

FIRST BAPTIST CHURCH BELEN

Belen, New Mexico

POLICIES AND PROCEDURES MANUAL



Honoring God
Empowering Believers
Engaging Culture

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General Information

Introduction: This document, including all attached ministry descriptions, personnel policies and evaluations, detail sheets, worksheets, and the like shall, following approval by the Church, constitute the Policies and Procedures Manual of the First Baptist Church of Belen, New Mexico, hereafter called the Church. Because we desire to be a New Testament Church under the Lordship of Jesus Christ, and because we want to communicate clearly on the following matters, we adopt with this manual the following policies and procedures for this Church. The policies and procedures set forth in this manual supersede all previous Policies and Procedures Manuals of the Church.

Interpretation of these Policies

These policies are intended to facilitate, and not hinder in any way, the carrying out of the purpose and the unity of this Church. They shall be interpreted and applied in light of our objectives. They shall not be interpreted or applied in any manner that hinders the fulfillment of our objectives or disturbs the unity of this Church.

Relationship of the Bylaws and the Policies and Procedures Manual: This Policies and Procedures Manual has been prepared to accompany the Bylaws of this Church. The Articles of Incorporation, as well as the Bylaws of the Church and any subsequent amendments, must always remain on file with the Corporation Division of the Public Regulatory Commission of the State of New Mexico. The Bylaws have the force of law and govern the operations of this Church corporation within the State of New Mexico. A number of areas of the Bylaws have been intentionally written with a deliberate reference to this Policies and Procedures Manual. This is done in order that this manual might be a dynamic, living document that changes over time as the needs of the Church body change. At the same time, the basic backbone of the legally structured Church corporation should remain firmly settled and relatively unchanging in the Corporation Division files in Santa Fe. It is on that basis that we now strive to define and detail the specific policies and procedures of this Church based on the generalities found in the Church's Bylaws.

It is understood that these policies and procedures as written herein are flexible to the extent that the Church membership wishes them to be. They must, by the very nature of a healthy and growing Church, be continuously developed, improved, and refined as they are used in the day to day activities of the Church. As a result, any portion of this Policies and Procedure Manual may be expanded, reduced, deleted or otherwise revised by the Church within the bounds of the procedures detailed below.

Amendments to the Policies and Procedures Manual: These policies and procedures may be amended by approval of a three-fourths majority of the members present at any regular or special called business meeting of the Church. Copies of the proposed revisions must be made available to all Church members at least two weeks prior to the business meeting in which the vote will take place. Public announcements that a policy or procedure change will be presented must be made at the Sunday worship services on the two Sundays prior to said business meeting. The Policies and Procedures Committee shall be in charge of preparing the proposals for all deletions, revisions, or refinements to the manual. Printed copies of any such amendments, following their approval, shall be filed in the Church offices within a master copy of the Policies and Procedures Manual maintained for that purpose. Any regular member of the Church may have reasonable access to, or make copies of, selected sections of the master copy of the Manual for clarification of Church policy or procedures. Access may be obtained by presenting a request during regular Church office hours.

I. General Church Operations

General Church Operations Schedule of Regular Church Meetings:

Sunday School: Conducted each Sunday morning prior to the normal Sunday Church Service.

Church Services: The Church shall meet regularly on Sunday, the first day of the week, for the purposes of corporate praise and worship of the Almighty God, instruction, exhortation, evangelism, and ministry. Worship and Bible study times will be regularly published on the web site, Sunday bulletin and Church marquee.

The Church will also meet regularly on Wednesday evenings. Other Church meeting times and locations may be scheduled at the discretion of the Pastor and ministerial staff.

Bible Studies: Meetings will be held to study the Bible directly or Bible based material and topics. Spiritually mature leaders as approved by ministerial staff will be selected to teach. The material to be studied must be approved by the ministerial staff. Each group will decide as to time and place of individual meetings.

Sunday School & Community/Small Group Strategy: Sunday School Philosophy: Some may consider Sunday School to be an outdated method of reaching people in this, the third millennium. We need to develop a new way of thinking about Sunday School if we are to tap its full potential for reaching people in this next century. We feel that:

- **Sunday School is a strategy.** This calls for a new way of thinking about Sunday School. It is not a program we are attaching to an already overcrowded Church schedule. It is not an organization we are trying to grow or at least perpetuate. Sunday School is a strategy, a plan, a way for the Church to do the work of the Great Commission.
- **Sunday School is the Church doing its work.** Sunday School does not have tasks or work to do apart from that which belongs to the Church. The focus of Sunday School is on the five functions of the Church: evangelism, discipleship, fellowship, ministry, and worship.
- **Sunday School is the Church doing its work in the context of small groups.** The Church gathers weekly in a large group for worship and praise. The Church also gathers in small groups where the work of the Church becomes more focused and personal.
- **Sunday School is a seven-day-a-week strategy,** not a one-day-a-week meeting. The effectiveness of a Sunday School as a strategy is organizing, equipping, and mobilizing members to live obediently as believers in their situation in life.
- **Sunday School has two objectives:** (1) to lead people to faith in the Lord Jesus Christ and (2) to build Great Commission Christians. These objectives are accomplished by leading people to be participants in small group Bible study. Through Sunday School classes and departments people can be brought into an encounter with God's Word, the Lord Jesus Christ, and the transforming power of the Holy Spirit. *(from Lifeway Press, Sunday School for a New Century, p.22)*

The Sunday morning Bible Study period is divided into departments and classes for all ages and *ideally*, will be managed by a Sunday School Director, for the study of God's Word. The Sunday School Director may be either the Pastoral Staff or a Church member nominated by the Nominating Committee and elected by the Church.

The Sunday morning Bible Study period may further be overseen by a deacon under the supervision of the Pastoral Staff. Sunday School departments are divided as follows:

- Nursery Department (overseen by the Children's Minister)
- Children's Department (overseen by the Children's Minister)

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- Youth Department (overseen by the Youth Pastor)
- Adult Department (overseen by the Senior Pastor)

Each department is divided into classes led by spiritually mature teachers, approved by ministerial staff and suited to the needs of the individuals participating in the studies. Consistent discipleship and growth in maturity of the Bible student is to be the goal of each class and each teacher. Teachers shall be encouraged to identify and encourage students within their classes to assume leadership roles in organizing and administrating fellowship, outreach, visitation, and discipleship in the small group setting.

Outreach & Evangelism Philosophy: Events to positively impact our community, such as “Thanksfeast” and pre-school events like donating school backpacks for needy children, will be used. The purpose of Outreach and Evangelism is for every member of the Church body to win others to Jesus Christ. It is the goal of First Baptist Church Belen to constantly reach out to engage our culture through community events to serve and provide for the needs of lost and unchurched.

We believe in obeying the command of Christ in Matthew 28:19-20 to “Go into all the world and make disciples of all men...” We believe that the community we live in now is one of the greatest mission fields God has placed us as believers and a Church in. We will be obedient to this command starting in our community, then our state, nation and the world. This means we will look for opportunities to fulfill the Great Commission right in our own community. If we are not actively engaging those around us, we are missing the greatest mission field God has put us in.

Regular Church Meetings:

Team Meetings: There are various teams holding such meetings on a regular basis: Financial, and Personnel Teams are just a few.

A Regular Business Meeting: will be held no less than twice a year, the date being decided by the Pastor and staff.

Special Business Meetings: (See FBCB Bylaws, Article 11, Section 4.)

Other Special Meetings: Other Church meeting times and locations may be scheduled at the discretion of the pastor and ministerial staff. The Church buildings, classrooms and teaching equipment are available to any of the various Teams and teachers of this Church by prior arrangement with the Church Office on any given day.

Meeting Quorums: (See FBCB Bylaws, Article 11, Section 6.)

Meeting Minutes: (See FBCB Bylaws, Article 11, Section 8.)

II. Church Ministries

Children's Ministry

Our Children's Ministry: The Children's Ministry exists for one purpose-to help children know, love and follow God with all their hearts, souls and strength. The Children's Ministry provides a safe, fun, enriching environment for the birth to preteen child to learn about Christ and discover how to love others and become a faithful Christian.

The Children's Minister will be responsible for the Christian development and education of children through a comprehensive children's program. The Children's Minister will also recruit and train workers, leaders and volunteers as needed and consult with the pastor, staff, and program leaders, concerning activities in the areas where children are involved.

Counseling Ministry

Biblical Counseling: The main resource used for counseling and instruction at First Baptist Church Belen is the Bible, God's word as understood and taught on a regular basis in worship and Bible Study classes. Members of the Church staff and Bible study leaders may counsel members and non-members alike free of charge in regard to issues of life, faith and personal belief from a Biblical perspective as it relates to their areas of expertise and understanding. The Senior Pastor is available to counsel with any individual or group whenever needed.

Clinical Counseling: When available, First Baptist Church Belen may have a NM State licensed Clinical Mental Health Counselor available, by appointment, to provide consultation, problem solving and/or clinical mental health counseling from a Biblical and ethical perspective to members of our community of faith in FBCB as well as an outreach to members of our community at large. Since this is a non-staff State licensed Clinical Mental Health Counselor, appropriate fees will apply.

Deacons (Servant Leader) Ministry

Refer to FBCB By Laws
Article 5 Sec. 1, B

Deaf Ministry

Purpose: The purpose of having a Deaf Ministry is to bring the Word of God to the Deaf, the Hard of Hearing and their families in their own unique language (American Sign Language). In addition, this ministry provides assistance through technology for those who make use of such devices during worship services. It is important for the Deaf, considered by the North American Mission Board to be a cultural group, to participate in their own activities in their own language.

The Deaf Ministry is composed of a Deaf Leader, Sunday School teacher and Sign Language Interpreters.

The Sunday School teacher is led by a qualified person who can relate God's Word specifically to the Deaf because of his or her own experience with deafness.

The sign language interpreters must be fluent in sign language in order to provide accurate information to the Deaf/Hard of Hearing in the Church. A sign language interpreter must continue to maintain the highest level of skills. The interpreter must also be a person of integrity and cherish the ethic of confidentiality during interpreting situations that may arise within the Church and outside the Church.

Sign language interpretation is to be provided by one of the Deaf Ministry interpreters during the morning service of the Church on Sundays when the Deaf membership joins the rest of the membership in worship.

The leaders of the Deaf Ministry are encouraged to attend the annual New Mexico Baptist Conference for the Deaf and the Southern Baptist Convention of the Deaf in order to receive training specific to Deaf needs throughout the world concerning teaching, evangelizing, witnessing, missions, and discipleship. Members of the Deaf Ministry are also encouraged to participate in these activities.

Kitchen Ministry

Principle Function: The Kitchen Ministry exists for the basic purpose of serving people. It supports Church functions where food and beverages are required. The Kitchen Ministry is run by a team leader. The team leader recruits volunteers to serve as needed.

Men's Ministry/ Women's Ministry/Senior Adult Ministry

The purpose of these ministries is to encourage men and women to know Christ as their personal Lord and Savior and to grow in the grace and knowledge of the Lord in their daily lives through prayer, Bible Study, fellowship, events designed to engage our community and to serve others and reach out with the love of Christ (II Peter 3:18). We strive to build an environment and culture for men and women to grow and be built up to walk in integrity, accountability to each other (men with men and women with women) and spiritual maturity.

Preaching Ministry

The Pastor is 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 the Church staff.

A key verse that defines the heart of the pastorate is 1 Peter 5:2-3 "Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the flock."

Prison Ministry

Matthew 28:18-20 is Jesus' command to us to "make disciples", and in Acts 4:12 we're told that "salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved." Furthermore, Matthew 25:36-45 speaks of visiting those in prison; and if we do, it's the same as if we were visiting Jesus Himself.

The prisoners cannot come to the Church to hear of Christ, but we must go to them. For those in general population they are able to come to our Bible studies. However, most of the men visited are in segregation which means they are in their cells 23 hours a day. The other hour is for exercise in individual exercise cells or for showers twice a week. They have abundant time to think, read, and study.

Worship Ministry

Purpose: The Ministry of Worship and Media's primary goal is to lead passionately devoted followers of Jesus Christ through worship.

Music and Media Minister: Supervises all staff and volunteers in the areas of worship and media.

This Minister assists the Senior Pastor in accomplishing First Baptist Church Belen's mission and vision as it relates to worship and media. Additionally, they are responsible for developing and evaluating all aspects of media that could be used to communicate First Baptist Church Belen's mission and vision.

Youth/Young Adult Ministry

The Youth Ministry will be responsible for the development and promotion of 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 youth through a comprehensive Youth Ministries Program, consulting with the Pastor, staff, and program leaders, concerning activities in the areas where youth are involved.

III. Personnel

Staff Ministries are performed by called individuals of faith who have devoted their lives to serving God through the ministry to which they have been called. They are highly trained in various aspects of ministry, either through personal devotion, experience and self-directed study, or in many cases, years of advanced seminary training. Staff Ministers are paid by the Church in a manner sufficient to adequately provide for them and their families consistent with the economic climate currently existing in the Church. Staff salary and benefit packages are determined by the Finance and Personnel Teams as described in another section of this Manual. Under the leadership of Jesus Christ, the Pastor is the under-Shepherd of the Church and guides the Church in pursuit of its Vision and Mission. He leads and directs the remainder of the staff in their ministries.

Qualifications for Staff: Listed below are the basic qualifications for all staff members.

- Must be a committed Christian who maintains a daily walk with Jesus Christ.
- Must be consistent with the qualities described in 1 Timothy 3:1-7, Titus 1:6-9.
- Must sense a definite call to ministry.
- Should have an educational background that will facilitate job responsibilities.
- Must have a working knowledge of planning, conducting and evaluating a comprehensive program within the areas of his or her called ministry.
- Preferably have experience serving in a Southern Baptist Church.
- Must demonstrate vision and creativity.
- Must affirm agreement with the Baptist Faith and Message, 2000 edition.
- Must be in agreement with the Core Values, Vision, and Mission Statements of the Church.

Senior Pastor

Principal Functions: The Senior Pastor is 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 the Church staff.

Primary Duties and Responsibilities:

- Lead the Church to pursue its Vision and Mission.
- Plan and conduct the worship services; prepare and deliver sermons; lead in observance of ordinances.
- Lead the Church in an effective program of witnessing and providing a caring ministry for persons in the Church and community.
- Visit as needed to minister, be acquainted and keep in touch with Church membership.
- Conduct counseling sessions; perform wedding ceremonies; conduct funeral services.
- Serve as ex-officio member of all standing teams and give leadership to the Deacon ministry.
- Actively participate in lifelong personal and professional growth and development programs.
- Cooperate with association, state and denominational leaders in matters of mutual interest and concern; keep the Church informed of denominational development(s); represent the Church in civic matters.
- Supervise all Church staff members or designate an associate as Church Administrator.

Ministry: The primary focus and ministry of the pastor should follow the command in 1 Peter 5:2-3 in regard

to being a pastor/shepherd.

“Be shepherds of God’s flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.

Qualifications:

- A demonstrated call to shepherd and serve as pastor.
- Demonstrate the ability to understand current trends in modern culture in light of a Biblical world view.
- Be a man of God who exemplifies 1 Peter 5:2-3

Youth/Young Adult Pastor

Principal Function: The Youth Pastor will be responsible for the development and promotion of 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 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.

Student Pastor Primary Duties and Responsibilities:

- Oversee the development and ongoing ministry to middle school and high school students.
- Oversee the development and carrying out of trips, retreats, and missions projects for students.
- Oversee the direction and integration of student ministries.
- Oversee the ongoing development of small groups and discipleship within the ministry.
- Provide vision, direction, and oversight to the student ministries leadership team (volunteers and staff).
- Perform other duties as needed or assigned by the Senior Pastor and Personnel Team.

Leadership Development:

- Encourage and oversee the professional and personal development of student ministry pastors and interns.
- Recruit and equip volunteer ministry leaders for middle and high school ministries.
- Partner with parents to facilitate the spiritual growth of students.
- Provide shepherding and spiritual encouragement to ministry leaders.
- Develop a team approach to ministry within each area of responsibility.

Administration:

- Oversee the budget and financial decisions for the student ministry.
- Communicate effectively with the office on ministry-related and scheduling issues.
- Ensure the child/volunteer protection process is operating within current safety guidelines.
- Develop and maintain healthy team relationships with pastors, directors, Church staff, and ministry leaders through relationship building, attendance at weekly staff meetings and other meetings as necessary.

Teaching:

- Ensure that Biblical and relevant teaching is provided throughout student ministry.

- Encourage teaching that is "life changing" rather than merely informational.
- Provide teacher training as appropriate.

Ministry:

Be an example of a believer growing in a relationship with the Lord that includes regular prayer, worship, and reading of the Word. Continue to develop leadership gifts as well as an understanding of student ministry and next generation worship through on-going training, ministry networking and personal development.

Qualifications:

- Show experience and competency in their ministry area.
- College experience or higher if possible
- A demonstrated call to ministry.
- Have working understanding of the latest trends in youth ministry.
- Develop and maintain a budget, work with other staff and council if needed.

Deaf Pastor

Principal Function: The purpose of having a Deaf Ministry is to bring the Word of God to the Deaf and Hard of Hearing and their families in their own unique language, the American Sign Language. In addition, this ministry provides assistance through technology for those who make use of such devices during worship services. It is important for the Deaf, considered by the North American Mission Board to be a cultural group, to participate in their own activities in their own language.

Deaf Minister's Primary Duties and Responsibilities:

- To seek out Deaf/HH individuals in order to bring them to an understanding of the need for a personal relationship with our Lord, Jesus Christ.
- To teach and equip those who have a heart for working with the Deaf/HH.
- To represent the First Baptist Church of Belen in the New Mexico Baptist Conference of the Deaf and the Southern Baptist Convention of the Deaf.
- To provide opportunities for the Deaf/HH and those working with the Deaf to attend the annual conferences, Deaf Family Camp, and special activities throughout the state.
- To provide special fellowship times for the Deaf/HH such as monthly pot-luck fellowships and worship services in their native language.
- Perform other duties as needed or assigned by the Senior Pastor and Personnel Team.

Qualifications:

- Have a personal relationship with Jesus Christ.
- Be a member of the Church.
- Have a soul-winning heart for the Deaf and Hard of Hearing.
- Proficient in communicating in ASL.

Children's Minister

Principal Function: The Children's Minister is an individual who is a safe, fun, enriching minister who encourages students from birth to preteen to learn about Christ and discover how to love others and become a faithful Christian. The Children's Minister will recruit, train and maintain a staff of teachers, leaders and children's workers whose desire is to build children to be growing followers of Christ.

Primary Duties and Responsibilities (overall weekly responsibilities):

- Oversee all programs providing assistance and direction for the leaders including the budget and all Wednesday special events.
- Work with coordinator and workers to facilitate Children's Church/Nursery ministry.
- Coordinate summer programs including Vacation Bible School and Camp.
- Look for opportunities to develop children's evangelism, outreach, discipleship and fellowship.

As relating to children's leaders, parents and volunteer responsibilities:

- Recruit, develop and train leadership to teach for Wednesday night children's ministry. Use Pastor and staff to develop overall direction, focus and vision for children's ministry.
- Manage all the resources needed for children's teachers and workers.
- Be a resource and counsel to parents concerning spiritual growth of children. Teach others how to disciple children through the decision to become a Christian and be baptized. Find teaching curriculum with pastor.
- Work with the nursery coordinator to oversee extended childcare and coordinate scheduling.
- Supervise children's ministry staff including preschool director.
- Follow the guidelines of the Child Abuse Prevention Policy and ensure background checks are done on all Church members that work with children or youth.

Pastor and Staff relations:

- Participate as a member of the pastoral and ministry staff on a regular basis (staff meetings) which includes coordinating with other staff members to accomplish work in areas not directly related to children's ministry.
- Coordinate with the office and Financial Secretary on the development and implementation of the budget for Children's Ministry.
- Perform all other duties as assigned by the Senior Pastor and Personnel Team.

Ministry:

- Recruit and train leaders.
- Facilitate children's ministry dynamics.
- Counsel with children and parents when needed.
- Maintain a personal walk with Christ and follow the direction and leadership of the Holy Spirit.

Qualifications:

- Show experience and competency in their ministry area.
- College experience or higher if possible
- A demonstrated call to ministry.
- Have working understanding of the latest trends in children and family ministry.

- Develop and maintain a budget, work with other staff and council if needed.

Worship/Music Minister

Principle Function: Supervises all volunteers in the areas of worship. The Minister of Worship assists the Senior Pastor in accomplishing First Baptist Church Belen's mission and vision as it relates to worship. (Worship may include media.) The Minister of Worship's primary goal is to make passionately devoted followers of Jesus Christ through worship.

Worship/Music Pastor Primary Duties and Responsibilities:

- Develop an annual worship ministry plan outlining the goals, programs and activities for the year in alignment with FBCB's mission and vision.
- Work with the Senior Pastor, the other ministers in planning and conducting all worship services.
- Work with other ministries - planning for weekly Sunday services.
- Responsible for coordinating the performance schedules and rehearsals of various music groups and individuals.
- Keep abreast of current church music and worship trends through continuing education and individual study.
- Coordinate or assign coordination of musical needs for weddings, funerals, and other special events as requested.
- Respond to requests from music groups and individuals from outside the church.
- Responsible for working with Worship Team, Choir Director, and staff to develop new music and worship ministries.
- Perform other duties as needed or assigned by the Senior Pastor and Personnel Team.

Media:

- Oversee the maintenance, training, and upkeep, stage lighting equipment and audiovisual equipment.
- Work with Senior Pastor and other staff in developing video production to be used as sermon illustrations and worship enhancement.
- Work with video production team in developing and producing quality video products to be used in promotional as well as worship venues.

Ministry:

- Disciple members involved in worship, music, and media ministry.
- Minister to the members and attendees of First Baptist Church Belen.
- Perform other duties as needed or assigned by the Senior Pastor.
- Maintain a personal walk with Christ and follow the direction and leadership of the Holy Spirit.

Qualifications:

- A demonstrated call to ministry.
- Ability to lead contemporary music ensembles and perform musically in contemporary style vocally and/or instrumentally (preferably both).
- A working understanding of the latest trends in creative arts and graphic design.
An interest in the latest trends in mass media communications.

Church Administration

Support Staff Ministries

Office Support Staff provides integral support to the ministry and mission of First Baptist Church Belen by their involvement in efficient office practices and operations. All office employees will be an integral part of the completion of a variety of tasks and duties necessary to support all of the ministries associated with FBC Belen. Additional job descriptions that detail specific areas of service, for example; Financial, Ministry Assistant, Congregational Care, General Reception, etc., will be defined, periodically updated, and kept on file with FBC Belen. Individuals in all office-related positions will maintain a professional appearance and behavior. Confidentiality is of utmost importance and will be practiced at all times. It is understood that the conduct of individuals in a Reception/Secretarial position will reflect the love and compassion of Jesus to those with whom she/he comes in contact.

See description on file with the Personnel Team of FBC Belen

- Church Secretary/Receptionist/Financial Secretary (Office Workers)
- Housekeeping, etc.

IV. Church Teams

Teams of the Church that function substantially unchanged and without interruption from year to year as vitally necessary in the life of the Church are considered to be standing teams. They are differentiated from other teams or programs i.e.: ad hoc teams, in that the other bodies have a more limited life in the Church and are more changeable in nature, often being added, deleted, or modified from year to year as the needs of various Church programs change.

Minimal requirements for service on any of the teams are that the person must have a personal relationship with Jesus Christ and are a member of the Church.

The following teams of the Church are hereby established and whose functions and responsibilities are described hereafter in greater detail. The particular membership requirements, duties, and terms of service for each team member are detailed within each team description. It shall be the responsibility of each team to report its activities regularly to the Church.

Since absences or vacancies are to be expected in any normal population of volunteers, teams' vacancies or partially completed terms of service in any team position shall be filled by an appropriate nomination from the Nominating Committee and election by the Church at a regular Business Meeting.

Detailed sections on each standing team follows in this order:

- Ad Hoc
- Buildings and Grounds
- Church Council
- Finance
- Media
- Nominating
- Pastor/Staff Search
- Personnel
- Policies and Procedures
- Safety
- Search
- Teller
- Usher
- Women

Creation of New Church Teams: Other Church teams, when necessary, may be created and authorized by the Church. The Church shall state the purpose of each team, which it creates and authorizes during a regular Business Meeting, and it shall record in the minutes of that meeting all other relevant provisions pertaining to these new teams. The Policies and Pastoral Staff shall be in charge of preparing adequate written descriptions of purpose, form and function, and accompanying policies and procedures for inclusion within the Church's Policies and Procedures Manual.

Ad Hoc Teams

"Ad hoc "(Latin) is generally defined as meaning "at the time" or "as needed." An ad hoc team differs from a standing team in that it exists for only a limited period of time and for only a specific and well-defined purpose. The length of life of an ad hoc team is variable in that it exists until a task is completed and is then automatically dissolved. In addition to the typical ad hoc Search Team, other ad hoc teams may be formed as needed, as in the case of a capital fund-raising program team, a land purchase team, a Church relocation team, a mission Church team, or any other temporarily functioning team.

Creation of New Ad Hoc Teams: New ad hoc teams, when necessary, are created and authorized by the Church. The Church shall state the purpose of the team, which it creates and authorizes during a regular Business Meeting, and it shall record in the minutes of that meeting all other relevant provisions pertaining to the ad hoc team. An ad hoc team, with the exception of a Pastor Search Team, will function with the leadership and advice of the Pastor and report regularly to the Church regarding the progress toward its assigned goal.

Buildings and Grounds Team

Principal Function: The Buildings and Grounds Team shall be in charge of, and responsible for;

- Overall maintenance of Church properties, including buildings, grounds, parking lots and vehicles
- Includes appearance (i.e. painting [interior and exterior]), repair and maintenance of mechanical systems (i.e. electrical, HVAC, lighting, audio visual, security: locks, lights, alarms, camera systems, etc.), signage, approval and installation of all attachments to the buildings and/or facilities [i.e. bulletin boards, banners, signs, pictures, etc.]
- Review and recommend facility improvement projects.
- Effective and efficient use of Church facilities
- Preparation and presentation of maintenance and improvement budgets
- Preparation and presentation of specific project budgets as may, from time to time, arise.

Organization of the Team: The Buildings and Grounds Team shall consist of a minimum of three members who shall each serve an indefinite term. This term shall be terminated by the member upon their request to be relieved, by majority vote of the other members in the case of dereliction of duty, or by decision of the Senior Pastor in the case of violation of Church doctrine or Christian teachings. The members will give oversight and leadership to volunteers. They will be assigned to and accept overall responsibilities for specific areas as follows:

- **Chair** - responsible for overall supervision of the Team and its activities. Responsible for, with Team input, preparing and presenting operation, maintenance and improvement budgets.
- **General** - responsible for the overall maintenance of building repairs and improvements, such as paint, plumbing, windows, doors, etc.
- **Landscape** - responsible for the overall maintenance, and occasional improvement as deemed necessary, of the exterior grounds of the Church.
- **Mechanical** - responsible for mechanical systems such HVAC, electrical (including safety lighting and signs) and AV systems.
- **Motor Pool** - responsible for ensuring proper maintenance of all Church-owned vehicles, including vans, trailers, etc. Arranges for maintenance (including cleaning) and repair by professional facility.
- **Safety**- responsible for ensuring proper operation of alarm systems, door locks and key assignment, door closers, compliance with fire and other safety codes.

Beyond the required members shown above, others may be accepted on the Buildings and Grounds Team as their talents are required and as they are led by the Spirit to serve, and as the members deem appropriate to assist in achieving the objectives of the Team.

Position Requirements: All members of the Buildings and Grounds Team should have a basic knowledge of their area of assignment within the Team. Members should have the ability to recognize potential problems within their assignment, to identify the potential consequences of those problems, and be able to formulate plans and budgets to address those problems.

All members should be able to communicate the need for repairs and/or improvements within their assignment and to develop plans, and coordinate the activities of members and contractors, as appropriate, to affect those plans.

Responsibilities: The responsibilities of all members of the Buildings and Grounds Team, in addition to what is listed above for each specific area of specialty, include:

- Be aware of situations requiring attention, regardless of specific assignment area, and report them to the appropriate Team member.
- Assist other members of the Team, as required or requested, to keep the facilities safe, secure, attractive and operating in a cost-efficient manner.
- Remain current with the changing needs of the facilities, opportunities to address those needs, and the applicable technologies, and recommend updates, changes, replacements, etc. to the Team as appropriate.
- As required, the members of the Team will affect repairs within their capacity and capability to do so or will refer such repairs to selected professionals.

When selecting companies or individuals for professional services, the Team member within whose area the service falls, will obtain a minimum of three bids for service when possible. In those cases where a company has previously won a bid for similar services, and has proved competent in that particular discipline, with a recommendation from the Buildings and Grounds Team, no bid will be required for further or on-going services.

The Team and its members will review the need for additional responsibilities as requested by Staff or Members and will work to fill those responsibilities wherever possible.

Church Council (Leadership Team – Ad Hoc)

Principal Function: The Church Council will be the primary planning-steering body of the Church when the Church is without a Pastor. When First Baptist Belen does have a Senior Pastor, he may call them together to share his vision for the Church; to encourage and *brainstorm* with the leadership.

Organization of the Team: The chairman of the Deacons serves as the Chairman of the Council. The Church Clerk serves as secretary, and the remaining membership consists of all Church ministerial staff, the Sunday School Teachers-Director, Chairs of all standing Teams, Trustees, Treasurer, Moderator, and heads of all active ministries, as listed in other parts of this manual.

Responsibilities: When without a Pastor, the Church Council will meet as needed to fine-tune programs currently operating in the Church. The Church Council will also meet annually, generally near the end of the year, to prepare the major plans and calendar for the coming Church year. The Council will review and coordinate program plans recommended by Church officers, organizations, and ministries. It will recommend to the

congregation the use of leadership, calendar time, and other resources according to program priorities. The Council will evaluate program achievements in terms of Church goals and objectives. All matters agreed upon by the Council, calling for action not already authorized, are referred to the Church for approval or disapproval.

The Council meetings facilitate communication within the body and builds unity in the fellowship. The Church Council thereby puts strength and meaning in the other meetings that are going on constantly in the life of the Church.

Finance Team

Principal Function: The Finance Team exists for the basic purpose of assuring the Church that its financial matters are handled with absolute integrity (Romans 12:17b). The principal responsibilities of the Finance Team are to work for the Church and with the Pastor in budget planning, stewardship promotion, fund raising and financial administration.

Position Requirements:

- A person who has a positive interest in the financial matters of the Church.
- A person who believes in and practices tithing to and giving to this Church as well as good stewardship.
- A person who can understand or learn the unique nature of Church finance.

Organization of the Team: The Finance Team shall be composed of no less than three members who shall be elected annually by the Church upon recommendation from the Nominating Team.

- The chairperson of the Finance Team shall be elected annually by the Team members.
- The Pastor is an ex-officio member of the Finance Team.

Responsibilities: The Finance Team shall manage all of the financial receipts of the Church in the manner ordered by the Church as reflected in (1) the Financial Policies and Procedures found in the Church's Policy Manual, (2) the budget adopted by the Church, and (3) the will of the Church body as expressed in its business meetings.

During the fourth quarter of each year the Finance Team shall prepare and be ready to recommend to the Church a budget for the following calendar year. Budgeted receipts and expenses of the previous year, as well as the year-to-date figures for the current year, inflationary and economic factors, and Church growth, will help determine the amount of money allocated for various areas in the coming year. The budget is the plan whereby the Church finances the ministries God directs the Church to do.

The Finance Team shall take all necessary steps to ensure that sound financial procedures are used in receiving, recording, managing, reporting, and auditing all Church funds. They shall help the Church to be aware that sound procedures are being followed. "Provide things honest in the sight of all men." (Romans 12:17)

The Finance Team shall prepare and present any recommended changes to the current financial policies of the Church for its approval.

The Finance and Personnel Teams shall aid the Financial Secretary and the Church Treasurer in making the tough decisions the job calls for and in dealing the stresses of those jobs.

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The Finance Team shall keep the pastor informed of the entire financial condition of the Church, so he will have a full understanding of how to lead the Church in financial matters.

The Finance Team shall meet no less than four times per year to accomplish the following:

- Evaluate the monthly financial report, as prepared by the Church Financial Secretary and the Church Financial Treasurer as to its accuracy and the ability of the Church members to understand the report.
- Review the financial condition of the Church, make decisions and recommendations to the Church as necessary.
- Minutes of each meeting shall be kept and shall be available to any member of the Church.

The Church Treasurer shall present a financial report to the Church at Business Meetings.

The Finance Team shall keep the Church aware that the Church's financial matters are being handled with absolute integrity. (Romans 12:17b, 2 Thessalonians. 5:22) by:

- Informing the Church how you are following the clear guidelines established by the Church strictly and with complete impartiality.
- Periodically remind the Church of the guidelines they have established.
- Assuring the Church that proper records are being kept according to generally accepted accounting principles.
- Presenting reports to the Church that are clear, complete, accurate, and easy to understand.
- By securing an audit or financial review of the financial records of the Church.

The Finance Team shall keep the Church members aware that the Team members realize that they work for the Church members and eliminate any perception that Team members are the "boss" of the Church's finances by:

- Keeping the records and meetings open to the Church.
- Justifying all the Team member actions and decisions with the guidelines established by the Church.
- Making it clear that Team members respect the right(s) of any Church members or Church Team to ask financial questions or make motions regarding receipts, records or expenditures.
- Working cordially with Church members, leaders, and Teams, whose duties call for financial involvement.

The Finance Team shall keep in mind that they, as Team members, are in business with God. Team members shall balance the reality of dollars and cents with faith in God who can feed 5,000 people with a boy's lunch.

The Finance Team shall secure the preservation of accounting records to insure an audit trail throughout the years.

The Finance Team shall give direction to efforts that assist the members of the Church to grow in their giving and in their financial stewardship. As such, the Finance Team shall also serve as the stewardship team and shall:

- Devise a process with the Pastors whereby the members of the Church can learn to give and practice good Biblical stewardship.

Media Team

Principle Function: Many of the services held in our church buildings require media assistance for the benefit of all those in attendance. Since the equipment needed to provide such assistance is very specialized and generally very costly, this ministry is in charge of all handling, setting up, and proper storage and maintenance of this equipment. The Worship Minister is the head of the Media Team.

Responsibilities:

- Coordinate the operation and maintenance of all the audio and video equipment in the church inventory in pursuit of its Vision and Mission. This shall include but not be limited to the televisions and stands, microphones, speakers, keyboards and cables, sound boards, amplifiers and computer laser projectors.
- Provide or delegate volunteer worker training in this ministry for as many volunteers as needed to fulfill the needs of the ministry.
- Supervise any volunteer worker in proper operation and maintenance of the church equipment used during services to see that said equipment is not lost, abused or damaged.
- Coordinate performance and rehearsal schedules to use the available trained audio and video volunteers.
- Suggest and supervise any additions to the equipment inventory as needed by this ministry.
- **Only approved personnel are permitted in the Sound Booth.**

Nominating Team

Principle Function: The Nominating Team exists to screen and select a suitable slate of candidates for team vacancies (such as Finance, Personnel, Teller, Policies and Procedures, Buildings and Grounds) for teaching vacancies and leadership roles in the life of the Church. The Nominating Team coordinates the staffing of all Church leadership positions filled by volunteer workers, unless otherwise specified by the Policies and Procedures Manual.

Organization of the Team: The Nominating Team is made up of no less than two members with six members preferred.

Responsibilities: The Nominating Team shall first approve persons considered for any such positions before they are approached for recruitment. The recruitment visit and invitation to serve should provide to the candidate information regarding the term of service for the particular position, as well as details of the activities and responsibilities of serving on a particular team. The Nominating Team shall prepare annually for the Church a slate of all nominees who accept the invitation to serve. This slate of nominees shall then be presented for Church approval during the Church's Annual Business Meeting. In the event of resignations or departures of a member from any Church team, nominations to fill unexpired team positions shall be made by the Nominating Team whenever they may occur. As the need arises the Nominating Team shall bring nominations to fill positions.

The Nominating Team may on an annual basis re-enlist members for service within the Church who have previously served in the same position, particularly Bible Study classes or Sunday School teaching positions. The Nominating Team should recruit replacements only for those teachers seeking to leave a particular position or seeking transfer to another teaching or team position within the Church. Replacements for standing team memberships and Church Officers, such as Trustee, Moderator, Clerk, or Treasurer, shall follow protocols detailed for those positions in other sections of this manual.

Pastor / Staff Search Team (*ad hoc team*)

Preparing for the Search Team Formation: Calling a Pastor to serve as God's chosen leader in their Church is a task of tremendous importance to a body of Baptist believers. The task of searching and selecting a new Pastor for a Church places a heavy, though temporary burden on anyone involved in such a process. The Church members recommended to serve on a Search Team must be prayerfully and thoughtfully considered well in advance of the time for nominations to be received. Following at least a two-week prior notification, the Church will hold a special called business meeting for the purpose of nominating the Search Team.

Receiving Nominations: At the special called business meeting each Church member present will be asked to list seven Church members in good standing as candidates for the Search Team. Absentee nominations will be accepted in the Church Office during the week prior to the special called business meeting and counted with the rest of the nominations received during the business meeting. Ministerial staff, staff wives, and Church employees will be excluded from serving on the Search Team. Immediately following the last collection of nominations several or more Deacons will count and rank the nominees on the gathered ballots in descending order from the most often nominated to the least.

With the most often nominated, and following in descending order, the Deacons will contact the candidates as to their willingness and ability to serve on the Search Team. The first seven candidates who agree to serve will comprise the Search Team to be recommended to the Church.

Although more than one member of the same family may appear on the list of nominees, no two members of an immediate family group will be permitted to serve together on the Search Team. A member of the immediate family is defined as spouse, parent, child, sibling, or grandparent. The first candidate on the list from within an immediate family group may be contacted regarding service on the Search Team. If that contact results in a candidate agreeing to serve on the Team, other immediate family members on the list are automatically disqualified from service and should not be contacted. If the first listed family member chooses not to serve, the other members of the family on the list will be considered in their respective order. The first member of a family group on the list to agree to serve will always disqualify any remaining members of the same family from service as a member of the Team or an Alternate.

After the seven primary Team members are determined the Deacons will continue in the same manner until three alternates for the Team are also determined. These first, second, and third alternates will be recommended to the Church at the same time as the seven primary Search Team candidates.

The list of these seven Search Team members and three alternates shall be presented to the Church at another special business meeting. Following confirmation by a majority of the members present, the list shall constitute the roster of the Search Team and its alternates.

Organization and Operation of the Pastoral Search Team: If the Search Team is formed to find a new Pastor, either an Interim Pastor or Associate Pastor from our own Church staff may help prepare the Team for their search.

The Search Team shall elect their own chairperson at the initial meeting, and the chairperson shall be responsible for preparation and distribution of Search Team training materials, copies of resumes, video and audio recordings, and all other pertinent materials for the activities of the Team. The chairperson will also be responsible for preparing and making regular reports to the Church regarding the Team's progress.

Each member shall be provided a copy of this document and it shall be thoroughly examined and discussed during the course of the first meeting. The chairperson will call subsequent meetings when deemed necessary. Any two members of the Search Team may also call a meeting of the Team if they feel there is sufficient reason. A quorum of five members is necessary for conducting business.

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Alternates will attend all meetings in the same manner as primary Team members and participate in the discussions as though a full member of the Team. They shall participate in all the discussions of the Team and be exposed to the same information resources provided to every primary member of the Team. The alternates will be fully informed as to all the workings of the Team should they be required to replace a primary member who is unable to fulfill his or her duties. The first Alternate will be the first to replace a missing primary member if necessary, the second Alternate will replace the second missing primary member, and so on. The only limitation on the service of the Alternate is that he or she will not be a voting member of the Search Team.

Search Team for Non-Pastoral Ministerial staff: The Church shall call such ministerial staff as the Church deems necessary. In the event the Search Team has been formed to find a staff person other than the Pastor the current Pastor will prepare and train the Team for their search. Ministerial staff are nominated by a Search Team formed in the same manner described above as in the search for a Pastor.

Team Purpose: This Team is formed to seek God's person to fill the position of ministerial staff person in the Church.

Principle Functions: Each member of the Search Team should in earnest and submissive prayer, seek with all your heart the leadership of God in all its efforts. Each member should believe that God has prepared a person for this work at this time. They should ask God to guide every step they take and every decision they make. Finally, they should ask God to keep them from making a mistake.

Length of Service of the Search Team: The Search Team shall serve until a suitable Pastor is called and is installed by the Church. After the Pastor is installed the Search Team shall be dissolved until the next time the Church deems it necessary to call a new Pastor or ministerial staff person. Even though the Search Team does not formally exist past the installation of the new Pastor or staff person, the members of the Team may be called upon in the early days of the new ministry to help answer questions and smooth the transition for the new person. For a short while the faces of the Search Team members may be the most familiar and comforting to a new staff person, and the former Team members should be open to acting as a resource and an encourager to the new person.

All teams are required to submit minutes of each team meeting to the Church Office one week after close of the team meeting. The team shall compile and keep current copies of all such Policies and Procedures in the Church Office, available for membership examination upon request.

Prospective Pastor Profile: Begin by composing a profile of the kind of Pastor the Church needs and seek approval of the Church of this profile. Secure names of prospective Pastor from the following; Church members, State and Association offices, Southern Baptist Churches, Southern Baptist Seminaries and Colleges, and other sources of qualified candidates. Investigate prospects to determine if they meet the qualifications and characteristics that match the needs of the Church as specified in the profile and in the job description.

Investigation: Investigation may be accomplished by telephone contacts, personal visits, video and/or audio recordings from previous positions, direct observation in their present jobs, and reference checks. Seek to investigate the candidate's lifestyle, preaching/ministry style, administrative style, work habits, social skills, moral and financial reputation, the kind of work this person is doing in his current position and what he has done in previous ministries, and any other pertinent areas.

Inform Potential Candidates: The Church should provide basic information to preliminary prospects regarding our Sunday School and Church attendance for the current and previous year, Church membership numbers, and Church programs and ministries.

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The Church should provide much more detailed information to the "short list" of prospects that might possibly be recommended to the Church. Such information should include personnel policies and practices, salary, benefits, facilities, budget and financial reports for current and previous years, a community profile, cost of living data, and any other pertinent information.

Guidelines: Prayerfully seek God's leadership in all deliberations, discussions, actions, and recommendations. Realize deeply that your work will shape the entire future of this Church. Keep in mind you are first of all servants of God and then servants of the Church and you are accountable to both. Train yourselves for your work. Obtain and study "The Pastor Search Team" published by the Lifeway Press of the Southern Baptist Convention or its equivalent. Study carefully the Church's nature, personality, mission objectives, and programming. Consider its demographic makeup such as age, occupation, economics and social structure, level of education, bylaws, policies and procedures, and community potential, to effectively call God's chosen person for this Church. If the search is for a Pastor, study the Biblical qualifications of a pastor (1 Timothy 3:1-7, Titus 1:5-9, 1 Peter 5:1-4). Study the qualifications specified in the Pastor's Position Description.

Search Team proceedings will be kept confidential; however, the Team should involve the Church in the search process. This will help the Church deal with its feelings of grief, anxiety, and impatience. It will also secure great support for the Search Team. Devise a way to survey the congregation as to their perspective of the kind of pastor we need. Solicit questions to be asked of the prospect from Church membership. Make regular progress reports (at least monthly) to the Church with information that will satisfy the Church's interest and enlist prayer support. Do not prematurely involve the Church in the specifics of persons under consideration.

Typical reports are: (examples but not inclusive of)

- "Pray for us as we prepare to do the best job for you.
- "Pray for us, we have received (number) resumes and must find the right person."
- "Pray for us, we are narrowing our focus to (number) people."
- "Pray for us, we are beginning to interview people."
- "As your Search Team we have invited (name) to come before the Church on (date) with our recommendation that we call (name) as our (position)."
- Church Members are encouraged to ask questions of Search Committee Members regarding a candidate being interviewed by committee.

When making a recommendation, provide the Church members a full disclosure of this person's qualifications. The Team may only recommend to the Church and has no authority to obligate or commit the Church in any way beyond the Church's budget, policies, and practices.

Recommending a Candidate: A simple majority affirmative vote of the members of the Search Team is necessary to bring a prospective Pastor before the Church. When the Holy Spirit has led the Team to a single prospect, the Team should consider that prospect exclusively until a decision is reached. Only one prospective candidate should be brought to the Church at a time.

The Search Team should prepare the prospective Pastor's total financial package in consultation with the Finance Team and the prospective pastor. The final form of this total package must be presented in writing to the Finance Team, the prospective staff member, and the Church before the prospective staff member is presented to the Church for their vote.

Announcing the Recommendation: Public announcement of the Search Team's recommendation shall be made in writing and by verbal announcement from the pulpit at least two consecutive Sunday mornings prior to the prospect's visit.

Issuing a Call: When a positive decision has been reached, the Team should invite the prospect to the Church in "view of a call." The Search Team should arrange for prospect to speak, preach, sing, and testify as appropriate to the position in question. During the visit to the Church the prospect should meet with other Church organizations, groups, and Church members, meet with the staff, and meet the Deacons.

The Search Team shall arrange for a special called business meeting in which the Church shall vote on the prospect. This meeting will be held on the Sunday immediately following the prospective Pastor/staff person is presented to the Church, unless there are extenuating circumstances in which the candidate cannot wait the week. This will provide one week between presentation and the special called business meeting for absentee ballots to be received by the Church Office. Before the vote is taken the Search Team shall present their recommendation regarding the "call" and the details of the salary package, responsibilities and other proposed agreements they have made with the prospect.

Voting at the special business meeting shall be by written ballot. Deacons will be responsible for counting the votes immediately following their collection at the meeting, and results will be announced to the congregation as soon as the count is completed. An affirmative vote of 80% of the members present and voting will be necessary to constitute a "call." The prospect should be notified immediately of the decision of the Church. The Pastor/Staff person, if elected, shall serve until his request or the Church's request terminates the relationship.

If the vote of the Church is affirmative the Search Team shall assist the newly elected pastor in the move to the Church field. Members of the Search Team should serve as points of contact until the new Staff member is firmly established on the field.

Records of Meetings: A copy of the minutes and records of the Search Team activities will be kept by the Church Office in the Search Team folders.

Funding the Search Team: The Search Team shall prepare its own budget for the expenses of this search, in consultation with the Finance Team, and present it to the Church for its final adjustment and adoption. The expenses of this Team could be funded from the budget remuneration package for the Pastor or some other source.

Personnel Team

Principle Function: To be a loving Spirit led bridge between the Church body and Church staff; a team that is equally concerned about the well-being of both the Church and the staff; a team that provides an atmosphere that enables each staff member to render maximum effectiveness.

Position Requirements: A member of this team must be sensitive to the unique nature of Church staff positions. The staff-Church relationship is one of love and trust, not like the relationship of employee-employer in the business world. Staff persons gain their livelihood by serving God and His Church. This is different from volunteer Church workers whose livelihood is not connected with their Church work. Actions taken regarding staff persons affect the fellowship of the Church whereas in the business world normally an employee can be dismissed or reprimanded without adversely disturbing the emotions of the customers.

Team members must always remember that Church Staff are constantly being held accountable for their actions by the members. Church members are prone to disagree about what a given staff person should do. A member of this committee must be loving, alert, pro-Church and pro-staff.

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A member of this Team must soberly realize the extremely serious and delicate nature of their work, which can have very beneficial effects on staff persons and/or the Church, or when functioning improperly, have devastating and opposite effects.

Organization of the Team: The Personnel Team is composed of no less than three and no more than six members. The members of the Personnel Team shall select their own chairperson.

Restrictions: No staff member, Church employee, or immediate family of a staff member is eligible to serve on this Team.

Responsibilities: First of all, in all you do, be guided by all of the following principles. Be guided by the Holy Spirit and Biblical Christian morality and ethics. Never take action that will damage the unity of the Church. Never forget the Church's commitment to the staff person as well as its commitment to Christ.

Strengthen staff team unity. Always consider what is best for the Church and best for the staff person under consideration. Maintain respect for the staff person's sense of Christ's calling, Lordship, and leading. Evaluate performance by the job description instead of what everyone expects of the staff member. Leave administrative supervision to the pastor (or Church administrator).

Never let yourself develop an attitude that you are a police department, suspiciously investigating staff actions for prosecution, and never let that perception exist in a staff person's mind without making serious effort to dispel it.

Always yield to the Pastor's wishes when dealing with any staff person, ministerial or non-ministerial, other than himself, unless his wishes clearly and obviously violate all the conditions above.

Know the Staff Personally: Get well acquainted with the staff. Listen to them. Learn how they work and how hard they work. Spend some time in Christian fellowship with them. Maintain an unbiased view.

Help Strengthen the Bond Between Staff and Church: Help the Church develop a healthy appreciation for its staff. Keep the Church aware of the quality of the work the staff is doing, and how hard they are working, and their successes in their ministry.

The staff-Church relationship is based on love and trust. Help both Church and staff to grow in these vital areas. Keep the staff mindful of the Church's true appreciation of them. The disgruntled few tend to make them feel like the whole Church is against them. Help the Church to avoid exercising unreasonable expectations of staff persons. Realize that no staff person is perfect, and all have some shortcomings.

Help the Church by dispelling any damaging rumors about staff persons. Keep both staff and Church aware of their accountability. Hold the staff accountable for being the best that God can make them to be in serving Him. The Church is accountable to fulfill their obligations to their Staff (Luke 10:47; 1 Corinthians 9:13-14; 1 Timothy 5:17-19, Hebrews: 13:7-8, 17).

Protect the Staff from Excesses:

- Avoid expectations by Church members that exceed job description. Avoid overly harsh interpretation of Church and personnel policies.

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- Expect the best from them, but avoid pressures that lead to overwork and burnout, resulting in neglect of family, as well as spiritual, emotional, and physical unhealthiness. Encourage the Staff to take their time away. Team members should be sensitive to individual needs and differences at this point. Facilitate Staff team spirit and fellowship.
- Do not condone irresponsibility, absenteeism, conduct unbecoming of their position, or not fulfilling their responsibilities.

Support the Staff: Pray for each staff person and encourage the Church to pray for the staff. If Satan can trip up a leader, he can trouble many people.

Secure, through the Finance Team, the financial support each staff person deserves and needs in order to concentrate on their work.

Equip, empower and encourage the staff. Equip the staff to do their work, with literature, materials, equipment, in-service training, or whatever they need. Empower each staff member to do their work, with authority and resources.

Encourage each staff member. Unfortunately, even in Church life, there will always be someone ready to criticize staff for their mistakes. Positively affirming the accomplishments of each staff member is a strong motivator for continued improvement in their job performance.

Help with the Logistical Staff Work: Review and recommend the need for additional staff positions. Periodically review and annually recommend any revisions needed in the salary and benefits package for each of the Church staff. Work in cooperation with the Finance Team to prepare revisions in salary and benefits for staff prior to the time that they will be brought to the Church for action.

Staff Evaluation and Personal Development: The Personnel Team will help develop and recommend changes to personnel policies and procedures for staff members, working with the Policies and Procedures Team. Keep staff and Church informed on legal issues. Work in an advisory capacity with the Pastor in evaluating the job performance of all Church staff. Support the Pastor in helping each staff person make a plan for personal and/or professional growth. The Pastor will evaluate Staff progress periodically.

Pastor's Performance Review: The Personnel Team will also annually review the Pastor's job performance and assist him in preparing a plan for his own personal and/or professional growth. The Team may also suggest ways for the Pastor to improve his job performance as needed.

Deal with Necessary Discipline and Termination: The Pastor (or Church Administrator) shall initiate any discipline or termination action.

The Pastor (or Church Administrator) is the gateway between the Personnel Team and the staff person. The Pastor (or Church Administrator) will attempt to resolve personnel problems as they come to his attention. The Pastor (or Church Administrator), or any employee involved (after notifying the Pastor), is free to call on the Personnel Team for their wisdom and assistance in resolving a problem.

If the Pastor (or Church Administrator) is not able to resolve the problem, he will call on the Personnel Team for their assistance. If a Church member makes an accusation or complaint, the Pastor (or Church Administrator) or Personnel Team member will encourage that member to personally speak to that staff person according to

Matthew 5:23-24 and Matthew 18:15-17. Any written complaint will be considered and resolved by the Personnel Team in the presence of the individual in question and the individual making the complaint.

If the Church member making the complaint is unwilling to do this the complaint will not be taken seriously nor considered by the Personnel Team. If the Personnel Team becomes aware that some members are having a problem with a staff person, they should make the Pastor aware of it. If problems arise which make it necessary to consider termination, the procedure described in the Church's Policy and Procedure Manual shall be followed. A ministerial staff member must be free to request that the Personnel Team ask the Church body to decide whether or not a decision they have made regarding the ministerial staff member should stand.

In such a case the Personnel Team cannot deny the ministerial staff member's request but must seek the will of the Church body at the next regular or special called business meeting. At said meeting the ministerial staff member in question is free to present his or her case to the Church body.

Policies and Procedures Team

Principal Function: To assist the Church in maintaining and applying the covenants of the By Laws and its Policies and Procedures in a way that facilitates the fellowship and purposes of the Church.

Organization of the Team: The Policies and Procedures Team shall be composed of no less than two members and one staff member. Nominating Team recruits and nominates the members of the Team. The members of the Team shall elect their own chairperson. The pastor shall serve as an ex-officio member.

If there are immediate changes that need to be made to Policies and Procedures, they will go through the staff and the Personnel Team and be voted on by the Church.

Responsibilities: The Policies and Procedures Team shall meet once a year to examine and evaluate Church Policies and Procedures. The Team shall seek input from any of the Church teams or organizations as to areas of current policies or procedures that are in need of addition, deletion, revision or refinement. Their goal is to improve the form and function of any such policies or procedures which, either by disuse, evolutionary change, technological advances, or otherwise, are no longer in step with the needs of the Church.

The Team will inform the Church of how the Policies and Procedures apply to given situations. The Team will maintain the Church's Policies Manual in a form that reflects the actual procedures, policy, purposes, and desires of the Church body:

- By recommending necessary changes in the policies and procedures in any given area of the Church Policies Manual.
- By dealing effectively with recommended changes that originate with the membership of the Church.
- The Team will work directly with the Ministerial and other Church Staff to advise them of any recommended changes.

If a functional working Team deems an internal change is warranted and it does not affect the overall structures and operations of the Church, a simple majority vote within that Team will be considered acceptable to facilitate the change.

Safety Team

Mission Statement: Our ministry and our mission is to allow an open, loving, spiritual worship and learning environment that is physically safe and secure for members, visitors and property.

Why a Safety Team: Church security is a sensitive subject. Since FBCB is called to make disciples by healing hearts and lives through the love of Christ, many times we have guests that bring diverse challenges that are not easily met.

The FBCB Safety Team comprises a group of men and women who understand that, at times, a proper balance between security and ministry is needed. Though our local police department (Belen Police Department) provides a good law enforcement response when needed, it is not equipped to minister to the Church body. Pastors, Deacons, Ushers and others may be able to minister, but may not have the training necessary to deal with certain challenges.

The Safety Team brings the best blend of safety, security and ministry, which are necessary for a healthy Church environment. This blend includes people who are interested in both the spiritual and physical condition of a challenging guest and the safety and security of the Church at large. Additionally, the Safety Team is trained and equipped to respond to some medical emergencies, providing basic support until local emergency (911) personnel are able to respond.

Spiritually, each Safety Team member should:

- Be committed to growing in the grace of the Lord Jesus Christ.
- Have a servant's heart.
- Be ready to submit to Church leadership's vision for the ministry.
- All members of the Safety Team are asked to make a two (2) year commitment to the ministry.
- Teams will be expected to serve one (1) week a month and as needed.
- Each Safety Team will provide coverage 30 minutes before and 30 minutes after each Church service or scheduled event. We understand some have shift work and late hours, but we may ask them to cover other needs.
- All Safety Team members are expected to attend weekly Church services on weeks they are not serving.
- All Safety Team members are encouraged to attend training functions. These may be a combination of on-line reviews, on-site training or off-site (or field) training.

Safety Team Positions

Safety Team Coordinator:

- Oversees Safety Team leaders, maintains all required reports. Coordinates Safety Team staffing for all Church services as needed. This includes maintenance of a master roster of all Safety Team members and their pertinent contact information.
- Assists Safety Team leaders in the event of any disruption before, during or after a Church service.
- Takes all non-security concerns or issues to the Senior Pastor.
- Meets with the Senior Pastor and/or his staff for updates and to discuss and review any new policies and potential security issues.
- Meets with Safety Team leaders to discuss and brief them on any new policies or potential security issues. Disseminates vital information to all Safety Team members. This may include training meetings, online information, etc.
- Reviews all incidents with Senior Pastor and assists in preparing any reports needed.

- Acts as Incident Commander (IC) on any major incident on campus or at any special events, when possible.
- Creates and maintains the procedures for Sunday mornings as well as procedures for other events at which the Safety Team will be present.

Safety Team Leader/ Assistant Team Leader:

- Each scheduled Team has a leader. The Safety Team leader communicates with the Safety Team members present before each shift: insuring Safety Team members are in attendance and gives assignments for individual Safety Team members for each event.
- When a major incident occurs, informs Safety Coordinator as soon as is practical.
- Takes all security concerns or issues to the Safety Team Coordinator.
- The Safety Team Coordinator must be notified in the event of your absence from your assigned Church service or event if you cannot find another person to fill in for you in your absence. When the Safety Team leader will be absent, the assistant will be in charge. If both team leader/assistant are absent Safety Coordinator must be contacted to fill in.
- When needed, will complete an Incident/Injury Report Form and submit to Safety Coordinator.
- Ensures that all radios and other equipment are returned to the appropriate station.

Safety Team Member Assignments:

- Team members will report to Team leader prior to Church Service, or other events, for briefing and assignments.
- Team members are expected to arrive on time and attend the Safety pre-service meeting. This will allow the Team leader to make any adjustments and review any special assignments. This is also a time for discussion, sharing of safety/ security information and most importantly a time of prayer before each service. Radios and other equipment will be distributed at this meeting.
- Team members must advise the Team leader IN ADVANCE if they cannot contact another safety person to fill in, with enough time to assign an alternate, of any absence during service or a special event assignment.
- Team members will take all non-security concerns or issues to the Service Safety Team leader. In the absence of the Team leader/ assistant, any issues will be reported to the Safety Team Coordinator.
- Prior to start of each Church Service, Team members will conduct a sweep of the Sanctuary, children's areas and hallways, looking for suspicious individuals or packages that appear out of place.
- Order on Sunday Mornings: Unlock Buildings - SS Rooms – Gates - Welcome visitors when possible. Clear and lock all buildings – doors except front Worship Center entrance. Escort offering. At least one team member carry radio. Watch the lots and the doors - lock all gates - lock up after service when needed.

Search Teams

The Pastor Search Team or Ministerial staff Search Team is formed only during the time the Church is seeking a Pastor or Ministerial staff person. A Search Team is therefore the most frequently found ad hoc team in a Church, created only for the specific situation at hand, and whose sole purpose is to seek Church staff in order to call them for service in this Church. These teams serve only for the duration of the search process and are dissolved once the position is filled.

The process of forming a Search Team and nominating and calling a Pastor or Staff person is described in detail in the pages immediately following the standing team's description in this manual.

Teller Team

Principle Function: The Teller Team exists to assure integrity in the counting and depositing of all monies received by the Church during any regular Church service.

Position Requirements:

- A person who is a Church member and has a positive interest in the financial matters of the Church.
- A person who believes in and practices tithing to and giving to this Church as well as good stewardship.
- A person who understands counting money, making bank deposits, and related matters.
- A person who can understand or learn the unique nature of Church finance.

Organization of the Team: The Teller Team shall be composed of a minimum of two members.

Responsibilities:

Two-person teller teams on duty each week shall count the tithes and offerings at the scheduled date and time.

Teller Team Procedures: Overview

A team of two (2) tellers has been appointed by the Church for documenting the total collection of funds and for depositing the funds at the bank. For security purposes, it is recommended that funds be deposited by a male. Tellers are responsible for verifying and collating documentation.

Three Designated Safe Trustees are assigned with keys and combination to the Office safe: the Pastor, the Chairman of the Deacons, and the Financial Secretary.

Accompanying Procedures:

Church Office: Funds collected in the Office during the week are logged into a book as they are received and held in a zippered money bag in the Financial Secretary's secure, locked desk drawer, or locked in the Office safe. They will either be added to the Sunday morning Worship offering to be included and documented by the Tellers or documented by two office Area Tellers (i.e. the Financial Secretary and one other Church staff member) and taken directly to the bank for deposit.

Worship Sanctuary: Tithes and Offerings are collected in locked boxes in the Sanctuary or by designated persons. When offering plate collection takes place, two of the designated collectors will sort Connection Cards from offerings. Working together, the team of two will transfer all monies and contribution envelopes from the offering plates into a zippered bank bag.

Accompanied by a Safety Team member and a Designated Safe Trustee, one or both of the ushers will transport the Worship Sanctuary money bag to the Office Safe and deposit it inside.

Teller Sheet Procedure:

- The Tellers will use the information from the Master Teller Sheet to complete a deposit slip, which shall agree. The Tellers will run a calculator tape of combined checks to confirm the total check amount corresponds to the total check amounts of combined Area Teller Sheets.
- Both members of the Teller Team will immediately convey the zipped bank bag with combined monies from the Office Collection and Worship Sanctuary Collection to the designated bank depositor.

Note: The teller presenting the deposit must be listed with the bank as a depositor, according to federal banking regulations.

- Teller(s) will wait for the deposit receipt from the bank, verifying it is in agreement with the deposit slip and teller forms.
- If a discrepancy is found and/or reported by the bank between the deposit and the deposit slip, the Tellers who made the deposit shall work with the bank to reconcile the discrepancy, offering copies of the documented Teller Sheets as necessary.
- The two members of the Teller Team shall notify the Financial Secretary.
- Any discrepancy (positive or negative) between the teller's report form and the actual deposit shall be noted on the Teller Sheet and adjusted in bookkeeping records as necessary.
- The deposit book and the bank deposit receipt shall be returned to the Church Financial Secretary with the empty bank bag(s). The Financial Secretary will place empty money bags in a convenient place for the Usher Team to use them again the following Sunday.
- All deposit slips, banking transactions, bank statements, bank reconciliations, and other financial documentation will be quarterly reviewed and approved by the designated Bookkeeping Reviewer.

Usher/Connection Desk Team

Principle Function: The Usher/Connection Desk Team exists to welcome all people to the services of our church during all regular church services.

Position Requirements:

- A person who has a positive attitude in the welcoming of guests and members to our services.
- A person who wants to be helpful and friendly to those present at church services.
- A person who wants to commit to regular attendance of services to be available for his assigned duties.

Responsibilities for Connection Desk Team:

- The Connection Desk is an information resource. The Team members should make themselves acquainted with the events for the week or know which direction (or individual) to point people to in case of questions.
- Arrive at the church early enough to greet people.
- Distribute materials (i.e. crayons, coloring sheets) to children.
- Take notes and pass on information to the Pastors or Deacon Team as needed.
- Collect Connect Cards and distribute gifts to visitors.

Responsibilities for Usher Team:

- Arrive at the church early enough to distribute supplies or bulletins at the entrances of the worship center.
- Assist the elderly or infirm in crossing the curbs or sidewalks to enter the buildings for worship.
- The ushers will serve as the principal members who receive tithes and offerings during a service where the plate is passed.
- Assist those with hearing difficulties in obtaining radio powered hearing aid device for use during the service.
- Aid persons attending services in finding suitable seating.
- Be available in the case of an emergency. For medical emergencies they will call 911.
- In case of fire or natural disaster, assist in safe evacuation of the buildings.
- In case of criminal or disruptive behavior, will call 911 for police assistance. May be called upon to help escort a disruptive person from the church building.

- If the need arises to contact a church member or staff person during a service already in progress, the ushers will locate and unobtrusively call out a person whose attention is needed for the occasion, such as the mother of a child in distress in the nursery.

Collection and Handling of Tithes and Offerings: The chairperson will organize and assign the ushers for the passing of plates for special offerings ie: Annie Armstrong. At the appointed time, the offering will be prayed over. Immediately following prayer over the offering, two ushers will take the plates to the Bride's Room at the rear of the Worship Center to transfer offering to a bank bag. One usher and one member of the Safety Team will then deposit the bank bag into the safe in the Faith Building. To preserve the trust of the church and eliminate liability exposure of the individual team members, bank bags containing tithes and offerings should never be left in the care of only one usher.

Women's Ministry Team

As women of First Baptist Church Belen, we desire to glorify God by offering events and activities for our church and community that are Biblically focused and address the spiritual needs of women, support missions, and promote fellowship, thereby encouraging and strengthening each woman's relationship with Jesus Christ. Through prayer, God's Word, and the power of the Holy Spirit, we desire to create a fellowship of women that serve others with compassion and love each other with a spirit of grace and forgiveness. We will accomplish this by offering:

- **Bible Study** – We provide women the opportunity to study God's Word.
2 Timothy 3:16-17(ESV), *"All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work."*
- **Service** – Women need opportunities to serve others.
Doing so together, as the body of Christ, builds unity, encourages growth, and develops relationship.
1 Peter 4:10 (ESV), *"As each has received a gift, use it to serve one another, as good stewards of God's varied grace."*
- **Support** – Women need safe places where they can find Biblically-sound support.
This could come in the form of support groups, mentoring, or interest groups. Ecclesiastes 4:10 (ESV), *"For if they fall, one will lift up his fellow. But woe to him who is alone when he falls and has not another to lift him up!"*
- **Social** – Women benefit by regularly meeting together with other believers.
Offer opportunities for Christian friendships to form and mature. Hebrews 10:25 (ESV), *"Not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near."*

V. Policies

Human Resources (HR) Policies

Definitions of Employment Status: The following terms will be used to describe the classification of employees and their employment status:

- **Exempt** - Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.
- **Non-Exempt** - Employees whose positions entitle them to receive one and one-half times their regular rate of pay for hours worked in excess of 40 in a seven-day period.
- **Full-time** - Employees work consistently over 32 hours per week. Full-time employees are eligible for all benefits when applicable service requirements have been met.
- **Part-time** - Employees scheduled to work fewer than 32 hours per week. They are not eligible for benefits. Positions in this category may include:
 - Part-time Assistants
 - Part-time Receptionists
 - Musicians - accompanists and other musical employees
 - Kitchen Workers
 - Child Care Workers - providing child care and nursery support
 - Interns
 - Temporary Help
- **Pastoral Staff:** Pastors are personnel "called" of God to their positions and are elected by a vote of the Church. They are entitled to full benefits if they work at least 32 hours per week. Pastoral Staff are considered to be exempt employees. Positions in this category include but are not limited to:
 - Pastor
 - Music Minister
 - Minister of Education
 - Minister of Youth
 - Children's Minister
- **Support Staff:** Personnel employed by the Church in other than pastoral positions are classified as support Staff. Support Staff may be classified as exempt or non-exempt employees. Positions may be full-time or part-time and include but are not limited to:
 - Administrative Assistants
 - Secretaries
 - Custodians
 - Groundskeepers
 - Financial Secretary
- **Probationary:** This shall be the classification of new employees with fewer than 60 days of service with the Church.

Note: At the time an employee is hired, they are classified as either full-time or part-time. Unless otherwise specified, the benefits described in this manual apply only to full-time employees. All other policies described apply to all employees. Job classification will be made clear at the time of employment.

Employment Policies

Provisional Period for New Employees: The probationary period for new employees lasts sixty (60) days from the date of hire. During this time, you have your first opportunity to evaluate First Baptist Church Belen as a place to work, and we have the first opportunity to evaluate you as an employee. You and the Church each have the right to terminate employment during this period without advance notice and without cause.

Wage and Salary Policy

General Policy: The prevailing wages of other employees in the same job category and of other employers in our community, your experience, Church budget and other factors will be considered in determining wages.

Review of wages and any adjustments, increases or decreases, will be conducted periodically by the Finance and Personnel Teams.

During the budget preparation process, the Finance Team will determine the amount of money to be budgeted for salary and salary adjustments. Budgeted receipts of the previous fiscal year will determine the amount of money made available, as well as year-to-date receipts in the current fiscal year, inflationary factors, and Church growth. The Church approves the Church budget.

Wage or Salary Increase Policy: Job performance, annual inflation, and Church budget will determine any increase in pay. If an employee is promoted to a position of greater responsibility a salary increase may be granted by the recommendation of the Finance and Personnel Teams followed by the approval of the Church.

Work Schedules

Ministerial staff: Every full-time ministerial staff person is expected to work five days within a seven-day week, with a workday being at least 8 hours. One day off will be selected from Monday, Tuesday, Thursday or Friday. Saturday will be the second day off in a week unless Church activities are scheduled that day. In the case where a Church activity encroaches on a normal Saturday off, the Staff member in charge of that activity will be given the option of taking compensatory time.

Arrangements shall be made to allow a vocational ministerial staff member to be on call as needed. Every bi-vocational ministerial staff person is on-call as much as their outside employment and responsibilities permit.

Priority for ministerial staff in scheduling days off is (1) Senior Pastor, (2) other ministerial staff in order of length of employment at the Church beginning with the longest tenure and proceeding to the shortest tenure.

Each staff person is responsible for securing substitutes for respective responsibilities while away on any leave. The Church pays for all substitutes that commute from outside the Church's local ministry area.

Support Staff: The Church Office will remain open during the lunch period, with at least one office employee remaining at work during that time. The Senior Pastor will determine the working hours for other hourly employees.

Pay Cycle

Salaried Employees: Payday is bi-monthly, the 15th and the last day of every month for salaried employees, resulting in 24 pay periods per year.

Hourly Paid Employees: Generally, follow the same schedule as salaried employees, but can be paid weekly or per job if needed.

Overtime: is bi-monthly, the 15th and the last day of every month for hourly. Employees are classified as exempt or non-exempt from overtime pay. The Church compensates a non-exempt employee for all authorized hours worked in excess of forty hours in a seven-day period at one and one-half times the employee's hourly rate. All overtime must be authorized in advance by the Senior Pastor or his designee.

Compensatory Time and Flex Time: The accrual of compensatory time, not to be confused with overtime, must be authorized in advance by the Senior Pastor or his designee. Generally, time should be made up or taken within the same seven-day period to avoid overtime and accounting issues. This pertains to non-pastoral staff.

Position Descriptions: Position descriptions for each job are kept and updated by Personnel Team. Position descriptions are written for the positions such as, but not limited to, Pastor, Minister of Music, Minister of Education, Minister of Youth, Children's Minister, Financial Secretary, or Custodian. They are used as a yardstick in the appraisal of applicants for positions with the Church and are used as a part of the performance appraisal. From time to time, employees may be asked to perform duties and handle responsibilities that are not in their position descriptions at the discretion of the Senior Pastor. If the new duties and responsibilities remain a significant part of the assignment for greater than six months, any applicable position description should be changed to reflect the new responsibilities.

Performance Evaluations: During periodic performance reviews, a team comprised of Senior Pastor, Deacon Body member and Personnel Team member, will consider but not be limited to the following items:

- Attendance
- Initiative and effort
- Quality and quantity of work
- Conditions under which you work
- Knowledge of your work
- Attitude and willingness
- Progress toward performance requirements

The goal of performance reviews is to identify strengths and areas for improvement, as well as to provide feedback and a plan for future growth and effectiveness in ministry where needed.

Termination of Employment

Support Staff Termination: Your employment relationship with First Baptist Church Belen is of an "at will" nature, which means that you may resign at any time and the Church may discharge you at any time. It is further understood that this "at will" form of employment may not be changed by any document or any supervisor or employees in leadership positions or by any Church member in a leadership position or by conduct unless such change is specifically acknowledged in writing by the Senior Pastor and a member of the Deacon Body and Personnel Team.

Resignation: If you decide to leave employment at First Baptist Church Belen, please advise the Senior Pastor, Deacon Body and Personnel Team members, by submitting a letter of resignation stating your reason for termination and your planned separation date. Your letter of resignation should be submitted at least two weeks prior to the separation date. This courtesy will allow enough time to adjust working schedules and secure a replacement. This process includes turning in all Church property and processing benefits, if applicable.

Involuntary Termination: An employee, other than pastoral staff, may be terminated involuntarily by the Senior Pastor, Deacon Body and Personnel Team member. A written and signed notification will be given to the employee, stating the reason for termination and effective date.

Compensation on Termination: Normal pay will be provided through the termination date. Payment will be made for each hour of accrued vacation time that has not been used (not to exceed the current year's accrual plus maximum carryover of 40 hours). Unused vacation time may be prorated as a portion of the regular monthly rate. If there is a negative balance of vacation pay the final paycheck will be adjusted accordingly.

Additional compensation upon termination may be given at the discretion of the Church on a case-by-case basis. Upon leaving employment for any reason, the final paycheck will be available at the end of the next regular pay period and upon return of all Church property issued.

Pastor or Ministerial staff Termination: The nature of the employment relationship of the Church with its Ministerial staff is very much like that of a family member within his own family. Termination, whether forced or voluntary, is deeply wrenching to both the Church family as well as the staff person and must always be handled with considerable thoughtfulness and reason. When the staff person involved is the Pastor, the shepherd of the Church flock, the possibility of his absence causing serious setbacks to the Church are vastly multiplied. Open two-way communication between the exiting staff member and remaining Church leadership is of vital importance.

Resignation: If a pastor or a member of the ministerial staff decides to voluntarily leave employment at the Church, he should advise the Senior Pastor, who will notify the Deacon Body and the Personnel Team, by submitting through the Church Office a letter of resignation stating his reason for resignation and his planned separation date. The letter of resignation should be submitted at least one month prior to the separation date. This courtesy will allow enough time to adjust working schedules and establish a method to search for a replacement. In the event the Senior Pastor decides to voluntarily leave employment at the Church, he shall notify the Deacon Body and Personnel Team by submitting a letter of resignation and planned separation date.

Involuntary Termination

Ministerial staff: Since the Senior Pastor is expected to be the administrator of the Church's entire program and staff, he may deem it necessary for the welfare of the Church to request the resignation of another member of the ministerial staff. The Pastor may make this request following consultation with the Personnel Team. The Pastor's request shall be considered sufficient cause to request the resignation of the staff person in question. The staff person shall tender his resignation to the Senior Pastor and Personnel Team, who in turn shall present it to the Church.

If the affected staff person refuses to resign upon the request of the pastor, upon the recommendation of the Personnel Team, the Church may vote by a three-fourths majority vote of the members present at a properly called and publicized business meeting, to terminate the relationship. Such termination shall be immediate and compensation conditions shall be as described below.

Pastor: The Senior Pastor may be involuntarily terminated only under extreme circumstances. A consideration and call for pastoral termination must originate from the Deacon Body and from the Personnel Team, and with the concurrence of the Church body. Any Church members inclined to seek such pastoral termination must do so through communication and consultation with either of those bodies. Reasons for pastoral termination may be for:

- Failure to perform his duties as prescribed in the Pastor Position Description.
- Serious personal incompatibilities with the Church membership.
- Failure of the Pastor's own spiritual, moral, or legal authority.

The joint recommendation of the Deacon Body and the Personnel Team to terminate the Pastor shall be sufficient cause to call a special business meeting to hear the question on the recommendation. Either the Deacon Body or the Personnel Team may receive the Pastor's resignation at that point, if tendered. They will in turn present it to the Church.

In extreme cases, in the event a resignation is not offered, the Church may vote by a three-fourths majority vote of the members present at a properly called and publicized special business meeting, to terminate the relationship. Such termination shall be immediate and compensation conditions shall be as described below:

- **Compensation on Termination:** Normal pay will be provided through the termination date. Payment will be made for each hour of accrued vacation time that has not been used (not to exceed the current year's accrual plus maximum carryover of 40 hours). Unused vacation time may be prorated as a portion of the regular monthly rate. If there is a negative balance of vacation pay the final paycheck will be adjusted accordingly.
- Additional compensation upon termination may be given at the discretion of the Church on a case by case basis.
- Upon leaving employment for any reason, the final paycheck will be available at the end of the next regular pay period and upon return of all Church property issued.

Employment Benefits

Note: Although the benefits described in this section are currently available, adjustments and changes may be made.

Health Insurance: Health Insurance benefits are provided at the discretion of the Personnel and Finance Teams.

Worker's Compensation Insurance: First Baptist Church Belen carries insurance to cover the cost of work-incurred injury. Benefits help pay for your treatment and part of any income you may lose while recovering. Law prescribes specific amounts and each case is handled individually. To be assured of maximum coverage prompt reporting of any injury is essential.

Vacations: Paid vacation time is provided for all full-time employees. Each employee is encouraged to use this benefit each year. All vacation time calculations will be based on a calendar year. Vacation schedule will be discussed in Staff Meetings.

Vacation time accrues monthly based on the total annual allotment. Vacation time will begin accruing immediately upon employment, however, vacation time cannot be taken until 60 days (the probationary period) of full-time service has been completed. The annual vacation allotment may be used prior to accrual, however if employment is terminated and there is a negative balance the final paycheck will be adjusted accordingly. The Senior Pastor must approve vacation timetables in order to avoid seasonal staffing shortages.

No more than five (5) days of vacation may be carried over from one fiscal year to the next. Employees will receive no vacation accrual for a leave of absence greater than thirty (30) calendar days.

An employee will be paid for unused, accrued vacation time upon termination of service at the Church regardless of the reason for termination.

Vacation Time-Pastoral Staff: Vacation time for the pastoral staff is based on the total number of years of full-time service within the Southern Baptist Convention. Pastoral staff with one to three years' service receives 10 workdays, equivalent to two calendar weeks of vacation during the calendar year. Pastoral staff with three to ten years' service will receive 15 workdays, equivalent to three calendar weeks of vacation during the calendar year. Pastoral staff with over ten years' service will receive 20 workdays, equivalent to four calendar weeks of vacation during the calendar year. Pastoral staff vacation will additionally be limited to a total of four (4) Sundays per year of which no more than two (2) Sundays may be consecutive.

Vacation Time-Support Staff: Vacation time for Support Staff will be based on the number of years of service with the Church. Employees with one to three years receive 10 workdays, equivalent to two calendar weeks of vacation per calendar year. Employees with three to fifteen years will receive 15 workdays, equivalent to three calendar weeks of vacation per calendar year. Employees with over fifteen years will receive 20 workdays, equivalent to four calendar weeks of vacation per calendar year.

Holidays: Pastoral Staff sets the holiday schedule for the year.

General Holidays include: New Year's Day, President's Day, Good Friday, Easter (Monday following), Memorial Day, Independence Day (Friday or Monday if on a weekend), Labor Day, Thanksgiving (Thursday and Friday), Christmas, 2 Personal Days.

Holidays will be paid at the employee's regular rate of pay. Employees required to work on a holiday will receive a day off with pay in lieu of the holiday.

An employee must be on the active payroll at the time the holiday occurs. Personnel not on an active payroll includes: a) Those in terminated status, b) Those on leave of absence, or c) Those on temporary or permanent layoff.

The Church Office is closed on designated holidays. The Senior Pastor may determine other days that the Church Office will be closed (i.e. end of the year Office hours.). As a courtesy to the congregation, days the office will be closed due to holiday will be communicated in the weekly bulletin.

Sick Leave:

First Baptist Church Belen paid sick leave is accrued from date of employment and implemented as per New Mexico Law (The Healthy Workspaces Act 2022). Where our policies are more generous than the State, we defer to our policies

First Baptist Church Belen Policy: Sick leave may be used for the purpose of visiting doctors, dentists or other medical practitioners. It may also be used for tending to a serious illness suffered by a member of the employee's immediate family. In the event of an illness or injury covered by Worker's Compensation, this policy does not apply. Employees are urged to minimize sick leave usage, particularly so that they accrue sufficient paid time-off to cover long periods of absence caused by serious illness or injury.

Sick leave for full-time employees may be accrued at a rate of one day per month and can be accumulated.

- An employee begins to accrue sick leave on the first day of the month following the date of hire.
- New employees are ineligible for paid sick time during the first three months of employment. Following three months of employment, new employees will receive paid sick time retroactive to the first full calendar month of employment.
- Benefits for all full-time employees will begin on the first calendar day of absence and will amount to 100% of basic earnings.
- The amount of benefit shall be reduced by the amount received from Worker's Compensation, Occupational Disease Law, or any other legislation of similar purpose.

Benefits are not payable for any disability resulting from:

- War, insurrection, rebellion, or participation in a protest action or riot.
- Intentionally self-inflicted injuries.
- Use of alcohol, narcotics, or illegal drugs.

Sick leave shall not be paid on any day on which the employee is performing work of any kind for compensation (i.e., working at another job during regular hours).

Sick leave benefits automatically cease upon temporary or permanent suspension of employment, including temporary or permanent layoffs.

Sick leave remaining at the end of the year, up to a maximum of two (2) weeks, will be carried over to the next year. Unused sick leave will not be paid on termination of employment. Approval of sick leave pay must be by the Senior Pastor.

No sick leave will be charged for a holiday observed by the Church that occurs during a sick leave absence. Sick leave may be charged to vacation time if insufficient sick leave days have been accrued to cover a sickness absence, but sick leave cannot be used for vacation time.

Personal Leave-Pastoral Staff: Personal leave is defined as an excused absence during a duty day, except Sunday, for time to be with family, or other purposes. It is not chargeable to vacation leave.

Personal leave would be appropriate for salaried Staff for an afternoon during or after a week of numerous meetings or activities. If a salaried Staff member desires to take personal leave during regularly scheduled working hours, the absence must have oral approval of the Senior Pastor. The Senior Pastor may use his own discretion for his own personal leave.

Leave of Absence Without Pay: As a rule, leave for short absences are only granted without pay when vacation, sick, or other leaves are exhausted. The Senior Pastor must approve any leave of absence.

- **Military and Reserves:** For the duration of the required service, an employee may be granted a leave of absence without pay.
- **Family and Medical Leave Act:** Employees are not eligible for leave under the Family and Medical Leave Act (FMLA) because the First Baptist Church Belen employees fewer than 50 employees.

Leave of Absence with Pay:

- **Jury Duty:** It is your civic duty as a citizen to report for jury duty when called. While serving on jury duty, you will be paid according to your normal hours from First Baptist Church Belen.
- **Bereavement:** In the event of death in your immediate family (defined as spouse, child, or parent), up to one week of leave may be granted, with pay to travel to and attend the funeral, and handle family affairs. For the death of another relative (defined as sibling, grandparent, or in-laws) an employee may receive up to 3 days with pay.

Extra time off, up to a maximum of 80 hours may be granted, without pay, for unusual circumstances if requested and approved by the Senior Pastor and a member of the Deacon Body and Personnel Teams.

Staff Benefits:

- **Revivals:** Pastoral Staff members shall be entitled to assist in one (1) seven-day (i.e. one Sunday and one Wednesday), or two (2) four-day revivals or workshops (i.e. Sunday and Wednesday) per calendar year upon invitation from another Church. Any additional revivals or workshops shall be subject to Senior Pastor approval. This time is given with full pay and benefits.

- **Conferences:** Pastoral Staff shall be entitled to two weeks per year to attend professional meetings, training, seminars and workshops. Any additional time for such activities shall be subject to Senior Pastor approval. This time is given with full pay and benefits.
- Full-time Support Staff shall be entitled to one week per year to attend training, seminars, and workshops. This time is given with full pay and benefits.

Maximum Time Away: The maximum time away from the Church field for vacations, revivals, conventions, conferences, or any other reason, except on the business of this Church, by a member of the Pastoral Staff, in any calendar year (January 1 — December 31) is four weeks, including four Sundays, with no more than two Sundays consecutive.

Standards of Conduct

Attendance Standards: If you will not be present during any part of your normal workday please contact the Church Office so they may be aware. Failure to notify the Office may result in the time being charged to vacation time. Repeated failure to be present during normally assigned work hours may result in termination of the employee.

Computer, Telephone, and Church Property Use: All employees are required to properly utilize and maintain Church property. Willful abuse or mishandling of property will not be tolerated. All computer equipment and software on the premises and used by employees must be appropriately owned or licensed by the Church. Employees are not permitted to install or use unauthorized software. Removal of Church equipment from the Church property requires authorization from the Senior Pastor or his designee.

Church property and services such as phones, fax, computer, and copy machines are for Church business. Occasional and brief personal use of business equipment, computers, electronic and telephone communications systems is permitted, as long as equipment is not needed for Church business.

Use of the Church computers or network to access, download, store, or otherwise observe Internet files pertaining to any type of adult or child related pornography or other sexually explicit material is strictly prohibited. Use of the Church computers to access online gambling sites for the purposes of observing betting odds or laying down wagers of any kind is also strictly prohibited. Internet access from the Church computers is restricted to matters related to Church business or personal electronic communications with fellow Christian believers worldwide. If any such questionable files are found on the Church's local network, the Senior Pastor and Personnel Team, if necessary, will be the final authority in determining if such files are a legitimate use of Church property. Any such inappropriate use of the Church computers will result in immediate termination of the employee involved.

Theft: Theft of Church property including but not limited to equipment, supplies, computers, software, hardware, tools, labels, or any documents containing information from the Church database will not be tolerated. Failure to comply may result in disciplinary action up to and including termination and legal action.

Confidentiality: During the course of employment with the Church access to information of a personal, financial, sensitive, or confidential nature may occur. The Church Congregation and Staff entrust employees with this important information. The nature of this relationship requires maintenance of confidentiality. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Church and seriously erodes the confidence of others. Even casual remarks can be misinterpreted and repeated, so the personal discipline necessary to maintain confidentiality must be developed. Employees must see that the confidentiality of this information is strictly maintained and protected. Failure to adhere to these necessary standards may result in disciplinary action up to and including termination. Church employees assume an obligation to maintain confidentiality even after they leave Church employ.

"Customer" Relations: The success of First Baptist Church Belen depends upon the quality of relationships between Church employees, the members of the Congregation, and the general public. The community impression of the Church is greatly formed by the people who serve in the public view. In a sense, regardless of an employee's position, all are an ambassador of the Church. The more goodwill they promote, the more they will be respected and appreciated. Employees must:

- Serve competently and deal with people in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.

Ethical Standards and Personal Responsibility: First Baptist Church Belen employees are expected to conduct their personal and professional lives in accordance with Biblical standards. Employee's individual responsibility and the Church's ministry and reputation must not be jeopardized, and ethical and/or moral questions should not arise with respect to their association or work with the Church. Compliance with this code is the responsibility of every employee at the Church and failure to comply may result in disciplinary action up to and including termination.

Harassment: Harassment at the workplace consists of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, gender, age, disability, or those aspects in the individual's relatives, friends, or associates. Harassment can take many forms. It may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexual harassment deserves special mention and encompasses not only harassment that is sexual in nature, but also includes harassment based on gender bias. An employee who believes he or she has experienced harassment is encouraged to:

- Confront the person or persons responsible for the offensive behavior and indicate to them that it is unwelcome and should be stopped.
- Report the harassment to any member of the Senior Pastor or Personnel Team

An employee who observes or becomes aware of harassment also has an obligation to bring the matter to the attention of the Senior Pastor and Personnel Team. All Church employees, particularly supervisors and pastors, have the responsibility for keeping the work environment free of harassment.

The Church's policy is to investigate all reports of alleged harassment thoroughly and promptly with due regard for the privacy of everyone involved. To the fullest extent practicable, the Personnel Team will keep complaints and terms of their resolution confidential. Only those with a need to know about a complaint will be advised of its existence. Harassment of any sort, verbal, physical, or visual, will not be tolerated. All workers will be subject to discipline, up to and including termination, for any harassment they commit or condone. No employee will be subject to any form of retaliation or intimidation for pursuing a harassment complaint.

Smoking, Alcohol and Drug Use: Smoking and use of smokeless tobacco products are not permitted during working hours in the Church buildings or on Church premises or in Church vehicles.

Consumption of, possession of, or being under the influence of alcoholic beverages or illegal substances while at work or in Church vehicles is strictly prohibited (see Ethical Standards, Section F, above). Violation of this policy is cause for immediate termination of employment.

Personal Appearance: A clean, neat, and professional appearance is required at all times.

Financial Policies

We shall depend upon the scriptural method of tithes and offerings as our primary means of financial support for the Church and all its organizations. We will obey the will of the Church, as expressed by its vote, considering it the law and binding on all our financial matters.

We follow Biblical principles of stewardship in all our financial matters. Every member of this Church shall be encouraged to practice this scriptural method of financial stewardship and support of their Church.

We will handle our finances with open accountability, honesty, truthfulness, and integrity.

We shall endeavor to be completely honest in all financial matters and prompt in discharging our financial obligations.

We will follow well established accounting and accountability principles of handling all Church finances:

- No single individual will handle (count, deposit, dispense) the Church's receipts.
- No Ministerial staff person can perform any function in handling the receipts or disbursements beyond giving Church authorized supervision to those who do so.
- The Church's elected Finance Team, under the leadership of the Pastor, shall give oversight to all financial matters.
- All payments to vendors, service providers, personnel, and any others paid by the Church will be in the form of a check or credit card. No cash payments will be made from general operating funds. As a routine policy, individuals designated by the Finance Team will be the primary signers of records for all Church checks. The Financial Secretary may act as a secondary signer in the extreme event another signer is completely unavailable.

We will recognize the following authorization of expenditures:

- All designated gifts must be spent according to the designation of the giver without exception.
- The Church's approval of the budget is the Church's authorization for expenditure of funds within the limits of the budgeted items, provided funds are available. No budget item may be altered or exceeded without the vote of the approval of the Finance Team.
- No expenditure which exceeds \$2500, except for specific amounts such as salaries that are set and authorized by the budget, shall be made without the approval of the Finance Team before the obligation is incurred or expenditure is made.
- The Finance Team shall examine the monthly financial reports prepared by the Financial Secretary and projecting where unavoidable over-budget items may be anticipated; obtain prior approval during a regular business meeting for the overage.
- No obligation for operating expenditure may be made before securing the approval of the Finance Team. If the amount exceeds \$2500, it must have the approval of the Finance Team prior to making the obligation.
- No obligation for Ministry expenditure can be made before securing the approval of the Finance Team. If the amount exceeds your specific budgeted amount, it must have the approval of the Finance Team prior to making the obligation.
- The Church congregation in a business meeting must approve all non-budgeted expenditures (except "designated gift" expenses before the obligation is incurred or expenditure is made.

We will operate financially on a fiscal year beginning on January 1st and ending on December 31st.

Facilities Policies

Any group wishing to use First Baptist Belen's facilities must be in agreement with the Churches' Core Beliefs and By Laws. They must also agree to a Pastoral oversight of the event which may include a time of prayer and/or devotional.

Purpose: The First Baptist Church Belen, hereafter called the Church, has been blessed by God and the sacrificial giving of Church members over the years, with its campus and grounds. Our members have dedicated their buildings and grounds for use in honoring Christ in fulfilling His Commission and shall be used for activities that are directly connected with this function. These policies and procedures provide the scope for such use. The Church buildings include; the Worship Center/Auditorium, Hope Building/Main Building, Education/Faith Building and the South Annex/MAC.

Although the facilities are not generally open to the public, we make our facilities available to approved groups 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. However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Church's faith or moral teachings, which are summarized in, among other places, the Church's Bylaws and statement of faith. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the Church's faith or moral teachings. The Pastoral Staff, or official designee, are the final decision-maker on whether a person or group is allowed to use Church facilities.

Scheduling: Calendars for use of the buildings are maintained by the secretaries in the Church Office. Members of Church and their families will be given priority in reserving any of the buildings after which, former members, regular attendees, and groups outside the Church can reserve buildings. Groups outside the Church cannot reserve buildings earlier than two months prior to their event unless approval is obtained from the Pastor. Some events may be limited to Church members. The Senior Pastor is the final authority should any conflicts arise.

Fees: Current members of Church, former members in good standing, and regular attendees can, for the most part, use the Church buildings. There may be situations that arise for which a fee for building use could be appropriately charged to members. Groups outside the Church will be required to pay the full usage fee as a deposit to secure their reservations. Fees assessed are not rental charges but partial cost recovery for building maintenance, utilities, and other expenses. (See the Facility Usage Donation Guidelines.) The Church staff will evaluate fee rates based on an individual event basis. The Policies and Procedures Team and/or the Finance Team may evaluate the fees on an annual basis and the fees will be modified accordingly.

Safety: The Church is not responsible for injuries which may occur during events which are not sponsored by the Church. It is the responsibility of the party using the buildings to ensure all activities are safe for participants. It is also their responsibility to ensure that building capacities are not exceeded. Prior to the event, the individual reserving any of the buildings will sign a release of liability form (a hold harmless agreement) releasing the Church from all liability associated with that event. Outside organizations will provide the Church with a Certificate of Liability to prove that they have insurance.

Buildings: The Church buildings are available to Church members and their families on a first-come first-served basis. It is the responsibility of each party using the Church buildings to ensure they have made arrangements with the Church Office for opening and closing the building being used. In addition, use of tobacco products, alcoholic beverages, illegal substances, and use of profane language is prohibited on Church properties. Every activity must have a sponsor who will be responsible for supervising the activity in person to ensure that guidelines are followed.

Worship Center/Auditorium: The Worship Center includes the auditorium, foyer, furniture, and sound system. Use of the auditorium is limited to Church members and their immediate relatives. Use by groups that are not members must receive permission from the Pastor and pay a user fee, unless prior arrangements are made and approved by the Pastoral Staff. All parties using the auditorium are required to pay a fee for janitorial services. Janitorial service includes cleaning and moving/rearranging platform furniture. The Church audio technicians are the only people authorized to arrange and operate the auditorium sound system and a fee for technician time is also required. You are responsible for coordinating with the sound technician on the particular set-up desired. Decorations for weddings will be in accordance with wedding policies and procedures.

Main Building and Education Building: The Main and Education (Hope and Faith) buildings consist of the Kids Zone, Nursery, and classrooms which are available for Church member use at no cost. Set-up and clean-up will be handled by the party reserving the facility, unless prior arrangements have been made with the Church Office. Access to Library is limited to Church members and only during posted times. The Administrative Offices of the Church are located in the Education (Faith) building and use of these offices and equipment is strictly limited to Office personnel. The Church's central calendar is maintained by the secretarial staff.

South Annex (The MAC): The South Annex includes gym area, kitchen, and classrooms. Use of the South Annex/MAC for receptions requires that setup and cleanup of tables and chairs be handled by the party reserving the South Annex/MAC, unless prior arrangements have been made with the Church Office. The party reserving the building will handle all cleaning, unless prior arrangements have been made with the Church. Recreational equipment may be used for Church recreational activities only. Users of recreational equipment are responsible for any loss or damage to recreational equipment other than normal wear. Fees may apply at the discretion of the Pastoral Staff.

Equipment: Under no circumstances will audio and visual equipment or musical instruments be taken out of Church facilities, unless it is used for a Church function and is approved by the Staff. Tables and chairs may be taken off Church property, but only for Church sanctioned functions such as Sunday School parties, Deacon dinners, etc. Tables and chairs may be used for receptions such as bridal showers, baby showers, family reunions, or other functions held off Church grounds by Church Members for a donation. Recreational equipment is restricted to use in the South Annex/MAC.

Insurance: For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in an amount disclosed in the Building Usage Request Form. The user must also sign a Facility Use Agreement.

Parking: Parking areas are available for scheduled events. Unless prior arrangements have been made with the Church, FBC Belen does not provide any security, nor is it responsible for any loss/damage that may occur with any vehicle parked on its premises.

Facility Use Guidelines:

- Any person or group must complete the Facilities Use Request Form prior to reservation of Church facilities.
- Groups are restricted to only those areas of the facility that the group has reserved.
- Children must be under adult supervision at all times. Play will be restricted to appropriate areas and respect given to Church equipment and supplies.
- Food and beverage use will be restricted based upon those areas of the facility that group has reserved.
- If event is being catered, approval is required through staff.

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- The individual or group using the facility is responsible for cleaning (including restrooms), set-up and breakdown of tables and chairs to their proper place. Cleaning supplies/equipment are available to ensure facility is left clean. Garbage must be bagged and placed in the garbage dumpster on campus.
- All lights must be turned off and doors locked upon departure.
- Nothing is to be removed or placed on the walls without prior approval.
- All music played or performed, and sound equipment must be approved in advance by audio team/staff.
- Any damage to the facility or the grounds will be the responsibility of the using party. FBC Belen is not responsible for any lost or stolen items.
- Abusive or foul language, violent behavior and drug, tobacco, smoking device or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premises immediately.

Van Policies

Church vans are used by approved Church members for Church sanctioned functions. Drivers of the vans will have a copy of their driver's license on file with the Financial Secretary and must pass a background check. God has blessed us with these vehicles to glorify Him. Many ministries utilize the vans. Vehicles are to be returned fueled and interior cleaned.

A First Baptist Church Belen Parental Consent Form must be completed by the parent/guardian of all minors utilizing our Church Vans.

Driver Requirements:

- Driver must be a church member unless otherwise arranged with a Pastor.
- Driver must have a valid driver's license and (per our insurance) be between the ages of 21 and 75.
- The church reserves the right to review driving history, and the right to refuse driving privileges to those who, in our judgement, represent excessive risk.
- The church reserves the right to ask proposed drivers to complete a short "check ride" with the Vehicle Coordinator.
- Interpretation and enforcement of the above policies are at the discretion of the Pastor.

Fuel Policies:

- The church requires that you bring back the vehicles fully fueled. Whenever possible, fuel should be purchased at vendors that maintain billing arrangements with the church. The office administrator will provide a current list of such vendors.
- For away trips from the church or travel outside the local area, or after office hours, purchase the fuel you need at any available outlet and upon your return submit your receipt to the church office for immediate reimbursement.

Reservation Procedures:

- Church members may reserve and use vans for church related activities.
- Reservations are requested through the church office by notifying the office staff of the intended date and time of the need for the van.
- Repeating requests (i.e.: regular service activity) should be arranged with the office administrator at the beginning of each calendar year.

Obtaining Keys:

- Keys can be checked out in the church office during office hours.
- Verify that the van contains a current insurance card and registration before departure.

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- Keys are not to be copied or passed on to anyone.
- New vehicle users should review and sign acceptance of vehicle policies and procedures upon receipt of keys.

The van shall be returned to the secured parking garage on the lot across the street from the Faith Building.

Breakdowns:

- Call any towing/road-side service for assistance with towing, dead batteries and other minor troubles.
- For major breakdowns, call the nearest service center. Towing/repairs will be billed to the church.
- Notify the church (505-864-8621) as soon as possible, even if you only leave a message after hours.

Accidents:

- In case of an accident involving another person or vehicle or major property damage, call the local police department and Do Not leave the scene until they arrive.
- Exchange the following information with any other drivers involved: Name, home/work phone numbers, vehicle registration information, make and model, license plate number, and insurance information.
- Provide the church office phone number – (505)864-8621. The church is the point of contact for insurance.
- Notify the church office of any accident immediately and provide a written statement describing any accident/incident to the office as soon as possible.
- **Important:** Complete an Accident/Incident Report and submit a statement to the church office for any accident/incident involving injury or damage. Any operator of a church van found to be negligent may be personally liable for the entire cost of repairs.

Safety:

Full size vans are not difficult to drive, but they do require extra care and attention. Back up only when necessary. Use a ground guide. Sound the horn, back up slowly and check constantly for obstacles. Use side and rear-view mirrors. Full size vans have big blind spots. Get help from passengers when backing up, changing lanes, etc. Turn wide. Be sure you have sufficient room for turns, keeping an eye on the back end of the vehicle as you go through your turn.

Do not carry more passengers than you have seat belts and make sure all passengers **use** them. It's a proven fact that seat belts save lives. Riotous behavior by a van full of passengers is distracting to the driver and dangerous for everybody and should be discouraged. When operating a church van, you are a representative of the church and identifiable as such. When driving a church van, one must obey all traffic laws/speed limits. Drive with care, courtesy and respect for the community. Show God's love even as you drive.

Drivers are responsible for ensuring that all doors are locked – on or off campus – whenever van is unattended. Jacks, spare tires and even seats have been known to disappear from vehicles.

Children's Ministry Policies

The Kingdom Kids Ministry upholds the Mission of First Baptist Church Belen to: **Honor God, Educate His little ones, and Engage Culture.**

Our specific mission is to engage/educate children to seek and follow the Lord their God and grow into excellent members of their community. It is the goal of the Children's Ministry/Nursery that all volunteers/paid workers strive to lead by example. You have been chosen, now in service of the King of Kings, to serve in His most precious area and uphold the mission stated above. As His representatives, First Baptist Church Belen's Children's Ministry encourages all volunteers to:

- Spend consistent personal time with your King each day.

- Seek God's guidance before each session.
- Pray for each child during the week.
- To truly be a Christ-follower who puts into action in every area of your life what God's Word designs.

To teach God's little ones to follow Him, you must do so yourself. Children spot hypocrites instantly. If you are telling them to read the Word of God daily, make certain you are doing the same.

Volunteer Policy

- All volunteers must be a church member regularly attending for at least six months.
- All adult volunteers must have a background check in order to serve and may be required to provide references, a written testimony or application.
- The lead teacher must be 18 years or older. A youth 14 – 17 may count as the second teacher and be allowed to serve alongside an adult with: **one adult recommendation and the Children's Minister approval.**
- Volunteers must set good examples for our little ones and therefore be committed followers of Christ in word, attitude and deed. Actions that are not consistent with Biblical values may be cause for removal at the Children's Minister or Pastor's discretion until such a time as spiritual growth and maturity is cause for reinstatement.
- Volunteers must complete the annual Mandatory Child Protection Training.
- Each volunteer will be given a copy of the church Children's Policies & Procedures and must sign the **Acknowledgment of Receipt** form.

Reporting Policy

All childcare volunteers are expected to immediately report any incident of careless, abusive or problematic behavior of adults or youth leaders. It is better to act on behalf of the child than to ignore an instinct. Volunteers observing the above-mentioned behaviors should:

- Approach the coordinator or Children's Minister and report concerns. Gossip is prohibited. Any information regarding the above - mentioned behaviors must be brought only to the appropriate Church staff members. If the concern is minor, i.e. an overly harsh attitude, etc. Church staff will handle the volunteer inhouse on a case by case basis.
- Fill out an incident report including: name and contact information of the child, person in question and person reporting, as well as the reason for filing and cooperate fully with Church staff or law enforcement as needed.
- In the event of reported **abusive** behavior, the Church staff member will report to the appropriate authorities and inform the family of action taken.
- In the event of confirmed abuse, the Church will immediately dismiss the worker from their position.

Nursery/Preschool Policy (Age birth - four years)

- A nursery will be staffed as our volunteer availability permits during service.
- *Baby Church* is a self-service nursery available for parents/guardians who wish to step out of service and stay with their child.
- Other events for which a nursery is needed must be scheduled through the Nursery Coordinator or Children's Minister. Approved nursery workers from other churches may be used to cover nursery for special events as approved by the children's minister.
- A Parent/Child Identification system is available at sign-in for parents of preschoolers to insure the correct match of guardian and child for authorized pick up. Only parents/guardians/individuals designated by parents may pick up/sign out children.
- All Children's Ministry policies regarding workers/volunteers apply to the nursery.

Child Protection

- A first aid kit must be maintained and stored both upstairs in the media area and downstairs in the Pre-school classroom.
- Provide a Mandatory Child Protection Training for all volunteers annually.
- Parents, guardians, or parent approved representative must sign children in/out.
- Parent permission must be given before using a child's picture on any media. (See form.)
- At FBC Belen, our purpose is to be very selective in those allowed to serve our children. It is the goal of First Baptist Church Belen to employ a **two adult** childcare rule to ensure the actions of any one childcare worker are known to at least one other, therefore two adults must be present when supervising one or more children. If husband and wife serve together, it is our goal that a third volunteer be present.
- Some Bible Study or music classes may have only one adult as the teacher while class is in session providing there is visibility into the classroom whether through a window or open door.
- If an unplanned situation occurs with only one nursery childcare provider due to unforeseen circumstances, the following procedure should be followed:
 - Immediately inform the Childcare coordinator or minister.
 - Be in a visible location with a window, open door, etc.
 - Implore the Safety Team to make periodic checks during rounds.

Restroom Policy

Children K-6th grade may use the restroom on their own. Children younger than 5 may be assisted, if necessary. In this case, the restroom door must be partially open (enough for accountability, yet still maintaining the child's personal privacy) or diapering facilities within the room used.

Discipline Policy

If a child is disruptive:

- Give a verbal correction.
- Pull the child aside and talk with him/her about appropriate Christlike behavior.
- Bring the child to the Children's Coordinator/Minister who will instruct and allow time to calm down.
- Call the parent/guardian.

Emergency Procedures

- Minor Injuries: A First Aid Kit will be well stocked and placed in both the Pre-School Room in the Hope Building and in the Media Center of the Kids Zone.
- Emergency Contact: Both the Kids Zone and the Nursery will be provided radios to be used to contact the safety team should an emergency arise. The Children's Coordinator/Minister's number along with other Emergency numbers will be posted in classrooms and updated as needed.
- A Nursery/Children/Worker Policy on Illness will be visibly posted on/by classroom doors.
- Child/Worker Illness: If a child displays a fever, vomiting, diarrhea or other symptom, gently remove the child from contact with the other children and notify your coordinator to contact the parents. **Children or workers displaying these symptoms must stay home.**
- Incident report forms are available in case of injury or abuse to a child or church worker. The person making a report should identify: the child's name and address, the name and contact information of the person making the report, as well as the reason for filing.

Playground Rules

- During Church class times, the *Two Worker* rule applies. Two volunteers must be present on the playground with the children.
- If you take it out, bring it back in. Please leave the playground as good or better than you found it.

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- If something is broken, if possible, remove or fix the item. If not possible, please inform the Children's Minister or the office and make sure child safety is upheld.
- When children are playing during non-class hours under the supervision or permission of their own parent/guardian, said parent/guardian **assumes ALL risk**.

Cleanliness

- Wipe down used surfaces and used toys in the Kids Zone or Nursery.
- Return all unused materials neatly to the designated supply areas or Resource Room.
- Leave chairs/room straightened and clear of clutter.
- Periodically renew wall posters/bulletin board art.
- Clean or report bathrooms as needing to be cleaned.
- Vacuum or Swiffer floors as needed.
- If supplies are needed, message the Children's Minister/Nursery Coordinator.

Vehicle Safety

See Van Policy

Wedding Policies

General: The marriage ceremony performed in the Church is a Worship Service and is one of the most sacred of all ceremonies. It will be most meaningful to you and your families and friends when there is careful planning before the event. It is never merely a social occasion. It is a rite in which a man and a woman pledge loyalty to each other with the blessings of God and are united by Him in holy wedlock. For this reason, the following statements will govern your plans for your wedding here at First Baptist Church Belen. We sincerely believe these policies to be the most suitable and practical for all concerned. There are, therefore, no exceptions to these provisions. Please read them carefully.

The First Baptist Church Belen is pleased to offer its facilities. By coming to the Church for your wedding you are saying you want this happy, wonderful experience and the life, which shall follow to be lived in the presence of God. We, as the Church, want to do all we can to help you make this a holy, beautiful, memorable experience.

Since the wedding is on Church property, the families of the bride and bridegroom have the responsibility of insuring that the ceremony glorifies God. The Church will be flexible in the area of arrangements, but not in the content of the ceremony. Because of our commitment to the Scriptural teaching that both the bride and the groom will have a personal relationship with Jesus Christ as Lord, our Church requires pre-marital counseling with the Pastor or a designated staff member prior to the wedding ceremony.

Procedures

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 secretaries, who will clear the date with the Pastor, staff and the other Church schedules.

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

Weddings may be held in the auditorium (400+ seats). If the bride wishes to have it in a private home or other setting, she still needs to check with the secretaries regarding the availability of the Pastor.

Pastor/Minister: The Pastors and Staff of the Church consider it a privilege to participate in the wedding ceremonies of its members. Except where other arrangements are made, the Pastor who performs the service has final approval of the wedding ceremony. A Pastor or Minister from another Baptist Church or other evangelical Christian denomination may officiate in the ceremony only with the approval of the Senior Pastor, or in the absence of the Senior Pastor, his designee.

Your Wedding Music: It is most important to keep in mind that a Church wedding is a Worship Service of the Church and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. Music is a very important part of the wedding ceremony and should be suitable for this sacred occasion. All music should be submitted for approval to the Pastor/Minister of Music. If desired, the music office will be glad to help with the music selection.

The services of the Church pianist are available, if their schedules permit. A fee for each must be arranged privately and paid directly to the musician involved. Any soloist or piano accompanist of the couple's choosing may be used for the ceremony but must be approved by the Pastor/Minister of Music. The Church instrumentalist may be used only by special arrangement with the Pastor/Minister of Music. When there is a soloist, it will be the responsibility of the bride to see that the soloist contacts the musical accompanist.

If the Church's sound system is to be used, then remuneration for each sound technician is required. In most cases, only one sound technician is necessary. (See Wedding Fee Schedule.)

All wedding music and sound system usage must be approved and must be coordinated through the Pastor/Minister of Music. Once again, only approved sound technicians may operate the sound system.

The Rehearsal: It is important to remember that the rehearsal is an integral part of the wedding preparation and is held in a place dedicated to the worship of God. The bride and groom are responsible for insuring that the members of the wedding party arrive promptly for the rehearsal as well as the wedding. Because of the number of weddings in the Church during certain seasons of the year, rehearsals are sometimes scheduled very close together. The wedding rehearsal shall be conducted promptly at the scheduled time. Both sets of parents should be present for the rehearsal. Appropriate dress is requested for all parties present during the rehearsal.

Photographers: It is to the advantage of the wedding party to take as many pictures as possible prior to the time of the wedding. Remember, the guests will be waiting for the reception after the wedding. Pictures requiring flash or lights, including movies or videotaping, are major distractions. The photographer should avoid taking any pictures that would cause a distraction or take away from the beauty and tone of the wedding. 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, with the one exception of the time the bride is entering and leaving the ceremony. A video of the ceremony itself may be taken unobtrusively. Pictures may also be taken of the bridal party following completion of the service.

Flowers and Decorations: In the worship centers of the Church, namely the auditorium, there exists a setting for a sacred service that is dignified and beautiful. Decorations should be carefully planned. It is the responsibility of the bride's family to arrange with a florist for decorations.

Whenever candles are used, they must be of the drip less variety and must be in candelabra, which will catch and contain all drippings, and the floor will be thoroughly protected. A polyethylene liner may be placed under the candelabra to further protect the carpet. The bride and the groom will be held directly responsible for the cleaning of spilled wax from all floor coverings and furniture in every case.

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Be certain that any decorations used will not damage the floors, walls, carpets, or furniture. Under no circumstances shall decorations be attached to the pews or other furniture by pinning, gluing or nailing. No decorations are to be hung or suspended from lighting fixtures or ventilators. Nails or screws must not be driven into any part of the building or fixtures. The wedding party will be held responsible for any damages or disfiguring of the Church buildings or property.

The florist engaged by the bridal party or the families of the bridal party are responsible for the floral set-up and will be required to remove all floral accessories from the building immediately following the wedding. If rented or borrowed property has been used, it is the responsibility of the wedding party to see that it is returned immediately after the wedding. The Church does not have facilities for storage of such items.

All facilities must be left "broom clean" after removal of flowers, candles, etc.

Air conditioning or heating will be turned on only at a reasonable time before any scheduled event, but not in any case more than four hours in advance. Florists should note this well and not bring flowers too early.

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

The pulpit and the Lord's Supper Table may be removed as well as chairs and other furniture on the platform.

The bride and groom are required to sign the enclosed reservation form agreeing that they will comply with the foregoing rules. Reservations for the buildings will be considered firm when the Wedding Reservation Form has been completed and returned to the Church Office with payment for the appropriate fees.

Checks for the wedding fees should be made out to the First Baptist Church Belen. Soloists, or other persons hired by the wedding party, shall be paid directly by the bride and groom. It is then understood that the Church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

You may contact the Church Office at (505)864-8621 during Office hours if there are any questions or concerns regarding this policy.

Wedding Reception: The MAC/South Annex is available for wedding receptions. There is a fee for the use of this building. The fee will depend on the use of the building.

The wedding party is responsible for providing helpers or servers for the reception. For receptions with over 100 guests, there should be a minimum of 4 workers. For receptions with over 200 guests, there should be a minimum of 6 workers. All items consumed from Church supplies will be charged at applicable rates from the list within this wedding policy.

The MAC/South Annex is equipped with a full kitchen and ample counter space for food preparation and set-up. Refrigerator and freezer are available for short-term storage in preparation for the reception. A Church kitchen attendant should be employed by the bridal party to assist the reception servers in setting up for the reception. The Church worker will assist with the clean-up and putting away of Church owned kitchen utensils in their proper locations, and in general directing the kitchen helpers from the bridal party to restore the kitchen to its previous state of order. Any food and drink left over from the reception must be removed from the kitchen immediately following the end of the reception unless prior arrangements have been made.

Please Observe the Following Rules:

No smoking, alcoholic beverages, or illegal substances will be allowed on Church property. This includes the parking lots, grounds, and buildings. No wedding or rehearsal will be conducted when any member of the

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wedding party is under the influence of alcohol or drugs. The wedding party is responsible to insure there is no smoking and no drinking of alcoholic beverages on the premises. The wedding party will be responsible for informing guests of this rule.

The bride and groom are responsible for any damage done to the Church furnishings or buildings. Please, make sure all children are well attended to prevent accidental damage. No rice, rose petals, (except on a runner down the center aisle, provided by the couple) confetti, etc. may be thrown in the Church buildings or on the grounds. Birdseed may be thrown outside the buildings only.

The Church will not be responsible for any items brought to the Church for use in the rehearsal, wedding, or reception that are lost, stolen, or damaged. A member of the wedding party must be responsible for seeing to it that such items are properly secured.

Concerning the Costs: Fees will be established at the time of scheduling and are the responsibility of the bride and groom. These charges are for utilities and janitorial services. They do not include honorariums for musicians or Church Staff.

- **Damage Deposit:** This fee will be refunded, as soon as is practical after the wedding if there are no damages to any Church property.
- **MAC/South Annex:** may be used only in conjunction with a wedding in the auditorium unless arrangements have been made with the Pastor.
- **Custodial Service:** If the cleaning of the Church after the ceremony exceeds prior payments made, the bride and groom will be responsible for the remaining balance.

Remember:

- No smoking or use of alcoholic beverages on premises.
- No profane language on premises.
- No inappropriate dancing.
- No wax candles rose petals (except on the aisle runner), rice, etc. in the buildings.

General Fees:

- Minister
- Custodial Fee
- Facilities Fee
- Pianist
- Sound Technician
- Church Kitchen Attendant

For members of First Baptist Church Belen and their immediate family, only the customary fees for Church personnel will be charged. If either the bride or the groom is a member of the Church, there will be no charge for the use of the facilities. However, there is a charge for any materials used that were previously purchased by the Church for Church usage such as plates, cups, ice, etc. Members are also expected to pay the damage deposit.

All fees must be paid at least two weeks prior to the wedding. Checks may be made payable to the First Baptist Church Belen.

Custodial time offered for all weddings includes 2 hours for rehearsals, 3 hours for the wedding and 2 hours for the reception. Larger weddings requiring more than one custodian will require additional charges. Unusual arrangements may require additional fees.

Suggested Checklist for Planning the Wedding, Reception, and Rehearsal:

- Church Office
- Minister
- Music Minister
- Marriage Counselor
- Printer
- Florist
- Photographer
- Soloist
- Bakery
- Marriage License
- Kitchen Attendant
- Custodial Service (required)

VI. Definition of Terms

Articles of Incorporation: The document that must be filed with an appropriate government agency, commonly the office of the Secretary of State, if the owners of a business want it to be given legal recognition as a corporation. Articles of Incorporation, sometimes called a Certificate of Incorporation, must set forth certain information as mandated by statute. Although laws vary from state to state, the purposes of the corporation and the rights and liabilities of shareholders and directors are typical provisions required in the document. Official forms are prescribed in many states.

Business Meeting:

- Regular: Called no less than twice a year, it is a time when old business then new business is conducted. Team reports are presented and voted on for approval.
- Special: The Pastor or any other member of the Church may call a Special Business Meeting with the concurrence of the Pastor or the Chairman of Deacons. A minimum of one week's notice of the subject, date, time, and location must be given to the Church for the special called business meeting unless extreme emergency renders such notice impracticable.

By Laws: A law or rule governing the internal affairs of an organization.

Church History: A document detailing the First Baptist Church History from 1917 to present. May be updated periodically.

Our heritage is one of growth and expansion. Since 1917 our Church has added many new facilities and established new ministries. God has richly blessed our Church and these efforts.

Deacon: One of the laymen elected by a Church with congregational polity to serve in worship, in pastoral care, and on administrative teams.

Ministry: "Ministry" is from the Greek word diakoneo, meaning "to serve" or douleuo, meaning "to serve as a slave." In the New Testament, ministry is seen as service to God and to other people in His name. Jesus provided the pattern for Christian ministry:

"He came, not to receive service, but to give..." (see Matthew 20:28; Mark 10:45; John 13:1-17).

Officers: Officers are individuals with specific skills to perform certain administrative service type jobs in the Church. The officers are Trustees, Treasurer, Moderator, and Church Clerk.

Parliamentary Rules: *Robert's Rules of Order* is the short title of a book containing rules of order intended to be adopted as a parliamentary authority for use by a deliberative assembly written by Brigadier General Henry Martyn Robert.

Policies: A policy is typically described as a principle or rule to guide decisions and achieve rational outcomes. The term is not normally used to denote what is actually done; this is normally referred to as either procedure or protocol. Policies are generally adopted by the Board of or senior governance body within an organization whereas procedures or protocols would be developed and adopted by senior executive officers. Policies can assist in both subjective and objective decision making.

Procedure: A procedure is a set of actions or operations which must be executed in the same manner in order to always obtain the same result under the same circumstances (for example, emergency procedures).

Quorum: The number of members of a group or organization required to be present to transact business legally, usually a majority.

Receptions: can include, but need not be limited to all church-authorized functions such as:

- Wedding and Funeral receptions
- Anniversaries
- Family Reunions
- Birthday Receptions
- Going Away Parties
- Graduation Celebrations

Small Group Bible Study: The objectives of this group are to lead in reaching and evangelizing the unsaved and unchurched, teach Biblical revelation, lead all Church Members to witness, worship, learn, and minister daily, and provide and interpret information regarding the work of the Church and the denomination.

Special Services: Special music or revival services or any other Church meetings deemed essential to the promotion of the objectives of the Church may be conducted at the discretion of the Pastor and ministerial staff.

Sunday School: is the Church doing its work in the context of small groups. It is a seven-day-a-week strategy, not a one-day meeting.

Teller: An employee of a bank, or similar institution (Church), whose job includes the responsibilities of helping the customers/members with their banking needs, such as counting money and depositing checks and cash weekly.

Trustee: An individual who holds or manages assets for the benefit of another. Trustees make decisions based on due diligence and in the best interest of the beneficiary and can be held personally liable for their actions if the beneficiary deems there was a breach of trust.