

Guiding Policies and Procedures

MISSION POLICIES

MP1.0 Comprehensive Mission Statement

In order to glorify God by bearing much fruit FBCM exist to guide the community of Marengo into a life changing understanding of Jesus Christ by: Experiencing Christ, Learning His Word, and Serving Christ

MP1.1 Experiencing Christ in Worship

By providing a place where God is held in the highest reverence in an active spiritual atmosphere where Christians come together to praise God with music, in prayer, and the teaching of HIS Word.

MP1.2 Learning His Word

Through learning groups where one can learn and embraces the teachings of Christ in order to deepen their faith relationships with God, to advance the Great Commission

MP1.3 Serving Christ

Through sharing our excitement for the Lord, by being a living example to world through promotion (proclamation) of the redeeming (saving) grace of Christ, by our words, deeds, and action.

BOUNDARY POLICIES

BP1.0 Comprehensive Boundary Statement

The senior pastor shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, unethical, or unbiblical.

BP1.1 Biblical and Moral Integrity

With regard to the teaching, leadership, and membership of the church, the senior pastor shall not fail to uphold high standards of biblical teaching and morality.

BP1.2 Financial Planning and Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board's Mission Policies or risk financial jeopardy.

BP1.3 Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the senior pastor shall not allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Mission Policies.

Detail BP 1.3.1 Check Signing Procedure

The Senior Pastor and members of the management shall not sign any check written to themselves. The senior pastor shall not release any check over \$4,000 without the consent of the board president or in the event of the chairperson's absence, another board member.

Detail BP1.3.2 Financial Reports

The Senior Pastor shall not fail to provide the Board of Elders with financial reports at least on a quarterly basis.

BP1.4 Treatment of Members

With respect to interactions with members or potential members, the senior pastor shall not cause or allow conditions, procedures, or decision that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

BP1.5 Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract worker, and volunteers, the senior pastor shall not cause or allow jeopardy to fiscal integrity or public image.

BP1.6 Treatment of Diaconate/Staff

With respect to the treatment of paid and volunteer staff, the senior pastor may not cause or allow conditions that are unfair or undignified, or unlawful.

BP1.7 Communication and Support to the Board

The senior pastor shall not permit the board to be uninformed or unsupported in its work.

BP1.8 Emergency Senior Pastor Succession

In order to protect the board from the sudden loss of Senior Pastor services, the senior pastor may have no fewer than two other ministry staff members familiar with board and senior pastor issues and processes.

ACCOUNTABILITY POLICIES

AP1.0 Comprehensive Accountability Statement

The responsibility of the board before God, on behalf of people of First Baptist Church of Marengo and the surrounding region who need to be led to Christ and nurtured in Him, is to see that First Baptist Church of Marengo, through the leadership of its senior pastor, (1) achieves the fulfillment of its Mission Policies, and (2) avoids violation of its Boundary Policies.

AP1.1 Component: Stewardship to Christ for Those He Calls Us to Serve

The board shall maintain an active connection the “moral ownership” of the church: Christ and the people he has called his church to serve.

AP1.1.1 Community Research and Public Relations

The board will invest significant resources each year to enhance its understanding of the needs of people in the community and to enhance the church’s reputation of service to the community.

AP1.1.2 Church Feedback and Assessment

The board will collect and/or review input and feedback from members, attendees, and non-returning visitors to better understand their needs. Every four years or less the board will arrange a full church assessment by a competent consulting group.

AP1.1.3 Devotion to Prayer and the Word of God

Under the teaching and guidance of the senior pastor, the board will continually seek the wisdom and leading of Christ as the Lord of the church. To this end, significant attention will be given to prayer and study of Scripture as a group.

AP1.2 Component: Disciplining the Process of the Board

The board shall conduct itself with discipline and integrity with regard to its own process of governance.

AP1.2.1 Board Style

The board will govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) clear distinction of board and staff roles, (5) collective rather than individual decisions, (6) future rather than past or present, and (7) proactive rather than reactivity.

AP1.2.2 Detail: Board Job Description

The essential job outputs of the board are linkage to the people served, definition of guiding policies, and monitoring of senior pastor performance. In addition to these three essentials, the board shall exercise authority granted to it in the Constitution and not delegated to the senior pastor.

AP1.2.3 Board Member Code of Conduct

The board commits itself and its members to the following code of conduct:

- a. Members of the board must represent unconflicted loyalty to the interests of Christ regarding those whom he has called his church to serve (Matt. 28:18-20). This loyalty supersedes any personal or group interest among or outside consumers of the church's services. A member must disclose any fiduciary conflict of interest and withdraw from any decision-making affected by it.
- b. Members of the board must honor the policies and decisions of the board acting as a whole. They may not foster dissent or attempt to exercise individual authority over the staff or the organization except as explicitly stated in the guiding policies.
- c. Members of the board must respect the confidentiality of sensitive board issues and must avoid facilitating gossip or other "triangulation" against the practice of direct, biblical resolution.

AP1.2.4 Responsibility of the President for Integrity of Process

The president forces the integrity and fulfillment of the board's process including the monitoring of senior pastor performance. The president is authorized to use any reasonable interpretation of the Accountability Policies as they act to ensure the integrity of the board's process.

AP1.2.5 Responsibility of the Senior Pastor for Visionary Leadership

The senior pastor has the responsibility, authority, and accountability to serve as the primary leader of the church at every level: congregation, board, and staff. With respect to the board, the SP will provide communication to the board on all actions except for monitoring of SP performance. If a question of process arises with regard to the Constitution or guiding policies of the church, the senior pastor will defer to the judgment of the board president.

AP1.2.6 Use of Board Committees

Board committees, if used, will be assigned so as to reinforce the wholeness of the board's job and never to interfere with the delegation from the board to the senior pastor or with the work of the staff.

AP1.2.7 Cost of Governance

The board will invest amply in its own governance capacity through training, outside expertise, research mechanisms, and meeting costs.

AP1.3 Monitoring the Performance of the Senior Pastor

The Board's sole official connection to the operating organization of the church, its achievement, and conduct shall be through the Senior Pastor.

- AP1.3.1 Unity of Control*
Only decisions of the board acting as a whole are binding on the senior pastor.
- AP1.3.2 Accountability of the Senior Pastor*
The senior pastor is the board's only link to operational achievement and conduct, so that all authority and accountability of diaconate/staff, as far as the board is concerned, is considered the authority and accountability of the senior pastor.
- AP1.3.3 Detail: Delegation to the Senior Pastor*
The board will instruct the senior pastor through written policies that *define* the mission to be achieved, and establish the boundaries to be avoided, allowing the SP to use any reasonable interpretation of these policies.
- AP1.3.4 Detail: Performance of the Senior Pastor*
Systematic and rigorous monitoring of senior pastor job performance will be solely against the only expected senior pastor job outputs: church accomplishment of the board's Mission Policies and church operation within the board's Boundary Policies.
- AP1.3.5 Annual Goals of the Senior Pastor*
The senior pastor will be required to write measurable goals each year that correspond to each of the board's mission policies. At least one of these goals for each mission principle must project growth in the number of people who benefit or participate.
- AP1.3.6 Annual Review of the Senior Pastor*
Each year, the board shall review the results achieved by the senior pastor on each of the annual goals. A merit raise, cost of living raise, corrective action, or request for resignation shall be based on these results achieved within the board's boundary policies.
- AP 1.3.7 Periodic Goal Review of the Senior Pastor*
At the meetings of the Board, the Senior Pastor's goals will be discussed and reviewed for performance, modification, and accountability.

ORGANIZATIONAL PROCEDURES

OP 1.0 Elder Board Office Duties

OP1.1 Deacon of Building and Grounds:

Who will ensure that all church owned properties are well maintained, and ensure that FBCM is cleaned and presentable for all worship services including weddings & funerals. They will also ensure the safe accessibility to the church in inclement weather, and that the lawn is well maintained and presentable. Another area will be to ensure that FBCM is up to date on all inspections as required by law such as Fire Extinguishers, Fire Alarms etc.

OP1.2 Deacon of Congregational Ministries:

Shall ensure that all church members who are in hospital/nursing home or shut-in receive visit, cards, home communion etc. Will be responsible for training and assigning usher, assigning worship leaders and to maintain a list of qualified teachers for all Christian educational needs, they will serve as the ABW and ABM Liaison at staff meetings

OP1.3 Deacon of Missional Outreach:

Will ensure that FBCM has regular scheduled fellowship activities. Shall be responsible for scheduling missional outreach activities on a regular basis. Shall be responsible for regular contact with all our mission activities. Shall make a list of ministry that we will support with the tithing and submit the list to the BOE for approval

OP1.4 Treasurer:

Shall disburse the various funds to their respective designations with reference and guidance from the Board. The treasurers shall compile and present written reports to include total expenditures to the Pastor and Board as requested and an annual report of all receipts and disbursements to the Board. A copy shall be filed with the church office. (Church Members may request a copy from the church office). Shall provide for the safekeeping of funds in accord with the instructions of the Elder Board and shall submit books to an annual audit as directed by Board

OP1.5 Financial Secretary:

Shall receive and record all moneys and contributions belonging to the church that are not controlled by the Board. They shall with the assistance of at least one other person, count, and record the money before it leaves the church. A recording of the money received will be kept in the church safe. They shall give to the church treasurer the totals as

OP1.6 . The Music Director and Administrative Assistants positions will have their job description later.
Assistant

OP 2.0 Membership Policy

OP2.1 Membership Path

Each candidate must present themselves for membership at any church worship service by coming forward during the “invitation” time; or by making their request to any member of the Board, or the Pastor.

OP2.2 Membership Methods

OP2.2.1 Confession of Faith

Each candidate shall have professed faith in Jesus Christ as their personal Savior and Lord, and have given evidence of the sincerity of their desire to be His disciple.

OP2.2.2 Membership Class

Each candidate for membership, depending upon age and/or prior church association, will attend a membership training class in order to gain a proper understanding of our church covenant, Baptist theology, and beliefs.

OP2.2.3 . By Baptism

Believing in baptism by immersion as the best representation of our biblical mandate, we will employ immersion as our general method of baptism. Therefore, persons making their initial confession of faith will be baptized by immersion whenever possible. Unless physical and/or psychological impairment may necessitate initial baptism in a manner suited to the candidate.

OP2.2.4 Other Methods

a. By Transfer – Membership may be transferred from another recognized Christian church. Those coming from other Christian fellowships who have been baptized by immersion, will be received on the basis of their Christian faith and character, and where possible, a letter of recommendation or transfer from their former church. They shall take a membership class

b. By Association. Any person who has had a satisfactory Christian experience, but who for a good reason has not been immersed, whether such a person has been a member may be received into upon recommendation of the Board

c. By Restoration – Any person whose membership in our church has lapsed for any reason (inactive list), will be eligible for membership upon their request to the Board.

d. Interim Members – Students or other persons temporarily residing in our area and who are members in good standing of some other Christian church may be received as Interim Members without loss of membership in their home church.

OP 2.3 Membership Termination

- A. By Letter of Transfer- A letter of membership transfer will be sent to the clerk of another Christian church when requested by that same Christian Church.
- B. By Resignation- A member's name shall be removed from the church role upon receipt of a written request of resignation.
- C. By Suspension- Any member, resident or non-resident, who fails to attend, support and/or serve through this church for a period of one year or more shall be placed on an inactive list. At that time the Board shall seek to do what they can to reactivate the member (Illness, extreme age, financial inability, military service, or student status shall be deemed sufficient reason for exception in this provision.). This requires a majority vote at a regularly scheduled business meeting.
- D. By Immoral Conduct- Any member who is living in obvious violation of Christian values and practices should be approached by the Elder Board. This process shall determine the appropriate course of action to be pursued. This should be conducted in accord with Matthew 18: 15-17. The purpose of this provision is one of reconciliation. If reconciliation cannot be reached, the person may be dropped from the membership of this church. This requires a majority vote at a regularly scheduled business meeting.

OP 2.4 Membership Definitions

A. Active Membership - shall mean any member who attends, serves, or supports this church through and in its various services and ministries.

B. Inactive Membership- Shall be applied to any member who has not attended, supported, or served through this church for a period of one year.

C. Interim Member – Students or other persons temporarily residing in our area and who are members in good standing of some other Christian church may be received as Interim Members without loss of membership in their home church.