

**POLICY AND PROCEDURE MANUAL**

**FOR**

**MAGNOLIA BAPTIST CHURCH, INC.**

**THIS MANUAL WAS CREATED AND WILL BE MAINTAINED PURSUANT TO AND IN ACCORDANCE WITH ARTICLE XII OF OUR BY LAWS WHICH READS AS FOLLOWS:**

**ARTICLE XII – POLICY AND PROCEDURE MANUAL**

Section 1. The church shall create and maintain at all times a policy and procedure manual on matters pertaining to the business and ministries of the church and shall include but not be limited to the following: Personnel, Use of Facilities, Financial, Children, Youth, Activities, Counseling, Special Events (weddings, funerals, showers, etc.), Conflict Management, Vehicles and Transportation, Crisis (allegations, injuries and lawsuits) and others as needed.

June 15, 2011

This manual was initially approved on: \_\_\_\_\_

This is the initial Policy and Procedure Manual for Magnolia Baptist Church, Inc. Our church was incorporated on February 6, 2004 at which time our status changed from being an unincorporated association to being a North Carolina Nonprofit Corporation. Under both systems, the members of the church control the decisions by majority vote, unless otherwise specifically provided for.

In the past, as an unincorporated association, our formal governing documents were a constitution, church Bylaws and decisions voted upon in church conference. The Church Trustees executed legal documents and the Board of Deacons had authority to make certain decisions.

As a corporation, we came into existence when we filed our Articles of Incorporation with the North Carolina Secretary of State. In many ways these Articles of Incorporation replaced the old church constitution. The next most important rules for governing our church are its Bylaws. Bylaws are the more important basic rules that provide the governing structure of the church and may be amended, but rarely.

Our Bylaws provide that each member of the church is a member of the corporation and has one vote. The members elect a Board of Directors which is comprised of three members and a secretary. The Board of Directors elects a President and Vice-President who sign legal documents for the corporation.

Our Bylaws also provide that the church shall have a Policy and Procedure manual, which shall include, but not be limited to, certain topics listed in the Bylaws. The proposed Policy and Procedure Manual which you are being asked to review and consider for approval was prepared pursuant to Article XII of the Bylaws.

Some of the policies and procedures have been previously approved by vote in church conference and the dates of approval have been provided. Some minor changes were made to certain words or phrases so that the manual would read more clearly.

Some of the policies and procedures are new; and by approving this manual, the church will be approving these new provisions.

In the future, changes may be made to the provisions for this manual pursuant to Article XII, Section 2 of the Bylaws, which requires a two-thirds vote.

Our legal name is Magnolia Baptist Church, Inc. and in this manual the terms “Magnolia Baptist Church”, “MBC”, “the church”, and “our church” all refer to our Magnolia Baptist Church, Inc., a North Carolina Nonprofit Corporation.

## Table of Contents

- A. Ministry Placement Teams
- B. Personnel
  - a. Youth Minister
  - b. Secretary
  - c. Background Check Consent Form
  - d. Employee Policies
  - e. Pastor/Interim Pastor
- C. Use of Facilities
  - a. Facility Usage
  - b. Weddings
  - c. Facility Use Request Form
  - d. Loan of Church Property
  - e. Facilities Closing Procedures
  - f. Emergency Opening and Closing
  - g. Key Assignment Procedures
  - h. Key Log
- D. Financial
  - a. Policies
  - b. Tithes & Offerings Teller/Deposit Record
  - c. Sunday School, Worship Offerings, Wednesday Night Meal Check List
  - d. Visa Use Log
  - e. Requisition & Payment Form
  - f. Fund Raising
- E. Children/Youth
  - a. Policy Statement/Activity Authorization Forms
  - b. Incident Report Form
  - c. Parent/Guardian Permission Form
  - d. Medical/Transportation Release and Liability Form
- F. Counseling
- G. Cemetery
- H. Conflict Management
- I. Crisis
  - a. Reporting Accidents/Injuries
  - b. Response to allegations & lawsuits
  - c. Sexual Misconduct
  - d. Accident/Incident Report Form
- J. Vehicle Usage
- K. Rules of Order (Business Meetings)

## **Magnolia Baptist Church, Inc. Ministry Team Job Descriptions**

*As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God. If anyone speaks, let him speak as the oracles of God. If anyone ministers, let him do it as with the ability which God supplies, that in all things God may be glorified through Jesus Christ, to whom belong the glory and the dominion forever and ever. Amen.*

*1 Peter 4:10-11*

At the beginning of the year 2000, Magnolia Baptist Church, Inc. in church conference, asked the Church Council to work in conjunction with the ministry teams of the church to come up with the working purposes of each team. The following is a list of each ministry team, their makeup, purposes, and roles and responsibilities. This is a thorough, but not an exhaustive document. It is a living report that is to serve as a guide to each ministry and that may require changes over the years as the various ministries of our church grow and change. That said, we do believe this will enable the church body to more effectively and efficiently function as we are called and gifted in the body of Christ. As you consider your ministry at Magnolia, we hope this will encourage you and give you direction. We do believe that every member is a minister and therefore, your service to Magnolia matters in the Kingdom work. Let us accept the challenge of Paul to the Church at Colosse: And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him (Col. 3:17)

Be Blessed in Your Service,

Magnolia Church Council

Note: Dates of approval are provided for each team.

### **Associational Executive Team**

**Members:** Elected by the Church Body (allowed 10 executive members plus the pastor)

**Purpose:** To serve as representatives of Magnolia Baptist Church in furthering the joint ministry effort of both the church and the association.

**Roles and Responsibilities:** To attend NSRBA executive meetings once a quarter and vote on behalf of Magnolia Baptist Church on items brought before the delegation. They will also notify the church of any significant developments within our association that are pertinent to our church body. (This team is also eligible to attend the NCBSC and SBC.)

10/00

### **Baptismal Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To assist new believers in making their baptism a joyous & memorable occasion.

**Roles and Responsibilities:** This team is responsible for making sure the baptistery is filled, heated and that plastic is put down on the floors in changing rooms, hallway and where candidates enter and exit the baptistery, as well as providing other assistance as needed by a candidate (offering encouragement, helping them into and out of the baptistery and having their towels ready when they exit, etc.)

10/00

### **Budget and Finance Ministry Team**

**Members:** Deacon Chairman, WMU Director, Brotherhood Director, Sunday School Director, Music Coordinator, Treasurer, Discipleship Training Director, Building and Grounds/Cemetery Chairman and 3 at-large members elected by the church.

**Purpose:** As one of the main arms of the church by which ministry is accomplished, the budget and finance ministry team will work with the various ministries of the church in determining how the visions of those ministries are financially accomplished under the authority of Scripture with guidance of the Holy Spirit and church financial policies.

**Roles and Responsibilities:** The purpose of this team is to develop and recommend to the church an overall financial plan and an annual budget. The ministry team will meet by the fourth quarter of the church fiscal year and be responsible for reviewing and analyzing the previous year's budget. The team will gather information for the coming year's budget and prayerfully prepare and present the recommended plan prior to the December conference. The budget will be voted on at the December conference. The team will make reports as needed and make recommendations to the church concerning proposed expenditures not included in the budget.

4/00

### **Building, Grounds and Cemetery Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To serve the church by maintaining a high level of maintenance, safety and appearance at all times on the building, grounds, and property of the church.

**Roles and Responsibilities:** To oversee all activities that affects the aesthetics of the church. This includes any alterations to the church and/or its grounds as requested by the church body or as deemed necessary by the team, as well as overseeing janitorial work and yard services. Additional responsibilities include, but are not limited to, making sure the water test is done every 3 months, and following the plot chart and guidelines for the cemetery (Example: Making sure a grave is dug to an acceptable level).

10/00

### **Children's Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To minister to the children of Magnolia Baptist Church in helping them discover and walk in a close personal relationship with Jesus Christ and with one another.

**Roles and Responsibilities:** To work together with the Pastor/Associate Pastor in coordinating and chaperoning children's events; to form strong bonds of trust and guidance with the children and to work with parents to minister to the special needs of children.

6/01

### **Church Council/Ministry Coordination Team**

**Members:** Made up of all Department Ministry Team Leaders of the Church

Pastor (Chairman), Sunday School Director, WMU Director, Brotherhood Director, Discipleship Training Director, Treasurer, Chairman of Deacons, Music Coordinator, Youth/Children's Minister, Social Committee Chairman, and any other ministry team leader as requested.

**Purpose:** To advance the overall mission of the church body through the specific ministries of the church.

**Roles and Responsibilities:** This ministry council/team shall meet regularly to plan, implement and evaluate the work of the church; to study, correlate and issue a church calendar of activities; to consider any recommendations or changes that need to be made to the church body to ensure an effective unified ministry.

2/00

### **Church Music Director/Coordinator(s)**

**Members:** Elected by the Church Body

**Purpose:** To lead the church in honoring God through the various avenues of music in worship (Psalm 149:1).

**Roles and Responsibilities:** To work with the Pastor in creating an atmosphere and attitude of worship in all services, on special occasions and as requested; to supervise, encourage, assist and work with all music ministries and choir leaders in the church; to coordinate scheduling of choirs for opportunities in leading worship, to furnish music selections for Sunday services; to secure special music for Sunday evening services, revivals, and Sunday evening community sings and for special occasions; to coordinate music for funerals upon request; to conduct annual, or as needed, departmental meetings; to ensure all musical instruments are properly tuned and in good condition.

2/00

### **Church Decoration and Special Occasion Ministry Team**

**Members:** Elected by the Church Body

**Purpose Responsibilities:** To serve the church and community in making sure special occasions (Christmas, Easter, etc.) are highlighted through special decorations both inside and outside.

10/00

### **Church Greeter Ministry Team:**

**Members:** Elected by the Church Body

**Purpose:** To welcome all visitors to Magnolia with Christian love and offer assistance.

**Roles and Responsibilities:** Church Greeters are often the first hand of fellowship and Christian love visitors receive. Therefore, a Church Greeter is to be friendly, courteous, helpful (Help visitors find Sunday school classes, nursery, restrooms, fill out visitor cards, or other needs). They are responsible for handing out visitor packets and working with the ushers to help visitors find a place to sit. Remember, a person decides within the first ten minutes if they will return to a place.

2/00

### **Communion Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To plan and prepare the necessary items for the church body to celebrate the Lord's Supper (Luke 22:7-13).

**Roles and Responsibilities:** This team will work with the Pastor to plan regular and special occasion communion services. They will purchase and prepare the bread and juice for those services; be responsible for setting up and cleaning the communion trays, table, and tablecloths before and after service is completed.

2/00

### **Deacon Placement Ministry Team**

**Members:** Deacons who are rotating off the active deacon body (one of these deacons will be chosen as chairman by the Ministry Placement Team) and three at-large members elected by the church.

**Purpose:** To seek the counsel of God's Word and the Leadership of His Spirit in placing godly, qualified men in nomination before the church body to be elected as Deacons for the church.

**Roles and Responsibilities:** To meet, pray and jointly approve and approach godly men concerning serving Magnolia Baptist Church as a deacon; to contact the active deacon body concerning any nominee not already ordained for their approval before being voted on by the church; to place the names of one church member for each vacancy before the church for approval; to submit those names to the church body no later than the regular business meeting in July (any other nominations from the floor will be made at this time and no further nominations will be accepted after this) to be voted on in the August business meeting.

**Notes:**

- These responsibilities have been taken directly from the Magnolia Baptist Church constitution (July 1, 1989, p. 11). Some words have been added/deleted for clarification purposes only.
- Each deacon will serve three years on the Deacon Board. At the end of this three year term, they will not be eligible for re-election for the time of one year, after which they may be elected again.

5/00

### **Flowers Distribution Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To minister to the spiritual well-being of the sick of the church and community.

**Roles and Responsibilities:** To deliver the flowers to individuals who are, or have been sick, in the hospital, nursing homes, shut-ins, etc. at the team's discretion; to keep a list of those who have received flowers; and to separate large arrangements into smaller ones to enable distribution to more than one person(s) at the deliverer's discretion.

6/00

### **Funeral Flower Ministry Coordinator**

**Members:** Elected by the Church Body

**Purpose:** To minister to families in times of grief.

**Roles and Responsibilities:** To contact Rainbow Florist for the delivery of a flower arrangement in the event of the death of a church member, Sunday School member, regular attendee, active member's spouse, father, mother or child(ren), a former pastor or his wife, or a former interim pastor or his wife; to give information to the florist (Calling for: Magnolia Baptist Church, deceased person's name, the name of the funeral home or the address of the home, visitation date and time, and funeral date and time); to honor family requests of charitable donation (in lieu of flowers) of \$35.00.

06/02



**Furnishing(s) Ministry Team:**

**Members:** Elected by the Church Body

**Purpose & Responsibilities:** To select and purchase furnishings for the church and to enhance ministry and the aesthetics of the church as needed and which are not specified in special projects as authorized in conference.

10/00

**Homecoming Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To plan, promote and prepare Magnolia's annual Homecoming Day.

**Roles and Responsibilities:** To work with the Pastor in determining the program of services as well as selecting speakers for the Sunday School and morning worship services and determining payment amount to each; to ensure outdoors/fellowship hall is set up properly (chairs, tables and utensils); to assist with and set up food by the end of the morning worship service; to clean up all areas, indoors and outdoors, after Homecoming is over (washing dishes, cleaning floors, etc.)

10/00

**JOY Club Coordinator(s)**

**Members:** Elected by the Church Body

**Purpose:** To encourage fellowship among Senior Adult members

**Roles and Responsibilities:** To encourage Senior Adults to become active members of The JOY Club (JUST OLDER YOUTH); to plan and make necessary arrangements for meetings and other activities for its members; to provide information concerning Senior Adult activities sponsored by the New South River Baptist Association and to encourage participation in those activities.

**Meals Ministry Team**

**Members:** Elected by the WMU

**Purpose:** To minister to families in times of grief by providing meals and visits.

**Roles and Responsibilities:** To contact the family if and when meals need to be provided; to serve at least one meal (2 meals if needed) during the death of a Church member or Sunday School member or regular attendee; to serve a meal for a nonchurch member's family if the deceased was staying in the member's home; to check with the family about the number of people to fix for, times, dates, and special diet needs; to meet as a ministry team to decide on a menu and then call individual church members to assign specific dishes; to get plates, cups, napkins, utensils, coffee pot, and ice from the church and take to the home unless served in the church fellowship hall. The church will be responsible for providing payment for the meat item upon request. The WMU minutes contain a copy of how this should be done and is available upon request.

6/00

### **Ministry Placement Team**

**Members:** Current Sunday School Director, Incoming Sunday School Director, Current Discipleship Training Director, Incoming Discipleship Training Director, and three at-large members elected by the church body.

**Purpose:** To prayerfully examine the ministry needs of the church and locate, screen and recommend to the church body individuals gifted in those areas of ministry.

**Roles and Responsibilities:** To begin meeting 3 to 4 months prior to the new church year to examine current and future ministry placement needs; to nominate the incoming Sunday School and Discipleship Training Directors as directed by the church Bylaws two months prior to the election of other church officers; to verify needs within the church's programs and ensure placement for those positions for the upcoming church year; to provide a list of filled positions to the church body prior to the August conference; to fill any jobs throughout the church year that become vacant; and to give a report to the church body as needed throughout the church year.

10/00

### **Outreach Ministry Team**

**Members:** Outreach Director, Sunday School Director and Church Body

**Purpose:** To lead the church in fulfilling the Great Commission by reaching out with the life-changing message of the Gospel to the lost and unchurched.

### **Parking Ministry Team**

**Members:** Elected by the Church Body

**Purpose and Role:** To assist the church body and visitors in meeting various parking needs (where to park, assisting with carrying items, directing people where to enter the building, etc.).

### **Parliamentarian**

**Members:** One person elected by the Church Body

**Purpose:** To advise the presiding person at business meetings concerning parliamentary procedures.

**Roles and Responsibilities:** The parliamentarian shall be versed in the basic rules and procedures of parliamentary law as set forth in the most recent edition of Robert's Rules of Order. He shall be objective and impartial concerning the merits of the issues being considered. He shall make his best effort to have in his possession a copy of Robert's Rules of Order and the church legal documents. The parliamentarian's opinion is purely advisory, as the presiding officer's decision is controlling.

### **Personnel Ministry Team**

**Members:** Four people elected by the church body plus the Chairman of Deacons. The chairperson is nominated by the ministry team.

**Service:** 2 persons shall serve for two years.  
2 persons shall serve for three years.

**Purpose:** To serve as representatives of Magnolia Baptist Church in the selection of ministerial staff (other than minister) and nonministerial staff as needed for the church.

#### **Roles and Responsibilities:**

- Be responsible for interviewing and recommending to the church any persons of the church ministerial staff other than the pastor.
- When needed, be responsible for interviewing and employing nonministerial staff members.
- Have the authority to temporarily suspend, at its own discretion, nonministerial staff members.
- Make recommendations in regard to the addition, deletion, and modification of staff or staff positions and take appropriate action after the recommendation has been acted on by the church.
- Make salary and fringe benefit recommendations to the Finance Ministry Team.
- Develop and recommend policies covering each staff position. These policies will include, but are not limited to, job descriptions, working conditions, and annual job evaluation.
- Implement current personnel policy.
- Serve as a liaison for the church staff and the church body in problems related to church personnel.
- Keep a personnel file on all employees.

06/09/99

### **Prayer Ministry Team**

**Members:** Elected by the Church Body

**Purpose and Role:** To encourage prayer in the various ministries of Magnolia Church and the lives of all our members. This team will work with the pastor to develop the prayer life of all our members and to encourage new levels of consistency of prayer, commitment to prayer, and growth in prayer in all the ministries of the church. This includes maintaining an accurate and current church prayer list, developing the use of the Prayer Room, initiating opportunities in prayer, hosting special prayer events, and keeping prayer as a primary ingredient and source of power in all we do in the Lord's name.

08/04

### **Publicity Ministry Team**

**Members:** Church Secretary

**Purpose:** To communicate church activities, programs, etc. to the general public.

**Roles and Responsibilities:** The secretary will prepare news releases for area media.

### **Sign Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To minister to our community and those who drive by our church with messages of hope and information about events at the church.

**Roles and Responsibilities:** Those serving in this ministry will be responsible for changing the sign in a timely manner (usually once a week). Messages for the sign are to be both Biblically and doctrinally sound. If there is any question, they are to contact the Pastoral staff.

1/01

### **Social Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To plan and organize all church-wide ministry social events.

**Roles and Responsibilities:** This team will work to coordinate all church-wide social events in the church—including food planning, organizing and serving food, and cleaning up and be responsible for ordering and replenishing paper supplies (plates, cups, napkins, flatware, rolled paper, etc.) The anticipated schedule of social events in the year is: Christmas social following caroling, 5<sup>th</sup> Sunday Night Community Sing (usually once a year), Community Thanksgiving Service (once every 4 years), 4<sup>th</sup> of July celebration. Possible events could also include hosting special associational events.

10/01

### **Sound Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To enhance every service by providing the highest quality of sound and video.

**Roles and Responsibilities:** To research and purchase any sound/video equipment needed and provided for through the budget; to maintain and repair equipment as needed; to set up sound equipment properly for all church functions and special occasion services; to schedule and operate equipment for services, and to work in conjunction with the Pastor and Music Coordinator to produce the highest quality of services.

10/00

### **Special Events Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To coordinate activities for special events within the church

**Role and Responsibilities:** To recognize members on special occasions such as Mother's Day, Father's Day and Graduation as well as other special occasions when called upon by the ministry coordination team/church council or pastor.

07/08

### **Technology Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To serve as technology advisors to the church secretary, pastor and church membership.

**Roles and Responsibilities:** The team members will assess the technological needs of the church. These will include, but not be limited to, internet access, computers, phone tree, and copiers.

### **Usher Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To participate in worship services providing an atmosphere of order and well-being of the church environment.

**Roles and Responsibilities:** They will assist with greeting and welcoming members and guests, bulletin distribution, seating the congregation, collection of tithes and offerings, and helping to meet the general needs of the congregation.

### **Van Ministry Team**

**Members:** Elected by the Church Body (Church Secretary handles scheduling of van usage)

**Purpose:** To ensure the safety, reliability and usability of the van for the various ministries of Magnolia Baptist Church.

**Roles and Responsibilities:** To handle all repairs, upkeep, etc. of the church van; to schedule van usage in the absence of the secretary; to follow and uphold van policy voted on by the church body.

10/00

### **Wednesday Night Meals Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To plan and provide a meal every Wednesday night at 6:00 for the encouragement and strengthening of the fellowship of the church body.

**Roles and Responsibilities:** To plan menus, purchase necessary food, prepare food and set up tables, beverages etc; to serve the meal beginning at 6:00 pm; to collect all funds and give to the deacon of the week and/or teller to prepare for deposit. This ministry team will also provide a sign-up sheet for cleaning up following the meal. Those cleaning up should clean tables, counters and floors of food and secure all garbage and place in outside rollout cans. This ministry team is also responsible for advising the Social Ministry Team if supplies (plates, cups, forks, etc.) need to be ordered.

10/00

### **Youth Ministry Team**

**Members:** Elected by the Church Body

**Purpose:** To minister to the Youth of Magnolia Baptist Church in helping them discover and walk in a close personal relationship with Jesus Christ and one another,

**Roles and Responsibilities:** To invest themselves in the lives and spiritual needs of today's youth, to lead and direct youth to a closer walk with the Lord and with one another, to work with the Associate Pastor and Youth Ministry Team Chairperson, to plan and chaperone youth events and ministry programs, to inform the church body as to events/activities youth are involved in, to report ministry development at church conference.

10/00

## **Youth Minister Job Description**

**Job Summary:** The Youth Minister position of Magnolia Baptist Church is a part-time position (approximately 15-20 hours per week). This ministry strives to glorify God and offer quality Christian leadership to the young people of the church body. The Youth Minister shall join the church upon his call and work under the supervision of the Pastor and in consultation and cooperation with the Youth Ministry Team.

The purpose of this ministry will be to lead the young people of the church to exalt Jesus Christ by: being disciples of Christ, being an evangelist to the lost, having Christian fellowship with each other, and by taking part in the ministry and worship of the church (Acts 2:40-47).

### **Duties:**

1. **Discipleship:** Leading the young people in consistent Bible study. The Youth Minister will lead the youth to know, love, and obey God's word by incorporating Bible teaching in all youth activities. He will teach/lead the youth at Wednesday night Bible study and Sunday evening discipleship. The Youth Minister, in conjunction with the Youth Ministry Team will plan an annual youth camp and other activities or special services to help the youth to develop as Disciples of Christ.
2. **Evangelism:** The Youth Minister will be an example of a Christian witness to the lost by participating in opportunities offered by the church and in the community. Also, he will lead the youth by training them to share their faith and by organizing events that will encourage them to share their faith.
3. **Fellowship:** The Youth Minister will organize activities that will give the youth of the church an opportunity to draw closer together and have good Christian fun.
4. **Ministry:** The Youth Minister will plan opportunities for the youth of the church to be a vital part of the ministry of the local church.
5. **Worship:** The Youth Minister will be a vital part of the worship of the church and will encourage the attendance and participation of the young people in worship. The Youth Minister will also organize a youth service that will include the young people in the worship service of the church. The Youth Minister is expected to attend all worship services unless there is a sickness or he has coordinated with the Pastor for approval of the absence.

### **OTHER DUTIES**

1. Serve as an ex-officio member of the Youth Ministry Team, the Youth Council, and Church Council/Ministry Coordination Team.
2. Work closely with the Youth Council to plan and prepare a youth calendar.
3. Assist in the worship services and in the ministry of the church as directed by the Pastor.
4. Visit and be available for counseling of the youth.
5. Other duties as assigned.

**NOTE:** The church will complete a background check of the prospective Youth Minister prior to being recommended to the church. This includes a check of police records, a report of driving records, and a credit check of financial responsibility.

The prospective Youth Minister must give permission for this background check by providing the necessary information and signatures.

09/13/06

**Magnolia Baptist Church, Inc.**  
**Position of Secretary**

- I. To work 20 hours per week.
- II. Principal Function: The secretary is responsible for performing general office work and secretarial duties.
- III. The secretary shall be responsible to the Pastor and Personnel Ministry Team.
- IV. Responsibilities:
  1. Transcribe and type all correspondence, publications, and other materials as assigned by the pastor.
  2. Prepare, copy and fold the weekly bulletin.
  3. Prepare, copy, fold and mail the monthly newsletter.
  4. Maintain and coordinate maintenance of all office machines and equipment and keep adequate supplies in stock.
  5. Answer all necessary telephone communications, make appointments, and exercise courtesy in greeting church members and visitors during office hours.
  6. Maintain accurate church mailing lists.
  7. Maintain the church and facilities activities calendar, noting rooms required, equipment borrowed or needed for scheduling activities and coordinate van reservations.
  8. Work as church publicist in writing news releases for area media: i.e., radio and newspaper.
  9. Order Sunday school literature, working with the Sunday School Director to establish necessary materials.
  10. Order and maintain supply of offering envelopes and visitor cards.
  11. Post weekly contributions made to the church to each individual's account and distribute statements annually (under the direction of the church assistant treasurer).
  12. Record and acknowledge memorials received by the church.
  13. Sort, open and distribute mail to appropriate church leaders.
  14. Maintain accurate records regarding visitors and new members, preparing appropriate correspondence for pastor's signature.
  15. Accept other responsibilities as designated or desired by the Pastor and Personnel Ministry Team.

**AT ALL TIMES, maintain complete confidentiality.**

05/14/08



**Magnolia Baptist Church, Inc.**

**Background Investigation Consent**

I, \_\_\_\_\_ (complete name), hereby authorize Magnolia Baptist Church, Inc. and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations, all public records, and credit and financial records as needed for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with Magnolia Baptist Church, Inc.

I release Magnolia Baptist Church, Inc. and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full name (printed): \_\_\_\_\_

Maiden name or other names used: \_\_\_\_\_

Present street address: \_\_\_\_\_ How long? \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Former street address: \_\_\_\_\_

How long? \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of License: \_\_\_\_\_

Signature (full): \_\_\_\_\_ Date: \_\_\_\_\_ 20 \_\_\_\_\_

## **Employee Policies**

These policies are presented as information only and are not an employment agreement. These policies shall apply to all employees except the Pastor.

### **I. Hiring**

- A. All employees shall be interviewed by the Personnel Ministry Team.
  - 1. An Employment Application must be filled out and signed by each employee. Business and personal references must be provided by each applicant.
  - 2. A scope of work (job description) should be provided for each employee. Preferably, this should be done before hiring.
  - 3. Employment eligibility verification (Form I-9), U.S. Department of Justice, Immigration and Naturalization Service, must be filled out and proper identification presented before hiring.
  - 4. It is our policy, when possible, to hire only those of like faith.
- B. All employees, except for the ministerial staff, shall be hired by the Personnel Ministry Team.
- C. New employees shall be evaluated by the Personnel Ministry Team after six (6) months of continuous full-time employment. Thereafter, there shall be annual evaluations by the Personnel Ministry Team.
- D. A background check shall be conducted on new employees who deal directly with children or youth.

### **II. Salary**

- A. When an employee is hired, he or she may be given consideration for previous experience.
- B. All wages shall be paid at the regular rate of pay. Overtime is not allowed.
- C. Salary reviews and raises shall be completed annually for those employees who have completed more than one (1) year of service. (Effective rate shall be January 1st of each year.) This review shall be conducted by the Personnel Ministry Team.
- D. All employees shall be paid every other Friday.

### **III. Vacations**

- A. One (1) week paid vacation shall be allowed after the first full six (6) months of service.
- B. Two (2) weeks paid vacation shall be allowed all employees during the calendar year in which their net credited service is one (1) full year or more of continuous service.
- C. All vacation dates shall be approved by the Pastor.
- D. It is neither the intent nor the purpose that vacations be accumulative. However, should an employee desire to remain on duty one vacation period in order that double vacation may be taken the following year, the details must be arranged with the Personnel Ministry Team and the Pastor.
- E. Payment in lieu of physically taking vacation shall not be allowed.
- F. Vacation pay may be drawn the week in advance of the desired vacation date, if requested.

### **IV. Sick Leave**

There shall be no sick pay.

### **V. Holidays**

- A. The following paid holidays are authorized and shall be observed:

New Year's Day	January 1
Easter	March/April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Scheduled Thursday and Friday
Christmas Eve	December 24
Christmas	December 25
New Year's Eve	December 31

- B. Holidays falling on Sunday will be observed on the following Monday.

Holidays falling on Saturday will be observed on the preceding Friday.

### **VI. Work Schedule**

- A. Weekly work schedules shall be arranged to meet the needs of the Church and to provide the best service and coverage for scheduled events.
- B. Normal office working hours shall be determined by the Personnel Ministry Team and the Pastor. Additional time may be required for Sunday, Wednesday, and any special meetings sponsored by Magnolia Baptist Church, Inc.

**VII. End of Employment**

- A. Upon severance of their position with the Church, all employees must return their keys and any papers containing Church information.
- B. An exit interview shall be conducted by the Personnel Ministry Team.
- C. In the event of resignation, two (2) weeks notice shall be required. Employees terminated due to disciplinary reasons will not be given advance notice.

**VIII. Personal Charges**

With no exceptions, it is the Church policy that no personal charges will be allowed on any of the Church charge accounts.

## **Pastor/Interim Pastor**

**Policy Statement:** The purpose of this policy is to provide guidelines for the calling/hiring of a pastor/interim pastor, to outline the pastor's duties, to establish pastor benefits, and provide guidance upon termination.

### **I. Call**

#### **a. Interim Pastor**

The active deacons will be responsible for filling the pulpit until the church calls an interim pastor. The active deacons will also be responsible for recommending to the church a licensed or ordained Southern Baptist minister as interim pastor. The recommendation shall also include duties, compensation, and length of service. The interim pastor will not be considered as a candidate for pastor of the church.

#### **b. Pastor**

1. Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church.
2. A special committee will be elected by the church to seek and nominate as pastor a minister of the Gospel whose Christian character and qualifications fit him for the office of this church.
3. This committee shall be responsible for interviewing the prospective pastor, examining his character, and conducting a background check.
4. The committee shall bring only one name at a time for consideration by the church.
5. No nomination shall be made except that of the committee.
6. The call of the pastor shall take place at a meeting especially set for that purpose of which at least one week's notice has been given the membership.
7. Election shall be by written ballot. An affirmative vote of three-fourths (3/4) of those present and voting is necessary for a call.
8. Should the one recommended by the committee fail to receive a three-fourths (3/4) vote, the committee will be instructed to seek out another minister, and the meeting shall be adjourned without debate.

### **II. Duties**

The pastor's duties shall include, but are not limited to, the following:

1. Have charge of spiritual welfare and oversight of the church
2. Shall be ex-officio member of all organizations, departments, and ministry teams
3. May call a special meeting of the deacons or any ministry team according to procedures set forth by the bylaws
4. Conduct regular worship services and Bible study
5. Conduct weddings (union of one man and one woman)

6. Conduct funerals
7. Conduct baby dedications
8. Administer the ordinances (communion and baptism)
9. Minister to members of the church and community
10. Shall have charge of the pulpit ministry of the church
  - a. In cooperation with deacons to provide for pulpit supply
  - b. Arrange for speakers to assist in revival meetings and other special services
11. Shall preside at all business meetings of the church or appoint a designee
12. Shall be administrative head of the church and arrange and approve all absences and vacations of all church employees

### III. Termination

The relationship between the pastor and the church can be dissolved at the request of either party. In either case at least thirty (30) days notice shall be given of such termination unless otherwise mutually agreed upon. Both, pastor and the church shall seek to follow the will of God and the leadership of the Holy Spirit.

### IV. Benefits

1. **Compensation package** – The pastor's salary compensation package shall include allowances for insurance, retirement plan, housing allowance, and expense reimbursement for ministerial related expenses (mileage, books/periodicals, educational expenses, ministry related hospitality expenses, etc.). Once a monetary package is approved by the church, following applicable tax laws, the pastor may elect to allot funds to the different categories based on his individual/family needs.
2. **Vacation** – A full-time pastor will be allotted two (2) weeks paid vacation per year. The church will bear expenses of a supply pastor during the allotted two (2) weeks. The pastor will bear expenses when he is away of his own accord in excess of the allotted time.
3. **Revivals** – Pastor will be allotted ten (10) days, to include no more than 2 Sundays and 2 Wednesdays, away for revivals during the year. Permission for extra time for revivals may be granted by the deacons. The church will bear expenses of a supply pastor during the allotted ten (10) days. The pastor will bear expenses of a supply pastor when he is in revival in excess of the allotted ten (10) days.
4. **Expense reimbursement** – The church will pay travel expenses for the pastor to attend the North Carolina Baptist State Convention and the Southern Baptist Convention. These expenses will be reimbursed to the pastor upon presentation of receipts and completion of **Requisition & Payment Form**.

## Facility Usage

9-13-2006

Policy Statement: The purpose of this policy is to establish specific guidelines for the use of church owned facilities: to specify the rules and requirements for use of and for restrictions and clean up of the facilities following the scheduled use. The policy also establishes the priority of usage as first come, first served determined by the request date and submitting a completed request form. *(See separate policy for weddings.)*

1. The philosophy underlying policies for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church. Policies should be kept in the spirit of bringing people to Christ.
2. Use of any facility shall be done in conformity with fire and safety ordinances. These provide for the prohibiting of smoking and overcrowding in church facilities.
3. Regularly scheduled church meetings have first priority in building usage. Other church related meetings shall have second priority. Members, immediate family of members, and outside nonprofit organizations which qualify shall be eligible for building use when facilities are not being used by church groups and when their purpose for usage is approved by the Pastor, Chairman of Deacons, or the Building and Grounds Ministry team. All facility usage must follow the purpose of M.B.C., specified in Article II, section 1 of the M.B.C. Bylaws. Profit-making enterprises shall not use church facilities for any purpose.
4. Scheduling for use of church facilities should be arranged with the Church Secretary, pastoral staff, or Chairman of Deacons and is to be coordinated with the church calendar for approval.
5. All facilities used for any event other than normal church activities are to be cleaned and returned to the original condition immediately following the event. If additional cleaning is required, following the usage, a cleaning fee of \$50 will be due from the responsible parties and payable to the custodial contractor.
6. There will be no serving of alcoholic beverages on the church grounds under any circumstances.
7. There shall be no smoking inside any church facility and is only permitted outside in the designated area.
8. No food or beverage items are to be brought into the classrooms or sanctuary. All food and beverage items are restricted to the kitchen and fellowship hall or outdoors in the designated picnic areas.
9. Persons registering for nonchurch function usage must provide their own cups, plates, napkins and silverware. No church supplies can be used for private functions.
10. A Facility Usage Request Form is required for use of M.B.C. facilities to be submitted to the Church Secretary as soon as possible for confirmation and to avoid scheduling conflicts. A donation for the electrical, heating, or air conditioning usage will be appreciated. No usage fee will be solicited.

## **Weddings**

Policy Statement: The purpose of this policy is to provide guidance for the usage of M.B.C. facilities for wedding requirements, for counseling, approval of ministers and music, and safety regulations. The philosophy underlying this policy is that each wedding conducted at M.B.C. will have a Christ-centered emphasis.

1. All weddings shall be scheduled on the master church calendar through the secretary with first priority being given to church members. Nonchurch members shall be allowed to schedule a wedding no earlier than ninety days prior to the event to assure that church members have a priority.
2. Counseling of the couple prior to the wedding is essential. Someone from the pastoral staff shall conduct the counseling or be advised as to the person doing so. In the normal event that the pastoral staff conducts the counseling, they shall be contacted no later than 6 months prior to the wedding to schedule the counseling sessions.
3. Church members are encouraged to use the pastor. Guest ministers must be approved by the Pastor or Deacon Ministry Team before weddings will be scheduled on the church calendar. All music shall be approved by the Pastor and/or the Music Coordinator.
4. In keeping with the wedding philosophy, church members shall use the facilities without charge. Nonmembers shall pay a fee for facilities usage one week in advance of the rehearsal date according to the following schedule:  
Deposit Required - **\$100.00** (refundable after cleanliness inspection); Fees – Sanctuary **\$50.00** per day of usage; Fellowship Hall **\$25.00** per day of usage.  
(Facilities may be used for rehearsal, wedding ceremony, rehearsal dinner/social, and reception.)
5. In the event that the facilities used are not cleaned and returned to the original condition, an extra **\$50.00** charge (for members and nonmembers) will be added to the fees required and will apply to additional custodial services required to return the facilities to the original condition.
6. In keeping with safety regulations, protective materials shall be used with candles. Rice shall not be used inside or outside the buildings.
7. No food or beverage items are to be brought into the or sanctuary.  
All food and beverage items are restricted to the kitchen and fellowship hall or outdoors in the designated picnic areas.
8. There shall be no smoking inside any church facility and is only permitted outside in the designated area.



**FACILITY USAGE REQUEST FORM**

**NOTE: (Members submit as early as possible; Nonchurch members submit no earlier than 90 days prior to the date of use requested.)**

Use Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Church Member: \_\_\_\_\_ (yes/no)

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

Home Phone: \_\_\_\_\_ - \_\_\_\_\_ Work / Cell: \_\_\_\_\_

2nd Contact: \_\_\_\_\_ Church Member: \_\_\_\_\_ (yes/no)

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

Home Phone: \_\_\_\_\_ Work / Cell: \_\_\_\_\_

Purpose for usage: \_\_\_\_\_

Persons responsible for clean-up: \_\_\_\_\_

Area(s) to use (  )  Fellowship Hall,  Kitchen,  Grounds,  Sanctuary

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

The facility use request will be checked against the calendar of scheduled events by the Secretary and a signature of approval will be assigned by the Pastor or the Secretary and logged on to the church calendar. If the approval for usage is denied, the requesting party will be notified by church officials.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Loan of Church Property**

1. Property may be loaned only to members of the church, except as provided for in Section 3. All persons who borrow property must be eighteen years of age.
2. The Church Secretary shall be responsible for coordinating the loan of any property and shall require a written receipt from the borrower. The receipt shall contain the date by which the property must be returned. The borrower shall be individually responsible for any damage to the property beginning from the time the receipt is signed and ending when the Secretary has signed the receipt acknowledging that the property has been returned in the same condition. The receipt shall contain a space to acknowledge the return of the property, and it shall also contain a statement concerning the borrower's responsibility for any damage. The borrower must describe on the receipt the activity in which the property will be used. If the Secretary is not immediately available, the Chairman of Deacons shall fulfill these duties.
3. The following personal property may be loaned only with specific consent:
  - a. Motor Vehicles (Use for a church function is dealt with elsewhere).
  - b. All audio, video, computer and copy systems
  - c. Pianos and organs and all other musical instruments
  - d. All fixtures, including pews
  - e. All office equipment
  - f. Any property loaned solely to and for the use of nonmembers
  - g. Any property which the Secretary and/or Chairman of Deacons feel should be loaned only with specific church approval.
4. Audio players, picnic tables, and wheelchairs may be loaned to any member or nonmember. The procedure set forth in Paragraph #2 must be followed, but the recipient shall not be liable for damage. These loans may be coordinated by the Secretary and/or Chairman of Deacons. The loan of audio players may also be coordinated by the Chairman of the Sound Ministry Team.
5. The procedure set forth in this motion shall not be required when a member is removing personal property from the church premises on behalf of the Church or for use during a church function (such as taking a coffee pot to the home where a death has occurred or use of the van during a church function).



**FACILITIES CLOSING PROCEDURES**

Policy Statement: The purpose of this policy is to use a standard guide for securing and closing all M.B.C. facilities at the end of services. This policy is currently used by the Active Deacon team serving as Deacon of the Week. The following guide lists both lockup procedures and settings for heating and air conditioning in all buildings.

**Thermostat Setting for all BUILDINGS:**      For Service      No ServiceSUMMER SEASON:

Set on <b><u>Saturday "PM"</u></b> for Sunday	<b><u>69</u></b>
<b>During Services</b> set @	<b><u>69</u></b>
Set after last service <i>Sunday &amp; Wednesday</i>	<b><u>78</u></b>
<b>***NOTE:</b> Leave Sunday School <u>Office Area</u> @	<b><u>75</u></b>

WINTER SEASON:

Set on <b><u>Saturday "PM"</u></b> for Sunday	<b><u>70</u></b>
<b>During Services</b> set @	<b><u>70</u></b>
Set after last service <i>Sunday &amp; Wednesday</i>	<b><u>55</u></b>
<b>***NOTE:</b> Leave Sunday School <u>Office Area</u> @	<b><u>65</u></b>

<b>Thermostat Locations:</b>	1. Auditorium left & right of choir loft <b>(2)</b> .
	2. Corner across from Prayer Room.
	3. Hallway across from Nursery; for classrooms & restrooms.
	4. Inside the Nursery behind the door; for kitchen & nursery.
	5. Fellowship Hall left & right of stage <b>(2)</b> .
	6. Upstairs inside the large Youth Classroom.
	7. Sunday School Office Lobby.
	8. First classroom on the left, past the S/S office.

**\*\*Reset Thermostats** – following evening services **ONLY**. (Exception: when no evening services are scheduled.)

**\*\*CHECK** – bathroom sinks & toilets for Flushing & Water Runs.

**\*\*NOTE:** All entrance **STEEL DOORS** are **locked** by using a Deacon's key for the Thumb Latch and hex key for the Latch Bar.

Latch bar hex key locations: **1)** fellowship sound system wall cabinet, **2)** in the parlor end table drawer, **3)** office lobby in the literature table drawer, and **4)** on top of the exit door connecting the offices to the sanctuary.

- **LOCK** – all outside entrance doors following **ALL** AM & PM services and following the Wednesday night services and choir practice.

- **CLOSE and LOCK OFFICES** - Pastor, Youth Pastor, Secretary, Sunday School, and slotted equipment door to safeguard all files and equipment.
- **CHECK COPIER ROOM** - Turn off the copier.
- **CLOSE** - all hallways connecting doors (for fire safety) and both kitchen doors and serving window.
- **TURN OFF** – lights and fans throughout the buildings, upstairs and downstairs, including the baptistery following all services; check front porch, carports, and Fellowship Hall exit lights.

***Keep security and safety in mind when closing, locking, and shutting off lighting throughout our church buildings. You should be the last one to leave the building!***

## **Emergency Openings & Closings**

Policy Statement: This procedure is for notifying members of bad weather conditions and scheduling or canceling church services and the methods of notifying local media for the announcements. This process will be undertaken by the Deacon Chairman, Pastor, or other designee when reports of bad weather have been received.

Steps:

1. Upon notification that inclement weather will threaten M.B.C. facilities or member safety, a message will be prepared and placed on the Phone Tree system to contact all local members to announce any change in program schedules or cancellations for scheduled services. This call will automatically be phoned to all head-of-households of M.B.C.
2. Two local coverage television stations will be notified of schedule changes or cancellations following the steps provided by both stations. **WRAL-TV5** in Raleigh and **WTVD-ABC 11** in Durham should be notified so broadcast will be made available immediately and with adequate coverage to notify all members. See item #5 for specific instructions.
3. Two local radio stations should also be notified of bad weather schedules for local announcements. Contact **WKML-95.7 FM** at **483-9565** and Christian Radio **WCLN-107.3 FM** at **864-5028**.
4. When inclement weather forecasts include snow or ice conditions and church program schedules will be continued at the announced times, the Building and Grounds Ministry Team should be contacted so that treatments for the icy conditions can be accomplished prior to the times of services.
5. Television contact procedures as issued by the stations:

**WRAL-TV5** Contact Methods (a) Automated Phone @ **888-972-5585** or 919-821-8737 and (b) Internet @ <http://closings.wral.com> ; Enter ID code (**30177**) and password (**2042**) for Magnolia Baptist Church. Enter closing status code provided by the station (1-99). All information is cleared daily at 1 pm and must be re-issued to continue notification by television broadcast.

Code Listing for WRAL-TV5

## **KEY ASSIGNMENT PROCEDURES**

Policy Statement: The purpose of this policy is to establish the way to issue and track possession of keys to the church facilities and parsonage.

The Secretary is responsible for the issue of all keys to persons needing access to church facilities. Spare keys will be held in a safe multi-locked box in the church offices with the secretary holding the combinations to this lock box. The Secretary will be responsible for maintaining the key assignment logs for all issued and numbered keys and collecting the return of these keys at the end of service terms. The Senior Pastor will be the back up person for key assignments when the Secretary is not available.

All members who need to access the church-owned facilities will be issued the appropriate key for the mission they are elected to be involved in. Each individual will be given the appropriate key and will sign and date the log on the date of issue. Each recipient will read and agree to the statement heading on the log with the terms as follows: "By accepting this key and signing this log, I do hereby agree that I will not duplicate this key for any purpose while I am in possession and assigned the use of the key for M.B.C. facilities. I will use discretion in loaning the assigned key to my team members. If the key is lost while assigned to me, I will immediately notify the M.B.C. office at 483-4774 or the current office phone number. Upon completion of my term of service, I will return the assigned key to the secretary to have the log marked returned and dated for the day of return."

### ***Magnolia Baptist Church keys are assigned on three levels as follows:***

1. **Master Keys** –Issued to Church Staff, Building and Grounds Ministry Team Chairman, Technology Ministry Team Chairman, and the contracted Janitorial Company. These keys are labeled as "M" keys and will operate all locks within the church facilities including staff offices.
2. **Deacon Ministry Keys** –Issued to active Deacons serving their term for M.B.C., the Treasurer, and Assistant Treasurer / Financial Secretary. These keys open the M.B.C. office exterior doors and Sunday School Office door plus the remaining outside doors accessing all facilities. These keys are labeled as "D" keys.
3. **Church Ministry Keys** - Issued to the Chairperson of all other Ministry Teams and labeled as "C" keys. These keys open all outside doors to the church facilities with the exception of the Church Office doors. A church key will be issued as a temporary usage key to the person responsible for usage during a special event; weddings, reunions, wakes, showers, etc. This key can be assigned one week before the scheduled event after the responsible party has signed the required Facilities Usage Form and received approval for scheduling the event. The individual will sign for the key as noted above and will return the assigned key no later than one week after the conclusion of the event.





## **FINANCIAL**

**Policy Statement:** The purpose of this policy is to provide standard guidelines to insure accountability and confidentiality for planning, collecting, counting, depositing, and disbursing church funds and reporting financial matters of the church and its members.

**FISCAL YEAR:** The fiscal year of the church shall be the calendar year.

**BUDGET & FINANCE PLANNING:** The church will annually elect a Budget & Finance Ministry Team. As directed by the church corporate bylaws this team will consist of the Deacon Chairman, WMU Director, Brotherhood Director, Sunday School Director, Music Coordinator, Treasurer, Discipleship Director, Building and Grounds Chairman, and three (3) at-large members elected by the church.

The purpose of this team is to develop and recommend to the church an overall financial plan and annual budget. The ministry team will meet by the fourth quarter of the church fiscal year and be responsible for reviewing and analyzing the previous year's budget. The team will gather information for the coming year's budget and prayerfully prepare and present the recommended plan prior to the December conference. (The budget will be voted on at the December conference.) The team will make reports as needed and make recommendations to the church concerning proposed expenditures not included in the budget.

**AUDITS:** The corporate directors shall audit the records of the church and the treasurer, at minimum, on an annual basis.

**PURCHASE or SELL OF REAL/PERSONAL PROPERTY and BORROWING FUNDS:** Per the corporate bylaws, the corporate directors shall have the power to purchase, sell or encumber any real or personal property, or to bind the corporation to any contract ONLY as expressly authorized by the church congregation.

**TREASURER and ASSISTANT TREASURER:** The church shall elect a church treasurer and assistant treasurer annually. Their responsibilities are as follows:

The **TREASURER** is responsible for disbursing all funds received into the church treasury in a responsible and organized manner in accord with the policies and procedures established by the church. The responsibilities of the treasurer are as follows:

1. To disburse all money contributed to the local church budget while keeping accurate records of how money is spent
2. To prepare accurate monthly financial reports indicating the financial well-being of the church
3. To work according to the guidelines established by the church
4. To participate in and report regularly to the appropriate ministry teams and officers and congregational meetings
5. To assure there are adequate records documenting the assets of the church for insurance and other purposes
6. To make recommendations for the investment of excess funds
7. To insure that all church property is appropriately covered by insurance for casualty and liability losses
8. To insure that all governmental taxes and reporting forms are completed on a timely basis and that all regulations are followed
9. To be accountable to the church and its ministry teams.

The **ASSISTANT TREASURER** shall have the duty of maintaining an accurate record of contributions of all individuals and groups. It shall further be his or her duty to furnish each member of the church and of the Sunday School or any other person a record of his contributions annually. This duty may be performed by the church secretary under the supervision of the assistant treasurer. (This shall be done no later than January 31<sup>st</sup> of each year.) In the treasurer's absence, the assistant shall be authorized to perform all duties of the position. Both the treasurer and the assistant shall follow the guidelines set forth by the policy and procedure manual of the church as it relates to reporting and accountability of church funds.

**TELLER COMMITTEE:** The teller committee will consist of all elected deacons along with other named church members as needed. This committee will be responsible for counting and depositing all contributions and funds collected during any worship service or Wednesday night service, including any Wednesday night meal funds collected. The annual schedule for each committee member will be prepared by the deacon chairman.

**SALARY AND PAYROLL PROCEDURES:**

All salary compensation packages for church employees will be planned by the Budget & Finance Ministry Team and approved by the church body. For newly called pastors, compensation packages will be planned jointly by the Budget & Finance Ministry Team and the pastor selection committee. The Personnel Ministry Team will assist in planning compensation packages for all other hires.

**FINANCIAL CONTRIBUTIONS, MEMORIALS, and ACKNOWLEDGEMENTS:** All contributions and memorials from church members should be placed in a church offering envelope to ensure member receives proper acknowledgement. A record of annual contributions will be furnished to each member by the assistant treasurer or church secretary. Contributions and memorials received from nonchurch members will also be acknowledged by the assistant treasurer or church secretary.

**WORSHIP OFFERINGS and CONTRIBUTIONS:** These funds will be processed each week by the designated teller committee. These funds will be processed by using the **TITHES & OFFERINGS TELLER/DEPOSIT RECORD** form and following instructions in sections B, & C of the **Sunday School, Worship Offerings, Wednesday Night Meal Checklist**. (See exhibits A & B in this section).

**SUNDAY SCHOOL OFFERING and CONTRIBUTIONS:** The designated Sunday School offerings will be processed by the designated Sunday School officers by using the **TITHES & OFFERINGS TELLER/DEPOSIT RECORD FORM** and following instructions in section A of the **Sunday School, Worship Offerings, Wednesday Night Meal Checklist**. (See exhibits A & B in this section).

**WEDNESDAY NIGHT MEAL CONTRIBUTIONS:** The designated meal contributions will be collected by two (2) members of the Wednesday Night Meal Ministry Team and given to the deacon of the week and/or teller who will prepare the deposit using the **TITHES & OFFERINGS TELLER/DEPOSIT RECORD FORM** and the **Sunday School, Worship Offerings, Wednesday Night Meal Checklist, section D**. (See exhibits A & B in this section)

**CHURCH CHARGE CARD:** The church currently maintains a VISA charge card to be used, when necessary, by individuals, recognized church organizations, or ministry teams. This card will remain in the possession of the church treasurer for issuance. If requested by the treasurer, the Visa Use Log form should be completed. (See exhibit C)

**CASH DISBURSEMENT/EXPENSE REIMBURSEMENT:**

- Ministry team chairmen will be responsible for any budgeted expenditures within the department
- Only the ministry team chairmen will be allowed to spend budgeted funds or to approve reimbursement to other ministry team members.
- Budgeted amounts approved by the church will be the guidelines for funds to be spent during the budget/fiscal year.
- Receipts and/or invoices for expense reimbursement should be submitted to the Church Treasurer during the same month as the expense occurs. In the event an expense is incurred at the end of the month, a request for reimbursement should be submitted no later than the end of the next month.
- Request for payment/reimbursement should be completed by submitting the REQUISITION & PAYMENT FORM to the Church Treasurer. (See exhibit D)

**MAGNOLIA BAPTIST CHURCH, INC**  
1021 Magnolia Church Road, Stedman, NC 28391

Exhibit A

**TITHES & OFFERINGS TELLER / DEPOSIT RECORD**

DATE: \_\_\_\_\_ - \_\_\_\_\_ - 20\_\_\_\_\_

**Sunday School Offerings**.....\$ \_\_\_\_\_

Lottie Moon (Christmas) / Annie Armstrong (Easter): ..... \$ \_\_\_\_\_

Cemetery Fund / Special Offering for \_\_\_\_\_ .....\$ \_\_\_\_\_

Memorials: From: \_\_\_\_\_ ..... \$ \_\_\_\_\_

For: \_\_\_\_\_

**(CHECKING DEPOSIT #1) (A) \$ \_\_\_\_\_**

Food Bank / Jones Cemetery.(SAVINGS DEPOSIT#1)...(B).....\$ \_\_\_\_\_

**TOTAL S/S & SPECIAL OFFERINGS:.....(A + B).....\$ \_\_\_\_\_(X)**

.....  
.....  
**Worship Service Offerings**..... \$ \_\_\_\_\_

Lottie Moon (Christmas) / Annie Armstrong (Easter): ..... \$ \_\_\_\_\_

Cemetery Fund / Special Offering for \_\_\_\_\_ .....\$ \_\_\_\_\_

Memorials: From: \_\_\_\_\_ .....\$ \_\_\_\_\_

For: \_\_\_\_\_

**(CHECKING DEPOSIT #2).....(C) \$ \_\_\_\_\_**

Food Bank / Jones Cemetery....(Savings Deposit #2)....(D).....\$ \_\_\_\_\_

**TOTAL WORSHIP & SPECIAL OFFERING:.....(C + D).....\$ \_\_\_\_\_(Y)**

**\*\*DEPOSIT BAG: # \_\_\_\_\_ TOTAL DEPOSIT..(X + Y)....\$ \_\_\_\_\_ \*\*\***

\_\_\_\_\_ Teller S/S

\_\_\_\_\_ Teller S/S      Teller - \_\_\_\_\_

\_\_\_\_\_ S/S Dir.    Deacon of Week \_\_\_\_\_

**SUNDAY SCHOOL, WORSHIP OFFERINGS,  
WEDNESDAY NIGHT MEAL  
CHECK LIST**

**Exhibit B**

**A) Sunday School Offering**

1. Pick up class attendance & offering envelope (by 10:10 a.m.)
2. S/S Offering will be counted by 2 individuals
3. Verify offering amounts listed on envelopes with monies inside
4. Verify all checks for complete amounts, dates, and signatures
5. Complete Teller Sheet with deposit totals; staple one (1) tape to top for deposit explanation.
6. Fill in memorial information including return address of the person giving the offering. Make a copy of the offering check and staple to the sender's envelope.
7. Complete Checking and Savings Deposits where needed
8. Stamp all machine tapes and checks with church endorsement stamp
9. Rubber band deposits together with currency, coin, checks and one (1) tape. Place all items in a #10 white envelope, seal envelope and sign by counters & place in offering plate before worship service.
10. All Counters and Director will sign the Teller Sheet verifying deposits.

**B) WORSHIP OFFERING**

1. Teller and Deacon of the Week will take all worship offerings from the communion table, move to the S/S office and process a deposit as listed above; item #B 1-5
2. Count and verify all money and checks
3. Complete appropriate deposit tickets
4. Fill in the bottom Teller Sheet area for worship deposit
5. Add worship deposit total to the S/S deposit total; list grand total for Sunday's deposit on the teller sheet
6. Both tellers must sign the bottom of the teller sheet
7. Place all deposits into disposable bank bag; complete bag information
8. Tear off tab from bag and staple it to the Teller Sheet
9. **VOID** any damaged or discarded plastic deposit bags due to the consecutive numbering; i.e. numbered checks. Tear off the tab, mark it VOID and staple it to the teller sheet.
10. **NOTE:** The First Citizens Bank night depository drawer key will be mounted on a ring with a Sunday School Office door key for access to the deposit materials.

**C) DEPOSIT INSTRUCTIONS:**

1. One or both tellers take the deposit to First Citizens Bank and place into the night depository drawer using supplied bank key.
2. Teller will hold Bank deposit drawer key until the end of his month's service and then pass the key to the next scheduled teller.

**D) WEDNESDAY NIGHT MEAL & SPECIAL DEPOSITS:**

The Teller and/or Deacon of the Week will receive counted monies from the Wednesday night meals team. The funds will be taken to the Sunday School office to prepare a deposit. A teller sheet is prepared and signed by both counters. A checking account deposit will be processed as noted on Sunday School deposit form. The completed Wednesday meal deposit will be delivered to the First Citizens Bank night deposit drawer as soon as possible following Wednesday's services.



**REQUISITION & PAYMENT FORM**  
MAGNOLIA BAPTIST CHURCH, INC

**Exhibit D**

Requested by: \_\_\_\_\_ \$ \_\_\_\_\_ Date \_\_\_\_\_

Budget Title: \_\_\_\_\_

Check to: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

Item/Payment For: \_\_\_\_\_

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



10-11-2006

## **FUND RAISING**

**Policy Statement: The purpose of this policy is to insure that no individuals or organizations solicit funds in the name of Magnolia Baptist Church, Inc.**

We have elected a policy where any fund raising activities will be limited to asking only our church family for donations. The Scriptures teach that God's people are to give and support His work through our tithes and offerings (Proverbs 3:9-10; Malachi 3:10; Luke 6:38; 1 Corinthians 16:2; II Corinthians 9:6-8). We encourage individuals to seek personal work and out of their earnings make gifts to the projects.

It will be appropriate for our youth and mission organizations to generate extra funds for mission projects and/or trips by soliciting contributions from our church family through activities to include rock-a-thons, bike-a-thons, walk-a-thons, car washes, collecting aluminum cans for sale, or a Christmas mailbox. All organizations are asked to refrain from plate, bake, and yard sales.

## **Activity Authorization Forms**

**Policy Statement:** The purpose of this policy is to secure pertinent information from a participant for various church-sponsored activities. Whenever the church is a sponsor or provides leadership for an activity, the church shall secure the written permission of the parent or guardian of a child. Medical Release and Liability Forms shall be required for children as well as adults who participate in activities sponsored by or provided by the church.

**Magnolia Baptist Church, Inc.  
Accident/Incident Report Form**

**Name** \_\_\_\_\_

**Supervising Adult(s)** \_\_\_\_\_

**Date of Accident** \_\_\_\_\_ **Time** \_\_\_\_\_

**Parents Notified** (if applicable) **by** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Location where accident occurred**

\_\_\_ Classroom \_\_\_ Restroom \_\_\_ Playground \_\_\_ Hallway \_\_\_ Other  
(specify) \_\_\_\_\_

**Equipment or Object Involved**

(specify) \_\_\_\_\_

**Cause of Injury**

\_\_\_ fall \_\_\_ bite \_\_\_ insect/bee sting \_\_\_ hit or pushed \_\_\_ motor vehicle  
\_\_\_ eating/choking \_\_\_ other (specify) \_\_\_\_\_

**Part of body injured**

\_\_\_ eye \_\_\_ ear \_\_\_ nose \_\_\_ throat \_\_\_ tooth \_\_\_ neck \_\_\_ trunk \_\_\_ arm  
\_\_\_ wrist \_\_\_ hand \_\_\_ leg \_\_\_ ankle \_\_\_ foot \_\_\_ other (specify) \_\_\_\_\_

**Type of Injury**

\_\_\_ cut \_\_\_ bruise \_\_\_ puncture \_\_\_ scrape \_\_\_ sprain \_\_\_ burn \_\_\_  
\_\_\_ loss of consciousness \_\_\_ other (specify) \_\_\_\_\_

**Type of first aid administered** \_\_\_\_\_

**Name of person administering first aid** \_\_\_\_\_

**Signature of person making report** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness (if applicable) Name, Address and Phone Number**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Magnolia Baptist Church, Inc.  
Parent/Guardian Permission Form**

I, \_\_\_\_\_ being the parent or legal guardian of  
\_\_\_\_\_ am informed of the activities offered by  
**(name of minor child)**  
Magnolia Baptist Church, Inc. located in the City of Stedman, County of Cumberland, and  
State of North Carolina beginning on the day of \_\_\_\_\_, and ending  
**(beginning date)**  
on the day \_\_\_\_\_.  
**(ending date)**

As the parent or legal guardian of, \_\_\_\_\_, I hereby consent for  
my child to attend and participate in all activities sponsored or provided by Magnolia Baptist  
Church.

I acknowledge that I agree with and have signed the Medical Release and Liability form of  
Magnolia Baptist Church, releasing liability of and authorizing medical care for my child.

This form shall serve for all activities in which my child participates with Magnolia Baptist  
Church unless otherwise requested by the church.

**Signature of  
Parent/Guardian** \_\_\_\_\_

**Print Name of  
Parent/Guardian** \_\_\_\_\_

**This instrument was acknowledged before me on  
(date)** \_\_\_\_\_

**By** \_\_\_\_\_

**Signature of Notary Public**

**Notary Seal**

**My Commission Expires:**  
\_\_\_\_\_

**Medical/Transportation Release and Liability Form**

Name of Participant \_\_\_\_\_

Name of Legal Parent/Legal Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_\_) \_\_\_\_\_

Age of Youth \_\_\_\_\_ Birthday \_\_\_\_\_ Grade \_\_\_\_\_ SS# \_\_\_\_\_

School \_\_\_\_\_ Date of Last Tetanus \_\_\_\_\_

**Functions and Activities**

I understand that participating in programs, recreation and other activities of Magnolia Baptist Church is a privilege. Prior to my participation in such activities, I acknowledge that there are certain risks associated with these activities, including, by way of example, physical injury due to activity-related accidents, and physical injury due to transportation-related accidents, illness or even death. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

**Release of Liability**

By signing this Permission and Waiver Form, I expressly warrant that the child named above or I, if I am a participant, am capable of withstanding both the physical and mental demands of these activities. I also expressly assume all risks to the child or me participating in the activities, whether such risks are known or unknown to me at this time. I further release the church and its ministers, leaders, employees, volunteers and agents from any claim that my child may have or that I may have against them as a result of injury or illness incurred during the course of participation in these activities. This release of liability is also intended to cover all claims that members of the child's or my family or estate, heirs, representatives or assigns may have against the church or its ministers, leaders employees, volunteers, or agents. I further agree to indemnify and hold harmless the church and its minister, leaders, employees, volunteers or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness of my child during such activities.

**First Aid and Emergency Medical Treatment**

I recognize that there may be occasions where the child named above, or I, if I am a participant, may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I do hereby give permission for agents of the church to seek and secure any needed medical attention or treatment for the child named above or me, if I am a participant, including hospitalization, if in the agent's opinion such need arises. In doing so, I agree to pay all fees and costs arising from this action. I give permission for attending physicians(s) and other medical personnel to administer any needed medical treatment, including surgery and, again I agree to pay for such treatment.

**Emergency Contacts:**

Every effort will be made to contact the parent/guardian; however in case that is not possible, please provide the name of another contact who can act on your or your child's behalf.

Medical Doctor \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work/Cell Phone (\_\_\_\_\_) \_\_\_\_\_

**Transportation Release:**

We hereby waive, release and discharge Magnolia Baptist Church, Inc. of Stedman, NC, their staff members, members or other employees from any claim or cause of action of any kind to include transportation of the above minor child, to and from any events that my child may participate in. Also, we waive any claim against the driver/owner of any vehicles used in the transportation of my child from any action arising during, before, after or otherwise related to a church trip.

**Insurance:** Company \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ Policy # \_\_\_\_\_

**Medical History:**

(Include special medical needs or concerns such as asthma, allergies, conditions, dietary needs, medications, etc.)

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

**Other Information:**

(Include anything that leaders should know about the child or adult participant)

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

**Parent/Guardian Signature:**

I represent that I am the parent/guardian of the child listed above, who is under 18 years of age. I have read the above Permission and Waiver Form and am fully familiar with the contents thereof. I give my permission for the child named above to participate in the activities of this church, including any special events/activities described above. I hereby consent to the Permission and Waiver Form, including the Release of Liability above, on behalf of the child, and agree that this Permission and Waiver Form shall be binding upon me and my estate. I realize that if my child breaks the covenant, he or she is subject to be sent home for which I will provide the transportation.

Signature of Parent or Legal Guardian \_\_\_\_\_

Print Name of Parent or Legal Guardian \_\_\_\_\_

**Adult Participants/Volunteers/Employees Signature:**

As an adult participant, volunteer or church employee, I hereby agree to each of the consents and waivers listed above, including Release of Liability, as pertaining to my own participation in these activities.

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

**Youth:**

Along with the leaders and other youth, I agree to conduct myself in a Christian manner. I promise to respect God, respect myself, respect other people, and respect property. I understand that my agreement holds me responsible to these things and the consequences thereof. I agree to cooperate and participate in these activities of the church. By signing this covenant, I understand that action will be taken and I am subject to be sent home if I partake in any of the following activities: possession of illegal drugs, nonprescribed medication, alcohol or tobacco products, possession of weapons, disrespect for authority, or any other activity that adult leaders deem as inappropriate. I covenant to strive to make each activity/trip/retreat the best it can be!

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

**This form is valid for the current church year. All information will remain confidential and will be used only in case of emergency. If possible, please attach a copy of your insurance card.**

## **Counseling**

**Policy Statement:** The purpose of this policy shall be to provide guidelines for counseling individuals in making good decisions and solving their problems.

Counseling done in the name of Magnolia Baptist Church shall be provided by the Pastor or under the direct supervision of the Senior Pastor.

Because counseling is a valuable ministry, the counselor should minister to spiritual, moral, emotional, and physical and/or health needs as applicable to individuals seeking counseling.

Counseling shall be consistent with biblical teachings and given from a Christian perspective. It shall be carried out in a professional manner and kept confidential at all times.

At his discretion, the Pastor shall be allowed to establish guidelines for counseling sessions.

Additional counseling can be made available through the New South River Baptist Association and /or the Baptist State Convention.

## Church Cemetery

**Policy Statement:** The purpose of this policy is to provide rules and regulations for management of the Magnolia Baptist Church cemetery. A ministry team of four (4) or more members shall be elected to oversee and manage the upkeep, assignment of plots, arrangement of cemetery boundaries, installation of markers and all matters concerning the M.B.C. cemetery. The decisions of this ministry team shall be final without an appeal to or a vote by the church conference to change its ruling. ***(Note: On July 11, 1999, the church voted to adopt and maintain the appearance of the Jones Cemetery. These policies and procedures shall also apply to the Jones Cemetery.)***

1. The Building, Grounds and Cemetery Ministry Team shall maintain a cemetery plot map with the names of all persons buried within the cemeteries. The plot maps shall show all existing empty plot locations and any plots that have been reserved in compliance with these rules and regulations. A copy of these maps shall be kept in the church office.
2. Plots may be assigned to members of Magnolia Baptist Church, their spouses, their minor children and former members. There shall be no plot assigned until the need arises for a burial place unless the church votes to do so in a conference.
3. It shall be the responsibility of the Church Clerk to provide the Chairman of the Building, Grounds and Cemetery Ministry Team a roster of current members. The Clerk shall provide updates as required to ensure the Building, Grounds and Cemetery Ministry Team has the required information to ensure proper assignment of cemetery plots.
4. The two plots previously assigned to the Autry family are to be honored by the church. (Wilmer & Carolyn Autry – These plots were given to Wilmer's parents in return for 1 ½ acres of land across the road from the cemetery.)
5. Plots are to consist of appropriate burial space with a maximum of four (4) graves to a plot and only two (2) if there are no unmarried children in the immediate family.
6. The plot to be issued is the next plot available in order of assignment, that is, the next one in line. If there are plots available in more than one row, then a choice may be given. In no case may a plot be given except as designated by the Building, Grounds and Cemetery Ministry Team.
7. There shall be no charge for the plots, but Magnolia Baptist Church shall have complete authority to care for the cemetery(s). All assigned plots remain the property of Magnolia Baptist Church, Inc.
8. There shall be no plot assigned in the church cemetery that lies nearer to the church building than that already in use, nor shall the cemetery be extended any nearer to the roadway than at present year (2011).
9. The family of the deceased is requested to clear gravesites of flowers and memorials within ten (10) days of burial. No flowers, shrubs, trees or other plants shall be planted on or by the grave.



10. The family of the deceased shall place a permanent marker at the head of the grave within one (1) year of the time of burial. If an upright marker is desired, there shall be only one (1) to a plot and the size of this cannot exceed a width of three (3) feet at the base or a height of forty-two (42) inches. A single marker for two (2) plots shall not exceed a width of five (5) feet at the base or a height of forty-two (42) inches. All other markers shall be at ground level for easy mower access. Smaller secondary markers may be placed at the foot of the grave at ground level. If a permanent marker is not installed, Magnolia Baptist Church reserves the right to place a marker of its choosing.

11. It shall be the responsibility of the funeral home, the family or their representative to ensure all graves are leveled to grade and all grass replaced as found. Excess soil may be disposed on church property under the direction of the Building, Grounds and Cemetery Ministry Team.

12. In a situation arising that is not covered by the above rules, a majority of the members of the cemetery ministry team may assign a plot if they believe it shall meet the approval of the church in carrying out its ministry in the community or a request may be brought before the church in conference. The chairperson of the Building, Grounds and Cemetery Ministry Team shall have authority to act on behalf of the ministry team under the rules set forth in assigning burial plots.

## **Conflict Management**

### **Discipline (Church Members)**

**Policy Statement: The purpose of this policy shall be to help our members relate to one another in a way that honors God and promotes authentic relationships.**

Should there be any unhappy differences among members, the aggrieved member shall, in a spirit of Christian kindness and forbearance, follow the procedure in Matthew, Chapter 18. If the differences cannot be reconciled, the aggrieved member shall bring the matter to a Deacon(s) and/or Pastor for resolution. Referring to Matthew, Chapter 18, the Deacon(s)/Pastor will attempt to restore harmony between members in the most confidential manner possible.

All proceedings should exhibit Christian kindness and forbearance with the goal to be restoration of the member to a right relationship with Christ and the Church. The procedures should remain in confidence of the Deacon Body/Pastor until such time the Church needs to vote on the recommended action. The recommendation should be made to the Church without going into detailed report.

## **Crisis Situations**

**Policy Statement:** The purpose of these policies is to provide guidance to the church in certain crisis situations.

### **Reporting Accidents/Injuries Policy Magnolia Baptist Church, Inc.**

Occasionally, both in the Church or off-site, an injury can occur. The injury may be minor or major in nature. After appropriate assistance has been given to the injured, a written Accident Report is to be completed by the supervisor/group leader. A description of the accident, contributing factors and treatment given should be noted. Witnesses to the accident should be listed with addresses and phone numbers for follow-up purposes.

The Deacons should review the Accident Report. One or more Deacons should be appointed to investigate the accident and bring recommendations back to the Deacon Board to prevent, as much as possible, a reoccurrence of the accident. These files are to be kept in the Church office for future reference. A copy of the Accident Report is included in this manual. Blank forms are to be kept in the church mail room.

### **Responding to Allegations & Lawsuits Policy Magnolia Baptist Church, Inc**

- A. The church will take seriously all allegations and lawsuits including those that concern accusations of abuse or sexual misconduct.
- B. Unless otherwise provided for, the Board of Deacons shall receive and respond to any allegation or lawsuit.
- C. The Deacons or designee will contact the proper civil authorities concerning cases of suspected child abuse.
- D. When allegations occur, the Board of Deacons may seek professional assistance from a local attorney, denominational officials and our insurance agent. Communication of information will be based on the need to know under the restrictions of qualified privilege.
- E. The Board of Deacons will designate a spokesperson to represent the congregation when dealing with any allegations of abuse or sexual misconduct or any other type of allegation or lawsuit.

## **Sexual Misconduct Policy Magnolia Baptist Church, Inc.**

### **A. General**

There has been increased attention in recent years to problems related to sexual abuse of children, sexual exploitation by professional counselors, and sexual harassment in the workplace. When these things occur in churches, it is an especially shocking violation of trust, as well as an abuse of power and authority.

### **B. Sexual Abuse of Children**

This is an area of special concern because of the power imbalance between adults and children. Children are by their very nature more vulnerable and less able to protect themselves. Employees, volunteers, members and nonmember participants should all conduct themselves with care around children. State law has reporting requirements for suspected abuse incidents and all required reports will be made to the proper authorities. Those working with children should also be alert to sexual abuse by one child against another child.

### **C. Sexual Exploitation**

The law prohibits sexual exploitation of a client by a counseling professional, including pastoral counseling. Consent by the client is not a defense. State law has reporting requirements for suspected abuse incidents and all required reports will be made to the proper authorities.

### **D. Sexual Harassment**

Sexual harassment may also include verbal behaviors (sexual jokes or innuendoes), touching, repeated unwelcome sexual flirtations, sexually degrading words used to describe a person, or the display of sexually suggestive objects or pictures. At the extreme, these actions would amount to criminal sexual assault.

### **E. Screening Procedures**

For those seeking paid employment, screening will be conducted by employment application, interview questions, and contact with references. A criminal record check will be processed on all those receiving an offer of employment to identify any convictions related to sexual assault or abuse of children.

### **F. Procedures for Reporting Incidents of (B) Sexual Abuse of Children, (C) Sexual Exploitation, and (D) Sexual Harassment**

If an incident occurs to you or you suspect a problem involving someone else and want to report your concern, you should contact the Pastor, the Chairman of the Deacons or any Deacon. If an incident occurs to a child, it may be reported by the parent of the child or another advocate for the child.

The investigation of each incident will be done by a committee consisting of the Pastor, the Chairman of the Deacons, and one other Deacon. If one of those three is accused, then they would not participate in conducting the investigation. The committee has the authority to use others of appropriate gender as resources, both inside and outside our church, to the extent needed. The committee will conclude their investigation as soon as possible. Confidentiality will be maintained as to the identity of the accused and the complainant, to the extent this is possible. Written records of each incident and its resolution will be kept for a reasonable period of time by the investigating committee.

If the complaint is found to have merit, the committee will have flexibility in deciding what course of action to take or recommend to other bodies, either inside or outside our church, depending on the severity of the situation. As stated above, any legally required reporting will be made.

### **G. Conclusion**

Our church has an obligation to refrain from taking sides while maintaining a pastoral relationship with all affected parties. On the other hand, we cannot ignore, dismiss, or cover up allegations of misconduct. Although our church is called to offer forgiveness to all persons, it is not called to overlook acts of misconduct by any person. Justice calls for corrective actions.

**Magnolia Baptist Church, Inc.  
Accident/Incident Report Form**

**Name** \_\_\_\_\_

**Supervising Adult(s)** \_\_\_\_\_

**Date of Accident** \_\_\_\_\_ **Time** \_\_\_\_\_

**Parents Notified** (if applicable) **by** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Location where accident occurred**

\_\_\_ Classroom \_\_\_ Restroom \_\_\_ Playground \_\_\_ Hallway \_\_\_ Other  
(specify) \_\_\_\_\_

**Equipment or Object Involved**

(specify) \_\_\_\_\_

**Cause of Injury**

\_\_\_ fall \_\_\_ bite \_\_\_ insect/bee sting \_\_\_ hit or pushed \_\_\_ motor vehicle  
\_\_\_ eating/choking \_\_\_ other (specify) \_\_\_\_\_

**Part of body injured**

\_\_\_ eye \_\_\_ ear \_\_\_ nose \_\_\_ throat \_\_\_ tooth \_\_\_ neck \_\_\_ trunk \_\_\_ arm  
\_\_\_ wrist \_\_\_ hand \_\_\_ leg \_\_\_ ankle \_\_\_ foot \_\_\_ other (specify) \_\_\_\_\_

**Type of Injury**

\_\_\_ cut \_\_\_ bruise \_\_\_ puncture \_\_\_ scrape \_\_\_ sprain \_\_\_ burn \_\_\_  
\_\_\_ loss of consciousness \_\_\_ other (specify) \_\_\_\_\_

**Type of first aid administered** \_\_\_\_\_

**Name of person administering first aid** \_\_\_\_\_

**Signature of person making report** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness (if applicable) Name, Address and Phone Number**

1. \_\_\_\_\_

2. \_\_\_\_\_

## **Vehicle Usage**

**Policy Statement:** Magnolia Baptist Church, Inc. will follow guidelines required by the insurance provider in utilization of church vehicles and the responsibility and safety of its passengers. The chairman or team members will provide upkeep, maintenance, proof of driver qualifications, and maintain a schedule for all usage of the church vehicles.

Our insurance provider requires that the following guidelines be met by all drivers when transporting passengers. The current vehicle (15-passenger van) should transport no more than eleven (11) passengers on any one trip.

### **Driver Requirements:**

- 1.** Drivers must be 25 to 70 years of age with a valid driver's license.
- 2.** A valid driver must have either a CDL or Chauffeur's license or complete the Defensive Drivers Course (DDC) with a certificate of completion on file. A copy of all drivers' current license must be kept on file in the secretary's office.
- 3.** Drivers must have no major moving violations and no more than one minor moving violation on their driving record for the prior three years.
- 4.** Drivers must have permission from the Van Ministry Team to use the van and/or to transport passengers for church sponsored activities.

A current list of authorized and qualified drivers must be kept on file in the secretary's office and supplied to the insurance provider upon request for coverage to be in effect.

## **RULES OF ORDER**

**Policy Statement:** The purpose of this list of rules is to provide a constant format for proceeding with Regular Business Meetings at Magnolia Baptist Church, Inc. and to follow Robert's Rules of Order. The format is presented as an agenda to be followed by the presiding officer or moderator. Provisions are made for limited use of Special Called Business Meetings with concerns and actions to be followed prior to the meeting date.

### **RULES OF ORDER**

#### **FOR CONDUCTING CHURCH BUSINESS MEETINGS**

#### **REGULAR BUSINESS MEETING**

##### **I. NORMAL AGENDA**

1. Call to Order (may by choice, include prayer or meditation)
2. Reading and Approval of Minutes from the Previous Meeting
3. Reports of Officers: pastor/president, treasurer, etc.
4. Report of Ministry Teams or Boards

NOTE: These reports should be adopted, together with any amendments that may be made unless a motion to postpone is passed. In such case, such reports remain as unfinished business for the next meeting. A vote to adopt the report makes the doings of the ministry team the acts of the assembly to create policy.

##### 5. Unfinished (Old) Business

NOTE: A motion to consider is not necessary. The matter is before the church from past business meetings and should be acted upon unless a motion to postpone is acted upon.

##### 6. New Business

NOTE: It is the privilege of any member to present any matter, which, in his or her judgment, should claim the attention of the church. Such procedures are usually unwise unless the one presenting the matter is prepared to make a motion to consider the matter, and unless the counsel of others has previously been sought (Ministry Teams, Deacons, Church Council, Pastor, etc.).

- a. Consideration of Recommendations of the Deacons
- b. Authorization of Expenditures of Money
- c. The Acceptance of Resignations and Employment of New Workers
- d. Consideration of New Buildings and Repairs or Replacements

##### 7. Granting of Letters of Dismissal

##### 8. Announcements

##### 9. Adjournment by Dismissal or a Motion with a Second



## **II. ITEMS CONSIDERED IN A SPECIAL CALLED BUSINESS MEETING**

NOTE: No items of business shall be considered in such meetings except the one matter for which the meeting is called; unless by unanimous consent other matters may be considered which were not specified in the called meeting. The announcement and the reason of the special meeting must be given to the whole congregation on Sunday prior to the meeting. The motion will be read and discussion held on the day of the vote.

