

SBC Bylaws

May 13, , 2026

**SHILOH BAPTIST CHURCH**  
**HARTFORD ALABAMA**



**BYLAWS, POLICIES AND PROCEDURES**

**May 13, 2026**

## Table of Contents

<b>Constitution</b>	Pg 4
<b>Bylaws</b>	Pg 6
Membership	Pg 6
Church Officers	Pg 8
Senior Pastor	Pg 8
Pastoral Staff	Pg 9
Deacons / Moderator / Clerk	Pg 10
Treasurer / Trustees	Pg 11
Non-Pastoral Staff	Pg 12
Church Services	Pg 13
Quarterly / Special Business Meetings	Pg 13
Voting	Pg 13
Church Ordinances	Pg 14
Ministry Programs	Pg 14
Sunday School	Pg 15
Discipleship	Pg 16
Baptist Women’s Ministry (formerly WMU)	Pg 17
Men’s Brotherhood	Pg 18
Music	Pg 19
Children’s	Pg 19
Youth	Pg 21
Senior Adult	Pg 23
Committees	Pg 24
Nominating / Personnel	Pg 25
Bylaws / Finance	Pg 26
Buildings and Grounds	Pg 27
Shower / Baptism / First Touch	Pg 28
Social / Transportation	Pg 29
Technology and Media / Youth Council	Pg 30

SBC Bylaws  
May 13, , 2026

Counting / Flower	Pg 31
History / Homebound	Pg 32
Music and Drama	Pg 33
Safety and Security	Pg 34
Special Committees	Pg 35
Pastoral Staff Search Committee	Pg 35
Amendments	Pg 36
<b>Appendix A: Shiloh Baptist Personnel, Policies and Procedures</b>	Pg 37
Pastoral Staff Job Descriptions	Pg 38
Senior Pastor	Pg 38
Associate Pastor/s	Pg 40
Youth and Children’s Minister	Pg 42
Praise and Worship Minister / Leader	Pg 44
Interim Pastor / Pastoral Staff Member	Pg 46
Pulpit Supply Pastor	Pg 49
Procedure for Replacement of Pastoral Staff	Pg 51
Deacon Body Duties, Selection, Nomination and Confirmation	Pg 53
Finance and Budget Policy	Pg 60
Sunday School Policy	Pg 65
Nursery Policy	Pg 68
Child Safety and Volunteer Requirements	Pg 77
Counting Committee Policy	Pg 79
Music Ministry Policy	Pg 80
Tech and Media Ministry Policy	Pg 81
Buildings, Facilities, Equipment and Vehicle usage Policy	Pg 86
Cemetery Policy	Pg 90
Shower Policy	Pg 90
Amendments	Pg 91

# **CONSTITUTION**

## **PREAMBLE**

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

This body shall be known as the Shiloh Baptist Church of Hartford, Alabama located in the Dundee community.

### **Objectives:**

*To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the word.*

*To be worshiping fellowshiping, and experiencing an awareness of God, recognizing His person, and responding in obedience in His leadership.*

*To experience an increasingly meaningful fellowship with God and fellow believers.*

*To help people experience a growing knowledge of God and man.*

*To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.*

*To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.*

## **STATEMENT OF BASIC BELIEFS**

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the current doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind.

## **CHURCH COVENANT**

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

We engage , therefore, by the aid of the Holy Spirit to walk together in Christian love, to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines and discipline; to contribute cheerfully and

regularly to the support of the ministry, the expenses of the church and the relief of the poor, and the spread of the gospel through all of the nations.

We also engage to maintain family and secret (Matt 6:6) devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; faithful in our engagements, and exemplary in our conduct; to avoid all gossip, slander and excessive anger; to abstain from the sale of and abuse of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

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

We moreover engage that if called from Shiloh Baptist Church, we will unite with some other church where we can continue in the spirit of this covenant and the principles of God's word.

### **POLITY and RELATIONSHPS**

The government of this church is vested in the body of believers who compose it. Persons duly received by the membership shall constitute the membership.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to no other ecclesiastical body, but it recognizes and sustains the obligations of mutual council and cooperation which are common among Southern Baptist churches. As far as is practical, this church will cooperate with and support the Genva County Baptist association, the Alabama Baptist Convention and the Southern Baptist Convention.

### **AMENDMENTS**

This Constitution may be amended, altered, or repealed by a 75% "Yea" vote of the members present and eligible to vote at any business meeting of the church; provided that such an amendment, alteration or repeal has been provided to the church ministry assistant and church clerk in writing and presented to the congregation for review at least two (2) weeks prior to the time the vote is taken.

## **BYLAWS**

### **A. MEMBERSHIP**

#### **General**

Shiloh Baptist Church, Hartford Alabama, is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains, unto itself, the exclusive right of self-government in all places of the spiritual and temporal life of this church.

Membership shall consist of individuals who have made a public profession of their faith in Jesus Christ as Lord and Savior, and who, having been baptized by immersion, agree with the Articles of Faith stipulated in our constitution. Members additionally agree to be active followers of our Lord in the work of his ministry.

Church membership is a formal declaration of an individual's commitment to a local body of believers. Membership is a commitment to the Shiloh Baptist membership and its leaders to utilize your God-given talents and gifts within our church family.

#### **Candidacy**

Any person may offer him or herself as a candidate for membership of Shiloh Baptist Church. All candidates shall be presented to the church at any regular church service for approval and inclusion in the membership. A 75% "yes" vote is required for acceptance. Candidates may present themselves for membership in any of the following ways:

- 1) By profession of faith and by baptism according to the bylaws of Shiloh Baptist Church
- 2) By promise of a letter of recommendation from another Baptist Church of like faith and order.
- 3) By statement of prior conversion experience and baptism by immersion when no letter is available.

Any dissent to a candidate's eligibility shall be referred to the Senior Pastor and Deacon Body for investigation and the making of a recommendation to the church within thirty (30) days of notification. This recommendation shall be presented to the church at a regular or special business meeting. A 75% "yes" vote shall be required to include this candidate into the SBC membership.

#### **Orientation**

New members will provide the following minimum information to the Church Clerk so they may be added to the church roll.

- a) Name
- b) Address
- c) Date of Birth
- d) Phone number
- e) The church from which they are transferring. (if applicable)

f) Email Address

New members shall be assigned a Deacon for inclusion into that deacon's family ministry plan.

New members are encouraged to participate in the SBC new member orientation class. This orientation will include an overview of the church constitution and bylaws, church history, most recent church directory, a list of deacons and the structure of the church body to include committees and ministry programs established to support the church.

### **Rights of Members**

Members of this church may participate in all church ordinances, business meetings, and other activities. Voting on all church business will be restricted to members aged 18 and older.

### **Discipline**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastors, deacons or other members of the church staff are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. (Galatians 6)

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, the pastor and/or deacons will take every reasonable measure to resolve the issue in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a church vote shall be called during a regular or special business meeting. If 75% of those present vote to exclude the member, the church may declare the individual to be no longer a member of Shiloh Baptist Church.

Upon evidence of repentance and reformation, any previously excluded member may petition the church for membership restoration. The church shall have the opportunity to vote on this as previously stated in this section.

### **Active Church Roll**

All members of Shiloh Baptist Church shall be kept on a membership roll in one of two categories, Active or Inactive.

**Active Member:** A member who is actively involved in the church and in regular attendance.

**Inactive Member:** A member who, without good reason, has been absent for a period of more than one (1) year and fails to support the church by attendance and contribution. Members deemed inactive will be moved off the church roll as appropriate and notified by letter. Members wishing to return to the active role may request action by the pastor and deacons on this matter.

The membership shall be reviewed by the pastoral staff and deacon body for the purpose of keeping the roll current. After review, the pastoral staff and/or deacon body shall notify the Church Clerk of the required changes to the membership roll.

## **B. CHURCH OFFICERS**

Officers within Shiloh Baptist Church have a variety of responsibilities related to the spiritual and practical life of the church. Their duties range from preaching and teaching to visitation to managing finances to clerical work. The work of each officer enhances the overall ministry of the church. Their efforts are complementary and interdependent.

The officers of this church shall be the Pastor, Associate Pastors, Deacons, Moderator, Church Clerk, Associate Clerk, Treasurer, Associate Treasurer, and the Trustees. Unless stated otherwise in these bylaws, officers shall be presented to the church by the nomination committee for confirmation annually.

### **Senior Pastor**

***Specific job descriptions, and procedures for selecting/replacing the Pastoral staff are in the Personnel and Policies appendix to the Shiloh Baptist Church Bylaws.***

The qualifications for a pastor are set forth in Scripture in 1 Timothy 3:1–7 and Titus 1:5–9. The Senior Pastor shall be in charge of the welfare and oversight of the church; he shall conduct religious services at the regular meetings and at the time of special meetings or occasions; he shall minister to the spiritual needs of the members of the church; he shall administer the ordinances; he shall, through prayer and study, render effective preaching; he shall have special charge of the pulpit ministry of the church; through the effective use of the pulpit, he shall win the lost to Christ; he shall be head of all program organizations and an ex-officio member of all ministry programs and committees. As deemed appropriate by him, the Senior Pastor may give authority to an Associate Pastor or staff member to represent him in ministry programs/committees and their meetings.

As need arises, the Pastor shall supervise, discipline, and terminate church staff in accordance with the church's policy. The Deacon Body should be kept informed of hiring and termination issues. The hiring of all pastoral staff must be voted on by the Church.

The Senior Pastor is responsible to the congregation of the church, personnel committee, and deacon body.

Election of the Senior Pastor shall be by written ballot, and an affirmation vote of 90% of the active members present at a special business meeting. The Senior Pastor thus elected shall serve until the relationship is terminated by his request or the Church's request. The Senior Pastor shall give at least two weeks' notice at the time of resignation before terminating his responsibilities.

Termination of a Senior Pastor's services shall be by written ballot of 75% of the members present and voting at a special business meeting as described in this document. A meeting called for this purpose shall have been announced at least two weeks prior to the meeting and may only be called after the matter has been heard by the other officers of Shiloh Baptist Church.

If the Church Officers receive a report that bears on the Senior Pastor's qualifications, the Church Officers shall consider the report and determine by a majority vote whether it should be acted upon. If

they decide to investigate the matter, the member/s will present their concern to the Church Officers. The Senior Pastor shall be present during the member's report to hear the accusation(s) against him. The Senior Pastor will have the opportunity to respond. After the Church Officers have heard from both parties, the member shall be dismissed, and the Senior Pastor will recuse himself from the remainder of the meeting while the matter is discussed. If a motion to remove the Senior Pastor is approved by an 75% affirmative vote of the officers present, then a special business meeting will be called, and a vote will be taken according to the requirements set forth in this document. The Senior Pastor may address the membership before any vote at such meeting.

## **Pastoral Staff**

### **Associate Pastors**

The Associate Pastor serves a vital role in the functionality of the church leadership. The Associate Pastor serves as the linchpin between the Senior Pastor and the rest of the church body. In the Senior Pastor's absence, the Associate Pastor must be able to fill in their place with little notice. The Associate Pastor must possess the ability to efficiently lead and oversee others. As the church grows and evolves, the Associate Pastor must be willing and able to adapt to the necessary changes of the church. It is essential that the Associate Pastor be able to foster relationships with people of all ages and backgrounds, both in the church and in the community. Associate pastors may be delegated specific areas of responsibility and focus for their ministry. These may include Student, Youth, Children, Senior and Praise & Worship Ministry. SBC will be staffed as necessary to meet the needs of its congregation.

### **Youth and Children Minister (not an officer of the church)**

The Youth and Children's minister provides leadership, vision, and oversight for all ministries related to children (birth–5th grade) and youth (6th–12th grade). This individual will develop and lead programs that foster spiritual growth, discipleship, and evangelism, consistent with the beliefs of the Southern Baptist Convention.

### **Praise and Worship Minister (not an officer of the church)**

The Praise and Worship Leader is responsible for planning, coordinating, and leading Christ-centered worship that supports the preaching of the Word and fosters congregational participation. This role serves to guide the church in meaningful worship experiences consistent with the beliefs of the Southern Baptist Convention.

***Specific job descriptions, qualifications, and procedures for selecting/replacing the Pastoral staff are in the Personnel, Policies and Procedures appendix to the Shiloh Baptist Church Bylaws.***

## Deacons

The Deacon Body is the active, functional, organized body of deacons elected and set aside by our membership, to **serve** our church. ***The Deacon Body is NOT a Board of Directors but rather a Body of Servants!***

The active deacon body shall consist of the required number of active deacons necessary to ensure no more than 25 active member families are allocated to each deacon within the Deacon Ministry Family Plan. Deacons shall be elected to the Deacon Body by the membership, according to the process described in the Shiloh Baptist Personnel, Policies and Procedures annex. The Deacon Body has the authority to recommend to the church changes in the deacon membership and ministry as requirements dictate.

Duties of the Deacon Body and their method of selection, nomination and confirmation are detailed in the Personnel, Policy, and Procedures annex to these bylaws.

The Chairman of Deacons will maintain and provide a “Deacons Handbook” for all active deacons. This handbook outlines, in detail, the service and ministry of those men serving as Shiloh Baptist Deacons.

## Moderator

The moderator presides over all of Shiloh Baptist Church regular and special business meetings using Robert’s Rules of Order. The moderator’s goal is to maintain the fellowship and unity of the church. His responsibilities include Maintaining Fellowship during meetings, Collaborating with staff/leaders to develop agendas for meetings, executing church business in a timely manner, clarifying church business for later action, keeping business meetings on course, ensuring the church clerk records the names of those members making motions and correctly records the motion.

The Pastor shall serve as moderator during Shiloh Baptist Church regular and special business meetings. In the absence of the pastor, the Chairman of Deacons will fill this role. If both the Pastor and Chairman of Deacons are absent, the church clerk shall call the meeting to order and preside over the election of an “acting” moderator.

## Church Clerk

The church shall annually elect/confirm a clerk as its primary clerical officer. The individual member serving in this officer position may continue service indefinitely but must be presented to the church by the Nominating committee each year for confirmation. The clerk shall be responsible for keeping a suitable record of all official actions of the church.

The clerk shall keep the minutes of all business meetings of the church. The clerk is responsible for keeping a register of the names of the members, with dates of admission, dismissal, or death, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church. The clerk shall write letters of recommendation approved by the church, preserve on file all correspondence and official written reports, and give notice of all meetings as required by these bylaws. The clerk shall keep an accurate record of all staff hirings as well as a record of the deacons serving each year and their

terms of services. The clerk shall be responsible for preparing the annual letter of the church to the association. All church records and reports kept by the church clerk are church property.

The church may delegate some of its clerical responsibilities to an associate church clerk, who is elected annually in the same manner as the church clerk.

### **Treasurer**

The church shall annually elect/confirm a church Treasurer and Associate Treasurer as its financial officers. The members serving in these positions may continue service indefinitely but must be presented to the church by the Nominating committee each year for confirmation.

It shall be the duty of the Treasurer to receive, preserve, and pay out all money or things of value paid or given to the church, always keeping an itemized account of all receipts and disbursements. Disbursements will only be made upon receipt of vouchers approved and signed by authorized personnel. The Treasurer shall present to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding quarter. In the event of the incapacitation of the Treasurer the Associate Treasurer shall assume all responsibilities of the Treasurer. If both the Treasurer and Associate Treasurer are unavailable the chairman of the Finance Committee shall assume these responsibilities for no more than 3 months. If the Treasurer and Associate Treasurer will both be unavailable for greater than 3 months, the Nominating Committee will propose a replacement, and a church election will be held to fill these positions.

Upon rendering the annual audit at the end of each year, and its acceptance by the church, the audit shall be delivered by the Treasurer to the church clerk. The clerk shall keep and preserve the audit as a part of the permanent records of the church.

### **Trustees**

The church shall have three (3) trustees, each serving three (3) years with terms staggered to provide for the election of one (1) new trustee each year. Appointment of trustees shall be by recommendation of the Active Deacon Body, confirmation by the church annually. After serving a term as trustee, that member will be ineligible to serve as a trustee until one church year has lapsed.

Upon a specific vote of the church authorizing each action, the trustees have the power to buy, sell, mortgage, lease or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase or rental of property or other legal documents related to church approved matters.

## **C. *NON-PASTORAL***

### **Ministry Assistant (Church Secretary)**

The Shiloh Baptist Ministry Assistant plays a vital role in supporting the ministry and daily operations of the church by providing comprehensive administrative, clerical, and communication support. This position serves as the welcoming face and voice of the church, often being the first point of contact for members, visitors, and the surrounding community. The Ministry Assistant must demonstrate professionalism, discretion, and a strong commitment to the mission and values of the church.

The Ministry Assistant contributes significantly to the effectiveness of church operations by ensuring clear communication, organized administration, and a welcoming environment. This role supports the overall ministry by enabling church leadership to focus on spiritual guidance and community outreach.

### **Financial Secretary**

The Financial Secretary shall be responsible for the accurate recording and reporting of all financial contributions made to the church. This position ensures integrity, confidentiality, and proper documentation of all donation records. The Financial Secretary receives records, and maintains an accurate account of all tithes, offerings, and other contributions ensuring that all funds are properly counted and verified in accordance with established internal controls. The Financial Secretary prepares and provides regular reports of contributions to church leadership and the finance committee. The Financial Secretary shall report to the Treasurer and/or Finance Committee and work in cooperation with church staff and leadership.

\*\* The Shiloh Baptist Ministry Assistant may also serve as the financial secretary

## ***D. CHURCH SERVICES and MEETINGS***

### **Worship Services:**

The church shall hold regular meetings on Sunday and Wednesday to worship and praise Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be the key ingredients of these services. Services will be open to members, prospective members, and guests. The senior pastor is responsible for directing services. If the Senior Pastor is unable to lead or direct a service, he will find a suitable substitute for the service(s).

### **Special Services**

Revival services and other assemblies significant to the advancement of the church's objectives may be necessary throughout the year. These services shall be coordinated by the church staff and appropriate individuals. These shall be placed on the church calendar as early as possible during the calendar year.

### **Quarterly Business Meetings**

The church shall hold regular business meetings at **6:00 pm on the 3<sup>rd</sup> Sunday** evening of the following months, January, April, July, and October.

The church fiscal year shall run from January 1 to December 31 each year. This allows newly appointed program directors, committee chairs, and staff to develop and submit their budgets for the upcoming year. It also allows the finance committee to develop the annual church budget and present it to the church for approval prior to the beginning of the fiscal year.

The "church year" shall run September 1 to August 31 each year. Church Officers, committee members, and program directors will assume duties for their terms on September 1<sup>st</sup>.

### **Special Business Meetings**

A special business meeting may be held to discuss matters of a significant nature. A minimum of One (1) weeks' notice must be given to the church membership for the meeting to be considered valid. This notification will be made during the preceding Sunday/Wednesday service and announced via the SBC social and digital media platforms.

### **Voting**

Shiloh Baptist Church, Hartford Alabama, is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains the exclusive right of self-government in all places of the spiritual and temporal life of this church. As such, its membership is responsible for confirmation, approval, and election of various issues. Voting and nomination will be done by secret ballot unless specifically stated otherwise within this document. **All votes require a quorum to be present to be considered valid. Quorum requirements are stipulated below.**

Only members, aged **18** and older, may participate in these votes.

Following is a list of topics the church may be required to vote upon and the percentages of "Yes" votes required to confirm/approve the item:

- a. Senior Pastor Confirmation: 90%

- b. Pastoral Staff Confirmation: 85%
- c. Deacon Confirmation: 60%
- d. Membership Confirmation: 75%
- e. Constitution Change, Alteration or Repeal: 75%
- f. Bylaw Change, Alteration or Repeal: 75%
- g. Personnel, Policy and Procedure Annex, Alteration or Repeal: 66%
- h. Business Meetings: Simple Majority

\*\*For topics/issues presented during business meetings which require congregation approval a quorum is established by the members present and a simple majority popular vote is required for approval.

### **Meeting Rules**

*Robert's Rules of Order Newly Revised* shall be utilized during all SBC business meetings and special business meetings.

For meetings/assemblies requiring a vote to confirm, elect or terminate, a quorum is considered present when at least 30% of the average Sunday worship attendance for the preceding quarter are in attendance. For business meetings ONLY, a quorum is established by the membership present regardless of number present.

Votes for election, confirmation and nominations will be conducted by secret ballot.

**Quorum Example:** If during the last quarter the average attendance for Sunday worship was 300 people (members and guests), 90 Members must participate in the vote for it to be considered valid.

## **E. CHURCH ORDINANCES**

### **Baptism**

Baptism is an ordinance for believers only, by immersion only, and as a symbolic act, not having any power itself. The act of baptism pictures what Christ has done for the believer in his death, burial, and resurrection. Likewise, it portrays what Christ has done through the new birth, enabling death to the old life of sin and newness of life to walk in. Baptism gives testimony to salvation already received; it is not a requisite for salvation. It is an act of obedience to Jesus Christ.

This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly and who indicates a commitment to follow Jesus as Lord.

- Baptism shall be by immersion in water.
- The Senior Pastor, or ordained person the church shall authorizes, shall administer baptism.
- The Baptism Committee shall assist in the preparation for and the observance of baptism.
- Baptism shall be administered during any worship service of the church.

- This church rejects the practice of infant baptism.

### **The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby baptized believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. The Lord's Supper shall be observed as often as deemed appropriate by the Senior Pastor, pastoral staff, and Deacon body. The goal is to observe at least once quarterly. The deacons shall be responsible for the physical preparations for the Lord's Supper. All church members in good standing and guests who are professing Christians of like faith are eligible to participate.

## **F. CHURCH MINISTRIES**

The church shall maintain programs of bible teaching, church member training, church leader training, new member orientation, mission education, action and support, and music education, training, and performance. All organizations related to the church programs shall be under the church's control, the directors being elected by the church and reporting regularly to the church and all program activities subject to church coordination and approval.

Each program shall have a "director" who is responsible for coordination and management of the program. The directors will, if applicable, will formulate a budget necessary to support the program and submit this budget request to the finance committee in September of each year. Programs may be supported by committees consisting of lay people of the church who volunteer to aid in the program ministry.

### **Sunday School Ministry**

#### **Purpose**

The Shiloh Baptist Church Sunday School Ministry shall serve as the church's primary strategy for Bible teaching, discipleship, fellowship, ministry, evangelism, and multiplication. In cooperation with the doctrinal commitments of the Southern Baptist Convention and consistent with the model promoted by Lifeway Christian Resources, this ministry shall provide a comprehensive approach to reaching, teaching, and caring for people in fulfillment of the Great Commission (*Matthew 28:19–20*).

Specific Sunday School policy and organization are found in the Personnel, Policies and Procedures annex.

#### **Functions of Sunday School**

The Sunday School Ministry shall fulfill the following five functions:

1. **Bible Study** – Teaching God's Word to lead individuals to salvation and spiritual maturity.
2. **Fellowship** – Building meaningful relationships and promoting unity among members.

3. **Ministry** – Meeting the spiritual and physical needs of members and prospects.
4. **Evangelism** – Reaching the lost and enrolling new persons in Bible study.
5. **Multiplication** – Developing new leaders and starting new classes to extend the ministry.

### Organization

The Sunday School shall be organized into age-graded and/or life-stage classes to effectively minister to all people. The ministry shall meet regularly, on Sunday mornings at a time determined by the Church and may include additional gatherings and outreach efforts as needed (*Acts 2:46–47*).

## Discipleship Training Ministry

The Discipleship Training Organization will serve as the training unit of the church. Its task is to train church members to perform the functions of the church; train church leaders; orient new church members, teach Christian theology, Christian ethics, Christian history, and church policy and organization. It also provides and interprets information regarding the work of the church and denomination. This program serves as the foundational training for new and mature Christians alike. However, it is primarily structured to support and educate those who are new to Christ.

The program will be under the main guidance of a Discipleship Training Director, with department heads and teachers appointed as necessary by the director based on needs of the church. Discipleship Training will be organized by departments for all ages. At a minimum there will always be a New Convert Adult and New Convert Youth and Children department at SBC.

The program director shall be selected by the Senior Pastor in partnership with the nominating committee and confirmed by the church. All department heads and teachers shall be selected in the same manner as the Sunday School teachers and workers.

All discipleship directors, department heads and teachers must be faithful in church attendance and must have sufficient knowledge of the stated subjects to provide sound quality instruction. The director, along with department heads and teachers, will acquire and develop curriculums and lesson plans to support the program. These curriculums shall be reviewed by the Senior Pastor.

They will be prepared to, at a minimum, conduct two (2) iterations of the training annually.

The program may also include small group training (**D-Groups**). These groups allow Christians of various “maturities” to come together in an on-going manner to continue their walks with Christ. The small group concept allows the group flexibility to schedule their fellowship as needed and meet throughout the year.

Each group shall have a leader chosen by the Pastor and the Discipleship Program Director. These groups shall be provided with a curriculum and will meet as decided by the group. Each group should be comprised of members of various ages and Christian maturity levels. Groups should be separated by sex with only males or females in each group.

## **Baptist Women's Ministry (Formerly: Women's Missionary Union)**

### **History:**

The Baptist Women's Ministry (BWM) was established in 1888 with its home office in Birmingham Alabama. It is an auxiliary of the Southern Baptist Convention. In 1912 the BWM was organized. BWM seeks to equip adults, youth, children, and preschoolers with mission education to become radically involved in mission work for God. In 2026 the BWM changed its name to the "Baptist Women's Ministry".

### **Purpose:**

The Shiloh Baptist BWM is the mission education, mission action and mission support organization for adult women, young women, girls, and preschool children. The supreme purpose of the BWM is to make and teach disciples of Jesus Christ.

Its objectives are to:

- a) Encourage and disciple women to live out the mission of Jesus Christ through prayer, discipleship training, missions, community outreach and evangelism.
- b) Pray for missions.
- c) Engage in mission action and witnessing.
- d) Learn about missions.
- e) Support missions
- f) Develop spiritually toward a mission's lifestyle.
- g) Participating in the work of the church
- h) Multiply
- i) Hold one another accountable to the word of God.

The Shiloh Baptist BWM sponsors, advertises and promotes local, state, national and international prayer emphases, and offerings. Some of its areas of special focus are:

- a) March – April: Annie Armstrong Easter Offering and Week of Prayer for North American Missions
- b) September: Myers-Mallory offering and week of prayer for State Missions
- c) October: World Hunger offering and emphasis.
- d) October – November: Operation Christmas Child/Samaritan's Purse shoe boxes
- e) December-January: Lottie Moon Christmas offering and week of prayer for International Missions.

The Shiloh Baptist BWM all places special emphasis and effort on mission activities in support of our local community. Some of these are:

- a) Back-to School Supplies and Backpack Ministry
- b) Penny auctions and other activities at our local care facilities

- c) Assisting in food distribution through the Geneva Baptist Association and other organizations.

The BWM shall elect a chairperson. Other officers may be elected as needed support its mission.

The Shiloh BWM shall meet monthly on a regular basis as determined by its membership. The meeting dates and times will be published in the church bulletin and advertised through the weekly services.

## **Men's Brotherhood Ministry**

### **History:**

In 1906 D. L. Moody (Moody Publishing, Moody Bible College) believed the only way the world could be evangelized was through the mobilizing of laymen. Moody founded the International Laymen's Movement. On May 16, 1907, preceding the Southern Baptist Convention's opening session, Annie Armstrong's cousin, Joshua Levering of Maryland, and Governor W. J. Northern of Georgia, called a meeting to discuss how Baptist men in the convention could be involved. From this meeting came the Baptist Laymen's Missionary Movement. In 1926, Southern Baptists involved in the Laymen's Missionary Movement created the Baptist Brotherhood of the South. In 1950 the Baptist Brotherhood of the South became the Brotherhood Commission of the SBC, with offices in Memphis, Tennessee. In 1954 the Royal Ambassador movement, which had been sponsored and promoted by BWM since its birth as an organization, was moved from BWM to the Brotherhood Commission.

### **Purpose:**

The purpose of the Shiloh Baptist Brotherhood is to encourage and equip churches to effectively reach, minister to, and activate men. We believe that reaching men is about relationships. It encourages the development of trusting relationships through meaningful shared experiences that may include fellowship, study, and missions' participation. We encourage churches to implement the four cornerstones of men's ministry:

- a. Evangelize Men to Salvation (outreach and fellowship)
- b. Establish Men to Spiritual Maturity (discipleship)
- c. Equip Men for Ministry (service)
- d. Extend Men on Mission (local, state, national and international)

The Shiloh Brotherhood is an organized group of men dedicated to a fellowship that seeks to help the church perform the task of teaching missions to men and boys, engaging them in mission action, and leading them to support world missions through prayer and giving. It shall be devoted to teaching missions, engaging in mission actions, and supporting local and worldwide mission through prayer, education, and financial support. Members shall be ambassadors of the church and promote the work of Shiloh Baptist Church.

Membership in the SBC Brotherhood shall be open to all male members of SBC who are active and in good standing.

The Shiloh Brotherhood shall elect a chairperson. Other officers may be elected as needed support its mission.

The Shiloh Brotherhood will meet monthly on a regular basis as determined by its membership. These meetings shall be published in the church bulletin and advertised through the weekly services.

## **Music Ministry**

The SBC music program shall be under the direction of the Praise and Worship Minister / Leader. There shall also be an associate director, who should be a member of the praise and worship committee/choir. This program is the music education, training, and performance organization of the church. Its objectives are to: Teach music and harmonious praise, train volunteers to lead, sing and play music, provide music and musicians in the church and community, Provide organization and leadership for special projects of the church.

## **Children's Ministry**

The children's ministry program is among the most important programs within our church. It is responsible for the spiritual growth and education of the children the Lord has entrusted us with. This program supports children from nursery through 5<sup>th</sup> grade.

*"Start children off on the way they should go and even when they are old, they will not turn from it!"*  
*Proverbs 22:6*

The Youth and Children's Minister shall be responsible for and have oversight of all activities in this program. In the absence of the Youth and Children's Minister the Children's Ministry Director will assume oversight and responsibility for this program. The Youth and Children's Minister along with the program director shall develop and establish in-depth nursery and children's policies and procedures for inclusion in the SBC Bylaws Policies and Procedures annex.

He shall seek and appoint volunteers to serve as director and associate director of this ministry program well as volunteers to form a "Children's Team." The Youth and Children's Minister and program director will coordinate with the nominating committee to ensure sufficient volunteers are in place to serve in the numerous capacities necessary for the success of this program. These individuals will be presented to the church annually by the nominating committee for election.

The Children's Ministry will be organized as necessary to support the age groups within SBC. Where possible, both Sunday School classes and mid-week service classes shall be organized the same with regards to age.

### **This program is responsible for:**

- a. Assisting the pastoral staff in the planning of a calendar of periodic activities to reach the children of our church and community
- b. Management and staffing of mid-week service children's classes and functions

- c. Encouraging involvement of the parents in one of the ongoing children's ministries
- d. Purchase of supplies and equipment necessary for the completion of this ministry
- e. Ensuring space and resources necessary for the ministry are available.
- f. Selection and development of curriculum for Sunday School and mid-week service children's classes. Normally Sunday School classes shall follow the curriculum selected by the Sunda School director and mid-week classes will utilize the curriculum established by Baptist Women's Ministry for the various age groups.
- g. Ensuring appropriate policies are in place and procedures are in place for the safe and effective conduct of the ministry.
- h. Ensuring children's functions are staffed and supervised as required and in compliance with church, local, state and federal policy as applicable.
- i. Preparation of appropriate policies to be included within the SBC policies and procedures portion of its bylaws
- j. Preparation of and adherence to an annual budget

Vacation Bible School is another important function of the Children's ministry. It is a seasonal ministry of the church designed to provide intensive Bible teaching, evangelism, discipleship, and fellowship for children, youth, and families within the church and the surrounding community. Shiloh Baptist VBS will be conducted during the summer (May-August) of each year. VBS will consist of a structured program that includes Bible study, music, crafts, recreation, and missions' education, all centered on the teaching of God's Word and the gospel of Jesus Christ.

The purpose of Vacation Bible School is to:

1. Proclaim the gospel and encourage personal faith in Jesus Christ
2. Provide age-appropriate biblical instruction.
3. Strengthening spiritual growth and discipleship among participants
4. Foster relationships within the church and outreach to the community

Vacation Bible School shall be organized under the leadership of the church and in cooperation with appropriate ministry leaders or committees. The Pastoral Staff in partnership with the nominating committee shall select a VBS Director. The Director will coordinate the appropriate number of volunteers to support the various activities of VBS. The Director will prepare an annual budget and submit it to the finance committee NLT Sep. 30<sup>th</sup> each year.

All teaching and activities will align with the doctrinal beliefs and mission of the church.

## **Youth Ministry**

### **Purpose**

The Youth Ministry of this church, in cooperation with the Southern Baptist Convention, exists to lead students in grades 6–12 toward a personal relationship with Jesus Christ and to support their growth in Christian faith and practice.

The ministry shall emphasize evangelism, discipleship, biblical instruction, fellowship, and service, in obedience to the command of Christ as given in the Great Commission (Matthew 28:19–20). Through

regularly scheduled gatherings, Bible study, worship, and ministry activities, students shall be instructed in the teachings of Scripture and encouraged to apply biblical principles in their daily lives (2 Timothy 3:16–17).

The Youth Ministry may utilize resources consistent with the doctrinal positions of the church, including materials provided by Lifeway Christian Resources or other biblically sound sources as approved by church leadership.

The purpose of the Youth Ministry is to equip young people to live as faithful followers of Christ, to serve the church and community, and to share the Gospel (Ephesians 4:11–13).

### **Leadership Structure**

The Youth Ministry shall operate under the authority of the church and in alignment with its statement of faith and mission.

The Senior Pastor shall provide overall spiritual oversight. The church may appoint a Youth Minister or Director who shall be responsible for planning, coordinating, and overseeing all youth-related activities, teaching, and discipleship efforts.

All leaders shall demonstrate a clear Christian testimony and affirm the church’s statement of faith, serving as examples to the flock (1 Peter 5:2–3; 1 Timothy 4:12).

A Youth Team may be established to assist in planning, outreach, and administration. All leadership roles shall be subject to the policies and approval processes of the church. The Pastoral Staff, in partnership with the Nominating Committee, shall recruit individuals to serve on the Youth Team.

### **Safety and Protection Policies**

The church is committed to providing a safe and secure environment for all students participating in Youth Ministry activities, recognizing Christ’s care for children and youth (Matthew 18:5–6).

All adult leaders and volunteers shall be screened and approved in accordance with church policy, which may include background checks, reference checks, and required training.

A minimum of two unrelated adult leaders shall be present at all Youth Ministry functions. Private, one-on-one interactions between adults and students shall be avoided except in visible and accountable settings (1 Thessalonians 5:22).

All activities shall adhere to established church safety procedures, including supervision standards, transportation guidelines, emergency response plans, and communication with parents or guardians.

Any suspected abuse, misconduct, or violation of safety policies shall be reported immediately in accordance with church policy and applicable laws (Romans 13:1).

### **Membership and Participation**

Youth Ministry participation shall be open to students in grades 6–12 who are members of the church, as well as guests from the community, consistent with the church’s mission of outreach (Mark 16:15). For

Sunday School and Wednesday Evening Bible Study the youth shall be divided into two groups with grades 6-8 being the “junior” youth and grades 9-12 being the “senior” youth.

Student members are encouraged to participate faithfully in worship services, Bible study, ministry opportunities, and the broader life of the church (Hebrews 10:24–25).

All participants are expected to conduct themselves in a manner consistent with biblical standards, demonstrating respect for leaders, peers, and church property (Colossians 3:17).

Parents or guardians are expected to support the ministry by encouraging participation, maintaining communication with leaders, and complying with church policies regarding safety and involvement (Deuteronomy 6:6–7).

The church reserves the right to address behavioral concerns and, when necessary, restrict participation to preserve a safe, orderly, and Christ-centered environment (1 Corinthians 14:40).

### **Discipline and Restoration**

The Youth Ministry shall seek to maintain a Christ-centered environment by addressing misconduct in a manner that is both corrective and restorative, consistent with biblical principles (Galatians 6:1).

When a student’s behavior is inconsistent with the expectations of the ministry, leaders shall respond with guidance, correction, and encouragement toward repentance and growth (Proverbs 22:6).

Disciplinary actions may include verbal warnings, parent or guardian notification, temporary restrictions from activities, or other appropriate measures as determined by ministry leadership. Serious or repeated misconduct may result in suspension from Youth Ministry activities, subject to review by pastoral staff or church leadership (Matthew 18:15–17).

Parents or guardians shall be informed and involved in addressing significant behavioral concerns.

The goal of all discipline shall be restoration, reconciliation, and spiritual growth (2 Corinthians 2:6–8).

Students who have been restricted from participation may be restored upon demonstration of repentance and a willingness to comply with ministry expectations, and, when appropriate, after meeting with ministry leaders and/or pastoral staff.

All disciplinary actions shall be administered fairly, consistently, and in a manner that reflects the grace and truth of the Christian faith (Ephesians 4:15).

## **Senior Adult Ministry (JOY- Just Older Youth) Program**

### **Purpose**

The purpose of the Program is to:

- a. Provide spiritual, social, and educational opportunities for senior adults (age 55 and older).
- b. Encourage participation in church worship, service, and fellowship.
- c. Promote Christian growth through Bible study, prayer, mission work, and community service.
- d. Foster intergenerational relationships within the church body.

*“Even as I please all men in all things, not seeking my own profit but the profit of many, that they may be saved.” – 1 Corinthians 10:33*

### **Membership**

- a. **Eligibility:** Membership is open to all adults 55 years and older who are members or regular attendees of Shiloh Baptist Church
- b. **Participation:** Members are encouraged to attend Program events, Bible studies, and service activities regularly.
- c. **Responsibilities:** Members shall support the Program through prayer, service, and active participation.

*“Therefore, encourage one another and build each other up, just as in fact you are doing.” – 1 Thessalonians 5:11*

### **Leadership**

- a. **Director**– Provides leadership, plans activities, and coordinates with church leadership. Keeps records of meetings, attendance, and communications. Manages Program funds in accordance with church financial policies.
- b. **Assistant Director** – Assists the Director and assumes responsibilities in their absence.

### **Qualifications**

- a. Officers must be active members of Shiloh Baptist Church and demonstrate Christian character.
- b. **Selection & Term:** Officers shall be elected annually by the church through the nominating process.

### **Meetings**

- c. **Regular Meetings:** The Program shall meet at least once per quarter for fellowship, study, or business.
- d. **Special Meetings:** May be called by the Director or by a majority of members.

### **Finances**

- a. **Funding:** The Program receives funds through church budget allocations, donations, or approved fundraisers. The director shall submit an annual budget to the finance committee NLT September 30<sup>th</sup> each year.
- b. **Accounting:** All funds shall be managed in accordance with church financial policies and subject to annual review by the church treasurer or finance committee.

*“Whoever can be trusted with very little can also be trusted with much.” – Luke 16:10*

## ***F. COMMITTEES and Teams***

### **Committees:**

Committees consist of volunteer members of the church who are led by the Holy Spirit to serve in a capacity in support of SBC and Christ's Kingdom. These committees are vital to the function, operation and success of each of these ministries. The various committees are organized into two basic categories: Standing Committees and Special Committees. Standing Committees are those that operate continuously from year to year and provide support to the overall ministry of the church. Examples of these include The Nominating Committee, the Finance Committee, and the Building and Grounds Committee. Special Committees are those that are called to specific task that is typically limited to accomplishment of that task. Examples of these include The Pastoral Staff Search Committee, the Playground Development Committee, and the New Construction Committee.

The Nominating Committee is responsible for seeking out volunteers willing to serve on and the eventual staffing of each committee. The Nominating Committee, in conjunction with committee chairpersons, and church staff will begin this process each year during the months of May, June and July. Individuals being led to serve may contact a member of the Nominating Committee at any time. Unless otherwise noted, the regular method of election shall be, by recommendation to the church by the Nominating Committee. The Nominating committee will present a list of individuals and the committees they are nominated to serve on no less than 2 weeks prior to the scheduled election date.

This election shall be conducted as necessary so that new committee members rotate onto the respective committees beginning September 1<sup>st</sup> of each year. Terms of office, unless otherwise specified, shall be for three (3) years beginning September 1st with terms staggered so that one (1) member's term of service expires each year. Upon request of the pastor or committee chairman, and upon approval of the church, additional members may be added to a committee for a limited term or specific purpose. These changes will be presented to and voted on by the church at a planned or special business meeting.

Each committee will select its own Chairperson from among the committee members. When it is necessary to elect the entire membership of a committee at one time, as with the formation of a new committee, the moderator will appoint a chair for this committee.

In the event of a vacancy, the chairperson of the committee shall coordinate with the nominating committee to recommend a replacement as soon as is practicable and the person shall be elected, as stated, to serve the remainder of the term for the person being replaced.

After completion of their term, individuals may not rotate back onto the same committee for the period of one (1) year.

### **Teams:**

Teams, much like committees, serve a vital role in the life of the church and support many different ministries. Teams are comprised of volunteer lay persons of the church who collaborate with the pastoral staff to support the needs of the church. The primary difference between teams and committees is the method of selection of those volunteers. In the case of teams, some additional

qualifications may be needed by the individual team members. These qualifications may be things like medical training, security/safety training, being a parent of a youth etc. The pastoral staff shall select a director/chairman for each team. The pastoral staff and director/chairman will canvas the church body for volunteers who desire to serve on a specific team and select from among those volunteers those best suited for service. The pastoral staff and director/chairman shall present the team members names to the nominating committee once selected. The nominating committee shall present these names to the church for confirmation through the normal annual confirmation process.

## **Standing Committees**

### **Nominating Committee**

Composition: 6 members

Term: 3 Years with one (2) member's term expiring each year

Method of Election: By the church through the nominating committee

#### **Purpose:**

The Nominating Committee canvases the Church members and makes recommendations of individuals to serve on all standing and special committees, as well as church officers. The Nominating Committee makes its recommendations to the Church for approval during the July business meeting for a confirmation vote. In the event a position needs to be filled outside of this established window the Nominating Committee may make its recommendations at the next scheduled or special business meeting.

The Nominating Committee ensures that each standing committee has held its first meeting and elected a chairperson no later than October 1<sup>st</sup>.

The Nominating Committee should be composed, to the extent possible, of members who represent the diversity within the Church membership.

Members considered for this committee shall be vetted and approved by the current Nominating Committee prior to being approached for recruitment.

### **Personnel Committee**

Composition: Three (3) members as well as the Chairperson of the Finance Committee and Chairman of Deacons

Term: 3 Years with one (1) member's term expiring each year

Method of Election: By the Church through the nominating committee

#### **Purpose:**

The Personnel Committee serves as the human resources unit of the church.

Duties:

SBC Bylaws

May 13, , 2026

- a. In consultation with the Senior Pastor and Pastoral Staff to determine the Church's staffing needs and makes recommendation to the Church as needed.
- b. Coordinate with the Pastor to develop and maintain a personnel policies and procedures manual including but not limited to the following.
  - i. Job descriptions for each paid employee
  - ii. Organizational charts
  - iii. Policies for recruiting, interviewing, hiring and terminating non-pastoral staff.
  - iv. Preparation and maintenance of personnel files for each employee
    - a. Establishes standards for evaluating Pastoral Staff performance.
- c. Performs, in conjunction with the Senior Pastor, an annual performance review of all church staff, both pastoral and non-pastoral.
- d. Performs an annual performance review of the Senior Pastor
- e. Make salary and compensation recommendations to the Finance Committee

### **Bylaws Committee**

Composition: Six (6) members

Term: 3 years with 2 members rotating off annually

Method of Election: By the Church through the nominating committee

#### **Purpose:**

The Church Bylaws Committee is appointed to oversee the development, review, and revision of the church's bylaws to ensure they remain accurate, legally compliant, and aligned with the church's mission and practices. The committee strives to ensure the church operates with clear, consistent, and biblically grounded governance, supporting orderly decision-making and organizational integrity.

#### **Duties**

Review existing bylaws periodically for clarity, relevance, and effectiveness.

- a. Recommend updates or amendments as needed.
- b. Ensure bylaws comply with applicable laws and Southern Baptist Convention guidelines.
- c. Work with church leadership to reflect current structure, policies, and procedures.
- d. Present proposed changes to the church body
- e. Maintain official records of bylaws and amendments.

### **Finance Committee**

Composition: Six (6) members (The Treasurer and Associate Treasurer are ex-officio members who attend meetings but have no voting privileges)

Term: 3 years with 2 members rotating off annually

Method of Election: By the Church through the nominating committee

**Purpose:**

The Finance Committee is responsible for developing and preparing a comprehensive annual budget for SBC and for fiscal oversight of SBC. The committee works in conjunction with the church Financial Secretary to ensure proper accounting of the Lord's funds received and disbursed by SBC.

**Duties:**

- a. Ensure all Staff, Program Directors, Committees and others submit their budget requests to the Finance Committee NLT October 15<sup>th</sup> each year.
- b. Consolidate budget requests and develop a comprehensive budget annually for SBC.
- c. Determine annual salaries for all staff.
- d. Determine necessity of and approve unforeseen expenses not included in the budget.
- e. Coordinate with the Church Financial Secretary as required.

All funds received and dispersed by SBC shall be properly accounted for using an approved and appropriate system of accounting. All SBC disbursements made by check require the signature of the church Treasurer or the Associate Treasurer in the event the Treasurer is unavailable.

The SBC fiscal year runs from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Building and Grounds Maintenance Committee**

Composition: Six (6) members

Term: 3 years with 2 members term expiring each year

Method of Election: By the Church through the nominating committee

**Purpose:**

The Building and Grounds Committee is responsible for the maintenance and upkeep of all church buildings, including furnishings, the grounds and the SBC cemetery.

**Duties:**

- a. Ensure SBC buildings are in the most maintained condition possible. Ensuring electrical, appliance, construction and heating/air conditioning, plumbing issues are resolved in a timely manner.
- b. Make recommendations for improvements and if necessary, coordinate with appropriate contractors needed to complete the improvements/repairs.
- c. Coordinate with finance committee for the funding of repairs/improvements.
- d. Ensuring the contracted grounds keeping, service is performing its duties in accordance with the agreed upon contract. They also make recommendations on the contracting of grounds keeping services.
- e. Ensuring the contracted janitorial service is performing duties in accordance with the agreed upon contract. They also make recommendations on and contracting janitorial staff.

- f. Provide guidance to the Ministry Assistant regarding use of church facilities and retain the right to determine if an event may be conducted on SBC grounds.
- g. Provides guidance to the Ministry Staff and Assistant regarding burials in the SBC cemetery and the allocation of grave sites.

### **Shower Committee**

Composition: Three (3) members

Term: 3 Years with one (1) member's term expiring each year

Method of Election: By the Church through the nominating committee

#### **Purpose:**

This committee ensures that those members and their immediate family, getting married or having their 1<sup>st</sup> born child have a shower sponsored and organized on their behalf. Specific shower policy is found in the Personnel, Policies and Procedures annex.

### **Baptism Committee**

Composition: Four (4) min members (2 male and 2 female)

Term: 2 Years with two (2) members terms expiring each year

Method of Election: By the Church through the nominating committee

#### **Purpose**

The baptism committee supports the ordinance of Baptism by ensuring facilities are prepared for scheduled baptisms.

Duties:

- a. Ensuring the baptistry is filled and drained as required.
- b. Coordinating with the Building and Grounds committee to ensure the baptistry is in proper working order including proper water heating.
- c. Ensuring clean towels are available to those being immersed.
- d. Being available in the baptistry loft to aid those being baptized and the pastor

### **Social Committee**

Composition: Six (6) members

Term: 3 Years with two (2) member's term expiring each year

Method of Election: By the Church through the nominating committee

#### **Purpose**

Responsible for planning and facilitating all social functions of the church including but not limited to fellowships, Thanksgiving and Christmas Dinners, and Homecoming. These duties include.

- a. acquisition of appropriate food as required for the specific event (normally meat, breads and beverages for the event)
- b. coordination with the congregation supply of additional food (potlucks, sides, desserts etc.)
- c. acquisition of paper products, flatware, cups etc. for each event
- d. decoration of the event venue if applicable
- e. preparation of an annual budget for submission to the finance committee
- f. Procure and maintain inventory of all products and decorations used for these functions.
- g. Cleanliness and orderliness of the event venue upon completion of the activity

### **Transportation Committee**

Composition: Three (3) members

Term: 3 Years with one (1) member's term expiring each year

Method of Election: By the Church through the nominating committee

#### **Purpose:**

This committee shall be responsible for the maintenance and management of all Church vehicles. Matters involving the sale, trade and purchase of vehicles will be brought before the Church. The committee is responsible for the formulation of an annual budget. The committee also oversees the use of church vehicles and establishes procedures for their use.

Preferably 2 of the committee members should possess and maintain a valid CDL Passenger License

### **Technology and Media Committee**

Composition: Six (6) Members

Method of Election: By the Church through the nominating committee with additional volunteers selected as needed by the Chairman.

Term: Members are elected by the church, however, due to the technical training required this will not be a rotating committee. Members may serve as many consecutive years as they wish with yearly approval of the Nominating Committee and the final approval of the church.

#### **Purpose**

This committee plays an essential role in Shiloh Baptist Church with the utilization of media becoming imperative for churches if they want to grow, reach others, and maintain significance in the local community and the rest of the world. They oversee the church's various technologies (e.g. audio/video

recording and streaming, online giving, digital archiving, social media, etc.) to make sure systems are coordinated and optimized. This committee may delegate its work to various subcommittees, such as the Audio Subcommittee, which is responsible for operating the church sound system during worship.

### **Flower Committee**

Composition: Three (3) members

Term: 3 years with one (1) member's term expiring each year

Method of Election: By the church through the nominating committee

#### **Purpose**

To provide for the beautification of our sanctuary with floral or other decorations as deemed appropriate with each season of the year. Ensure that a floral arrangement is secured and provided for each Sunday morning prior to worship service. Ensures floral arrangements and decorations are secured and disposed of or stored following its need. Present an annual operating budget for eh financial committee as appropriate.

### **History Committee**

Composition: Three (3)

Term: 3 years **with one (1) member's term expiring each year**

Method of Election: By the church through the nominating committee

#### **Purpose**

The History Committee compiles all historical data relating to Shiloh Baptist Church ensuring its historic record is maintained. The data collected supports the historical record of Shiloh Baptist since its incorporation in 1888. The committee works closely with the church staff to ensure noteworthy events and information are captured for posterity.

### **Homebound Ministry Committee**

Composition: Three (3) members

Term: 3 Years with one (1) member's term expiring each year

Method of Election: By the church through the nominating committee

#### **Purpose**

To minister to members of Shiloh Baptist Church who are confined to their home or a care facility for extended periods of time through periodic visits, cards, phone calls and literature. These "homebound" members are vital and valued members of our church family and may no longer be able to participate in the ongoing life of our church.

Duties:

Maintain a list of homebound church members and provide it to the church staff and deacon body.

- a. Commit to Personal contact with homebound members, including.
  - i. Phone calls (weekly if possible)
  - ii. Greeting Cards (Frequently and for special occasions)
  - iii. In-house visits (Monthly at a minimum)
  - iv. Visits to care facilities
- b. Provide meals/desserts as appropriate (birthdays and other significant dates)
- c. Provide information (newsletters, bulletins, etc.) about what is happening at SBC to keep the homebound member involved and informed.
- d. Address special needs of the homebound ministry (transportation, errands, etc.)
- e. Develop an annual budget for this ministry and submit it to the finance committee.

### **Music & Drama Committee**

Composition: Six (6) members (Minimum)

Term: 3 Years with two (2) member's term expiring each year

Method of Election: By the church through the nominating committee

#### **Purpose**

Assists the Praise and Worship Minister / Leader as needed in the planning and coordinating of the music ministry of the church and coordinating dramatical productions (Christmas, Easter, etc.) as necessary. The Praise and Worship Minister / Leader shall be the director of this committee. The committee will select an associate director from its members. In absence of the Praise and Worship Minister / Leader, the associate director fulfills the duties of the director.

Duties:

- a. Assist the Director in developing, organizing and coordinating the music ministry.
- b. Recommend and conduct purchases, acquisition and maintenance of musical instruments
- c. Collaborate with Pastoral staff, musicians and music program volunteers to provide direction and long-range planning for this ministry.
- d. Provide congregational feedback on recommended changes to the music program.
- e. Work with and provide audio/visual resources to the Technology & Media committee i.e., Song choices/lyrics, track, videos etc.)
- f. Collaborate with the Director in preparation of the annual budget.
- g. Coordinate with pastoral staff in planning for, preparation of and publicizing seasonal productions (Christmas, Easter, Dramas, Plays, etc.)

- h. Recommend purchases of props and costumes necessary for dramatic productions and provide maintenance and care for these items.
- i. Seeking out volunteers to serve as cast members for productions
- j. Secure scripts and other resources required for productions.
- k. Direct productions

## **Special Committees**

### **Pastoral Staff Search Committee**

Composition: Five (5) members plus Two (2) Alternates

Term: As Needed to fulfill responsibilities

Method of Election: By the church as stated in the Personnel, Policies and Procedures appendix.

#### **Purpose**

This committee is established when the need to replace a pastoral staff member arises. Members of this committee MUST be on the active rolls of Shiloh Baptist Church and aged 18 or greater.

This committee has two primary functions.

- a) To obtain a qualified “interim” staff member to perform the minimum duty requirements until a permanent staff member can be called by the church.
- b) To begin and complete the orderly process of searching for a permanent staff member.

For all position vacancies other than Senior Pastor, the Senior Pastor is an Ex Officio member of this committee.

***Specific requirements, duties and responsibilities of this committee are found in the Personnel, Policies and Procedures annex.***

### **Other Special Committees**

Composition: As needed to support the task

Term: Until complete

Method of Election: By the Church, in conjunction with guidance from Pastoral Staff as required.

#### **Purpose**

Other special committees may be formed to complete a specific task or deal with a certain issue for the church. The Pastoral Staff and Deacon Body will, after discussion with the church officers, determine the specific make-up, purpose and duties of this committee. These committees have a definitive dissolution date or goal achievement criteria.

**Teams:**

**First Touch Team**

Composition: Six (6) members

Term: Annually as volunteers

Method of Election: By recommendation of the Senior Pastor and Deacons

**Purpose:**

The First Touch team serves as the primary greeters of people as they enter the church for services. They help with seating, provide bulletins and other materials to members and guests of SBC. As the first people visitors and members will meet it is imperative that members of this team be tremendous ambassadors for our Lord and for Shiloh Baptist Church.

The team will have a chairperson who is responsible for developing a schedule for those on the committee and provide this schedule to the Ministry Assistant for inclusion in the church calendar.

**Counting Team**

Composition: Assistant treasurer and six (6) additional elected members

Term: 3 years with one (2) member's term expiring each year

Method of Election: Selected by the Church Treasurer in coordination with the Nominating Committee.

**Purpose**

The counting team is responsible for the complete and accurate tally of offerings received during each week. The team is additionally responsible for filling out the Weekly Report of Offerings form and depositing the offering in the bank. Members will rotate duties so that two (2) members of the team are working each week.

**Youth Council/Team**

Composition: Six (6) Members

Term: Indefinite

Method of Election: By recommendation of the Pastoral Staff in partnership with the nominating committee

### **Purpose**

The purpose of the Youth Council Team is to work closely with the pastoral staff to give spiritual leadership, direction, counsel, and support to the youth ministry (6<sup>th</sup> thru 12<sup>th</sup> grade) of the church that will help the youth grow spiritually, socially, and emotionally. This committee should include guardians of youth currently involved in the Youth Ministry Program. **1 Tim 4:12**

### **Duties:**

- a. Assist the pastoral staff in the planning, coordinating, and implementing activities that aid in the development of spiritually strong youth (examples: outings, retreats/trips, youth camps, church related fellowships, fundraisers, rallies and others).
- b. Assist the pastoral staff in securing necessary numbers and gender of chaperones for all youth activities in compliance with existing church policy; obtain permission slips of each youth attending activities away from the church.
- c. Assist the pastoral staff to plan and implement a strategy for reaching youth to include visitation and outreach.
- d. Assist the pastoral staff to develop a strategy to strengthen relationships throughout the church, with children to become role models, with senior adults to form mentoring relationships, with other age groups to form friendships.
- e. Plan ongoing opportunities to encourage and involve the youth in mission projects and mission trips.
- f. Evaluate the youth ministry periodically to determine if this ministry is fulfilling its purpose of growing students in Bible knowledge and Christian maturity.
- g. Assist the pastoral staff in attending extra-curricular school activities of the youth.
- h. Be a spiritual model for the youth; with the ultimate objective of winning them to faith in Jesus Christ.
- i. Assist the pastoral staff in preparing the annual budget.
- j. In the absence of a Youth and Children's Minister, coordinate youth worship services, activities and events.
- k. Assist, as needed, as "helpers" for Sunday school and mid-week service youth classes.

### **Children's Team**

Composition: Six (6) Members

Term: Indefinite

Method of Election: By recommendation of the Pastoral Staff in partnership with the nominating committee

**Purpose**

The purpose of the Children’s Team is to collaborate closely with the pastoral staff to give spiritual leadership, direction, counsel, and support to the children’s ministry (nursery – 5<sup>th</sup> grade) of the church that will help the children grow spiritually, socially, and emotionally. This committee should include guardians of children currently involved in the Children’s Ministry Program.

Duties:

- a. Assist the pastoral staff in the planning, coordinating, and implementing activities that aid in the development of spiritually strong children.
- b. Assist the pastoral staff in securing necessary numbers and gender of chaperones for all children activities in compliance with existing church policy; obtain permission slips of each child attending activities away from the church.
- c. Assist the pastoral staff to plan and implement a strategy for reaching children to include visitation and outreach.
- d. Assist the pastoral staff to develop a strategy to strengthen relationships throughout the church, with children to become role models, with senior adults to form mentoring relationships, with other age groups to form friendships.
- e. Plan ongoing opportunities to encourage and involve the children in mission projects and mission trips.
- f. Evaluate the children’s ministry periodically to determine if this ministry is fulfilling its purpose of growing students in Bible knowledge and Christian maturity.
- g. Assist the pastoral staff in attending extra-curricular school activities of the children.
- h. Be a spiritual model for the children; with the ultimate objective of winning them to faith in Jesus Christ.
- i. Assist the pastoral staff in preparing the annual budget.
- j. In the absence of a Youth and Children’s Minister, coordinate youth worship services, activities and events.
- k. Assist, as needed, as “helpers” for Sunday school and mid-week service children’s classes.

**Safety and Security Team**

Composition: Six (6) members (Minimum)

Term: 3 Years with two (2) member’s term expiring each year

Method of Election: The Director is appointed by recommendation of the Pastoral Staff.

Remaining members will be chosen by the Pastoral Staff and Director.

**Purpose**

To serve the church by providing a secure and safe place to worship our Lord and Savior

Duties:

Responsible for overseeing the physical security of the church building and security of its occupants.

- a. Ensure entry doors are locked and monitored during ongoing church services and locked at completion of services.
- b. Provide roaming security during services.
- c. Assist in traffic control.
- d. Coordinate with Building Maintenance Committee for change and repairs necessary to enhance security.
- e. Coordinate with the Building Maintenance Committee to have fire detection and extinguishing equipment inspected as required.
- f. Develop appropriate response and evacuation plans and ensure they are posted throughout the church campus.
- g. Conduct annual reviews of the response and evacuation plans and ensure church members are familiar.
- h. Coordinate with local law enforcement, church staff and deacon body to ensure a consistent strategy in maintaining a safe environment.
- i. Develop and update fire, safety and security protocols as necessary.
- j. Ensure individuals serving the committee receive appropriate Training.

## ***G: AMENDMENTS***

These Bylaws may be amended, altered, or repealed by a 75% affirmative vote of the members present and eligible to vote at any business meeting of the church; provided that such an amendment, alteration or repeal has been provided to the church ministry assistant and church clerk in writing and presented to the congregation for review at least two (2) weeks prior to the time the vote is taken.

Previous Revisions

### **July 1985**

Bylaws Committee (Unknown)

### **July 1996**

Bylaws Committee: Gerald Bottoms (Chair), Paul Dean, Brenda Sorrells

### **September 2012**

Bylaws Committee: Malissa Roberts, Elizabeth Ryals, Betty Peacock, William Birdsong, Nick Holley

### **March 2026**

**Bylaws Committee:** Rusty Norris (Chair), Dianne Brandon, Andy Bottoms, Mary Miller, Katie Herrington, Mary Langford

SBC Bylaws

May 13, , 2026

## **APPENDIX A:**

# **SHILOH BAPTIST CHURCH PERSONNEL, POLICIES and PROCEDURES March 30, 2026**

## **Pastoral Staff Job Descriptions**

Specific job description for each pastoral staff position will be developed as the need arises to replace members of the pastoral staff. The search committee, in partnership with the finance committee, deacon body and congregation will develop the criteria for each description at that time. The provided descriptions are an example and baseline for each pastoral staff position.

### **Senior Pastor**

**Reports To:** Church Congregation / Personnel Committee / Deacon Body

#### **Position Summary**

The Senior Pastor serves as the spiritual leader of the church, responsible for preaching, teaching, shepherding the congregation, and providing overall vision and leadership. He will uphold and promote the doctrines and practices consistent with the Southern Baptist Convention and lead the church in fulfilling the Great Commission.

#### **Key Responsibilities**

##### **Preaching & Teaching**

- Prepare and deliver biblically sound, Christ-centered sermons on a regular basis.
- Lead or oversee Bible studies and discipleship programs.
- Ensure teaching aligns with Scripture and Southern Baptist doctrine.

##### **Spiritual Leadership**

- Provide vision and direction for the church's ministry and mission.
- Lead the congregation in spiritual growth, prayer, and evangelism.
- Model a strong personal relationship with Jesus Christ

##### **Pastoral Care**

- Shepherd and care for members through visitation, counseling, and prayer
- Officiate weddings, funerals, baptisms, and the Lord's Supper
- Provide crisis support and spiritual guidance.

##### **Church Administration**

- Oversee church staff, ministries, and daily operations.
- Work with deacons, committees, and ministry leaders.
- Participate in budgeting and stewardship oversight.

##### **Community & Outreach**

- Lead evangelistic outreach efforts locally and globally.

- Represent the church in the community.
- Encouragement of missions' involvement in cooperation with SBC entities

### **Leadership Development**

- Train and mentor church leaders and volunteers
- Equip members for ministry and service.
- Foster a culture of discipleship and multiplication.

### **Qualifications**

#### **Spiritual & Personal**

- A clear testimony of faith in Jesus Christ and a calling to pastoral ministry
- Meets the biblical qualifications for pastors/elders (1 Timothy 3:1–7; Titus 1:6–9)
- Strong moral character and integrity

#### **Doctrinal**

- Full agreement with the Baptist Faith and Message
- Commitment to Southern Baptist theology and mission

#### **Education & Experience**

- Master of Divinity (M.Div.) or equivalent from an accredited seminary preferred.
- Prior pastoral or ministry leadership experience
- Strong skills in preaching, leadership, and pastoral care

### **Core Competencies**

- Expository and topical preaching and biblical teaching
- Leadership and Vision Casting
- Communication and interpersonal skills
- Organizational and administrative ability
- Shepherding and counseling

### **Work Environment**

- Full-time position with flexible hours, including evenings and weekends.
- Active involvement in church services, events, and community functions

### **Compensation**

- Based on qualifications and experience
- May include housing allowance and ministry related expenses.
- Specifics of compensation and benefits to be determined by Pastoral Search committee in conjunction with the Finance Committee. Will be kept on file with church ministry assistant.
- Upon resignation or termination, the Senior Pastor and all Pastoral staff shall be given no less than 1/12<sup>th</sup> of their annual salary, including benefits, as severance pay.

## **Associate Pastor**

### **Reports To: Senior Pastor**

### **Position Summary**

The Associate Pastor supports the Senior Pastor in the overall ministry of the church. This role may be combined with or include responsibilities in discipleship, youth, children, education, outreach, or administration, depending on the needs of Shiloh Baptist Church. He will help advance the mission of the church in alignment with the beliefs of the Southern Baptist Convention and Shilo Baptist Church.

### **Key Responsibilities**

#### **Ministry Support**

- Assist the Senior Pastor in carrying out the church's vision and mission.
- Help coordinate and lead ministry programs and events.
- Fill the pulpit when needed.

#### **Preaching & Teaching**

- Preach and teach as assigned.
- Lead Bible studies, small groups, or discipleship classes.
- Support doctrinally sound teaching consistent with Scripture.

#### **Pastoral Care**

- Assist with visitation (hospital, homebound, guests)
- Provide counseling and spiritual guidance as appropriate.
- Participate in weddings, funerals, and ordinances when requested.

#### **Ministry Oversight (Varies by Church Needs)**

May include one or more of the following areas:

- Youth or student ministry
- Children's Ministry
- Education / Sunday School
- Outreach and evangelism
- Music or worship coordination

#### **Leadership Development**

- Recruit, train, and support volunteers and ministry leaders.
- Encourage spiritual growth and discipleship among members.

### **Administration**

- Assist with planning, scheduling, and communication.
- Participate in staff meetings and ministry coordination.
- Support church operations and organizational needs.

## **Qualifications**

### **Spiritual & Personal**

- A personal relationship with Jesus Christ and a clear call to ministry
- Meets biblical qualifications for church leaders (1 Timothy 3:1–7; Titus 1:6–9)
- Strong character, humility, and servant leadership

### **Doctrinal**

- Agreement with the Baptist Faith and Message
- Commitment to Southern Baptist beliefs and mission

## **Education & Experience**

- Bachelor’s degree required; seminary training preferred (M.Div. or in progress)
- Ministry experience in a church setting preferred.
- Ability to work well under leadership and as part of a committee.

## **Core Competencies**

- Teaching and communication skills
- Committee work and adaptability.
- Leadership and organization
- Relational and pastoral care abilities

## **Work Environment**

- Full-time or part-time depending on church needs.
- Includes evenings, weekends, and church events.

## **Compensation**

- Based on qualifications and experience
- Specifics of compensation and benefits to be determined by Pastoral Search committee in conjunction with the Finance Committee. Will be kept on file with church ministry assistant.
- May include housing allowance and ministry-related expenses.
- Upon resignation or termination, the Senior Pastor and all Pastoral staff shall be given no less than 1/12<sup>th</sup> of their annual salary, including benefits, as severance pay.

## **Youth and Children’s Minister**

**Reports To: Senior Pastor / Associate Pastor**

### **Position Summary**

The Youth and Children’s Minister provides leadership, vision, and oversight for all ministries related to children (birth – 5th grade) and youth (6th - 12th grade). This individual will develop and lead programs that foster spiritual growth, discipleship, and evangelism, consistent with the beliefs of Shiloh Baptist church and the Southern Baptist Convention.

### **Key Responsibilities**

#### **Youth Ministry**

- Plan and lead weekly youth gatherings, Bible studies, and discipleship programs.
- Organize events such as camps, retreats, mission trips, and outreach activities.
- Build relationships with students to encourage spiritual growth.
- Equip youth to live out their faith in school, home, and community.

#### **Children’s Ministry**

- Oversee all children’s programs including Sunday School, children’s church, Mid-Week Programs and special events.
- Ensures teachers are available and present for Sunday School and Wednesday evening services.
- Develop age-appropriate, biblically sound curriculum.
- Ensure a safe, engaging, and Christ-centered environment for youth and children.

#### **Leadership Development**

- Recruit, train, and support volunteers for youth and children’s ministries.
- Mentor student leaders and develop future ministry leadership.
- Partner with parents as primary spiritual influencers

#### **Teaching & Discipleship**

- Teach regularly in youth and children’s settings.
- Ensure all teaching aligns with Scripture and Southern Baptist doctrine.
- Promote a culture of discipleship and evangelism.

#### **Outreach & Evangelism**

- Develop outreach strategies to reach unchurched youth and children.
- Encourage participation in missions locally and globally.
- Build connections with schools and community organizations.

### **Administration**

- Plan ministry calendars, events, and budgets.
- Maintain communication with parents and church leadership.
- Ensure compliance with church safety and child protection policies.

### **Qualifications**

#### **Spiritual & Personal**

- A clear testimony of faith in Jesus Christ and a calling to ministry
- Passion for working with children and youth.
- Meets biblical qualifications for church leaders (1 Timothy 3:1–7; Titus 1:6–9)
- Demonstrates integrity, energy, and relational warmth.

#### **Doctrinal**

- Agreement with the Baptist Faith and Message
- Commitment to the mission and theology of the Southern Baptist Convention

### **Education & Experience**

- Bachelor's degree preferred (ministry or education focus preferred), in progress if not graduated.
- Seminary training or pursuit of theological education is a plus.
- Experience in youth and/or children's ministry preferred.

### **Core Competencies**

- Strong communication and teaching ability
- Leadership and committee-building skills
- Creativity in program development
- Organizational and administrative effectiveness
- Relational ministry and mentorship

### **Work Environment**

- Full-time or part-time depending on the needs of SBC.
- Requires evenings, weekends, camps, and special events.

### **Compensation**

- Based on qualifications and experience
- Specifics of compensation and benefits to be determined by Pastoral Search committee in conjunction with the Finance Committee. Will be kept on file with church ministry assistant.
- May include housing allowance and ministry-related expenses.
- Upon resignation or termination, the Senior Pastor and all Pastoral staff shall be given no less than 1/12<sup>th</sup> of their annual salary, including benefits, as severance pay.

## **Praise and Worship Minister / Leader**

### **Reports To: Senior Pastor / Associate Pastor**

### **Position Summary**

The Praise and Worship Leader is responsible for planning, coordinating, and leading Christ-centered worship that supports the preaching of the Word and fosters congregational participation. This role serves to guide the church in meaningful worship experiences consistent with the beliefs of the Southern Baptist Convention.

### **Key Responsibilities**

#### **Leadership**

- Lead congregational singing during worship services.
- Serve as the primary vocalist or coordinate vocal leadership.
- Foster an atmosphere of authentic, Christ-centered worship.

#### **Service Planning**

- Plan worship services in coordination with the Senior Pastor
- Select songs that align with sermon themes and biblical truth.
- Balance traditional hymns and contemporary worship music as appropriate

#### **Ministry Oversight**

- Direct and rehearse choir, praise and worship team, and musicians.
- Recruit, train, and disciple volunteers in the music ministry.
- Schedule and coordinate praise and worship team members

#### **Spiritual Leadership**

- Model a growing relationship with Jesus Christ
- Lead the praise and worship team in prayer, devotion, and spiritual development.
- Ensure all worship elements are biblically sound and theologically accurate.

#### **Technical Coordination**

- Oversee sound, media, and presentation systems (or work with media and tech committee)
- Ensure lyrics, slides, and media are prepared for services.
- Maintain musical equipment and coordinate needed resources.

#### **Special Services & Events**

- Plan and lead music for special services (Christmas, Easter, revivals, etc.)
- Coordinate music for weddings, funerals, and other church events as needed.

## **Qualifications**

### **Spiritual & Personal**

- A clear testimony of faith in Jesus Christ and a call to worship ministry
- A heart for worship and shepherd people through music
- Christ-like character, humility, and a servant's attitude

### **Doctrinal**

- Agreement with the Baptist Faith and Message
- Commitment to the theology and mission of the Southern Baptist Convention

## **Skills & Experience**

- Strong vocal and/or instrumental ability
- Experience leading worship in a church setting.
- Ability to read and teach music and lead rehearsals effectively.
- Familiarity with both traditional and contemporary worship styles
- Basic knowledge of sound systems and presentation software

## **Core Competencies**

- Musical excellence and leadership
- Committee building and volunteer development.
- Communication and collaboration
- Creativity in worship planning
- Organizational and time management skills

## **Work Environment**

- Full-time, part-time, or bi-vocational depending on the needs of SBC.
- Requires rehearsals, weekend services, and special events.

## **Compensation**

- Based on qualifications and experience
- Specifics of compensation and benefits to be determined by Pastoral Search committee in conjunction with the Finance Committee. Will be kept on file with church ministry assistant.
- May include housing allowance and ministry-related expenses.
- Upon resignation or termination, the Senior Pastor and all Pastoral staff shall be given no less than 1/12<sup>th</sup> of their annual salary, including benefits, as severance pay.

## **Interim Pastor / Pastoral Staff Member**

**Reports To:** Church Leadership (Deacon Body / Personnel Committee / Search Committee), or in the case of positions other than senior pastor to the Senior Pastor and Search Committee.

### **Position Summary**

The Interim Pastoral Staff Member provides temporary spiritual leadership, stability, and continuity during a pastoral staff member transition. This individual will lead worship, provide pastoral care, and help prepare the congregation for its next permanent pastoral staff member while maintaining alignment with the beliefs of the Southern Baptist Convention.

### **Primary Purpose**

- Maintain the spiritual health and unity of the church during transition.
- Provide consistent preaching and leadership.
- Assist the church in preparing for and, when appropriate, cooperating with the pastoral search process

### **Key Responsibilities**

#### **Teaching & Worship Leadership**

- Plan and lead regular worship services.
- Deliver biblically sound, Christ-centered sermons.
- Coordinate with worship leaders and other participants.

#### **Pastoral Care**

- Provide visitation (hospital, homebound, guests)
- Offer counseling, prayer, and spiritual guidance.
- Officiate funerals and other pastoral functions as needed.

#### **Transitional Leadership**

- Help the church navigate the interim period with stability and unity.
- Identify strengths, needs, and opportunities for growth.
- Encourage healing where needed and promote healthy communication.

#### **Administrative Support**

- Work with deacons, committees, and staff to maintain church operations.
- Participate in meetings and provide guidance on ministry decisions.
- Ensure continuity of ministries and programs.

#### **Support of Search Process**

- Cooperate with the pastoral search committee as requested.
- Provide insight into church needs without influencing candidate selection.
- Maintain neutrality regarding future pastoral candidates.

#### **Discipleship & Outreach**

- Encourage ongoing evangelism and missions' engagement.
- Support existing ministries and leadership development.
- Promote spiritual growth across the congregation.

#### **Qualifications**

##### **Spiritual & Personal**

- A clear testimony of faith in Jesus Christ and a calling to ministry
- Experience in pastoral leadership, preferably including interim or transitional roles.
- Strong character, emotional maturity, and peacemaking ability

##### **Doctrinal**

- Full agreement with the Baptist Faith and Message
- Commitment to the mission and theology of the Southern Baptist Convention

#### **Education & Experience**

- Seminary degree (M.Div. preferred) or equivalent ministry experience.
- Prior pastoral or interim ministry experience preferred.
- Strong preaching, leadership, and interpersonal skills

#### **Core Competencies**

- Transitional and organizational leadership
- Conflict resolution and unity-building
- Strong communication and preaching ability
- Pastoral care and counseling
- Adaptability and wisdom in change

#### **Work Environment**

- Temporary position (typically 3–12 months or until a new pastoral staff member is called)
- May be full-time, part-time, or bi-vocational depending on needs.
- Requires flexibility for meetings, services, and pastoral care needs.

#### **Compensation**

- Negotiated based on scope, experience, and time commitment.
- Typically computed using the “work segment” method to establish percentage of required responsibility compared to that of the full-time staff member.

- May include housing, travel reimbursement, or weekly honorarium.

**Important Distinctions**

- Serves in a **temporary role**. Normally excluded from consideration for the permanent position but in certain circumstances may be considered.
- Focus on **stability, not long-term vision casting**.
- Works to **prepare the church for its next season of leadership**.

## **Pulpit Supply Pastor**

**Reports To: Church Leadership (Deacons / Pulpit Committee / Pastor Search Committee)**

### **Position Summary**

The Pulpit Supply Pastor provides short-term preaching and worship leadership to ensure continuity in the church's services during times of pastoral absence or transition. This role focuses primarily on delivering biblically sound, Christ-centered messages consistent with the beliefs of the Southern Baptist Convention and adherence to the Baptist Faith and Message.

### **Key Responsibilities**

#### **Teaching & Worship Leadership**

- Prepare and deliver sermons for scheduled worship services.
- Lead or assist in conducting the order of service as requested.
- Coordinate with worship leaders and church staff as needed.

#### **Doctrinal Faithfulness**

- Ensure all teaching is biblically sound and aligned with Southern Baptist doctrine.
- Support the church's statement of faith, including the Baptist Faith and Message

#### **Limited Pastoral Functions (As Requested)**

- May assist with prayer, invitations, or ordinances during services.
- Occasionally provide pastoral care or attend special services if agreed upon.

### **Role Limitations**

- Does not serve as the permanent or interim pastor.
- Does not provide ongoing administrative leadership.
- Does not direct long-term vision or church governance.

### **Qualifications**

#### **Spiritual & Personal**

- A clear testimony of faith in Jesus Christ
- A calling to gospel ministry and strong biblical knowledge
- Christ-like character and integrity

#### **Doctrinal**

- Agreement with the Baptist Faith and Message
- Alignment with the mission of the Southern Baptist Convention

### **Experience**

SBC Bylaws

May 13, , 2026

- Experience in preaching and teaching Scripture
- Prior pastoral or ministry experience preferred.

**Work Structure**

- Part-time / as-needed basis
- Scheduled by Senior Pastor (if absent for short term duration), Deacon Body or Pastoral Staff Search Committee (If committee has been established)

**Compensation**

- Typically, a per-service honorarium
- May include travel reimbursement if applicable.

## Procedures for Replacement of Pastoral Staff

In the event the need arises to replace a member of the Shiloh Baptist Pastoral staff the Church will call, as soon as possible, a Pastoral Staff Search Committee. This committee's primary responsibility is to find an interim staff member to fill the vacancy until such time as the church calls the man sent to serve in the needed role and to begin the process of finding the man God is sending to serve at Shiloh Baptist Church.

***In the event the vacancy is the position of Senior Pastor, the Deacons shall coordinate for a "supply" Pastor to conduct Sunday Services until such time as the Search Committee is selected and ready to begin its duties. Once established the search committee will be responsible for coordinating for a supply pastor until an interim or full time Senior Pastor is called by the church.***

A special business meeting shall be called for the purpose of nominating members to serve on the search committee. During this meeting SBC members may nominate up to seven (7) members to serve on this committee. Nominations shall be conducted by secret ballot. The Church Clerk and nominating committee will collect, count and record the names of those members who were nominated. The seven (7) members receiving the most nominations will be contacted by the nominating committee and their desire to serve on this committee shall be confirmed. If necessary, the committee will move to the 8<sup>th</sup> individual and so on. The seven (7) members receiving the most nominations and who desire to serve will be established as the Pastoral Staff Search Committee. The five (5) receiving the highest number of votes will be the primary members and the next two (2) shall serve as alternates. The committee shall choose its own chairman from among the five (5) primary members. Alternate members have no vote on staff member selection but may be included in committee meetings and discussions at the discretion of the committee chairman.

Immediate family members should not be members of the same search committee. In the event immediate family members are nominated and receive enough nominations to serve on the committee, the nominating committee will choose the member receiving the most votes and remove the other/s from consideration.

### **1. Once established the Search Committees duties are.**

- a.** Maintain strict confidentiality of information discussed and shared within the committee. Confidentiality safeguards not only Shiloh Baptist Church, but the ministries of those candidates called to fill vacant positions within SBC. Any committee member failing to uphold these standards should be lovingly corrected and given the opportunity to correct the failing. If repeated offenses occur the committee upon unanimous consent, of the other committee members, may remove the individual from the committee and replace them with an alternate.
- b.** Develop and distribute the vacant staff job description to appropriate Pastoral Job Sites. Basic job descriptions are found in this document but may be adjusted by the committee based on the specific needs of the church.
- c.** Obtain resumes of qualified individuals. These may come from personal contact with the individual, recommendation from others, and educational institutions as well as those on file in the Associational and State offices.

**\*\* The committee should avoid consideration of any Shiloh Baptist Church member or their immediate family for interim or permanent pastoral staff positions.**

- d. Evaluate resumes and select those considered “best qualified” for personal interview.
  - e. Conduct interviews, visits and utilizing technology evaluate the candidate’s qualifications and call to serve in the vacant position at Shiloh Baptist Church.
  - f. Determine the individual “most” qualified based upon personal interview, qualifications, individual interest in the position and most importantly assessment of God’s calling on their lives to serve at Shiloh Baptist Church.
  - g. Develop in conjunction with the Finance Committee, necessary compensation and benefits packages for the vacant position. The packages may be individually tailored based on the candidate’s qualifications and experience.
  - h. In conjunction with the Senior Pastor (if applicable) exercise direct oversight of staff members performing in an interim capacity until such time as a permanent full time staff member is called by the church.
2. Upon unanimous selection of a candidate by the committee, the committee will select a mutually agreeable date where the candidate may visit the church and demonstrate his qualifications. This may be through a trial sermon, leading worship, working with the youth or as necessary based on the position being filled.
  3. Upon completion of the demonstration the church will convene a special business meeting for the purpose of confirming the candidate through the church voting process.
  4. Upon confirmation by the committee of a permanent Pastoral Staff member, the Search committee shall be dissolved.

## Deacon Body Duties, Selection, Nomination and Confirmation Process

### Deacon Body

The Deacon Body is the active, functional, organized body of deacons elected and set aside by our membership, to **serve** our church. ***The Deacon Body is NOT a Board of Directors but rather a Body of Servants!***

The active deacon body shall consist of the required number of active deacons necessary to ensure no more than 25 active families are allocated to each deacon within the Deacon Ministry Family Plan. Deacons shall be elected to the Deacon Body by membership, according to the process described in this document. The Deacon Body has the authority to recommend to the church changes in the deacon membership and ministry as requirements dictate.

The Chairman of Deacons will maintain and provide a “Deacons Handbook” for all active deacons. This handbook outlines, in detail, the service and ministry of those men serving as Shiloh Baptist Deacons.

### Deacon Term of Service

Deacons are elected to a three (3) year term. A deacon shall remain on active status until his elected term has expired. In the event of special circumstances, a Deacon’s term may be extended one (1) additional year if he agrees to continue service, and the church confirms the extension in accordance with the Deacon Election procedures. In the event a Deacon wishes to discontinue service for any reason during his term, he should notify the Senior Pastor and Chairman of Deacons as soon as possible.

The Deacon body will be organized so that three (3) men rotate off the active body each year. Deacons must be inactive for one (1) year prior to being re-elected to the active deacon body. There is no limit on the total number of **inactive** deacons.

A newly elected/confirmed deacon’s term of service will begin on September 1<sup>st</sup>. Those deacons who have completed their 3 years of service will rotate off the active Deacon body and enter inactive status on this same date.

In the event there is a vacancy within the Deacon body after the annual confirmations, the Deacon body may fill that vacancy with a previously confirmed deacon who is currently in an inactive status. If no inactive deacon desires to serve, a special business meeting will be convened to begin the process for confirming a man to fill the vacancy.

### Deacon Officers

The Deacon Body will elect officers at the beginning of each service year (Sep 1<sup>st</sup>). The officers shall serve for a term of one (1) year and shall be eligible for re-election, by the Deacon Body, for one (1) additional year. A deacon shall not be eligible to serve for more than two (2) consecutive years in the same office. These officers are:

### **Chairman of Deacons**

- Plan, conduct and evaluate monthly deacon meetings.
- Lead the deacons in becoming an effective ministry team and in developing their ministry plans.
- Lead in providing deacons with adequate training and resources for conducting their ministry.
- Work closely with the Pastor and Church Staff to facilitate an effective ministry partnership.
- Work with other deacon officers to identify deacon sub-committees and ministry opportunities.
- Serve as church Moderator in the Absence of the Senior Pastor
- Develop Deacon Rotation List
- Coordinate maintenance and update of the Deacon Handbook
- Coordinate quarterly and annual Deacon Functions. (Wives dinner, Christmas Party, fellowship etc.)

### **Vice-Chairman of Deacons**

- Conduct the deacon meetings in the absence of the chairman.
- Assist the chairman in planning and executing his responsibilities.
- Assist the chairman in developing sub-committees and ministry opportunities.

### **Secretary**

- Keep accurate minutes of deacon meetings and records of deacon ministry opportunities.
- Maintain accurate attendance records of all meetings.
- Prepare official correspondence for the deacon body.
- Coordinate maintenance and update of the Deacon Handbook.

### **Duties of Shiloh Baptist Weekly Deacons**

Deacons are required to assist in the day-to-day operations of the church with regards to security, utilities and building accessibility. These duties begin on the Sunday indicated by the schedule and end on the following Sunday. ***The assigned deacon's responsibilities do not end after the Sunday morning service but continue throughout the assigned week.***

The Chairman of Deacons will distribute a "deacon rotation list" identifying those Deacons assigned each week. Two (2) deacons will be assigned each week and designated as 1<sup>st</sup> and 2<sup>nd</sup> Deacon. Following is a list of weekly duties required by Shiloh Baptist Deacons. It is not all inclusive.

#### **1<sup>st</sup> Deacon**

- Ensure Church Buildings are unlocked for the Sunday and Wednesday services!
- Ensure Air conditioning / Heat is set as appropriate for building occupation. During the hottest part of summer and coldest part of winter it may be necessary to turn on and set the units the

## SBC Bylaws

May 13, , 2026

night prior. The exception may be the sanctuary as it cools/heats quickly and only requires 1 hour or so to reach the desired temperature.

- Serves as the “On Call” deacon for the week in the event the Pastor or staff needs assistance.
- Conducts the Dismissal Prayer at the end of the Sunday Morning Service.
- Ensures the foyer refrigerator is filled with water prior to the Sunday morning service.
- Prepare The Lord’s Supper as required by its scheduling.
- Conducts a head count of Service, Children’s Church, Sunday school and Nursery during the Sunday services. Provides this information to the Shiloh Ministry Staff

### 2<sup>nd</sup> Deacon

- Ensure Church Buildings are secured following the Sunday Morning Service and Wednesday evening bible study.
- Is alternate for 1<sup>st</sup> Deacon in the event he is unavailable to complete his duties.
- Conducts a head count during the Wednesday night bible study. This includes the adult bible study, children/youth bible studies, nursery and Praise and Worship practice. Provides this information to the Shiloh Ministry Staff
- Coordinates for the collection of offerings during the Sunday Worship service (5 men required) and gives offertory prayer.
- Assists with preparation of The Lord’s Supper as required by scheduling.

### Traffic

1. The previous week’s 1<sup>st</sup> and 2<sup>nd</sup> deacon will assist the security committee with traffic control for congregation arrival and departure for the Sunday services.

***\*\*If conflicts in scheduling arise the assigned deacons should contact the Chairman of Deacons so that he may coordinate for alternates.***

### Deacon Meetings

The deacon body shall meet monthly to discuss ministry needs as scheduled by the Chairman of Deacons and the Senior Pastor. The Secretary shall keep accurate minutes of each meeting. Topics discussed during the Deacon meetings shall be kept in strict confidence by the attendees. Discussion of topics covered during the Deacon meetings outside of the Deacon Body and pastoral staff may be grounds for dismissal from the Deacon Body.

The Deacon Body shall also meet each Sunday morning prior to the morning service to discuss emergent ministry needs, the needs for the day and to bathe the staff, church and congregation in prayer.

The Deacon Body shall not meet secretly apart from the knowledge of the Senior Pastor.

### Deacon Yokefellow Program

The Yokefellow Program is designed to acquaint men who have never served in the office of deacon with the requirements, duties and ministry of a Deacon. Men who are nominated for the office of deacon through the Church’s nomination process but have never served as a deacon or been ordained,

will be required to complete the Yokefellow program prior to being presented to the church for confirmation as Deacons.

The program is significant because it gives men the opportunity to participate actively in the life and ministry of a Deacon within our church. During the training period, each Yokefellow becomes oriented to both the spiritual and functional aspect of the office of Deacon. The Yokefellow Program is designed to be completed in six months. During this period each man will perform specific duties with the Pastor and Deacons.

An Active Deacon Sponsor will be assigned to each man in the Yokefellow Program. Each Deacon sees to it that his charge completes the requirements and participates in various ministries of the church.

A man being inducted into the Yokefellow Program does not imply that the man will be presented to the church for confirmation or if presented, be confirmed by the church into the office of Deacon.

Upon successful completion of the program, a Yokefellow may become a Deacon only through the normal electoral process of the church. Those who complete the program should provide an excellent source of qualified future Deacons; however, they are not to be considered the sole source of Deacons.

***Men nominated for the role of Deacon who have never been a Deacon before will be required to complete the Yokefellow Program prior to presentation to the church for confirmation as Deacon.***

**Requirements:**

- a. Each man will conduct one ministry, i.e.: Shut-in, Hospital or Convalescent Home visit with his sponsor and one with the Pastor.
- b. He will accompany his sponsor on Deacon Family Ministry and prospect visits.
- c. He will aid in serving the Lord's Supper at least once during the six-month period.
- d. He is expected to attend faithfully regular scheduled business meetings.
- e. He will serve on or attend the meetings of a functioning church committee.
- f. He will be active in the full program of the church.
- g. He will meet regularly with the Pastor and the Deacon's for prayer prior to Sunday morning services.

Upon completion of the Yokefellow Program, and upon recommendation by the Pastor and Active Deacon Body, the candidate will be presented to the Church at a Regular or Special business meeting for confirmation in accordance with the church's election process.

**Deacon Emeritus**

This title shall be conferred upon those deacons who have exemplified long and faithful service to Shiloh Baptist church and God's Kingdom. The shall be eligible to attend any meeting of the deacon body they desire, voice opinions on matters under consideration and to vote on such matters. They shall not be expected to continue active service as are other members of the active deacon body. The deacon body shall consider all retired/retiring deacons who meet the following minimum criteria for "emeritus" status:

- a. Have at least 20 years of faithful service as an ordained deacon.

- b. Have a minimum of 10 years of faithful service as a Deacon at Shiloh Baptist Church
- c. Have been actively served in all activities of the church. These may include Sunday School, Worship, service on committees, teaching etc.

The deacon body shall present those considered worthy of “emeritus” status to the church during and regularly scheduled business meeting. A 75% “yea” vote shall constitute confirmation by the church.

### **Deacon Nomination And Confirmation Process**

Each deacon of Shiloh Baptist Church shall meet the scriptural qualifications from Acts 6:1-7 and 1 Timothy 3:8 – 13, support the ministries of the church, be a Christian for at least 3 years, be an active member of Shiloh Baptist Church for at least one year, and be, at least, 25 years of age.

Deacon selection is a five-step process beginning with education of the church and ending with ordination of those men called to serve. Deacons shall be nominated and confirmed for service by Shiloh Baptist Church in the following manner:

#### **Step 1: Church Education**

During the first two (2) Wednesdays in June the weekly bible study will focus on the Biblical qualifications, role and election process of deacons.

#### **Step 2: Nomination**

Deacon Nominations will open on June 1<sup>st</sup> each church year and will close during the regular July business meeting. The church will provide nomination, as requested, throughout this period to each member who wishes to nominate a man for the position of Deacon. Each member of the church may nominate up to 7 men for consideration. Nomination forms may be returned to the pastor or any member of the Active Deacon Body at any time during the nominating period. Men feeling led to serve as a deacon may approach any member of the Deacon Body or ministerial staff at any time regarding this calling.

Members are encouraged to discuss the nomination with their prospective candidates to determine the man’s willingness to serve prior to presenting their names.

#### **Step 3: Deacon Screening Committee**

A screening committee consisting of six (6) individuals will be established. The Deacon Screening Committee will consist of the following: The Pastor, the Chairman of the Deacons, two (2) active

Deacons as selected by the Chairman of Deacons, the Chairman of the Nominating committee and a Deacon Emeritus.

The Deacon Screening Committee will compile a list of all men who **received 3 or more** nominations. After the list has been compiled, the Deacon Screening Committee will check the list of nominated men to ensure they meet the qualifications as listed in scripture and this document. The Deacon Screening Committee will then contact each qualified nominee and ensure they are willing to serve if confirmed. The committee will then establish the final list of nominees for consideration by the membership. The Screening committee will present these men's names to the congregation in the Sunday Bulletin a minimum of two (2) weeks prior to the scheduled vote. This will allow the membership time to be in earnest prayer for these men and for their own vote.

#### **Step 4: Deacon Confirmation**

The membership will vote during the Sunday morning worship service on the second (2<sup>nd</sup>) Sunday in August. The prospective Deacon's names will be presented to the membership by secret ballot for confirmation. Members will vote "Yes" or "No" for each name presented on the ballot, indicating their belief that each man is/is not qualified and called to serve in the office of Deacon at Shiloh Baptist Church. Any name not receiving a "yes" or "no" indication will be considered a "No" vote. Men must receive a minimum "yes" vote of **60%** to be confirmed in accordance with (IAW) Shiloh Baptist Bylaws. In the event there are more confirmed nominees than vacant positions on the Active Deacon Body, vacancies will be filled in order of "yes" votes received.

***\*\*This date may be moved due to extenuating circumstances but must be accomplished in August.***

**A candidate may withdraw his name at any time during this process.**

#### **Step 5: Deacon Ordination**

Ordination symbolizes God's call to ministry, the candidate's commitment of himself to the ministry in the will of God, and the church's approval of the candidate for the ministry. This ceremony is an act of approval, not an act of bestowal of special privilege within the church. It is an acknowledgement that God has blessed these men with certain gifts and has called the individual to service. Ordination does not impart any rights or qualifications that God has not already bestowed on all believers. Those men elected to serve in the office of Deacon for the first time will be ordained as soon as possible following the church's confirmation vote. Below is a recommended order of service for this ordination.

1. Hymn
2. Prayer Scripture Reading — The following passages may be appropriate: Acts 6:1-7 | Timothy 3:1-13 Romans 12 | Corinthians 12 Ephesians 4:1-16
3. Presentation of the Candidate/s
4. Church Ordination Motion
5. Ordination Prayer (Pastor or Chairman of Deacons)
6. The Laying on of Hands by other ordained men

7. Special Music
8. Message (Pastor)
9. Hymn of Commitment
10. Hand of Fellowship by the Congregation — Deacon's wives may be asked to stand with them to receive the hand of fellowship.

### **Deacon Resignation**

A Deacon may resign his office at any time. The Deacon should meet with the Senior Pastor and Chairman of Deacons in advance of the resignation to inform them of his intent and rationale for resignation.

### **Deacon Discipline**

The goal in any church discipline is restoration and reconciliation. However, there are circumstances which require discipline and accountability to resolve. This section seeks to provide guidance for such action when it is deemed necessary. When an offense is discovered that warrants discipline of a Deacon the Biblical principles outlined in Matthew 18:15-17 shall be the basis for action,

*"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matt 18: 15-17*

*Galatians 6:1-2 further states, "Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted. Bear one another's burdens and thereby fulfill the law of Christ.*

If a deacon is discovered to have engaged in activities detrimental to the health of the church, inciting discord within the church body, moral misconduct or biblical heresy the following should be observed:

1. If the person observing the offending conduct is a deacon, he should meet privately with the offending deacon and prayerfully and with a gentle but firm attitude confront the individual. The goal is to seek understanding, repentance and restoration.
2. If the person observing the offending conduct is a church member he or she should notify the Chairman of Deacons. If the Chair is the offending party the Vice Chair should be notified. Once the Chair has been notified he and the reporting party should meet privately with the offending deacon. Once again, the goal is repentance and restoration.
3. If the offending deacon refuses to repent and correct the issue, the Chair and Vice Chair along with the Pastor shall meet with him. If the offending deacon is a deacon officer, the Pastor and one or two other deacons shall serve in this role. The goal remains to seek repentance and restoration.
4. If the offending deacon refuses to repent, and correct the issue at hand, he shall be brought before the entire Deacon Body and the evidence of his misconduct be presented.

SBC Bylaws

May 13, , 2026

The Deacon Body will seek repentance and restoration at this time. If none is forthcoming the offending Deacon may be removed from the deacon body by unanimous consent of the other deacons.

*Note: If the offending deacon repents at either step 3 or 4 above it is in the best interest of all involved that system of accountability is implemented to assist the deacon in maintaining proper conduct. Such accountability should involve mature deacons who can wisely draw alongside the repentant deacon to walk him back to a restored position. During this process the Chairman of Deacons may ask that deacon be suspended from ministering as a deacon in the ongoing ministries of Shiloh Baptist Church until such a time as it is felt he no longer has a problem with his conduct.*

## Finance and Budgets Policy

### **Biblical Basis**

“Having land, sold it, and brought the money, and laid it at the apostles' feet.” Acts 4:37 (KJV)

The financial responsibility of the church is to be a wise steward of the resources God has entrusted to this fellowship. The church is accountable to its membership to make sure the resources of the church are managed with the highest level of trust and integrity possible. Ultimately, the church is responsible to God for the stewardship of its funds. If a financial conflict arises, the instruction in Matthew 18 should be followed as a guiding principle.

### **Stewardship Emphasis**

The church needs to conduct an on-going stewardship emphasis. The emphasis can be delivered through a special program, sermon series, or campaign.

### **Unrestricted Gifts**

Members are encouraged to support the ministry of the church through regular gifts and offerings to the church's general operating budget. The general operating budget is a comprehensive spending plan for the church's ministries.

### **Designated Gifts**

Individuals can give designated gifts to support the ministry of the church. *However, the designated fund must be established before the church receives the cash or cash equivalent designated gift.* If the designated gift is a gift of property, not cash or cash equivalent, then the church or finance committee reserves the right to use the property for the purpose of the church. The church or finance committee will try to honor the intention of the donor, but the finance committee or church reserves the authority to use or dispose of the property that best fosters the church's ministry.

1. **The process of establishing a designated fund by the church:**
  - a. Any member of the church requests the establishment of a designated fund.
  - b. The member must present a verbal or written request to the finance committee.
  - c. If approved by the finance committee, the request will be presented to the church during regular/special business.
  - d. Before the church accepts a contribution for a designated purpose, a designated fund must be approved.
  - e. If the finance committee or the church fails to approve a request for a designated fund, the designated fund cannot be established, and the church will not receive any money.
  - f. A list of contributors and their contributions is maintained for Internal Revenue Service record-keeping requirements.
2. **The established designated fund must meet the following requirements which will be put in writing by the finance committee:**
  - a. The purpose of the fund and how it furthers the mission of the church must be stated.
  - b. Procedure on how the fund will be spent must be recorded.
  - c. The procedure on how the fund can be closed should be stated.

- d. The policy should state how to disperse any money left in the fund after the fund is closed.

### **Funds**

The administration of the various funds, including all disbursements, is subject to the control and discretion of the Church Leadership, and committees. The church and committees may consider recommendations from anyone, but in no event are bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation.

#### **Benevolence Fund**

The church, in exercise of its religious and charitable purposes, has established a fund to assist people in financial need. The church welcomes contributions to the fund. The church recognizes that assisting people in financial need is a continuing mission of the church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

#### **Building, Grounds and Property Fund**

The church, in exercise of its religious purposes, has established a building, grounds and property fund to maintain/improve the church building, grounds, and equipment. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the building and grounds committee or church. The church recognizes that maintaining the church building, grounds, and equipment is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Additionally, this fund provides for the future needs of the church for major repairs, major remodeling, expansion, or construction of facilities for the church. The church welcomes contributions to the fund.

The church recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

#### **Missions Fund**

The church, in exercise of its religious purposes and mission, has established a mission's fund to provide resources for the church, church members, or other worthy persons or organizations spreading the gospel of Jesus Christ. The fund can also provide resources for church members or other worthy individuals for short-term mission trips or support for long-term missions. The church welcomes contributions to the fund.

The church recognizes that spreading the gospel is the primary purpose of the church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

### **Ministry Fund**

The church, in exercise of its religious purposes and mission, has established a ministry fund to provide resources for the church and its various ministries. The ministries are, but not limited to, the following: music ministry, children's ministry, youth ministry, adult ministry, senior adult ministry, Sunday School, Women's ministries, Men's Ministries, Discipleship Training, and evangelism. The church welcomes contributions to the fund and donations may be requested for a specific ministry of the church provided the church has budgeted funds in the general budget for that ministry. The administration of the fund, including all disbursements, is subject to the control and discretion of the finance committee or church.

The church recognizes that ministry is a vital part of the church's purpose and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

### **Budget Presentation**

The finance committee will present a budget for church adoption/approval at least one month before January 1st.

### **Fiscal Year**

The church fiscal year shall begin January 1 and conclude December 31.

### **Financial Records**

The church will be responsible for maintaining adequate financial records at the church facilities. Members can request to review financial records by submitting a written request to the finance committee. The finance committee will make the financial records available with a valid request only. The finance committee will determine which requests are valid. The church financial records or copies will not be removed from the church premises without the finance committee's approval.

### **Financial Reports**

Monthly financial reports on expenditures and receipts shall be made available. At least quarterly, a financial report should be presented to the congregation at a business meeting. An annual summary financial report should be prepared for the congregation.

### **Review of Financial Records**

The financial records of the church shall be reviewed annually by at least a three-member ad hoc committee appointed by the finance committee. If the ad hoc committee has a concern over the financial records, then an accountant who is not a church member will be employed to help resolve the concern.

### **Fundraising Events**

The normal practice of financial operations of the church is for members to give their tithes and offerings through the general budget of the church. The finance committee must approve all fundraising events. Contribution credit will not be given for items purchased at a fundraising event.

**Mission Giving**

The church believes in the biblical basis of mission giving as commissioned by the Lord Jesus Christ in Matthew 28:18-20. The church will commit to giving at least thirteen to fifteen percent of its unrestricted gifts to mission causes through the Cooperative Program and associational missions.

**Mission Offerings**

The church supports and accepts the national, state, and associational special mission offerings promoted by the Southern Baptist Convention, the State Baptist Convention, and the Association.

**Disbursement of Funds**

The church treasurer and other designated individuals shall be responsible for the disbursement of church funds according to the budget adopted by the church. The finance committee can approve budget overage between church business conferences. Two signatures are required for the disbursement of funds. Likewise, funds shall not be disbursed without an adequate receipt or invoice being provided by the individual requesting the funds. Normally, requests for funds should be given at least one week in advance.

**Contribution Credit Statements**

If requested, contribution credit statements will be provided to each donor of the church.

**Church Bank Accounts**

The church treasurer in consultation with the finance committee will be authorized to open and close church bank accounts under the control and authority of the church. Only bank accounts controlled by the church may be allowed to use the church's federal identification number.

**Reserve Funds**

The goal of the church will be to maintain two months of reserve funds to be used in case of emergency or temporary budget shortfall.

**Property and Liability Insurance**

The church will ensure the church property is insured at fair market value. At least every two years, the building and grounds committee should review the church's current property and liability insurance coverage. Also, the building and grounds committee should conduct a church safety tour annually.

**Church Credit Card Usage Policy**

When goods and services are procured by the church, the vendor should be requested to bill the church so payment can be made directly to the vendor. This is especially important for large purchases since it will allow the finance office to arrange to make incremental payments when needed. Church credit cards may be made available to church staff members with the finance committee's approval. Annual credit card fees will be charged to the ministry budget line for the person to whom the card is issued. These cards are to be used only for purchases for use by the church. Statements and sales receipts must be submitted to the church treasurer. Payment will be made directly to the credit card company. Statements must be submitted in a timely manner to avoid late charges. Late charges incurred because of late submittal will be the personal responsibility of the individual.

### **Church Usage Fees**

Church members and nonmembers can reserve the church facilities for personal use if the reservation is not in conflict with the church's schedule. The finance committee will be responsible for determining the fees for the usage.

### **Accountable Reimbursement Policy**

In accordance with IRS regulations 1.162-17 and 1.274-5(e), Shiloh Baptist Church, Hartford AI, hereby establishes a reimbursement policy for all Pastoral Staff and employees with the following terms and conditions:

1. The church will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:
2.
  - a. Business use of automobiles, up to the current IRS standard mileage rate.
  - b. Business travel away from home: transportation, lodging, and meals on overnight trips.
  - c. Convention conference and workshop expenses.
  - d. Educational expenses, if qualified as an itemized deduction and within IRS limits.
  - e. Subscriptions, books, and tapes, if related to ministry or employment.
  - f. Entertainment/hospitality expenses if business connection requirement is met.
  - g. Cell phone charges if required for church use only.
3. The Pastoral staff member or employee will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, date, place, business purpose, and business relationship of each expense. A receipt will accompany the documentation.
4. The Pastoral staff member or employee will return advances that exceed actual business expenses within 120 days. Under this accountable arrangement the church will not report reimbursed amounts as taxable income on the minister or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on Form 1040.

## **Sunday School Policy**

We provide instruction geared for those of all ages in a Bible based and Christ honoring Sunday school program.

### **General Oversight**

The Sunday School Ministry shall operate under the general supervision of the Pastor and pastoral staff (*Hebrews 13:17*), with direct leadership provided by the Sunday School Director and other enlisted leaders.

All leaders working with children and youth will undergo a background check.

### **Responsibilities:**

1. **Sunday School Director/Assistant Director:**

- a. Arrive prior to Sunday School start time to ensure attendance books and other documents as necessary are placed in each classroom.
- b. Ensure each class has the required number of teachers in attendance.

**\*\*In the event a class is without its assigned teacher, the director will either combine the class with another, assign an unscheduled teacher from another class, or teach the class themselves.**

- c. The Sunday School Director, in conjunction with the Nominating Committee, will select and screen potential teachers and workers for service within the SBC Sunday School ministry. The screening will include consideration of the teacher/worker requirements listed below. New Christians should not be considered for teaching positions.
- d. Ensures, at a minimum, a primary and backup teacher are selected for each class.
- e. For ALL children's classes, ensures two (2) adults are present in each class. This should be composed of an adult teacher and an adult helper. Youth helpers may be present but are not considered substitutes for a second adult.

**\*\*In the event the Teacher/Helper pairing are spouses, an additional adult helper must be present.**

- f. Maintains a complete first aid kit in a central location available to all teachers and workers and ensures it is stocked with current and appropriate items. (Anti-biotic salve, Band-Aids, gauze, tape, alcohol, sanitary gloves, CPR masks, bleach, water etc.)
- g. Maintains a list of critical phone numbers including Hartford EMS, Poison Control Center, and local hospital emergency rooms.
- h. Maintains a list of qualified medical personnel who attend Shiloh Baptist Church. (Doctors, Nurses, EMTs, Paramedics etc.;)
- i. Develop the annual Sunday School budget and present it to the finance Committee NLT Sep 30<sup>th</sup> each year.

## **2. Sunday School and Mid-Week Teacher and Worker Requirements**

The points listed should be the aim of every Christian but especially those who give themselves to the instruction of others in Sunday school.

The ministry of the Sunday school teacher should extend far beyond the time spent in the classroom. To be effective the teacher MUST be a continual living example of Christian conduct. While none of us can fully attain this noble goal, it should be the heartfelt desire of all teachers. Each Sunday school teacher/worker needs to always be available to meet the class member's needs for counsel, friendship, encouragement, and prayer in their walk with God. Every effort should be made to establish a trusting relationship with each class member.

Children’s teachers must remember that each child in the class has been entrusted to them by a parent or grandparent, by the pastor and most importantly by the Lord our God. The space of time given may be the only true Biblical instruction some of these children have ever received. Others will find the instruction a supplement to what they are learning in the home. Many of these young ones will remember the teacher – not the lessons taught – for the rest of their lives. The impression made upon them can and will serve to keep them in church and walking in the ways of truth all their days.

As each child and each home is different, there is no substitute for time spent with every student. It is unreasonable to expect a student to be excited about a lesson or a class if the teacher is not. Every session should be a joyful overflow of the teacher’s love for Jesus and for each child.

- a. The teacher must be born again.
- b. The teacher must be committed to living the Christian life inside and outside the church.
- c. The teacher must be doctrinally sound, holding to all crucial points of doctrine held by the church.
- d. The teacher must be in a right relationship with the pastor and leadership of the church, lest a critical spirit infect those under his or her care.
- e. The teacher must be faithful to the services, activities, and ministries of the church. One cannot send mixed messages of teaching Sunday morning and being absent Sunday night or of giving a lesson on evangelism but being absent from the outreach efforts of the church.
- f. Each teacher should be fully prepared to fill all the available time with instruction and activity of interest and benefit to the students.
- g. The teacher should arrive in his or her classroom at least fifteen minutes prior to class time. Each student, new or old, should find their teacher waiting for them in the classroom.
- h. The classroom should be left clean and neat, ready for the next class. Return chairs and tables to their proper place, pick up rubbish, clean boards, etc.

**3. Policy for Youth, Children and Preschool Classes**

- a. All teachers will receive training to help them understand the nature of child abuse and neglect. This training will include an explanation of state laws concerning teachers/workers’ obligations for reporting child abuse to the proper agencies.
- b. No classes shall be conducted in a “one on one” environment. In the event there is only one student present the class will be combined with another class.
- c. Workers under the age of 18 will always work under the supervision and in the presence of an adult teacher.
- d. Children and preschoolers needing to visit the restroom will be accompanied to and from by an adult worker.
- e. At **NO TIME, children or preschoolers will** be left alone in the classroom.
- f. All teachers and workers will be trained in basic first aid procedures. This will include treatment of cuts/bruises and CPR.

#### **4. Incidents and Injuries**

Should an incident which causes injury to occur in the class the teacher shall assess the injury and.

- i. If the injury is a minor cut or bruise the teacher will administer basic first aid and notify the child's guardian as applicable
- ii. If the injury is more serious requiring professional care, contact 911 and notify the director to bring a qualified medical professional who is currently at church. Then notify the guardian if applicable.
- iii. Complete an accident form and ensure it is filed by the SBC Ministry Assistant.

#### **5. Allegations of Improper Conduct**

Should there be allegations of improper conduct by a teacher/worker, the following procedures will be followed.

- a. The accused individual will be removed from their position until the matter has been investigated.
- b. The following individuals will investigate the matter; Pastor, Associate Pastor(s) Chairman of Deacons, Sunday School Director, Chairman of the Nominating Committee and SBC Church Clerk
- c. The investigation committee will interview the plaintiff and the accused separately to determine the facts surrounding the incident. Further investigations will be conducted if the committee feels they are necessary. All interviews will be recorded, and a written manuscript will be prepared by the SBC Church Secretary
- d. If the plaintiff or accuser is under the age of 18, the legal guardians will be present for all interviews.
- e. Should the facts prove that misconduct occurred, the matter will be brought before the church for a decision for appropriate church disciplinary action.
- f. If necessary, the Senior Pastor will notify the proper authorities.

## **Nursery Policy and Procedures**

*"In the same way let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." -Matthew 5:16*

**Dear Nursery Volunteers,**

You are IMPORTANT! Your time and service in the nursery is greatly appreciated! With your help we can provide a safe, loving environment for children and allow parents to trust that their children have been

left in a safe, loving, and secure environment, during services and other events. Enjoy time with one another as you care and shine the light of Jesus into the children of SBC.

The nursery is an unbelievably valuable ministry. By serving in the nursery, you impact not only the children in your care, but the parents as well. The SBC nursery provides parents with the opportunity to focus on the word of God, while knowing that their children are in the greatest care! Not only that, but Nursery volunteers are also often the first faces newcomers see when they enter SBC. It is our responsibility to encourage them with a friendly face and provide them with a comfortable, caring environment for their children. The goal is to love them into the SBC family and nursery our nursery provides a vital role in this endeavor!

For the nursery to operate smoothly, we need one thing – commitment. Your commitment! The following pages set forth the guidelines that have been established for the nursery and approved by the church. You will be asked to sign a designated page to pledge your commitment to the nursery. By signing, you are asserting that you have read and understood the guidelines and will do your absolute best to uphold them, remembering that your service in the nursery is not only a service to parents and to SBC but to our Lord and Savior!

### **Nursery Ministry Introduction**

The SBC Nursery Ministry is under the guidance of the Nursery Coordinator, The Sunday School Director, and the SBC Pastoral Staff. This policy and procedures manual establishes guidance for our nursery volunteers and describes the strategy, structure, and policies of the Nursery Ministry of Shiloh Baptist Church.

### **Nursery Ministry Vision**

To provide an environment of safety, love and respect where the child learns about the love of God and the importance of Scripture; the parent feels respected, loved and feels that their child is loved and well cared for; and the volunteers and staff feel valued and supported as a part of a ministry committee that is serving our families.

### **Nursery Ministry Missions**

1. To instruct children about God, His love and Scripture
2. To create an environment of love and compassion for children to feel safe
3. To be welcoming to visitors
4. To provide quality service and respect for our parents so that they trust the environment in which they are leaving their children.
5. To protect children from harm
6. To protect SBC, its staff, and volunteers from potential litigation.

### **Nursery Staffing Structure**

1. Nursery Coordinator / Director
2. Committee Leads
3. Adult and Youth Volunteers

### **Nursery Volunteer Guidelines**

1. All parents/guardians whose children regularly attend the nursery are strongly encouraged to volunteer on a regular basis to provide enough adults in the rooms to care for the children.
2. All volunteers must fill out an application and consent to a background check.
3. All volunteers must agree to abide by the policies and procedures before volunteering in any of the Nursery Ministry areas.
4. All volunteers must agree to serve under the direction of the Nursery Coordinator and follow his/her leadership and instruction while working as a volunteer in the nursery.
5. Background checks are to be completed for every person working with children to protect the children from harm and the church from litigation.

***Background checks will only be seen by the Church Ministry Assistant and filed for legal purposes. If issues on a background check indicate a history of violence or child-related offenses, the Nursery Coordinator will only be told that the applicant is not eligible to serve. Details will not be given.***

6. Minors applying to volunteer must be at least **14 years old**. They must attend nursery training and can assist ONLY with children who are greater than 12 months of age.
7. No one under **18-years-old** will be allowed to do unsupervised “infant care” in the infant room (i.e., diaper changing, etc.).
8. The Nursery Coordinator encourages the staff and volunteers as they serve. Including making sure expectations are clearly communicated and policies and procedures are enforced.

### **Nursery Coordinator Responsibilities**

1. Responsible for making sure the nursery is properly staffed as well as ensuring the nursery is running smoothly each Sunday and Wednesday.
2. Identifies Committee Leads and assigns volunteers to serve alongside these leads.
3. Responsible for ensuring the committee on nursery duty meets the required demographics contained within this document.
4. Inform committee leaders of any updates or changes in weekly procedures.
5. Assists with finding substitutes as needed.
6. Make sure to review rooms for readiness to receive children.
7. Provide Committee Lead information for each service.
8. Ensure the Nursery Ministry Committee and Committee leads for upcoming services are published in the appropriate place. (Church App, SubSplash, Bulletin, Bulletin Board)
9. Ensure appropriate safety documents are developed and displayed, as necessary.

### **Committee Lead Responsibilities - (1 Committee Leader Assigned per Nursery Shift)**

1. Ensure for each service that one person nursery committee is located at the Nursery reception desk to greet families and assist with the Child Check-In system.
2. Assist the Nursery Coordinator by helping to ensure the nursery is staffed and supplied appropriately.
3. Responsible for finding their **own substitute or replacement** if they cannot make it for their scheduled week.
4. Coordinates with Nursery Coordinator and Deacons for additional volunteers if short staffed.
5. Coordinate with volunteers, deacons on staff, and the nursery coordinator in case of emergency evacuation.
6. Committee Leader must arrive at least 15 minutes early to ensure rooms are prepared to receive children and makes sure the Child Check-in computer is ready.

### **Nursery Policies & Procedures**

***\*SBC Nursery Rooms are PEANUT FREE rooms. \****

1. The nursery will provide enough volunteers to provide the following adult-to-child ratios:
  - 0 – 11 months with an adult to child ratio of 1:2
  - 12 – 23 months with an adult to child ratio of 1:4
  - 24 – 35 months with an adult to child ratio of 1:6

\*We also require that at least 2 unrelated adults must be in nursery.

*It is strongly suggested that nursery staff do not bring along any other children to help in the nursery unless they are on the schedule and meet the requirements stated previously in the policy.*

2. No more than two (2) youth volunteers may be present in the nursery at any given time, and they must meet the requirements listed earlier in this document. To protect our Youth Volunteers, we ask that they do not pick up any child below the age of 13 months. They may hold them either while sitting on the floor or in a chair.
3. Nursery doors (bottom half) are to remain closed.
4. All must wash hands upon entry and or use hand sanitizer - Adults and children.
5. Only nursery staff and children should be inside the nurseries at any time apart from nursing mothers.

*Note: We need to be careful to not offend parents, but to explain that we encourage them to remain outside the nursery doors to prevent other children from “escaping” the nursery and to limit access that non-nursery workers have to children for security’s sake.*

6. Ensure that children are placed in age-appropriate rooms (no children in the infant/toddler nursery who are older than 3). (If and when we are at capacity to divide age groups again).
7. Nursery staff are responsible for encouraging “safe” play among children (i.e., no kicking, throwing toys, rough housing).
8. **NO** photos should be taken of the children in the nursery at any time without prior **written**

**approval** from the child's parents. Personal cell phones or other electronic devices should not be used to take or post photos of children in the nursery. If the church needs to take photos for any reason, parents will be informed on that day and asked to sign a consent form.



9. Lastly, please leave the nursery as you find it!

### **Procedures Before, During and After Services**

#### **Before Each Service:**

1. Please be on time, at least 15 minutes before your scheduled shift starts.
2. Designate one volunteer to greet each child by name and ask the parent if there are any special instructions and/or needs for the day.

#### **During Each Service:**

1. If a child places a toy in their mouth, place that toy in the "dirty bucket," in the infant room, to be cleaned at the end of your shift to avoid the spreading of germs.
2. All children should be checked for necessary diaper changes, but do not disturb a sleeping baby. Please note that some 2 yr. olds will be potty training. Workers may assist them as needed. (See Nursery Bathroom Usage on pg. 74)
3. Throughout the service we interact with the children. There are plenty of books, puzzles, and toys to play with. Remember, this is a time to minister to the infants and toddlers, not a time to visit with one another.

#### **Last Service of the Day\*\*:**

1. Clean everything that has been used with "Disinfecting" spray (toys, cubbies, tables, changing tables etc.). Spray all the toys that have been played with.
2. Spray counters, doorknobs, doors, and bathroom areas.
3. Clear all cubbies and counters of trash. Remove bathroom and kitchen trash after each session and place it in the dumpster behind the fellowship hall.
4. Turn off the lights.
5. Please leave the nursery in the same or better condition than found. The next nursery volunteers will benefit from your cooperation.

***\*\*To minimize the spread of any infectious diseases within the nursery and to ensure the health and safety of our children and volunteers we ask that before you leave for the day that these steps are done. By the very nature of diapered infants, runny-nosed toddlers, and inquisitive preschoolers, we realize that children in these age groups have the potential of being exposed to a higher rate of infection than older children. \*\****

### **Nursery Sick Policy and Medications**

Be respectful and proactive in enforcing the nursery sick policy as children arrive. When you need help to communicate a possible concern to a parent, contact the parent through Subsplash and/or Deacon to locate the parent.

**Medication** - The nursery staff are not adequately trained to dispense any type of medication. Do not accept any medication from a parent for their child. Request that the parent return to administer medication at the appropriate time.

If a child becomes ill or injured during the service, parents will be notified immediately either through the Subsplash system or a Deacon. An Incident Sheet, located on the nursery binder, will be filled out by the Committee Leader.

For the health and safety of all children, and nursery staff and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours will not be accepted:

- A known or suspected infectious illness
- A fever of 100.0 within the past 24 hours
- Nausea, vomiting, diarrhea, or feeling unwell
- Cough, sore throat, croup (excepting allergies)
- Colored runny noses
- Common Cold
- Contagious skin rash
- Pink eye
- Lice
- Impetigo (infected wounds), boils, untreated ringworms
- Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- Use of antibiotics for 24 hours or less

For the protection of the Nursery staff and children all caregivers are asked to follow these guidelines. If possible, provide a doctor's note, if your child has allergies. Also, list all known food allergies.

REMEMBER to wash your hands after wiping ANY runny noses!

### **Nursery Sign-in and Check-out Procedures**

**\*\*\* Ensure CHECK –IN & CHECK-OUT procedures are known to parents and are followed.**

1. Parents may check-in their children on the self-check-in computer or at the Nursery desk where nursery staff will assist with the check-in process.

2. Parents will label their child's belongings (have pacifiers on a clip if the child needs them for nursery) and place them in the child's cubby upon arrival. If there is not a cubby a volunteer will assist in providing one.
3. Parents must keep printed tickets with them. Parents should keep this on their person to avoid misplacing or losing this important security ticket.
4. **In case computers are down**, parents should be given an ID bracelet, and children should be given a nametag with the corresponding ID #. The ID # will need to be written on the sign-in sheet.
5. If parents do not respond via a Subsplash notification, a Deacon will be contacted to find the parent.

### **Basic Care of Infants**

1. Clean sheets should be used on cribs for each child. These are in a drawer of the changing table.
2. Dirty laundry should be placed at the very bottom of the changing table in a trash bag.
3. When diapering, disposable gloves must be worn. Volunteers must wash their hands after diapering.
4. A disposable changing pad must be used, or the changing pad must be wiped down after each use with Clorox wipes in the cabinet.
5. Diapers should be disposed of in trash. Please take trash out to the dumpster after service!

### **Nursery Feeding Procedures**

1. Do not allow the children to walk around with a sippy cup or bottle. After they finish with their drink, return it to their cubby.
2. Age-appropriate children (i.e., Can sit in the little chairs unassisted) need to be fed a snack in the toddler room.
3. If a baby is a bottle fed, have the parent prepare the bottle before leaving the child. Youth workers may not bottle feed babies.
4. Only food from the Approved Snacks List can be offered in the nursery. (Posted in Infant Room)
5. Do not bring snacks from home for your child. An exception to this will be made if your child has food allergies.

**NOTE:** If you have a child in the nursery, please bring a marked sippy cup every Sunday, a juice box or disposable cup will be provided during snack time.

### **Nursery Cleaning & Sanitizing Procedures**

1. Wash your hands and disinfect toys continuously.
2. If a child's bottle or cup is dropped on the carpet, the nipple should be rinsed with hot water before it is returned to the child.
3. All children using a bottle or sippy cup must be seated with a caregiver nearby and not allowed to walk around the nursery. Then place the bottle/cup back in their cubby.
4. If a child's bottle or cup is somehow picked up by another child who then drinks from it or plays

with the nipple, then the cup/bottle should be washed.

5. If a pacifier is dropped on the carpet or picked up by another child who plays with it or puts it in his mouth, it must first be washed in hot soapy water and then rinsed well by a volunteer before returning it to the child to whom it belongs.
6. DO NOT ALLOW CHILDREN TO SHARE PACIFIERS, BOTTLES OR CUPS AT ANY TIME.

### **Bathroom Visits**

1. One worker must accompany the child to help and enforce hand washing afterwards. Always notify a coworker that you are assisting a child with bathroom needs.
2. The bathroom door should be left open. Use common sense on modesty.
3. Assist children in using step stools to wash their hands.

### **Toy Guidelines**

1. All toys "mouthed" by children are to be washed in 10% bleach solution or wiped down with Clorox wipes.
2. Bins should be checked for small, hazardous toys in the infant room. Occasionally toys are mixed between rooms. Inappropriate toys for infants should be removed.
3. There are to be no stuffed animals in the nurseries for sanitary reasons because they cannot be effectively cleaned week after week. If you see these types of toys, please remove them.

**Note:** *Please keep track of toys mouthed by children as much as possible as this is our #1 defense in preventing sickness and germs from spreading!*

### **Accidents(toilet)/Injuries/Incidents**

1. Only Committee Leaders and/or Nursery Coordinator should fill out these forms in conjunction with other committee members.
2. Any toilet accident or play injury should be reported on the forms located on the Nursery Binder in the infant room.
3. Any incident considered noteworthy should also be reported (these may include disciplinary problems).
4. Place the accident/injury/incident forms in the nursery box in the church office.
5. Notify the Nursery Coordinator.

### **Emergency Evacuation Procedures**

Understand and follow appropriate evacuation procedures in case of an emergency.

- a. Fire or other emergency (non-weather related): Children will be evacuated out the children's wing across the street to the parking lot.
- b. Weather emergencies: Children are to be taken to the bathroom in the nursery or other location designation by the Deacons or Security Committee. The locations will not have any exterior walls.
- c. All evacuation plans are to be posted on each classroom's door.
- d. Each child should be signed into Subsplash and/or roster if needed when their parents check them into their room. If using the roster, the child's name should be marked out by the worker if they are checked out before the service ends so that an accurate record is kept of children in

the room.

- e.** In the event of an evacuation, the roster should be picked up by a worker and taken to the designated assembly area with the children.
- f.** Volunteers should calmly but quickly organize the children for evacuation. It is especially important that the volunteers closely follow the instructions given by the Nursery Coordinator, Committee Lead, Security Committee or Deacons. The calm reaction of the workers will be comforting to the children.
- g.** Infants should be placed in rolling cribs for transportation to the designated evacuation area.
- h.** If there is a need to exit the building due to an emergency, the Deacons and/or Security Committee will oversee the evacuation procedures.

### Checklist of Necessary Nursery Supplies

Size 1 Disposable Diapers – Infant room

Size 2 Disposable Diapers – Infant room

Size 3 Disposable Diapers – Toddler room

Size 4 Disposable Diapers – Toddler room

Size 5 Disposable Diapers – Toddler room

Size 6 Disposable Diapers – Toddler room

/M/L Nylon gloves for all diaper changing and wound care that might arise.

Paper lining for changing tables

Pre-moistened baby wipes

Tissues

Hand Sanitizer

Hand soap

Approved First Aid Kit

Plastic bags and ties for soiled diapers and/or clothes  Disinfectants and nontoxic cleaning solutions

Paper towels

Electric outlet covers

Emergency manual

Posted fire exit plans/maps

Children’s books and toys

Subsplash System (Check-In Binder if needed)

Fire extinguishers

Smoke and carbon monoxide detectors (check batteries often and replace them twice a year)

## **Child Safety Policy and Volunteer Requirements.**

Because Shiloh Baptist Church (SBC) is committed to our children and because we strive to provide fun, safe programs from Nursery through Youth that encourage our children to grow in Christ, SBC has enacted a Child Safety and Security Policy for newborns through 17 years. We believe that the church must maintain the highest standards for both its programs and for the people who staff those programs. To the degree possible, nothing should be allowed to shame the gospel we hold so dear. Accordingly, our goal is to protect the children and youth of our church from incidents of abuse, misconduct, or inappropriate behavior. Just as we believe we should pursue protection for the unborn, so we think we should do what we can to protect those among us who cannot protect themselves. In addition, we also seek to protect our staff and volunteers from false accusations. Therefore, to demonstrate this commitment to the reputation of the gospel, to our children, to the parents of the children who participate in our programs, to our staff and volunteers and to the community, Shiloh Baptist has adopted this Child Safety Policy.

“Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it.” - Mark 10:13-16

**SBC NURSERY POLICY AND PROCEDURE STATEMENT OF ACKNOWLEDGEMENT:**

1. All volunteers are asked to read and abide by the Shiloh Baptist Church Nursery Policy and Procedure Agreement.
2. Sign the Statement of Acknowledgement and Agreement.

I, \_\_\_\_\_(print), have read and understood the Shiloh Baptist Church Nursery Handbook. I understand and agree to the Policy and Procedure as presented in the handbook. I agree to follow these guidelines to the best of my ability.

---

Signature

Date

Per the SBC Child Safety Policy all nursery volunteers will need to have a basic background check done before serving in the nursery. SBC will pay for the check. It will be seen only by Authorized Church Staff Only.

**For Authorized Church Staff use only.**

Volunteer Background Check

**SBC CHILD CARE SAFETY AND SECURITY POLICY OF ACKNOWLEDGEMENT:**

1. All volunteers are asked to read and abide by the Shiloh Baptist Church Child Care Safety and Security Policy.
2. Sign the Statement of Acknowledgement and Agreement.

I, \_\_\_\_\_(print), have read the Shiloh Baptist Church Child Care Safety and Security Policy. I agree to abide by these guidelines to the best of my ability.

---

Signature

Date

## Counting Committee Policy

The counting committee is responsible for the complete and accurate tally of offerings received during each week. The committee is additionally responsible for filling out the Weekly Report of Offerings form and depositing the offering in the bank. Members will rotate duties so that two (2) members of the committee are serving each week.

Offerings received during each Sunday service shall be collected by the deacons and placed in the church safe for the counting committee to collect on Monday morning. The scheduled counting committee members shall meet no later than Monday morning, retrieve the offering from the safe, count the offering, prepare it for deposit and deposit it in the bank. All cash and checks received shall be placed, along with the deposit slip, into a bank bag for deposit. There MUST ALWAYS be two members of the committee present when counting the offering.

Each envelope is to be opened, ensuring the amount on the envelope agrees with the money within and that a name appears on the envelope. Empty envelopes will be given to the Church Ministry Assistant who will post the amount to the individual's record.

If the offering is specially designated offering, the amount and designation must be placed on the Weekly Report of Offerings Form.

After all the monies have been received and counted, the totals are then placed on the Weekly Report of Offerings Form. A copy of this form is provided to the treasurer. The original form and the individual offering envelopes are to be given to the Church Ministry Assistant. The bank deposit slip is also to be filled out using totals from this form.

## Shower Policy

Shower recipients should be connected to Shiloh Baptist Church in some manner. Either by being members themselves or through the membership of immediate family members. (Spouse, Parents, Grandparents)

Duties: The shower committee is NOT normally responsible for the hosting of showers. Its duties are as follows:

- a. Coordinating with the shower hosts for supply of resources such as decorations, utensils.
- b. Coordinating with the Church Ministry Assistant for scheduling of the shower venue
- c. Purchase and acquisition of decorations, tablecloths, flatware to be maintained by the church
- d. Inventory and security of decorations, dishes, bowls et.
- f. Development of an annual budget for submission to the Finance Committee.

This budget should only include funds required for the annual supply of decorations, expendable items (paper goods), and the upkeep of reusable resources (bowls, platters, etc.). It does not include the cost of hosting the shower. That cost is funded by the hosting class or committee.

Shower Hosting Responsibility Priorities:

1. Sunday School Class of the member being showered
2. Sunday School Class of immediate family member if the member being showered has no Sunday School Class.
3. Shower Committee

Duties of Shower Hosts:

- a. Notifying the Shower Committee of the upcoming shower and scheduling a venue with the Shiloh Ministry assistant.
- b. Providing the Ministry Assistant with the recipient's name and the date and time of the event for inclusion in the church bulletin and newsletter.
- c. Provides funding for the shower including food, beverages, additional decorations etc.
- d. Setup and cleanup of the venue

## **Music Ministry Policy**

The purpose of the Music Ministry shall be to glorify God by leading the congregation in worship through biblically sound music that supports the mission and ministries of the Church. All music, leadership, and participants within the Music Ministry shall affirm and operate in accordance with the doctrines of the Church as set forth in the Baptist Faith and Message.

The Pastor shall have general oversight of the Music Ministry as part of the total church ministry. The church may call/appoint a Praise and Worship Minister/Leader.

The Minister of Music (or Worship Leader) shall:

- Be responsible for the planning, coordination, and direction of all music ministries.
- Select music in consultation with the Senior Pastor
- Supervise all music ministry participants and groups.
- Ensure alignment with SBC's doctrinal and worship standards.
- Develop an annual budget for the ministry and present it to the finance committee NLT Sep 30<sup>th</sup> each year.

All choir members, instrumentalists, vocalists, and media team members shall serve under the direction of the Praise and worship Minister / Leader.

Participants in the Music Ministry should:

- Be members of the Church or regular attendees approved by leadership.
- Demonstrate a consistent Christian testimony and lifestyle.

- Agree with the Church's beliefs and practices.

Participants shall:

- Attend rehearsals and services faithfully.
- Serve with a spirit of unity and humility.
- Support the leadership of the Church.

Participants may be removed from the Music Ministry for:

- Conduct inconsistent with Christian testimony.
- Failure to support church leadership.
- Repeated unexcused absences.
- Such removal shall be at the discretion of the Minister of Music in consultation with the Pastor.

All music used in worship services shall biblically accurate and doctrinally sound, Christ-centered, and worship-focused and support congregational participation. Final approval of music selections shall rest with the Pastor and/or Praise and Worship Minister/Leader.

Regular rehearsals shall be scheduled, as necessary. Participation in rehearsals and scheduled worship services is expected of all members of the Music Ministry.

All participants shall conduct themselves in a manner that reflects Christian character. Conflicts and disciplinary matters shall be handled in accordance with biblical principles and established church policies.

The use of sound, lighting, and media shall be considered an extension of the Music Ministry and shall operate under the same leadership and spiritual expectations. The church shall appoint a Technology and Media Director and Team.

The Music Ministry may organize special programs, including seasonal presentations and outreach events, subject to approval by the Pastor and appropriate church leadership.

## **Tech and Media Ministry Policy**

This committee plays an essential role in Shiloh Baptist Church with the utilization of media becoming imperative for churches if they want to grow, reach others, and maintain significance in the local community and the rest of the world. They oversee the church's various technologies (e.g., audio/video recording and streaming, online giving, digital archiving, social media, etc.) to make sure systems are coordinated and optimized. This committee may delegate its work to various sub-committees, such as the Audio Sub-committee, which is responsible for operating the church sound system during worship.

The Technology & Media Ministry committee is a multifunctional committee of Audio, Visual, Social Media, Church App (Subsplash), and Photography members whose duties include but are not limited to:

**Audio Subcommittee Committee:**

- a. Provide continued training opportunities to assist volunteers in operating audio equipment.
- b. Research and recommend appropriate audio equipment.
- c. Assure the proper care, maintenance, and use of all audio equipment.
- d. Develop and maintain a preventive maintenance program.
- e. Recommend changes to audio system to include purchases, replacements, and upgrades.
- f. Purchase needed software to assist in ministry.
- g. Work with the Technology & Media Committee Chairperson in preparation of the annual budget.

**Video Subcommittee Committee:**

- a. Video Recording of the services for those who were unable to make it to the worship service.
- b. Provide continued training opportunities to assist volunteers in operating video/sound equipment.
- c. Research and recommend appropriate video/sound equipment.
- d. Assure the proper care, maintenance, and use of all video equipment.
- e. Work with the Technology & Media Committee Chairperson in preparation of the annual budget.

**Social Media & Website Subcommittee:**

- a. Evaluate social media efforts and make recommendations for increased effectiveness.
- b. Make recommendations for changes and/or updates to the social media & website platforms.
- c. Support and/or assist staff and committees in the use of social media for communication to the church body and the community.
- d. Create educational opportunities for members and staff to learn how to utilize social media technologies.
- e. Recruit and supervise a committee of volunteers with the necessary skills to effectively manage and execute the social media platforms and website technologies.
- f. Obtain parental/guardian permission for the child's image to be used in church displays, church publications, on the church website and associated social media and in the media.
- g. All volunteers must adhere to the "Shiloh Baptist Church Media Use Policy."
- h. Work with the Technology & Media Committee Chairperson in preparation of the annual budget.

**Church App (Subsplash) Committee Subcommittee:**

- a. Make recommendations for changes and/or updates to the current church application platform as needed.

- b. Create educational opportunities for members and staff to learn how to utilize the current church application.
- c. Recruit and supervise a committee of volunteers with the necessary skills to effectively manage and execute the current church application.
- d. All church application volunteers must adhere to the “Shiloh Baptist Church Media Use Policy.”
- e. Work with the Technology & Media Committee Chairperson in preparation of the annual budget.

**Photography Committee Subcommittee:**

- a. To take pictures and produce a photographic record of important and memorable events in the life and history of our church (examples: Vacation Bible School, Baptisms, Homecoming, Festivals, Christmas Pageants, Ordination Services, Staff Anniversaries, etc.)
- b. Photograph Church Deacons and Church staff to maintain an up-to-date and complete photographic record of such.
- c. Coordinates with the Social Media Committee to ensure photos captured are edited and ready to post.
- d. Obtain parental/guardian permission for a child (anyone under the age of 18) to be photographed.
- e. All photographers must adhere to the “Shiloh Baptist Church Media Use Policy.”

**Shiloh Baptist Church Media Use Policy**

At Shiloh Baptist Church (SBC), we value the ways in which media can encourage our faith community. They provide ways for us to bear witness to the work that God is doing in our lives and help us to connect with our community about the mission and ministries of SBC. The following guidelines set forth a framework for using printed and digital media.

- Printed publications include but are not limited to church newsletters, bulletins/inserts, brochures, invitations, and event programs.
- Online sharing includes but is not limited to church website, SBC Facebook page(s) and groups, SBC Instagram, SBC TikTok, SBC Church App, and YouTube channel.

In keeping with SBC’s mission, we will seek to use media in ways that are above reproach and reflect our ongoing submission to Christ. We will strive to keep high standards and follow these guidelines:

- a. Photos and videos are almost always of people in public spaces and/or at public events.
- b. We will not knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in a photo or video.
- c. We will not identify children or youth by name in the photos and videos we use in our digital and printed publications without permission.
- d. To ensure the privacy of children and adults, the use of full names or personal identifying information requires verbal approval for adults and verbal approval for minors from the parent or legal guardian.
- e. When requested, we will gladly remove any photo or video where you or an immediate family member is depicted.

## Permissions & Etiquette

All content created by SBC, or its agents, remains the property of and is copyrighted by SBC and may not be used for any purpose without permission from SBC. All content shared with permission by SBC should be attributed to SBC.

The SBC Media Use Policy sets forth guidelines for media commissioned and used by SBC. It makes no attempt to regulate the personal use of cameras. However, we ask that everyone be mindful of privacy concerns related to media. We encourage our community to be one of caring deference when concerns are raised. In addition to privacy, avoiding undue distraction is important, especially during worship. When appropriate, please be discreet when using cameras in and around the church.

Please contact the church office at (334) 588-3540 or [sbcministryassistant@gmail.com](mailto:sbcministryassistant@gmail.com) with questions or to make requests regarding media usage or removal.

At Shiloh Baptist Church we feel there is value in taking and using images of our activities to promote what we do as a church. On occasions we may take photographs and/or videos of the people engaged in our activities and events.

We may use these images in church services, on church display boards and in printed church publications. We may also use these images on our church website, social media sites, and internet video-hosting sites (such as YouTube).

We may engage the services of third parties to take these images on our behalf, who may use the images in their own promotional activities (examples: Wired, Centrikids, etc.)

**Photography And Videography Consent Form**

I hereby give my consent for Shiloh Baptist Church to use my photograph and likeness in its publications, including the church website and social media platforms. I release them from any expectation of confidentiality for the undersigned minor children and myself and attest that I am the parent or legal guardian of the children listed below.

[ ] Yes, photos of church activities and events may be posted on the church website, social media sites and other media sources used by SBC.

[ ] No, photos of church activities and events may not be posted on the church website, social media sites and other media sources used by SBC.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Names and Ages of Minor Children:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Conditions of Use

- It is your responsibility to inform us if you want to change your consent at any time.
- We will not use personal details or full names (first name and surname) of any individual in photography/video captions or any text associated with the images.
- If we use an image of an individual, we will not use the name of that individual in the accompanying text or photo caption.
- If we name an individual in the text, we will not use an image of that individual to accompany the text.
- We may apply very general labels to images, such as ‘Christmas Program’ or ‘Fall Festival Church activities.
- We will only use images of individuals who are suitably dressed, to reduce the risk of such images being used inappropriately.
- As the child’s/children’s parents/carers, you agree that if you take personal photographs or videos of your child/ren which include other children, you will use these for personal/family use only. You will not post these images on the internet or any social media sites and understand that where you have not obtained consent from the other parents, you would be in breach of the Data Protection Act 1998 if your images were used for any wider purpose.

## **Church Buildings, Facilities, Equipment and Vehicle Usage**

### **1. PURPOSE**

The facilities of Shiloh Baptist Church exist to support its mission of worship, ministry, fellowship, and outreach. All use of church property must align with the church's beliefs and values.

### **2. ELIGIBLE USERS**

Church facilities may be used by:

- a. Church members and regular attendees
- b. Church-sponsored ministries and events
- c. Approved outside individuals or organizations consistent with church values.

### **3. PRIORITY OF USE**

Scheduling priority is as follows:

- a. Worship services and official church events.
- b. Ongoing church ministries
- c. Member events (e.g., weddings, funerals)
- d. Approved outside groups

### **4. SCHEDULING & RESERVATIONS**

- a. All facility use must be approved through the church office.
- b. Requests should be submitted at least 14 days in advance.
- c. A master calendar will be maintained by the Shiloh Ministry Assistant to avoid conflicts.
- d. Recurring events require periodic review.

### **5. APPROVED USE GUIDELINES**

Facility use must:

- a. Be consistent with the church's mission and beliefs.
- b. Be lawful, respectful, and orderly.
- c. Not interfering with scheduled church activities

The church reserves the right to deny or revoke usage at its discretion.

### **6. PROHIBITED ACTIVITIES**

The following are not permitted:

- a. Illegal activities
- b. Alcohol, tobacco, or illegal drug use
- c. Activities contrary to church doctrine
- d. Gambling or inappropriate entertainment

### **7. FEES & DEPOSITS**

- a. Fees may apply for non-member or non-ministry use.
- b. A refundable security/cleaning deposit may be required.
- c. Fee schedules are determined by church leadership.

## 8. FACILITY CARE & RESPONSIBILITIES

Users are responsible for:

- a. Leaving the facility clean and orderly
- b. Returning furniture and equipment to original placement
- c. Removing all personal items and trash
- d. Reporting any damage immediately

## 9. SETUP & CLEANUP

- a. Set-Up and Teardown will be the responsibility of the user.
- b. Users must complete all cleanup immediately following the event.
- c. Cleaning standards will be provided if applicable.

## 10. SUPERVISION & SECURITY

- a. A responsible adult must be present during all activities.
- b. Church representatives may be required for certain events.
- c. All doors must be secured and lights turned off after use.

## 11. EQUIPMENT USE

- a. Church equipment may only be used with prior approval.
- b. Trained personnel will be required for sound or technical systems.

## 12. DECORATIONS & ALTERATIONS

- a. Decorations must not damage church property.
- b. ***No nails, staples, or permanent fixtures may be used.***
- c. Open flames (candles) may be restricted.

## 13. INSURANCE & LIABILITY

- a. Outside groups shall be required to provide proof of liability insurance
- b. Users assume responsibility for injuries or damage during their event.
- c. The church is not responsible for lost or stolen items.

## 14. CHILD PROTECTION & SAFETY

- a. All activities involving minors must follow church child safety policies.
- b. Appropriate supervision must always be maintained.

## 15. KITCHEN USE & FOOD PREPARATION

### a. Approval & Access

- i. Kitchen use must be included in the facility reservation request.
- ii. Only approved individuals or groups may access the kitchen.
- iii. A designated kitchen supervisor may be required.

### b. Food Safety & Handling

- i. Proper hygiene practices must be followed.
- ii. Perishable foods must be stored appropriately.
- iii. All leftover food must be removed after the event unless approved.
- iv. Users must comply with local health regulations.

### c. Cleaning Requirements

- i. Wash, dry, and store all dishes and utensils.
- ii. Clean and sanitize countertops, sinks, and prep areas.
- iii. Sweep and mop floors if needed.

- iv. Remove trash and replace liners.
- v. Wipe down all appliances used.

**16. Equipment Use**

- a. Equipment must be used only for its intended purpose.
- b. No equipment may be removed from the premises without prior approval. This includes tables and chairs from the fellowship hall as well as kitchen equipment (Warmers, coffee pots, coolers, etc.)
- c. Report any malfunction immediately.

**17. Supplies & Inventory**

- a. Church supplies may only be used with permission.
- b. Users must provide their own food unless approved.
- c. Borrowed supplies must be replaced.

**18. Prohibited Uses**

- a. No alcohol unless specifically approved.
- b. No unauthorized high-risk cooking
- c. No commercial food production without approval

**19. Refrigeration & Storage**

- a. All items must be labeled with name and date.
- b. Unlabeled items may be discarded.

**20. Inspection & Deposits**

- a. Kitchen may be inspected before and after use.
- b. Cleaning issues may result in loss of deposit.

**16. VEHICLE USE POLICY**

**a. Approved Drivers**

- i. Must meet minimum age requirement of 25yrs.
- ii. Must have valid driver's license for type of vehicle (CDL, etc.)
- iii. Must be approved by church leadership.

**b. Authorized Use**

- i. For church-sponsored activities only
- ii. Personal use is prohibited unless specifically approved by Transportation Committee

**c. Scheduling**

- i. Requests must be submitted in advance.
- ii. Trip details must be documented.

**d. Safety Requirements**

- i. Obey all traffic laws.
- ii. Seat belts required
- iii. No distracted or impaired driving

**e. Passenger Guidelines**

- i. Do not exceed capacity.
- ii. Follow child safety laws.

**f. Vehicle Care**

- i. Inspect before and after use.
- ii. Report issues immediately.
- iii. Return clean and refueled.

**g. Accidents & Emergencies**

- i. Ensure safety first.
- ii. Notify emergency services if needed.
- iii. Report to church leadership.

**h. Prohibited Uses**

- i. Unauthorized drivers
- ii. Reckless driving
- iii. Smoking, alcohol, or illegal substances

**i. Insurance & Liability**

- i. Coverage applies to authorized use only.

**AGREEMENT & COMPLIANCE**

All users must sign a Facility and Vehicle Use Agreement acknowledging compliance and responsibility.

**POLICY ENFORCEMENT**

Failure to comply may result in:

- Loss of privileges
- Additional fees
- Legal action if necessary.

**Facility and Equipment Use Reservation Form**

Person/Organization Making Request: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Telephone : \_\_\_\_\_

Purpose: \_\_\_\_\_

**Facility Reservation Details**

Space Reserved (check all that apply):

- Sanctuary                       Fellowship Hall  
 Kitchen                          Other (please specify): \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

**Equipment Checkout Section (if applicable)**

Items Requested

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Kitchen Equipment Needed (please specify):

\_\_\_\_\_  
\_\_\_\_\_

Other Items (please specify):

\_\_\_\_\_  
\_\_\_\_\_

**Facilities and Equipment Agreement**

I agree to abide by SBC Policies and procedures regarding facilities and equipment usage. I also agree to return all items in good condition and understand that I am responsible for any loss or damage.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Requestor Agreement**

I understand and agree to abide by all Shiloh Baptist Church Facility Use Guidelines.

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

Printed Name: \_\_\_\_\_

**Church Approval**

This request has been reviewed and approved by:

Shiloh Baptist Church Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **Cemetery Policy**

There shall be no staking off plots, setting coping or burial services conducted without approval of the Building and Grounds Committee. This authority may be delegated to the church ministry assistant for routine purposes. The Building and Grounds Committee will retain ultimate decision-making authority.

Only church members and their non-member immediate family may be buried in the Shiloh cemetery. Due to the limited size of cemetery only four (4) spaces may be delegated to a specific family.

Exceptions to this policy may be approved by the Building and Grounds Committee upon consultation with the active deacon body.

## **Document Conflicts**

If conflicts arise between the Shiloh Baptist Church Personnel, Policies and Procedures Appendix and the Shiloh Baptist Church Constitution or Bylaws, the Constitution or Bylaws will take precedent. For inquiries or clarification any member of the Bylaws committee may be consulted.

## **Amendments**

The Personnel, Policies and Procedures Annex may be may be amended, altered, or repealed by a 2/3rds 66% "Yea" vote of the members present and eligible to vote at any business meeting of the church; provided that such an amendment, alteration or repeal has been provided to the church ministry assistant and church clerk in writing and presented to the congregation for review at least two (2) weeks prior to the time the vote is taken.