

November 1, 2015

POLICIES AND PROCEDURES

The First Baptist Church of Aztec, New Mexico

INTERPRETATION AND AMENDMENTS OF THESE POLICIES & PROCEDURES

These policies and procedures are intended to facilitate the fulfillment of our purpose and the unity of this church and should not hinder them in any way. These policies and procedures may be amended from time to time as the need arises upon recommendation by the Church Council and the affected Ministry Team. Any proposed amendment or amendments shall be presented in written form at a regular or special business meeting and considered adopted if approved by a majority vote of members present and voting.

Church Officers, Pastor and Ministerial Staff, Non-Ministerial Staff, and Ministry Teams

All who serve as officers of the church and those who serve on the Ministry Teams shall be members of this church.

I. Ministerial Staff

The officers of this church will be the Pastor, the Ministerial Staff, the Deacons, the Moderator, the Clerk, the Treasurer, and the Trustees. The church staff and officers will meet as necessary to discuss church matters and create cooperation within the church.

A. Pastor

The Pastor is responsible for leading the church to function as a New Testament Church. The Pastor shall be a man in accordance with the qualifications found in I Timothy 3:1-7 and Titus 1:5-9. The Pastor will lead the congregation, the organizations and the church staff to perform their tasks.

A Pastor will be chosen and called by the church whenever a vacancy occurs. A Pastor Selection Team will be elected by the church to seek out a suitable Pastor, and its recommendations will constitute a nomination.

Following no less than seven days' notice, an election will take place at a business meeting called for the purpose of voting on the nomination. The Pastor Selection Team will bring for consideration of the church only one name at a time. Members will cast their vote by secret ballot. An affirmative vote of 85% of those present shall be required in favor of the recommendation. The Pastor, thus elected, will serve until the relationship is terminated at his request or the church's request.

The Pastor may relinquish the office as Pastor by giving at least two weeks' notice to the church

at the time of resignation. Upon the church's acceptance of the Pastor's resignation, the church may declare the office to be vacant and agree to pay the Pastor his designated compensation to the effective date of resignation. The church will also compensate the Pastor for any unused vacation time within thirty (30) days of his vacating the office of Pastor.

If the Pastor ceases to live by the requirements indicated in I Timothy 3:1-7 and Titus 1:7-9, he should be counseled by the Deacons and Personnel Team in the spirit of Christ. If counseling fails and he refuses to maintain a life in accord with the teachings of the Scriptures, or for dereliction of his duties, the Deacons and Personnel Team will recommend his termination. Action on this recommendation will take place at a business meeting called for that purpose, for which no less than seven days' notice has been given in written form to each member family by United States Postal Service mail or by digital electronic means (if the church office has on file an email address for the member family). Notice of the business meeting shall also be printed in the church bulletin and posted on the church website. The moderator for this meeting will be the regular church moderator or the assistant moderator. The vote to declare the office vacant will be by secret ballot. An affirmative vote of two-thirds of the members present is necessary to declare the office vacant. The church may compensate the Pastor up to one-twelfth of his total annual compensation. In instances of gross misconduct by the Pastor so removed from office, the termination will be immediate. Any compensation due will be remitted within thirty (30) days.

In the event the church is without a Pastor, the remaining Ministerial Staff and officers of the church will share the responsibility of the functions of the church.

B. Ministerial Staff

The ministerial staff, other than the Pastor, may be called and employed as the church determines the need for such offices. In the absence of one, a job description will be written when the need for a staff member is determined. Such staff members will be recommended to the church by the Pastor in cooperation with a Search Team and then will be called by church action. Election will be by secret ballot. An affirmative vote of 85% of those present shall be required in favor of the recommendation.

In cases of resignation, at least two weeks' prior notice will be requested by the church. The church may vote to vacate such positions upon recommendation of the Pastor and Personnel Team. The termination will be immediate. Any compensation due will be remitted within thirty (30) days.

C. Deacons

Deacons shall be elected by the church by ballot at a business meeting. The number of deacons shall be elected according to need and upon recommendation by the Pastor and Deacons. To serve as a deacon, a man must meet the scriptural requirements as found in Acts 6 and I Timothy 3:8-13; have been a member of this church for at least one year or have been previously ordained as a deacon by another Southern Baptist Church; and, have been a member of this church for six months. If a man serving as an active deacon ceases to live by the requirements indicated in the scriptures, he should be counseled by the Pastor and Deacons, and in the spirit of Christ an attempt should be made to restore him. However, if one refuses to maintain a life in accord with the teachings of Scriptures, the Deacons will recommend such a person to be disqualified from

continued service.

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the church. Their task is to serve with the Pastor in performing the pastoral ministries of leading the church in the achievement of its mission: worship, evangelism/missions, discipleship, ministry and fellowship, proclaiming the gospel to believers and unbelievers, and caring for the church's members and other persons in the community.

Each Deacon will serve three (3) years of active duty followed by one (1) year of inactive duty. After the one (1) year of inactive duty, the active Deacons and Pastor, after consultation with the Deacon, will make a recommendation to the Church to reinstate or not reinstate the inactive Deacon to active duty.

D. Moderator

The church will elect annually a Moderator and Assistant Moderator to preside during church business meetings. In the absence of the Moderator, the Assistant Moderator will preside. In the event both officers are absent, the Church Clerk will call the church to order and preside for the election of an Acting Moderator. The Pastor may temporarily serve as Church Moderator upon adoption of a motion that has been duly made and seconded.

E. Clerk

The church will elect annually a Clerk as its clerical officer. The Clerk will be responsible for taking minutes at each regular and special called business meetings and provide a copy to the church office for files. An Assistant Clerk will be elected annually to serve in the clerk's absences. All church records are church property and will be kept in the church office.

F. Treasurer

The church will elect annually a church Treasurer as its financial officer. It will be the responsibility of the Treasurer to serve on the Finance Team, sign checks, and present the itemized report of the receipts and disbursement of the preceding quarter.

G. Trustees

The church will have three (3) Trustees comprised of the Team Leaders of the Finance Team, Personnel Team, and Property Team. The Trustees will serve as legal officers for the church. They will hold in trust all of the property owned by the church. Upon a specific vote of the church authorizing each action, they will have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they will sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters. In case there is an absence of one or more team leaders to serve as a Trustee, the chairman and vice-chairman of the Deacons may be appointed to serve until such time as the offices of the team leaders are filled.

II. Non-Ministerial Staff

Non-ministerial staff members may be employed as the church determines the need for their services.

The Personnel Team and Pastor will have the authority to recommend employment and termination of services of non-ministerial staff members. Such employment and termination of services will be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related Ministry Teams of the church.

A. Church Secretary

The Church Secretary may be hired upon the recommendation of the Pastor and Personnel Team. The secretary shall be responsible for daily clerical tasks, keeping a register of names of members with dates of admission, dismissal, death or erasure, together with a record of baptisms. The secretary shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these policies and procedures. The secretary shall be responsible for preparing the annual letter of the church to the Association. All church records are church property and will be kept in the church office.

B. Financial Secretary

The Financial Secretary may be hired upon the recommendation of the Pastor and Personnel Team. This position may be combined with the Church Secretary. It will be the responsibility of the Financial Secretary to receive, preserve, and pay out upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. The Financial Secretary shall provide the Treasurer an itemized report of the receipts and disbursement of the preceding quarter. Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records will be preserved as a part of the permanent records of the church.

C. Custodian

The Custodian may be hired upon the recommendation of the Pastor and Personnel Team. The Custodian shall be responsible for interior cleaning of the building. This person will keep all used portions of the building clean and in order, be made aware of special meetings, funerals, weddings and any other extra events that may occur within the church.

D. Property Custodian

The Property Custodian may be hired upon the recommendation of the Pastor and Personnel Team. The Property Custodian shall be responsible for the care, maintenance and upkeep of the grounds. This person is also responsible for inside maintenance of the buildings, such as plumbing, painting and minor repairs.

E. Nursery Coordinator

The Nursery Coordinator may be hired upon the recommendation of the Pastor and Personnel Team. The Nursery Coordinator shall be responsible for enforcing the nursery policies, staffing during all services, purchasing supplies, and maintaining quality of toys and equipment. The Nursery Coordinator will also be made aware and responsible for enforcing the State mandated childcare criteria.

III. Church Committees

The church may implement special committees, task forces, or volunteer groups as needed or desired for a specific purpose or period of time.

IV. Five Areas of Ministry

The five areas of Ministry of First Baptist Church of Aztec will have a team leader who will be nominated by the Pastor and Church Council. The exception to this will be the Team Leader of the Worship Team who shall be the Minister of Music. If there is no Minister of Music, then the leader will be a member of the Praise Team. The Team Leader of the Evangelism/Missions Team and the Discipleship Team will be the Education Minister. Each team leader will be supportive of those leaders who serve under them.

The Fellowship and Ministry Team Leaders will be presented for a vote of confidence to the church at a regular business meeting. These leaders will serve for a one year term. Each year, non-staff leaders will be evaluated to determine if they will continue serving or a new leader may be recommended. Should any leader no longer be able to serve as a Team Leader, they should resign and another leader will be recommended.

The Team Leaders will serve on the Church Council. The Council will serve as a venue for the Team Leaders to interact with each other, to become familiar with each team's work, and to support one another in a way that brings unity to the work of the church. The Council shall prepare and update the church calendar and serves as a long-range planning and vision setting team. It will meet as necessary prior to a regular business meeting.

The grievance process for these teams will be as follows: the person with the grievance will go to their immediate Team Leader. If the problem cannot be resolved by the two of them, then the Team Leader will take it to the Church Council. Since the Pastor and Ministerial Staff are members of the Church Council, they will be aware of the problem and can recommend action to the Church Council.

The Team Leaders will provide support to the following teams:

1. Worship Team

In cooperation with the ministerial staff, prepares and organizes Christ-centered worship services. Creates an atmosphere that encourages people to glorify God.

2. Fellowship Team

Organizes and promotes activities that encourage members of the church to become better acquainted, foster unity and the building of relationships.

3. Service Team

Organizes and assists members of the church to meet the needs of people for Christ and connect them to the fellowship of this congregation.

4. Evangelism/Missions Team

Organizes and assists members of the church to reach out with God's grace and to present

the Gospel to the lost in our community, the United States, and the World, baptizing them in the name of the Father, the Son and the Holy Spirit.

5. Discipleship Team

Organizes and assists members of the church to grow spiritually, mainly through Sunday School and training. This education includes Biblical doctrines, teachings, and disciplines of the faith.

V. Pastoral Support Ministry

This ministry assists the Pastor in organizing ministries and the functions of the church. The team leader of the Pastoral Support Ministry will be the Deacon Chairman or his designee.

VI. Deacon Ministries

Deacon teams are established and staffed through requests for participation and by volunteer commitments. All members are encouraged to serve on a team to which they feel led by the Holy Spirit. Individuals or small groups within the team plan, organize, and carry out specific activities within the area of responsibility. Teams may further organize themselves as necessary. New ministries may be added to further meet the needs of the body of Christ.

VII. Church Program Organizations

The church will maintain programs of Bible teachings; church member training, church leader training, new member orientation, mission education, action and support; music education, training and performance. All organizations related to the church programs will be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church will provide the human resources, the physical resources, and the financial resources for the appropriation and advancement of these programs.

A. Teachers

All leaders and/or teachers must be members of First Baptist Church of Aztec and support our Statement of Basic Beliefs.

VIII. Church Ordinances

A. Baptism

This church will receive for baptism any person who has received Jesus Christ as Lord and Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ by walking obediently in His commandments.

1. Baptism will be by immersion in water and is an act of obedience to our Lord and Savior Jesus Christ, rather than a part of salvation acquisition.

2. The Pastor, or whomever the church authorizes, will administer baptism. The Deacons will assist in the preparation for, and the observance of baptism.
3. Baptism will be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time will be counseled by the Pastor and/or ministerial staff or Deacons.

B. The Lord's Supper

The church will observe the Lord's Supper at least quarterly. The Pastor and Deacons will administer the Lord's Supper, the Deacons being responsible for the physical preparations.

IX. Church Meetings

A. Worship Services

The church will meet each Sunday morning, Sunday evening and Wednesday evening for the worship of Almighty God. Any exception to these times must be announced one week in advance. Prayer, praise, preaching, instruction and evangelism will be a part of these services. The Pastor, or his designee, will direct the services for all the church.

B. Special Services

Revival services and any other church meetings planned for the advancement of the church's objectives will be placed on the church calendar by the recommendation of the Pastor and/or Church Council.

C. Regular Business Meetings

On a quarterly basis the church will hold regular business meetings at the church following morning services on the last Sunday of the first month of each quarter. Notice in accordance with these policies and procedures as to the specific date and time shall be made available to church members.

D. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature or significance. A one-week notice must be announced on Sunday morning, one week prior to the date of the specially called business meeting. The notice will include the subject, the date, the time and place. Notice is considered given when these steps are taken. If an extreme urgency or emergency renders such notice impractical, the staff will have the authority to meet the need and then present it to the church at the next regular or special called business meeting.

E. Quorum

The quorum consists of those members in attendance at the business meeting, provided it is a regular meeting or one that has been properly called.

F. Meeting Notice Requirements

The Church Council shall annually establish the dates and times for quarterly Regular Business Meetings and publish this information in the church calendar. These same dates and times shall also be posted on the church website. Dates and time for specific quarterly meetings shall be published in the church bulletin on the two Sundays immediately preceding the quarterly meeting. Notice for Special Business Meetings shall follow the requirements specified in these policies and procedures.

G. Parliamentary Rules

Robert's Rules of Orders, (latest version) is the authority for parliamentary rules of procedure for all business meetings of the church.

X. Church Finances

A. Budget

The church ministries and activities will be financed by tithes and offerings. The Finance Team, in consultation with the Church Council and church Ministry Teams, will prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for member use. This church will, through its annual budget, participate in the Cooperative Program of the Southern Baptist Convention and Associational Mission program on a percentage basis. This church will participate in the following annual mission offerings: State Mission, North American Missions, International Missions Board, and Children's Home.

B. Accounting Procedures

All funds received by tithes and offerings will be counted by the Tellers and recorded in the Teller tally book and signed by each participating Teller. The Tellers will deposit the funds in the bank. The Financial Secretary will properly record them in the books of the church, and allocate them to the appropriate account(s).

All other monies received for church functions will be counted by two members and recorded in the Teller's tally book and properly signed by each participating counter. The funds will be turned over to the Tellers and deposited in the bank. The Financial Secretary will properly record them in the books of the church, and allocate them to the appropriate account(s).

A system of accounting that will adequately provide for the handling of all funds will be the responsibility of the Finance Team. It will be the responsibility of the Finance Team to have a financial review annually.

C. Fiscal Year

The church fiscal year will begin on January 1 and end on December 31.

XI. Staff Policies

A. HOLIDAYS

There will be eleven (11) paid holidays per year, except if this day falls on Sunday or Wednesday. In that instance, provisions will be made by the Pastor for all staff for another day to be taken off.

1. New Year's New Year's Eve and Day
2. President's Day 1 day
3. Good Friday 1 day
4. Memorial Day Last Monday in May
5. Independence Day July 4 – Friday or Monday if on weekend
6. Labor Day First Monday in September
7. Thanksgiving Thursday and Friday
8. Christmas 2 days

B. PRIORITY IN REQUESTING TIME AWAY

The requesting of time away or vacation time will follow in this order: Pastor then Ministerial Staff in order of length of tenure, then Secretaries in order of length of employment, then Custodians, then part-time employees.

C. CHURCH APPROVED CLINICS

Attendance at Church approved clinics, workshops, conventions and assemblies will not be considered to be vacation or personal time.

D. SICK LEAVE

1. One day of sick leave will be earned each month and can be accumulated.
2. Eight weeks of sick leave is the maximum amount that can be accumulated unless further time is granted by church vote.
3. A male or female employee may be granted 6 weeks leave for pregnancy or adoption without pay. Accumulated vacation and sick leave may be used at this time for continued compensation.
4. Part-time employees will be granted sick leave in proportion to the fraction of time they work.

E. VACATION LEAVE

Vacation time is accrued monthly with number of days depending on time of service.

1. Ministerial Staff - Two weeks (14 days) vacation per calendar year for one to three years of service at First Baptist Church of Aztec. Three weeks (21 days) vacation per calendar year after three years of service at FBC Aztec and is not to exceed three Sundays and not over two consecutive Sundays. Four weeks (28 days) vacation per calendar year after twenty years of service at FBC Aztec and cannot exceed four Sundays.
2. Other Staff - Two weeks (10 working days) vacation per calendar year for one to three years of service at FBC Aztec. Three weeks (15 working days) vacation per calendar year after three years of service within this church. Four weeks (20 working days) vacation per calendar year after fifteen years of service within this church.
3. Any time away exceeding two consecutive weeks (14 days) must be approved by the Pastor and Personnel Team.
4. Part-time employees will be granted vacation in proportion to the fraction of time they work.

5. The Financial Secretary will be the timekeeper for all church staff to keep them informed of balance of all vacation, sick and emergency leave.

F. EMERGENCY LEAVE

1. Five days of emergency leave are available at the beginning of each calendar year for death or sickness of close family members or other emergencies.
2. The Pastor will approve emergency leave.
3. Emergency leave used in excess of five (5) days will be charged to maximum time away for ministerial staff and charged to vacation leave for non-ministerial staff.
4. Emergency leave days not used during the calendar year cannot be carried over.

G. CIVIC DUTIES

1. Every employee will be allowed up to two hours of paid time off for voting in the general elections, as required by law.
2. Employees are to be excused for jury or witness duty and are to be paid the difference between what they receive from the court and what they would have received at work during that period. If service as a juror or witness is not required, the employee is to report to work for the remainder of that day or for any scheduled workday when the court is closed.
3. Employees will receive leave without pay for National Guard or military reserve duties. In the event they are called to active duty, the position will be held for at least one year. The employee may utilize accrued vacation in order to receive compensation from the church during such periods.

H. WORK SCHEDULE FOR MINISTERIAL STAFF

1. Every full-time ministerial staff person is expected to work a five-day week with a workday being at least eight hours. One day off will be selected from Monday, Tuesday, Thursday, and Friday. Saturday will be the second day off in a week unless church activities are scheduled that day, in which case the staff member in charge of that activity will forfeit the day to work rather than taking it off.
2. Every full-time ministerial person is on call 24 hours a day and 365 (366) days per year except when on vacation or military service.
3. Days off will be scheduled so that at least one of the ministerial staff is on duty (morning, afternoon, and evening), except when the entire staff is away on business of the church.
4. Priority for ministerial staff in scheduling days off is: Pastor, then other ministerial staff persons according to length of tenure beginning with the longest tenure and proceeding to shortest tenure.
5. Each staff person is responsible for securing substitutes for respective responsibilities when away. The church pays for all substitutes that have to commute from outside the church's local ministry area.

I. QUALIFICATIONS OF STAFF

1. Must be a committed Christian who maintains a daily walk with Jesus Christ;
2. His or her life must be consistent with the qualities described in 1 Timothy 3:1-7 and Titus 1:6-9;
3. Must sense a definite call to ministry;

4. Should have an educational background that will facilitate job responsibilities;
5. Must have a working knowledge of planning, conducting, and evaluating a comprehensive program within the areas of his or her called ministry;
6. Must have experience serving in a Southern Baptist Church; and
7. Must demonstrate vision and creativity.

J. PASTOR

The Pastor's principal function is to be responsible to the Lord Jesus as the under-shepherd of the church and to the congregation for the proclamation of the gospel of Jesus Christ, to teach the Biblical revelation, to engage in personal witnessing and pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as chief administrator of church staff.

1. The responsibilities of the Pastor include:
 - a. Lead the church in the achievement of its mission of worship, evangelism/missions, discipleship, ministry, and fellowship;
 - b. Plan and conduct the worship services, prepare and deliver sermons, and lead in observance of ordinances;
 - c. Lead the church in an effective program of witnessing and in caring ministry for persons in the church and community;
 - d. Visit as needed to minister, be acquainted with and keep in touch with church membership;
 - e. Conduct counseling sessions, perform wedding ceremonies, and conduct funerals;
 - f. Serve as ex-officio member of all committees and ministry teams; and work with deacons to perform their responsibilities;
 - g. Pray, study, and attend enough conferences to remain effective in ministry;
 - h. Cooperate with associational, state and denominational leaders in matters of mutual interest, and concern, keep the church informed of denominational development;
 - i. Participate and represent the church in civic matters;
 - j. Supervise all church staff and employees; and
 - k. Be responsible for filling the pulpit during his absence.

K. MINISTER OF MUSIC

The principal function of the Minister of Music is to assist the Pastor in the planning, conduction, and evaluation of a comprehensive ministry of music and worship.

1. The responsibilities of the Minister of Music include:
 - a. Direct planning, coordination, operation, and evaluation of a comprehensive music program for the church;
 - b. Coordinate the music program with the church calendar to strengthen and enrich the emphases and objectives of the total church program;
 - c. Assist the Pastor in planning congregational services, be responsible for selection of the music, and preview the music planned to be sung or played by individuals or groups;
 - d. Direct or delegate directors of choirs, music groups, and congregational singing;
 - e. Work with the music program leadership in the area of enlisting, training, and supervising the work of volunteers in the church music program, including the graded choir program;
 - f. Provide assistance and counsel for special events such as wedding, funerals, and banquets;

- g. Coordinate performance and rehearsal schedules of the total church program;
- h. Supervise maintenance of and additions to the music library, select material, purchase supplies, instruments and other music and sound equipment for use in church programs;
- i. Coordinate annual music budget requests and administer the annual budget for music program activities;
- j. Directly supervise any music associates, organists, pianists, other instrumentalists and accompanists, and secretaries;
- k. Be responsible for the enlisting, training, and supervision of sound booth workers; ascertain needs, select, purchase and maintain all equipment that will provide for and contribute to church worship services, music programs, multi- media programs, etc.;
- l. Be aware of changes to music ministry as it relates to denomination, state, association, and community needs;
- m. Coordinate and provide administrative leadership to committees, and ministry organizations;
- n. Plan, organize, and/or promote opportunities for education, development, and ministry through choir tours, mission trips, camps, festivals, workshops, clinics, and programs for yourself and those involved in the music ministry; and
- o. Perform other duties as assigned by the Pastor.

L. MINISTER OF YOUTH

The principal function of the Minister of Youth is to develop and promote the Youth Ministries and areas of pastoral work assigned by the pastor. The Minister of Youth will also be responsible for the Christian development and education of the youth through a comprehensive Youth ministries program and consult with the pastor, staff and program leaders concerning activities in the areas where youth are involved.

1. The responsibilities of the Minister of Youth include:
 - a. Plan, coordinate, direct, and evaluate the Youth Ministries of the church;
 - b. Work with the Minister of Education in planning and evaluating training opportunities for youth workers, and parents of youth through special events or Discipleship Training;
 - c. Work with the Team Leaders in the enlisting of adult workers in the area of Youth Sunday School and Youth Discipleship Training;
 - d. Make budget recommendations and be responsible for the expenditure of the budget for a viable Youth Ministry;
 - e. Plan, coordinate, and evaluate special events such as camps, retreats, fellowships, etc.;
 - f. Provide leadership to encourage participation of teens in the Ministry opportunities of the church, including visitation, special prayer emphasis, etc.;
 - g. Keep informed of new trends in Youth Ministry and seek to enrich all facets of Ministry to Youth; and
 - h. Perform other duties assigned by the Pastor.

M. MINISTER OF EDUCATION

The principal function of the Minister of Education is to assist the Pastor in planning, organizing, and managing the educational and outreach ministries and the administrative affairs of the church.

1. The responsibilities of the Minister of Education include:
 - a. Lead the church in planning, conducting, and evaluating a comprehensive program of Christian education;

- b. Serve as education resource person and advisor to the leaders of the church programs and service organizations such as Bible Study, Discipleship, Media Center, etc. Coordinate and unify the various organizations to avoid duplication, overlapping, and conflict;
- c. Lead the church to be aware of the educational curriculum material available and lead the church to choose the most suitable;
- d. Further develop Bible Study Teachers, Discipleship teachers, etc., to minister effectively to their individual class members through visitation and other means;
- e. Direct and promote officers and teacher's meetings as needed;
- f. Coordinate and administer any budget in which his/her job responsibilities require this position to supervise;
- g. Provide counseling for persons seeking help;
- h. Preach the Word in the absence of the pastor as requested. Conduct weddings and funerals as requested. Participate in other pastoral activities, such as hospital visitation, as requested;
- i. Work with other staff members in the coordination of the total ministry;
- j. Develop and train workers and coordinate a comprehensive ministry of church outreach. It will be expected that this responsibility be given all the time needed to accomplish the most effective outreach ministry possible; and
- k. Perform other duties as assigned by the Pastor.

N. MINISTER OF SENIOR ADULTS

The principal function of the Minister of Senior Adults is to develop and promote all Senior Adult Ministries.

1. The responsibilities of the Minister of Senior Adults include:
 - a. Plan, coordinate, direct, and evaluate the Senior Adult Ministries of the church;
 - b. Make budget recommendations and be responsible for the expenditure of the budget for a viable Senior Adult Ministry;
 - c. Keep informed of new trends in Senior Adult Ministry through personal education opportunities; and
 - d. Perform other duties assigned by the Pastor.

O. FINANCIAL SECRETARY

The principal function of the Financial Secretary is to provide financial and clerical support to the ministerial staff for the church, reporting to the Pastor as supervisor.

1. The responsibilities of the Financial Secretary include:
 - a. Maintain all church financial records including but not limited to giving records, accounts receivable, accounts payable, checking accounts, payroll, and financial and tax reports;
 - b. Back-up and assist other staff as necessary; and
 - c. Perform other duties as needed and requested by the ministerial staff.

P. CHURCH SECRETARY

The principal function of the Church Secretary is to provide creative and clerical support to the ministerial staff of the church; reporting to the Pastor as supervisor.

1. The responsibilities of the Church Secretary include:
 - a. Prepare lay-out and design of bulletin and other church communications and promotional

- pieces for publication, distribution, and mailing;
- b. Prepare correspondence as needed for Pastor and Ministerial staff;
 - c. Prepare Sunday School records, including recording of attendance figures, printing and distribution of weekly rolls, and annual reports;
 - d. Maintain prospect and membership files. Prepare mailing lists and other reports as needed;
 - e. Answer telephone, providing assistance as able and direct calls to the appropriate person.
 - f. Greet and assist walk-ins, providing assistance as able;
 - g. Minister to members and non-members, providing encouragement and support as directed by the Holy Spirit. This does not mean to provide counseling; and
 - h. Perform other duties as needed and requested by the ministerial staff.

Q. CHURCH CUSTODIAN

The principle function of the Church Custodian is to keep all portions of the building clean and in order.

1. The responsibilities of the Church Custodian will include:
 - a. Be aware of all general church meetings to be held and set up if necessary;
 - b. Be responsible for keeping on hand sufficient janitorial supplies;
 - c. Be aware of weddings and funerals to be held; and
 - d. Report any inside maintenance to be done to the Property Custodian.

R. PROPERTY CUSTODIAN

The principle function of the Property Custodian is to maintain and keep the church grounds clean and groomed; as well, the church irrigation system.

1. The property custodian will also be responsible for the inside maintenance of the building, plumbing, painting, and minor repairs.

S. NURSERY COORDINATOR

The principle function of the nursery coordinator will be to enforce the Nursery Policies and Procedures, staff the nursery during all services, purchase supplies, maintain equipment, maintain and clean toys per the state mandated requirements.

XII. Church Facility Use Policy

A. Purpose Statement

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, the facilities may be made available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The facilities use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. The church facilities may not be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith be given permission to use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities and property, regardless of whether the facilities are connected to the church's sanctuary, due to church property being holy and set apart to worship God. (Colossians 3:17.)

B. Approved Users and Priority of Use

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment may be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

C. Facility Use Hours

Facilities are available between the hours of 7:00 a.m. and 10:00 p.m. Use outside of these hours may be approved by the pastor or official designee.

D. Scheduling Events

Facility use requests shall be made to the pastor, secretary, or events coordinator by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

E. Fees

Use of church facilities is subject to a use and maintenance fee of \$ _____ to pay for the upkeep of church facilities. Church members are not required to pay a fee for usage because maintenance of the facilities is derived from member tithes and offerings.

F. Facility Use Guidelines

1. Alcohol Policy: No alcohol may be served in church facilities or on church property.
2. Smoking Policy: Smoking in any indoor church facilities is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms, worship space is not allowed.
5. Church equipment, such as tables and chairs, must be returned to original placement unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure.
7. Clean-up shall be the responsibility of the group using the facility or as otherwise arranged with the church prior to the event. The church reserves the right to charge a fee if determined it is not a satisfactory clean-up.
8. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
9. Any person or group must sign the "Church Facility Reservation Request and Agreement Form" prior to reservation of church facilities.