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# CONSTITUTION

## PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

### I. NAME

This incorporated body shall be known as First Baptist Church of Hewitt located at 301 South First Street in the corporate city limits of Hewitt, Texas.

### II. OBJECTIVES AND MISSION

#### **THE MISSION PURPOSE OF FIRST BAPTIST CHURCH OF HEWITT IS...**

To commit individually to share the gospel with individuals in families, work, school and community. To witness of the church's ways of ministering to individual needs. To be sensitive to needs of others and share with those who could meet those individual's needs.

- Show the love of Christ to all men. Be guided by Jesus in all our endeavors. Minister to our community. Proclaim the gospel of Christ. Witness for Christ. Bible our absolute authority.
- Let others see Jesus in us, touch lives, serve others, faithfully seek God, and to love and accept as God loved us.
- To help people know the love of God and make the community and church aware of the needs of other people.
- Proclaim the Gospel of Jesus Christ to the world. Teach our members to become mature in Christ, Ministering unselfishly to all regardless of race or social standing. Church committed to Christ and His mission with all its abilities, facilities and resources.
- Witnessing, winning the lost, training for this purpose, building up the fellowship of believers, teaching the word of God.
- Worship experience - totally Bible based. New converts - outreach. Part of community - not totally inward oriented. Reaching into all areas - schools, etc. Help people to grow in the Word - training of new converts - but also young people in Baptist theology. Keep people here and committed.

### **III. STATEMENT OF FAITH**

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention of 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

### **IV. RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support local associations, networks, and state conventions affiliated with the Southern Baptist Convention.

### **V. CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrine; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church and the relief of the poor, and the spreading of the gospel through all nations.

We also strive to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid gossiping and backbiting, and excessive anger; to abstain from the use of intoxicating drinks as a beverage; and to abstain from the sale of intoxicating drinks if within our control. We strive as a body of baptized believers to take a stand against deeds of the flesh and to live according to the fruits of the spirit as stated in Galatians 5:19-26.

We further strive to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover commit that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

## **VI. MISCELLANEOUS**

We as a Church will conduct all business and activities in line with the general purpose of which it was formed, being; to provide a facility to win lost souls, to provide a facility for evangelical churches to provide Christian education, service, leadership, training and recreational opportunities for persons of all ages and sexes, to promote missions and stewardship and to magnify the calling out of those whom God has called, to provide facilities and equipment for such an outreach program and ministry. This body of believers will direct its endeavors to accomplish the above through a spirit of cooperation with all those interested therein.

On dissolution of this Corporation, the assets shall be transferred to a church of like faith and order to be used for the furtherance of the gospel.

**By-Laws  
Policies & Procedures**

# I. CHURCH MEMBERSHIP

## Acceptance For Membership

Upon a majority vote of the membership in a regular convened business meeting, applicants for membership may be received as members in the following ways:

- A. **By Experience and Baptism.** This method is dependent upon the following important qualifications:
  - 1. **Spiritual.** There must be repentance of the nature expressed in the New Testament, followed by an outward and inward recognition of faith in Jesus Christ as Savior.
  - 2. **Ceremonial.** This qualification is baptism. According to the scriptures, this is the believer's first public act of obedience to Christ. The mode is immersion of the candidate by an ordained minister of this church or, in his absence, by a duly ordained minister of like faith upon authority of the church.
- B. **By Letter from an existing Baptist church of like faith.**
- C. **By Statement from a Baptist church of like faith.**
  - 1. A member may join from such church by his statement of having been an active member of that church in good standing. Such statement must be made to the pastor or moderator at the time one presents himself for membership to this church.
  - 2. A former Baptist joining from a church of another denomination.
- D. **In Absentia. This would apply when a church member would be physically handicapped, or providentially hindered from moving his letter in person.**
- E. **From Another Denomination.**
  - 1. By statement of their conversion and baptism by immersion after adequate information is given to the church that their beliefs are of like faith and order.
  - 2. If their belief concerning conversion and baptism is different, they must then come by Profession of Faith and the Ordinance of Baptism.

## Acceptance For Watchcare

This church shall accept those persons who present themselves for Watchcare. They shall not, after acceptance, be considered voting members nor teach a class.

## **Acceptance as College Associate**

This church shall accept those persons who present themselves as College Associate while attending college in the area. They shall not, after acceptance, be considered voting members of the church congregation. College Associates are dropped from our records after one (1) year of non-attendance.

## **Classes of Members**

1. Members of the church shall consist of all members who are “actively involved” in the Church, unless such members are transferred to the inactive membership roll.
2. Those members who have had no contact, contribution, or known participation with the Church for a period of one year will be transferred to the inactive membership roll.
3. The Administrative Assistant to the Senior Pastor or the Church Clerk shall annually, or as the need arises, inspect the membership roll and determine those members who have not been “actively involved” in the Church as stated in paragraph 2. Upon identification of those members, the Membership Committee shall approve and transfer those members to the inactive membership roll. The determination by the Membership Committee shall be final and conclusive.
4. Any member whose name appears on the inactive membership roll may request that his or her name be transferred back to the active membership roll by making such request in writing to the Membership Committee after becoming “actively involved” in the Church. Such transfer back to the active roll shall be made thirty days after the request if the Membership Committee is able to confirm that the member has become “actively involved” in the Church again.

## **Rights of Members**

1. Every member of the Church who is on the active membership roll and is at least 18 years of age is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present. Members of the Church on the inactive membership roll are not entitled to vote. Cumulative voting shall not be allowed on any matter to be voted upon.
2. Individuals who are active members of the church who are under (18) eighteen years of age shall be entitled to vote on all church matters, except those issues regarding dissolution, merger, or consolidation of the church, sale of substantially all of the assets of the church, amendment of these bylaws, election and termination of a pastor or member of the ministerial staff *unless* those positions directly affect their age ministry. In the event of a disagreement the decision of the *membership committee* is final.
3. Every member of the Church on the active membership roll is eligible for consideration by the membership as candidates for the elective offices in the Church. Members on the inactive roll are not eligible for such consideration.
4. Every member of the Church may participate in the ordinances of the Church as administered by the Church.

## Membership Committee

The membership committee shall consist of the Deacon Chairman, Deacon Vice-Chairman, Deacon Secretary, and Administrative Assistant to the Senior Pastor.

## Dismissal From Membership

Members of this church may be dismissed only in the following ways:

- A. By letter to join another Baptist church of like faith and order.** A letter of dismissal shall be issued only at the request of the Baptist church of which one is a candidate for membership.
- B. By erasure.** By action of the church.
  - 1. The name of a member joining another church in which a letter cannot be granted will be erased from the roll.
  - 2. The name of a member requesting release from membership shall be erased.
- C. By exclusion.** Such action may be taken through the following procedure only: The Deacons and/or the Senior Pastor shall recommend the exclusion with adequate reason thereof to a regular stated church conference which shall vote thereon with a simple majority prevailing.
- D. Death.**

## Membership Utilization

In Order to more effectively utilize the membership of the church, the following should be observed:

- A.** A roster of the various church ministry teams should be published in the church publications on a periodic basis.
- B.** The Ministry Enlistment Team should determine those individual church members having multiplicity of duties and tactfully redistribute a part of those duties to other members, with particular emphasis on assignments for new members.
- C.** A church worker census should be conducted every year to determine the particular interests of all members and places where they would prefer to serve. This census should be conducted through the use of a card, which each member would be asked to complete in detail.
- D.** Ministry team leaders should be charged with the responsibility of utilizing the entire personnel of their team rather than acting alone.
- E.** A Deacon or a church member should contact all new members and determine their preference of church duties and responsibilities to be used in future assignments. Names of new members to be contacted should be furnished by members of our church staff.

- F. A set of detailed instructions should be prepared for the ushers in order to coordinate seating of church members during prearranged pauses by the Pastor and Minister of Music. Ushers should wear tags for identification purposes.

### **Church Discipline**

In the belief that the church's fellowship and integrity are essential to the fulfillment of her mission in the Kingdom, the following procedure will be the standard for all attempts to restore fraternal relationship and to administer discipline:

Conditions or grievances, deemed worthy of attention by the church, will be submitted in written form to the chairman of the Deacons over the signature of one or more church members.

The chairman of the Deacons, in conference with the Pastor, will appoint a committee of three church members to investigate the stated situation. Following a careful investigation, the committee will recommend to the chairman of the Deacons what it deems to be the wisest course of action to resolve the problem. The best interest of both the individual and the church will be the object of all recommendations.

The committee and the chairman of the Deacons will exhaust all alternatives for resolving the problem apart from bringing the matter before the Deacons. If the remedies pursued by the committee have failed to accomplish a satisfactory resolution, the committee may bring the matter to the Deacons and, in turn, to the church-at-large for whatever action, by simple majority vote, may be deemed appropriate.

This procedure is based upon our Lord's counsel to the church on such matters, as found in Matthew 18:15-17.

## **II. CHURCH OFFICERS**

The officers of the church shall be the Pastor, the Ministerial staff, a Clerk, a Treasurer, and Trustees.

### **THE SENIOR PASTOR**

The church shall respect the view that a Pastor, being called of God, is the undershepherd who leads the church in all matters pertaining to the Kingdom of God. While the Pastor shall be involved in all phases of the church's life, his primary responsibility shall be to proclaim and to make relevant the Word of God as recorded in the Bible. The Pastor's period of leadership shall be for an indefinite duration.

### **CALLING OF THE PASTOR**

The church shall extend the call to the Pastor in the following procedure:

A committee of three (3) shall be appointed by the chairman of the Deacons to assist the chairman in naming a Pastor Search Committee. In turn, the Pastor Search Committee shall be recommended to the church for approval. The responsibility of the Pastor Search Committee shall be to organize itself in the way that will best facilitate the seeking of a Pastor. Upon reaching agreement, the Pastor Search Committee shall present the prospective Pastor's name to the church in a regular or called session for final approval. Election shall be by secret ballot, an affirmative vote of seventy-five percent (75%) of those present and voting being necessary for approval.

### **REMOVAL OF THE PASTOR**

If at any time the church deems it necessary to change Pastors for the betterment of the church and the advancement of the Kingdom of God, the change may be brought about in the following manner:

At any regular or called meeting of the Deacons with seventy-five percent (75%) of the active Deacons present, the Deacons, by a majority vote, may recommend to the church that a change of pastoral leadership be made. The action of the church shall be by secret ballot and approval by seventy-five percent (75%) of the present and voting church body in regular session.

### **THE MINISTERIAL STAFF**

#### **ASSOCIATE PASTOR EDUCATION**

The Associate Pastor Education shall be responsible to the Senior Pastor to provide administrative leadership for the total church program, with major emphasis on Education, Discipleship, and Outreach.

## **ASSOCIATE PASTOR MUSIC & WORSHIP**

The Associate Pastor Music and Worship is responsible for assisting the church in planning, conducting, and evaluating a comprehensive music ministry and meaningful worship services.

## **CHILDREN'S MINISTER**

The task of the Children's Minister is unique and specialized. It requires knowledge and a variety of skills. More important, the Children's Minister must love children and desire for God to use him/her to win them to Christ.

## **MINISTER TO STUDENTS**

The Student Minister is responsible for developing a comprehensive student program, 7-12 grade and college. This person is responsible to the Senior Pastor for the development and promotion of the student ministries of the church.

## **ASSISTANT STUDENT MINISTER**

The Assistant Student Minister is responsible for assisting in the development and promotion of a comprehensive student ministry to grades 7-12, as well as college. His/her primary responsibility will be in the development of the ministry to college students. This person is responsible to the Student Minister.

## **CHURCH CLERK - CHURCH TREASURER**

The office of church treasurer shall be filled by election of the church. The term of office shall be three (3) years commencing after election in a regular or special called conference. They may serve only one (1) term before rotating off this position and are not eligible for re-election for at least one year.

The office of church clerk shall be the Administrative Assistant to the Senior Pastor.

## **CHURCH CLERK**

It shall be the duty of the church clerk to take or cause to be taken minutes of all church conferences and to prepare or cause to be prepared such minutes in final form to be included in the permanent records of the church; it shall also be the duty of the church clerk to keep or cause to be kept the church roll of membership and to issue or cause to be issued letters of dismissal when authorized by vote of the church; and it shall be the duty of the church clerk to assist the Senior Pastor in receiving new members into the church by helping the party presenting himself for membership to complete the forms provided and to read the form when completed.

## **CHURCH TREASURER**

It shall be the duty of the church treasurer to serve as the chairman of the Finance Ministry Team, to present the monthly financial reports to the regular quarterly conference of the church, and to work closely with the Senior Pastor and Administrative Assistant to the Associate Pastor in handling all financial matters of the church.

## **CHURCH TRUSTEES**

Three (3) members of the church shall serve as Trustees. These Trustees shall, when duly and properly authorized by a vote of the majority of the membership in business conference assembled, be authorized to execute any instrument of conveyance of such real estate unto the Grantee designated by the membership in business conference assembled.

The said Trustees shall, furthermore, when duly and properly authorized and empowered to do so by the membership of the church following a majority vote thereof in business conference assembled, make, execute and deliver unto any named payee any note of other evidence of any duly authorized indebtedness of the church and the membership. The said Trustees shall furthermore be authorized to execute deed of trust and security instruments for the purpose of securing any payee in the advancement of any sum of money or the sale of personal property to the church.

The three (3) Trustees or the Senior Pastor and any two (2) Trustees shall have the authority to negotiate any matter of business upon approval of said business by the church in a regular or special called business meeting.

At the time of the election of a Trustee, said individual shall resign, be removed or be re-elected to serve for a three (3) year term. A Trustee shall be elected from the membership of the church at large. The Deacons shall nominate a member to serve as Trustee following which nomination, at the next regular business conference, the church at large shall consider the matter of election. At such regular conference the nomination of the Deacons shall be offered to the membership together with any other nominations, which may be made, by the membership from the floor. After the nominations have ceased, an election shall be conducted. The nominee receiving the greatest number of votes shall be declared a duly elected Trustee.

If any Trustee becomes incapacitated to serve or conducts himself in a manner deemed inappropriate, such situation shall be considered by the Deacons at a regular session. Should the Deacons, by a majority vote, decide to remove such Trustee, their decision shall be made known to in a regular or special called church business conference and the membership shall be afforded the right to vote upon the matter of removal or retention of such Trustee. The vote on the proposition of whether or not to remove a Trustee shall be conducted in a manner deemed appropriate by the moderator of such business conference.

## DEACONS

The growing challenge of a church and its natural changes within make necessary occasional appraisals of possible modification in the church's policy concerning the constituency and the method of sustaining Deacons. At the same time, if a sound policy is to be maintained, any changes must be governed by certain basic principles. First, Deacons, as ministers do, experience ordination only once; but their term of office in a particular church is ordinarily dependent upon the expressed will of the church. Second, the welfare of the church requires the preservation of the maturity of judgment of experienced Deacons, while she attempts to utilize and to train potential leadership for her future. Third, the magnitude of the church's ministry requires a deacon possessed of a vitality, which comes only from a constituted membership of Laymen actively committed to their delegated church responsibilities.

In keeping with the foregoing principles, the First Baptist Church of Hewitt adopts the following policy on church Deacons:

- A.** All participating members of the present body of Deacons will continue as active members. The Deacons shall meet quarterly prior to the regular quarterly Business Meeting of the church.
- B.** The number of Deacons to be ordained will be determined by the Deacons and recommended to the church for its approval at a regular or specially called business meeting.
- C.** A deacon who comes for membership from another church of like faith and order may be considered to become a member of the active Deacons, after six (6) months, upon receipt of a favorable letter of recommendation from his church, his former Pastor, or chairman of Deacons. The responsibility of contacting these prospective deacons shall be assigned to a committee of Deacons appointed by the chairman of Deacons and approval of the Church.
- D.** It shall be the policy of the church to place a deacon on the inactive list of Deacons upon his request or upon his absence from regular Deacon meetings for three (3) consecutive meetings, except for reasons communicated and acceptable to the Deacons.
  - 1.** One who requests inactive status shall be entitled to regain active status upon his request to the chairman of the Deacons and acceptance by the Deacons.
  - 2.** One who is placed on inactive status by reasons of his failure to serve for three (3) consecutive meetings may be reactivated upon approval by the church after recommendation by the Deacons.
- E.** The procedure to elect new Deacons shall be as follows:
  - 1.** Upon approval of the existing Deacon body and the church to ordain new Deacons, a questionnaire will be given to all the men in the church who feel they would like to turn in a questionnaire. The church fellowship and deacons may also submit names of potential deacons to the deacon fellowship.

2. When the questionnaires are completed or names submitted, they will be given to the Pastor or chairman of the Deacons and referred to a committee of four (4). Four (4) of such members shall be selected from the Deacon body by majority vote of the Deacons and recommended for nomination to the church-at-large. The chairman of the committee shall be designated by the Chairman of the Deacons. The committee should carefully consider every man in the church whose service, character, and potentialities recommend him as worthy of being a Deacon.
3. After selecting the nominees for Deacons, each Deacon nominee will be expected to study the qualifications and duties of the Deacon.
4. After completion of the study, the nominees shall be recommended to the church for approval in a regular or special called business meeting. Upon election by the church, the newly elected Deacons shall be ordained at the time selected by the Senior Pastor and begin their service the meeting after their ordination.
5. The vote of the Deacon shall be made by secret ballot with a simple majority ruling.

### **STANDARD FOR DEACONS**

A church confers upon a layman a high honor when she elects him Deacon. However, this office is not a position of honor alone. Its responsibilities are great, and the First Baptist Church of Hewitt has set the following standards for her Deacons.

- A. He should have the qualifications set forth in 1 Timothy 3:8-13
- B. He should live a consecrated Christian life, bringing no reproach upon the church or the cause of Christ.
- C. He should be a man of spiritual leadership and vision.
- D. He should attend all regular and special meetings of the church, unless hindered by something that the Lord would account a good reason.
- E. He should support the church as a tither.
- F. He should be evangelistic and missionary in spirit, deeply interested and active in the salvation of souls.
- G. He should cooperate with the Senior Pastor and support the church's program to the full extent of his Christian conscience.
- H. He should guard the good name and character of every member of the church.
- I. He should seek to lighten the load of his Senior Pastor so that the Pastor may give himself to "prayer and to the ministry of the Word."

- J.** His main business should be the expansion of the kingdom of God.
- K.** He must be a member of the church for at least one (1) year or six (6) months in the case of a deacon who comes from the membership of another church of like faith and order.
- L.** In considering the phrase the “husband of one wife”, our church and deacon fellowship renders that to mean totally and completely committed to one woman. It does not necessarily exclude a man who has been divorced. Each case should be rendered on its own merit making sure that there has been adequate time for repentance and renewal to take place in this person’s life.

Our church fellowship does not ordain or consider women for the position of deaconesses.

**III. MINISTRY TEAM & COMMITTEE ORGANIZATIONAL CHART**  
**Ministry Enlistment Team**  
**(All Ministry Teams & Committees must have at least 4 members)**

**WORSHIP MINISTRY**

1. Audio/Visual Committee
2. Baptism Ministry Team
3. Floral & Decorations Committee
4. Greeter/Usher Committee
5. Lord's Supper Ministry Team
6. Music Ministry Team

**DISCIPLESHIP MINISTRY**

1. Adult Ministry Team
2. Children's Ministry Team
3. Student Ministry Team

**ADMINISTRATION MINISTRY**

1. Personnel Ministry Team
2. Properties Ministry Team
3. Transportation Ministry Team
4. Finance Ministry Team

**FELLOWSHIP MINISTRY**

1. Kitchen/Social Ministry Team
2. Men's Ministry Team
3. Women's Ministry Team

**MISSIONS & EVANGELISM MINISTRY**

1. Angel Food Committee
2. Benevolence Committee
3. Missions Ministry Team
4. Prayer Ministry Team

**GENERAL INFORMATION:**

1. Ministry teams and committees consist of a Team Leader and at least. (Example: 4 members =1 Team Leader plus 3 members). The Ministry Team Leader directs his/her teamwork.
2. Ministry Teams and committees meet as needed to determine direction and plans for their area of ministry. We recommend at least quarterly. The Ministry Team Leader will lead these meetings.
3. Ministry Teams and committees may enlist others in the fellowship to help carry out their programs and ministries.

## **MINISTRY ENLISTMENT TEAM**

### **PROCEDURE FOR ESTABLISHING MINISTRY ENLISTMENT TEAM:**

This ministry team shall consist of the Chairperson of the Deacons, a member of the Deacons, and (2) two members appointed from the church fellowship. The Team Leader shall be the Chairperson of the Deacons. This ministry team shall be directly responsible to the Senior Pastor.

These three, the chairperson of Deacons, a member of the Deacons, and the Senior Pastor, will be authorized by the deacon fellowship to appoint two additional members from the church fellowship to be submitted to the church. These appointed members will be approved four (4) months prior to the beginning of the new church year. They will assume their ministry after approval and begin working on staffing the ministry teams of the church.

The Ministry Teams shall be nominated by the Ministry Enlistment Team. Prior to nomination, the Ministry Enlistment Team shall obtain the consent of each team member who serves on a Ministry Team. All Ministry Team Members serve a period of one (1) year and may serve a second one (1) year term.

**PURPOSE:** It will be the purpose of this ministry team to provide members for ministry teams whose gifts, talents, and expertise allow them to serve in the four (4) major areas of our church fellowship: Evangelism & Encouragement Ministry; Worship & Planning Ministry; Stewardship & Administration Ministry; and, Education & Equipping Ministry. The team will work closely with the Senior Pastor and the other Ministerial Staff in enlisting ministry team personnel.

### **MINISTRY ACTIONS:**

1. The Ministry Enlistment Team should develop a philosophy of ministry work. They are to select, interview, and enlist church ministry team personnel.

Ministry teams have a two-fold purpose; carrying out some aspect of the church's ministry in an efficient manner and involving people in ministry in one of the major purposes of the church. Ministry teams should be seen as a means of ministering to and through persons. The Ministry Enlistment Team should consider the development of people as well as the program of the church in the ministry team formation process.

2. The process to fill the ministry teams is as follows:
- a. The ministry team will receive recommendations from the ministerial staff as to potential Team Leaders to serve on a ministry team. Prior to recommending a Team Leader, the ministerial staff member should have talked with the prospective team leader and discerned his or her willingness to serve before submitting that person to the Ministry Enlistment Team.

- b. Once the team leader has been appointed, the Ministry Enlistment Team should use all means available to enlist those who have the gifts, talents, and expertise to serve on the

different ministry teams. The Church Gifts and Ministry Survey is an excellent source to use to match people on ministry teams where they have an interest and ability.

- c. The ministry team needs to enlist as many people as possible in the ministries of the church believing that as a member is involved in ministry the more he or she feels a part of their church fellowship. If at all possible the Ministry Enlistment Team needs to avoid placing the same people on more than two ministry teams.
- d. The Ministry Enlistment Team should contact and verify each person who will serve on a ministry team. No one should be placed on a ministry team without his or her consent to serve in that area.
- e. The Ministry Enlistment Team will make their recommendation to the church and ministry teams will take effect at the beginning of the new church year.

3. The Ministry Enlistment Team will also be responsible for enlisting special ministry teams throughout the year to accomplish the goals and mission of the church fellowship.

**Number of Team Members:** 4, Chairperson of the Deacons, a member of the Deacons, plus 2 members appointed from the church fellowship

**STAFF LEADER: SENIOR PASTOR**

**AUDIO/VIDEO COMMITTEE**  
**(Church Task: Worship Ministry)**

**PURPOSE:** The Audio/Video Ministry Team will have the purpose of overseeing the sound and video systems of the church. They will either serve on the ministry team operating the sound and video during worship in the Church or take an active role in helping those who serve as operators of sound and video equipment. This ministry team is part of the Worship Ministry of the Church. They are directly responsible to the Associate Pastor of Music & Worship.

**MINISTRY ACTIONS:**

1. They will review overall sound and video operations and make helpful recommendations for improvement to those operating our systems.
2. Assist operators with lighting control, special equipment set up, operation of recording and/or playback equipment and assist as needed with special musical/program presentations. The team leader will have the responsibility of scheduling sound, lighting and video operators for worship service, weddings and other special programs as needed.
3. Submit an annual budget to the Financial Ministry Team and administer the budget throughout the year.
4. Work with operators for safe storing and handling of sound and video equipment in the church after each use. Make suggestions and requests to the Minister of Music concerning new equipment and other music considerations.

**STAFF LEADER: ASSOCIATE PASTOR/MUSIC & WORSHIP**

**BAPTISM MINISTRY TEAM**  
**(Church Task: Worship Ministry)**

**PURPOSE:** It will be the purpose of this ministry team to prepare and facilitate the administering of the ordinance of baptism in the church worship services. This ministry team is part of the Worship Ministry of the Church. They are directly responsible to the Senior Pastor.

**MINISTRY ACTIONS:**

1. Work with the pastor and see that all necessary baptismal equipment and facilities are available and in order for each baptismal service. This step includes being sure the baptismal pool is properly filled and the temperature is at the desired level. Also, instructions should be given to the appropriate persons regarding lighting levels in the baptistry and in the worship center.
2. Arrange to meet with the pastor and the candidate(s) for a time of instruction and prayer prior to the baptismal service.
3. Meet the persons to be baptized at the appropriate time and show them their dressing rooms, fit them for the baptismal robes, and aid them as needed. Answer questions that may arise, and see that each candidate has a robe and a towel.
4. Prepare name cards or other means of identification for each person being baptized. Assist the pastor in any other way he may request.
5. Assist each person into and out of the pool and to his dressing room. Each person should be given as much privacy as possible. Members of the committee should remain in the area until all of those who have been baptized are dressed and ready to leave.
6. Appoint one member of the committee to take the baptismal garments, towels and other supplies and to wash, clean, dry and prepare them for the next service.
7. Work with the pastor and evaluate the baptismal services and make suggestions how it may be improved.
8. Submit any new requests for robes and equipment to the Financial Ministry Team for approval. The team leader should submit an annual budget request to the church for approval.

**STAFF LEADER: SENIOR PASTOR**

**FLORAL & DECORATIONS COMMITTEE**  
**(Church Task: The Worship Ministry)**

**PURPOSE:** The Floral & Decorations Committee has the purpose of providing flowers for the worship services and special decorations during specific seasons of the year. This ministry team is part of the Worship Ministry of the Church.

**MINISTRY ACTIONS:**

1. In coordination with the Secretary to the Associate Pastor of Music & Worship, this committee will maintain a master floral chart of families providing live flowers in the worship services in honor or memory of loved ones.
2. Work with the church office in sending flowers to families who have lost loved ones through death. Flowers are sent to those church members who have had a death in their immediate family (father, mother, husband, wife, son, daughter, sister or brother).
3. Help provide flowers for special programs and emphasis of the church. This ministry team will work with others in placing decorations in the church during seasonal times of the year (Easter, Thanksgiving, & Christmas).
4. Prepare an annual budget for expected floral and decoration expenses and submit it to the Financial Ministry Team for approval.

**STAFF LEADER: ASSOCIATE PASTOR MUSIC & WORSHIP**

**GREETER/USHER COMMITTEE**  
**(Church Task: Worship Ministry)**

**PURPOSE:** It will be the purpose of this ministry team to promote fellowship among church members and welcome and assist those who come to our services. This ministry team is part of the Worship Ministry of the Church.

**MINISTRY ACTIONS:**

1. This ministry team shall consist of 4 Usher Chairmen and 4 Worship Service Captains because of the number of volunteers needed to staff this ministry. A team of 1 Usher Chairman and 1 Worship Service Captain is assigned for each of the 4 weeks of the month and will rotate each of the fifth Sundays of the year. A list of men and women who will serve as usher and greeters is given to each ministry team.
2. Ushers will plan to arrive at Bible Study and Church early so you can direct visitors to classes and welcome members to church.
3. They will be stationed at their place of service at least 15 minutes prior to the worship service. The Usher Chairman will assign you to your station.
4. Greet those coming to church and seat them so when others come they can readily find a place to sit. Greeters and Ushers shall in every way seek to make people feel genuinely welcomed at our church. As needed, assist new members and guests in locating appropriate departments and classes.
5. When attendees arrive late, seat them at an appropriate time in the service. Work with the pastor to determine the best time to have them seated.
6. Be friendly and get to know each family personally.
7. Be responsible for notifying the Music Minister's secretary for needed supplies (quest cards, pew envelopes, pen/pencils, etc).
8. Receive the offering at the appropriate time. The Worship Service Captain should check with the pastor to determine any changes in the service.
9. The greeters and ushers will carry on the usual work of ushers by seating the people at all services and looking after their comfort and welfare. They should be cognizant of the possible need for changes in temperature and ventilation. All ushers/greeters should conduct themselves in the worship so as to contribute to the spiritual atmosphere of the occasion. They shall be on the lookout for disturbances, such as talking and other forms of irreverence, and shall seek to tactfully handle the situation.
10. The ministry team shall confer with the Pastor on special occasions where greeters and ushers are needed.

**STAFF LEADER: ASSIGNED**

**LORD'S SUPPER MINISTRY TEAM**  
**(Church Task: Worship Ministry)**

**PURPOSE:** It will be the purpose of this ministry team to prepare and facilitate the administering of the ordinance of the Lord's Supper in the church worship services. This ministry team is part of the Worship Ministry of the Church. They are directly responsible to the Senior Pastor.

**MINISTRY ACTIONS:**

1. Work with the pastor and see that all necessary Lord's Supper equipment and supplies are in place prior to each observance of the ordinance.
2. Prepare the elements of the Lord's Supper prior to their use and have displayed at the appropriate place in the worship center.
3. Assist in planning and evaluating the observance of the Lord's Supper. This ministry team could help the Pastor and Deacons set appropriate dates and times when the observance will be held throughout the year.
4. Arrange for all Lord's Supper equipment to be gathered, cleaned, and stored after the observance.
5. Recommend purchase of additional equipment and budget supplies to be used during the year. Submit an annual budget to the Financial Ministry Team for approval.

**STAFF LEADER: SENIOR PASTOR**

**MUSIC MINISTRY TEAM**  
**(Church Task: Worship Ministry)**

**PURPOSE:** This ministry team shall oversee the music ministry of the church and perform all the functions necessary to implement a complete choral and music program. This ministry team is part of the Worship Ministry of the Church. They are directly responsible to the Associate Pastor of Music & Worship.

**MINISTRY ACTIONS:**

1. Evaluate and assist the Minister of Music in planning and promoting the church music program.
2. Oversee the use and maintenance of all musical instruments in the church.
3. This ministry team shall help to stimulate choral groups in the church such as Adult choir, Youth choir, Children's choir, Bells, etc.
4. Evaluate and make recommendations concerning candidates for minister of music, organists, pianists and other instrumentalists when needed.
5. Assist in planning special music, such as solos, duets, etc., to minister to the congregation through music.
6. To plan, promote and evaluate special music programs in the life of the church. Special attention should be given to seasonal music productions such as Easter, Christmas, other special days.
7. Recommend to the Financial Ministry Team the amount of funds needed in preparing the budget for the music ministry for the coming year.

**STAFF LEADER: ASSOCIATE PASTOR/MUSIC & WORSHIP**

**ADULT MINISTRY TEAM**  
**(Church Task: Discipleship Ministry)**

**PURPOSE:** It will be the purpose of this ministry team to provide for the continuous growth of the Adult Ministry. This ministry team, in cooperation with the Associate Pastor of Education & Outreach, shall be responsible for the development of a comprehensive Adult Ministry, its programs, organizations, policies and personnel. This ministry team is part of Discipleship Ministry of the Church. They are directly responsible to the Associate Pastor of Education & Outreach.

**MINISTRY ACTIONS:**

1. This ministry team is responsible for securing volunteer leadership in the following Adult Ministry areas: Sunday Morning Bible Study, Mission Trips, Discipleship Studies, fellowships, and other adult ministries and activities
2. They will provide opportunities for sharing information, resolving philosophical, procedural and scheduling problems within the Adult ministry.
3. Develop procedures for cooperative use of equipment, supplies and space. Submit a yearly budget to the Financial Ministry Team for different adult ministries.
4. Plan for cooperative training events for workers in the Adult Ministry area.
5. Coordinate visitation and outreach in the Adult Ministry.
6. This ministry team will work with the leadership of our church to provide programs and organization to the senior adults of our church and community.

**STAFF LEADER: ASSOCIATE PASTOR/EDUCATION & OUTREACH**

**CHILDREN'S MINISTRY TEAM**  
**(Church Task: Discipleship Ministry)**

**PURPOSE:**

It will be the purpose of the Children Ministry Team to provide for the continuous growth of the Children's Ministry, Preschool through Sixth Grade. This ministry team, in cooperation with the Children's Minister, shall be responsible for the development of a comprehensive Children's Ministry, its programs, organizations, policies, and personnel. The Children Ministry Team is part of the Discipleship Ministry of the Church. They are directly responsible to the Minister of Childhood Education.

**MINISTRY ACTIONS:**

1. This ministry team is responsible for securing volunteer leadership in the following Children's Ministry areas: Sunday Morning Bible Study, Children's Mission organizations (Mission Tots, Mission Friends, Royal Ambassadors (RA's), Girls in Action (GA's) and other Mission Endeavors), Discipleship Studies, Preschool Power Hour and other children's ministries.
2. They will provide opportunities for sharing information, resolving philosophical, procedural and scheduling problems within the Preschool and Children's Divisions.
3. Develop procedures for cooperative use of equipment, supplies, and space.
4. Plan for cooperative training events for paid and volunteer worker's in the preschool and children's areas to coordinate training events that highlight both the Preschool and Children's Division.
5. Work with the Safety and Crisis personnel to provide a safe, secure place for the education of children in our Preschool and Children's Divisions.
6. Coordinate age-group visitation and outreach in the Children's Ministry
7. Assist church staff in direction of paid workers.

**STAFF LEADER: MINISTER OF CHILDHOOD EDUCATION**

## **STUDENT MINISTRY TEAM** **(Church Task: Discipleship Ministry)**

**PURPOSE:** It will be the purpose of this ministry team to provide for the continuous growth of the Student Ministry, Grades 7 through College. This ministry team, in cooperation with the Minister of Students, shall be responsible for the development of a comprehensive Student Ministry, its programs, organizations, policies and personnel. This ministry team is part of the Discipleship Ministry of the Church. They are directly responsible to the Minister of Students.

### **MINISTRY ACTIONS:**

1. This ministry team is responsible for securing volunteer leadership in the following Student Ministry areas: Sunday Morning Bible Study, Unplugged, Mission Trips, Youth Camp, Discipleship Studies, and other student ministries and activities.
2. They will provide opportunities for sharing information, resolving philosophical, procedural and scheduling problems within the Student ministry.
3. Develop procedures for cooperative use of equipment, supplies and space. Submit a yearly budget to the Financial Ministry Team for different student ministries.
4. Plan for cooperative training events for workers in the Student Ministry area.
5. Work with the Safety and Crisis Ministry Team to provide a safe, secure place for the education of young people in the Student Division (Grade 7 through College).
6. Coordinate age-group visitation and outreach in the Student Ministry.
7. Give input and information about topics and issues helpful to parents in raising teenagers and guiding their spiritual growth.

**STAFF LEADER: MINISTER TO STUDENTS**

**KITCHEN/SOCIAL MINISTRY TEAM**  
**(Church Task: Fellowship Ministry)**

**PURPOSE:** The purpose of the Kitchen/Social Ministry Team is to assist the church in planning and providing fellowships and administering, purchasing, and upkeep of kitchen equipment and supplies. This ministry team is part to the Fellowship Ministry of the Church. They are directly responsible to the assigned Staff Leader.

**MINISTRY ACTIONS:**

1. This team will consult with church leaders to determine the food service needs of the church.
2. Develop and recommend policies and procedures for food services.
3. Assist the Team Leader (Church Hostess) as food services and fellowships are needed. Enlist other volunteers to help during special fellowships and activities of the church where food services are needed.
4. Recommend to the Financial Ministry Team the proposed budget for fellowships, kitchen expenses and supplies for the coming year.

**STAFF LEADER: ASSIGNED**

**MEN'S MINISTRY TEAM**  
**(Church Task: Fellowship Ministry)**

**PURPOSE:** To provide for the continuous growth of the men of First Baptist Church of Hewitt through fellowship, accountability, discipleship, and mentoring programs and events. These programs and events will be in addition to the normally scheduled programs of the church (i.e., such as, Sunday School, Sunday and Wednesday night discipleship, certain events, etc.) This ministry is part of the Fellowship Ministry of the church and is directly responsible to the assigned Staff Leader.

**MINISTRY ACTIONS:**

1. This team is responsible for securing volunteer leadership in the following men's ministry area.
  - His Helping Hands (H.H.H.)
  - Men's Sports
  - Men's Retreats
  - Men's Discipleship
  - Men's Conferences
  - Men's Fellowships
  - Other such Men's programs and events as approved by the church staff
2. They will work with the assigned Staff Leader and other ministry teams of the church when planning, scheduling, publicizing, or using physical properties and assets (i.e., use of building space, church vans, etc.) of the church.
3. Develop an annual budget with the guidance and direction of the assigned Staff Leader.

**STAFF LEADER: ASSIGNED**

**WOMEN'S MINISTRY TEAM**  
**(Church Task: Fellowship Ministry)**

**PURPOSE:** To provide for the continuous growth of the women of First Baptist Church of Hewitt through fellowship, accountability, discipleship, and mentoring programs and events. These programs and events will be in addition to the normally scheduled programs of the church (i.e., such as, Sunday School, Sunday and Wednesday night discipleship, certain events, etc.) This ministry is part of the Fellowship Ministry of the Church and is directly responsible to the assigned Staff Leader.

**MINISTRY ACTIONS:**

1. This team is responsible for securing volunteer leadership in the following women's ministry area.
  - Women's Retreats
  - Women's Discipleship
  - Women's Conferences
  - Women's Fellowships
  - Let's Do Lunch
  - Book Club
  - Oasis
  - Mom to Mom
  - Woman to Woman
  - Hearts & Hands
  - Other such Women's programs and events as approved by the church staff.
1. They will work with the assigned Staff Leader and other ministry teams of the church when planning, scheduling, publicizing, or using physical properties and assets (i.e., use of building space, church vans, etc.) of the church.
2. Develop an annual budget with the guidance and direction of the assigned Staff Leader.

**STAFF LEADER: ASSIGNED**

**PERSONNEL MINISTRY TEAM**  
**(Church Task: The Ministry of Administration)**

**PURPOSE:** It is the purpose of this ministry team to assist the church in matters related to employee-employer personnel administration. The Personnel Ministry Team, in cooperation with other ministry teams, will be responsible for recommending employees to the church other than the Senior Pastor, for keeping in touch with the performance of these employees, and for making recommendations concerning the compensation, duties, continuance of service and eventual separation. The ministerial called staff shall have the option of resigning after the ministry team notifies him that he is being recommended for separation. This ministry team is directly responsible to the Senior Pastor and is part of the Administration Ministry of the Church.

**MINISTRY ACTIONS:**

1. The ministry team shall have the authority to survey the need for additional church staff positions.
2. They will prepare and update necessary job descriptions for all employed personnel of the church. This includes all hourly and salaried employees and all called ministerial staff other than the Senior Pastor. The Fellowship of Deacons evaluates and recommends personnel and salary matters which deal with the Senior Pastor.
3. Recruit, interview, and recommend to the church new employed personnel according to established church policy. The ministry team may also add others to aid in the search and recruiting of employees and called ministerial staff.
4. Develop and recommend salary schedules and benefit plans for all personal to the Financial Ministry Team.
5. In a discreet and repertory manner handle all personnel problems with care and in an appropriate Christ-like manner.
6. Recommend, plan and carry out all special anniversaries and recognitions of all employees and all called ministerial staff. Seek ways during Christmas holidays and other opportunities to express appreciation for the church staff.

**STAFF LEADER: SENIOR PASTOR**

**PROPERTIES MINISTRY TEAM**  
**(Church Task: The Ministry of Administration)**

**PURPOSE:** It will be the purpose of this ministry team to assist the church in the care of all property and use of church facilities. Further, the team will recommend use of space and furnishings as it relates to church ministries and needs and study the need for acquiring new property and creating space. This ministry team is part of the Administration Ministry of the Church and reports directly to the assigned staff leader.

**MINISTRY ACTIONS:**

1. Divide the ministry team into the following areas to be responsible for inspecting church properties periodically (at least once per quarter): Exterior/Grounds and Interior/Custodial. Report to the ministerial staff on any needed repairs or corrections, which need to be made.
2. Exterior/Grounds section of the ministry team will be responsible for monitoring the yard service, shrubbery, flower beds and irrigation, building exterior and parking lots. They will monitor and maintain signage, playground fencing and equipment, and yard and parking lot lighting.
3. Interior/Custodial section of the ministry team will be responsible for the maintenance and general appearance of the interior of the church facilities. It shall monitor the custodial service and make recommendation for improvement, keeping in mind the scope of the work and the multiple usages of the church facilities. Areas of specific importance are restrooms, hallways, windows, kitchens, preschool and nursery areas, and office and office equipment.
4. Recommend to the Personnel Ministry Team employment, training and supervision needs of maintenance personnel (custodial service, custodians, grounds keeper, etc.).
5. Review and update all property insurance and liability policies on all facilities and buildings owned by the church. Recommend changes in policies to adequately cover the investments of our facilities and furnishings.
6. Coordinate at least two (2) periodic workdays throughout the year when the church fellowship participates in a Church Fellowship Work Day to maintain our properties and facilities.
7. Recommend to the Financial Ministry Team a yearly budget allocation for maintenance, repair and new equipment.

**STAFF LEADER: ASSIGNED**

**TRANSPORTATION MINISTRY TEAM**  
**(Church Task: The Ministry of Administration)**

**PURPOSE:** It will be the purpose of this ministry team to maintain care and maintenance of all church owned vehicles. This ministry team is part of the Administration Ministry of the Church and reports directly to the assigned staff leader.

**MINISTRY ACTIONS:**

1. The ministry team will be responsible for developing and updating policies regarding the use and the care of church vehicles. The checkout and return log kept in the church office should be utilized to assist in this responsibility.
2. Keep records of maintenance and see that maintenance is up to date on all vehicles every three (3) months. Insure the following maintenance of vehicles:
  - Cleanup of interior by previous users
  - Periodic cleanup of exterior
  - Check return logs for problems encountered by previous users. Correct as needed.
  - Filter and Oil Changes according to manufacture specifications.
  - Monitor major elements of vehicle for wear and possible maintenance or replacement: brakes, tires, muffler, etc.
3. Review and update all vehicle insurance and liability policies on all church owned vehicles. Recommend changes in policies to adequately cover the investments of our church.
4. Recommend to the Financial Ministry Team and the church the purchase of new vehicles for church use.
5. Recommend to the Financial Ministry Team a yearly budget allocation for the insurance, maintenance and repair of church vehicles.

**STAFF LEADER: ASSIGNED**

## **FINANCIAL MINISTRY TEAM** **(Church Task: The Ministry of Administration)**

**PURPOSE:** It will be the purpose of this ministry team to develop a program that includes budget development, budget subscription, and budget administration along with stewardship development. The church treasurer shall serve as the Team Leader of this ministry team. The Financial Secretary and Chairperson of the Deacons will also serve on this ministry team. All organizations and ministry teams of the church authorized to expend funds shall make their requests for budget appropriations to the Financial Ministry Team at least three (3) months prior to the beginning of the fiscal year.

### **MINISTRY ACTIONS:**

1. Develop the budget. The Financial Ministry Team has responsibility for developing the church's budget. Once a church has established its annual program of work, a budget can be planned and adopted to implement this program. In budget development, several important areas of work need to be considered.
  - Record giving and potential giving of church members
  - Analyze current strengths and weaknesses
  - Evaluate budget requests from staff, organizations, and ministry teams
  - Direct the annual budget preparation
  - Present the budget to the church for review
  - Present the budget to the church for adoption
2. If desired, direct the subscription of the budget. If a budget subscription process is being considered, several steps are recommended for the Financial Ministry Team:
  - Find and study the latest information on budget subscription
  - Share the results discovered on budget subscription with the Senior Pastor and appropriate groups
  - Recommend to the staff and ministry team the suggested dates for budget subscription
  - Conduct the campaign
  - Provide budget subscription information for public relations purposes
3. Administer the budget. Once the budget has been planned, adopted and subscribed, the Financial Ministry Team is responsible for administering the budget. Budget administration involves the following procedures.
  - Approve budget expenditures
  - Compare expenditures with allocations
  - Recommend needed adjustments to the budget
  - Recommend adequate financial systems of accounting and receiving of funds
  - Request an annual audit of financial records
4. Promote stewardship education. The ministry team should implement a continuing program of stewardship education. The stewardship program should have special stewardship education projects, such as Christian Money Management and estate planning seminars. The Financial Ministry Team should also keep the church informed as to the financial stability of the church and regular missions giving.

**Number of Team Members:** 5 consisting of Church Treasurer as Team Leader + 4 other members from the church fellowship. The Financial Secretary and the Chairperson of the Deacons will also serve on this ministry team as advisory members. (renewed annually with a consecutive term limit of two years)

**STAFF LEADER: SENIOR PASTOR**

**ANGEL FOOD COMMITTEE**  
**(Church Task: The Ministry of Missions & Evangelism)**

**PURPOSE:**

It will be the purpose of this committee to provide both church members and members of the community an opportunity to be better steward of God's resources through the distribution of food and information. This ministry team will be part of the Missions & Evangelism Ministry of our church.

**MINISTRY ACTIONS:**

1. Serve as a coordinating group for all actions of the Angel Food Ministry.
2. Promote the ministry within the church and community by setting up distribution points for the monthly menus.
3. Secure volunteers to help with the monthly distribution of food.
4. Work to find ways to promote the church and activities within the church through the Angel Food Ministry.
5. Seek out individuals who are in need and would benefit from the ministry.

**Lay Minister: Daryl Worley**

**Office Liaison: ASSIGNED**

**BENEVOLENCE COMMITTEE**  
**(Church Task: The Ministry of Missions & Evangelism)**

**PURPOSE:** It will be the purpose of this ministry team to investigate requests coming to the church for financial aid, as well as seek out areas in which benevolence is needed. The ministry team will work closely with different organizations of the church as well as the local association to provide benevolent needs for the church and community. The ministry will also be responsible to inform our church members when a need arises such as death, severe sickness, and extreme handicaps so our church fellowship can respond in appropriate ways. This ministry team will be part of the Missions & Evangelism Ministry of our church.

**MINISTRY ACTIONS:**

1. Serve as a coordinating group for all benevolent actions carried out by other church organizations.
2. Cooperate with the local association, community and church organizations in responding to needs in the community and surrounding areas.
3. Plan and promote a first Sunday of the quarter benevolent offering to maintain the Benevolent Fund of our church.
4. Lead in organizing, securing, serving, and clean up of food services rendered to church members and their families at the time of death of an immediate member of the family. The ministry team should establish a list of church members who will volunteer to prepare food at such crisis times.
5. Make reports to the Senior Pastor and the church as needed.

**STAFF LEADER: ASSIGNED**

**MISSIONS MINISTRY TEAM**  
**(Church Task: Missions & Evangelism Ministry)**

**PURPOSE:** It will be the purpose of this ministry team to keep the church informed of mission endeavors and opportunities available to the church. The ministry team will strive to create an awareness of local, state, and worldwide missions. This ministry team will be part of the Missions & Evangelism Ministry of our church.

**MINISTRY ACTIONS:**

1. The ministry team will serve as a liaison between the church and any operating missions sponsored by the local church. They will also study the opening of new missions on the basis of study, demographics and other requests.
2. They will promote mission activities and mission offerings through the church program.
3. The ministry team will also be responsible for coordinating mission trips and endeavors sponsored by our church.
4. In consultation with the appropriate ministerial staff, they shall prepare an annual budget and recommend it to the Financial Ministry Team.

**STAFF LEADER: ASSIGNED**

**PRAYER MINISTRY TEAM**  
**(Church Task: Missions & Evangelism Ministry)**

**PURPOSE:** It will be the purpose of this ministry team to coordinate an ongoing prayer ministry within the church fellowship. This ministry team will be part of the Missions & Evangelism Ministry of our church.

**MINISTRY ACTIONS:**

1. Work with the pastoral staff to continue the weekly intercession ministry of the church.
2. Seek to discover new ways to implement prayer into the life of the local church. This team shall be responsible for special prayer emphasis (National Day of Prayer, Prayer preparation, Prayer Vigils, etc.).
3. Maintain an adequate inventory of prayer ministry supplies to be used in the weekly prayer ministry (Prayer Grams, Prayer Journals, etc.)
4. Prepare an annual budget to be submitted to the Financial Ministry Team for the coming year.

**STAFF LEADER: ASSIGNED**

## IV. CHURCH MEETINGS

### Meeting of the Church

Unless otherwise specified, the meetings of the church shall be as follows:

- A. Worship Services and Bible Study shall be held regularly on Sunday mornings and other times as determined by the Senior Pastor.
- B. Worship services, discipleship, and other training shall be held at other times as determined by the Senior Pastor.
- C. Quarterly Business Meeting: A regular business meeting shall be convened quarterly on the second Sunday of January, April, July and October or soon thereafter as practical. The members present at any regular business meeting shall constitute a quorum.
- D. Special Called Business Meeting: Other business meetings may be called at the regular services of the church in the following ways:
  1. By the Senior Pastor; or,
  2. By the chairman of the Deacons at the request of the Pastor or by the chairman of the Deacons upon the written petition of seventy-five percent (75%) of the Deacons.
  3. By a written petition signed by at least 25% of the active voting membership of the church.

### Rules for Regular and Special Called Business Meetings

1. Resident voting membership of the church shall be defined as those who are active church members.

In lieu that certain decisions of the church can have great impact on its ministry, its reputation and its service for the Lord Jesus some restrictions must, of necessity, be imposed on the voting rights of its members in order that those important decisions in the life of the church can be carefully and prayerfully made, with full knowledge and understanding of the church's history, its doctrinal position and its ministry. Therefore;

  - a. Individuals who are active members of the church who are under (18) eighteen years of age shall be entitled to vote on all church matters, except those issues regarding dissolution, merger, or consolidation of the church, sale of substantially all of the assets of the church, or amendment of these bylaws, election and termination of a pastor or member of the ministerial staff unless where those positions directly affect their age ministry. In the event of a disagreement the decision of the membership committee is final
  - b. Regardless of their age or length of membership, if a person does not attend church services and/or activities for a period of 12 consecutive months, such member's rights shall be suspended. Such voting privileges shall be restored once the member resumes regular attendance of church services and/or activities for a period of (3) three months.

2. Active church members are defined as being involved in Bible Study, training, or contributing to the Church within the last 12 months.
3. For Special Called Business Meeting, ten percent (10%) of the resident voting membership of the church shall constitute a quorum.

### **The Church Covenant**

The church covenant commonly used by our sister churches of the Baptist General Convention of Texas and the Southern Baptist Convention shall be the church covenant of this church.

### **Parliamentary Procedure**

Roberts Rules of Order shall be used as a guide in all parliamentary procedure.

### **Ordinances**

The two (2) ordinances, baptism and the Lord's Supper, shall be observed as follows:

- A. The ordinance of baptism shall be observed at a service selected by the Senior Pastor.
- B. The Lord's Supper shall be observed at least once each quarter.

## V. BUSINESS MANAGEMENT AND PERSONNEL POLICIES

### A. BUSINESS ADMINISTRATION

1. The Personnel Ministry Team, in cooperation with the Senior Pastor, is responsible for job descriptions and salary recommendations for all employees and ministers. The Deacon Fellowship will have the responsibility of making salary recommendations to the Personnel and Financial Ministry Teams for the Senior Pastor.
2. The Senior Pastor and/or his associate ministers shall have authority to determine the meaning and render decisions relative to the job description without having to call the Personnel Ministry Team or any other committee or ministry team.
3. The normal retirement age for all ministerial staff and all regular full-time employed personnel shall be sixty-seven (67) years of age. Such persons may be allowed to remain on the active payroll beyond that time with the approval of the Personnel Ministry Team as formed, but such approval may not extend beyond age seventy (70).

### B. CHURCH EMPLOYEE CATEGORIES

Employee categories are defined as follows. These terms will be used throughout this constitution and bylaws in relation to certain practices and benefits. There are two (2) classifications of employees for the First Baptist Church of Hewitt.

#### 1. Called Ministerial Staff -

Ministers called by the church are: the Senior Pastor, Associate Pastor Education, Associate Pastor Music and Worship, Children's Minister, Student Minister, and Assistant Student Minister.

- a. **Full-Time:** Those who are employed and who direct or perform major programs and activities of the church.
- b. **Part-Time:** Those who are employed to direct a ministry of the church for a specified number of hours each week.

#### 2. Employees -

- a. **Probationary:** A period of three (3) months will apply to all categories of employees.
- b. **Permanent/Full-Time:** Employees who have been with the church more than three (3) months and whose positions are classified as full-time.
- c. **Permanent/Part-Time:** Employees who regularly work at least twenty (20) hours per week, but less than the normal full-time schedule.
- d. **Temporary/Part-Time:** Employees who do not normally work on a regular schedule or who may be employed for a relatively short period of time.

## C. VACATIONS

Vacations are to be scheduled through the Senior Pastor. Consideration will be given to those with longer service. Work weeks are defined as Monday through Sunday for Ministerial Staff and Monday through Friday for Full and Part Time Employees.

### 1. Called Ministerial Staff:

- a. Two (2) weeks (normally fourteen (14) days) after one (1) year of continuous service.
- b. Three (3) weeks (normally twenty-one (21) days) after ten (10) years of continuous service.
- c. Four (4) weeks (normally twenty-eight (28) days) after fifteen (15) years of continuous service. Vacation may be taken any time during calendar year of anniversary.

### 2. Permanent Employees:

- a. Two (2) weeks (10 days) after completing one (1) year of employment.
- b. Three (3) weeks (15 days) after ten (10) years of continuous service.
- c. Four (4) weeks (20 days) after fifteen (15) years of continuous service.

### 3. Permanent Part-Time Employees:

A permanent part-time employee will be allowed one (1) week (5 Days) of vacation after one (1) year of service.

### 4. Accumulation of Vacation Time:

Vacations must be taken during the year earned and may not accumulate.

### 5. Holidays During Vacation:

If a holiday(s) occurs during vacation, a day(s) is added to the vacation allowance.

## D. HOLIDAYS

All ministerial staff and employees are to receive pay for the following holidays: New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (2 Days), Christmas Day, plus two (2) additional days to be used in conjunction with other holidays, as designated by the Senior Pastor. The preceding Friday or following Monday, at the Senior Pastor's discretion, will be taken as a holiday for holidays falling on week-ends. In the event an employee is paid on an hourly basis (permanent and part-time) and is required to work on a holiday observed by the church, he will receive holiday pay in addition to pay for the hours worked at straight time.

## **E. PAID LEAVE**

Sick leave will be computed on an accrual basis for all full-time hourly employees at a rate of one (1) hour per week of employment. Sick leave pay can be used for personal illness or for immediate family illness.

1. Sick leave will accrue one (1) hour per week until a maximum of six (6) weeks is reached (240 hours). Sick leave may be used on an hourly basis. For work missed due to doctor appointments, an employee has three (3) options: 1) use sick leave to be paid for the time; 2) work extra hours to make up time; 3) take time off and not be paid.
2. Three days paid leave will be granted for the death of a member of the immediate family. One day of paid leave will be granted for the death of a grandparent, aunt, uncle, niece, nephew, and first cousin. Leave will be granted whether deceased person was related by blood or marriage.
3. Deductions from salary will be made for leave extending beyond above stated policies unless an extension of leave has been granted by the Senior Pastor and/or Personnel Ministry Team.
4. A request for extension of leave should be made to the Personnel Ministry Team.
5. Sick Leave is not cumulative beyond the six (6) weeks maximum, nor will employees be paid for unused leave upon termination of employment.

## **F. CIVIC DUTIES**

Ministerial staff and employees are to receive regular pay while serving on a jury or as a subpoenaed witness in a hearing or a trial.

## **G. MATERNITY**

An expectant mother may continue to work until such reason as health, safety, or mobility dictates that she no longer is capable of performing her job satisfactorily. The supervisor will ask the employee to obtain a statement from the doctor indicating the latest date the employee may safely perform requirements of the job. Employees going on maternity leave will be paid accrued vacation. Maternity leave will not be considered a break in service provided the employee returns to work within six (6) weeks of the delivery date. If recuperation is not complete, the doctor must verify it and an extension of maternity leave is at the discretion of the Personnel Ministry Team. No accrued vacation time may be taken until an employee has been back to work for a period of time of no less than three (3) calendar months.

## **H. PERSONNEL RECORDS**

A confidential personnel record will be maintained on each ministerial staff member and church employee in the office of the Senior Pastor. This record will include job application, record of pay increases, vacation records, employee benefits, work record, annual job evaluations, and other pertinent information.

**I. TERMINATION AND RESIGNATION**

In the event of resignation, two (2) weeks notice will be required. Employees terminated due to disciplinary reasons will not be given advance notice. Vacation pay will be given for accrued vacation. Any severance pay or continuation of benefits will be at the discretion of the Senior Pastor, Deacons, and the Personnel Ministry Team.

**J. RE-EMPLOYMENT**

Depending upon the reason for termination, former employees will be eligible for re-hire. Such hiring will be subject to the same conditions and procedures as hiring a new employee.

**K. LEAVE OF ABSENCE**

A leave of absence must be approved by the Personnel Ministry Team and the church.

**L. SCHOOL ATTENDANCE**

School attendance during normal working hours must be approved by the Personnel Ministry Team.

**M. PERSONNEL HEALTH INSURANCE**

1. Senior Pastor and Full-time Ministerial Staff
  - The Senior Pastor, his spouse and family will have their health insurance paid for by the church up to a maximum of \$8,000.00 per fiscal year of the church.
  - All other full time ministerial staff, their spouse and family will have their insurance paid by the church up to a maximum of \$7,000.00 per fiscal year of the church.
2. The health insurance premium will be paid by the church for part-time ministerial staff and permanent full-time employees up to a maximum of \$4,200.00 per year. Insurance for their spouse and family can be obtained at the employee's expense through any other insurance company approved by the church.

**N. REIMBURSEMENT POLICY (MONTHLY REIMBURSEMENTS)**

Whereas, income tax regulation 1.162-17 provides that an employee "need not report on his tax return expenses for travel, transportation, entertainment, and similar purposes paid or incurred by him solely for the benefit of his employer for which he is required to account and does account to his employer and which are charged directly or indirectly to the employer..." and

Whereas, income tax regulation 1.162-17 further provides that to account to one's employer means "to submit an expense account or other required written statement to the employer showing the business nature and the amount of all the employee's expenses broken down

into such broad categories as transportation, meals, and lodging while away from home overnight, entertainment expenses, and other business expenses"; and Whereas, First Baptist Church of Hewitt desires to establish a reimbursement policy pursuant to regulation 1.162-17; be it therefore Resolved, that First Baptist Church of Hewitt hereby adopts a reimbursement policy pursuant to income tax regulation 1.162-17, upon the following terms and conditions:

1. Any minister now or hereafter employed by First Baptist Church who reports his or her federal income taxes as a self-employed person, shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church, if the following conditions are satisfied: (a) the minister documents the business nature and amount of each such expense with the same kinds of documentary evidence as would be required to support a deduction of such expenses on the minister's federal income tax return; and (b) the minister documents such expenses by periodically providing the church treasurer with an accounting of such expenses, no less frequently than monthly.
2. The church shall not include in a minister's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and the minister should not report the amount of any such reimbursement as income on his Form 1040.
3. Any church reimbursement that exceed the amount of business or professional expenses properly accounted for by a minister pursuant to this reimbursement policy shall be included in the minister's W-2 and should be included in his income on Form 1040. Such excess reimbursements ordinarily are not deductible either as adjustments to gross income or as itemized expenses.
4. If, for any reason, the church's reimbursements are less than the amount of business and professional expenses properly substantiated by a minister both as to business nature and amount, the church will report no part of the reimbursed expenses in the minister's W-2, and the minister may deduct the unreimbursed expenses as allowed by law.
5. At its discretion, the church may elect to reimburse a minister for business or professional expenses incurred on behalf of the church but that are not properly substantiated according to this policy. If the church elects to reimburse such expenses, the amount of such reimbursements will be included in the minister's W-2, and should be reported as income on his Form 1040.
6. All receipts and other documentary evidence used by a minister to substantiate the business nature and amount of his business and professional expenses incurred on behalf of the church shall be retained by the minister. The church should make copies of such evidence.

## **O. MINISTERIAL & EMPLOYEE JOB DESCRIPTIONS**

### **SENIOR PASTOR**

#### **Scriptural Basis**

The job description of the Senior Pastor shall have for its basis a scriptural understanding of the work of a pastor-leader. It is understood that the task of the pastor has its origin in a divine call and as such is to be determined by scriptural guidelines.

#### **A. Preaching and Teaching**

A Pastor is one who speaks for God. His task is to communicate God's Word. As such, primary tasks of the Pastor shall be:

1. To preach the Word (Acts 14:15; 2 Timothy 4:2). It shall be the responsibility of the Senior Pastor to be the principle "preacher" discharging this duty with love, faithfulness, impartiality, and fearfulness, knowing that he will be held accountable for the welfare of the flock (Hebrews 13:17).
2. To teach the Word (2 Timothy 2:2). Seeing that the teaching task of the church is varied and too demanding for one man, the teaching responsibilities of the Senior Pastor shall be limited to:
  - i. The instruction normally occurring in the Sunday sermons.
  - ii. Teaching when called upon.
  - iii. Special instruction in discipleship training and other Bible studies.

#### **B. Pastoral Care**

A Pastor is one who "stands before." His task is to represent people to God. While it is understood that every Christian is a priest (1 Peter 2:5,9; Revelation 1:6), it shall be the task of the Pastor to represent to God the concerns of the flock. In this regard he shall be the shepherd, given to: watchfulness (Hebrews 13:17; 1 Peter 5:2), gentleness and affection (1 Thessalonians 2:7,8), exhortation, warning and comfort (1 Thessalonians 2:11; 1 Corinthians 4:14,15), and an example to his congregation (1 Peter 5:3). Specifically, the pastoral care functions of the Pastor shall be:

1. Intercessory Prayer (Acts 6:4; Ephesians 6:18)
  - i. Every effort shall be made by the fellowship to assist the Pastor with the work of the ministry so that sufficient time can be given to this responsibility.
  - ii. The Deacons and Ministry Teams shall cooperate with the Pastor further in engaging in and promoting special times of prayer.
2. Calling on the Sick

Priority shall be given to church members. Because of the excessive needs in this area, the Senior Pastor's primary focus will be on those considered ill. Deacons, volunteers and other staff will aid in visiting shut-ins and those who are residents in convalescent homes.

3. Membership Calling
4. Counseling
  - i. Priority shall be given to members of the church.
  - ii. Decisions as to the amount of time and persons counseled shall be at the discretion of the Pastor.
  - iii. Referral funds shall be available at his discretion and with approval of the Pastor and the Benevolence Ministry Team.
5. Public Worship
  - i. The Senior Pastor is responsible for the order of worship and arrangement of special services. He will work closely with the minister in charge of Music and Worship.
  - ii. He is expected to be sensitive to the Holy Spirit, striving to maintain balance between the mental and emotional, the objective and subjective aspects of worship.
6. Administer Ordinances
  - i. The ordinance of the Lord's Supper shall be administered through the direction of the Senior Pastor and shall be given no less than four times a year (at least once per quarter) to the church.
  - ii. Baptism shall be administered by the Senior Pastor or someone approved or designated by him.
  - iii. Dedication of infants shall be administered by the Senior Pastor.
7. Perform Weddings and Funerals
  - i. The Senior Pastor shall have the right to grant or refuse the ceremony of marriage according to his conscience.
  - ii. It shall be his task to develop a wedding policy concerning counseling, etc.
  - iii. The Senior Pastor shall be consulted by each staff pastor before performing a marriage ceremony within the church.
8. Manage Conflict
  - i. The Senior Pastor shall work to facilitate peace among members of the staff and the congregation, seek to win back the estranged and to reconcile those with broken relationships, particularly when such conflict threatens the welfare of the church.
  - ii. He shall review with the Deacons any problems or concerns of the above and work with them in determining solutions.

### **C. Outreach**

1. Administration (Hebrews 13:17)
  - i. He shall have general oversight of the church acting as a catalyst for the future direction of the church and facilitator of existing ministries and

programs. The Senior Pastor shall have the privilege of forming committees or ministry teams such as he deems necessary for the purpose of researching, brainstorming, etc. Such teams will not have legislative power, but will serve strictly in the advisory capacity.

ii. He shall be responsible for supervising the pastoral staff. He shall supervise the Associate Pastor in the employ, training, supervision, evaluation, and termination of all personnel in the secretarial office, custodial and other non-ministerial staff.

1. He shall bring recommendations to the Personnel Ministry Team for the hiring as well as retirement of all hired personnel.

2. Any problems concerning the staff should be reported directly to the Senior Pastor who in turn will review such concerns with the Personnel Ministry Team and/or the Deacons, as he deems necessary.

iii. He shall serve as the ex-officio member of the Deacons. It is his duty to see that the policies and actions of the church and leadership are properly implemented.

iv. The Senior Pastor shall be considered ex-officio member of all church ministry teams.

v. The Senior Pastor will serve as moderator of church business meetings or delegate some other person to be in charge.

## 2. Equipping (Ephesians 4:11,12)

i. The Senior Pastor shall be expected to fulfill his scriptural calling to equip the saints for the work of ministry.

ii. He shall seek out those filled with the Holy Spirit and train them to minister.

iii. In this regard, he shall work with the Deacons and the Ministerial Staff to insure spiritual care for the total membership.

## 3. Evangelism (Matthew 28:19-20)

i. By person to person contact in soul winning.

ii. By giving an invitation at the main services of the church.

iii. By conducting revival meetings within the church with either himself or other qualified speakers directing such meetings.

iv. By media outreach such as radio, television, newspaper, etc.

v. By training others to win souls.

## 4. Denominational and Associational representation as requested and without overloading his personal schedule.

## 5. Pursue continuing education through courses, seminars, and conferences as he finds appropriate and useful.

## ASSOCIATE PASTOR EDUCATION

### **A. PRINCIPAL FUNCTION:**

The Associate Pastor Education shall be responsible to the Senior Pastor to provide administrative leadership for the total church program, with major emphasis on Education, Discipleship, and Outreach.

### **B. PASTORAL DUTIES**

1. Preach in the Senior Pastor's absence or upon request.
2. Assist in administering ordinances of the church.
3. Participate in public worship services as requested.
4. Visit the sick.
5. Follow up visitors as needed. Organize and direct a church wide visitation program.

### **C. ADMINISTRATION**

1. Personnel Supervision
  - a. In coordination with the Senior Pastor and appropriate ministry teams, he shall employ, train, supervise, evaluate and terminate employment, when required, of all personnel in the secretarial office, custodial and other non-ministerial staff.
  - b. Act as a liaison for all staff members to the Senior Pastor and report any problems concerning the staff to the Senior Pastor.
  - c. Facilitate, annually, the review of salaries and performance of staff under his direct supervision in coordination with the senior pastor and appropriate ministry teams.
2. Office Management
3. Organize and direct the work of the church office
4. Develop effective standards, procedures, and working methods.
5. Develop volunteer worker program to assist with office work as needed.
6. Administer personnel policies of the church.
7. Work with the Senior Pastor to maintain a master calendar of events.
8. Monitor the cost effectiveness of the church operations.
9. Participate in the collecting and building of the annual church budget with the Senior Pastor, ministry teams, and other staff members.
10. Annually review the employee manual for the church with the Senior Pastor.
11. Annually review the policy and procedures manual for the church with the Senior Pastor.

### **D. Communications and Publications**

1. Work to develop a marketing plan for the church in conjunction with the appropriate ministry teams.
2. Serve as managing editor of church publications that will communicate all church activities such as calendar of events, significant activities and church news.
3. Serve as managing editor and approving authority for church publications.

4. Initiate and provide for special events of community-wide interest such as concerts, seminars, and other programs of community benefit.
5. Develop, implement and oversee a church information technology system that will include church membership information, Sunday School data, and skills and interests data.
6. Promote all church programs (Sunday School, Discipleship, etc.) and contact press and media when items of general interest evolve. Help in the enlistment of volunteer leadership in all the programs of the church.
7. Consider community relations and what the church can do to improve or establish positive relations with all publics in the community.
8. Consider the church's physical facilities as they relate to public relations (signs, grounds, parking, etc.)

## **E. Relationships**

1. With Senior Pastor, Staff, and Deacons
  - i. At regular staff meetings, keep the Senior Pastor and other staff members informed of major activities accomplished under his leadership.
  - ii. Be accountable directly to the Senior Pastor.
  - iii. Attend church deacons meetings when requested (non-voting capacity).
  - iv. Cooperate fully and work in harmony with the entire staff for the good of the church.
  - v. Serve as staff liaison with various ministry teams as assigned by the Senior Pastor.
  - vi. Plan and arrange for church meetings and staff retreats.
2. With Community and Local Associational Work
  - i. Local community – be active in community activities that provide the ministry and professional growth opportunities as time permits.
  - ii. Participate in the associational ministry as time will permit, but only if it does not detract from major responsibilities.
  - iii. Pursue continuing education through courses, seminars and conferences as approved by the senior pastor.

**Perform other duties as assigned.**

## **C. PERSONAL**

1. In keeping with financial policy and upon approval of his administrative superiors, he shall be encouraged to participate in denominational activities.
2. His participation in opportunities for service away from the church shall be approved by the Pastor, but are never to exceed two weeks per calendar year.
3. He shall be permitted to participate in the Baptist denomination retirement plan.

## ASSOCIATE PASTOR MUSIC & WORSHIP

### **A. PRINCIPLE FUNCTIONS:**

The Associate Pastor Music and Worship is responsible for assisting the church in planning, conducting, and evaluating a comprehensive music ministry and meaningful worship services.

### **B. DETAIL OF DUTIES:**

1. Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
2. Coordinate the Church Music Ministry with the calendar and emphases of the church.
3. Work with the Music Committee in determining music ministry goals, organization, leadership, facilities, finances and administrative process.
4. Assist the Senior Pastor in planning congregational services of the church; be responsible for the selection of the music.
5. Be aware of weddings and funerals to be held in the church, be available for counsel and arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing.
7. Be responsible for enlisting and training leaders for the Church Music Ministry in cooperation with the church nominating committee.
8. Supervise the work of all music leaders in the Music Ministry.
9. Work in cooperation with the appropriate persons including the nominating committee in selecting, enlisting, training, and counseling with song leaders, accompanists, and other musicians who serve in church program organizations.
10. Coordinate the performance schedules of music groups and individuals in the functions of the church.
11. Give direction to a Music Ministry plan of visitation and enlistment.
12. Supervise maintenance of and additions to music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the church's program.
13. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
14. Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.

15. In consultation with the Music Ministry Team prepare an annual budget to be recommended to the Finance Ministry Team.

**C. PERSONAL:**

1. In keeping with financial policy and upon approval of his administrative superiors, he shall be encouraged to participate in denominational activities.
2. His participation in opportunities for service away from the church shall be approved by the Senior Pastor, but are never to exceed two (2) weeks per calendar year.
3. He shall be permitted to participate in the Baptist denomination retirement plan.

**CHILDREN'S MINISTER**

**A. QUALIFICATIONS AND PRINCIPAL FUNCTIONS:**

The task of the Children's Minister is unique and specialized. It requires knowledge and a variety of skills. More important, the Children's Minister must love children and desire for God to use him/her to win them to Christ.

A Children's Minister must be:

1. A Christian whose moral character models the Christian life style for children.
2. Called by God specifically to serve in children's ministries.
3. Knowledgeable about children. This includes a basic understanding of age-level characteristics, child psychology, and teaching/learning theory. Training in Christian education is also desirable.
4. Able to communicate effectively. The Children's Minister works closely with children, their parents, teachers and workers, and the Senior Pastor.
5. Emotionally stable. Ministry to children sometimes includes a variety of stressful situations.
6. Concerned about families. The home is an essential part of the Christian education process.
7. Creative. The Children's Minister must develop worship experiences and other programs, which will capture the interest of children. This is particularly important when we consider the intense impact of the secular media on children's hearts and minds.
8. Aware of the resources available to develop a broad ministry to children.
9. A strong leader. The Children's Minister is responsible to guide those who serve in the children's department.
10. Teachable and sensitive to God's leadership. This is an essential quality in anyone who works with children, the church's most valuable possession.

## **B. ROLES**

A Children's Minister should be:

1. The pastor for that segment of the church assigned to him/her. This includes all the duties and responsibilities that are part of the role of a pastor.
2. A model as a Christian, a servant, and a member of a team which seeks to bring the lost to Jesus.
3. A recruiter and motivator who can put together a team of workers and guide them to fulfill their tasks.
4. A competent and trustworthy counselor for parents and children.
5. An educator/equiper/trainer that provides a variety of learning experiences for all department personnel. This includes sharing the truths of scripture on a practical understandable level.
6. An administrator who can analyze the needs of the children's department and organize a program to meet those needs.

## **C. JOB DESCRIPTION**

The responsibilities of the Children's Minister are to:

1. Develop policies for Children's Ministries, in cooperation with the children's volunteer leadership and the other ministerial staff.
2. Coordinate the various educational programs for children into an integrated program of Christian education for each age-level. These programs include Sunday School, Discipleship training, children's church, mid-week programs (Mother's Day Out, Parent's Night Out, etc.), mission education, Vacation Bible School (VBS), camps, retreats, and others.
3. Supervise the entire Christian education program for children from birth through grade six.
4. Establish policies concerning curriculum, in cooperation with the Children's Leadership teams and Sunday School leadership.
5. Develop plans for discovering, recruiting, and training all children's workers. This includes continuing training for experienced workers as well as that for new workers.
6. Give leadership to all outreach and evangelism efforts with children, such as visitation and follow-up of new Christians.
7. Evaluate the effectiveness of all Children's Ministries programs. Suggest needed changes and develop plans for making these changes.
8. Prepare a budget to cover all aspects of the church's ministry to children. Take responsibility for disbursing all funds.
9. Develop special ministry groups such as mission teams, nursing home groups, puppet teams, mission actions and Mission Friends projects.

10. Develop and promote all ministry programs that focus on the family.

### **STUDENT MINISTER**

**A. PRINCIPAL FUNCTIONS:**

The Student Minister is responsible for developing a comprehensive student program, 7-12 grade and college. This person is responsible to the Senior Pastor for the development and promotion of the student ministries of the church.

**B. DETAIL OF DUTIES:**

1. Direct the planning, conducting, and evaluation of student education ministry and in enlisting appropriate youth and college workers.
2. Conduct special training projects for workers in proper relationship of the training and Discipleship program of the church.
3. Advise in the use of program materials, equipment, supplies, and space by student groups in all church program organizations.
4. Assist with planning and conducting special projects (such as camps and retreats) for the student ministry.
5. Prepare an annual youth/college budget for approval; administer the approved budget.

**C. PERSONAL:**

1. In keeping with financial policy and upon approval of pastor, the Student Minister shall be encouraged to participate in denominational activities.
2. Participation in opportunities for service away from the church shall be approved by the pastor, but are never to exceed two (2) weeks per calendar year.
3. The Student Minister shall be permitted to participate in the Baptist denomination retirement plan.

### **ASSISTANT STUDENT MINISTER**

**A. PRINCIPAL FUNCTIONS:**

The Assistant Student Minister is responsible for assisting in the development and promotion of a comprehensive student ministry to grades 7-12, as well as college. His/her primary responsibility will be in the development of the ministry to college students. This person is responsible to the Student Minister.

**B. DETAIL OF DUTIES:**

1. Assist the Student Minister in the planning, conducting, and evaluation of the student education ministry and in enlisting appropriate youth and college leadership.

2. Assist the Student Minister in the planning and carrying out of regular weekly activities.
3. Assist the Student Minister in conducting special training projects for student ministry leadership.
4. Assist the Student Minister in the preparation and administration of the annual budget for both the youth and college ministries.
5. Assist the Student Minister with planning and conducting special student ministry projects (such as camps and retreats, etc.)
6. Participate in Student Ministry outreach and campus ministry as directed by the Student Minister.
7. Perform other Student Ministry related duties as assigned by the Student Minister.

### **ADMINISTRATIVE ASSISTANTS AND OTHER EMPLOYEES**

#### **1. Administrative Assistant to the Senior Pastor**

**PRINCIPLE FUNCTION:** The Administrative Assistant to the Senior Pastor is responsible for performing secretarial duties related to the Pastoral Ministries and the ongoing ministries of the church.

#### **RESPONSIBILITIES:**

##### **1. General**

- Serve as secretary to the Senior Pastor and Church Clerk for the church.
- Attend staff meetings as requested
- Receive all phone calls for the Senior Pastor and screen them for him as directed.
- Keep vital statistics for the Senior Pastor.
- Inform Senior Pastor of vital concerns in the office.
- Care for details for reception of new members, baptisms, weddings, dedications and use of buildings for activities.
- Act as receptionist to the Senior Pastor.
- Serve in special relationship to Chairman of Deacons and the deacons informing them of all ministry needs within the church.
- Coordinate special services for the Senior Pastor with ministry teams and church members (baptism, Lord's Supper, baby dedications, and weddings).
- Maintain prayer ministry and other pastoral ministries as directed.
- Perform other duties as assigned.

##### **2. Correspondence**

- Handle the typing, mailing, and filing copies of the Senior Pastor's correspondence.
- Send birthday, anniversary, get well, and sympathy cards and letters to members.
- Send out visitor letters, correspondence and follow-up letters for the Senior Pastor.
- File letters, sermon materials, and miscellaneous materials for the Senior Pastor.

### **3. Calendar**

- Schedule the Senior Pastor's daily calendar in cooperation with him and update it as needed.
- Post all activities on the church calendar and in the Senior Pastor's daily calendar as directed.
- Schedule all counseling appointments in block times on Senior Pastor's calendar.

### **1. Computer**

- Assist in setting up computers, updating church web site, and handling email and computer concerns with the Senior Pastor and other staff.
- Operate computer on a day-to-day basis in cooperation with the Senior Pastor and/or the Associate Pastor/Education.
- Install new software and updates as directed.

## **2. Administrative Assistant to the Associate Pastor Education**

**PRINCIPLE FUNCTION:** The Administrative Assistant to the Associate Pastor Education is responsible for performing secretarial duties related to the Education and Administrative Ministries of the church.

### **RESPONSIBILITIES:**

#### **1. General**

- Serve as secretary to the Associate Pastor.
- Attend staff meetings as requested.
- Receive all phone calls for the Associate Pastor and screen for him as directed.
- Keep vital statistics concerning the Education and Outreach Ministry of the church.
- Inform Associate Pastor of vital concerns in the office.
- Act as receptionist for the Associate Pastor.
- Handle bookkeeping and financial records for the church.
- Perform other duties as assigned.

#### **2. Correspondence**

- Handle the typing, mailing, and filing copies of the Associate Pastor.
- Send out letters, correspondence and follow-up letters for the Associate Pastor.
- File letters, educational, and miscellaneous materials for the Associate Pastor.

#### **3. Calendar**

- Schedule the associate pastor's daily calendar in cooperation with him and update it as needed.
- Post all activities on the church calendar and in the Associate Pastor's daily calendar as directed.

#### **4. Bookkeeping**

- Keep files of bills to be paid, paid bills, and weekly giving reports.
- Pay bills as directed by the Senior Pastor and/or Associate Pastor.
- Write payroll checks at the appropriate pay periods during the month.
- Keep Senior Pastor and Associate Pastor and other ministers informed of weekly giving.
- Follow general bookkeeping methods.
- Require all checks issued by the church to contain (2) two authorized signatures.

## **5. Computer**

- a. Enter all financial and accounting into computer.
- b. Operate computer on a day-to-day basis in cooperation with the Senior
- c. Pastor and/or the Associate Pastor.
- d. Install new software and updates as directed.

## **3. Administrative Assistant to the Associate Pastor Music & Worship & Children's Minister**

**PRINCIPLE FUNCTION:** The Administrative Assistant to the Associate Pastor Music & Worship and the Children's Minister is responsible for performing secretarial duties related to the Music and Worship, Preschool and Children's Ministries of the church.

### **RESPONSIBILITIES:**

#### **A. General**

1. Serve as secretary to the Associate Pastor Music & Worship and Children's Minister.
2. Attend staff meetings as requested
3. Receive all phone calls for the Associate Pastor Music & Worship and Children's Minister and screen calls for them as directed.
4. Keep vital statistics concerning the Music, Children and Preschool Ministries of the church.
5. Inform ministers of vital concerns in the office.
6. Act as receptionist for the Associate Pastor Music & Worship and Children's Minister.
7. Handle records for the Parent's Day Out organization.
8. Perform other duties as assigned.

#### **B. Correspondence**

1. Handle the typing, mailing, and filing copies of the Associate Pastor Music & Worship and Children's Minister
2. Send out letters, correspondence and follow-up letters for the Associate Pastor Music & Worship and Children's Minister.
3. File letters, music, educational, and miscellaneous materials for the Associate Pastor Music & Worship and Children's Minister.

#### **C. Calendar**

1. Schedule the Associate Pastor Music & Worship and the Children's Minister's daily calendar in cooperation with them and update it as needed.
2. Post all activities on the church calendar and in the Associate Pastor Music & Worship and Children's Minister's daily calendars as directed.

#### **D. Computer**

1. Enter all attendance records into computer for Parent's Day Out Organization.
2. Operate computer on a day-to-day basis in cooperation with the Senior Pastor, the Associate Pastor Music & Worship, and the Children's Minister.
3. Install new software and updates as directed.

#### **4. Secretary to the Student Ministers**

**PRINCIPLE FUNCTION:** The Secretary to the Student Minister and the Assistant Student Minister is responsible for performing secretarial duties related to the Student Ministry of the church.

##### **RESPONSIBILITIES:**

###### **A. General**

1. Serve as secretary to the Student Minister and Assistant Student Minister.
2. Attend staff meetings as requested.
3. Receive all phone calls for the ministers and screen for them as directed.
4. Keep vital statistics concerning the Student Ministry of the church.
5. Inform ministers of vital concerns in the office.
6. Act as receptionist for the ministers.
7. Publish weekly worship bulletin and church newsletter as directed.
8. Perform other duties as assigned.

###### **B. Correspondence**

1. Handle the typing, mailing, and filing copies for Student Ministers.
2. Send out letters, correspondence and follow-up letters for both ministers.
3. File letters and miscellaneous materials for the ministers as directed.

###### **C. Calendar**

1. Schedule the Student Ministers' daily calendars in cooperation with them and update it as needed.
2. Post all activities on the church calendar and in the minister's daily calendar as directed.
3. Keep the official church calendar, room changes, and reservations for vans and special events.

###### **D. Computer**

1. Enter all membership information into computer for above ministries.
2. Operate computer on a day-to-day basis in cooperation with the Senior Pastor and Student Ministers.
3. Install new software and updates as directed.

#### **5. Church Receptionist**

**PRINCIPLE FUNCTION:** The Church Receptionist is responsible for performing secretarial duties related to all ministers in receiving and welcoming guests to the church office, handling incoming and outgoing mail, and prepare copies in printing room as directed.

##### **RESPONSIBILITIES:**

###### **A. General**

1. Serve as receptionist to the church office.
2. Attend staff meetings as requested.
3. Receive all phone calls for all ministers and take reservations for activities of the church.
4. Maintain conference room and make coffee.

5. Receive guests into the church office.
6. Aid other secretaries with printing and mailings.
7. Perform other duties as assigned.

**B. Correspondence and Mailings**

1. Handle the typing, mailing, and filing as directed by the Senior Pastor or the Associate Pastor/Education.
2. Distribute all mail to ministers and secretarial staff.
3. Enter attendance records for Bible Study at the request of the Associate Pastor/Education.
4. Prepare mailings for the church office as requested.
5. Make copies as directed by the office staff.

**C. Calendar**

1. Post all activities and keep up-to-date church calendar.

**6. CUSTODIAN - FULL-TIME (40 HOURS PER WEEK)**

**PRINCIPLE FUNCTION:** Maintain clean building and grounds; make minor repairs.

**RESPONSIBILITIES:**

- a. Sweep, mop, buff, clean, and wax floors according to schedule; dust furniture and equipment; wash walls and windows; and vacuum carpets as scheduled and needed.
- b. Maintain clean restrooms; replenish tissue and towels; empty waste cans.
- c. Request cleaning and maintenance supplies as needed.
- d. Operate heating and cooling equipment according to schedule and instructions.
- e. Prepare baptistery for use as directed and clean following use.
- f. Open and close building daily as scheduled. Clean church office daily and wash coffee receptacles and have ready for the following day.
- g. Maintain clean sidewalks and keep paper out of flowerbeds and parking lots.
- h. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; set up assembly and classrooms for regular activities.
- i. Check with church office daily for special assignments.
- j. Make minor electrical, plumbing, and equipment repairs and maintenance.
- k. Perform other duties as assigned.

**7. GROUNDS KEEPER**

**PRINCIPLE FUNCTION:** The Grounds Keeper shall be responsible for keeping a clean, well-groomed exterior of the church facilities.

**RESPONSIBILITIES:**

- a. Mow grass at least weekly during growing season; monthly at other times.
- b. Trim shrubbery at appropriate times of the year.

- c. Keep grass out of flowerbeds; plant flowers and shrubs at the direction of the church office and/or the Properties Ministry Team.
- d. Request supplies, fertilizers, and sprays at appropriate times during the year.

## 8. PAID PRESCHOOL STAFF

- a. All paid preschool teachers are encouraged to be members of First Baptist Church of Hewitt.
- b. Regular attendance contributes to the smooth running of church programming as well as the security of the children in their care. Teachers will arrive 15 minutes prior to each session.
- c. Paid preschool teachers will dress comfortably and modestly, keeping in mind the sessions they are to work. Dress, slacks, or jeans are fine, but shorts should not be worn except on Friday party nights.
- d. Paid Preschool Teachers must be 18 years or older. Part-time or extra workers may be in high school and work with an adult.
- e. Maintaining good health is very important for teachers who work with children. Good health will insure good attendance and responsible care. Any ongoing illness or condition that hinders proper care of the children should be reported to the church staff.
- f. Teachers will be responsible for rinsing pictures, toys, books, etc. in a diluted bleach solution.
- g. The use of latex gloves for changing messy diapers will protect teachers and children from the spread of disease and illness.
- h. A crock-pot should be used to heat formula instead of a microwave. This will insure uniform heating.
- i. Paid preschool teachers will assume the same teaching responsibility as volunteer teachers.
  - \*Appropriate pictures will be placed in cribs and/or on the floor.
  - \*Appropriate songs and conversation will be shared with each child.
  - \*The purpose of all activity will be to make each child feel loved, cared for, and secure, and to show him/her that church is a happy place to be.
  - \*During child-care situations, simple activities will be provided by workers.
- j. In order to provide the best care for preschoolers as possible, each paid teacher will be required to attend at least one training event per year for teachers of babies, creepers and toddlers.
- k. The cost for Infant/Child CPR training will be assumed by First Baptist Church for employed teachers. Teachers are required to stay current with their CPR training.
- l. SCHEDULE APPROVAL: Preschool staff must notify the church office by the first day of the month of any planned absences. This will allow time to have the schedule ready for the middle of the month and will relieve the pressure of schedule changes. A rough draft copy will be available by the fifth (5th) of the month.
- m. ABSENTEE POLICY:
  - (1) One (1) week notice must be given for unplanned absences.
  - (2) All sickness absences must be notified two (2) hours prior on all days but Sunday AM. Sunday AM sickness absences must be made by contacting the Staff or contacting the Preschool Staff Representative.

- n. Teachers should refrain from making negative comments or discussion about parents or children.
- o. A two-week notice is preferred when an employee resigns.

**P. OTHER INFORMATION**

**1. SALARY ADMINISTRATION**

- a. Salary administration shall be in accordance to the classification and merit of the employees or ministers. New employees shall be started at probationary status according to the personnel policies of the church unless experience and qualifications indicate differently. This decision will be made by the Personnel Ministry Team. Cost of living and merit increases will normally be given as merited on January 1st of each year at the beginning of the new church budget year. Recommendations for these increases will be made by the Team Leader of the Personnel Ministry Team. The Personnel Ministry Team recommends the salary structure for the coming budget to the Finance Ministry Team and they in turn present the budget to the church for approval

**.b. PAY PERIOD:**

- (1) **WEEKLY FULL TIME AND PART-TIME EMPLOYEES** - Pay periods will be every two weeks with each pay period beginning on Monday and going through the following Sunday of the second week. Checks will be written on Monday for the preceding two week work period.
- (2) **PART-TIME MONTHLY EMPLOYEES** - Pay periods will be monthly for all part-time employees (less than 15 hours per week). Checks will be written on the first Monday after the first Sunday of the month.

Checks for all employees may be picked up any time after 12:00 P.M. on the day checks are written.

**2. DISBURSEMENT OF FUNDS – CHECKS**

All checks issued by the church are required to contain (2) two authorized signatures.

**3. MISCELLANEOUS**

- a. **GARNISHMENTS:** The church office will receive and process garnishments according to legal requirements. The Senior Pastor or other staff member should give guidance to the employee involved. Garnishments are discouraged.
- b. **PERSONNEL RECORDS:** The Senior Pastor or another designated staff member will be responsible for setting up and maintaining a personal file on every regular and regular part-time worker. The file is to include a brief biographical sketch (application), salary record, pension and other records.
- c. **WORK-DAY SCHEDULE:** The regular daily work hours are from 8:30 A.M. to 5:00 P.M. Monday through Thursday and 8:30 AM to 3:00 PM on Friday including a sixty (60) minute lunch time. Staggered work schedules may be necessary in certain operational areas but secretarial and custodial personnel should maintain regular work hours unless otherwise authorized.
- d. **NORMAL RETIREMENT:** Normal retirement date shall be the first of the month following attainment of age 67.

- e. **APPLICATION FOR EMPLOYMENT:** Applicants for employment will be expected to make application by written form and will understand that references will be checked.
- f. **MERIT REPORT:** - A yearly evaluation report will be completed on all employees by their supervisors at the time of budget requests and submitted to the Personnel Ministry Team.

**Q. POLICY ON SELLING/ADVERTISING ON CHURCH PREMISES**

All persons or groups wishing to market sell or advertise items or services must request permission from the Senior Pastor or the church. The Senior Pastor will review and based on the guidelines established herein, will approve or deny the request.

- 1. Materials and services must not conflict or be offensive to the church's or the Southern Baptist's doctrine or teachings.
- 2. In order to maintain the focus on worship, selling is prohibited in the sanctuary and foyer. Advertising in the sanctuary is limited to announcements by the Senior Pastor or his approved representative. The announcement is limited to making known the availability and location of materials. Prices and promotions will not be allowed.
- 3. Guest speakers and musicians may sell only their own material. Books, records and tapes of other artists and speakers may not be included in items for sale.
- 4. Locations and advertising are not to be disruptive to the activities and purpose of the church.

**R. GUIDELINES FOR HONORING STAFF**

In the church budget, there is an allowance made for honorarium for the church staff. This fund will be used to acknowledge employees of First Baptist Church of Hewitt.

All church employees will be honored, whether full or part-time.

- 1. At the time of an anniversary date of a full-time or part-time ministerial staff or employee, the Senior Pastor's Administrative Assistant will be instructed to arrange a small office party for the employee or minister.
- 2. All staff and employees are to be sent an appreciation card on the anniversary date of employment.

The church administrative assistants will also be honored annually on their anniversary date of employment with an appropriate floral arrangement or gift.

- 3. The Personnel Ministry Team and other ministry teams shall coordinate with the entire church fellowship special recognitions, receptions and/or gifts for anniversary dates of every five (5) years of employment for called ministerial staff.

**S. PRESCHOOL PAID STAFF POLICIES AND PROCEDURES**

**1. SCHEDULE APPROVAL:**

Preschool Staff must notify the church office by the first day of the month of any planned absences. This will allow time to have the schedule ready for the middle of the month and will relieve pressure of schedule changes. A rough draft copy will be available by the fifth (5) day of the month.

**2. ABSENTEE POLICY:**

- a. One (1) week notice must be given for unplanned absences.
- b. All sickness absences must be notified two (2) hours prior on all days but Sunday AM. Sunday AM sickness absences must be made by contacting the Minister of Youth and Childhood Education, by 7:30 AM. If unable to reach him, contact should be made to the Preschool Staff Representative by 7:30 AM.

**3. PROCEDURES FOR SAFETY AND HYGIENE:**

- a. Use of bleach solution before and after use of toys and other surfaces.
- b. Use of latex gloves for changing messy diapers.
- c. Use of Crock Pot to heat bottles instead of Microwave.
- d. Work in assigned areas for best safety. Changes in age group assignment on all childcare events should be approved by the office.

**4. ATTITUDES AND DRESS:**

- a. Preschool Staff should wear apparel that is consistent with church. Dress, slacks, or jeans are fine, but shorts should not be worn except on Friday party nights.
- b. It is important to be positive toward all children and parents in or associated with our childcare.

**5. TRAINING:**

Training in CPR and teaching will be provided at the cost of the church for all paid Preschool Staff. Preschool Staff is expected to attend.

## VI. GUIDELINES FOR USE OF BUILDINGS

1. Requests must be made in writing, on form provided, at least four (4) weeks prior to use. **Complete all information and return it with the deposit attached.** This deposit will be refunded no later than two weeks after the activity, provided that there has been no damage to the facilities or its furnishings and they have been left in satisfactory condition. Cancellation will result in the forfeiting of your deposit.
2. Approval will be given by letter, email, or phone.
3. The fees for building usage and clean up are NOT charged for church group activities (Bible Study, Class Social, Ongoing Regular Ministries of First Baptist Church of Hewitt).

Deposits	Active Members	Inactive Members Non-Members
	\$100.00	\$200.00

### Building Usage Fees (Only charged to Inactive Members and Non Members)

	Active Members	Inactive Members Non-Members
a. Kitchen/Friendship Hall	N/C	\$275.00
b. Kitchen/Fellowship Hall	N/C	\$150.00
c. Worship Center	N/C	\$250.00
d. Chapel or Classroom	N/C	\$ 50.00

### Cleanup Fees (Charged to Both Active Members and Inactive Members and Non-Members)

Cleanup fees include the vacuuming and mopping of floors, set up as pre-arranged, take down, cleaning and set up for the next events. It does not include the clearing of tables, washing of dishes or pots and pans. These services may be contracted as described in guideline #4.

	Active Members	Inactive Members Non-Members
a. 50 persons or less	\$ 50.00	\$ 50.00
b. 51-100 persons	\$100.00	\$100.00
c. 101-150 persons	\$150.00	\$150.00
d. 151-200 persons	\$200.00	\$200.00
e. 201+ persons	\$250.00	\$250.00

**NOTE:** Bridal showers and baby showers given by a Sunday School class, church group, or active church member of First Baptist Church of Hewitt will be charged at a minimal cleanup fee of \$25.00. All other showers of Inactive or Non Members will be charged at the fee schedule listed above.

4. If kitchen equipment is to be used (i.e. warmer, ovens, stove, dishwasher, etc.) an orientation session will be scheduled with a trained facilitator. You may contract personnel through the church office for the cleaning of tables and washing of dishes and pots and pans at a rate of \$30.00 per worker (minimum of two (2) workers).
5. NO alcoholic beverages are allowed in any building or on church premises.
6. NO smoking is allowed in any building (restrooms included).
7. Care of all buildings is required and breakage or damage must be paid for by the group or individual using church facilities.

8. When youth or children will be using the facilities, the group using the building must agree to provide adequate adult supervision.
9. All fees are payable to the church office no later than two (2) weeks before its use. Deposits are required when the reservation form is turned in.
10. Air conditioning and heating usage – Federal Government Specifications. No more than two hours before use.
11. Wedding reception guidelines are in the Wedding Policy.
12. Only church sponsored groups and activities may use the buildings on a regular basis.
13. Under no conditions shall decorations be attached to the walls or other furniture by stapling, nailing, pinning or gluing.

## **KITCHEN POLICIES**

The following guidelines are to be observed by everyone who uses the church kitchen so that it will always be clean, presentable, and available for scheduled use.

### **1. GENERAL GUIDELINES**

- A. Wash and dry all utensils after use and store them in the proper places.
- B. Empty and wash all coffee machines.
- C. Dispose of all trash bags, bottles, boxes, etc. in the outside dumpster behind the kitchen.
- D. Dishes brought into the kitchen should be returned to their proper owners and not left in the kitchen.
- E. No kitchen equipment is to be taken from the church premises.
- F. Clean up all spills on the counters and floor.

### **2. REFRIGERATOR/FREEZER**

- A. **No leftover foods are to remain in the refrigerator when you leave.** Please take your extra food with you.
- B. Clean up all spills in the refrigerator.
- C. No food is to be stored in the freezer without the approval of the Director of Kitchen Services.

### **3. STOVE**

- A. Clean off the grease and spilled foods on top of the stove. Empty grease trap located under the hot grill located by the stove.
- B. Clean up spills in the oven.
- C. Be certain that the stove, oven, warmer and convection oven are turned off after use.

### **4. LEAVING**

- A. Turn off lights and lock all kitchen doors when leaving.

### **5. DAMAGE**

- A. Report any damage or equipment problem immediately to the church office.

6. An Inactive Member and Non-Member will be charged for the use of paper goods based on the church's own cost of providing these items.

## REQUEST FOR USE OF CHURCH FACILITIES/EQUIPMENT

Group Making Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Number expected in attendance: \_\_\_\_\_

The following church facilities are requested to be reserved:

\_\_\_\_ Kitchen/Friendship Hall (Seats 300) \_\_\_\_ 1/3 \_\_\_\_ 2/3 \_\_\_\_ All

\_\_\_\_ Kitchen/Fellowship Hall (Seats 125) \_\_\_\_ 1/3 \_\_\_\_ 2/3 \_\_\_\_ All

\_\_\_\_ Worship Center

\_\_\_\_ Chapel/Classroom # of Classrooms needed: \_\_\_\_

I will need the following tables and chairs:

\_\_\_\_ Round Tables, Number needed: \_\_\_\_\_

\_\_\_\_ 8' Rectangle Tables, Number needed: \_\_\_\_\_

\_\_\_\_ 6' Rectangle Tables, Number needed: \_\_\_\_\_

\_\_\_\_ Chairs, Number needed: \_\_\_\_\_

Will you require the use of the sound system? \_\_\_\_ Yes \_\_\_\_ No

How many microphones will you need? \_\_\_\_ If more than three are needed, you must use the youth sound system at an additional charge. (See youth sound system policy).

If using the kitchen, please check all equipment needed for your function:

\_\_\_\_ Convection Oven

\_\_\_\_ Mixer

\_\_\_\_ Oven

\_\_\_\_ Dishwasher

\_\_\_\_ Griddle/Stove

\_\_\_\_ Steam Table

\_\_\_\_ Deep Fryer

\_\_\_\_ Food Warmer

Will you need paper goods (plates, napkins, cups)?

\_\_\_\_ Yes, I will need \_\_\_\_\_ plates, \_\_\_\_\_ 16 oz. cups, \_\_\_\_\_ 8 oz. coffee cups, \_\_\_\_\_ Napkins

\_\_\_\_ No, I will provide my own.

Room Arrangement: Please draw a sketch of the room arrangement you desire.

**Please sign:** We have received a copy of the Building Use Policy of the First Baptist Church of Hewitt and we agree to comply with the rules and guidelines regarding the use of the church's facilities and equipment. We have enclosed our security deposit and will forward the total amount of the rental fee for buildings and equipment at least two weeks prior to our usage of the building.

Signed: \_\_\_\_\_  
(Group Representative)

Address & Phone: (if not listed above) \_\_\_\_\_

\_\_\_\_\_

## **VII. WEDDING POLICY**

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when there is careful planning. For that reason, the following statements will govern your plans for your wedding here at First Baptist Church. We sincerely believe these policies to be the most suitable and practical for all concerned. Please read them fully. **NOTE: WEDDINGS MAY NOT BE BOOKED MORE THAN 12 MONTHS PRIOR TO THE WEDDING DATE.**

### **A. SETTING THE TIME OF YOUR WEDDING**

Careful planning is necessary for ALL weddings. You will want to plan as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the Senior Pastor's Administrative Assistant. At this consultation, the wedding application form is filled out and returned with your deposit. She will present this at the next staff meeting for approval. No weddings or rehearsals will be scheduled on Wednesdays or Sundays. No weddings, rehearsals, or receptions may be scheduled on New Year's Eve, New Year's Day, Independence Day, Labor Day, Thanksgiving Day or the weekend following, Christmas Eve or Christmas Day. No weddings will be scheduled any later than 7:00 p.m. on Saturday evening. After the wedding date is officially set, the pastor's secretary will notify you by phone or mail of its approval.

It is extremely important that the exact time indicated for the rehearsals and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

Weddings may be held in the sanctuary (850 seats) or in the chapel (30 seats). If the couple wishes to have it in a private home, they still need to check with the minister regarding his availability.

### **B. MINISTERS**

You are invited to request the services of our Senior Pastor or any ordained minister on our staff to perform the marriage ceremony. In the event one is not available or if for a special reason a visiting minister is to officiate, that minister and participants are asked to abide by the policies for weddings.

Our ministers perform the wedding ceremony only after pre-wedding counseling conferences with the bride and groom have been made. These conferences should be arranged through their Administrative Assistants in advance. A minister's experience equips him to give the couple insight which will help prepare them for a successful Christian marriage and a beautiful wedding ceremony.

If the Senior Pastor of FBCH is to officiate the wedding, there must be a confirmation from the pastor. The Senior Pastor requires two sessions with the couple. One session is a pre-marital counseling session. The second session is a wedding planning session in which the Senior Pastor and the couple plan the wedding outline. The discussed outline will be prepared, reproduced and used as a guide at the rehearsal.

### C. YOUR REHEARSAL

The rehearsal should begin promptly at the time scheduled. Delay in beginning consumes the time of the minister and other personnel and add to the expense of lighting and air conditioning. The bride and groom, therefore, should insist that all members of the wedding party be as prompt for the rehearsal as for the wedding. The wedding director or minister will meet with the bride and groom 30 minutes prior to the scheduled time of the rehearsal to go over any last minute details or changes. The minister or wedding director will begin the rehearsal at the scheduled time.

The following suggestions will guide you as you prepare for your rehearsal:

1. The wedding director or the minister will be in charge of the rehearsal unless other arrangements are made.
2. Each rehearsal, unless otherwise agreed upon, will begin at the set time the day before the wedding. The rehearsal will require about one hour. Rehearsals running beyond two (2) hours are subject to an extra fee of \$25.00, which will be withheld from your deposit. **Please make sure that your musicians and/or vocalists are aware of this information.**
3. Both sets of parents should be present for the rehearsal if possible.
4. The ushers as well as all of the wedding party should be present for the rehearsal.
5. Deliver the marriage license to the wedding director or minister at the beginning of the rehearsal.
6. Rehearsal dinners are usually held after the rehearsal.

### D. YOUR WEDDING MUSIC

It is most important to keep in mind that church weddings are a service of the church, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. To maintain the integrity of a worshipful and beautiful wedding ceremony, all music should be discussed with and approved by our Senior Pastor or Associate Pastor of Music and Worship.

If an organist or pianist other than our church accompanist is used our Senior Pastor or Associate Pastor of Music and Worship must approve them. If a soloist is to be accompanied by our organist or pianist, it is the responsibility of the bride to see that the soloist contacts the accompanist to schedule needed rehearsal times. Musicians and soloists should coordinate music, practice times and locations with the Associate Pastor of Music and Worship. If music CD's are used, it is essential that multiple songs be put on one CD in the order of their use in the ceremony. **These CD's are to be in the church office as soon as possible, but no later than one (1) week prior to the rehearsal.**

### E. PHOTOGRAPHERS

If it is desired to have pictures, it is the responsibility of the bride to instruct the photographer that no flash pictures are permissible in the sanctuary or chapel once the ceremony begins. (Picture of bride entering and leaving is permitted.) A time exposure of the ceremony itself may be taken unobtrusively. Pictures may be taken of the bridal party following the completion of the service or at another time designated by the bride with the approval of the minister officiating at the ceremony. Videotaping should be done only with the available lighting so as not to distract from the ceremony.

**F. WEDDING FEES**

Wedding fees are divided into two (2) categories, depending whether or not the participants are Active Members of the church or Inactive or Non-Members. They are as follows:

(These fees include custodians and sound engineers and use of the building for both the rehearsal and the wedding.) Please Note: Active Member fees are for those participants who have been a member of First Hewitt for at least six months and have shown themselves to be actively involved in the life of First Baptist Church as defined in our constitution and bylaws. Wedding fees and charges are reviewed periodically and are subject to change. The current fees and cost for the use of our facilities are listed below:

	<b>Active Members</b>	<b>Non- Members Inactive Members</b>
Deposit*** (Refundable if every area is left clean)	\$100.00	\$200.00
Worship Center Only	\$225.00	\$525.00
Worship Center for Wedding & Rehearsal Friendship Hall/Reception <u>or</u> Rehearsal Dinner	\$275.00	\$575.00
<b>Worship Center for Wedding &amp; Rehearsal</b> Friendship Hall for Reception <u>and</u> Fellowship Hall for Rehearsal Dinner	\$300.00	\$600.00
Church Organist/Church Pianist	\$125.00	\$125.00
Church Soloist	\$125.00	\$125.00
Minister	\$150.00	\$150.00
Weddings without a rehearsal	\$100.00	\$100.00
Removal of Choir Railing and Choir Chairs	\$50.00	\$50.00
Nursery Room	\$25.00	\$25.00
Sound/Video Technicians (*Fee is included in Wedding Fees)	\$100.00*	

\*\*\*PLEASE NOTE: The deposits are required for members and Inactive/non-members for the use of the church. This deposit is due and payable upon confirmation of the requested wedding and reception date. Your deposit fee will be refunded no later than two weeks after the wedding provided that there has been no damage to the facilities or its furnishings, all fees have been paid by both the bride and the groom, the Bride's room key is returned, and the policies stated herein have been followed.

## **G. SPECIAL INFORMATION RELATED TO A CHAPEL/HOME WEDDING**

A Chapel or Home Wedding usually does not require a rehearsal. Should a rehearsal be required, the guidelines of a regular wedding will be used.

1. The minister requires that the couple meet with him at least one time for a pre-marital consultation. The purpose of this meeting is to go over the details of your wedding, any special arrangements, and answer any questions you may have. NOTE: The minister reserves the right to agree to perform or not perform the ceremony by the conclusion of that meeting.
2. The minister will arrive at the chapel or the home where the wedding is taking place about 20 minutes prior to the wedding. When the minister arrives at the home or the chapel, he will meet with the groom and bride to go over any last minute details. **The Minister's fee for a Chapel/Home Wedding is \$100.00.** The groom should have the marriage license and the minister's fee in hand to give to him at that meeting. The minister will go over the details of the wedding with each one and make any last minute changes, which need to be made.
3. Marriage License: In the state of Texas, the law requires that you get your license from the county court house no sooner than 30 days prior to the wedding and no later than 72 hours prior to the wedding. There is an exemption of the 72-hour waiting period if either the bride or the groom is in the military. The law also states that the minister must have the license in hand before he performs the wedding ceremony.
4. At the conclusion of the ceremony, the minister will be available for any pictures that the family would like to take.
5. If you have any questions, please do not hesitate to call. We want to make your wedding a beautiful and sacred ceremony.

## **H. SOUND SYSTEM**

The Sound/Video Technician's fee is included in the fees for the wedding. The Sound Technician will be at both the rehearsal and wedding. The technician will set up microphones, conduct sound checks and will monitor the sound for the weddings. They will arrive 15 minutes prior to the rehearsal and 30 minutes prior to the wedding unless prior arrangements are made. An audiotape/CD of the ceremony will be made and presented to the bride and groom after the wedding.

## **I. PAYMENT OF FEES**

The bride and groom are required to sign the enclosed reservation form agreeing that they will comply with the foregoing rules. Reservations for the building will be considered firm when the Wedding Reservation Form has been filled out, returned to the office, cleared with the official church calendar, and security deposit is paid. The Senior Pastor's Administrative will notify you by mail, email, or phone that the date has been officially set. **IMPORTANT: The date of your wedding will not be confirmed until we receive your reservation deposit and completed reservation form.**

The fees for the total cost of the wedding, including both the expenses of the bride and the groom, must be paid to the church (1) one month prior to the date of the wedding. Should you desire the services of the church minister, church organist, church pianist and/or church soloist, the fees for their services will be included in your statement of fees. The church will then be responsible for payment of fees to the

respective parties. Checks for all wedding fees, should be made payable to First Baptist Church of Hewitt. Soloists or other musicians hired by the bride or groom shall have their fee paid directly to them. It is understood that the church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

The telephone number of the church is (254) 666-2741. Office hours are from 8:30 AM to 5:00 PM, Monday through Thursday and 8:30 AM to 1:00 PM on Friday. The Senior Pastor and the Associate Pastor Music and Worship may be reached at the church.

**J. FLOWERS AND DECORATIONS  
(PLEASE NOTE AND ADVISE FLORIST)**

In the worship center of the church, there exists a setting for a sacred service, which is dignified and beautiful. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the bride's family to arrange with a florist for decorations. The bride's family is responsible for any damages to the church facilities caused by the florist or any other person involved with the wedding.

The church custodians will have the buildings clean and ready for you by 10:00 a.m. on the day before your wedding. The Bride will be issued a key to the Bride's Room at that time. After that time, you or your florist/decorator will be responsible for any cleaning that may be necessary after you decorate and after your rehearsal time. Florists, caterers and/or family members may have access to the buildings after this time. Decorating for the wedding must be done during regular church office hours (8:30 AM – 1:00 PM) unless other arrangements are made. The church custodians will unlock the buildings on the day of your wedding as scheduled in consultation with the Senior Pastor's Administrative Assistant. Air/heat will be turned on one (1) hour before your rehearsal and four (4) hours prior to your wedding. Custodians will be at the church at least one (1) hour prior to your wedding time.

Whenever candles are used, they must be **ceramic candles** and must be in candelabras, which will catch and contain all drippings, and the floor must be thoroughly protected. The bride's family will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case.

Under no conditions shall decorations be attached to the pews or other furniture by pinning, gluing, or nailing.

When facilities are used on Saturday afternoon or evening, all decorations, flowers, and other equipment shall be removed from the church building immediately following its use. (There are no facilities for storing these things.) The church is not responsible for any damage or loss of equipment left after the wedding.

In the event that extra help/professional help is required by the church to put facilities back into their usual conditions, the amount will be withheld from your deposit.

Florists and their employees must refrain from the use of irreverent language, discourteous actions, or from smoking inside the building.

**K. OTHER WEDDING POLICIES**

- 1. The bride and groom are responsible for instructing all members of the wedding party not to smoke inside the building or have intoxicating beverages in the buildings or on church grounds. No member of the wedding party who is under the influence of alcohol will be permitted to participate in the rehearsal or the wedding.**
2. Those in charge of rice are to inform the guests that they are not to throw rice inside the church buildings. The bride is responsible for conveying this information to the proper persons. It is suggested that birdseed might be used outside rather than rice.
3. Priority shall be given to church members in the reservation of church facilities for weddings.
4. Food or drink only in the dressing areas or area where reception is to be held. No food or drink should be taken into the foyer or worship center.
- 5. Failure to abide by any of these rules and regulations will result in the loss of your deposit.**

**REQUEST FOR WEDDING RESERVATIONS**  
**First Baptist Church • 301 S. First St. • Hewitt, TX 76643 • 254-666-2741**

**NOTE: WEDDINGS MAY NOT BE BOOKED MORE THAN 12 MONTHS PRIOR TO THE WEDDING DATE.**

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

Bride's Full Name \_\_\_\_\_ Groom's Full Name \_\_\_\_\_

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

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Bride's Email \_\_\_\_\_ Groom's Email \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Church Affiliation \_\_\_\_\_

Has either a parent who is an active member of First Baptist Church? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has either the bride or groom been married before? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If YES, please state who and how long he or she has been divorced. \_\_\_\_\_

Are there any children from the previous marriage (s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Address after Marriage \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Minister(s): \_\_\_\_\_

Please reserve the following facilities for our wedding:

- |   |  |
|---|--|
| <input type="checkbox"/> Worship Center Only (for rehearsal & wedding)  | <input type="checkbox"/> Church Organist |
| <input type="checkbox"/> Worship Center for Wedding/Rehearsal<br>Friendship Hall/Reception <b>or</b> Rehearsal Dinner<br><b>(Please circle Reception or Rehearsal Dinner)</b> | <input type="checkbox"/> Church Pianist  |
| <input type="checkbox"/> Worship Center for Wedding/Rehearsal<br>Friendship Hall for Reception <b>and</b><br>Fellowship Hall for Rehearsal Dinner                             | <input type="checkbox"/> Church Soloist  |
| <input type="checkbox"/> Remove Choir Railing and Choir Chairs  | <input type="checkbox"/> Nursery Room    |

If wedding will take place at another location, please specify:

Place of Wedding: \_\_\_\_\_

Please return this form to the church office at your earliest convenience as your reservation can be confirmed only upon the receipt of above information, your deposit, and clearing of the official church calendar.

**Please sign:** We have received a copy of the Wedding Policy of First Baptist Church of Hewitt and we agree to comply with the rules and guidelines regarding church weddings and church receptions. **Failure to comply with these rules and guidelines will result in the forfeiture of our entire deposit.**

Bride: \_\_\_\_\_

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

Groom: \_\_\_\_\_

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

## VIII. CHURCH VAN/BUS POLICY

### I. Scheduling of the Van/Bus

1. All Requests for the van/bus must be placed in writing at least one week prior to use. A van/bus trip form must be filled out prior to and completed after the trip.
2. All Scheduling will be handled by the staff in the weekly staff meeting. Van/bus requests need to be submitted to the Minister to Student's secretary. A Van/Bus Trip Form must be picked up from Gayle Terry in the church office.

### II. Drivers Responsibility

1. All drivers must be at least 21 years of age (only exception being staff member) and possess a valid Texas Drivers License. All drivers of the bus must be certified by the Transportation Ministry Team or church staff.
2. Obey all laws, including speed limit. **Each driver is responsible for payment of any traffic citations.**
3. A gas credit card will be issued to drivers only if the trip will require more than one tank of gas.
4. **Any traffic violations, incidents, or accidents involving a Church-owned vehicle must be reported to the Church office or a Church staff person within 24 hours.**
5. The driver must pick up the keys and the Van/Bus Trip Form the day they are to be used, unless other arrangements have been made.
6. Be sure that your group leaves the van(s)/bus clean when it is returned. A small garbage bag will be provided to clean out all trash and paper. The driver will need to turn in the van/bus trip form and keys to the Church office upon return to the Church. If the office is closed please leave the keys in the folder with the trip form and lock in the van/bus. All vans/bus must be returned to the bus carport.
7. Never load items on top.
8. Enforce seat belt wearing. **Drivers are responsible for enforcing this rule and liable for tickets as a result of non-enforcement.**
9. Make sure all drivers are approved under insurance.
10. Check oil with each gas fill up.

### III. Additional Items

1. Repairs will be made under the supervision of the Transportation Ministry Team.
2. The van/bus will not be loaned or rented to anyone for personal use. The van/bus will be used only for Church-sponsored activities.
3. A proof of Insurance will be provided in each van/bus.

### **STATEMENT OF PURPOSE AND LIMITATIONS**

The Church owns vehicles to enable program organizations and Church groups to accomplish their ministries. Vehicle usage will be limited to those types of activities.

**IX. PROCEDURES FOR PRESCHOOL CHILDCARE**

**A. THE PURPOSE OF THIS STATEMENT OF POLICIES AND PROCEDURES IS TWOFOLD:**

1. To meet the needs of preschool children, birth through three years of age.
2. To provide a uniformly high quality of teaching each time the child comes to the church.

**B. POLICIES ARE LISTED FOR BOTH PARENTS AND WORKERS AND FOR USE AND CARE OF PRESCHOOL DEPARTMENTS:**

1. Policies for parents:

- a. Children of nursery age only are permitted in the nursery department. Observing this policy will provide greater safety for your child and will enable nursery workers to provide equipment and activities to meet the needs of each age group.
- b. Children may be brought to the nursery departments at such times as parents attend a church service or function. The nursery is not available for use by parents who wish to attend functions other than those provided by the church.
- c. Children showing signs of illness (such as colds, pink eye, runny noses, temperature, etc.) should be kept at home. Nursery workers have been instructed to notify parents to pick up children immediately if they show any signs of illness while in the nursery departments.
- d. Children should be brought and called for by a parent or other responsible person. A nursery worker will receive the child at the door of the department. Observing this policy will relieve congestion in the nursery area.
- e. Children should be called for immediately at the close of each church activity.
- f. During worship services preschool children are taught in the same rooms as in Sunday School or Church Training as far as possible. The same teaching program is continued through these extended sessions.
- g. Children (babies, creepers, and toddlers) are transferred to older departments within the preschool section at the discretion of the directors and leaders, and following consultation with parents. All transfers will be based on the needs of the children and the space available, rather than on age. 18-month-old children through three years old are graded according to birthdays.
- h. Fruit juice, milk, crackers, and cookies will be served to toddlers, 18 month old and three year olds during worship services. Babies and creepers will be fed according to parent's instruction.
- i. No one is allowed in the nursery except those workers paid by the church or volunteers approved by the Preschool Ministry Team.

2. Policies for workers:

- a. Supervisors are to be at least 18 years of age, with a Christian background, and helpers at least 14 years of age.
  - b. Workers, paid and volunteers are expected to study the preschool leadership books and to participate in the continuing training program of the church as far as possible.
3. Policies for use and care of Preschool Departments:
- a. Nursery facilities will be provided for all regular church-wide meetings.
  - b. Arrangements for the use of preschool facilities for any other occasion must be made with the church office two weeks in advance if possible.
  - c. Preschool departments will be available on Saturdays only upon approval of the Preschool Ministry Team and/or Preschool Division Director.
  - d. The church cleaning force is responsible for keeping floors, rooms, halls, and restrooms clean and sanitary.
  - e. Nursery workers, both paid and volunteers are responsible for sterilizing toys and equipment, and for keeping rooms in order. Workers teaching in rooms last are responsible for leaving rooms in order for next use.

**C. PROCEDURES:**

1. Each preschool department will be treated as a separate unit, and the person in charge of each room will be responsible for planning the work in that department.
2. The director and leaders of all preschool departments will consult with the Preschool Division Director before making any changes in procedures.
3. A list of needed equipment or major equipment changes for any room will be submitted to the Preschool Division Director for approval. Requests will be presented to the Preschool Ministry Team for final approval.

All situations not expressly covered by these policies shall be referred to the Preschool Ministry Team.