

ByLaws
of
Salem Baptist
Church
of
Tift County GA,
Inc.

BYLAWS OF
SALEM BAPTIST CHURCH OF
TIFT COUNTY, GA, INC.

Article I
Name and Objective

The name of this Church shall be "Salem Baptist Church of Tift County, Inc." The purposes of the corporation shall be non-profit and as follows:

- (1) To provide for the preaching of the Gospel of Jesus Christ, the Word of God and evangelism, as well as to provide a suitable site and opportunity for the worship of God;
- (2) To instruct and nurture its members through Christian education and training;
- (3) To provide for and sustain the ordinances of a Baptist church, to wit: (a) Baptism, and (b) The Lord's Supper;
- (4) To minister to the needs of people at home and abroad through home and world missions;
- (5) To promote Christian fellowship, Christian love, and spiritual development;
- (6) To engage in such other lawful activities as may be authorized from time to time by the majority of the voting members of the corporation; and
- (7) To have all general powers inferred by the Non-Profit laws and statutes of the State of Georgia including but not limited to the powers to buy, hold, sell, lease, manage, etc., in properties of every kind and description without limitation or restriction whatsoever.

Article II
Faith and Practice

All members shall:

- (1) Publicly profess that Jesus Christ is the Son of God and through the life, death, and resurrection of Jesus Christ alone, salvation and eternal life can be obtained;
- (2) Acknowledge that the Bible is the inspired Word of God;
- (3) Subscribe to the Church Covenant, a copy of same being attached hereto and made a part of these ByLaws; and
- (4) Subscribe to the policy of this Church in the promotion of evangelism and missionary work by supporting the work of the

Southern Baptist Convention, Georgia Baptist Association, and
the Cooperative Program.

Article III **Powers**

To the end that the foregoing objectives and purposes and any related religious and charitable purposes may be carried out, performed and accomplished, this Corporation shall have the power to engage only in such activities as shall not constitute business unrelated to its religious, benevolent, charitable, literary, and educational purposes. It shall engage only in such activities as are permitted to be carried on by corporations whose income is exempt from taxation pursuant to Section 501(c) (3) of the Internal Revenue Code, and contributions to which are deductible pursuant to Section 170(c) (2) of the Internal Revenue Service Code of 1954, or corresponding provisions of any future United States Revenue Code, any provision elsewhere in this Constitution and ByLaws to the contrary notwithstanding. This Corporation shall not engage in nor shall any of its assets be applied to activities which constitute carrying on of propaganda, attempting to influence legislation or participation in or intervening in any political campaign on behalf of any candidate for public office nor shall any part of its net earnings or assets inure to the benefit of any private member except for reasonable compensation for services actually rendered.

Article IV **Registered Office and Address**

The address of the registered office of the corporation was initially Route One, Box 2130, Tifton, GA 31794. Due to the enacting of a 911 Action Plan for Tift County in 1998, the address changed to 1142 Salem Church Road, Tifton GA 31793; the physical location of the church did not change.

Article V **Membership**

(1) The Church shall consist of immersed, born-again believers in Jesus Christ who have acknowledged substantial agreement with the faith and practice of this Church as set forth in these ByLaws.

(2) Membership in this Church may be obtained in any one of the following three ways:

- (a) By the ordinance of baptism prescribed by this Church after public profession of faith in Jesus Christ as Lord and Saviour;
- (b) By letter from any Baptist Church of like faith and order;
- (c) By public testimony of born-again experience with Jesus Christ, indicating previous compliance with either (a) or (b) above.

Physically handicapped persons who are unable to be immersed may utilize such alternative baptism as may be approved by the pastor and deacons.

(3) Membership in this Church shall be terminated as follows:

- (a) By transferral of letter, the same being requested by another church;
- (b) By death of the member;
- (c) By being removed from the Church membership roll by a 90% affirmative vote of the members voting at a regularly-scheduled monthly conference;
- (d) Withdrawal of membership by member upon written request of member.

Article VI **Officers**

A.

The following officers are constituted for the Church, to wit:

- (1) Pastor
- (2) Chairman of Deacons
- (3) Church Clerk
- (4) Church Treasurer
- (5) Assistant Church Treasurer
- (6) Director of Sunday School
- (7) Director of Church Training
- (8) Director of Women's Missionary Union
- (9) Director of Brotherhood
- (10) Head Usher
- (11) Music Director
- (12) Director of Vacation Bible School

B.

There shall be such other officers and assistants as the Church may authorize from time to time.

C.

No person shall serve as an officer or assistant officer of this Church unless he or she is first a member of this Church.

D.

Salary or other compensation of any officer of this Church shall be as is set by the Church at regular or called conference, provided all salaries are approved and recommended by the Budget and Finance Committee and Deacons.

Article VII **Qualifications and Duties of Officers**

(1)
Pastor

The Pastor shall be at least 21 years of age, male, and shall satisfy the Deacons of the Church as to his relationship with Jesus Christ and his belief on Baptist doctrinal principles. The Pastor shall be called for an indefinite period of time; which call may be terminated by resignation or by dismissal.

Such call shall require first a recommendation by the active Deacons of the Church and said recommendations shall be passed by a vote of at least 75% of the vote cast at a regular or special called Church Conference. Notice of the time and object of said Church Conference shall be given to the Church by the Church Clerk or the Chairman of Deacons at three (3) Sunday Worship Services and on at least two (2) separate Sundays; or such notice may be given in writing to each member of the Church. Dismissal of the pastor shall be accomplished in the same manner utilized in the call of the Pastor, with the exception that 51% of the votes cast at such conference to dismiss such Pastor shall prevail.

The Pastor shall faithfully perform the duties of that office:
Preach Sunday morning worship service and Sunday evening worship

service each Lord's Day, administer the New Testament ordinances of Baptism and the Lord's Supper, conduct mid-week prayer services, visit members of the Church, including the sick and shut-ins periodically, officiate weddings and funerals in the Church upon request, and perform other such duties as usually pertain to the office of Pastor or as set forth in these ByLaws. He shall be an ex-officio member of all Church organizations and committees, except the Pulpit Committee and the Budget and Finance Committee.

The Pastor shall supervise and direct the work of all offices and departments of the Church, with the exception of the office of Deacon, but the Pastor shall attend all meetings of the Deacons and participate in said meetings when requested by the Chairman of the Deacons. The Pastor shall absent himself from the meeting of the Deacons when requested by the Chairman of the Deacons. The Pastor shall review and discuss with the Deacons the progress which has been made in the Church and plans and procedures for reaching the desired objectives of the Church from time to time as the Pastor deems appropriate.

The Pastor shall be entitled to one day each week for rest and relaxation away from his duties as Pastor of the Church. He shall have two weeks' paid vacation each year. The Church will provide pulpit supply for two additional Sundays above and beyond the two Sundays which fall during the Pastor's vacation period. If the Pastor desires to be absent from his pulpit for more than four Sundays per year, two additional Sunday leaves of absence can be taken by the Pastor, with the Pastor providing pulpit supply. No more than two of said six Sundays' absence by the Pastor shall be taken in succession. Appropriate notice shall be given by the pastor to the Chairman of Deacons of such absences.

The Church budget for the year, including the Pastor's salary, compensation and benefits shall be set as follows: The proposed Church budget for the coming year will be presented to the Deacons for their review and comments at their August meeting. This budget will be submitted to the Church during the August conference for the consideration and approval by the Church. The Church shall in turn vote to set the salary, compensation, and benefits for the Pastor for the upcoming Church year at the regularly-scheduled Church conference for August of each year.

When a preacher is called to be a full-time Pastor of Salem Baptist Church, he should not have other full- or part-time employment without prior approval of the Board of Deacons.

(2)
Deacons

The Deacons shall be spiritual assistants and advisors to the Pastor and with him shall generally oversee the membership and the spiritual business affairs of the Church. They shall maintain the initial Baptist character of the Church and all matters of admission or dismissal from the Church and of Church discipline shall have their approval. The Deacons shall assist the Pastor in administering the ordinances of the Church, of visiting the sick and aged members of the Church, in personal attempts to evangelize the lost and unaffiliated in the community, and in all spiritual affairs of the Church.

The present active Deacons shall continue to serve as long as they desire, at the pleasure of the Church, or until death. To remove a Deacon from his position will require 75% opposition vote of the present members voting at a called conference as outlined in Article VII. When a Deacon resigns or is removed by the Church from the office of Deacon, a new Deacon may be elected by the Church to fill this vacancy. This can be accomplished by the present active Deacons making a recommendation to the Church of a male member, at least 21 years of age, and with a 75% affirmative vote at a called conference as outlined in Article VII. The number of Deacons may be increased or decreased as the Church desires.

Members of the Church coming into the fellowship from other churches who have been previously ordained by other churches as Deacons shall not be required to be again ordained to serve as Deacon at Salem Baptist Church of Tift County, Inc., but such Deacon shall not serve as active Deacon unless and until they have been elected as an active Deacon as above provided.

All matters of financial expenditures from the Church involving a single expenditure of more than \$50.00 and not provided for in the annual church budget may be approved by the Finance and Budget Committee, provided the expenditure is of an emergency nature.

(3)
Church Clerk

It shall be the duty of the Church Clerk to record the minutes of all regular and special business meetings of the Church, to preserve an accurate roll of the membership, shall as soon as possible after request, forward church letter of members to requesting church, to prepare the annual church letter and table of statistics concerning the work of the Church to the Mell Baptist Association and prepare such other reports as requested by the Pastor, the Board of Deacons, or the Church. The Church Clerk shall perform such other duties as the Church may from time to time request.

(4)
Church Treasurer

The Church Treasurer will be recommended by the Budget and Finance Committee to the Deacons. Upon approval by the Deacons, the Treasurer will be appointed to serve for a period of time as he or she feels led to do so.

The Church Treasurer shall receive all monies due and belonging to the Church from whatever source, shall pay all bills incurred by the Church, keep an accurate account of all monies passing through his hands, make a report to the Church at each regular business conference of the receipts, expenditures and financial condition of the Church and each department thereof, and render like accounts to the Board of Deacons as they may request said accounting. The Church Treasurer shall also notify each department head on a monthly basis of the balance of budgeted funds that the said department may have for the remaining Church year.

It shall be the duty of the Treasurer to:

- (a) Compile weekly offering information;
- (b) Prepare monthly financial statements;
- (c) Reconcile monthly bank statements; and
- (d) Pay bills from the Church checking account.

The position of Assistant Treasurer will be recommended by the Budget and Finance Committee to the Deacons. Upon approval by the Deacons, the Assistant Treasurer will be appointed to serve for a period of time as he or she feels led to do so.

The duties of the Assistant Treasurer are:

- (a) Enter weekly offering contributions into the church accounting program;
- (b) Make a weekly deposit of collected monies; and
- (c) Enter bills, invoices, and charges into church accounting program.

The position of Head Usher will be recommended by the Budget and Finance Committee to the Deacons. Upon approval by the Deacons, the Head Usher will be appointed to serve for a period of time as he or she feels led to do so.

The duties of the Head Usher are:

- (a) Assist weekly ushers in counting monies collected in weekly offerings;
- (b) Count cash and prepare deposit slip;
- (c) Place cash with checks, sign off, and give to Assistant Treasurer.

(5)
Other Officers

All other officers hereinabove designated in these ByLaws shall be appointed by the Nominating Committee, who shall submit such appointments to the Church for approval at the August conference of the persons to fill the said offices for the upcoming Church year. The duties of the said remaining officers shall be such as the Deacons and the Pastor shall from time to time prescribe for such offices.

Article VIII
Removal of Officers

Any officer of the Church may be removed from office at any time by utilization of the same method provided for removal of the Pastor.

Article IX
Advisory Board

There shall be established a standing committee designated as the Advisory Board, which shall consist of Deacons in the church who,

because of health or age, have withdrawn their names from consideration as active Deacons of the Church. The Advisory Board shall be called into session at the pleasure of the Pastor and/or the Chairman of the Board of Deacons and it shall be the duty and office of the Advisory Board to counsel and advise the Pastor and/or the Deacons on any matter that the Pastor and/or the Deacons may desire the assistance from the Advisory Board.

Article X **Nominating Committee**

The Nominating Committee shall be composed of five (5) members to wit: Three members elected from the Church at large, who shall then elect the Sunday School and Church Training Directors, upon the approval by the Church, who then shall comprise the entire committee. The Nominating Committee shall meet by the first Sunday in June of each year.

The Nominating Committee shall select nominees for all Church offices and committees, whose selection is not otherwise provided for in these ByLaws. They shall also meet at such other times as necessary to nominate candidates to fill vacancies and select delegates to represent the Church on various boards and committees.

Nominations for offices established in these ByLaws shall be submitted by the Nominating Committee to the Church for affirmation by the Church.

Article XI **Budget and Finance Committee**

The Budget and Finance Committee shall consist of five (5) members, which will be composed of the Chairman of Deacons and four (4) members at large from the Church membership, with the treasurer serving as an ex-officio member.

The Nominating Committee should try to select members who have accounting, banking, or some other administrative experience. This shall be a standing committee, which will allow the members of such committee to learn about the financial framework and needs of the church, paid staff members, and the Pastor.

Committee members shall serve as follows:

One member will serve a one (1) year term. At the end of the first year, this term will become a three (3) year term for rotation purposes. This initial member will not be eligible to serve again for one (1) year.

One member will serve two (2) years, and two members will serve three (3) years.

After serving a term, a person may not serve again for the period of one year.

These members will be nominated by the Nominating Committee and presented to the Church for approval during the August conference.

Duties of the Budget and Finance Committee:

1. To promote sound stewardship in the Church.
2. To encourage present tithers and gain new tithers.
3. To supervise all areas of financial business of the Church:
 - a. To determine the ongoing financial needs of the Church and handle all promotions to raise funds which may be needed from time to time to meet budget requirements. All methods of fund-raising must be approved by the Church in a regular or called conference.
4. To hold meetings quarterly, and to hold an annual meeting in November of each year.
 - a. To meet with all department heads and others quarterly and annually to discuss their ongoing and annual budgetary needs. Quarterly meetings will be held prior to scheduled conferences and a report given to the Church each quarter.
 - b. To meet with the Pastor and all paid staff members quarterly and annually to review their salaries and any other budgetary needs.
5. The Budget and Finance Committee will prepare and present to the Church at the December business meeting a financial statement reflecting the financial condition of the Church for the fiscal year just ended.
6. To meet in November of each year to prepare an annual budget for the upcoming Church year.
 - a. To present the proposed budget to the Deacons for review and comments at their December meeting.

- b. To submit the approved budget to the Church during the December conference for the consideration and approval by the Church.

Article XII **Committees and Councils**

There shall be established and maintained as many committees and councils in the Church as the Board of Deacons may from time to time ordain and establish. Their duties and functions will be as prescribed by the Board of Deacons.

Article XIII **Church Ordinances**

There shall be two ordinances of the Church, to wit:

1. Baptism
2. The Lord's Supper

Baptism: The ordinance of baptism shall be by immersion, shall be performed by the pastor, Interim Pastor of the Church, or by someone designated by the Pastor, and shall be performed only after the candidate for baptism has made a public profession of his or her faith and belief in Jesus Christ as Lord and Saviour. The ordinance of Baptism shall be performed as often and at such times as the Pastor or Interim Pastor may recommend to the Church.

The Lord's Supper: The Lord's Supper shall be observed at least four times each Church year or more frequently as the Church may establish upon the recommendation of the Pastor. The mechanics of the preparation and serving of the Lord's Supper shall be at the discretion of the Pastor. Believing that the Lord has established in I Corinthians 11:28 that a believer shall examine himself or herself and not be examined by the Church as to his or her participation in the Lord's Supper, any born-again believer in Jesus Christ as Lord and Saviour shall be eligible to participate in the Lord's Supper at Salem Baptist Church of Tift County, Inc.

Article XIV **Church Conferences and Meetings**

1. The Church year shall be from September 1 to August 31. The church fiscal year will from January 1 to December 31 each year.

2. There shall be monthly-scheduled business conferences for the Church.
3. There shall be as many called conferences of the Church as the Pastor and/or Chairman of the Board of Deacons shall deem necessary, the Church first being notified of the called conference by either written notification being given to each member of the Church on the Clerk's roll of members at least fourteen (14) days prior to the called conference or by the Pastor announcing the called conference from the pulpit at least two regularly-scheduled morning worship services, said worship service being at least one week apart, provided however, should an emergency occur, such matter shall be brought to the attention of the Deacons, who then shall declare the matter to be an emergency. If so declared, the Pastor or Chairman of the Board of Deacons shall notify the Church at the next regularly-scheduled Church service of the nature of the matter and the action of the Board of Deacons.
4. The Pastor shall moderate all conferences and business meetings of the Church and the Church Clerk shall take accurate minutes thereof. The Pastor may, at his discretion, designate a member of the Church to moderate any conference or business meeting in his place and stead. In the absence of the Pastor or a designated moderator, the Chairman of the Board of Deacons shall moderate.
5. *Robert's Rules of Order* will be the parliamentary procedure followed in the conduction of all regular and special called business meetings of the Church. The Moderator shall entertain all motions on any issue and request a second to the motion. After the motion has been made and a second obtained, then the Moderator shall entertain discussion for and against the motion. A majority vote of the members present and voting at such meeting or conference shall be necessary to pass the motion.

Article XV **Amendments to These ByLaws**

These ByLaws may be amended by a two-thirds (2/3) majority vote of the members present and voting at a regularly-scheduled monthly business conference, providing the amendment shall have been offered in writing at least one month previous to said business meeting and notice given from the pulpit and the Church bulletin on two consecutive Sundays prior to such vote. Any amendment to these

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By-Laws shall first be considered by the Board of Deacons and their report given to the Church before a vote is taken.

*This is a true and accurate copy of the ByLaws of Salem Baptist Church of Tift County, Inc., and includes amendments which were approved in regular Church Conference on February 11, 2001.
Updated by Kim Beasley, Church Secretary*

Amendment to By-Laws Youth Program Guidelines

Chaperones

- Should be a Christian, a regular church member in good standing, meeting same standards as we expect for the youth;
- be at least 25 years old;
- be a Model Example for the Youth;
- be selected by a unanimous vote from the Youth committee and approved by deacons; and
- have a background check (conducted via Tift County Sheriff's Department or City of Tifton Police Department) on file.

On Youth Group trips involving Salem Youth,

- at least one chaperone in the group is to be CPR qualified; and
- multiple church families (at least 2) must be represented for overnight stays with a ratio of one "same-gender" adult for every 3 youth, which allows for an adult in every room.

Code of Conduct

- WHAT TO BRING

This will be detailed for each trip, and will be dependent on type of activity.

- WHAT NOT TO BRING

Alcohol, tobacco, illegal drugs, fireworks, or any kind of weapon.

- DRESS CODE

Youth will not wear any apparel that

- Advertises alcohol, tobacco, illegal drugs;
- Explicitly or implicitly promotes racism, sexism, or hatred of any group or person;

- Explicitly or implicitly refers to sexual actions or situations;
- Allows "midriff" to show; or
- Is excessively short or tight fitting.

Youth will be required to wear:

- For any water event – girls are to wear one-piece bathing suits or a tankini.
- Wear modest shorts (shorts not more than 4 inches from the top of the knee), tops (no spaghetti or open back), pants, or jeans.
- Do not dress in a way that calls attention to underwear ("sagging" your pants, rolling down your waistbands, etc.)

*Adult leaders have the responsibility of modeling and monitoring to ensure students are dressing appropriately.

"Regular Attendance" youth policy (for adhering to church-funded Activities).

- Defined as: Must be present for at least half of the regular services for the previous 3 months.

This Amendment was added to these ByLaws in regular Church Conference on August 19, 2012.

The following document was adopted as an Amendment to Salem Baptist Church
By-Laws in regular Church Conference on August 9, 2015.

Salem Baptist Church

1142 Salem Church Road

Tifton GA 31793

Phone 229/528-4512

Use of Buildings and Facilities

General Rules

Reservation Request Forms

Agreement

Salem Baptist Church

1142 Salem Church Road

Tifton GA 31793

Use of Church Buildings and Facilities

(Adopted for use September 12, 1999)

With the belief that Christianity is more encompassing than the walls of our church, and that many persons and organizations, by their nature, the effects of their works and the impact for good exhibited by them are Christian-oriented, it is therefore the essence of this resolution that Salem Baptist Church make available the use of its facilities by persons and groups who fall in the above-described category whenever possible.

Toward that end, the Pastor and/or the Buildings and Grounds Committee have the final word on the use of the church and its facilities. Any grievance should be taken to the Church in Conference. It is the duty of the Pastor and/or said Committee to determine who may or may not use the facilities.

The Pastor and/or Buildings and Grounds Committee is governed by the following priorities and rules:

- Priority 1: Organizations of Salem Baptist Church, Tifton, GA.
- Priority 2: Members of Salem Baptist Church, Tifton, GA.
- Priority 3: Any other organizations not specifically barred by the following set of rules:

Rule A. The Pastor and/or the Buildings and Grounds Committee is prohibited from granting use of the church facilities to any organization whose purpose is monetary gain.

Rule B. The Pastor and/or the Buildings and Grounds Committee is prohibited from granting the use of the Church facilities to any organization whose aims and goals--*either stated or by the lives and actions of the membership thereof*--is generally recognize to be averse to the generally-recognized aims and goals of Salem Baptist Church.

The following rules must be followed by everyone using the Church and its facilities:

- I. Upon approval of facility use, the Pastor and Church Secretary will be responsible for scheduling the use of the Church and/or its buildings. Individuals or organizations wishing to use the facilities of the Church shall contact the church office as early as possible to avoid conflict with other

church programs (Attachment 1 - Reservation Form and Attachment 2 - Agreement). Decisions as to the room or rooms to be used shall be made with reference to the size of the group, other uses scheduled, and heating or air conditioning expense. The church buildings are available on Sunday only when services are not in session.

II. Any and all use of the kitchen shall be scheduled by the Pastor and/or Church Secretary. The kitchen shall be cleaned and all equipment cleaned and returned to its proper place after each use. Trash shall be removed from the premises.

III. The use of musical instruments (piano and organ) of the church is restricted to persons authorized by Salem's Minister of Music, and/or Music Committee. Inquiries concerning the use of musical instruments should be directed to the Minister of Music and/or Music Committee at least three (3) weeks in advance of planned use.

IV. The use of Salem's sound system is restricted to Salem's Sound Committee only. Inquiries about the use of the sound system should be directed to the Pastor and Sound Committee at least three (3) weeks in advance of planned use.

V. Salem's equipment and furnishings shall not be removed from the premises for any purpose, unless specifically authorized by the Pastor and/or Buildings and Grounds Committee. Any and all equipment and furnishings moved will be returned to its proper place. All areas used will be cleaned and/or vacuumed, including restrooms, dressing rooms, nursery, Sanctuary, social hall, and kitchen. You are responsible for re-setting thermostats, turning off all lights, and locking all outside doors.

VI. The use of tacks, nails, tape, or any other materials which damage walls or church furnishings is prohibited. The group or organization using the facilities shall be responsible for the cost of repair or replacement in the event of damage to the buildings, including breakage of equipment.

VII. The church sanctuary may be used for Christian funerals whenever requested. Funerals must be scheduled with the Pastor and/or church secretary and DO NOT have priority over previously-scheduled events. There will be no charge for the use of the church buildings for funerals.

VIII. No food or drink shall be served or eaten in the Sanctuary. The ONLY exception shall be the Observance of the Lord's Supper.

IX. There shall be no smoking in any of the church buildings. No alcoholic beverages of any kind may be served or consumed on the church premises at any time. There will be no animals in any church buildings. Any violation of these rules in any way will result in revocation of permission to use Salem's facilities immediately, **even at the last minute.**

X. If a nursery is needed, arrangements must be made with Salem's Nursery Director. She can apprise you of any special rules to be aware of. It is the responsibility of the group requesting use of Salem's facilities to secure nursery workers. Names of those listed with the church can be provided by the Nursery Director; payment should be given directly to the nursery workers you hire.

XI. There will be no admission charged before, during, or after the use of Salem's buildings. There will be no commercial sales of any merchandise (tapes, CDs, books, t-shirts, etc.) before, during, or after any use of Salem's buildings. (These items may be offered for sale in the church office in a location designated by the Pastor during regular weekday office hours.)

XII. Users of the buildings shall be responsible for all participants knowing and following the above-stated rules. Please limit use of buildings to sections agreed upon in order to limit liability for use of areas not reserved.

XIII. The following user fees shall be collected as set forth on the first page of this document:

Priority 1: No charge.

Priority 2: No charge.

Priority 3: User(s) shall be charged the following rates:

Use of Sanctuary	\$225.00
Use of Social Hall	180.00
Use of Kitchen	50.00
Use of any other rooms	25.00 each

A reservation fee in the amount of \$100.00 shall be required upon reserving facilities, with the balance due 7 days before use. A completed Request Form (Attachment 1) and Agreement (Attachment 2) will be

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Salem Baptist Church - Use of Buildings

required for reservation and must be submitted to the Pastor or Church Secretary in a timely manner.

Contact Information

Pastor: Andy Ring
1128 Salem Church Road
Tifton GA 31793
Phone: 528-4510
Cell Phone: 326-0840

Church Secretary: Kim Beasley
1341 Ty Ty-Sparks Road
Tifton GA 31793
Phone: 528-6658
Cell Phone: 821-0234

Buildings and Grounds Committee Members:

Rocky Carrington, Chairman Phone: 392-2662

Sound Committee Members:

Scott Beasley, Chairman Phone: 821-0236

Music Committee Members:

Joni Dunn 392-2171
Jeffrey Clark 392-4274
Myrtle Whittington 382-7190

Nursery Director

Cindy Clark 392-4410

Salem Baptist Church
1142 Salem Church Road
Tifton GA 31793

Request for General Reservation

Name: _____

Address: _____

Building/Area(s) reserved: _____

Purpose of Event: _____

Date and time of event: _____

Your reservation for the building/area(s) reserved **will begin** at:

Date: _____ and _____ (time)

and **will end** at Date: _____ and _____ (time)

Additional Information: _____

Salem Representative: _____

Reservation is () approved or () disapproved

Attachment 1 - General Reservation Request

Agreement

I, _____, hereby release Salem Baptist Church, Tifton, GA from any liability arising from the use of any of its facilities, buildings, properties or the like for the purpose of _____
_____,
which will be held on _____.

I further state that I agree to all terms and conditions set forth in the Rules and Regulations for Weddings at Salem Baptist Church adopted for use on September 12, 1999.

Agreed on this _____ day of _____, _____.

Printed Name

Signature

Printed name of Salem Representative

Signature



Salem Baptist Church
1142 Salem Church Road
Tifton GA 31793



Use of Buildings and Facilities
for Weddings

Note: Weddings at Salem Baptist Church are limited to members of Salem Baptist Church and their children only. The member must have been a member of Salem for at least one (1) year.

Salem Baptist Church is happy that you are planning your wedding with us. However, because of our faith in God, we must follow the guidelines set forth in God's Holy Word and the Church Covenant. Therefore, the Pastor and/or the Deacons must make the final approval on any and all weddings as well as the content of the wedding service itself.

We believe that a church wedding is a service of worship in which a man and a woman celebrate the most sacred covenant two persons can enter. In these most sacred rites, a man and a woman pledge their faith to each other and enter into a holy covenant with God. In your wedding, the blessing of God will be invoked upon your love, marriage, and home; the sanction of the Christian Church will be affirmed with reverence and faith.

Salem Baptist Church facilities provide a beautiful and holy setting for a wedding planned with serious Christian commitment. It is the desire of our congregation and staff that your wedding on this most sacred site be profoundly spiritual and memorable in beauty. We wish for you all of the joy and true happiness which Christ is able to bring to your relationship and your home.

Please read the following procedures and policies carefully in order for your wedding to be a meaningful and worshipful experience.

I.

The Scheduling

All wedding dates should be requested and cleared (Attachment 3 - Weddings Request Form) with the pastor and church secretary as early as possible. This is in order to avoid conflicts in dates of church activities and programs. After approval of the date, the rehearsal and wedding dates and times will be entered onto the church calendar by the pastor and church secretary. If the wedding is scheduled on a Sunday, be aware that the church sanctuary and facilities will be available from 12:30 P.M. until 5:00 P.M.



Please feel free to discuss any conflicting schedule with the pastor. Plan all activities after Worship Services.

II. The Minister

Salem's pastor will be happy to officiate at your wedding if his schedule allows it, or you may secure your choice of officiating ministers, *with the approval of Salem's pastor*. However, when another minister is invited to officiate or participate in the ceremony, Salem's pastor should be apprised of the ceremony schedule. He, in turn, will extend an invitation to the minister selected. Only pastors, ministers, or others approved by Salem's pastor may officiate.

Salem's pastor will schedule a time agreeable to the couple when he can visit with them, talk about the plans for the wedding ceremony, and answer any questions they may have. The minister who will be performing the ceremony should be present for the rehearsal and carefully go through the ceremony with the wedding party. The honorarium for the minister performing the ceremony should be given directly to him.

III. The Music

It is most important to keep in mind that a wedding is a service of the church and the music should be in keeping with a service which honors and glorifies the Lord. Final approval of any vocalist selection and all music to be used during the ceremony will be made by Salem's pastor and/or it's Music Committee. If there is a doubt about a selection of music to be used during the ceremony, consult with Salem's pastor and/or its Music Committee. Arrangements for live music to be played during the reception must be approved. A copy of the wedding service should be given to soloists, pianists, organists, and sound technicians upon their arrival at the rehearsal service.

IV. Use of the Sound System

A member of Salem's Sound Committee will be necessary in order to utilize Salem's sound equipment. Only Salem's Sound Technicians will be allowed to use the sound equipment--NO EXCEPTIONS. It is your responsibility to contact a member of the Sound Committee at the time of reservation of facilities for the wedding. Honorariums for the use of the Technician's services should be paid directly to them.



V. Church Fees

Members of Salem Baptist Church, Tifton, GA who have been members for at least one (1) year may use the church buildings for weddings and therefore are not required to pay for the use of buildings, although a donation to defray expenses would be greatly appreciated. Salem does, however require a cleaning deposit in the amount of \$100.00. This amount will be refunded if the facility is left clean and no further cleaning is required.

Although no certain fee is required for the minister to perform a wedding ceremony, vocalists to perform wedding selections, musicians to provide music, or sound technicians to enhance the ceremony through the use of sound and/or visuals, it is customary to offer honoraria to these people. Many hours have been spent in preparation and thanks to them in the form of cash gifts is appreciated. Gifts are customarily presented at the wedding rehearsal.

Minister	\$75.00 minimum
Vocalists	25.00 per song, \$60.00 maximum
Musicians	40.00 minimum
Sound Technicians	45.00 minimum

Everyone involved in your wedding plans have spent many hours in preparation, including pre-marital counseling, rehearsals, set-up, practices, placing sound equipment and performance. A good way to say "thank you" to these people is through the wedding honoraria. It is suggested that this honoraria be given at the wedding rehearsal.

VI. Cleaning Requirements

All wedding parties are responsible for the cleaning of the buildings and all furniture returned to its original place. Again, no food or drinks are allowed in the Sanctuary. Please follow the following cleaning requirements:

- Vacuum and clean all areas used, including restrooms, dressing rooms, nursery, bride's room, sanctuary, and social hall.
- Replace all furniture to its original location, including chairs and tables in social hall.
- Clean, fold, and neatly stack tables in storage area after wedding and reception.
- Reset thermostats, turn off all lights, and lock all buildings.
- Clean birdseed and any other litter from exit areas outside the social hall, sanctuary, or other exits where it is thrown or spilled. Also, remove any trash from parking lot and remove from premises.



VII.

The Florist

In Salem's sanctuary, there exists a setting for a beautiful wedding ceremony. A minimum of decoration is required, and should be planned carefully. The bride is responsible for arrangements with the florist for her choice of decorations. However, care must be taken to protect all church property. The following guidelines and restrictions must be observed and relayed to your florist:

- No nails, tacks, staples, or glue may be used to attach decorations to walls, woodwork, furniture, or floors. These items can cause considerable damage to the furniture and walls.
- Only dripless, mechanical candles may be used. It is also imperative that the floor be thoroughly protected with plastic.
- The bride will be held directly responsible for the cleaning of debris from all floor coverings and furniture. It is the wedding party's responsibility to check the building for any damage before leaving. All flowers, candles, and etc. must be removed after the wedding. The church cannot store these items for you. All facilities must be left clean after removal of flowers, candles, and etc.
- Flower girls may not drop real flower petals as this stains the carpet. You may use silk flower petals if you wish.
- During holidays such as Easter and Christmas, the Sanctuary will have special decorations. It is understood that these decorations will be returned to their designated places immediately after the ceremony. Any damaged or removed decorations must be restored and/or replaced.
- All hymnals and materials in pew racks shall remain in place.

VIII.

Wedding Director

When engaging a wedding director, please make it clear that the director's responsibility for the ceremony is limited to the entry, stationing, and exiting of the bridal party. The ceremony itself will be directed by the minister.

IX.

The Reception

At the time you reserve the church for your wedding, you should also schedule the use of the social hall and kitchen, if needed for the reception. Any equipment used, if damaged, will have to be repaired or replaced by the bridal party. Cleaning the kitchen and all equipment used is the



responsibility of you and your caterer. Trash must be removed from the premises. If you will be using candles in the social hall, they must be the mechanical, dripless style. You are responsible for supplying your own tablecloths, paper products, and cleaning supplies.

X.

Miscellaneous

The following additional rules must be observed and should be called to the attention of the members of the wedding party, friends, and other interested parties:

- NO alcoholic beverages of any kind may be served or consumed on the church premises at any time. If any of the wedding party attends either the rehearsal or wedding with evidence of being under the influence of alcohol or drugs, the church representative has the liberty of cancelling the ceremony--**even at the last minute.**
- Smoking is not permitted in any of the church's buildings.
- The use of rice is not permitted. Rice creates not only a cleaning problem, but is a safety hazard on floors, steps, and walkways. The use of birdseed is permitted outside the buildings only.
- ALL supplies are to be furnished by the wedding party. This includes, but is not limited to, cups, plates, linens, utensils, trash bags, and etc.
- If a nursery is needed, arrangements must be made in advance with the Church Nursery Director. She can apprise you of any special rules to be aware of. It is the responsibility of the wedding party to secure nursery workers; names of those listed with the church can be provided by contacting the Nursery Director. Suggested rate of payment is \$25.00 per hour; this payment should be given directly to the nursery workers you hire.
- It is the responsibility of the bridal party to notify all persons participating in or relating to the wedding of the policies and guidelines set forth by the church.
- An Agreement (Attachment 1) and Reservation Form (Attachment 4-Wedding Reservation) is to be completed and returned to the church for approval in order to confirm reservation of buildings.



Contact Information

Pastor: Andy Ring
1128 Salem Church Road
Tifton GA 31793
Phone: 528-4510
Cell Phone: 326-0840

Church Secretary: Kim Beasley
1341 Ty Ty-Sparks Road
Tifton GA 31793
Phone: 528-6658
Cell Phone: 821-0234

Buildings and Grounds Committee Members:
Rocky Carrington, Chairman Phone: 392-2662

Sound Committee:
Scott Beasley, Chairman Phone: 821-0236

Music Committee:
Joni Dunn 392-2171
Jeffrey Clark 392-4274
Myrtle Whittington 382-7190

Nursery Director
Cindy Clark 392-4410



Salem Baptist Church

1142 Salem Church Road

Tifton GA 31793

229/528-4512



Reservation of Buildings for Wedding

Bride's Name: _____

Groom's Name: _____

Date of Wedding: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Name of Caterer for Rehearsal Dinner: _____

Name of Caterer for Reception: _____

Name of Minister to perform ceremony: _____

Wedding Director: _____

Florist: _____

Vocalists: _____

Musicians: _____

Your reservation for the building/area(s) reserved **will begin** at:

Date: _____ and _____ (time)

and **will end** at Date: _____ and _____ (time)

Signature of Bride

Salem Representative

Date

Date

Agreement

I, _____, hereby release Salem Baptist Church, Tifton, GA from any liability arising from the use of any of its facilities, buildings, properties or the like for the purpose of _____
_____,
which will be held on _____.

I further state that I agree to all terms and conditions set forth in the Rules and Regulations for Weddings at Salem Baptist Church adopted for use on September 12, 1999.

Agreed on this _____ day of _____, _____.

Printed Name

Signature

Printed name of Salem Representative

Signature

Attachment 2 - Agreement
Salem Baptist Church

1142 Salem Church Road
Tifton GA 31793

**Use of Buildings and Facilities for Wedding
Request Form**



This form must be completed and returned to the pastor and/or church secretary to confirm use of the church facilities for your wedding.

Bride's Name: _____

Address: _____

Phone Number: _____ Church Membership: _____

Parents' Names: _____

Address: _____

Groom's Name: _____

Address: _____

Phone Number: _____ Church Membership: _____

Parents' Names: _____

Address: _____

Address of married couple after wedding: _____



Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Rehearsal dinner at church: _____ Name of Caterer: _____

Reception at church: _____ Name of Caterer: _____

Name of Minister performing ceremony: _____

Name of Wedding Director: _____

Name of Florist: _____

Names of Vocalists: _____

Names of Musicians: _____

Other Information: _____

Bride's Signature

Salem Representative

Date