submitted in a dated, signed and sealed envelope. It is required that the Church Clerk/Secretary after accepting the ballot must sign and date the sealed envelope. On the day of the election, the Church Clerk/Secretary will turn over the sealed ballots to the Joint Board Ministry.

**JOHN 3:32** And what he hath **SEEN AND HEARD**, that he testifieth; and no man receiveth his testimony.

**ACTS 4:20** For we cannot but speak the things which we have **SEEN AND HEARD**.

**ACTS 22:15** For thou shalt be his witness unto all men of what thou hast **SEEN AND HEARD**.

**1 JOHN 1:3** That which we have **SEEN AND HEARD** declare we unto you, that ye also may have fellowship with us: and truly our fellowship is with the Father, and with his Son Jesus Christ.

Section 5 - Only members of the church in good standing (faithfully attends services and contribute to the financial resources of the church within the last three (3) months) can serve on ministries and are eligible for consideration by the membership as candidates for elective offices in the church ministries or positions of leadership.

Section 6 - Use the Church edifice as a site for special services such as weddings, dedication of infants, and eulogistic ceremonies.

- A. Arrangements for the use of the Church for weddings must be made with the Pastor or in his absence, with the Trustee Ministry Chairman. A written request form must be completed **(Use Appendix 3)**. Trustee Ministry Chairman will maintain calendar.
- B. Arrangements for date and time of funerals and use of the Church for a deceased member shall be referred to the Pastor and wherever possible the wishes of the family should be adhered to.
- C. Funerals for non-members will be considered only on a case by case basis for family members who are in good standing (faithfully attends services and contribute to the financial resources of the church within the last three (3) months) in the church and determined by the Pastor and Deacon Ministry.
- D. The Pastor and the Deacon Ministry shall honor requests for the dedication of infants of members of the church.
- E. Request for other activities require an approved written request for use of church facilities submitted to Trustee Ministry Chairman.

#### **I. New Members Orientation**

New members are obligated to participate in the church's three (3) new member orientation classes as prescribed by the Deaconess Ministry.

#### **J. Procedures and Discipline**

Section 1 - It shall be the practice of this church to emphasize to its membership 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.

Section 2 - Should some serious condition exist which 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, three-fourths vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. A spirit of Christian kindness and forbearance shall pervade all such proceedings.

Section 3 - A member becomes an offense to the Church and to its good name by reason of immoral or un-Christian-like conduct, by continuing to break covenant vows, or non-support of the Church. Sufficient evidence must be presented by the accuser to the Deacon Ministry. If such evidence merits consideration of termination, the

Deacon Ministry will make a recommendation to the Church. The Church membership will make the final determination by two thirds (2/3) majority vote of the membership present at the meeting and voting.

Section 4 - Any member in disciplinary status is ineligible to vote in Church proceedings.

Section 5 - A member who has been non-financial and has not made any effort to bring his/her arrear status up to date after notification from the Pastor and Donations Record Secretary shall be dropped from the roll of the Church.

Section 6 - If a member in good standing (faithfully attends services and contribute to the financial resources of the church within the last three (3) months) requests to be released from his/her covenant obligation to this church for reasons which the Pastor and Deacon Ministry may finally deem satisfactory, after they shall patiently and kindly endeavor to keep his/her continuance in this church's fellowship, such request may be granted and membership terminated.

Section 7 - Membership shall be terminated in the following ways:

- A. Death of the member.
- B. Exclusion by action of this church.
- C. Transfer of letter to another Baptist church.
- D. Erasure upon request or proof of membership in a church of another denomination/or church.
- E. Dismissal, as a result of apostasy, heresy, or becoming an offense to the church by reason of flagrant non-Christian conduct without repentance.

## **ARTICLE XXVIII: CHURCH SERVICES/MEETINGS**

### **Section 1 - Worship Services**

The Church shall meet regularly each Sunday morning, at Seven (7) a.m. and Eleven-fifteen (11:15) a.m., Wednesday evening Seven (7) p.m., and Bible Study Seven forty-five (7:45) p.m. for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Pastor will direct the services of all the Church members and for all others who may choose to attend.

**There shall be no collection of funds by Any Ministry during Worship Service collection of Tithes and Offerings.**

### **Section 2 - Special Services**

- A. Church Anniversary will be observed annually for one week starting the Tuesday **after** the 2nd Sunday in May.

- B. Revival will be observed annually for three days (Tuesday-Thursday) after the 3<sup>rd</sup> Sunday in October. Any other church meetings essential to the advancement of the Church's objectives shall be placed on the Church Calendar by the Clerk with authorization of the Pastor and Deacon Ministry.
- C. Baby Dedication (**Appendix 9**)

### Section 3 - **Ordinances**

#### **A. Baptism**

A person who receives Jesus Christ as 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. (**Matthew 3:13-17 and Matthew 28:19-20**)

1. Baptism shall be by immersion in water.
2. **Baptism** shall be **administered by** the **Pastor** or in his **absence** an **Ordained Minister or Deacon** whom the **Deacon Ministry Chairman** shall **authorize**. The Deacons and Deaconesses shall assist in the preparation and observance of Baptism.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor and/or staff and Deacons. If negative interest is ascertained, he/she shall be deleted from those awaiting baptism.

#### **B. 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. **Matthew 26:20-29 and 1Corinthians 11:23-33**

1. The Lord's Supper shall be observed the **first Sunday** of each month after the regular **seven (7)** and **eleven fifteen** (11:15) a.m. services.
2. The Pastor and/or Deacons shall be responsible for the administration of the Lord's Supper.
3. The Deacons and Deaconesses shall be responsible for the physical preparation of the Lord's Supper.

4. Deacons see that all necessary Lord's supper equipment and materials are available and in place prior to each observance of the ordinance.
5. Deacons and Deaconesses see that all equipment is gathered, cleaned, and stored after each observance of the ordinance.
6. Deacons assist the pastor in evaluating the observance of the ordinance and make suggestions as to how it may be improved.

#### Section 4 - **Meetings**

- A. The **Church** shall **hold** regular Church Business Meetings **biannually**.  
**The dates are to be set in the church annual calendar.**

Church Business Meetings serve as a forum to: keep congregational members informed of church activities (church and school) on a regular basis, address issues and concerns posed by congregational members, exercise the election of Pastor, Interim Pastor, all board members and officers, call professional workers and exercise church discipline, and amend the Constitution and its By-laws if necessary, and approve all purchases over \$10,000.00.

- B. **Leadership Team Meetings**

The Church Leadership Team shall consist of all ministry leaders. The Pastor shall serve as chairman of the Church Leadership Team, or in his absence, the Deacon Ministry Chairman. The Church Leadership Team shall meet monthly for communication and informational purposes.

- C. **Special Church Business Meetings**

A special meeting may be called by the Pastor or Deacon Ministry Chairman. A **two-week** notice **must** be given to the membership for the specially called business meeting **unless extreme urgency** renders such notice impractical. The **notice** shall **include** the **subject**, the **date**, **time**, and **place**; and it must be given at 7 a.m. and 11:15 a.m. two consecutive Sundays. This will give all members an opportunity to know of the special meeting. If urgency renders such notice impractical – the best interest of the Church will take precedence.

- D. **Joint Board Ministry Meetings**

Joint Board Ministry Meetings shall meet monthly, the last Monday of each month. Ministries or members who have a need to meet with the Joint Board Ministry must at least two weeks prior to its monthly meeting submit purpose(s) for attending with request in writing for proper

documentation and clarification. All attempts will be made to resolve and adequately address items of concern for efficiency.

E. **Parliamentary Rules**

The latest edition of Robert's Rules of Order, is the authority for parliamentary rules of procedure for all business meetings of the church.

F. **Fellowship with Other Churches**

The Church shall fellowship with other churches as prearranged and properly scheduled.

## **ARTICLE XXIX: CHURCH GOVERNMENT**

This is a responsibility of the Church after being constituted by which the body forms rules for its own government in the transaction of business, that all things will be done decently and in order (**I Corinthians 14:40**).

Section 1 - There shall be a **regular Business Meeting, twice a year (June & December)**, and others if the Church shall order them, which shall compose of members of the Church, each member enjoying equal privileges.

Section 2 - The **Business Meeting** thus formed, the Moderator shall have power to govern according to the rules written herein.

Section 3 - The Pastor when asked may serve as the Moderator, unless absent; or if circumstances require, the Church shall appoint a Moderator, usually the Deacon Ministry Chairman.

Section 4 - All persons speaking in debate or making a motion or introducing an instrument in writing shall rise from their seats and address the Moderator. They shall not be interrupted while speaking unless they depart from the subject, or use unbecoming language. In either case, the Moderator shall call them to order.

Section 5 - All motions made and properly seconded come under the consideration of the **Business Meeting**, and after allowing sufficient time for debate shall be put to a vote and the decision will be announced by the Moderator, unless it be withdrawn by the mover.

Section 6 - No person shall speak more than two times on the same subject without the consent of the Moderator.

Section 7 - **There shall be no whispering, talking, laughing, or walking idly during the time of the Business Meeting.**

- Section 8 - No member shall absent himself or herself from the **Business Meeting** while in session to go home without the consent of the Moderator.
- Section 9 - The Moderator shall not speak in a debate unless the chair is filled and he becomes the subject to these rules. He shall vote only in the case of a tie.
- Section 10 - No business shall come under the consideration of the **Business Meeting**, unless it has gone through proper procedures (Pastor/Deacon Ministry). All business shall be presented to the Joint Board Ministry one month prior to be addressed at Business Meeting to be resolved.
- Section 11 - It shall be the duty of all members to give their votes in all cases that come to a decision, unless excused by the **Business Meeting**.
- Section 12 - The Clerk shall keep minutes of the proceedings of the **Business Meeting** which shall be read and approved at the next **Business Meeting**.
- Section 13 - These rules and declarations of faith shall be read quarterly, unless otherwise directed by the Church.
- Section 14 - Any member violating any of the rules, shall be reported to the Moderator and on refusing to come to order, shall be dealt with by the Church.
- Section 15 - All **Business Meetings** shall be opened and closed with prayer.

### **ARTICLE XXX: ADOPTION AND AMENDMENTS**

- Section 1 - Adoption
- Upon adoption, this constitution bears immediate and complete constitutional authority upon this church
- Section 2 - Procedure for Amending
- This constitution may be revised, replaced or amended at any regular business meeting of the church by a two-thirds (2/3) vote of members present and voting, provided the proposed amendments have been announced at a previous business meeting and have been posted in a prominent place in the church for four Sundays (before and after all services) or mailed to all members at least two weeks prior to the vote of the member.
- Section 3 - Recording of Amendments
- The Church Clerk/Secretary shall record all amendments to this constitution by appending such amendments to the constitution. All amendments shall be added to later editions of the constitution with the amendment date noted.

Section 4 - The Constitution and By-laws shall be reviewed by the Church By-laws Committee for possible revision every five years or as needed.

### **ARTICLE XXXI: LITERATURE**

A. No literature will be posted or disseminated without the prior approval of the Pastor or Deacon Ministry.

**B. Church Bulletin/Program Services**

The church shall maintain Bulletin/Program Services for the purpose of educating, informing, promoting, and extending the ministries and activities of the church.

The Bulletin/Program Services will be the resource center for the church. Assigned persons will seek to provide and promote the use of printed church bulletins, fliers, anniversaries, and celebration programs. They may also provide consultation to Church leaders and members using the most economical means to provide printed material. **(See Article XLIII for Funeral Programs.)**

### **ARTICLE XXXII: COMMITTEES**

Below listed committees are standing committees. Membership and organization will be changed as the need occurs because of members no longer desire to serve, sickness or continued absences from meetings. New members will be chosen based on skills that are necessary to support the mission of the church and the mission statement of the committee. Committees shall establish mission statements, By-laws which shall include the make-up of the committee members and replacement of members **(Reference Article XXV: Church Ministries, Section 2).**

**A. Kitchen Committee**

This committee shall coordinate the use of the Church Kitchen and shall be responsible for the cleanliness of the kitchen and its equipment. Care shall be taken by the committee to be sure that all health rules concerning food handling are in force at all times. This committee shall issue guidelines for the use of the kitchen as directed by the Trustees.

**B. Anniversary Committee**

The Anniversary Committee shall plan appropriate observations of the Anniversary of the Church.

### **C. Beautification Committee**

***“He has made everything beautiful in His time. He has also set eternity in the hearts of men: yet they cannot fathom what God has done from beginning to end.” (Ecclesiastes 3:11)***

The Beautification Committee's focus is to ensure God's house is beautifully decorated as the season dictates. We also ensure that the interior of the church is inviting and worshipful for members, visitors, and guests. They are responsible for updating the bulletin boards, ensuring floral arrangements are provided for special occasions. Beautify the church around four seasons.

### **D. Building Committee**

A Building Committee shall be appointed to make regular assessments of the needs for renovation, redesigning or new construction of facilities in excess of thirty thousand dollars (\$30,000). They will make a report of its recommendations to the Joint Board Ministry before bringing such recommendation to the church. This committee shall be composed of seven (7) members: two (2) Trustees, one (1) Deacon, and four (4) members of the Church-at-large.

### **E. Budget Committee**

Section 1 - Shall be appointed at the annual church meeting to serve on a rotation basis for two (2) or three (3) years. Each year the assigned term of one-third (1/3) of the committee shall expire.

Section 2 - The committee shall consist of two (2) Deacons, three (3) Trustees, and four (4) members of the Church at large. The Financial Secretary, Treasurer, and Pastor shall serve in an advisory capacity.

Section 3 - The Budget Committee shall plan the annual budget in keeping with the Church's priorities for advancing the work of the church. They shall receive from all budgeted organizations and committees recommendations for their part of the budget. The final budget shall be presented to the Joint Board Ministry before it is presented to the church. A copy of the proposed budget will be made available to the membership in the Church office two (2) weeks prior to the business meeting for the adoption of the budget. The proposed budget shall include a breakdown of salaries of all paid employees, including extra clergy fees.

Section 4 - The Budget Committee shall monitor Church income and expenditures to ensure that funds are disbursed according to the budget. They shall develop procedures for approval of the expenditures and a system for recording the same.

### **F. Search Committee**

Whenever a vacancy occurs, a Pastor Search Committee shall be formed, composed of the Deacon Ministry Chairman, Trustee Ministry Chairman, Sunday School Superintendent, and nine members of the congregation who shall be elected at a Church Business Meeting. This team

shall seek out a pastor, and its recommendation, after consulting with the deacons, shall constitute a nomination. The committee shall bring to the consideration of the church only one person at a time.

After the Pastor Search Committee has agreed on a nomination and prior to any meeting of the church held for the purpose of considering the nominee, the Pastor Search Committee in consultation with Joint Board Ministry (Deacons and Trustees), shall contact the prospective candidate for the purpose of reaching tentative terms of agreement. This written agreement shall stipulate the amount of salary, vacation, sick leave, number and duration of revival meetings to be held annually in other churches, arrangements and agreements for those who supply the pulpit in the absence of the pastor, and any other duties and obligations of the contracting parties (Installation Service and Pastors Anniversary) including a statement that the contract may be terminated by thirty days' notice by either party. The tentative agreement shall become permanent upon the church extending a call and the prospective pastor accepting the call.

An affirmative vote by secret ballot of three-fourths of those present and voting shall be necessary to approve the calling of a pastor.

Section 1 - The Deacon Ministry and the Trustee Ministry Chairmen shall nominate one person from their respective ministry. Interested at-large members should submit their names to the Deacon Ministry for consideration.

Deacon Ministry – 2  
Trustee Ministry – 2  
Sunday School Superintendent - 1  
Deaconess Ministry - 1  
Church-at-large – 9

The Search Committee shall consist of (15) members with the Deacon Ministry Chairman serving as an ex-officio member or as Chairperson.

Section 2 - The Search Committee has the authority to review, investigate, and schedule preaching at a regularly scheduled service with any and all ordained Ministers interested in an appointment at New First Baptist Church (Taylorsville). **On or before the third month of the selection process, the committee shall make a progress report to the church.**

Section 3 - After a period of time, not to exceed one (1) year, the committee shall reduce the number of candidates to three (3) by means of a vote by the Search Committee membership.

Section 4 - These three (3) names are to be presented to the church at a specially called church meeting, such to be announced by the Church Clerk at regular worship services **two (2) weeks** in advance of said meeting.

Section 5 - Upon the acceptance of the three individuals by the church, they are to be contacted by the Search Committee for interview and scheduled for additional services at New First Baptist Church (Taylorsville).

- Section 6 - After a period of time, not to exceed three (3) months and after the church has had a chance to again hear the ministers; the church shall meet in a special called session to be announced as in **Section 4 above** and vote on a Pastor.
- Section 7 - Following the vote on chosen candidates and after consultation between the Deacon and Trustee Ministry, a salary package will be presented to the chosen candidate. In addition, the Constitution and By-laws of the church will be presented to the candidate at this time.
- Section 8 - The Search Committee shall allow the pastor-elect not more than **seven (7)** days to review the information and to decide on accepting the church's offer.
- Section 9 - After candidate accepts the church's offer and the installation of the Pastor is complete, the Search Committee shall be dissolved.
- Section 10 - If candidate rejects Section 9, the process will revert to Section 4 (Search Committee).

#### **G. Church By-laws Committee**

The Church By-laws Committee will consist of the Pastor, two Deacons (Chairman is one), two Trustees (Chairman is one), one Deaconess, the Church Clerk, and six at-large members. It shall review the existing By-laws and recommend any changes deemed appropriate to the Joint Board Ministry and then the congregation. This committee has the responsibility in reviewing By-laws in accordance with the procedure in Article XXX.

### **ARTICLE XXXIII: INTENTIONALLY LEFT BLANK**

### **ARTICLE XXXIV: LICENSING AND ORDINATION**

Any person giving evidence of a Divine call to the gospel ministry and manifesting the gifts and grace belonging to the ministry may be licensed or ordained, or both, to the ministry of this church. He must first state that he accepts without reservation the articles of faith of this church, and must be recommended by the pastor of this church. The ordination council, composed of ordained ministers (which may be members) selected or approved by the pastor, shall thoroughly examine the candidate in regard to his doctrinal soundness, moral and spiritual qualifications, and personal fitness for the ministry. After satisfactory examination by the council, he shall be recommended to the church for ordination. The candidate's ordination shall require ratification of the recommendation of the council members and approval by the church.

### **ARTICLE XXXV: CHURCH'S PROGRAM MINISTRIES**

- A. The church shall maintain ministries of Bible teaching, church membership training, ministry leadership training, new member orientation (mission, education, and support), and music education training. All ministries related to the church ministries shall be under church authority, that is, the Pastor, the Joint Board Ministry, and elected officers.

All ministries shall report regularly to the Pastor and the Joint Board Ministry. All program activities subject to church coordination and approval. The church shall provide the human, physical, and financial resources for the appropriate implementation and advancement of ministries. In order to protect minors, the church shall implement and administer a screening policy for all workers involved with minors.

- B. **You are loved, you are gifted, and you are needed.** Everyone is a tool in God's hands. How will He use you? It is our desire to assist you in being all that our Lord has called you to be and to help in finding a place of service utilizing your God-given gifts, abilities, and talents. This information is provided to help guide you in finding your place in this ministry.

#### Section 1 - **Sunday School Ministry**

Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work of the church and denomination.

The Sunday School and Vacation Bible School (VBS) shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Superintendent.

All Biblical Literature will be approved by the Pastor and Deacon Ministry.

#### Section 2 - **Women's Ministry**

Philippians 4:13 . . . *I can do all things through Christ which strengtheneth me.*

The Women's Ministry shall be the basic organization to assist women in ministering to the unique needs of women, to support missions through education, prayer and involvement, and to engage in meaningful fellowship with other women. The Women's Ministry Leader will be elected in the October Women's Ministry Meeting and serve for two years.

#### Section 3 - **Men's Ministry**

The Men's Ministry shall be the basic organization to assist men in ministering to the unique needs of men, to support missions through education, prayer and involvement, and to engage in meaningful fellowship with other men. The Men's Ministry Leader will be elected in the October Men's Ministry Meeting and serve for two years.

#### Section 4 - **Media Ministry Team**

The Media Ministry shall provide audio and video support to enhance worship and praise services held at New First Baptist Church (Taylorsville). This ministry

will provide recorded media for the media library. Church members may request a copy of a cassette tape, compact disc, or video copy for a donation. Copies of a cassette tape, compact disc, or video copy may be available for a member that is shut in free of charge, or to provide ministry to a non-member following the service. This ministry will be comprised of experienced persons with audio and video backgrounds to operate associated equipment. Team members will also support other services upon request.

Responsibilities of the team include, but are not limited to:

- (A) Providing sound and light direction to all Sunday services, special events, musical specials, and special rehearsals as required and/or requested.
- (B) Coordinating the purchase, installation, and use of all appropriate sound, DVDs, CDs, and lighting equipment in the church facilities.
- (C) Recruiting and training sound technicians to provide sound direction at the services described above.
- (D) Responsibility for audio videotaping of services as requested by the Pastor or Deacon Ministry Chairman for the purpose of maintaining a media ministry.

**Section 5 - Prayer Ministry (Noon Day and Midweek/Bible Study)**

Ephesians 6:18 . . . Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints . . .

I Thessalonians 5:17 Pray without ceasing . . .

I Timothy 2:8. . . I will therefore that men pray every where, lifting up holy hands, without wrath and doubting . . .

**Section 6 - Adult Bible Study**

Study to show thyself approved a workman needed not to be ashamed rightly dividing the word of truth.

**Section 7 - Church Leadership Team**

The Church Leadership Team shall consist of all ministry leaders and staff representing the following ministry areas: Pastor, Sunday School, Evangelism, Discipleship, Deacons, Prayer, Worship and Music, Trustees, Missions, Men's Ministry, Women's Ministry, Singles, Youth, Children, Stewardship, and other members who may be invited for consultation by the Church Leadership Team.

The Pastor shall serve as Leader of the Church Leadership Team, or in his absence, the Deacon Ministry Chairman. The Church Leadership Team shall meet periodically for communication and informational purposes.

Section 8 - **Discipleship Training Ministries** (New Members Orientation/Sunday School and Bible Study)

**Matthew 28:20 . . . *Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.***

Discipleship Training shall be the doctrinal teaching organization of the church. Its tasks shall be to provide systematic doctrinal teaching organization of the church. Tasks shall be to provide systematic and graded studies related to membership, maturity, ministry, and multiplication. This ministry shall normally be led by the Deaconess Ministry.

Section 9 - **Church Music Ministries**

**Colossians 3:16 . . . *Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.***

**A. Concert Choir and the Male Chorus** (Lifts the name of Jesus through song).

1. Purposely preparing the heart of the congregation for the preaching of God's word.
2. Leading the congregation in worshipping God through song
3. Enabling choir members to grow spiritually by committing their time and talents to Gods.

**B. Youth Choir**

Encouraging, motivating, and developing youth in faith and praise toward Jesus Christ through the singing of God's music. The youth shall be taught and trained to use their God given ability. To establish a foundation of music on the inside of their hearts, minds, and souls to assist continued growth spiritually.

**C. Praise Dance Ministry**

**I Timothy 4:12-16 . . . “... meditate on these things; give yourself entirely to them, that your progress may be evident to all...”**

This ministry’s mission is to Magnify, Glorify, and Proclaim the life changing message of Jesus Christ by delivering the Word of God through dance. This ministry exalts the name of our Lord and Savior Jesus Christ through movement. This ministry will be expressing Worship, Glorification, and Adoration to God Almighty.

**D. Intentionally Left Blank**

**Section 10 - Intentionally Left Blank**

**Section 11 - Youth Development Ministry (YDM)**

**Proverbs 22:6, "Train up a child in the way he should go: and when he is old he will depart from it."**

- A. Designed to cultivate in our youth a passionate pursuit for God’s presence and will. It is our goal to provide the necessary tools that will promote Christ-like character in our young people. We are equipped to define, discover, discipline, and disciple the youth in our ministry and community.
- B. There shall be a Youth Coordinator to oversee all activities of this ministry.
  - 1. A candidate for this position shall be selected by the Pastor(s) and Deacon Ministry.
  - 2. To report all youth activities to the Joint Board Ministry.
- C. YDM shall consist of at least three (3) members, including the elected chairman. A high school age youth shall serve as an advisor to this committee.
- D. Duties of the Youth Ministry Coordinator
  - 1. Plan and coordinate year-round recreational and social activities.
  - 2. Promote attendance and involvement of the youth at all Youth Ministry/Christian Education activities. Welcome college students to participate during their scheduled vacation breaks.
  - 3. Provide opportunities for service in the church.

- E. Youth Development Ministry shall be composed of: Steelettes, Junior Ushers, Junior Missionaries, Children's Church, Praise Dance Ministry, Tutorial Ministry, Dr. T. Melvin Steele Scholarship Ministry, and Youth Bible Study.
1. Intentionally Left Blank
  2. Intentionally Left Blank
  3. Youth Bible Study  
Encouraging youth to develop a personal commitment to study God's word and develop an understanding of God's love, grace, and mercy.

## Section 12 - **Hospitality Ministry**

**I Peter 4:9 . . . *"Use hospitality one to another without grudging"***

**Acts 2:42 . . . *"They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer."***

"Love" is our motivation, and "Fellowship" is our bond.

Duties of Hospitality Ministry:

1. To provide hospitality, extend love, and connect with our church family by allowing the vision of NFBCT to be seen through us daily.
2. Allowing the fruits of the spirit to flow from us onto God's people in whom we serve by being available to assist in the feeding of church members' families during times of bereavement and any other unscheduled events that may require our assistance of feeding.
3. Coordinating social functions involving our church family.
4. Aiding any homebound needs that may be required of this ministry.

## Section 13 - **Usher Ministry (Male, Female, Junior, Young Adult, and Combined)**

**Psalm 84:10 . . . *"For a day in your courts is better than a thousand elsewhere. I would rather be a doorkeeper in the house of my God than dwell in the tents of wickedness."***

To be "Keepers of the Door," cheerfully serve the congregation, help set the spiritual tone and readiness for learning and worshipping during the service by greeting, seating, collecting the offering, maintaining order during the service in and around the church, and attending to the special request of the people.

**Section 14 - Intentionally Left Blank**

**Section 15- Dr. T. Melvin Steele Scholarship Ministry**

The Dr. T. Melvin Steele Scholarship Ministry encourages, motivate, and assist our students with monetary gifts and scholarships to all (active members only in) high school and college graduates towards academic achievement.

**Section 16 - Tutorial Ministry**

**Philippians 4:13 “... *I can do all things in him who strengthens me.*”**

The Tutoring Classes assist our youth in realizing the importance of better study habits, preparing for tests being administered, improving their reading, writing, and mathematical skills by seeking assistance from those in and outside the school system.

The Career-Role Model Day is an annual event preparing our youth for achieving success in their chosen career, informing them of different career choices, and how to obtain the necessary skills for the career of their choice.

The Black History Program is an annual event helping our community to remember, understand, and appreciate their heritage and what sacrifices were made to give us the opportunities that are available today.

The Newsletter is a quarterly report extending support through the congregation and community with an update of current and upcoming activities of the church and our surrounding areas.

The Computer Information Systems Program offers classes for all in Basic Computer Skills, Keyboarding Skills, Microsoft Word - Beginners and Intermediate, Microsoft Excel, Introduction to PowerPoint, Internet (stressing online safety), and Introduction to Web Page Design. Classes are held twice a week from October through May.

**Section 17 - Helping Hands Ministry**

**Psalm 90:17 . . . “*And let the beauty of Lord our God be upon us: and establish thou the work of our hands upon us; yea, the work of our hands establish thou it.*”**

Helping Hand Ministry seeks to improve the quality of life for members in the church and community that are in immediate need of assistance of food, clothing, and other household items to bring relief to their situation. This ministry will direct people incapable of handling their business to appropriate sources for help.

## Section 18 - **Nurses/Health Ministry**

The Nurses/Health Ministry shall care for the immediate health needs and wellbeing of the congregation. They shall provide health and nutrition training to the membership, community, and serve at all worship services and funerals. There shall be a Candy Striper Unit. The unit will also be first aid and CPR qualified for adults, children, and infants. This unit shall provide training annually for the church and community at large.

## Section 19 - **Widows/Widowers Ministry**

**Jeremiah 29:11 . . . “For I know the plans I have for you, “declares the Lord,” plans to prosper you and not to harm you, plans to give you a hope and a future.”**

**Matthew 5:4 . . . “Blessed are they who mourn, for they shall be comforted.”**

Provides a safe place for sharing our experiences, helping understand the grieving process, finding hope and support, and enabling to begin our recovery. Assuring new widower and widows it's okay to talk about their spouse, to share their feelings, to cry. Assure them that God still has a wonderful plan for their life and that they can begin following that path by placing their trust in the Lord. This is a time in which we can share Gods love, and perhaps because of each of us, the widower or widow will strengthen their faith in Christ. This group is open to widows and widowers of all ages who have had a recent bereavement or who wish to complete their grieving for loss of a spouse.

## Section 20 - **Senior's Ministry**

**Psalms 71:18 . . . Now also when I am old and greyheaded, O God, forsake me not; until I have shewed thy strength unto this generation, and thy power to every one that is to come.**

The Senior's Ministry shall promote Christian fellowship and socialization among the seniors (65 years of age and older). The ministry will strive to enhance their golden years with various activities, educate and inform them of beneficial community services and information.

## Section 21 - **History/Archives Ministry**

It shall be the duty of this committee to set forth a permanent record of the history and accomplishments of New First Baptist Church (Taylorsville) and shall designate a permanent place for all records and artifacts.

**Section 22 - Singles Ministry (Tentative)**

Singles, 18-20 years or older, are part of this exciting ministry which involves fellowship, prayer, service, teaching and fun-filled activities. Joining with the singles proves that "ONE is a whole number!"

**Section 23 - Security Ministry (Tentative)**

This is currently a contractual position. This team of dedicated people is committed to serving God's people through surveillance of Church and grounds, parking lot and providing safety in crossing streets.

**Section 24 - Trusteettes Ministry**

*I Corinthians 15:58 . . . Therefore, my beloved brethen, be ye steadfast, unmovable, always abounding in the work of the Lord, forasmuch as ye know that your labor is not in vain in the Lord." . . .*

The wives of the Trustees, who identify, undertake, beautify, improve, and assist the trustees with any projects to ensure the appearance of the church inside and outside of the building contributes to an environment of worship.

**Section 25 - Junior and Senior Missionaries Ministry**

*Mark 16:15 " . . . and he said unto them go ye into the entire world and preach the gospel to every creature."*

To share the good news of the Gospel, to improve mission awareness, to encourage and motivate all members of the church to get involved in mission both locally, nationally and internationally, ministering the gospel and meeting the needs of people. Junior missionaries will be encouraged to participate in age appropriate mission activities.

**Section 26 - Prison Ministry (Tentative)**

Prison Ministry has stood on the premise that God uses and empowers ordinary Christians to bring His peace to the chaos of crime. He can use you with the gifts He's given you.

**Section 27- Street Witnessing (Tentative)**

Evangelism is the primary mission of the church. We present the gospel of Jesus Christ to people from all walks of life in a biblical, **compelling**, and compassionate way. Our frontline experience disarms, ambushes, and surprises the enemies of Jesus Christ. Luke 14:23 records these words, "**Go out into the highways and hedges and compel them to come in, that my house may be filled**".

**Section 28 - Hearing Impaired Ministry (Tentative)**

Some saints "hear" through the expression of hands. This group serves to foster communication and fellowship between hearing and hearing impaired saints.

**Section 29 - Girls Growing Gracefully in God (Tentative)**

Ages 10 - 17. Can I grow, be myself and still reflect Christ? This ministry cultivates positive, Christ-centered, and self-development without stifling unique personalities.

**Section 30 - Young Adult Ministry**

**Jeremiah 29:11 . . . “For I know the plans that I have for you”**

**James 1:22 . . . “But be ye doers of the word, and not hearers only, deceiving your own selves”**

But be ye doers of the word, and not hearers only, deceiving your own selves.

The Young Adult Ministry seeks to create a community of saved individuals from various backgrounds, who will support one another in life and in ministry. This ministry aids in the spiritual growth and social development of young adults ages 18 through 40, while equipping them to serve as leaders of our church and community. This ministry also seeks to bridge the gap in supporting our children and youth while strengthening our adult ministries as they grow in the body of Christ.

**ARTICLE XXXVI: ACCOUNTABLE REIMBURSEMENT POLICY**

**Section 1 - Policy on Travel, Expenses, Equipment, and other Purchased Items**

- A. It is the policy of NFBCT to reimburse employees the costs incurred for all authorized business travel and associated expenses.
- B. NFBCT does not provide an advance for travel related expenses. Instead it will reimburse expenses incurred by the volunteer incurring expenses on behalf of the NFBCT.
- C. As a non-profit organization, stewardship of NFBCT’s resources is essential. Our policy is to reimburse individuals, employees, or volunteers for expenses spent on behalf of NFBCT. Policy is that all travel be conducted in the least expensive manner. Requests will be reviewed, approved, modified, or denied, based upon budgetary constraints.
- D. If NFBCT paid for any items through this policy, the equipment, books, training material or other property belongs to the NFBCT,

- E. If an advance is given and exceeds the amount of business expense substantiated, the staff person must return the excess within five (5) days of the date incurred or paid.
- F. Government Per Diem rate will be used that are readily available on the internet.

Section 2 - Local Travel

- A. **Mileage Reimbursement.** NFBCT will reimburse actual and necessary expenses. This includes mileage in a privately owned vehicle (POV), and related tolls and parking. Mileage costs will be reimbursed at the current Government approved rate.
- B. **Parking and tolls.** NFBCT will reimburse for parking and tolls associated with a local or long distance trip. Parking and Tolls totaling over \$10 per day must have a receipt.

Section 3 - Long Distance Travel

- A. **Air Travel.** NFBCT will pay for pre-approved airfares to approved destinations. Travelers must use the lowest available airfare. Travelers will be reimbursed for special promotional tourism or economy fares as long as these fares do not exceed the lowest available coach fares.

Airline tickets in excess of \$500.00 must be approved by the Joint Board Ministry prior to travel. First class, international, and spouse travel is not reimbursable.

In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change of plans. Acceptable business reasons include the organization canceling or altering the trip or delays in flight connections. This explanation should be attached as documentation with the travel expense report. In instances where these fees/penalties are incurred without adequate explanation, the cost of the fees/penalties will not be reimbursed.

- B. **Lodging Costs.** Accommodations that meet business and personal needs, and offer good value should be selected whenever possible. Travelers should use standard single room accommodations at medium range hotels. The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc.) is not reimbursable. When attending an event associated with an official event hotel, travelers will be reimbursed for lodging costs at the event rate. Receipts for all lodging must be attached to the expense report and itemized by expense category (meals, telephone, parking, etc.). Travelers will be reimbursed for actual lodging costs.

C. **Hotel Phone Surcharges.** One personal phone call (safe arrival call) to the traveler's home is reimbursable. Travelers should use the hotel's long distance phone service only as a last resort because hotel surcharges can be as much as 100% of the actual cost of the call.

D. **Meals.** Meals will be paid in advance on pre-approved government rate including breakfast, lunch and dinner, plus tips not to exceed 15% of the meal cost. Excluded are alcoholic beverages, entertainment expenses, and other types of personal expenses not relating to these specific meals.

The traveler should use institutional or government guidelines related to per diem to guide meal expenses. Providing original receipts for all expenses is strongly encouraged, and is required for all items over \$25.00 per event.

E. **Automobile Rental.** Automobiles should be rented only when the cost advantages are clearly justified (i.e., the cost of the rental car would be less than using taxis, etc.). Travelers are expected to use one of the lower cost car rental firms. All rental car receipts received by the traveler must be submitted with the expense report.

F. **Ground Transportation.** Taxicabs are usually the lowest cost and preferred method of ground transportation.

Receipts are required for all transportation expenses of \$10 or greater.

#### Section 4 - **Non-Reimbursable Expenses**

Non-reimbursable expenses are identified throughout this policy. The following items are typically non-reimbursable expenses:

- First class, spouse and international travel
- Upgrades to air travel, car rentals, or hotel rooms
- Purchase of clothing, luggage, toiletries and other miscellaneous personal items
- Supplemental travel or car rental insurance
- Fines, penalties, or legal fees
- Personal entertainment or recreational expenses
- Valet Parking

NFBCT will not reimburse expenses that are not business related or for things that are not substantiated as business expenses.

#### Section 5 - **Expense Reporting**

##### A. **Receipt Requirements**

All expenses incurred in excess of \$10.00 must be substantiated by original receipts. All receipts should be stapled to a sheet of paper and attached to the back of the expense report. In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler should furnish a

written statement to that effect, as well as an explanation of the expenditure involved all receipt documentation should (or be listed on the receipts itself): the purchase, amount, date, place, and the business nature of the expense.

**B. Timely Submission of Report**

The suggested timeframe for expense report submission is within one week of travel. Travel & Expense Reports filed more than 20 days after expenses are incurred will not be reimbursed without the approval of the Joint Board Ministry.

**C. Tips to Expedite Payment of Travel & Expense Report**

These TIPS are designed to help all travelers. Please refer to the travel Policy for specific information.

- Written explanations are needed for missing receipts or exceptions to the policy
- Ensure the Traveler Name and purpose of trip are clearly identified
- All receipts should be stapled on sheets of paper and attached to the Expense Report, along with the entire itinerary
- Expense reports should follow a logical order and itinerary and travel must match
- All receipts must be originals and meal receipts must have the pre-printed/stamped name and address of the establishment
- Parking and Tolls totaling over \$10 per day must have a receipt
- Hotel bills need to be itemized by meals, telephone, parking, etc.
- Make copies of all Expense Reports with receipts for your records

**D.** The Trustees will be given the original of all receipts and written documentation. The staff person should keep a copy for their own records.

**Section 6 - Other Travel**

In the event that travel on behalf of NFBCT is necessary, a request for approval must be received at least 10 days prior to the travel date on the NFBCT travel reimbursement forms with due justification. The request is subject to review by the Joint Board Ministry.

**Section 7 - Reimbursement of Cell Phone Bills**

NFBCT will not provide a cell phone or pay monthly service charges. NFBCT will reimburse and pay that percentage of calls that are substantiated by a detailed bill provided by phone services. This is in accordance with the standards established by the IRS.

**Section 8 - New First Baptist Church (Taylorsville) Cell Phone Policy (Appendix 10)**

**ARTICLE XXXVII: COMPUTER HARDWARE/SOFTWARE POLICY**

**IN DEVELOPMENT**

**ARTICLE XXXVIII: RETENTION OF CHURCH RECORDS GUIDE**

- Section 1 - The Records Retention Guide provides a quick reference to the records retention requirements, including the proper disposition, of those Church records that are normally found in all areas of ministry. These records may be original records (copy of record) or copies.
- Section 2 - The retention periods established for Church records are based on the legal, administrative, financial, research, and historical needs of the church. "Just in case" or "We might need that" are not legitimate criteria for keeping records beyond their established retention time. Minimum record retention requirements are established as part of an effective internal control program to ensure NFBCT can provide the documents requested by any federal, state, and local agencies within the Statutes of Limitations.
- Section 3 - The type of media a record is created or retained on has no bearing on retention time requirements since retention periods are media neutral. However, records having long retention periods must be either retained on a media that has a long life span or a migration plan must be in place to ensure availability of the records for as long as they are needed.
- Section 4 - Questions on any of the records described in this Article Guide may be directed to the Joint Board Ministry.
- Section 5 - Once the retention period has been reached, records should be purged. It may necessary to establish longer record retention periods than recommended for special circumstances in their operations.
- Section 6 - When using the record retention schedule, keep these factors in mind: Record retention schedules as presented include the medium on which the record is stored and the corresponding minimum retention period. If a particular accounting record is not listed, do not destroy the record until a record retention schedule is established.
- Section 7 - If an audit of NFBCT's financial records is being conducted by a federal or state agency; do not destroy any accounting records until completion of the audit.
- Section 8 - Where records having one retention period cannot be separated from records having a longer retention period, both records should be retained for the longer period.

- Section 9 - The retention schedules do not mention correspondence. Important correspondence maintained by fiscal Ministries should be retained until the record, which it supports, is destroyed.
- Section 10 - The following documents do not need specific approval for their destruction: Duplicate copies of records (i.e., records that are not the original or official copy)
- Section 11 - Records and minutes from all ministry meetings shall be maintained on file for the period indicated:
- **Permanent Records (Keep Indefinitely)**
    - Church History (Updated Annually)
    - Church Bulletin (Historical Copy)
    - Funeral Program
    - Marriage Records
    - Property Records (Deeds)
    - Court/Legal Documents
    - Insurance Records, Current Accident Reports, Claims, Policies
    - Membership Records
    - Photographs
    - Annual Budgets
  - **10 Years**
    - Audit Reports (Internal and External)
  - **7 Years**
    - Church Business Meeting Minutes
    - Joint Board Ministry Meeting
    - Church Offering Envelopes
    - Treasurer/Financial Reports
    - Bank Statements
    - Voided and Canceled Checks and/or Copies of Canceled Checks
    - Bank Reconciliations
    - Payroll Reports
    - Membership Giving Report (Annual)
  - **5 Years**
    - Deacon Ministry Meeting Minutes
    - Trustee Ministry Meeting Minutes
    - Benevolence Records
    - Tax Records
  - **3 Years**
    - Ministry Meeting Minutes
    - General Church Correspondence
    - Bank Deposit Slips

## Section 12 – Secure and Safe Disposal

- A. All records created by NFBCT are proprietary. The safe destruction and proper disposal of most proprietary records created by NFBCT will be arranged and directed by the Trustee Ministry. Documents that are no longer needed for day to day operations and are no longer needed to support the mission of the church, as identified by office staff, ministries, and the History/Archives Ministry, will be transferred to the Trustees for disposal in accordance with records retention schedule in Section 11.

It is important that the Trustee Ministry and office staff responsible for destruction of records and equipment be familiar with methods which do not permit recovery, reconstruction and future use of this information.

An overview of these methods is as follow:

1. Paper records should be shredded and/or pulped, and not simply thrown out in the trash. These destruction services will be arranged through the Trustee Ministry with an authorized vendor providing such services.
  2. Film, audio and videotapes, equipment and electronic information should also be physically destroyed, not simply thrown out in the trash. If it is possible they should be overwritten or erased. Some items must be destroyed through an authorized vendor providing such services for this type of material. These services will be arranged through the Trustee Ministry.
  3. Re-evaluate if Necessary. The value of information can change over time. The Trustee Ministry and History/Archives Ministry are authorized to assist and should be contacted in evaluating a record's long –term administrative or historical value.
- B. NFBCT Records and Equipment Destruction can be accomplished by a commercial or non-profit vendor. The vendor must agree to destroy records and equipment according to NFBCT standards, policies and procedures. The vendor shall not allow records and equipment to be less protected but will ensure safety and security through proper destruction. It will also disallow the reselling of equipment and resources.
- C. Certificate of Records and Equipment Destruction Form. **(Appendix 12)**
- A Certificate of Records and Equipment Destruction Form will be used when a record or equipment is to be properly destroyed. Authorization to destroy must be made by the Trustee Ministry. This form is an inventory

describing and documenting those records and equipment, in all formats, authorized for destruction, as well as the date, agent, and method of destruction. It must be signed by the Trustee Ministry Chairman or his authorized representative and one witness. The form itself shall not contain proprietary information. It is anticipated that in most cases two copies of the destruction record shall be retained: one in the Trustee Ministry office and the other in the church office. The Certificate of Records and Equipment Destruction Form (Appendix 12) may be retained in paper, electronic, or other formats as permitted by the Trustee Ministry.

**Proprietary = of or relating to an owner or ownership**

**ARTICLE XXXIX: INSPECTION OF CHURCH RECORDS**  
**IN DEVELOPMENT**

**ARTICLE XL: CHURCH CREDIT CARDS (Appendix 7)**

**ARTICLE XLI: CHILD ABUSE PREVENTION POLICY**  
**(Appendix 4)**

**ARTICLE XLII: NFBCT FEEDING/REPAST POLICY**

*1 Corinthians 11:34 (NIV) . . . <sup>34</sup> Anyone who is hungry should eat something at home, so that when you meet together it may not result in judgment. And when I come I will give further directions.*

This policy provides a structured format for feeding/repast or special fellowship opportunities at New First Baptist Church (Taylorsville). Traditionally, the church provides opportunities of fellowship; but in keeping with the mission of Christ and the church, it is proposed that feeding/repast opportunities be ministry oriented.

Section 1 - NFBCT will sponsor at the appropriate time for church fellowship to feed the entire congregation. (i.e. Cookout, Family and Friends Day, etc.) These celebrations will be preapproved by the church through the Joint Board Ministry with appropriate funding provided.

Section 2 - NFBCT ministries may provide repast (finger food or light hors d'oeuvre). These repasts should be properly planned and included in the annual ministry budget.

Section 3 - NFBCT ministries will make an effort in all feeding opportunities to be self-supporting and not to spend more than the projected income of the activity.

### **ARTICLE XLIII: SUPPORT OF FAMILIES IN BEREAVEMENT**

Section 1 - Full use of the church facilities will be provided for families of a deceased member in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months).

Section 2 - Funeral requests are addressed to the church office. The staff member will ask a series of questions, including the name of the deceased, contact person, and funeral home.

Section 3 - Funeral service dates cannot be arranged until approved by the Pastor through the church office.

Section 4 - Funeral Programs

A. Assistance in the preparation and printing of funeral programs will be provided to members in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months). (Maximum of 100 bulletins in color for the family, and 200 black and white for others.) The funeral program will include a picture of the deceased on the cover and a maximum of two other pictures. No collages will be printed. The standard size of program is one (8.5 x 11 sheet) folded. Any additional sizes will be provided by the family. Members also have the option to use an outside printer for program design and printing at their expense. All funeral programs must be reviewed by Pastor prior to printing for format and order of service.

B. In cases of an immediate family member (spouse, parent, or child) of one of our members in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months), there is no charge for the use of the sanctuary. The church will only print a maximum of 150 bulletins (50 color, 100 black and white).

C. This function will be the responsibility of the church secretary and the family.

Section 5 - Services can be requested for a non-member, by a family member who is a member of NFBCT in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months). Request for services will be provided on a case by case basis. No financial assistance will be

provided to assist with the funeral professional services or feeding. The family must complete the church facilities use agreement (**Appendix 3**) and pay the necessary non-member fees.

- Section 6 - Offer of repast assistance for families of a deceased member in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months) will be provided for up to 100 people at a sum total of \$250. Funds will be distributed to the Kitchen Committee and a menu will be coordinated based upon current food costs by this Committee. If additional funds are needed, the family will be asked to pay the additional fees. All remaining food should be packaged and given to the family in bereavement. No funds will be disbursed in lieu of a repast at NFBCT.
- Section 7 - For the death of family members of church members, members should inform the church office or member of the Deacon Ministry because the church wants to be there for members during bereavement. The church will fax a condolence letter to the church or funeral home to have it read at the service of the deceased and a copy mailed to the member's residence. However, a letter from the church and placement in the bulletin will ONLY be done for the loss of a spouse, parent, child, sibling (brother/sister), grandchild or a grandparent.
- Section 8 - Families of the deceased member who are in an honorary status will be provided full use of church facilities and program but must cover the expense of the repast.
- Section 9 - Another minister may preach a funeral only after the family has made a request to the Pastor. The Pastor will officiate all funerals.

## **ARTICLE XLIV: BENEVOLENCE**

- Section 1 - **Malachi 3:10** encourages us to bring to the store houses in time of need so we may draw from it.
- Section 2 - Responsibility of the Deacon Ministry.
- Section 3 - Requesters for assistance will fill out a NFBCT Benevolence Request Application (**Appendix 5**) completely and submit all documents to substantiate requests.
- Section 4 - All requests will be thoroughly reviewed, requester will be interviewed, a decision rendered and requester will be notified as to status.
- Section 5 - The maximum amount for assistance will be \$250 once a year per requester.
- Section 6 - An offer of financial counseling and follow up will be made available to all requesters to assist them in the elimination of their plight.

## **ARTICLE XLV: FINANCIAL SUPPORT FOR STUDENTS**

Section 1 - NFBCT takes great pride in motivating and encouraging our students to do the best they can in all activities, especially those who exhibit Christ within them and are active and faithful witnesses for our Lord and Savior Jesus Christ. Therefore, students who are members of NFBCT who are selected to represent their school or participate in activities due to their scholastic achievements may be assisted with funds from the church based on the following criteria:

- is active in the church school,
- is involved in other youth ministries,
- contributes regularly and cheerfully, and
- is in need of financial assistance to attend a workshop, camp, or trip.

The church will then assist these students up to 35% of the actual cost of their student activities.

Section 2 - The Dr. T. Melvin Steele Scholarship Ministry on the fourth Sunday following each grading period recognizes and awards each student who makes the honor roll, perfect attendance, and other honors within the grading period.

- **Criteria**
  - a. Applicant must be active in the church ministry and/or the church's youth ministry.
  - b. Contributes regularly and cheerfully. (Good Standing: faithfully attend services and contribute to the financial resources of the church within the last three (3) months)
  - c. Applicant, parent or guardian must turn in a copy of the student's report card and other noteworthy achievement to the Dr. T. Melvin Steele Scholarship Ministry by (date to be announced).

Section 3 - In addition, the Dr. T. Melvin Steele Scholarship Ministry awards the following, using the **Criteria below**.

- |                                                           |          |
|-----------------------------------------------------------|----------|
| a. Graduates of High School:                              | \$200.00 |
| b. Graduates of Four (4) Year College (Bachelor Degrees): | \$100.00 |
| c. Graduates of Two (2) Year College (Associates):        | \$ 50.00 |

- **Criteria**
  - a. Submit a copy of Diploma or Degree.
  - b. Active in church ministry and/or the church's youth ministry.
  - c. Contributes regularly and cheerfully. (Good standing: faithfully attend services and contribute to the financial resources of the church within the last three (3) months)
  - d. Must have attended a regionally accredited College or University.

Section 4 - The church awards a \$500.00 scholarship to qualifying High School Graduates  
(Appendix 11)

## **ARTICLE XLVI: SAFEGUARDING THE CHURCH TREASURY**

Section 1 - NFBCT leaders shall keep expenses within an approved budget. A good budget must be built with enough allowance for variations, but in a reasonable, consistent pattern of expenses to accomplish the church's missions and goals.

Section 2 - Lack of wisdom or integrity in people who handle expenses will often have an adverse effect on a church budget. Giving should be to the Lord, not in relation to where the money is spent. Nonetheless, congregants may give less if they lose faith in how church leaders are spending money.

Section 3 - It is incumbent upon the pastor to interpret, from the pulpit and in printed communication the financial condition of the church. This includes providing information on both revenues and expenses. The church shall consider the following safeguards on the ingathering and disbursement of funds.

Section 4 - Treasurer and Trustees shall develop a formal accounting and operations manual documenting the procedures for financial operations. A written accounting manual is necessary to ensure that actions are treated in a standardized manner and that proper internal control exists in this accounting system. Should employees have a question as to the proper handling of a transaction in accordance with the management's authorization, such information should be available in writing. We recommend that operating guidelines for financial activities be prepared including a description of each procedure, such as paying invoices, payroll procedures, and cash handling procedures.

Section 5 - NFBCT shall develop and approve an annual operating budget as a control to be used in monitoring expenditures to further reduce the risk of unauthorized spending.

Section 6 - The DRS shall maintain the recording of contributions that were received from visitors or members that have not been assigned an envelope number. Also loose cash should also be recorded into the accounting system. This will provide reporting capability for all monies received and counted by the Trustees. There should then be reconciliation between reports generated from the accounting system for contributions and the deposit receipts from the bank.

Section 7 - There should be no existence of bank accounts in the name of a Ministry or committee.

Section 8 - Treasurer shall perform monthly bank reconciliations to balance the bank statements and general ledger, verify check balances, and to verify certificates of Deposit accounts.

Section 9 - Trustee Ministry Chairman and Treasurer shall make sure the same person is not involved in more than one financial procedure (collecting funds, counting funds, recording the giving, authorizing expenditures, writing checks, auditing the account, and the transferring of funds to bank. The more access a person has to the various procedures, the greater the ability to misuse funds.

Section 10 - Trustee Ministry Chairman shall provide the bank(s) with annual updates of persons authorized to sign checks against any account associated with the church or when changes occur within the Trustee Ministry.

Section 11 - Control on Expenses

The following elements are key to controlling the disbursements of church funds and safeguarding them from misappropriation:

- A. All requests are made with a voucher (**Appendix 6**).
- B. The person who approves purchases should not prepare the checks for payment.
- C. The person who prepares the checks should not be authorized to sign them.
- D. The check signer should not be the person who approves invoices for payment.
- E. If any person is involved in more than one step listed above, it is not an ideal situation and one that could lead to a problem somewhere down the line. At the very least, a church should appoint different individuals to count weekly offerings and to pay the bills. But segregating the duties of purchase approval, check preparation, check signing, and depositing is the best way to control the disbursement of funds.

Section 12 - More Safeguards include

- A. **Two signatures.** More than one signature will be required on all checks. Any purchase over \$300 not previously budgeted for need the approval of the Joint Board Ministry and recorded in the minutes. Purchases of \$5,000.00 need the approval of the Church via a business meeting and need to be recorded in the minutes.
- B. **Limited signers.** Access to a church checking account should be limited to a few individuals. But church pastors should not be authorized to sign checks. That would be a serious breach of good internal control.
- C. **No blank checks.** Checks should never be signed in advance of filling in the amount of the check. Larger expenditures that might require an immediate disbursement are better handled by establishing open accounts

with vendors or charging items on a church credit card. Otherwise, expenditure should wait until an exact amount can be determined and documented.

### Section 13 - **How To Pay Bills**

- A. Most bills for a church can be paid once a month. Payments should be based on original invoices and supporting documentation. However, if payment is based on copies of original documentation, it can be easy to pay the same item twice. Invoices should be checked for accuracy before being paid.
- B. Payments should not be made from month-end statements. Typically, such statements do not include the details of products or services provided and are not an adequate basis for payment.
- C. When each check is written, the supporting document should be marked with "paid" as well as the date and check number. The supporting material should then be filed in a paid-bills file alphabetized according to payee.
- D. Checks should never be written payable to cash because it is essential to know what funds are used for.

### Section 14 - **How to Approve Expenditures**

- A. Budget items previously approved in the church budget do not require any action of the Joint Board Ministry, if the funds are available. However, if a budgeted item is too excessive and conflicts with the missions and goals of the church, the Joint Board Ministry will resolve in the best interest of the Church.
- B. An expenditure that is presented that is not in the approved budget shall be submitted or presented to the Joint Board Ministry for approval. No single individual can approve expenditure because this could lead and/or be a setup for mismanagement.
- C. Many expenses relate to ministries of the church such as Sunday school, special programs, young people, seniors, and maintenance. Therefore, submissions to the budget process are an absolute necessity.

### Section 15 - **Documentation of Expenses**

- A. Every check should have some sort of written document to support it; an invoice, travel-expense report, payroll time sheet.
- B. Written documentation may not be required in all cases.
- C. In other cases, there may be a good reason why written documentation is not available. The Trustee Ministry Chairman or his representative should

determine when the lack of documentation is acceptable. For example, an honorarium may be requested for a visiting speaker. A written check request indicating the date of the speaking engagement and the event would normally be sufficient.

- D. Or, a pastor may have lost an invoice for a ministry expense he or she paid out of pocket. If the amount paid is within reason, a written explanation of the item and why documentation is missing should be adequate.

#### Section 16 - **Summary**

Good management of a church's funds requires an effective system of disbursing funds. Some of the effects of a proper system include adequate internal controls over all expenditures, proper disbursements of funds, and efficient documentation and reporting of the use of funds.

## **APPENDIX 1**

### **PASTOR EMPLOYMENT AGREEMENT (EXAMPLE)**

This Employment Agreement (this "Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between New First Baptist Church (Taylorsville) (the "Church"), of 2720 Turnpike Road, Portsmouth, Virginia, 23707 and \_\_\_\_\_ (the "Pastor").

#### **WITNESSETH:**

**WHEREAS**, the Church is engaged in the activities of Christian ministries and Worship;

**WHEREAS**, the Church desires to have the services and counsel of the Pastor; and

**WHEREAS**, the Pastor is willing to be employed by the Church as a full- time pastor;

**NOW, THEREFORE**, the parties agree as follows:

**1. EMPLOYMENT.** The Church shall employ the Pastor as a full-time minister and Pastor. The Pastor shall perform such duties and provide to the Church the services described on the attached Exhibit A, at Article VI, Section B. Said Exhibit is also known as New First Baptist Church (Taylorsville) Constitution and By-laws, which is made a part of this Agreement and is incorporated herein by reference. The Pastor accepts and agrees to such employment, and agrees to be subject to and governed by doctrines of the Christian faith, the Church covenant, and the Church's Constitution and By-laws. The Pastor shall also perform (i) such other duties as are customarily performed by an employee in a similar position, and (ii) such other and unrelated services and duties as may be assigned to the Pastor from time to time by the Church.

**2. TERMS.** The Pastor's employment under this Agreement shall be limited to an initial term, beginning on \_\_\_\_\_, In the event the Pastor is not informed, in writing, within sixty (60) days prior to the expiration of the initial term, or any subsequent renewal term of this Agreement, then this Agreement will not be renewed. This Agreement will automatically renew itself for an additional period of two (2) years from the anniversary date or, as the case may be, any renewal term.

**3. COMPENSATION OF EMPLOYEE.** As compensation for the services provided by the Pastor under this Agreement, the Church will pay the Pastor an annual salary of \_\_\_\_\_, plus an additional amount, which shall characterized as Pastor's housing allowance. Such amounts shall be paid in accordance with the salary administration program of the Church. Upon termination of this Agreement, payments under this paragraph shall cease; provided, however, that the Pastor shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for

which the Pastor has not yet been paid, and for any un-reimbursed expenses in accordance with the Church's customary procedures, if applicable, Accrued vacation will be paid in accordance with state law and the Church's customary procedures.

**4. BEST EFFORTS OF EMPLOYEE.** The Pastor agrees to perform faithfully, industrious, and to the best of the Pastor's ability, experience, and talents, all of the duties that may be required by the express and implicit terms of this Agreement, to the reasonable satisfaction of the Church. Such duties shall be provided at such place(s) as the needs, business, or opportunities of the Church may require from time to time.

**5. RECOMMENDATIONS FOR IMPROVING OPERATIONS.** The Pastor shall provide the Church with all information, suggestions, and recommendations regarding the Church's business, of which the Pastor has knowledge that will be of benefit to the Church.

**6. EXPENSE REIMBURSEMENT.** The Church will reimburse the Pastor for the following "out-of-pocket" expenses in accordance with the Church policies in effect from time to time:

- Travel expenses
- Meals
- Professional dues
- Cost of job-related education, if course work is successfully completed

**7. VACATION.** The Pastor shall be entitled to two weeks paid vacation during the first five years of employment and one (1) month paid vacation each year thereafter, if applicable. Such vacation must be taken at a time convenient to the Church and the Pastor.

**8. INSURANCE BENEFITS.** The Pastor shall be entitled to insurance benefits, in accordance with the Church's applicable insurance contract(s) and policies, and applicable state law, these benefits shall include:

- Health insurance
- Disability insurance
- Dental insurance
- Life insurance
- Retirement plan

Half of the premium will be paid by the church and the other half by the Pastor.

The provisions of this Insurance Benefits section are subject to change in accordance with the Church policies in effect from time to time.

**9. RETIREMENT BENEFITS.** The Pastor shall also be eligible, at the Pastor's option, to participate in the Church provided pension/retirement plan, in accordance with the plan's terms and the requirements of law. The Pastor shall be eligible for participation in any additional plans, programs, or forms of compensation or benefits that the Church may hereinafter provide.

**10. CONFIDENTIALITY.** The Pastor recognizes that the Church has and will have information regarding the following:

- Business affairs
- Future plans
- Nonpublic personal information of parishioners

and other vital information items (collectively, "Information") which are valuable, special and unique assets of the Church. The Pastor agrees that he will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate any information to any third party without the prior written consent of the Church. The Pastor will protect the Information and treat it as strictly confidential. A violation by the Pastor of this paragraph shall be a material violation of this Agreement and will justify legal and/or equitable relief.

**11. UNAUTHORIZED DISCLOSURE OF INFORMATION.** If it appears that the Pastor has disclosed (or has threatened to disclose) Information in violation of this Agreement, the Church shall be entitled to an injunction to restrain the Pastor from disclosing, in whole or in part, such Information. The Church shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages,

**12. CONFIDENTIALITY AFTER TERMINATION OF EMPLOYMENT.** The confidentiality provisions of this Agreement shall remain in full force and effect for a definite period after the termination of the Pastor's employment

**13. EMPLOYEE'S INABILITY TO CONTRACT FOR EMPLOYER.** The Pastor shall not have the right to make any contracts or commitments for or on behalf of the Church without first obtaining the express written consent of the Diaconate and Trustees of Church.

**14. TERMINATION BY THE CHURCH.** This Agreement may be terminated at any time by the Church, for those reasons as specified and outlined in Exhibit A. Section VI (F)(7), and attached hereto, upon a minimum of two (2) weeks and maximum of sixty (60) days written notice. Provided however, if the Pastor is in violation of this Agreement, the Church may vote to terminate employment, with proper notice and with compensation to the Pastor only to the date of such termination. The compensation paid under this Agreement shall be the Pastor's exclusive remedy. (PLEASE REVIEW THOROUGHLY BY-LAWS ARE NOT CLEAR OF INTENT???)

**15. TERMINATION BY PASTOR.** This Agreement may also be terminated by the Pastor upon a minimum of two (2) weeks and a maximum of sixty (60) days written notice, In which case, the Church shall pay the Pastor the Pastor's base salary through the date of actual termination, at the rate then in effect.

**16. TERMINATION FOR DISABILITY.** In the event of a physical or mental disability of the Pastor by reason of which the Pastor is unable to perform the duties of his employment hereunder, the Church shall continue to pay or provide to the Pastor the compensation and benefits provided herein for the first six months of such disability. Said amount shall represent one half (1/2) of Pastor's base salary. It: however, the disability continues beyond such six-month period, the Church may, at its election, terminate the Pastor's employment under this Agreement, in which case the Pastor shall receive disability benefits payable under the Church's plan in effect at that time.

**17. COMPLIANCE WITH EMPLOYER'S RULES.** The Pastor agrees to comply with all of the rules and regulations of the Church.

**18. RETURN OF PROPERTY.** Upon termination of this Agreement, the Pastor shall deliver to the Church all property which is the Church's property or related to the Church's business (including keys, records, notes, data, memoranda, models, and equipment) that is in the Pastor's possession or under the Pastor's control.

**19. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or on the third day after being deposited in the United States mail, postage paid, addressed as follows:

Employer:

New First Baptist Church (Taylorsville)  
Chairman of the Deacon Ministry  
2720 Turnpike Road  
Portsmouth, Virginia 23707

Employee:

Such addresses may be changed from time to time by either party by providing written notice in the manner set forth above.

**20. ENTIRE AGREEMENT.** This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**21. AMENDMENT.** This Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties.

**22. SEVERABILITY.** If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**23. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**24. APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of Virginia.

**EMPLOYER:**

New First Baptist Church (Taylorsville)

By: \_\_\_\_\_  
NAME  
Chairman of the Deacon Ministry

Date: \_\_\_\_\_

By: \_\_\_\_\_  
NAME  
Chairman of the Trustee Ministry

Date: \_\_\_\_\_

**AGREED TO AND ACCEPTED.**

**PASTOR:**

\_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 2**

### **INTERIM PASTOR WORKSHEET CONTRACT (EXAMPLE)**

The following agreement between the New First Baptist Church (Taylorsville) (NFBCT) and \_\_\_\_\_, Interim Pastor, is for the purpose of providing pastoral leadership.

#### **I. ESTABLISHMENT OF THE INTERIM PASTOR CONTRACT**

- A. Upon the approval of the NFBCT, through the recommendation of the Deacon Ministry:
- Rev. \_\_\_\_\_ will be designated as Interim Pastor for the congregation.
- B. The basic duties of the Interim Pastor, as listed below may be modified in agreement with the Interim Pastor and NFBCT Joint Board Ministry.

#### **II. PRIORITIES FOR THE MINISTRY OF THE INTERIM PASTOR**

Priorities should be clearly designated by customizing the following sample prioritized description. Other duties, if negotiated, should be added. Time expectations for each segment may be included.

- A. **Provide Sunday Worship Leadership** according to the following schedule \_\_\_\_\_ . Pulpit supply preachers for Sundays off will be scheduled in this manner \_\_\_\_\_ .
- \_\_\_\_\_ To officiate at Communion is desired.
- \_\_\_\_\_ To officiate at baptisms is desired
- \_\_\_\_\_ To conduct Bible Study at midweek Prayer Services.
- B. **Provide Special Services Worship Leadership** for the following services: (i.e. Christmas Eve, Easter, Thanksgiving) \_\_\_\_\_
- C. **Pastoral care and Visitation** according to the following priorities:
- Check those that apply. (If the priority order is different, indicate new priority order in the margin.)
- \_\_\_\_\_ 1. Hospital visitation, including surgery and emergency visits.
- \_\_\_\_\_ 2. Homebound visitation (including communion \_\_\_\_\_ times each year
- \_\_\_\_\_ 3. Outreach visitation
- \_\_\_\_\_ a. Follow up visits with potential members, new worshipers
- \_\_\_\_\_ b. Join with the session in care of lesser participating active members

**D. Officiate at Funerals upon request**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**E. Attend the Following Committee Meetings \_\_\_\_\_**

\_\_\_\_\_ Regularly on this schedule \_\_\_\_\_

\_\_\_\_\_ As requested by the committee chairpersons

**F. Sessions to attend Local Ministerial Association, VA State Baptist Convention, and the Sharon Missionary and Baptist Association and Allied Bodies.**

\_\_\_\_\_ Encouraged

**G. Community Responsibilities**

\_\_\_\_\_ Expected to attend the Local Community Minister Gather  
\_\_\_\_\_ which meets \_\_\_\_\_  
and will be compensated for attendance.

\_\_\_\_\_ Encouraged to attend other civic meetings that will have a direct effect on NFBCT  
in the community

**III. TERMS OF EMPLOYMENT**

**A.** The Interim Commissioned Pastor relationship shall begin on \_\_\_\_\_ and terminate on December 31, \_\_\_\_\_, at which point it shall be reviewed by the Joint Board Ministry for possible renewal, or until the NFBCT calls a pastor.

**B.** The contract may be terminated upon 30 days written notification, with concurrence, by either the Interim Pastor or by the Joint Board Ministry of NFBCT.

**IV. COMPENSATION REQUIREMENTS**

**A.** Weekly salary to be negotiated.

**B.** Social Security, taxes, and Worker's Compensation

An Interim Pastor serves as an employee of a congregation and should be issued an IRS W-2 form. The church pays the employer portion (7.65%) of Social Security on both hourly and preaching compensation. The church must withhold the employee portion of federal, state, and local taxes. In addition, the Interim Pastor should be added to the congregation's Worker's Compensation coverage.

**D. Voucher Reimbursable Expenses**

1. Travel reimbursed at maximum IRS approved per mile rate (currently .485 cent/mile).
2. Phone calls on behalf of the church that must be made from the Interim home.

**E. Vacation**

Vacation: 4 weeks and 4 Sundays each year (prorated for length of service and may be taken as credited on a quarterly basis or taken in its entirety at the end of active service, before this contract is terminated.)

**Reimbursable Expenses:**

(Mileage reimbursement at IRS rate, continuing education, books,  
Interim Ministry expenses, etc.) \_\_\_\_\_  
Other: \_\_\_\_\_

**Negotiable Expenses:**

Social security reimbursement (up to 50% of the minister's Social Security payment owed may be excluded from effective salary if reimbursed by the church.)  
\_\_\_\_\_

Medical accountability plan \_\_\_\_\_

Interim ministry events: time and expenses to attend. \_\_\_\_\_

Moving-out Expenses, if the interim minister does not have a new position; and expenses for temporary living, if applicable  
\_\_\_\_\_

Other: \_\_\_\_\_

**Guidelines:**

An appropriate salary will be negotiated, based upon:

- The skills and experience of the Interim minister.
- The salary guidelines of the presbytery.
- The requirements of the position.
- The salary of the previous minister and/or the proposed salary of the next installed pastor.
- The expenses unique to an Interim period.

**The Interim Pastor agrees that**

- He not be involved in the search and selection process of the Pastor Nominating Committee.
- He will be eligible to be a candidate for the pastoral office of this church (Book of Order).
- He will seek to prepare the church for the coming of an installed pastor.
- He will be accountable to the Diaconate and Trustee Ministry.
- He will be active in the congregation.
- Other \_\_\_\_\_

**The NFBCT agrees that**

It will be supportive of the interim pastor by offering insights into the life of the congregation, by informing the interim pastor of needs within the congregation, by giving thoughtful consideration to any ideas or programs offered, and by working with the interim pastor to help accomplish the goals of this interim period.

It will conduct a 6-month review of the progress of the minister and congregation in the interim period, and an exit interview if necessary.

The interim minister will be allowed reasonable time to look for the next position within the contract period.

Other \_\_\_\_\_

Date of Meeting with Interim Pastor \_\_\_\_\_

Date of Session to Establish Contract \_\_\_\_\_

Effective Date of Contract \_\_\_\_\_

Signature of Church Clerk \_\_\_\_\_ Date \_\_\_\_\_

Signature of Interim Pastor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Chairman  
Trustee Ministry \_\_\_\_\_ Date \_\_\_\_\_

Signature of Chairman  
Deacon Ministry \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX 3**

**NEW FIRST BAPTIST CHURCH (TAYLORSVILLE)**  
2720 Turnpike Road - Portsmouth, Virginia 23707

(757) 399-6730

### **POLICY USE OF CHURCH FACILITIES BY MEMBERS, NON-MEMBERS, AND ORGANIZATIONS**

#### **MEMBERS AND NON-MEMBERS:**

Members who are affiliated with groups or organizations requesting use of the church facilities will be treated on a Non-Member status.

**All Requests must be made in writing on the form provided.  
Approval will be given in writing.**

#### **DONATIONS:**

##### **MEMBERS:**

No charge for use of Sanctuary, Fellowship Hall or Education Building.

##### **NON-MEMBERS:**

|                                      |                                                  |
|--------------------------------------|--------------------------------------------------|
| Sanctuary (Capacity 450).....        | \$250.00                                         |
| Fellowship Hall (Capacity 175) ..... | \$150.00 <b>(Rehearsal Dinner / Repast)</b>      |
|                                      | <b>\$200.00 (Rehearsal Dinner and Reception)</b> |

#### **MEMBERS AND NON-MEMBERS: The fees for rental do not cover cost for supplies (paper plates, utensils, cups).**

|                   |                                                                    |
|-------------------|--------------------------------------------------------------------|
| Janitorial Fees:  | \$ 100.00 (To be <b>paid in full</b> when requested date granted.) |
| Sound Technician: | \$ 75.00 (To be <b>paid in full</b> when requested date granted.)  |
| Security:         | \$ 100.00 (To be <b>paid in full</b> when requested date granted.) |

The above fees are for a three-hour period. An additional fee of \$50.00 will be assessed for each hour over the initial three-hour period.

Breakage or damage is the responsibility of the individual or organization requesting facilities. New First Baptist Church (Taylorsville) is not liable for accidents or incidents occurring during time of event. It is the responsibility of the requestor to keep a safe environment.

#### **ALL FEES DUE AT THE TIME CONTRACT IS SUBMITTED.**

**Cancellation: All monies refunded except \$50.00 Administration Fee.**

**ALL MONIES DECORATIONS:** Whenever candles are used, they must be of dripless variety and must be in candelabras which will catch and contain all drippings. Also, the floor should be thoroughly protected. The person signing the contract will be directly responsible for the cleaning of wax from all floor coverings and furniture in every case.

When facilities are used, all decorations, flowers, palms, and other equipment shall be removed from the church building immediately following its use. (There are no facilities for storage.) The rented space must be cleaned and returned to the original state.

**NEW FIRST BAPTIST CHURCH (TAYLORSVILLE)**

2720 Turnpike Road - Portsmouth, Virginia 23707

(757) 399-6730

**REQUEST FOR USE OF SANCTUARY AND/OR FELLOWSHIP HALL**

Date of Request: \_\_\_\_\_

We, the undersigned, request permission to use the Sanctuary and/or Fellowship Hall of New First Baptist Church (Taylorsville) for the following purpose:

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Requested Beginning Time: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Approximate Ending Time: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Responsible Party to ensure Facilities are protected and secured if applicable:

Facilities Requested by (Individual Name and Organization): \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE:** Please return completed form to the Church Office or the Facilities Manager at least thirty (30) days before the event. Use of the Fellowship Hall will be on a first come, first serve basis. New First Baptist Church reserves the right to accept or deny any request.

**Type of Activity:** (Check One) ☐ Conference ☐ Workshop ☐ Worship Service

**Other (Explain):** \_\_\_\_\_

**What Facilities will be needed, if available? (Check Required Facilities)**

☐ Sanctuary ☐ Fellowship Hall ☐ Kitchen

Number of Participants Expected, including committee: \_\_\_\_\_

Other Audio-Visual Equipment Needed: \_\_\_\_\_

Under the direction of the Facilities Manager, the requestor agrees to assist in setting up for the activity and also in leaving the facilities clean and trash removed to receptacle in parking lot. By signing this document, I signify that I have read and agree to the said terms and conditions for use of facilities. I release the responsibility from New First Baptist Church (Taylorsville) for activities that shall take place.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Initial: \_\_\_\_\_

**NEW FIRST BAPTIST CHURCH, (TAYLORSVILLE)**

2720 Turnpike Road - Portsmouth, Virginia 23707

(757) 399-6730

Checks for all fees and security services should be made payable to New First Baptist Church, Taylorsville. Musicians, soloist, or persons hired by a group or unauthorized representatives of New First Baptist Church are responsible for paying said persons.

New First Baptist Church (Taylorsville) is not held liable for any outside contract initiated by parties renting this space.

The telephone number of the church is (757) 399-6730.

Fax: (757) 399-6358

**FOR CHURCH USE ONLY**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Authorizing Signature

## **APPENDIX 4**

# **CHILD ABUSE PREVENTION POLICY**

## **Introduction**

The New First Baptist Church Taylorsville, in January 2008, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes [a] child... welcomes me." (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea."

(Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children.

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members, adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

Thus, in covenant with all ministries serving in the NFBCT and we adopt this policy for the prevention of child abuse in our church.

## **Purpose**

Our congregation's purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

## **Statement of Covenant**

Therefore, as a Christian community of faith and a Baptist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

## **Requirements**

- Must be a member for six months.
- Application submitted to ministries involved with children
- Background Investigation
- Submit to a two-hour Child Abuse Prevention Awareness Training

## **Conclusion**

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child will be "... surrounded by steadfast love, ... established in the faith, and confirmed and strengthened in the way that leads to life eternal" as described in Church. (Baptist Covenant).

## VOLUNTEER APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Current job responsibilities and schedule: \_\_\_\_\_

Previous work experience: \_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

Special interests, hobbies, and skills: \_\_\_\_\_

How many hours per week are you available to volunteer? \_\_\_\_\_

\_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends

Can you make a one-year commitment to this volunteer role? \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

Do you have liability insurance? (list policy limits and name of carrier) \_\_\_\_\_

Why would you like to volunteer as a worker with children and/or youth? \_\_\_\_\_

What qualities do you have that would help you work with children and/or youth? \_\_\_\_\_

How were you parented as a child? \_\_\_\_\_

How do you discipline your own children? \_\_\_\_\_

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? ☐ No ☐ Yes  
If yes, please explain fully: \_\_\_\_\_

Have you ever been exposed to an incident of child abuse or neglect? ☐ No ☐ Yes

If yes, how did you feel about the incident? \_\_\_\_\_

Would you be available for periodic volunteer training sessions? ☐ Yes ☐ No

**References:** Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*\* This is a sample form. Use it as a guide for tailoring your own application based on your congregation's needs.*

THESE FORMS WERE RESEARCHED AND DRAFTED BY:

JOY THORNBURG MELTON  
ATTORNEY AT LAW  
400 PERIMETER CENTER TERRACE NE STE 900  
ATLANTA GA 30346

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Copied with permission from *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* by Joy Thornburg Melton © 1998 Discipleship Resources, Nashville, Tennessee.

## PARTICIPATION COVENANT STATEMENT

The congregation of \_\_\_\_\_ Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment.
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

### Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? ☐ Yes ☐ No
2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? ☐ Yes ☐ No
3. As a volunteer in this congregation, do you agree to abide by the six-month rule before beginning a volunteer assignment? ☐ Yes ☐ No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? ☐ Yes ☐ No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor? ☐ Yes ☐ No
6. As a volunteer in this congregation, do you agree to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse? ☐ Yes ☐ No  
(Answering yes to this question does not automatically disqualify you from volunteering with children or youth.)
7. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? ☐ Yes ☐ No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

---

Signature of Applicant

Date

---

Print full name

\* This is a sample form. Please tailor it to fit your congregation's specific needs.

## AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ Church to request the \_\_\_\_\_ police/sheriff's department to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said police/sheriff's department from all liability that may result from any such disclosure made in response to this request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Print applicant's full name: \_\_\_\_\_

Print all other names that have been used by applicant (if any):  
\_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social Security number (if required by police/sheriff's department) \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issuing license: \_\_\_\_\_

License expiration date: \_\_\_\_\_

Request sent to: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*\* This is a sample form. Your local police department or sheriff's department may have its own request form and prefer that you use it.*

THESE FORMS WERE RESEARCHED AND DRAFTED BY:

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ATTORNEY AT LAW  
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## LOCAL CHURCH SELF-EVALUATION FORM

Use the following list to help your congregation assess its policy needs for the prevention of child abuse in your church. Read each statement and mark the appropriate response in the column to the right. By completing the form, you will be able to see at a glance the areas needing attention.

| Statement                                                                                                                                                | Yes                      | No                       | Unsure                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. We screen and check references for all paid employees, including clergy, who have significant contact with children or youth.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. We screen all volunteer workers for any position involving work with children or youth.                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. We train at least annually all volunteer or paid workers with children or youth to understand the nature of child abuse.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. We train at least annually all volunteer or paid workers with children or youth in how to carry out our policies to prevent child abuse.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Our workers are informed of state law requirements regarding child abuse and their responsibility for reporting incidents.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. We have a clear reporting procedure for a suspected incident of child abuse that follows the requirements of our state law.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. We have insurance coverage available in case a child abuse complaint occurs.                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. We have a clearly defined building usage strategy as a component of our child abuse prevention plan.                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. We have a clearly defined response plan to be implemented in case an allegation of child abuse is made against someone in our church.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. We offer at least annual educational opportunities to parents of children and youth about how to recognize and how to reduce risks of child abuse.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. We take our policies to prevent child abuse seriously, and we are committed to their enforcement for the safety and security of all of our children. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **APPENDIX 5**

**New First Baptist Church (Taylorsville) (NFBCT), 2720 Turnpike Road, Portsmouth, VA 23707**

# **BENEVOLENCE REQUEST APPLICATION**

**REQUEST SHOULD BE SUBMITTED SEVEN (7) DAYS IN ADVANCE OF DESIRED DATE**

**PLEASE PRINT CLEARLY**

Application Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Home Number: \_\_\_\_\_ Work/Cell Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

☐ Own ☐ Rent ☐ Other \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widow

Spouse Name: \_\_\_\_\_

Please list all persons living in household, relationship, child support and income:

| Name  | Relationship | Age   | Work / School / Other (List) | Child Support/Income |
|-------|--------------|-------|------------------------------|----------------------|
| _____ | _____        | _____ | _____                        | _____                |
| _____ | _____        | _____ | _____                        | _____                |
| _____ | _____        | _____ | _____                        | _____                |
| _____ | _____        | _____ | _____                        | _____                |
| _____ | _____        | _____ | _____                        | _____                |
| _____ | _____        | _____ | _____                        | _____                |

### **EMPLOYMENT INFORMATION**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Current Position: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Name of Spouse Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Current Position: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

**Total Household Income:** \$ \_\_\_\_\_ ☐ Weekly ☐ Monthly ☐ Annually ☐ Other

**Monthly Household Expenses:** Mortgage / Rent: \$ \_\_\_\_\_ Gas/Oil: \$ \_\_\_\_\_  
Auto: \$ \_\_\_\_\_ Electric: \$ \_\_\_\_\_ Water: \$ \_\_\_\_\_ Phone: \$ \_\_\_\_\_  
Medical: \$ \_\_\_\_\_ Other (Please Explain): \$ \_\_\_\_\_

**REFERENCE** (*not living in the same house, not a relative*)

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**TYPE OF ASSISTANCE**

☐ Food ☐ Clothing ☐ Shelter ☐ Rent/Mortgage ☐ Utilities

☐ Medication ☐ Transient ☐ Other:

Please explain the circumstances which brought about this need.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Amount Requested:** \$ \_\_\_\_\_

**When requesting bill payment, a copy of bill must be attached to request application.**

#1 Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Account # \_\_\_\_\_ Bill attached? ☐ Yes ☐ No  
Total Amount Due: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

#2 Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Account # \_\_\_\_\_ Bill attached? ☐ Yes ☐ No  
Total Amount Due: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

#3 Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Account # \_\_\_\_\_ Bill attached? ☐ Yes ☐ No  
Total Amount Due: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Have you been helped previously by NFBCT? ☐ Yes ☐ No

If yes, what kind of assistance did you receive and when?

\_\_\_\_\_  
\_\_\_\_\_

What other agencies have you applied to for this need? (Please include information on individuals you have spoken to.) What has been their response?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If other sources are willing to help with this need: (Please List)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Are you a member of another church? ☐ Yes ☐ No If yes, list church information.

Church Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

How did you hear about this church? ☐ Member ☐ Friend ☐ Agency ☐ Relative  
☐ Other (explain below)

\_\_\_\_\_  
\_\_\_\_\_

I understand any assistance from New First Baptist Church (Taylorsville) will be given based upon the verification of information given in this application. I understand the truthfulness as well as the verification of an emergency and/or a need exists and New First Baptist Church (Taylorsville) contribution of benevolence will be made payable directly to the agency to whom it is due. In addition, I understand that additional counseling from the Deacon Ministry or another agency may be recommended instead of assistance given.

**I understand that New First Baptist Church (Taylorsville) has a benevolence policy of:**

**NFBCT Member:**

- The Benevolence Request Application Form must be fully completed prior to submitting to the Deacon Ministry.

**NFBCT Non-Member:**

- Benevolence Financial assistance is only available for members of NFBCT. A food pantry is available for household assistance.

If the request is \$250.00 or less, the approval or disapproval of this application is contingent upon the Deacon's Ministry.

I have carefully read this application form and to the best of my knowledge and belief, the information submitted is true and accurate. I further certify that I understand and agree to the conditions of the New First Baptist Church (Taylorsville) Deacon Ministry regarding benevolence assistance.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| <b>FOR NFBCT USE ONLY</b>                                                    |
|------------------------------------------------------------------------------|
| Investigating Deacon: _____ Date Received: _____                             |
| Comment: _____                                                               |
| Deacon's Signature: _____                                                    |
|                                                                              |
| Administration Staff: _____ Date Received: _____                             |
| <input type="checkbox"/> Disapproved: Reason: _____                          |
| <input type="checkbox"/> Approved: Approved By: _____ Date: _____            |
| Check#: _____ Amount: \$ _____ Date: _____                                   |
| Mailed to Address: _____                                                     |
| Additional Comment: _____                                                    |
| Administration Signature: _____ Date: _____                                  |
| <b>Please be sure to attach a copy of the voucher with this application.</b> |

## **APPENDIX 6**

**Official Use Only**  
**Voucher Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**New First Baptist Church of Taylorsville**  
**Portsmouth, VA 23707**

### **VOUCHER REQUEST**

The Trustee Board Request that you fill out this form when requesting funds. Complete the request form and return the form at least one week before the event to the Trustee Ministry. The funds must be used for the purposes requested and all unused funds returned with original receipts with all expenses that show the purchase, amount, date and place of purchase.

**No more than one (1) event per voucher.**

**Trustee Michael E. Kearney, Sr., Chairman**

**Name of Organization:** \_\_\_\_\_

**Budget Line Item:** \_\_\_\_\_

**Purpose for Funds:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount:** \_\_\_\_\_

**Date Needed:** \_\_\_\_\_

**Make Check Payable To:** \_\_\_\_\_

I, \_\_\_\_\_ will be responsible for **returning all original receipts and/or cash** pertaining to these monies no longer than **one week from the date of purchases**. I understand by signing this voucher I will be held accountable for funds entrusted to me. Failure to comply with substantiation and receipts, I will be required to reimburse church funds.

**Signature:** \_\_\_\_\_

**Ministry Leader Signature:** \_\_\_\_\_

-----  
**Approval:**      \_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

**Amount Approved:** \_\_\_\_\_

\_\_\_\_\_  
Trustee Michael E. Kearney, Sr. or Representative

**Reason (If not approved):** \_\_\_\_\_

\_\_\_\_\_

## **APPENDIX 7**

### **New First Baptist Church (Taylorsville) CREDIT CARD POLICY**

#### **Objectives:**

1. To allow New First Baptist Church (Taylorsville) (NFBCT) authorized user access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel, office supplies and material needs of the church.
2. To reduce the number of checks written for reimbursement.
3. To improve efficiency and reduce costs of pay abides processing.

#### **Policies:**

1. Credit card authorized users will be approved by the Joint Board Ministry.
2. Credit card will only be used for NFBCT business purposes. **Personal purchases of any type are not allowed.**
3. The following purchases are not allowed:
  - Alcoholic beverages/tobacco products
  - Capital equipment and upgrades \$5,000 or more
  - Construction, renovation/installation
  - Controlled substances
  - Items or services on term contracts
  - Maintenance agreements
  - Personal items or loans
  - Purchases involving trade in of ministry property
  - Rentals (other than short-term autos)
  - **Any other items deemed inconsistent with the values of the church ministry, mission.**
  - **Cash advances on credit cards are not allowed.**
4. Authorized users will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

#### **Procedures:**

1. Credit cards shall be authorized by the Joint Board Ministry for prospective authorized users and be issued by the Trustee Ministry Chairman and the Financial Secretary.

2. An officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the Trustees Ministry Chairman or Financial Secretary if the credit card is lost or stolen.

**Authorized Users:**

Trustees will provide authorized users information and updates.

3. The Trustee Ministry Chairman and Financial Secretary shall develop and maintain a system of internal accounting controls to monitor the use of credit cards issued by the NFBCT.
4. Detailed receipts must be retained and attached to the credit card statements. In the case of meals and supplies i.e. Resource materials, each receipt must include the names (hand written by authorized user) of all persons involved in the purchase and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
5. Monthly statements, with attached detailed receipts, must be submitted to the Trustee Ministry Chairman or representative within five days of receipt of the statement to enable timely payment of amounts due. The Financial Secretary shall verify the charges, match receipts and question the appropriateness of the expenses. Any discrepancies shall be reported immediately to the Joint Board.
6. All monthly credit card statements will be submitted for approval for payment by the Trustee Ministry Chairman or his representative.
7. Authorized users should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the Trustee Ministry.
8. Sales tax may be paid for minimal expenditures from one-time vendors who refuse the exemption but sales taxes should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.
9. Tangible personal property is property that can be touched and retained in one's possession (excludes food, any form of entertainment and other consumables.)
10. Services are works or activities performed by another for a fee (includes normal services such as personal services performed by professionals and/or nonprofessionals but excludes lodging.)

## **New First Baptist Church (Taylorsville) Credit Card Authorized User Agreement**

I, \_\_\_\_\_, as an authorized user of credit card:

\_\_\_\_\_  
(Type of Credit Card/Bank Card)                      -                      \_\_\_\_\_  
(Last 4 Digits)

acknowledge the responsibility and accountability of the said Agreement and Policies/  
Procedures (attached) and confirm that I have read and understand the terms and conditions for  
the use of the credit card for New First Baptist Church (Taylorsville) (NFBCT) as stated above. I  
also understand as an authorized user of this credit card, I will be making financial commitments  
on behalf of the NFBCT and no other entity.

I further understand that improper use of this credit card may result in disciplinary action,  
as outlined in the Constitution/By-laws. I will be solely liable for any charges outside of  
purchasing items for NFBCT and reimburse NFBCT the full amount for the unauthorized  
purchase. The NFBCT shall be entitled to pursue legal action, if required, to recover the cost of  
such purchase, together with costs of collection and reasonable attorney fees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized User)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Trustee Ministry Chairman)

**Maintain on file by Trustee Ministry Chairman.**



## **APPENDIX 8**

### **New First Baptist Church (Taylorsville)**

2720 Turnpike Road, Portsmouth, Virginia 23707

Office: 757-399-6730 - Fax: 757-399-6358

Office@nfbct.hrcxmail.com - www.newfbct.org

## **ACCIDENT WAIVER, MEDICAL RELEASE AND RELEASE OF LIABILITY FORM**

**Name of the Activity/Event:** \_\_\_\_\_ **Date of Activity/Event:** \_\_\_\_\_

**Check One:** ☐ Tour/ Field Trip ☐ Child Care or Youth Activities ☐ Student Volunteering  
☐ Activity Sponsor

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: The New First Baptist Church (Taylorsville) and/or their directors, officers, employees, volunteers, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers;

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

I acknowledge that the NFBCT and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the NFBCT.

I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event.

I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

**I certify that I have read this document, and I fully understand its content. I am aware that this is a release of liability and a contract and I sign it of my own free will.**

\_\_\_\_\_  
Print Participant's Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Signature (if under 18 years old, Parent or Guardian must also sign)

\_\_\_\_\_  
Date

#### **PARENT / GUARDIAN WAIVER FOR MINORS (Under 18 years old)**

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity, has consented to his/her child or ward's participation in the activity or event, and has agreed individually and on behalf of the child or ward, to the terms of the accident waiver and release of liability set forth above. The undersigned parent or guardian further agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

\_\_\_\_\_  
Print Participant's Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**New First Baptist Church (Taylorsville)**  
**2720 Turnpike Road, Portsmouth, VA 23707**

**MEDICAL RELEASE FORM**

I, \_\_\_\_\_ (Name) hereby give permission for any and all medical attention to be administered in the event of accident, injury, sickness, etc., under the direction of the person(s) listed below. I also assume the responsibility for the payment of any such treatment. This release is effective for the period of one year from the date given below.

Address: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number (Option): \_\_\_\_\_

The following persons are designated to act on my behalf:

Ministry Leader: \_\_\_\_\_

Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Known Allergies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact in Case of an Emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Ministry Leader will return a copy to the Church Office.

## **APPENDIX 9**

### **BABY DEDICATION**

***“I prayed for this child, and the Lord has granted me what I asked of him. So now I give him to the Lord. For his whole life he will be given over to the Lord. And he worshiped the Lord there.” 1 Samuel 1:27-28***

- A. NFBCT will conduct a special baby dedication, usually after the offering, on Sundays that are pre-arranged with the Pastor where the child will be introduced. The parents, the relatives, the God parents, and friends will be recognized, encouraged to rededicate themselves before the church, and commit themselves to raise the child according to God's Word.
- B. Dedication is a public expression of faith and commitment on the part of the parents and a blessing on the part of God through His Church. This act by the parents is a prayerful declaration of their stewardship over God's gracious gift to them.
- C. In essence, each parent who participates enters into a covenant with God and the body of Christ to do what they have been called to do as parents. As such, those who are not truly committed to doing what God expects, by His grace, **should not present themselves before the church for a baby dedication.** It is a solemn commitment to obey the Lord as parents.

#### **Section 1 - Parental Responsibilities**

- A. According to **Psalms 127:3**, children are a gift from God; and parents have a responsibility to rear their children in the nurture and admonition of the Lord. (***Ephesians 6:4***) Moreover, **Deuteronomy 6:4-7** provides even more specific guidance concerning parental responsibilities toward their children.
- B. Parents are to be the primary teachers of the fundamentals of the Christian faith, beginning with the most orthodox truth that “The Lord our God is one Lord” who has always existed as three Persons—the Father, the Son and the Holy Spirit—and that every man, woman, and child is to love the LORD their God with all their heart, mind, soul, and strength. (***Matthew 3:16-17; Mark 12:30-31***)
- C. Therefore, instead of dedicating a baby, it seems much more appropriate for each parent to dedicate themselves to both God and their child to be obedient to their God-given parental responsibilities. Doing this before the body of Christ is a sign of the parent's commitment to fulfill these responsibilities within a community of believers.
- D. These parental responsibilities also include but are not limited to:
  - 1. Staying married in recognition that God's plan for the biological father and mother to rear their children in the same home is the best plan. (This is not meant to exempt single parents.)
  - 2. Recognize that your children belong to God and have been born to experience His love and to worship and serve Him.

3. Being the spiritual leader(s) of their children—which includes setting the example in their relationship with Christ and the church, as well as, teaching their children the gospel and the whole counsel of the Word of God and its application to life.  
**(Proverbs 22:6)**
4. Faithfully participate in worship with your children.
5. Maintaining the health, safety, and welfare of their children.
6. Praying without ceasing for their children's salvation and sanctification to the glory of God.
7. Shepherding their child's heart toward a full relationship with God through faith in the Lord Jesus Christ and the gospel by God's Sovereign grace.

## **Section 2 - Requirements**

**Before you complete the Baby Dedication Form, parents should ask themselves the following:**

- *Why do I want to dedicate my child to the Lord Jesus Christ?*
- *If I dedicate my child to Jesus Christ, am I dedicated to Christ in my walk?*

- A. A child dedication form must be completed and submitted to Church Office.
- B. Please understand that all baby dedications are handled on an individual basis. Parents will be asked to attend an orientation session with the Pastor and a Deaconess to discuss the baby dedication. It is mandatory that both parents attend the parent orientation session before your Baby Dedication date is confirmed. The Baby Dedication date will be confirmed by church office after this session.
- C. We suggest that dedication be limited to newborns through one year olds.
- D. In order to participate in the Baby Dedication, NFBCT ask that you be a follower of Jesus Christ and be active attendee of NFBCT for at least six months and a member in good standing (faithfully attend services and contribute to the financial resources of the church within the last three (3) months).
- E. Married couples and single parents are welcome to participate. However, unmarried parents who are living together are encouraged to work on honoring God with their marriage commitment before making this public dedication to live according to God's Word.  
**(Hebrews 10:26; Hebrews 13:4).**
- F. Deaconess Ministry will serve as the Pastor's assistant in coordinating the Baby Dedication.

## **Section 3 - Special Circumstances**

The parent will need to discuss the circumstances with the Pastor before setting up the dedication. The church desires that the mother and father participate in the dedication, but we must first ensure appropriate boundaries.

**A. If not a member of NFBCT Family**

Parents who are not members of the church may request that the Pastor meet with them to pray for their child's health and salvation, but the public dedication of babies will be limited to those already in a covenant relationship with the church through membership. Those who are not part of NFBCT Family through covenant membership should seek to do Lord's will first in church membership before they publicly present themselves before the church for a baby dedication.

**B. Single parents**

Whenever a child is born out of wedlock, Baby Dedications become a very delicate issue. We applaud the single parent for having the baby and not aborting and we do not pass judgment on the single parent. However, the church must uphold standards of sexual morality and there should not be any public celebration of sin. We encourage purity and holiness. The church is a place of grace. Sin should not be ignored or approved, but neither should the sinner be shunned. **(Romans 5:8; 1 John 1:8-9.)** We must surround the single parent with love and acceptance, not with judgment and condemnation. **(Romans 8:1)** The church must be careful not to appear to condone what God forbids. Unmarried parents do not set a Christ-like example by living together. **(Galatians 6:1; Hebrews 7:1-5)** Therefore, unmarried parents will be advised to separate or wait until they are married to dedicate their child. Single parents who are currently living a Christ-like life are welcome to dedicate their child to the Lord. The accommodations for single or unmarried parents will be considered on an individual basis, so please contact the church office using the information in this article for an explanation of guidelines.

**C. For divorced/separated parent(s)**

The parent seeking baby dedication is responsible for notifying the ex-spouse, and both parents are invited to take part if there is unity in dedicating the child. NFBCT encourages both parents to take responsibility for the spiritual life of the child. **(Deuteronomy 6:6-9)**

| <b>New First Baptist Church (Taylorsville)</b><br><b>BABY DEDICATION FORM</b>                                                                                                                         |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>SERVICE INFORMATION</b><br>(Dates must be at least 30 days out and be held during a Sunday morning worship service)                                                                                |              |
| Date and Service Time Requested: (First Choice)                                                                                                                                                       |              |
| Date and Service Time Requested: (Second Choice)                                                                                                                                                      |              |
| Date and Service Time Requested: (Third Choice)                                                                                                                                                       |              |
| <b>CHILD'S INFORMATION</b>                                                                                                                                                                            |              |
| Child's Full Name: (First, Middle & Last)                                                                                                                                                             |              |
| Date of Birth:                                                                                                                                                                                        |              |
| Place of Birth:                                                                                                                                                                                       |              |
| Gender: <input type="checkbox"/> Baby Boy <input type="checkbox"/> Baby Girl                                                                                                                          |              |
| <b>PARENT AND FAMILY INFORMATION</b>                                                                                                                                                                  |              |
| Family Status: <input type="checkbox"/> Couple <input type="checkbox"/> Single Parent                                                                                                                 |              |
| Mother's Name:                                                                                                                                                                                        |              |
| Address:                                                                                                                                                                                              |              |
| Home Phone:                                                                                                                                                                                           | Other Phone: |
| Is mother a member of New First Baptist? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                     |              |
| Father's Name:                                                                                                                                                                                        |              |
| Address:                                                                                                                                                                                              |              |
| Home Phone:                                                                                                                                                                                           | Other Phone: |
| Is father a member of New First Baptist? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                     |              |
| Siblings (please list with names and ages?)                                                                                                                                                           |              |
| <b>PERSONAL QUESTIONS</b>                                                                                                                                                                             |              |
| Are parents listed above married? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                            |              |
| Are parents listed above living together and not married? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                    |              |
| Please note: If you are an unmarried couple or a single parent we will contact you to discuss your special needs. This sensitive matter will be further reviewed during your session with the pastor. |              |
| <b>GODPARENTS AND GRANDPARENTS</b>                                                                                                                                                                    |              |
| God Mother Name (s)                                                                                                                                                                                   |              |
| God Father Name (s)                                                                                                                                                                                   |              |
|                                                                                                                                                                                                       |              |

Maternal Grandparent's Name

Paternal Grandparent's Name

**QUESTION AND COMMENTS**

What does having your child dedicated mean to you?

COMMENTS:

**Requestor's Signature:** \_\_\_\_\_

**\*\*\* PLEASE SUBMIT BABY PHOTO 7 DAYS PRIOR TO SERVICE. \*\*\***

---

**OFFICIAL USE ONLY -- DO NOT WRITE BELOW LINE**

---

Received By: \_\_\_\_\_ on \_\_\_\_\_ (Date)

Membership Verification: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Picture Received: \_\_\_\_\_

Date and Time of Dedication: \_\_\_\_\_

Attendees Confirmed: \_\_\_\_\_

Certificate: \_\_\_\_\_

Bible: \_\_\_\_\_

Assigned Deaconess: \_\_\_\_\_

Initial Dedication Conference Date: \_\_\_\_\_

## **APPENDIX 10**

### **New First Baptist Church (Taylorsville) Cell Phone Policy**

In order to protect the public from hazards associated with the use of cell phones by church employees and volunteers while driving vehicles on church business, the church has adopted the following policy.

Any church employee or volunteer who drives a vehicle (whether or not owned by the church) in the course of church business shall comply with the following policy by a signed acknowledgement below and submitted to Church Clerk for filing.

Calls should be documented in a ledger; therefore, the church will not be paying for the whole bill. A ledger is a record – the phone bill provides a detailed call list.

1. **Definitions.** As used in this policy, the following terms are defined as follows:

a) “Course of church business” means 1) in the course of employment, in the case of an employee; and 2) while engaged in any church program or activity, in the case of a volunteer.

b) “Drive” means to operate a vehicle with the engine operating, whether the vehicle is stopped or moving.

c) “Employee” means any compensated employee of New First Baptist Church (Taylorsville).

d) “Use” means to place or receive a call on a cell phone, or in any other manner operate a cell phone for the purpose of communicating with another person or persons, whether in a handheld or “hands-free” mode.

e) “Vehicle” means any motorized vehicle, whether or not owned by the church.

f) “Volunteer” means a member of NFBCT, or a nonmember who regularly attends New First Baptist Church (Taylorsville).

2. **Drivers of minors.** No church employee or volunteer may use a cell phone while driving a vehicle in the course of church business in which one or more minors are passengers.

3. **Drivers of adults.** No church employee or volunteer may use a cell phone while driving a vehicle in the course of church business in which one or more adults are passengers.

4. **Driving alone.** No church employee or volunteer may use a cell phone while driving a vehicle without passengers in the course of church business.

5. **Permitted cell phone use.** Church employees and volunteers may use a cell phone in any one or more of the following circumstances: 1) while driving a vehicle in the course of church business in the event of an emergency in which the use of a cell phone is necessary to prevent injury or death to one or more persons, if no adult passenger is available to make the call; 2) while driving a vehicle in the course of church business if necessary to report the commission of suspected criminal activity, if no adult passenger is available to make the call; 3) in a vehicle that is stopped in a safe location, with the engine off, or 4) while riding in a vehicle as a passenger.

### **Acceptance of Cell Phone Policy**

I \_\_\_\_\_,  
acknowledge that I have read and  
understand the Cell Phone Policy of New  
First Baptist Church (Taylorsville) (the  
"Policy"), and in consideration of my being  
permitted to operate a vehicle in the course  
of church business, and for other valuable  
consideration the receipt of which is  
acknowledged, agree unconditionally to  
comply with the Policy whenever I am  
driving a vehicle in the course of church  
business.

**DATE:** \_\_\_\_\_

**PRINT NAME:**

\_\_\_\_\_

**LEGIBLE SIGNATURE:**

\_\_\_\_\_

**WITNESS:**

\_\_\_\_\_

**Copy To:**  
**Church Clerk**

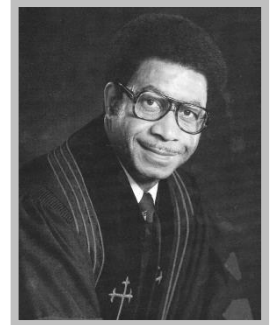
## **APPENDIX 11**



### **DR. T. MELVIN STEELE SCHOLARSHIP**

New First Baptist Church (Taylorsville)  
2720 Turnpike Road - Portsmouth, VA 23707  
Reverend William J. Smith, Jr., Pastor

The Dr. T. Melvin Steele Scholarship is sponsored by the New First Baptist Church (Taylorsville) in honor of the Rev. Dr. T. Melvin Steele who served this church faithfully for 40 years and is administered by the Dr. T. Melvin Steele Scholarship Ministry. The Dr. T. Melvin Steele Scholarship Ministry provides and support high school seniors with guidance as well as gives assistance locating and identifying available scholarships and financial aid. The scholarship is given annually in the month of June to graduating high school seniors who meet the following criteria.



#### **CRITERIA:**

- ❖ Applicant must be a member of the church for at least ONE year.
- ❖ Applicant must be active in the church ministry and/or the church's youth ministry and in good financial standing.
- ❖ Applicant must have at least a cumulative 2.5 G.P.A.
- ❖ Applicant must be accepted at a four (4) year regionally accredited College/University.

**\*\*\* Student must submit all information by the second Sunday in May. \*\*\***

**\*\* No applications will be accepted after the deadline. \*\***

#### **Must have the following required documents:**

- ❖ Dr. T. Melvin Steele Scholarship Application
- ❖ Two Letters of Recommendation:
  - One from the Applicant's High School Teacher/Staff Member
  - Another from a Non-Relative
- ❖ Copy of High School Transcript
- ❖ Letter of acceptance from a College/University

**If awarded, this scholarship will be sent directly to the College or University applicant will be attending.**

**New First Baptist Church (Taylorsville)  
Dr. T. Melvin Steele Scholarship Application**

**Applicant Information**

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: ( ) Social Security Number: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_  
Name Location

Guidance Counselor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Graduation Date: \_\_\_\_\_  
Rank GPA

Anticipated College/University: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_

**Church & Community Activities**

List Church Ministries Involvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of School  
and Community  
Activities:

---

---

### Honors/Awards & Work Experience

Honors &  
Awards:

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---

Work  
Experiences:

---

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### Scholarship Questions & Essay

Any Other  
Scholarships  
Awarded:

---

If Yes, Name  
Scholarship:

|       |              |
|-------|--------------|
| <hr/> | Value <hr/>  |
| <hr/> | Value: <hr/> |
| <hr/> | Value: <hr/> |
| <hr/> | Value: <hr/> |

**Write a one page typed essay of your need for financial assistance along with your career goals and how you plan to make a difference in your church and community through your education.**

---

Signature of Applicant

---

Date

---

Signature of Parent/Guardian

---

Date

## APPENDIX 12

### Certificate of Records and Equipment Destruction Form

| Record and Equipment Category/Type | Format/Media (paper, CD, tape, etc.) | Date Range | Method of Destruction (Shredder, etc.) | Vendor/Person performing destruction | Serial Number: If Applicable | Date of Destruction |
|------------------------------------|--------------------------------------|------------|----------------------------------------|--------------------------------------|------------------------------|---------------------|
|                                    |                                      |            |                                        |                                      |                              |                     |
|                                    |                                      |            |                                        |                                      |                              |                     |
|                                    |                                      |            |                                        |                                      |                              |                     |
|                                    |                                      |            |                                        |                                      |                              |                     |
|                                    |                                      |            |                                        |                                      |                              |                     |

I, \_\_\_\_\_ acting on behalf of New First Baptist Church (Taylorsville), hereby certify that the following records were destroyed according to the Records Retention and Disposal Guidelines.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_