

Operations Manual

WICKLAND BAPTIST CHURCH

510 Bloomfield Road
Bardstown, Kentucky 40004
July 13, 2015

Last Revised August, 2018

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SECTION 1 - CHURCH POLICIES

This section is published to make known church policies and aid the church committees in performing their duties. These responsibilities have been approved by the church in business meeting. However, they are suggestive rather than exhaustive.

At Wickland we use committees to direct the work of the church.

Only Wickland members may serve in leadership positions in the church.

CHURCH COUNCIL – Members must be church members in good standing and elected by the church. The church council serves as a forum for the church’s leaders in planning, coordinating, and evaluating the total work of the church. The Church Council will consist of 5 or more members.

BUSINESS MEETINGS – The second Wednesday of each month has been designated as our regular scheduled business meeting. Business meetings will be conducted by the moderator or their assistant. In the event a special called business meeting is necessary, the following rules must be observed. The special called business meeting and the item(s) to be presented must be announced at three (3) regular church services prior to the meeting. Only the announced item(s) may be considered. Roberts Rules of Order will be observed.

FISCAL YEAR – Wickland Baptist Church will observe the Sunday School and records year as promoted by Lifeway and the local association, which is September through August. Our budget is on a calendar year.

CHILDREN AND YOUTH WORKERS – All children and youth workers will be required to have a background check.

CHILDREN AND YOUTH ACTIVITIES – All children and youth activities and outings must be accompanied by an appropriate number of chaperones.

MEMORIAL GIFTS AND FLOWERS

Wickland Baptist Church makes a donation to Sunrise Children's Services as a memorial gift on the occasion of a death.

- \$50 is given upon the death of a member
- \$25 is given upon the death of:
 - spouse of a member
 - child of a member
 - grandparent of a member
 - sibling of a member
 - grandchild of a member

In case of death, the church will send flowers for church members, their spouse, and their children.

SECTION 2 GENERAL COMMITTEE RESPONSIBILITIES AND PROCEDURES

1. Either the chairperson or the pastor may call a committee meeting after conferring with the other, concerning the matters to which the committee will give attention.
2. The chairperson is responsible for reporting the work and recommendations of his committee to the Church Council and afterward to the church in business sessions.
3. It will be remembered that the responsibility of the committee is advisory and suggestive only, except where the church has already definitely delegated authority.
4. All committee members shall be informed of the expected duties before being nominated, and accepting the nomination will constitute a pledge to fulfill those duties.
5. Full-time ministerial staff members will be ex-officio members of all committees. The pastor will assign full-time staff members to be the consultant to the chairperson. Committee consultant responsibility shall be shared equally by full-time staff.

SECTION 3 COMMITTEE AND LEADERSHIP JOB DESCRIPTIONS

BAPTISMAL COMMITTEE

Purpose:

To assist in the Baptismal process.

Membership:

The Baptismal will consist of 3 members.

Duties:

1. Assist the pastor and candidates in the baptismal process.
2. Fill the pool and maintain it at the proper temperature.
3. Provide candidates with towels, robes and instructions for changing.
4. Launder all robes and towels and return to their proper place.

BENEVOLENCE COMMITTEE

Purpose:

Disburse Benevolent Funds

Membership:

The Benevolence Committee consists of the Deacons and Pastor.

Duties:

1. Receive completed applications through a Request for Assistance Form.
2. Notify other members of the committee of need.
3. Disburse funds based recommendation of 2 deacons and pastor.

Disbursement of Benevolent Funds:

1. Benevolent Fund requests shall be the responsibility of the Deacons and the Pastor
2. Disbursements can be made only two (2) times per year to applicant and/or immediate family of the applicant
3. Funds can only be disbursed to a stated payee. No cash or check to the applicant will be issued.

Maximum Disbursement Amounts:

- \$50.00 for a non-member
- \$100.00 for an active member

Procedure for Disbursement:

1. Applicant must come in and fill out a Request for Assistance Form

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2. Deacons shall be notified and review the request at their earliest opportunity
3. Funds shall be disbursed at the recommendation of two (2) Deacons and the Pastor

Benevolence Request for Assistance Form is in the Appendix

BEREAVEMENT COMMITTEE

Purpose:

To ease the burden of the bereaved family by providing a meal for them and their relatives. This ministry is done on the day of the funeral.

Membership:

The Bereavement Committee will consist of at least 5 members.

1. Decide with a bereavement meal is appropriate.
2. Seek donations of prepared food for meal.
3. Prepare the Fellowship Hall for families and friends of the deceased (set up tables and chairs, cover the tables)
4. Order a meat for the meal; pick up the meat and charge to the church.
5. Serve the prepared food and insure the family is welcomed and comfortable.
6. Clean the kitchen and fellowship hall and restore to order after the family has had ample time to visit.

BUDGET COMMITTEE (Constitutional Office)

Purpose:

Prepare and submit to the church for approval an annual budget.

Membership: The Budget Committee shall be composed of 5 members, elected each September by ballot vote of the church.

Duties:

1. Receive budget requests for each Church organization or Committee for their yearly operation.
2. Prepare and submit to the Church a line item budget.
3. Serve through the fiscal year.
4. Recommend the church participate in special offerings such as: Lottie Moon,
5. Annie Armstrong and Eliza Broadus.
6. Recommend the percentage of general offering to be given to the Cooperative Program (Kentucky Baptist Convention) and Nelson County Association.
7. Oversee the operation of the Counting Committee.

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CHILDREN'S COMMITTEE

PURPOSE:

The purpose of the Children's Committee is to develop an effective Christ-centered program for children in school grades kindergarten through the fifth grade.

MEMBERSHIP:

A minimum of four (4) church members shall serve on the committee with Children's Director serving as the chairman.

DUTIES:

1. Monitor and assess the children's activities to assure the program is meeting the overall needs of children.
2. Counsel and support the Children's Director and serve as goodwill ambassadors for the children's program.
3. Encourage and solicit the support of parents of children and children's workers.
4. Organize and lead Parent/Children events, workshops, etc.
5. Consider and make recommendations about any space used in the children's ministry.
6. Make recommendations to the church concerning the development of a child protection policy.
7. Develop a Christ-centered children's program to cater to the member and nonmember.
8. Prepare and recommend to the Budget Committee the annual children's activities budget and any subsequent additions to the budget.
9. Consider and recommend the purchase of supplies and equipment.
10. Provide a positive means of communication with parents of children and other church members.

CHURCH COUNCIL

PURPOSE:

The Church Council holds the key planning responsibilities in the church. It serves as a forum for the church's leaders in planning, coordination, and evaluating the total work of the church.

MEMBERSHIP:

The Church Council shall consist of a minimum of 5 or more members in good standing and elected by the church. The pastor serves as chair of the committee and leads in the development of a unified program that gives major attention to the church's priorities.

DUTIES

1. Establish the course of the church and evaluate her progress.
2. Evaluate the church's constitution and operations manual as needed.
3. Help the church understand its mission and define its priorities.
4. Coordinate studies of church and community needs.

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5. Recommend to the church coordinated plans for evangelism, missions, Christian development, worship, stewardship, and ministry.
6. Coordinate the church's schedule of activities, special events, and Building Usage.

COUNTING COMMITTEE (Constitutional Office)

Purpose:

To receive and count all contributions or offerings.

Membership:

The Counting Committee shall be composed of as many three member teams as deemed necessary.

Duties:

1. Count all contributions or offerings before leaving the Church on Sunday morning.
2. Open all offering envelopes and verify that the amount enclosed is the same as the amount written on the face of the envelope.
3. Prepare the money for deposit and deposit it in the bank noting which member made the deposit.
4. Prepare a summary of receipts, sign and give copies to the Financial Secretary and the Treasurer, and keep one copy in the records of the Counting Committee.
5. At least three (3) of these members should be present whenever funds are received and counted.
6. To be overseen by the Budget Committee (per Constitution).

FINANCE COMMITTEE

Purpose:

Oversee all matters involving the work of the Church Treasurer and Assistant Treasurer (The Treasurer and Assistant will answer to the Finance Team).

Membership:

The Finance Committee shall consist of a minimum of 3 members.

Duties:

1. Offering assistance to the Purchasing Committee, Budget Committee, and Counting Committee should the need arise.
2. Oversee the Treasurer and Assistant Treasurer.

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HOMECOMING COMMITTEE

Purpose:

To plan activities for Homecoming Celebration each year on the Sunday closest to August 20.

Membership:

The Homecoming Committee will consist of at least two church members.

Duties:

1. Choose a date for the Homecoming Celebration.
2. If possible, invite a former pastor to be a guest speaker.
3. If unable to enlist a former pastor, enlist a guest speaker.
4. Plan for special music for worship service and, if possible, after noon meal.
5. Prepare pictures and video of past and present church activities.
6. Work with the Kitchen Committee to plan Homecoming Potluck Meal after the morning service.
7. Attempt to keep in touch with all former pastors.

INVESTMENT COMMITTEE

Purpose:

Evaluate idle church funds and recommend appropriate investment opportunities.

Membership:

The Investment Committee shall consist of at least three (3) members who have knowledge of and interest in the different kinds of investments appropriate and available for idle church funds.

Duties:

1. Determine how long the funds are expected to be idle.
2. Determine the amount of time expected between determining a need and having the funds in hand.
3. Recommend any other relevant information affecting the appropriate investment.
4. Seek appropriate investment opportunities, noting safety and availability.
5. Consult reputable professional advisors when needed.
6. Meet with the Church Treasurer, the Church Trustees, and any church member who has an interest and wishes to attend.
7. Present the findings of the Investment Committee along with the pros and cons of each investment vehicle.
8. Recommend to the church any investment along with the reasoning governing the selection of that investment.
9. Serve in an advisory capacity only.

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KITCHEN COMMITTEE

Purpose:

To maintain a clean, organized church kitchen and plan for fellowship meals.

Membership:

The Kitchen Committee will consist of at least three members.

Duties:

1. Maintain a list of items needed for meals and kitchen areas. (List is on the Refrigerator) Events like family reunions, or non-church functions need to furnish their own paper and other supplies.
2. Wash any dishes used in preparation of meals. Do not leave dirty dishes in the kitchen or fellowship hall.
3. Empty the dishwasher of any washed items.
4. Do not leave behind any leftover food or opened soda bottles. Either take home, donate to a needy family, or discard.
5. Keep refrigerator and freezer free of outdated food.
6. Wipe clean all surfaces (counter space, tables, and baby high chairs).
7. Sweep and mop the kitchen after an eating event.
8. Empty trash cans when full and place in bins outside the building.
9. Replace trash can liners.
10. Take dish towels and dish clothes home to be washed and returned.
11. Plan for the Homecoming and Thanksgiving meals (and other fellowship meals as planned) and request other food items for those meals from the church members and friends.

MISSIONS COMMITTEE

Purpose:

The Missions Committee is to challenge believers at Wickland Baptist church to understand and be radically involved in the mission of God. It's duties are to coordinate and support mission activities at Wickland Baptist Church as commissioned in Acts 1:8, "But ye shall receive power, and after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria and unto the uttermost parts of the earth."

Membership:

The Missions Director and at least five members will serve as the Missions Committee.

Duties

1. Support, encourage and plan mission activities of the church.
2. Promote missions offerings of the church, the Kentucky Baptist Convention and The Southern Baptist Convention.

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3. To support, provide resources, and encourage children and adult mission organizations of the church (WMU)
4. To research, post and educate the church on upcoming missions opportunities at all levels from local to international.
5. To lead the church in praying for missions and missionaries.
6. To give financial support to mission volunteer candidates who have requested it in line with the following guidelines:
 - a. Must be a member of Wickland Baptist Church and exhibit a faith and commitment to Jesus Christ as their Lord.
 - b. Mission opportunity needs to be confirmed to activities sponsored by the church, Nelson Baptist Association, Kentucky Baptist Convention or one of the SBC national mission boards except by committee approval.
 - c. Stipends may be given to individuals up to 50% of total cost of the trip unless approved by the church.
7. To encourage the church as they give, pray and communicate with individual career missionaries they have chosen to sponsor (New Tribes, Sunday School classes, etc.).

NOMINATING COMMITTEE (Constitutional Office)

Purpose:

To present nominations for all church positions except the pastor, other paid staff and deacons.

Membership:

This committee shall be composed of 5 church members. 3 members shall be elected by ballot vote of the church, one of whom must be a deacon. The 3 members shall then nominate a Sunday School Director and a Missions Director, who after being elected by the church, will serve as members of the Nominating Committee.

Duties:

1. Nominate a Sunday School Director and Missions Director by the July Business Meeting
2. Prepare a slate of perspective church officers and committee members.
3. Inform all nominees of their expected duties.
4. Present nominations for Sunday School teachers and workers before the new Sunday School year begins.
5. Present nominations for other “school year” teams before the school year begins.
6. Present nominations for all other officers and teams by the November business meeting so they may make budget requests of the budget team for the calendar year.
7. Bring nominations to the church for any vacancies through the church year.
8. Serve during the regular calendar year (Jan. through Dec.)

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PERSONNEL COMMITTEE

Purpose:

To be the administrative body responsible for determining that the policies of the Personnel Handbook are carried out.

Membership:

The Personnel Committee shall be composed of three (3) members in good standing.

Duties:

1. Evaluate all paid staff members as annually or as needed and make appropriate recommendations to the Church.
2. Regularly review the compensation of all paid employees and make recommendations to the Budget Committee as needed.
3. Mediate problems or grievances among staff members, as well as, problems and grievances between staff members and the lay members of the Church. In the event said problems or grievances necessitate the termination of a staff member, the Personnel Committee will make this recommendation to the Church.
4. Review the Personnel Handbook and make recommendation for needed changes to the Church when appropriate.
5. Oversee the vacation, conference time and other time-off by paid staff members.
6. Be responsible for determining the need for additional staff and/or the reduction of staff and make appropriate recommendations to the Church. Any recommendation to add a staff person shall include a recommendation for a committee to be appointed to search for and recommend to the Church a staff member to fill the position.
7. Be responsible for any other duties consistent with the above requirements.

PROPERTIES COMMITTEE

Purpose:

To oversee the care and use of the buildings, grounds and equipment of Wickland Baptist Church

Membership

5 general members, one of which shall serve as chairman and one which shall serve as co-chairman, to be elected by the committee.

Duties

Chair and/or Co-chair

- a. Maintain security at all meetings, delegating lockup when necessary
- b. Coordinate key and alarm code assignments
- c. Report all properties matters at members meetings
- d. Coordinate emergency expenditures within properties description

Committee

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- a. The inspection and maintenance of grounds, buildings and equipment, maintaining them ready for use
- b. Make and recommend policies regarding use of all properties and equipment
- c. Review and act upon all requests for maintenance, improvements and remodeling
- d. Form, accept, review and make recommendations to the church on bids for contract and outside work
- e. Maintain records of all inspections and repairs

PURCHASING COMMITTEE (Constitutional Office)

Purpose:

Approve any purchase made by an individual, group, or organization of the church of less than \$100.00.

Membership:

The Purchasing Committee shall be composed of three (3) members.

Duties:

1. Approve any purchase made by an individual, group, or organization of the church of less than \$100.00 (purchases of \$100.00 or more must be approved by the church at a business meeting of the Church).
2. Approval of purchase will be indicated by the signature of 2 members of the Purchasing Committee on the purchase order.
3. One copy of the purchase order shall be retained and presented to the treasurer by the second Purchasing Committee member who signs the purchase order.

RECREATION COMMITTEE

Purpose:

The Recreation Committee will coordinate recreational ministry of the church.

Membership:

The Recreation Committee will be composed of no less than three members.

Duties:

1. Regularly meet and plan activities.
2. Formulate, recommend and publicize policies and procedures relating to recreational activities.
3. Establish sufficient rules and regulations to assure participant's safety.
4. Advise the church on the use of equipment, supplies and space for recreational activities.

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5. Prepare a recreational activity calendar that corresponds with the church calendar.
6. Submit budgetary requests for resources needed.

TRANSPORTATION COMMITTEE

Purpose:

The Transportation Committee is to co-ordinate the Transportation needs of the church.

Membership:

The Transportation team will consist of at least 3 church members.

Duties:

1. Develop policies for the use, maintenance, and operation of the church van.
2. Annually submit to the Budget Committee budgetary requests for the maintenance and expenses of the church van.
3. Develop a program to perform periodic maintenance of the church van, both for functional performance and appearance.
4. Authorize the use of the church van only by drivers holding a proper operator's license, and whose name is on the church's van insurance policy.
5. Insure the presence and use of mileage log sheets for each occasion for the church van use and report any needed maintenance noted while in use.
6. Insure the presence of updated parent permission slips for those children riding in the van.
7. Insure the use of proper child restraint devices that are in compliance with Kentucky law.

TRUSTEES (constitutional office)

Membership: Three member elected by the church who are actively interested in the church.

Term of Office: 3 years

Duties:

1. Hold in trust the title of all property of the church as provided by law and the action of the church.
2. Represent the church in all matters of legal responsibility regarding the purchase, improvement and disposal of church property.
3. Execute all legal papers relating to the church and the community as the church may direct.
4. **Do not include** the power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action.

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WORSHIP MEDIA COMMITTEE

Purpose:

To provide sound and video for worship services and other church programs.

Membership:

The Worship Media Committee will consist only of trained, authorized individuals. Number to be deemed as necessary. A chairperson is to be elected to chair this committee.

Duties:

1. Have the knowledge to operate the sound board for worship services.
2. Have the knowledge to operate the video system for worship services.
3. Adjust the sound level as needed during the worship service.
4. Ensure the pastor has working batteries in the wireless microphone.
5. Ensure the pastor has the wireless microphone before the service.
6. Assist in developing a good organization of equipment.
7. Remain at post during the entire worship service.
8. Ensure sound and video equipment is shut down properly before leaving.
9. Be dependable and committed.

Duties of Worship Media Committee CHAIR PERSON

1. Prepare a monthly schedule of workers.
2. Train individuals as needed.
3. Check that sound and video systems are covered each Sunday morning.

YOUTH COMMITTEE

Purpose:

Assist the staff in coordinating a balanced program of Youth Ministry.

Membership:

The Youth Committee will consist of 3 members.

Duties:

1. Monitor and assess the youth activities to assure the program is meeting the overall needs of the youth.
2. Counsel and support the Youth Minister and serve as goodwill ambassadors for the Youth program.
3. Encourage and solicit the support of parents of youth.
4. Assist in organizing Youth events.
5. Consider and make recommendations about any space used in the Youth Ministry.
6. Develop a Christ-centered Youth program.
7. Prepare and recommend to the Budget Committee the annual Youth activities budget and any subsequent additions to the budget.

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8. Consider and recommend the purchase of supplies and equipment.
9. Provide a positive means of communication with parents of youth and other church members.

SECTION 4 ELECTED CHURCH OFFICERS

CLERK (Constitutional Office)

The duties of the Church Clerk are to:

1. Attend church business meetings and maintain an accurate record of all business Transactions at such meetings.
2. Prepare the annual associational letter, report the information at the appropriate Business meeting and deliver the information to the Nelson Associational Office in a timely manner.
3. Keep an accurate roll of the church membership with dates and methods of admission, dismissal, change in name and other pertinent information.
4. Issue letters of dismissal as authorized by the church.
5. Request letters of admission from other Southern Baptist churches as called for.
6. Correspond with other churches and members in matters relating to official Church business.
7. Report at monthly business meetings changes (additions, transfers, and deletions) in church membership.
8. Preserve all papers and valuable letters and records to belong to the church and preserve a true history of the church.
9. Give legal notice of all meetings where such notice is necessary.
10. Notify all officers, members of committees and messengers of their election and appointment.

MODERATOR (Constitutional Office)

The duties of the Church Moderator are to:

1. Preside at all church business meetings.
2. Follow all parliamentary procedures consistent with *Robert's Rules of Order*.
3. The assistant moderator shall serve in the absence of the moderator.
4. In the absence of both, the Clerk shall call the church to order and a Moderator
5. Pro-Tem shall be elected.

TREASURER (Constitutional Office)

The duties of the Church treasurer are to:

1. Receive deposit records from the counting committee, bank generated deposit receipts and maintain accurate of church financial records of the checking and savings accounts.
2. Make all disbursements by check upon proper authority for all authorized expenditures of the church.
3. Make a report of all receipts, expenditures and balances at the regular monthly business meeting and other times as requested by the church.

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4. Keep copies of these reports in an orderly manner as a part of the permanent record of the church.
5. Make financial records available for an annual audit.
6. File FICA and FITW tax forms with appropriate government agencies for church employees.
7. Transfer church funds into appropriate church accounts.
8. Work with the Budget Committee to assist in creating an annual budget.

NELSON BAPTIST ASSOCIATION EXECUTIVE BOARD MEMBER

The duties of the NBA executive board member are to:

1. Attend Nelson Baptist Association meetings, which meet quarterly
2. Make note of all pertinent information and report back to the church and the appropriate committees.

SECTION 5 ELECTED CHURCH POSITIONS

GREETER COORDINATOR

The duty of the Greeter Coordinator is to:

- Solicit volunteers to greet people as they enter the church on Sunday morning and to hand them a bulletin and any other notices. Volunteers are encouraged to work a month.

HISTORIAN

The duties of the Church Historian are to:

1. Seek to lead the membership in appreciating their church through an understanding of its past.
2. Gather and preserve materials suitable for a published history of the church.
3. Collect, preserve and keep availability for use, pictures and biographies of pastors.
4. Assure adequate photo coverage of significant events.

LIBRARIAN

Purpose:

To provide spiritual growth through reading materials in an organized church library.

Duties:

1. Develop and maintain an accurate and up-to-date card file of books and other resource materials.
2. Develop a resource section in the library containing commentaries and a variety of Biblical translations.
3. Create attractive displays promoting new books.
4. Establish procedures for checking out and receiving books.
5. Purchase new books regularly.
6. Receive and screen appropriate donated books.
7. Promote the use of the church library.

MISSIONS DIRECTOR

Purpose:

Provide and organize the mission activities of the church.

Duties:

1. Meet with the Missions Committee on a regular basis to plan and direct the mission activities of the church.

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2. Coordinate the activities of various mission groups of the church.
3. Work with the Missions Committee to propose a budget to fund various mission activities of the church.
4. Keep abreast of the mission activities of the Nelson Baptist Association, state and national WMU, KBC, International Mission Board and North American Mission Board to be able to keep the Missions Committee informed.
5. Work with the Missions Committee to develop a yearly calendar of mission activities and offerings of the church.
6. Lead the Mission Committee in researching appropriate mission trips for the church body.
7. Report to the church body on a regular basis the activities of the Missions Committee.
8. Serve on the nominating Committee. (per constitution)

MUSIC LIBRARIAN

The Church Music Librarian's duties are to:

1. In cooperation with the Music Director, be responsible for organizing and maintaining music resources
2. File choir sheet music alphabetically.
3. Organize choir books on shelves
4. File congregational hymns for accompanists and director by book name and number
5. Prepare books with service music each week for the Music Director and accompanists and then re-file music / books.
6. Keep a record of music / resources that are borrowed and returned as well as loaned and returned.
7. Secure needed resources and supplies.

NURSERY COORDINATOR

The duties of the Nursery Coordinator are to:

1. Oversee the full-time nursery worker.
2. Enlist substitute nursery workers to fill in if the full-time worker is absent.
3. Create a quarterly schedule of substitute workers for the Sunday morning, Sunday evening, and Wednesday evening services.
4. Teach the Nursery Sunday School class when the full-time worker is absent.
5. Provide monthly time sheets for the full-time worker to complete.
6. Communicate with the full-time worker in case of absence to let substitutes know they will be needed to work.
7. Fill in as needed in the Nursery.

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PRAYER BULLETIN COORDINATOR

The duties of the Prayer Bulletin coordinator are to:

1. Prepare a Prayer Bulletin each Sunday Night, make copies and distribute to attendees.
2. Organize request by these categories:
 - a. Ministry Needs for prayer
 - b. Members Sick or Bereaved
 - c. Members Homebound
 - d. Friends with Spiritual Needs
 - e. Missions
 - f. Friends with Cancer
 - g. Friends with Physical and Other Problems
 - h. Friends and Family in Military
3. Update prayer requests weekly
4. Provide email and phone number for updates during the week
5. Remove names as requested

SUNDAY SCHOOL DIRECTOR

The duties of the Sunday School Director are to:

1. Provide leadership in determining the organization necessary for effective Bible teaching and outreach.
2. Provide training for all Sunday School workers as needed.
3. Work with the Budget Committee in determining budget needs for the Sunday School.
4. Keep teaching supplies and resources on hand and available to workers.
5. Ensure all classes have the equipment and tools needed to provide effective teaching and learning.
6. Coordinate teachers meeting as needed.
7. Work with the Outreach Director (Committee) to promote visitation and outreach programs.
8. Encourage attendance at conferences to increase knowledge and improve skills for Sunday School work.
9. Work with the Sunday School Secretary in ordering Sunday School Literature.
10. Encourage growth in each Sunday class.
11. Serve on the Nominating Committee. (per constitution)

SUNDAY SCHOOL SECRETARY

The duties of the Sunday School Secretary are to:

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1. Process weekly attendance records from all classes, seeking to include every latecomer.
2. Work with classes to maintain accurate and up to date master file member and prospect contact information.
3. Transfer, add, and remove persons from class enrollment.
4. Work with classes to order, secure and distribute needed / requested curriculum, resources and supplies.
5. Prepare monthly (and annual) reported about attendance, enrollment and change (for new Sunday School year).

USHER COORDINATOR

The duty of the Usher Coordinator is to:

- Solicit volunteers to collect the offering each Sunday morning.

SECTION 6 PERSONNEL

YOUTH MINISTER

1. Responsible for planning and/or coordinating all youth programming and activities for the church.
2. Responsible for administering a balanced youth ministry to include discipleship, worship and fellowship.
3. Responsible for teaching Youth Sunday School, and for having a Bible Study/Youth Worship experience on Wednesday evenings.
4. Responsible for leading a youth visitation program. For the protection of all parties, visits should never be made alone without a suitable visitation partner.
5. Expected to attend staff meetings, as well as meeting regularly with the Youth Committee. The Youth Minister is also a member of the Church Council, responsible for preparing and presenting a youth activity calendar to be placed on the church calendar. If unable to attend the monthly meetings, a member of the Youth Committee can represent the Youth Ministry.
6. Hours will be 15 per week, including Sunday mornings, Sunday evenings and Wednesday evenings.
7. This position is under the direction of the Pastor.

CUSTODIAN

Purpose:

To keep God's house clean and suitable for each and every meeting that shall be held in the church building or any part of the church building.

Routine duties include, but are not limited to the following:

1. Sanctuary
 - a. Vacuum all carpeted areas weekly. (includes balcony and steps to balcony)
 - b. Sweep choir loft monthly or more often if needed.
 - c. Dust all window sills and woodwork around windows, dusting for cobwebs.
 - d. Dust pulpit furniture, modesty rail in choir loft and musical instruments.
 - e. Dust baseboards.
 - f. Clean inside of windows monthly or more often if needed.
 - g. Keep pews clean and orderly by sweeping and removing any used bulletins or other unsightly paper.
 - h. Place songbooks and Bibles neatly in the racks.
 - i. Dust chandeliers in sanctuary monthly.
 - j. Sweep outside walk at the main sanctuary door.
2. Educational rooms (includes Youth basement)
 - a. Vacuum all carpeted areas weekly.
 - b. Dust mop all tiled floors and concrete floors and mop as needed.

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- c. Dust baseboards.
 - d. Dust all window sills and woodwork around windows, dusting for cobwebs.
 - e. Straighten chairs and tables as needed.
 - f. Clean inside of windows monthly or more often if needed.
 - g. Empty all trash cans and replace liners.
3. Hallways and entryway
 - a. Vacuum all carpeted areas and dust mop tiled floors, including all stairwells.
 - b. Dust baseboards.
 - c. Mop tiled floors and entryway as needed.
 - d. Disinfect all water fountains.
 4. Restrooms
 - a. Clean thoroughly and disinfect all toilets, urinals, and sinks in all eight restrooms.
 - b. Refill paper towel dispensers, bath tissue dispensers and soap dispensers.
 - c. Mop floors.
 - d. Empty all waste cans and replace liners.
 - e. Clean mirrors.
 - f. Stock all bathrooms with paper towels, tissue and hand soap.
 5. Fellowship hall and kitchen
 - a. Mop floor weekly.
 - b. Dust window sills and baseboards.
 - c. Remove bugs and dust from light fixtures as needed.
 - d. Sweep porch entrance.
 6. Advise of needed supplies by listing items on shopping list on the kitchen refrigerator.
 7. Take trash cans to the road on Wednesday mornings and return them to the building on Wednesday afternoon or evening.
 8. Notify a member of the Properties Committee of any electrical or plumbing problems.
 9. Clean and sanitize Baptistery after each use.

Additional duties or hours may be required to adapt to changing ministry schedules, use of church for Nelson Baptist Association, weddings, funerals, Vacation Bible School, or other church approved uses. Custodian to be paid at the regular hourly rate.

Answers and receives direction from the Personnel Committee or their designee.

Evaluated periodically and annually by the Personnel Committee.

Basic work week consists of 12 hours. Properties Committee and Pastor may request additional hours for special circumstances, and remuneration will be negotiated with the custodian.

MUSIC DIRECTOR

Purpose:

To provide overall leadership for the music ministry of the church and use their skills in music and worship leadership to guide the church into a closer relationship with Christ.

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At the time of the Operations Manual adoption, this is a volunteer position (Fall 2015)

Duties:

1. Be active in the life of the church.
2. Direct the music for Sunday morning service.
3. Conduct regular choir practices.
4. Arrange for special music for Sunday morning service.
5. Plan the worship service and provide a copy to the Bulletin Coordinator, musicians, and pastor.
6. Prepare media presentation for Sunday morning worship service.
7. Direct two special music programs a year (Christmas and Easter).
8. Notify the pastor when absent and arrange for someone else to lead the singing on Sunday morning.
9. Develop and submit an annual budget request.
10. Encourage individuals and groups to use their talents to Praise the Lord.

SECTION 7 EMPLOYEE HANDBOOK

WICKLAND BAPTIST CHURCH EMPLOYEE HANDBOOK REVISED JULY 1, 2015

Welcome to the staff of Wickland Baptist church! As an employee of Wickland Baptist Church, you have been hired because we believe God has led you to us. We believe you have the gifts, talents and skills necessary to be part of a cohesive church staff. We believe you will be part of a well-balanced ministry staff. We know responsibilities vary, but our goal is to have a unified ministry team serving a unified church.

As a member of our staff, you are expected to serve as God has called you to serve. Remember that you represent Jesus to your fellow staff members, our congregation and our community. You are an example to others around you, as we all are.

PURPOSE OF THE EMPLOYEE HANDBOOK

We strive for excellence as a church, and this handbook is intended to set forth our expectations for our staff, and to clarify our policies. They are intended to protect you and to protect us. These policies have been adopted by our church, and may be amended by the Personnel committee, and voted on by the church membership.

All employees report to the Personnel Committee, and to any other committees as denoted in individual ministry job descriptions. The Personnel Committee, in conjunction with appropriate search committees, will bring recommendations for employee hiring and termination before the church membership for voting.

If these policies are changed, employees will receive a new copy of the handbook reflecting the changes. Suggestions for inclusion in revised handbooks are welcome

EMPLOYEE COMPENSATION

Individual compensation is established at the time of employment. Compensation varies according to the responsibilities of the specific positions. Salaries are subject to an annual review.

Staff members are paid on the 1st and 3rd Sundays of each month. The church is obligated to make certain deductions and/or remittances to State and Federal agencies for such items as Social Security, unemployment tax, income tax, etc. Every employee must complete and submit a PDO, a W-4 and I-9 for when hired and whenever withholding status or information changes.

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STAFF

Each employee will be given a copy of the current Employee Handbook. Each employee will also have a job description that entails the specific requirements of their position.

All staff members are expected to attend all scheduled staff meetings and to be represented on the Church Council.

EMPLOYEE EVALUATION

Employees will be eligible for performance evaluations yearly. These evaluations will be led by the Personnel committee with the input of the pastor. Additional input from church members may also be requested.

Employees will have the opportunity to respond to their evaluations. Interim evaluations may be conducted at the discretion of the Personnel committee at any time.

All compensation changes shall be recommended by the Personnel committee and the Finance committee, and approved by the Wickland Baptist Church in a monthly business meeting.

The Personnel committee may ask the church to immediately terminate an employee based on performance, misconduct, abuse of position, misrepresentation or any serious offense which affects their ability to perform their ministry.

VACATION AND GENERAL CONCESSIONS FOR STAFF

Holidays- The following are considered paid holidays by the church: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve, Christmas Day.

Seminars and Personal Growth Days- Ministerial employees are encouraged to take time to participate in conferences, revivals, seminars, study opportunities, conventions and other events focused on self-improvement. Events should be approved by the Personnel committee and placed on the church calendar. The church shall be responsible for expenses such as travel, food, hotel, pulpit supply and registration fees. Part-time ministerial employees may also participate in Personal Growth Days.

Vacation guidelines are as follows:

- Years 0-4 of employment- 2 weeks vacation per year
- Years 5-9 of employment- 3 weeks vacation per year
- Years 10 and beyond of employment- 4 weeks vacation per year

Time taken in excess of the allotted vacation schedule will be taken without pay and must be approved by the Personnel Committee.

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Staff members should notify the Personnel committee of proposed vacation/conference time. Request forms are available from a committee member. Vacation time should also be coordinated with the pastor and church staff. Dates should be placed on the church calendar.

Staff members should arrange an appropriate substitute for any and all regularly scheduled events which will occur during the absence.

Week day off. All full-time ministerial staff members may choose a week day (Monday through Friday) as their official day off. This should be coordinated with the pastor and other staff members.

ATTENDANCE GUIDELINES

Staff members should make an effort to keep personal absence time to a minimum. Personal absence time is time off in excess of the vacation schedule. Excessive absence is deemed to be more than three unpaid absences in any ninety day period or six unpaid absences in any twelve month period.

PROFESSIONALISM/DRESS CODE

Staff attire should be practical and professional. As models to children, youth and other church members, choices must be consistent with conservative and generally accepted standards. Clothing must be modest and appropriate. Some tattoos and body piercings may be deemed unacceptable at the discretion of the Personnel Committee.

CHILD ABUSE AND NEGLECT

Children who attend our programs are cared for, nurtured and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at Wickland Baptist Church.

It is the Church's goal to employ professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of children and youth in our care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced.

Children at Wickland Baptist Church should expect to be treated with kindness, concern and respect at all times. Staff is advised that corporal punishment or physical discipline is considered abuse.

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall immediately make a report of such information to the Personnel Committee. Allegations of abuse shall be reported to parents and investigated.

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Any evidence of physical or sexual abuse or misconduct will be grounds for immediate dismissal without any assistance in legal representation. An employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended or placed on unpaid administrative leave at the Personnel Committee's discretion. The Personnel Committee will also determine if they are required by law to report such allegations to the proper authorities.

No Harassment

Wickland Baptist Church does not tolerate the harassment of any employee by any other employee or supervisor for any reason. Wickland Baptist Church is committed to a work environment in which all individuals are treated with respect and dignity, and expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. In addition, sexual harassment is a violation of state and federal laws, which subject the individual harasser to liability for any such unlawful conduct.

Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment, which is intimidating, hostile or offensive to the employee.

The confidentiality of all parties involved in a sexual harassment charge will be respected to the extent it does not interfere with the Church's obligation to investigate allegations of misconduct and to take corrective action.

Any employee who believes that he or she has been or may be subjected to such objectionable conduct is urged to contact the Personnel Committee and the pastor.

Any employee or supervisor who is found, after appropriate investigation to have violated this policy, will be subject to disciplinary action, depending on the circumstances, up to and including termination.

Smoking/ Alcohol/ Drug

- Wickland Baptist Church staff are expected to refrain from use of any of the above substances.

SECTION 8 ADOPTION AND AMMENDMENT PROCESS

Adoption:

This Operations Manual shall be considered adopted and in immediate effect if and when this church votes in favor of the same.

Adoption shall require the approval of three-fourths vote of the members present and voting at a regular business meeting of the church, after a 30 day examination.

Amendments and additions:

This Operations Manual may be amended and revised by the following process:

1. Submissions may be made in writing by any member or committee to church council.
2. Evaluation of the submission shall be made by the Church Council. Approval within the Council shall be a simple majority.
3. Upon Council approval, the addition or change shall be taken to the church for approval.

SECTION 9 APPENDIX

BENEVOLENCE REQUEST FORM FOR ASSISTANCE

Wickland Baptist Church
510 Bloomfield Road
Bardstown, Kentucky 40004
502-348-7661

Date of Application: _____ Member: Yes _____ No _____

Name: _____

Address: _____

City: _____ Phone Number: _____

Number of family members: _____

Check needs: food___ clothes___ school supplies___ Help with Rent/Mortgage _____

Help with electric___ Help with other utilities___ Transportation___ Other _____

Amount Requested (if applicable) \$ _____

Paid to Whom? _____

Families may be considered for assistance with utilities twice per year with up to \$50 per incident

Have you received help from other sources? If yes, where and what? _____

(Please allow up to one week for your request to be reviewed.)

FOR CHURCH USE ONLY Amount Approved _____

Approved: _____ Date: _____

Approved: _____ Date: _____

Approved: _____ Date: _____

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OTHER AVAILABLE RESOURCES FOR BENEVOLENCE:

If you need transportation:

1-800-242-8225

1-800-245-2826- Call this number if you are on Medicaid or Passport

If you need help with utilities and rent:

Community Action in Bardstown, Ky.

502-348-9596

If you need clothes, household items:

St. Vincent DePaul

114 N. Fourth Street in Bardstown, Ky.

502-348-9752

Goodwill

Bardstown Donation & Retail Center

219 Padgett Street

Bardstown, KY 40004

Hours: Mon-Sat: 9am-6pm; Sun: 1-6pm

Phone: (502) 348-5618

If you need food

Bread for Life Food Pantry

219 E. Muir Street

Bardstown, KY - 40004

502-348-7270

My Old Kentucky Home Habitat for Humanity

Contact: Joan Hawkins

Phone: 502-331-1903

Purpose: Building homes in this area AND assisting with simple home repairs.