

Policy Manual

First Baptist Church of Jefferson, Georgia, Inc.

Revised By-Law Change June, 2019
(Deacon Selection Process)

This document shall be reviewed every September by the following persons currently holding these positions: Deacon Executive Secretary, Church Clerk, and Cabinet Chair. During this time, a timeline from October 1 until September 30 shall be created with the important dates for the upcoming year.

Preface

This Policy Manual is a compilation of the policies adopted for The First Baptist Church of Jefferson Georgia. As of the date shown on the front cover, it contains all the policies known to the Church Clerk. It is intended for use by the leadership and staff, but it is not limited in distribution in any manner. Additional copies may be obtained from the church office or from the Church Clerk. Any individual item may be copied as needed for individual committee use.

Some editorial corrections have been made to insure consistency. This includes items such as changing all references from Senior Minister or Minister to Senior Pastor and all references to the proper name of the church is changed to First Baptist Church of Jefferson. No change has been made which would change the intent of the original document.

If the cabinet, committee or deacons make any modification to the material contained herein, they are requested to make the changes available to the Church Clerk so that this manual can be kept current.

Traci Bledsoe
Church Clerk
November 3, 2014

Purpose

The By-laws of the Church provide for guidance in certain areas be provided in a Policy Manual. This document includes sections on the committees of the church as well as general policies such as the Personnel Manual and also covers such things as the use of the facilities for weddings, funerals, and the like. The Constitution and By-Laws are included as Appendix A.

Index

Organizational Structure	4
Important Dates	7
Administrative Board	8
Cabinet	9
	5
Committee Exemptions & Appointments	10
Ministry Manual	11
Baptism Committee	33
Bereavement Committee	28
Board of Trustees	12
Children's Ministry Committee	19
Deacon Emeritus Nominating Committee	29
Decorations Committee	18
FBC Preschool Committee	30
Fellowship Committee	24
Finance Committee	13
Food Bank Committee	31
Greeter & Usher Committee	34
Heritage Committee	20
Kitchen Committee	25
Marketing Committee	26
Men's Ministry Committee	21
Missions Committee	32
Music Committee	35
Nominating Committee	14
Pageant Committee	36
Personnel Committee	15
Properties Committee	16
Senior Adult Committee	27
Sound, Lighting, and Video Recording Committee	37
Sunday School Director Job Description	41
Women's Ministry Committee	22
Worship Committee	38
Youth Ministry Committee	23
Child Protection Policy	42
Child Protection Worker Application	48
Church Bus Policy	53
Funeral Policy	56
Personnel Policy Manual	58

Wedding Policy	72
Wedding Reservation Form and Checklist	75
Appendix A: Constitution and By-Laws	77

Organizational Structure

Divisions and Committees

Administrative Division

Administrative Board
 Board of Trustees
 Finance Committee
 Nominating Committee
 Personnel Committee
 Properties Committee

Education Division

Children’s Ministry Committee
 Heritage Committee
 Men’s Ministry Committee
 Women’s Ministry Committee
 Youth Ministry Committee

Fellowship Division

Decorations Committee
 Fellowship Committee
 Kitchen Committee
 Marketing Committee
 Senior Adult Committee

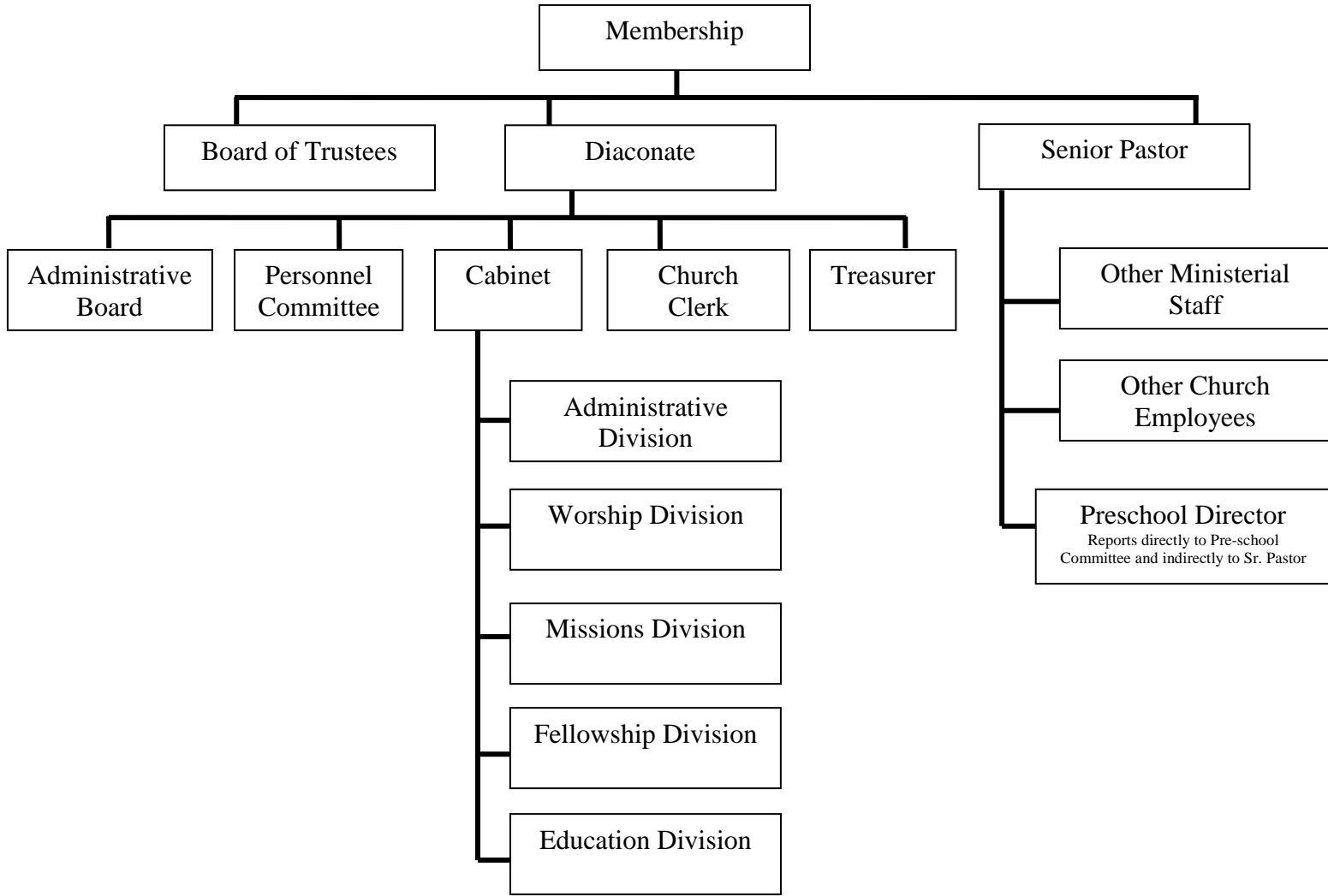
Missions Division

Bereavement Committee
 Deacon Emeritus Committee
 FBC Preschool Committee
 Food Bank Committee
 Missions Committee

Worship Division

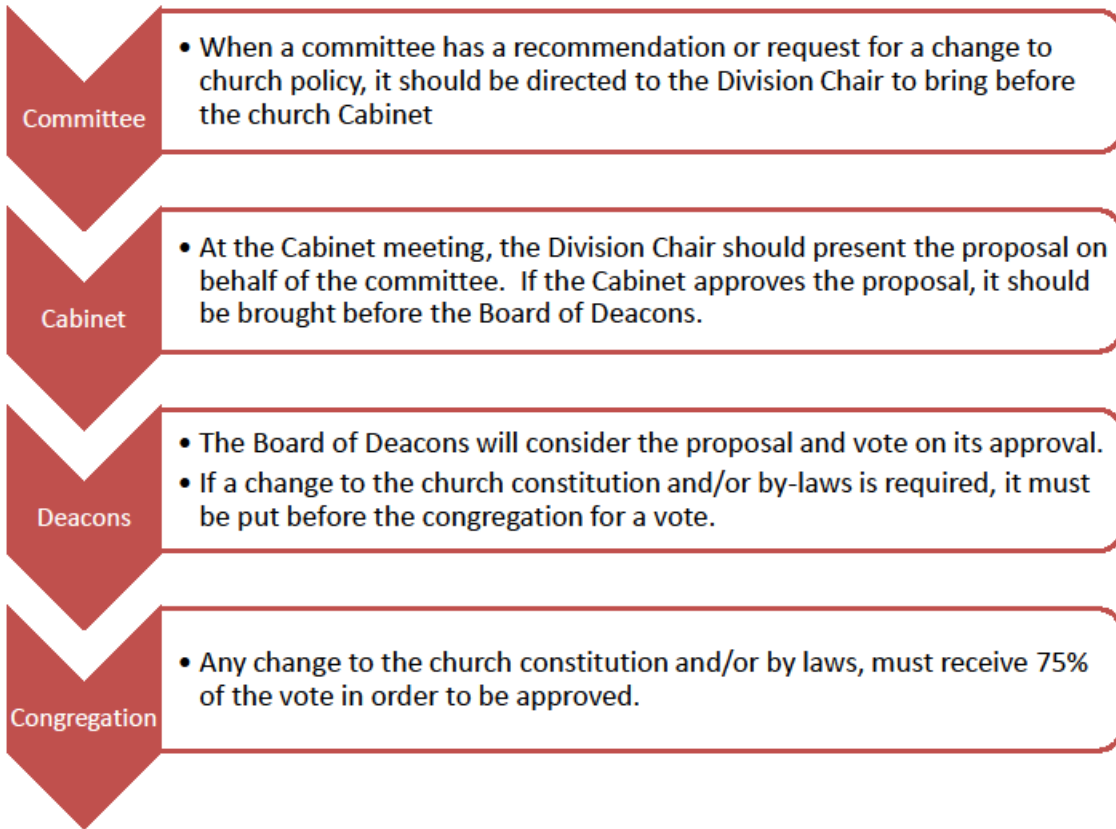
Baptism Committee
 Greeter Committee
 Music Committee
 Pageant Committee
 Sound, Lighting, and Video Recording
 Committee
 Usher Committee
 Worship Committee

Organizational Chart
 First Baptist Church of Jefferson
 Revised Nov, 2014



- Notes:
1. The membership of the Cabinet will be the full and part-time ministerial staff, Chair of Deacons, Sunday School Director, WMU Director, the Division Chairs and one youth representative selected by the youth. The chair of Divisions of the Cabinet will be nominated by the incoming Chair of Deacons in December and ratified by the deacons. The committees of the church are to be assigned to the various divisions by the Cabinet.
 2. The Administrative Board will be chaired by the Chair-Elect of Deacons. The membership will be the Chair-Elect of Deacons, Chair of the Finance Committee, the Chair of the Property Committee, and three members-at-large. The members-at-large serve three-year terms and will be nominated by the incoming Chair of Deacons in September and ratified by deacons. No at-large member can serve concurrently as a deacon, and if selected as a deacon, a replacement for the unexpired term is to be selected as above. The Sr. Pastor and Chair of Deacons are ex-officio members.

Process for Changing Church Policy



Important Dates for 2017-2018

Oct 1, 2017: Deacons begin serving.

Oct 1: Committee budgets due to Finance Committee (traditionally 1st Sunday of Oct)

Nov 12: Administrative Board to review proposed budget from the Finance Committee (traditionally the 2nd Sunday of the Nov)

Nov 19: Deacons review proposed budgets and proposed new committee members from the Nominating Committee per policy

Dec 3: Church proposed budget and proposed new committee members published for the church membership to review

Dec 13: Town hall meeting to discuss budget and committee members

Dec 24: Per bylaws, church vote on budget "no later than the last Sunday in December" and the committee members

Jan 1, 2018: New budget and new committee members become active

Early July: Church Clerk compiles list of potential deacons

July 15- Aug 5: Per bylaws, from the third Sunday in July to the first Sunday in August the strike through lists will be available for church members to strike their name off the deacon lists.

Aug 12: Per bylaws, on the second Sunday of August the Deacons have Special Meeting to review the list.

Sept 1: Nominating Committee Meets to populate new committees; Deacon Executive Secretary is Chair

Sept 2: Per bylaws, a sample ballot made available for the congregation "no later than the first Sunday in September".

Sept 9: Per bylaws, the second Sunday of September congregation will vote for new deacons. Absentee ballots allowed the week prior to voting.

Sept 23: Per bylaws, any newly elected deacon who has not been ordained must be so by the fourth Sunday of September.

Oct 1: Deacons begin serving.

Oct 7: Committee budgets due to Finance Committee (traditionally 1st Sunday of Oct)

Nov 11: Administrative Board to review proposed budget from the Finance Committee (traditionally the 2nd Sunday of the Nov)

Nov 18: Deacons review proposed budgets and proposed new committee members from the Nominating Committee per policy

Dec 2: Church proposed budget and proposed new committee members published for the church membership to review

Dec 12: Town hall meeting to discuss budget and committee members

Dec 30: Per bylaws, church vote on budget "no later than the last Sunday in December" and the committee members

Administrative Board

By Laws Article III, Section 5

The Administrative Board serves as an advisory counsel to the staff and Board of Deacons on financial and property related issues. The board is composed of the Chair-Elect of Deacons, who serves as its chair; Treasurer, Chair of the Finance Committee; Chair of Properties Committee; and three members at large nominated by the Chair-Elect of Deacons and approved by the Board of Deacons. The at-large members are to serve three-year terms with one member rotating off each year. The rolling-off member is not eligible for re-appointment for one year. No at-large member shall be a currently serving deacon. In the event that an at-large member is elected to serve as a deacon, he shall resign from the Administrative Board, and another at-large member shall be selected pursuant to the procedure specified herein. The Senior Pastor and the Chair of Deacons are ex-officio members. The more specific function is as follows:

1. This board is instrumental in planning and preparing the Board of Deacons for current and future business decisions that affect the church as a corporation.
2. This board seeks and provides legal advice for the church and its leadership when needed.
3. This board discusses and makes recommendations dealing with church plant issues that arise from the properties committee.
4. This board reviews monthly financial statements, makes and provides financial recommendations to the deacons when appropriate.

Cabinet

By-Laws Article IV, Section 6

The Church Cabinet is responsible for planning, coordinating, and evaluating the church ministry. More specifically the Cabinet should specify direction for the total church ministry, coordinate planned programs with the church calendar, evaluate ministries on a continual basis, promote the ministries of the church throughout the congregation, assign committees to appropriate divisions and initiate changes to the Ministry Manual section of the Policy Manual (committee descriptions originate in the Cabinet). The Church Cabinet membership consists of the ministerial staff, Chair of Deacons, Director of the First Baptist Church WMU, Sunday School Director, five division chairs and one youth member selected by the youth serving a one year term. The members of the Cabinet serve as liaisons to the congregation and specific ministries or committees under their direct leadership. Committee recommendations should pass from each committee to its Division Chair followed by the Cabinet and the Board of Deacons. The recommendation would then be presented to the church, assuming that a church vote is required to carry the recommendation.

Committee Exemptions and Appointments

The Personnel Committee, Administrative Board, Nominating Committee, Deacon Emeritus Nominating Committee and Properties Committee shall have their chairs assigned as per policy. The Executive Vice-Chair of the Board of Deacons serves as the chair of the Personnel Committee, the Deacon Executive Secretary serves as chair of the Nominating Committee, the Deacon Chair-Elect serves as chair of the Administrative Board, the Chair for the Deacon Emeritus Nominating Committee shall normally be the oldest active Deacon (see pg 22) and the Chair of the Properties Committee is appointed by the Administrative Board. The Board of Trustees Chair shall be selected by the Deacons (see Bylaws, AIII, S6)

Any committee vacancies incurred during the church year, including committee chairs, will be filled as soon as possible by the Nominating Committee and approved by the Board of Deacons. The Nominating Committee shall avoid, wherever practical, nominating any person to more than one committee. The Board of Deacons shall nominate the Nominating Committee. The Chair-Elect of Deacons shall nominate three at-large members of the Administrative Board to be approved by the Board of Deacons. The at-large members shall be selected from members who are not currently serving as deacon ministers.

Ministry Manual

Purpose

The purpose of the ministry manual is twofold:

1) To equip committee members and ministry leaders to do ministry. The manual should serve as a guide to ministry. In no way is this manual meant to be legalistic in nature, but rather liberating as it gives committee members an idea as to their purpose, key aspects of ministry, and direction in fulfilling the ministry task. Though this is not a binding document in ministry, it does give committees insight into the ministry carried out by First Baptist Church in the past and should give direction for present and future ministry. For some committees, this manual will equip them by giving detailed instructions in their field of ministry. For instance, this document should shed light on how to operate the baptistry, set up for communion, organize mission works, to name but a few. Hopefully, every committee and its members will find this document useful in educating them according to their purpose and how to meet that end.

2) To educate church members on the structure and ministry of the First Baptist Church. Every church is unique in its own way. This document will be made available to the church body to provide information as to the various ministries of the church as well as to the process of organizing and carrying out these ministries. This document should also serve as a useful tool to the Nominating Committee as it seeks annually to recruit committee members.

The functions of the various committees are on the following pages.

Board of Trustees

Administrative Division

Purpose: To hold in trust the property of the church and to represent the church in legal transactions.

Membership: There shall be four Trustees of the First Baptist Church of Jefferson, each serving four-year terms with one member rotating out of service each year. The Trustees shall be recommended by the Nominating Committee and be approved by the church. No Trustee shall be eligible for re-election until the lapse of one year.

General Ministry Function:

The Trustees shall be responsible for representing the church in borrowing money, signing legal documents, fulfilling contracts or maintaining deeds related to the church as a corporation. The Trustees shall be responsible for borrowing money when authorized by the church and for representing the church in legal issues.

Specific Ministry Function:

1. The Deacons shall name the chair of the Board of Trustees
2. The Trustees shall provide the clerk with copies of records of all major transactions made on behalf of the church.
3. In signing notes, Trustees should use the name of the Corporate Church as the debtor and not themselves.
4. Report annually as to the transactions made, etc. when invited to do so by the church and/or deacons.
5. The four Trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action.

Finance Committee

Administrative Division

Purpose: The Finance Committee shall be responsible for communicating to the congregation information regarding the overall financial status of the church and shall foster the growth of Christian stewardship throughout the membership.

Membership: The committee shall consist of 6 members serving 3-year terms with 2 members rotating on and off the committee each year. The chair of this committee shall serve as a member of the Administrative Board.

General Ministry Function:

The committee shall serve as stewards of the church finances by maintaining accurate financial data for the church and preparing statements to communicate the financial status to the church body.

Specific Ministry Function:

1. Be responsible to see that all monies taken in by the Church are received and deposited in the name of the Church in an approved depository.
2. Prepare a monthly financial statement for review by the deacons and distribution to the membership.
3. Properly administer all financial records pertaining to employment withholding tax, social security tax, etc.
4. Prepare the annual church budget for approval by the membership no later than the last Sunday in December and track performance of the budget being alert for any adjustments needed in the course of the year.
5. In cooperation with the Senior Pastor, the Treasurer and the Personnel Committee, recommend staff personnel to accomplish in-house accounting functions.
6. Account for a financial audit of the church financials will be done on a regular basis not to exceed every 36 months.

Nominating Committee

Administrative Division

Purpose: The Nominating Committee shall be responsible for populating the various standing committees of the church.

Membership: The committee shall consist of 6 members serving 3-year terms with 2 members rotating on and off the committee each year. Members of the Nominating Committee are to be selected by the Board of Deacons and presented to the church for vote along with all other church committees and officers. The Executive Secretary of the Board of Deacons shall serve as the chair of the Nominating Committee.

General Ministry Function:

The committee shall review the membership of the church and recruit members to fill vacancies on standing committees.

Specific Ministry Function:

1. The committee shall seek to match members of the church according to their individual spiritual gifts to ministry needs in the church.
2. The Division Chair shall convene a meeting for the new committee to elect a chair within 30 days of the Church vote in December.
3. The committee shall make an annual nomination recommendation, to the Board of Deacons prior to its December meeting.
4. Upon the approval of the church body, the recommendation of the Nominating Committee goes into effect on January 1st.
5. Any committee vacancies incurred during the church year should be filled as soon as possible and approved by the Board of Deacons.
6. The Nominating Committee shall avoid, wherever practical, nominating any one person to more than one committee.

Personnel Committee

Administrative Division

Purpose: The Personnel Committee provides assistance to the Deacons, the Senior Pastor, and the Church in matters related to personnel policy, administration, and management.

Membership: The Personnel Committee shall consist of 6 members serving 3-year terms with 2 members rotating on and off the committee each year. The chair of the committee is the Executive Vice-Chair for the Board of Deacons and he/she shall serve from January 1st-December 31st. The Executive Vice-Chair of the Board of Deacons, taking office October 1st, shall serve as an ex-officio member of the committee from October 1st through December 31st before officially rotating on as chair of the committee.

General Ministry Function:

To recruit, oversee, admonish, encourage and/or recognize the staff of the church in coordinating the ministry of the First Baptist Church of Jefferson.

Specific Ministry Function:

1. Serve in consultation with the Deacon Chair, Administrative Board, and Senior Pastor in all matters related to personnel administration and management.
2. Generate and recommend personnel policies of the church for approval as needed.
3. Assist the Church in interpreting and implementing personnel policies.
4. Provide coordination and study to examine church staffing needs on a regular basis.
5. Create, update, and/or revise job descriptions for all church employees as needed.
6. Provide leadership to recruit, interview, and recommend the employment of all church personnel except the Senior Pastor.
7. Annually review staff performance, salaries and benefits and make recommendations to the Finance Committee for budgeting purposes.
8. Coordinate all matters relating to personnel requests and grievances or policy interpretation.
9. Assist the Deacon Chairperson in securing pulpit supply, as needed, in the event the church is without a Senior Pastor.
10. Conduct exit interviews for outgoing staff.

Properties Committee

Administrative Division

Purpose: The Properties Committee shall be responsible for the physical property of the church including the buildings, grounds and vehicles.

Membership: The committee shall consist of 12 members plus a chair and the Facility Manager shall serve as ex-officio. The nominating committee will propose the twelve members to serve a 3-year term with 4 members rotating off the committee each year. The Chair of the Properties Committee is appointed for a one-year term by the Administrative Board in December to begin the term in January. Chair terms are renewable for as many years in succession as the Administrative Board believes beneficial to the church. The Properties Committee shall consist of two teams. Team 1 responsibilities is opening and closing of church facilities for Sunday services. It shall consist of 9 members. A team 2 responsibility is for grounds and maintenance operations. It shall consist of 3 members.

Ministry Function:

1. The Chair is responsible to the Administrative Board for all projects.
2. The Chair will meet quarterly, or more frequently if needed, with the Properties Committee to update the committee on the status of projects, solicit input, ideas, and suggestions.
3. The committee shall elect a secretary and a copy of minutes should be kept and made available to the Administrative Board. The Chair should call on members of the Properties Committee to assist in projects where skills and knowledge are helpful.
4. The committee will oversee the maintenance and operation of the various properties.
5. Projects must be approved through the budgetary process or must be presented as a special needs project. All projects are subject to the availability of funds.
6. The Chair must work with the Properties Committee in establishing and presenting a yearly budget.
7. Committee members will be responsible for opening and closing the church building for Sunday services.
8. The committee will provide instruction to persons using the facilities for special purposes, i.e. weddings, funerals, receptions, etc. See Article 6, Section 2 (Facilities use for weddings and funerals) Constitution and Bylaws for a list of instructions.

9. The committee will work in conjunction with the pastor and Personnel Committee in employing and instructing custodial or landscaping personnel as needed.
10. The committee will carry out any other actions as approved by the Board of Deacons.

Decorations Committee

Fellowship Division

Purpose: To provide floral arrangements and other decorations for all regular and special services of the church.

Membership: The committee shall consist of 6 members serving 3-year terms with 2 members rotating on and off the committee each year.

General Ministry Function:

To make sure that floral decorations or greenery are placed in the sanctuary every Sunday, and to decorate the church during the high seasons (Advent & Easter) of the year.

Specific Ministry Function:

1. The sanctuary should be decorated by the first Sunday of Advent, including the Advent Wreath.
2. Solicit interest in placing memorial arrangements in the church. Contact previous year's donors to see if they want to keep the same date for the New Year and seek to fill voids in the calendar.

Children's Ministry Committee¹

Education Division

Purpose: The Children's Ministry Committee shall partner with the minister responsible for children's ministries to plan events, maintain the children's ministry calendar and establish goals for the children's ministry. Their main goal is to help the children develop in a positive, nurturing, safe, comfortable, and secure environment and to help them learn the basics of faith and their Christian walk.

Membership: This committee shall consist of 8 members with 6 members serving 3-year terms with 2 members rotating on and off each year. The minister responsible for children's ministries shall serve as an ex-officio member of the committee and the rest of the membership shall consist of the following:

- One children's Sunday School teacher from birth-kindergarten
- One children's Sunday School teacher from first-fifth grade
- Six at-large members from the congregation

General Ministry Function: To encourage the faith formation of children.

Specific Ministry Function:

1. Establish annual goals for the children's ministry that coincide with the larger church vision.
2. Plan the Sunday School and children's Bible study curriculums.
3. Plan fellowship activities for the children.
4. Aid the children's minister with outreach & evangelism to families.
5. Determine ways to connect children to the wider church body and fellowship.
6. Help recruit leaders for children's programs.
7. Maintain the Children's Ministry areas with cleanliness and safety as the highest of priorities.
8. Equip volunteers and staff with the skills, equipment and procedures necessary to care for children (CPR, first aid, check in training, etc.).

¹ Children's Committee Note: Children's Committee and Nursery Committee merged October 2016. As a result of the merge 10 members were a part of the committee. No new nominations took place in October 2016 being that the committee is to have 8 members. New nominations are to take place in October 2017.

9. Publish, post & provide, especially for parents of nursery children, information regarding the nursery's policies and procedures.

Heritage Committee

Education Division

Purpose: To prepare, maintain and make available to the church membership an interpretation of the heritage of the First Baptist Church of Jefferson and to educate the church family on the history and traditions of First Baptist Church of Jefferson.

Membership: This committee shall consist of 6 members serving 3-year terms with 2 members rotating on and off each year. The church clerk or assistant church clerk is to serve as an ex-officio member of this committee. Other ad-hoc members of the committee will be drafted on occasion as needed.

General Ministry Function:

To maintain an updated history of the church complete with statistics, names, significant events and other information of importance to the church family.

Specific Ministry Function:

1. Maintain updated historical records so that future publishing of the church history will be expeditious and accurate.
2. On an annual basis accumulate facts to file and publish supplements to the church history book as deemed appropriate.
3. Maintain an educational emphasis upon the major traditions of the church:
 - a. Lenten Services
 - b. Holy Week Services
 - c. Christmas Pageant
 - d. Christmas Banquet
 - e. White Christmas Tree

Men's Ministry Committee

Education Division

Purpose:

The men's ministry committee shall plan and coordinate meetings and programs that will grow the men of First Baptist both spiritually and mission minded.

Membership:

The membership of the men's ministry committee shall consists of six (6) members serving 3 year terms with two (2) members rotating on and off the committee each year.

General ministry function:

To encourage the spiritual growth and active participation of the men of our church.

Specific Ministry Function:

- 1.) To plan men's programs for the year.
- 2.) To have events for men to grow and know each other.
- 3.) Make sure men of the church are active in all programs in the church.

Women's Ministry Committee

Education Division

Purpose:

The women's ministry committee shall plan and coordinate meetings and programs that will grow the women of First Baptist both spiritually and mission minded.

Membership:

The membership of the women's ministry committee shall consists of six (6) members serving 3 year terms with two (2) members rotating on and off the committee each year.

General ministry function:

To encourage the spiritual growth and active participation of the women of our church.

Specific Ministry Function:

- 1.) To plan women's programs for the year.
- 2.) To have events for women to grow and know each other.
- 3.) Make sure women of the church are active in all programs in the church.

Youth Ministry Committee

Education Division

Purpose: The Youth Ministry Committee shall partner with the minister of youth to plan events, maintain the youth ministry calendar and establish vision for the youth ministry. Their goal is to help the youth develop a well-rounded faith and integrate youth in the life of the church body through their exercising of spiritual gifts.

Membership: This committee shall consist of 6 members, 4 serving 2-year terms and 2 youth serving 1-year terms. The Minister of Youth shall serve as an ex-officio member of the committee. The membership shall consist of the following:

- One high school youth leader
- One middle school youth leader
- One youth Sunday School teacher
- One high school youth
- One middle school youth
- One at-large member from the congregation

General Ministry Function: To encourage the spiritual growth and active participation of youth.

Specific Ministry Function:

1. Establish an annual vision for the youth ministry.
2. Plan the Sunday School and youth Bible study curriculums.
3. Coordinate mission opportunities for the youth.
4. Organize fellowship activities for the youth.
5. Develop mission trip opportunities and camp experiences for the youth.
6. Aid the youth minister with outreach and evangelism to new youth and their families.
7. Help recruit youth leaders and youth ministry support.

Purpose: To organize the church-wide social events of the church and foster growth in the fellowship of the church by encouraging the development of relationships. These gatherings of the church should enable the body to get to know each other and grow together in Christ.

Membership: The Fellowship Committee shall consist of 18 members serving 3-year terms with 6 members rotating on and off the committee each year.

General Ministry Function:

1. Be responsible for arranging for the feeding of visiting groups, such as ministers, missionaries, or other guests of the church.
2. Be responsible for organizing church family dinners and fellowships scheduled by the church.

Specific Ministry Function:

1. Banquets
2. Receptions following events such as Christmas Pageant, children's programs, Baby Jesus Birthday Party, funerals, etc.
3. Seasonal Activities such as ice cream socials, watermelon cuttings, picnic suppers, etc.
4. Social activities associated with revivals and other special prayer meetings.
5. Receptions or tea parties for bridal couples
6. Wednesday night fellowship meal coordination

Responsibilities:

1. Check supplies frequently in the kitchen to be sure that there is a supply of paper products, such as cups, plates, napkins, bowls, paper towels, foil, and other items needed for the kitchen.
2. See that all other equipment such as silverware, dishtowels, etc. is clean.
3. See that the kitchen area is always clean and organized, including the refrigerator and freezers.

Establish and post in the kitchen guidelines for use and care of kitchen facilities and check frequently to see that these guidelines are being followed by groups using the facility.

Kitchen Committee

Fellowship Division

Purpose: To oversee the operation of the church kitchen including the use by Kitchen Committee members, church members or outside vendors. This committee will work closely with the Fellowship Committee to coordinate activities which involve the use of the kitchen.

Membership: The committee shall consist of not more than 11 members serving 3-year terms. These eleven members shall include a kitchen coordinator who will serve as chair of the Kitchen Committee.

General Ministry Function:

Kitchen Coordinator: The kitchen coordinator is responsible for the operation of the kitchen and recommending to the Cabinet the day-to-day procedures and policy for those who use the kitchen. The kitchen coordinator will coordinate with the church office staff and the various teams that will prepare the meals on Wednesday nights.

Kitchen Teams: There will be two types of teams needed for the efficient preparation of meals on Wednesday nights. First will be the food preparation teams and the second will be the food service area teams. Each of these teams will have a team captain.

Food Preparation Team: The food preparation teams will order, prepare, and serve meals on scheduled occasions. The team captain will coordinate those activities with the kitchen coordinator. The Kitchen Committee shall coordinate with Fellowship Committee to populate these teams or teams made up of Sunday school classes who desire to do this as a class ministry. Each of the teams populated by the Nominating Committee will be composed of three to five members including a captain.

Food Service Area Team: The Kitchen Committee will populate two or three teams to perform non-food-preparation duties such as set up, and cleanup of the service area as well as the kitchen.

Marketing Committee

Fellowship Division

Purpose: To promote the activities of the church throughout the community as a means of inviting people to join in the activities sponsored by our Church.

Membership: This committee shall consist of 6 members serving 3-year terms with 2 members rotating on and off the committee each year.

General Ministry Function: To publicize the activities and ministries of the church.

Specific Ministry Function:

1. To coordinate, along with the staff, publicity for the following events:
 - a. Christmas activities, such as the Adult Choir musical, children's programs, Christmas pageant, Christmas Eve service, the church-wide Christmas banquet, along with any other activities sponsored by the church.
 - b. Lenten services, such as Ash Wednesday and prayer emphasis.
 - c. Holy Week services, such as the Palm Sunday, Maundy Thursday, Sunrise and Easter services.
 - d. Revival services and special prayer meetings.
 - e. New programs and ministries offered by the church (kick off promo)
 - f. Fellowship opportunities with the community and other churches.
2. Maintain the church web page
3. Coordinate efforts to update the church directory

Senior Adult Committee

Fellowship Division

Purpose: To promote social and spiritual activities among our senior members.

Membership: This committee shall consist of 9 members serving 3-year terms with 3 members rotating on and off each year.

General Ministry Function:

To organize social functions for the senior members of the church body and to encourage those senior members to participate in such activities in order to promote fellowship and an interpersonal support base.

Specific Ministry Function:

1. Provide emphasis for M & M gatherings
2. Coordinate trips, such as the annual trip to Ellijay and periodic trips to the Blue Willow Inn, Callaway Gardens, etc.
3. Organize senior choir to lead in worship on occasion.
4. Work in conjunction with pastor and staff in order to coordinate Senior Adult Day at First Baptist Church of Jefferson.

Bereavement Committee

Missions Division

Purpose: To provide a meal to families of Church Members at the death of one of their immediate family. Meals may be provided in the event of a Church Member's death, or any death in which the deceased's family will be gathering at a Church Member's home or the Church.

Membership: The committee shall consist of 12 members serving 3 year terms with 4 members rotating off each year. One of the members shall serve as chairman or the committee may have co-chairs. The chairman shall report to the Cabinet (Mission's Division Chair).

General Ministry Function: To convey the love and Christian sympathy of the Church to the individual(s) grieving the loss of a loved one.

Notifying the Committee: When a death occurs, the Church office will contact the Chair of the committee and provide details of the funeral arrangements when they become available. The Chair will then contact the rest of the committee organizing the meal for the bereaved family.

Specific Ministry Function:

1. *Contact the bereaved family of a church member to extend the love and support of the church and to determine if a meal might be provided.*
2. *Arrange for the purchase of meat, bread, and drinks to be paid from the church budget.*
3. *Ask members from a pool of volunteers to bring food for the occasion.*
4. *Provide a suitable table arrangement and simple, but appropriate, table decorations.*
5. *Post a committee member or a volunteer to greet bereaved family members at the door and to be of assistance as needed.*
6. *Lead in serving the meal and cleaning the kitchen with the assistance of enlisted workers and volunteers.*
7. *Pack the food that remains after the meal is served and send home with bereaved family members who are willing to take it.*
8. *Convey to the pastor and church members any known opportunities for further ministry to the bereaved family.*

Deacon Emeritus Nominating Committee

Missions Division

Purpose: This committee will recommend to the active Board of Deacons past service deacons who merit the designation of Deacon Emeritus.

Membership: The committee will be appointed as determined by the Board of Deacons and will consist of 4 members. The chair will normally be the oldest active deacon and the members will be from past service deacons, other active deacons, and the general church membership.

General Ministry Function:

The committee will review the membership of the church for any and all previous service deacons who may be entitled to be nominated as a Deacon Emeritus. The committee will review the service of those eligible and if the committee finds any who meet the qualification of “long, exceptional, and meritorious service”, as set forth in the church by-laws, their name will be passed along to the active Board of Deacons for further consideration.

Specific Ministry Function:

1. The persons considered for the Deacon Emeritus are ones who have previously served as an active deacon in the First Baptist Church of Jefferson. To be considered, the person should be a senior member of the Church (generally considered to be age 62 or older).
2. The committee will review the membership for those meeting the criteria set forth in the church by-laws and after securing the permission of the nominee, forward their recommendation to the Chair of Deacons along with a supporting statement outlining the service history of the nominee. It is anticipated that the nominee or a family member will assist with the preparation of the supporting statement by supplying information regarding dates and positions held.
3. The Chair of Deacons will present the nominees to the active Board of Deacons for approval by resolution.
4. The recipients will be given special recognition in a regular service of the church. The recipient's name will be removed from the list of members eligible for election as active deacons.

FBC Preschool Committee

Missions Division

Purpose: The Preschool Committee is the policy making body pertaining to the operation of the preschool. The Preschool Committee is responsible for the hiring of the preschool staff and approving the preschool budget. Our philosophy is to provide the preschool child with a developmentally appropriate creative environment, which seeks to meet the needs of the whole child. This will be done in a Christian environment in which the child may grow spiritually, physically, emotionally and mentally.

Membership: This committee shall consist of 6 members serving 3-year terms. The FBC Preschool Director shall serve as an ex-officio member of the committee.

General Ministry Function: The Preschool Committee oversees the operation of the First Baptist Church Preschool.

Specific Ministry Function:

1. Hire a director to implement the procedures of the preschool.
2. Approve the hiring of preschool staff.
3. Review teacher evaluations.
4. Review recommended calendar.
5. Review recommended budget.
6. Deliberate on recommendations as requested by the director.
7. Review and record all formal grievances (which include parents, teachers, church members, etc.).
8. Upon the review of the recommended calendar, budget, etc., it is the responsibility of the committee to work through details, make changes where necessary and come to a decision following a democratic process.

Food Bank Committee

Missions Division

Purpose: The Food Pantry Committee shall be responsible for the staffing, procurement of provisions, distribution of provisions, and general oversight of the mission of providing food to needy members of the local community.

Membership: The committee shall consist of 6 members proposed by the Nominating Committee. The members shall serve a 3-year term with 2 members rotating off the committee each year. In addition to the six members above, Mrs. Martha Lee (Stookie) Bryan will serve as permanent ex-officio member.

Ministry Function:

1. Oversee general operation of the Food Pantry.
2. Recommend budget needs for the operation of the Food Pantry.
3. Solicit volunteers to procure, stock, and distribute food to the needy in the local community.
4. Set the general policy for distribution of provisions, provide instruction to the volunteers, and insure adequate records are kept on the activities of the Food Pantry.
5. Provide educational information to the membership on the activities and to encourage volunteerism and contributions of provisions and monies.
6. Carry out any other actions as approved by the Board of Deacons.

Purpose: The Missions Committee seeks to discover where God is working and join Him to further evangelize the world.

Jesus said to His disciples, “The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into His harvest field.” Matthew 9:37-38 (NIV)

Membership: The Missions Committee consists of 9 members serving 3-year terms with 3 members rotating on and off each year. The Missions Division Chair shall serve as the chair of the committee.

“While they were worshipping the Lord and fasting, the Holy Spirit said, “Set apart for me Barnabas and Saul for the work to which I have called them.” So after they had fasted and prayed, they placed their hands on them and sent them off.” Acts 13:2-3 (NIV)

General Ministry Function:

God invites us to become involved with Him in His work wherever that might be.

“For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you visited me.” Matthew 25:35-36

Specific Ministry Function

1. Pray for the mission efforts of the church.
2. Review and designate local missions budget each year.
3. Foster church wide prayer support for mission efforts.
4. Emphasize missions.
5. Identify mission projects.
6. Publicize mission opportunities/activities.
7. Enlist volunteers to deliver DVD recordings and Wednesday evening meals to church shut-ins.
8. Encourage participation and mobilize members to mission work.
Provide training/equipping for mission works.
9. Develop mission partnerships.

“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.” Acts 1:8 (NIV)

Baptism Committee

Worship Division

Purpose: The Baptism Committee shall be responsible for preparing for the service of Baptism in regularly scheduled services of the church.

Membership: This committee shall consist of 6 members serving 3-year terms with 2 members rotating on and off the committee each year.

General Ministry Function:

This committee shall be responsible for serving the needs of all candidates for baptism and shall assist them in preparations for Baptism.

Specific Ministry Function:

1. Coordinate, along with staff, baptism dates and times with individuals being baptized.
2. Assist the baptismal candidate in finding a robe and a changing room.
3. Following the baptism, wash robes and towels and return them to closet for future use.
4. Follow the instructions for using the Baptismal Pool:
 - a. On Saturday afternoon (summer) or Saturday morning (winter), sweep out or vacuum the baptismal pool removing all dirt and debris.
 - b. Fill the baptismal pool using the directions posted in the storage room at the bottom of the stairwell located at the exit from the fellowship hall leading to the covered walkway attached to the education building (old boiler room).

Greeter & Usher Committee

Worship Division

Purpose: The Greeter & Usher Committee shall serve the church as hosts for Sunday school and worship services.

Membership: The committee shall consist of 24 members serving 3-year terms with 8 members rotating on and off the committee each year.

General Ministry Function:

Recognizing that they may be the first contact a visitor has with First Baptist Church, members will greet parishioners with warmth as they arrive on the church grounds, enter the church facility, and provide directions.

Specific Ministry Function:

1. Arrive to their post 15 minutes prior to Sunday school and worship.
2. Assist people in finding direction to Sunday school classes, meetings, or worship.
3. Assist in seating (move chairs in if necessary).
4. Be ready to ask people to move close to the center of the pews or seats to make space for others attendees.
5. Coordinate duties with Worship Committee and be available to serve for special worship services (Ash Wednesday, Maundy Thursday, Christmas Pageant, etc.).
6. Wear name tags.
7. Be familiar with the church plant and Sunday school class locations and approximate age groups who attend.
8. At least two members are needed for the contemporary service on Sundays and four members in the traditional service. (Two members should stand at the front door prior to the service and hand out bulletins, while one should stand at each of the side doors next to the platform.)
9. Collect the offering at each service.

Music Committee

Worship Division

Purpose: The Music Committee plans, coordinates and evaluates the Music Ministry for the First Baptist Church of Jefferson.

Membership: The membership of the Music Committee consists of the Minister of Music, adult choir president, church musicians and other music leaders employed by the church or appointed by the Minister of Music. The Minister of Music shall serve as chair. The adult choir president is selected annually by the Adult Choir.

Terms of Service:

Term of service shall correspond with the duration of position or elected office.

Ministry Function:

1. Assist ministerial staff in planning of the music ministry.
2. Coordinate programs and efforts of the music ministry.
3. Set goals and evaluate the music ministry.
4. Assist the Minister of Music in budgetary requirements for the music ministry.

Pageant Committee

Worship Division

Purpose: The Pageant Committee shall continue a long-standing tradition by presenting The Pageant of The Holy Nativity.

Membership: The membership of the committee consists of 7 members and ex-officio members as appointed by the committee. New members are selected by the Pageant Committee, as needed, from the congregation at large.

Ministry Function:

1. Organize and coordinate the following sub-committees:
 - a. Staging
 - b. Cast and Costumes
 - c. Program and Publicity
 - d. Ushers
 - e. Lighting
 - f. Make-up
2. Selection of cast members from congregation.
3. Organize and establish rehearsals for cast.
4. Present the Pageant of the Holy Nativity on the 2nd Sunday night in December.

Meeting Schedule:

Frequency: The Committee will have organizational meetings in early October and will continue meeting as needed until the presentation of the Pageant.

Sound, Lighting and Video Recording Committee

Worship Division

Purpose: The Sound, Lighting and Video Committee has two equally important purposes. First, it is responsible for operating the sanctuary sound and lighting systems during worship services and special events including weddings and funerals. Its second purpose is to record Church services.

Membership: This committee shall consist of specially trained members recruited by the committee. The Music Minister shall serve as chair of the committee.

General Ministry Function: To enhance the sanctuary services to maximize the ability of the congregation to hear and see the services.

Specific Ministry Function:

1. Provide sound system operators for each scheduled service.
2. Provide sound system operators for special services. There may be a fee charged for weddings or other special services. The committee will set these fees.
3. Provide directions for operating the sanctuary lighting to be used during service.
4. One free video will be made available to people baptized in the church.

Worship Committee

Worship Division

Purpose: The Worship Committee shall plan, promote and evaluate regular and special events related to the church in worship.

Membership: This committee shall consist of 12 members serving 3-year terms with 4 members rotating on and off each year.

General Ministry Function:

This committee shall give insight into worship and provide evaluation that will enrich the overall worship of the church. The committee shall be involved in recruiting volunteers to aid in fulfilling these ministries.

Specific Ministry Function:

1. Planning and preparation for communion on a monthly basis along with serving communion for special services such as Maundy Thursday and the Christmas Eve service.
2. Work in conjunction with the Music Committee and staff, when necessary, in planning music to coordinate with worship themes.
3. Coordinate with Usher Committee Chair to distribute order of worship bulletins and other information for special services (revivals, Ash Wednesday, Easter Sunrise, Christmas Eve, etc.).
4. Aid the staff in preparation for special worship services and ministries such as, but not limited to the following:
 - a. Ash Wednesday
 - Prepare ashes for the service by burning the Palm branches and leaves from the previous year's Palm Sunday Service. Place ashes in a small vase to be used for the service.
 - Coordinate with Usher Committee Chair to distribute order of worship bulletins and information.
 - b. Palm Sunday
 - Purchase palm branches (jade branches) from local florist.
 - Coordinate, along with the staff, the processional on Palm Sunday; this should include adults and children.
 - c. Maundy Thursday
 - Aid the staff in planning special emphasis during the service as needed.
 - Prepare for Communion.
 - d. Easter Sunday
 - Sunrise Service

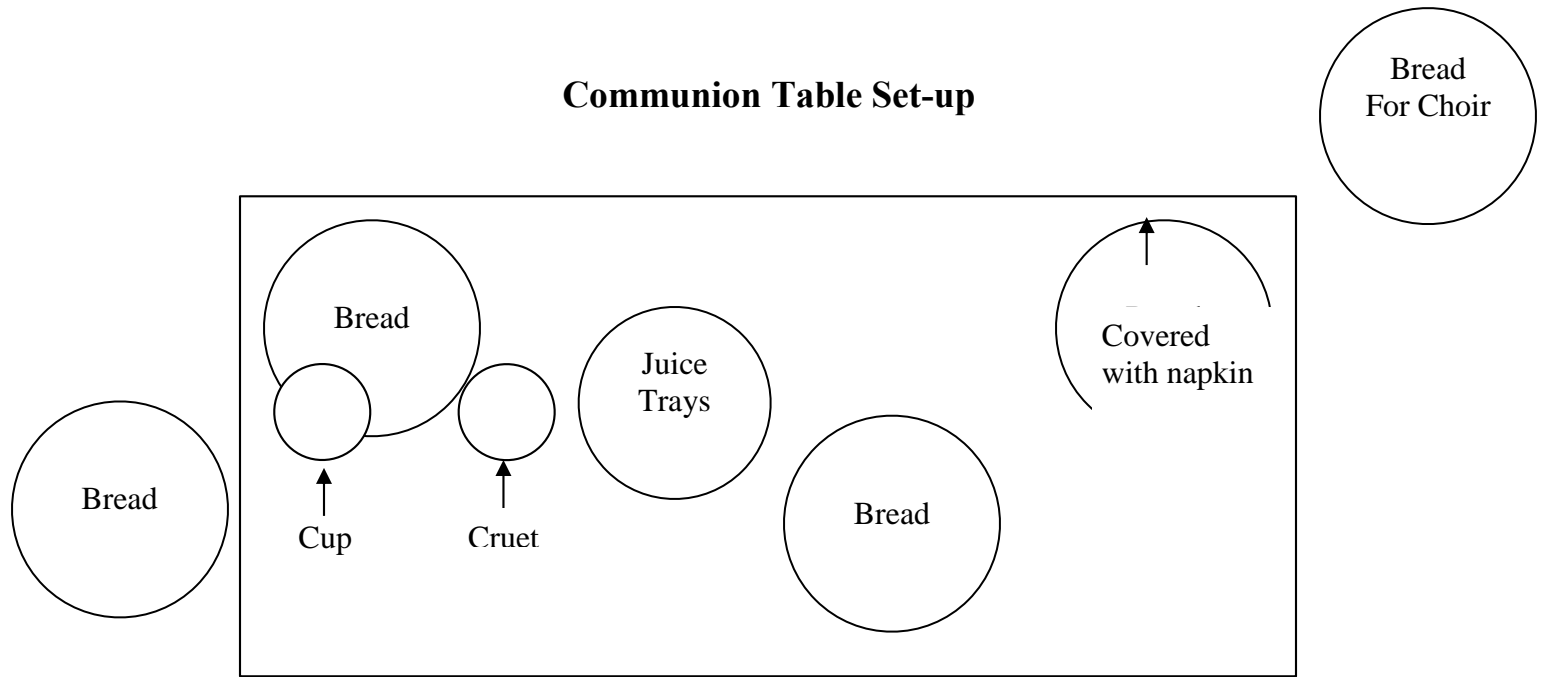
- Check sunrise time for service and coordinate with staff the time and location for the service.
- Plan breakfast for those attending the service. Food and drink have traditionally been provided by a WMU circle (Mary Martha Circle).
- Church Worship Services
Place notices in the Pathfinder and church bulletin requesting each church member bring flowers for the processional to the cross following Easter morning services.
- e. Christmas Eve Service
 - Prepare Communion
 - Coordinate efforts to recognize new believers baptized during the year.
 - Purchase candles for candle lighting
- f. Advent Devotional Guide
 - Work in conjunction with the staff in preparation of the book.
 - Recruit individuals to make devotional entries.

Communion Checklist:

1. Call church office (pastor) to be sure Communion is to be at regular time and to calendar dates for Communion.
2. On Monday prior to the service arrange for bread preparation. Provide loaves as part of symbolic bread breaking.
3. Buy grape juice and make sure there are enough communion supplies (cups, wafers, juice, etc.). If there is a need for more, purchase the cups for this service and enough for the next Communion. The committee member in charge of the service will purchase the juice needed.
4. Buy a bottle of silver polish to leave at the church for the year and make sure that all the silver is polished and ready.
5. Check tablecloths and napkins to make sure that they are ready and clean for Communion.
6. Prior to service, fill communion trays with cups of grape juice. Put bread (wafers) on trays. Put oldest plate to the right of the pulpit with bread for the choir and musicians. Cover the bread with a linen napkin.
7. Make sure there is grape juice in the cruet for pouring into the cup.
8. Make sure to prepare extra juice and bread and place in vestibule in case of overflow crowd.

9. Make sure that the communion table is out far enough so the pastor can stand behind the table.
10. After the service, collect the communion cups from the pews and throw them away, wash the trays, check the cloths for juice spots and clean if needed. Once cloths are cleaned, return them to their proper storage location.

Communion Table Set-up



Congregation

Sunday School Director

Job Description

General Description: The Sunday School Director serves as the volunteer administrative leader of the Church's Sunday School ministry. This person is responsible for coordinating the work of all Sunday School classes and departments toward the overarching objective of Sunday School and mission of the church through the Church Cabinet. He or she leads Sunday School teachers and staff members in planning, organizing, enlisting, and equipping leaders and in mobilizing members to achieve goals toward the stated objectives of Sunday School.

Selection: The Sunday School Director is nominated by the Nominating Committee for a one-year term. There is no limit on the number of terms a Sunday School Director may serve.

Responsibilities:

1. Meet with the pastor and staff to evaluate the work of the Sunday School and set agendas for Sunday School planning meetings.
2. Lead the Sunday School planning meetings. Communicate goals and actions to leaders and participants and evaluate progress.
3. Lead in developing an effective organization that facilitates spiritual transformation.
4. Lead in efforts to call participants into service and in enlisting and developing new leaders.
5. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources. Recommend needed actions.
6. Order and distribute all Sunday School literature, Bible study curriculum, and supplies. Collect excess or old literature and either pass on the materials to another church or recycle them.
7. Represent the Sunday School by attending Church Cabinet meetings.
8. Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.
9. Work with Sunday School assistant on ordering and distributing classroom materials and enlisting new Sunday School volunteers.

First Baptist Church of Jefferson **Child Protection Policy**

Why Have a Child Protection Policy

Ministry to children and youth is an important aspect of church life at The First Baptist Church of Jefferson. Jesus said “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” (Matt 19:14) He also said “It is better for him if he had a millstone around his neck and he was thrown into the sea, than that he would cause one of these little ones to stumble.” (Luke 17:2) Our task as a community of faith is to demonstrate that we can be trustworthy; we can be a place where children are not betrayed; and where the value of children and adults sharing life and faith together is treasured.

In today’s society, child abuse and accusations of child abuse are occurring daily. Therefore it is important that we take steps to protect children to whom we minister and to protect our workers from false accusations. It is naïve and irresponsible to believe that “this could never happen here”.

It is our goal to enact a policy and to set procedures that will help safeguard our continued ministry to our young people. Our desire is to protect:

...our children by having an approved process and training requirements for potential workers, thereby minimizing the possibility of future problems;

...our workers by attempting to shield them from false accusations and keeping them from being placed in compromising situations;

...our Church by maintaining a high standard of education and loving care, so that our integrity and testimony remain unblemished.

Church Position Statement

The First Baptist Church of Jefferson desires to provide a friendly and nurturing environment where families can feel comfortable in allowing their children and youth to receive spiritual training and guidance. The church takes very seriously its responsibilities to safeguard children and youth from abusive situations. This is why we denounce and deplore all forms of child abuse including sexual and physical abuse. It is also the reason all new church workers are required to complete a church worker’s application and to undergo training for child abuse awareness. The church intends to cooperate fully with all civil and legal authorities to investigate any and all allegations of misconduct on the part of its workers, paid or voluntary. Victims of abuse need love, encouragement, and support. This extends not only to current victims, but also to adult survivors of childhood abuse.

Definition of Child Abuse

Child abuse is defined as any verbal or physical abuse or exploitation of a minor (under age 18). It includes serious physical injury that cannot be explained by medical history or accident. Abuse includes non-physical contact such as sexually explicit verbal comments or innuendoes, display of pornographic images, obscene messages, exhibitionism, or allowing a child to witness sexual activity. Non-physical abuse includes excessive yelling, berating or other verbal abuse. Physical abuse would include corporal punishment (EXCEPT reasonable controlled punishment by a parent of their own child), striking, shoving or other excessive physical force. Sexual abuse of minors is any contact used as a sexual stimulation of the minor, the adult, or any third party.

Worker Qualifications

1. All youth/children/nursery/preschool workers must currently display a Christian attitude for children and youth and must be approved by the appropriate committee (i.e.: Children's Ministry, Pre-School, etc.) All adult workers working with youth or children shall have worshipped at FBCJ for a minimum of six months. The six-month period does not apply to employees of the church or Pre-School. A volunteer who does not meet these requirements may serve only upon recommendation for the appropriate age-group minister.
2. All Workers must be appropriately screened:
 - a. Submit a completed signed application form including an agreement to abide by the policies of FBCJ and to a background check.
 - b. Be available for a personal interview if requested.
 - c. Complete Child Protection Training provided by FBCJ and refresher annual training. All staff and regular workers, i.e. Church Sunday School Teachers, Pre-School Teachers, Youth Group Advisors, Nursery Caregivers, who are in positions of trust with children and youth will go through training and orientation at the beginning of each new school year in the fall. Training will include a review of FBCJ's policies and procedures, as well as signs of sexual abuse and child abuse. Additionally, all of the above shall attend a first aid training course including CPR. FBCJ will consider evidence of CPR training from another location to satisfy this requirement i.e.: public school teachers, etc.
 - d. The Minister to Children has the responsibility for the screening and training.
3. Anyone who has been convicted of either sexual or physical abuse should not volunteer, as they will not be approved.
4. Teens under 18 who meet the above qualifications may assist adult workers, but only as a helper and never without adult supervision.
5. Substitute workers for the nursery must complete all worker qualifications.
6. The church office will maintain a confidential record on each worker including the application, interview notes, and training record. The Minister to Children has the responsibility for maintaining the confidential record on volunteers. The Senior Pastor (unless someone else is designated by the Personnel Committee) has the responsibility of maintaining this record on employees in the same location as the personnel file.

Worker Policies

1. Worker Behavior: Workers should always conduct themselves in a Godly manner, being an example of obedience, respect, and honesty with children and youth.
2. Workers and helpers should never be alone in private with children or youth without additional adult in the vicinity. If classroom or counseling rooms are without windows, then the door should remain partially open. When events are planned, there should be at least one adult chaperone of the same gender as the attendees. When overnight activities are planned there must be chaperones of the same gender as the attendees with a ration of chaperones to attendees of not greater than one to six.
3. Individual contact between a worker and a child/youth should be only with express permission of the parent.
4. Workers are not to use corporal punishment. Limited physical restraint may be used to protect the child or others. If disciplinary action is required, the child's parent(s) should be contacted.
5. When staffing is sufficient, an adult, who should remain outside, should accompany children using the lavatory. If the adult must enter to assist the child, the door should remain ajar.
6. Designated personnel may make random visits to classrooms or other church sponsored activities to monitor for policy compliance.
7. Follow the Reporting Procedures in the section following.
8. Any child who, in the opinion of the worker, is in a contagious or otherwise unhealthy state should not be admitted to the activity. Signs include coughing, sneezing, runny nose or eyes, fever, vomiting, or diarrhea. Allergies should not preclude a child/youth from activities. Similarly, any worker should refrain from activities when they exhibit these symptoms.
9. Workers should not engage in the following: kissing, holding a child in the lap (under 5 years excepted), extended hugging, or inappropriate touching.
10. Emergencies: Workers are not to administer any medications to children except with the express permission of the parent. Such permission should be in writing or heard by more than one worker if oral. If a life-threatening situation occurs, the worker is to notify 911 and to provide sustaining intervention as able, under the provisions of the Good Samaritan laws. Simple first aid such as cleaning and bandaging of minor wounds may be done until a parent or other family member can provide for additional care. In situations requiring immediate care, the approved family member or guardian shall be notified as soon as practical. First aid boxes will be kept on hand and all workers are to be familiar with the location.

11. Parties and field trips: Parental permission slips for off-campus activities are required. The Pre-School may use school yearlong permission slips for events that are a regular part of its program.
12. Teachers or workers are not to release a child (nursery through 3rd grade) without proper identification of the parent or guardian.
13. Parents are responsible for placing the child (nursery through 3rd grade) in the direct care of a worker or helper for the child's age group. Parents are not to leave a child unattended in the church on church grounds. A child must be with a parent or worker at all times. This includes during meetings or activities outside normal Sunday or Wednesday services.
14. Any Pre-School or Nursery Handbook or other guide(s) adopted by the various committees of FBCJ must not conflict with this policy and must be provided to any workers or helpers who participate in activities of those groups.

Reporting Procedures

All workers must report known or reasonably suspected cases of physical or sexual abuse or sexually inappropriate/suspicious behavior. They are to report when these policies have been violated.

Workers are to notify the appropriate staff member, Senior Pastor, or Chair of Deacons immediately:

1. When these policies have been violated,
2. When suspicious behavior of workers is observed,
3. When physical signs or suspicious behaviors symptomatic of sexual abuse is observed in either a child or youth.

Regardless of who the worker notifies, it is to be passed on to the Senior Pastor and Chair of Deacons as soon as practical. The appropriate staff member, the Senior Pastor, and the Chair of Deacons are to immediately investigate the situation and ascertain the facts with appropriate discretion. If the accusation or report gives initial evidence of being valid, the investigating group shall take the following action:

1. Parents are to be notified as soon as practical (unless in-home abuse suggests investigation by the authorities.) The state of Georgia requires that reasonable suspicions of abuse and known abuse be reported to the Department of Family and Children Services as soon as possible.
2. The Senior Pastor, Chair of Deacons, and the appropriate age-group minister shall determine if the volunteer can continue working during the investigative stage.
3. When the matter involves violation of policy, then it is to be handled in-house.
4. When the matter involves potential abuse outside the church ministry but discovered within the church ministry, the appropriate authorities must be notified immediately.
5. When the matter involves potential abuse within the church ministry, all appropriate measures to uncover the truth, deal with the offender, and protect and aid the victim(s) will be taken.
6. When the matter involves a child against a child that appears to be more aggressive than the normal play activities, this should be reported immediately to the appropriate age-group minister. All attempts will be made to notify the parents of both children as quickly as possible. If either parent feels that the incident was more than play, then the Senior Pastor, Chair of Deacons, and the appropriate age-group minister shall investigate the matter and, if needed, mediate any issues with the parents.
7. If criminal wrongdoing is suspected, the church will notify the authorities and cooperate fully with such authorities.

8. In all cases involving possible criminal acts or potential civil liability, the pastoral staff, the deacons, and the church insurance carrier shall be notified as soon as practical.
9. A church position statement on child protection must be available for release in the event an incident becomes public knowledge. Only the Senior Pastor or Chair of Deacons shall speak for the church in such cases.

Application

Required by the Child Protection Policy of FBCJ

Volunteers and Employees Working with Minor Children

“Let the little children come to me and do not stop them; for it is to such as the kingdom of heaven belongs.” Matthew 19:14

CONFIDENTIAL VOLUNTEER AND EMPLOYEE APPLICATION

The First Baptist Church of Jefferson, GA, Inc. requires completion of this application by every person who desires to volunteer for any position involving the supervision or care of children under the age of 18 years for all activities associated with the Church and by every employee of the Church. God has entrusted us to provide a safe environment that provides for spiritual growth of those in our care.

Items marked * are not required from applicants under the age of 18

Date: _____
Name: _____
Present Address: _____
City: _____ State _____ Zip _____
Phone: Cell _____ Home _____ Work _____
*Current Employer _____
*Occupation _____
Are you available for periodic training classes? Yes _____ No _____
*Present Marital Status: Circle one: Married, Single, Widowed, Divorced
*Spouse Name: _____
Ministry(s) in which you would serve:
Pre-School [] Children [] Middle School [] High School []
Other: _____

IF APPLYING FOR EMPLOYMENT, job title: _____

*Previous Addresses: (Last 10 years, use additional space if needed)

Address _____	City _____	State _____	From _____	To _____
Address _____	City _____	State _____	From _____	To _____
Address _____	City _____	State _____	From _____	To _____
Address _____	City _____	State _____	From _____	To _____
Address _____	City _____	State _____	From _____	To _____

Please return form to: FBCJ, Attn: Chair of Personnel, P. O. Box 395, Jefferson, GA 30549 706-367-8332

Personal References (Persons not related by blood or marriage)

Name _____ Day Phone _____
Address _____ City _____ State _____ Zip _____
Email _____ Relationship _____

Name _____ Day Phone _____
Address _____ City _____ State _____ Zip _____
Email _____ Relationship _____

Name _____ Day Phone _____
Address _____ City _____ State _____ Zip _____
Email _____ Relationship _____

What year and in what church (and city) was your profession of faith in Christ?

List any spiritual gifts, talents, callings, training, education, or other factors that have prepared you for teaching minors: _____

List all churches that you presently / previously attended including ALL work with minor children. (Use additional space if needed)

Church Name: _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type Work _____ From _____ To _____
Reference _____ Reason for leaving: _____

Church Name: _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type Work _____ From _____ To _____
Reference _____ Reason for leaving: _____

Church Name: _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type Work _____ From _____ To _____
Reference _____ Reason for leaving: _____

Church Name: _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type Work _____ From _____ To _____
Reference _____ Reason for leaving: _____

List ALL non-church volunteer or employment experience involving minors:

Organization Name _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type Work _____ From _____ To _____
Reference _____ Reason for leaving: _____

Organization Name _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type Work _____ From _____ To _____
Reference _____ Reason for leaving: _____

Organization Name _____ Phone _____
Address _____ City _____ State _____ Zip _____
Type Work _____ From _____ To _____
Reference _____ Reason for leaving: _____

Please carefully answer all of the following questions:

Do you have a valid Georgia Drivers License? Yes [] No []

Have your driving privileges ever been revoked or suspended? No [] Yes []

Have you ever been charged with, convicted of, or pleaded nolo contendere or guilty to a crime, either a misdemeanor or felony, including but not limited to crimes involving minors, molestation, crimes involving pornography, sexual or physical abuse, drug-related charges or crimes of violence, theft, or motor vehicle violations (not including speeding or parking violations)? No [] Yes [] If yes, please explain:

Have you ever been shown by credible evidence (Court Order, Jury, or other reliable source) to have abused, neglected, or deprived a child or to have caused serious injury to another person as a result of your intentional or grossly negligent misconduct?

No [] Yes [] If yes, please explain:

Are you currently engaged in the illegal use of drugs?

No [] Yes [] If yes, please explain:

Have there been any addictive behaviors or abuse of any kind in your background, whether physical, sexual, drug, or alcohol? No [] Yes []

If yes to the above, have you taken steps to minimize the impact of these issues for now and the future?

Yes [] No [] Not Applicable [] Please explain:

Dispute Resolution Agreement: FBCJ believes that Christians should make every effort to live in peace and to resolve disputes with each other in private and within the church (Matt 18:15-17 and Cor. 6:1-8). Therefore, any dispute arising from or related to any allegations by or against volunteers, employees, church members or their families will be submitted to the Administrative Board for Biblically based conciliation. We want to resolve issues in a fair manner while seeking to preserve or to restore relationships damaged by any dispute and allow the church to continue its ministries.

Applicants Statement and Agreement: The information contained in this application is correct to the best of my knowledge. I understand that any false statement or omission of information will cause my status as a volunteer or employee to be subject to termination. I accept the above Dispute Resolution Agreement and authorize the church to supply my volunteer or employment record in confidence to any future prospective employer, organization, or third party with legal and proper interest.

Signature: _____ Date: _____

Printed Full Legal Name _____

If Applicant is a minor, the parent or guardian must also sign and certify this application. I have read this application in its entirety and to the best of my knowledge the information is true and correct and I know of no reason the applicant should not be allowed to work directly or indirectly with other minors.

Signature Parent/Guardian _____

Date _____

Consent to Release Confidential Information

**First Baptist Church of Jefferson, GA, Inc. (FBCJ)
P. O. Box 395
Jefferson, GA 30549
706-367-8332**

Having made application to work with minors at FBCJ and desiring the church to be informed as to my past record and character, I authorize, in accordance with all state and federal laws, any persons, references, employers, churches, or other organizations with whom I have had any contact to release to FBCJ any information (including opinions) they may have regarding my record, character, reputation, or other qualities pertinent to my service. I also authorize FBCJ, at its discretion, to contact any law enforcement or social service agency to determine whether I have ever been charged or pleaded nolo contendere or convicted of any crime and I authorize such agencies to release such information to FBCJ. I consent to providing my fingerprints for such criminal background check if requested by FBCJ. I fully release FBCJ, its agents, and all persons, organizations, and agencies from any right or claim of confidentiality and from all claims, actions, or causes of action that may arise as a consequence of exchanging such information.

Full legal name as appears on your driver's license: _____

Any other names or nick-names you are or may have been called: _____

Address: _____

City _____ State _____ Zip _____

Birthday: _____ SSN. XXX-XX-_____
(Last 4 digits only) Race _____ Sex _____

Date of birth, race, and sex are being requested solely for the purpose of identification in obtaining accurate record retrieval.

Driver's License No. _____ State _____ Expires _____

Signature _____ Witness (Not a relative) _____

STATEMENT FROM LAW ENFORCEMENT

_____ I have checked our records relative to the person named above and have found no indication that this person has ever been charged, arrested, or convicted of a crime, including neglect, physical abuse, sexual abuse, assault, or any other acts of violence.

_____ I have found problems with this person's record; please call me for more information.

Signed _____ Date _____

Agency _____ Contact Phone No. _____

A PHOTOCOPY OF THIS AUTHORIZATION SHALL HAVE THE SAME EFFECT AS THE ORIGINAL.

**Please return form to:
FBCJ, Attn: Chair of Personnel, P. O. Box 395, Jefferson, GA 30549 706-367-8332**

First Baptist Church of Jefferson Bus Policy

The bus(es) owned by the Church shall be operated under the general supervision of the Properties Committee and the Administrative Board.

Purpose:

The church bus is to provide safe, dependable group transportation for the church family to enhance the programs and ministries of the church.

Operating Policy:

A. Use of the Bus

1. **ELIGIBILITY:** Any FBCJ group may use the bus subject to scheduling and priorities as noted below. Groups sponsored by or connected to First Baptist Church of Jefferson shall be allowed to use the bus upon special request made to Church Secretary and approval by the Properties Committee and/or Administrative Board. Trips of extended miles must be cleared through the Properties Committee.
2. **NUMBER OF PASSENGERS REQUIREMENT:** The maximum number of passengers MAY NOT exceed the passenger capacity of the bus design, including the driver. The minimum number of passengers for an out of county trip is to be one-half the capacity of the bus. No minimum number is required when the bus is used for pick-up on Sunday mornings.
3. **SCHEDULING PROCEDURE:** All proposed uses of the bus should be requested through the Church Secretary. Groups that are not direct ministries of First Baptist Church of Jefferson can reserve the bus no more than one month prior to use. The organization or group using the bus is responsible for securing a driver from the approved list.
4. **POINT OF ORIGIN:** The bus will leave from and return to the Church parking lot. The bus will be returned to the designated parking area upon completion of the trip and after filling with gas.
5. **TRIP SUPERVISION:** It is the responsibility of the group or trip sponsor using the bus to provide the proper adult supervision. The Adult–Child ratio should be not less than 1 to 12 or as provided in other policies that the Church may adopt. The driver does not count as an adult supervisor. Pre-school use of the bus is to be in accord with the Pre-School Policies.
6. **PASSENGER CONDUCT:** All users of the church bus are expected to conduct themselves in a manner that exemplifies Christian principles. The Properties Committee and the Deacon Board reserve the right to deny use of the bus to passengers whose conduct becomes detrimental to the general safety of the group. Vandalism or property

damage shall be paid for by the person or group responsible for the damage and constitutes due reason to deny use of the bus for future trips. Trip sponsors and adult supervisors shall have sole responsibility for passenger conduct.

7. **BUS CLEANLINESS:** Each group is responsible for cleaning the bus, including picking up all debris and wiping the seats and sweeping the floor. A fee of \$50.00 will be assessed any group that does not, in the opinion of the Property Committee Chair, adequately clean the bus.

8. **TRIP RECORDS:** The driver is responsible for completing the Bus Checklist and Log, leaving a copy in the church office prior to departure (when able), and returning the original, including any comments, to the church office following the trip. A copy is to be filed in the Bus Log Book.

9. **SMOKING POLICY:** Smoking is NOT allowed on the bus by passengers or driver.

B. Drivers

1. **REQUIREMENTS:** The Church Office shall maintain a list of approved drivers for the church bus. To be approved, a driver must be a member of FBC Jefferson, 25 years of age and have a Commercial Drivers License with a “P” (passenger) endorsement, a copy of which is to be on file in the church office. Also:

- a. Individual drivers must have completed a DOT Medical Examiner's Certificate. A copy of this must be on file in the church office.
- b. Drivers will be listed on the church's bus insurance policy.

2. **AVAILABILITY:** The Church Office shall maintain an up-to-date list of approved drivers. It shall be the responsibility of the group requesting use of the bus to secure its own driver from that approved list.

3. **TRIP RESPONSIBILITY:** The driver of the church bus will have sole responsibility and authority in matters pertaining to the bus operation, maintenance and safety (see pre-trip checklist). The driver is responsible for complying with this policy by:

- a. Obeying all traffic laws
- b. Closing all windows and locking the bus when passengers depart
- c. Returning the key, along with the Bus Checklist and Log, to the church office
- d. Re-Fueling the bus (If the bus is on a church sponsored trip, the driver is to pay for and present the receipts for reimbursement from the church financial officer.)

4. **CHURCH SPOKESPERSON:** In any accident or emergency situation involving the church bus, First Baptist Jefferson should be represented at the scene by only one individual. The representative should be determined by the following priorities assuming they are physically able:

- a. Staff in order of position
- b. Church leadership in order of position
- c. Bus Driver
- d. Leader of the group

- e. One person selected by the group

5. TRAINING AND RESPONSIBILITY: The Properties Committee and the Deacon Board shall insure that all drivers are properly trained in the operation of the bus and that they are supplied with all pertinent information and instructions.

6. BUS DRIVER CANNOT BE COUNTED AS AN ADULT SUPERVISOR.

C. Operations and Maintenance

1. BUDGET: An amount shall be allocated in the church budget to cover bus expenses for activities not reimbursed. The Properties Committee Chair is responsible for submitting the budget request to the Finance Committee.

2. TRIP CHARGES:

- a. Each group shall pay for fuel consumed during the trip.
- b. No charge shall be made for the following groups:
 - i. Riders transported to and from worship services or special church wide services and events
 - ii. Local activities within Jackson County
 - iii. Other specific events approved by the Properties Committee
 - iv. Preschool (has a separate agreement with the Church)

3. MAINTENANCE RESPONSIBILITY: The Properties Committee will be responsible for major items of upkeep such as insurance coverage, tires and major repairs. The Properties Committee will also provide for operational maintenance such as registration, fuel, oil and filter, lube, exterior wash, minor turn-ups, etc.

D. Insurance

The church shall insure the bus.

E. Safety

At all times, the driver of the church bus shall have final responsibility and authority in matters relating to the safety of the bus and its passengers. In this regard, passenger discipline is considered to be related to safety. To insure passenger safety, trips over 10 hours must have a second driver or overnight stop.

F. Outside Use of Bus

The bus will not be available to individuals nor to outside groups or organizations.

G. Review of Policies

All of the foregoing is subject to review at any time by the Properties Committee and the Deacon Board. The Properties Committee and the Deacon Board shall approve exceptions to this policy on an individual basis.

Adopted by the Administrative Board

Funeral Policy:

The purpose of the Christian funeral is to glorify God, to pay tribute to the one who has died, and to comfort the bereaved by relating them to God and His love and sustaining resources and to the Christian community that seeks to share the pain and loss and to express its concern. The service itself should be an affirmation of faith which directs the living to those spiritual realities that sustain men in the face of death and points to those values and purposes around which life may be refocused apart from the presence of the departed. As a place of memory and as a symbol of faith and hope, the church is a most fitting place for the funeral to take place.

In order to accomplish these purposes and in order to treat all persons equally, the following policies, procedures, and suggestions have been adopted. They are intended to be permissive in the use of the church and its furnishings rather than restrictive.

USE OF CHURCH SANCTUARY

First Baptist Church of Jefferson is pleased to make its sanctuary available for funerals of church members or members of their immediate families at any time there is no conflict with regularly or specially scheduled services. There is no charge for the use of these facilities.

The church is also pleased to provide its sanctuary for use by non-members with the approval of the Senior Pastor and/or the Chair of the Deacons. A fee of \$50.00 is requested to cover expenses incurred.

SCHEDULING THE CHURCH SANCTUARY

Funeral directors should contact the church as soon as possible in preparation for a funeral and should clear the date and time with the minister and/or chairman of the deacons prior to making the final arrangements. The date and time should not be set or announced without the mutual consent of the family, the presiding minister, the church and the funeral director.

MINISTERS

Persons desiring to use the church for a funeral but wishing the services of another minister to conduct the services are requested to consult with the Senior Pastor of First Baptist Church so that he may join with the funeral director in issuing an invitation to the other minister.

MUSIC

Much thought and consideration should be given to the type of music used in the funeral. The funeral is a worship service, and the sacredness and dignity of the occasion should be reflected in the choice of music. Persons to play the organ must be cleared with the organist of First Baptist Church of Jefferson.

FLORAL ARRANGEMENTS

Church furniture and furnishings are not to be moved out of the sanctuary.

All flowers are to be freestanding or displayed on flower racks. Flower hooks are not to be used nor flower arrangements to be tacked, taped, glued, stapled, pinned or wired to the walls, woodwork or furniture.

No potted plants are to be used because of the danger of damage to carpet and woodwork unless protected by saucers underneath each pot.

The funeral director is responsible for leaving the church facilities in good clean condition.

DAMAGES

It is the responsibility of the funeral director to repair any damage done by his staff. Repairs are to be made to the satisfaction of the Properties Committee of the church.

The church assumes no responsibility for any items placed or left at the church at any time.

PERSONNEL POLICY MANUAL

STATEMENT FROM THE PERSONNEL COMMITTEE

Consistent with the Constitution and By-Laws, the Personnel Committee has its stated purpose: To provide assistance to the Senior Pastor and the First Baptist Church of Jefferson, Georgia Inc., hereinafter referred to as the “Church”, in matters relating to the personnel policy, administration and management. This Personnel Policy Manual is for the purpose of implementing the Constitution and By-Laws.

The purpose of the church staff is to provide leadership and to equip members of the Church to do the work of ministering and teaching. The church staff is to provide guidance and assistance in planning, administering, and evaluating church programs.

The Personnel Committee serves as a link between the paid church ministerial staff, employees and the Church in all matters relating to effective and efficient personnel administration. The Personnel Committee serves as a core group to advise the church in all personnel matters.

The Personnel Committee is responsible for the personnel policies and procedures developed in this manual, under which personnel employed by the First Baptist Church of Jefferson should conduct themselves in the professional performance of their duties. The protection of benefits, working conditions, restrictions and other miscellaneous guidance are included. Any deviations from the procedures and policies included in this manual would occur only with the approval of the Personnel Committee and/or the Board of Deacons.

All personnel currently employed by the Church are required to read this manual and all new staff will be required to read it prior to employment. All personnel, as a condition of employment, must comply with the policies described in the manual unless otherwise agreed upon by the employee and the Personnel Committee and the Board of Deacons.

The Personnel Committee recognizes that church employment is unique. The Church expects the conduct of all staff to reflect their higher calling. The behavior, language, and dress of all staff will be appropriate to the task and time. The gifts of tithes and offerings, which support the Church, require a higher degree of stewardship of the time and talents of the employees and staff. The nature of work of the ministerial staff requires flexibility as well as accountability of schedules.

This manual includes guidelines for recruitment and review of personnel, and evaluation of the needs for staff positions. This document is broad enough to cover most aspects of personnel management and administration. The Personnel Committee will review this manual as needed for adherence to procedures and for necessary updating to provide for efficient operations and communications between the staff and Church.

All matters under consideration by the Personnel Committee shall be regarded as privileged information. Information regarding the personal matters of a staff member shall be released only upon consent of the majority of the Personnel Committee and after consultation with the staff member. Other information relating to policy may be discussed with qualified persons on a “need to know” basis at the discretion of a Personnel Committee member.

INTRODUCTION

This manual applies to all employees of the Church. It is designed to communicate the personnel policies and practices, which govern the operations of the Church. It is important that all employees understand and abide by these standards. The policies and procedures in this manual are not promises and this manual does not create contractual rights of employment. While this manual reads like a book of rules and regulations, and in fact it does contain such features, it is intended as a working guide for both the staff and the Church. This manual cannot anticipate every possible situation that may arise. Therefore, the Personnel Committee reserves the right to modify these policies and procedures as may be needed from time to time to meet the needs of the Church, individual employees, or to comply with legal regulations.

EMPLOYMENT “AT WILL” STATEMENT

Employment at the Church is of an “At Will” nature, which means that an employee may resign from employment with the Church at any time. This also means that the Church may discharge any employee at any time, with or without cause. It is further stated that this “At Will” relationship may not be changed by any document, statement or conduct except in writing by the Personnel Committee with approval by the Board of Deacons. All employees are considered “At Will”. The employee has the right to end the employment relationship when he/she feels it to be in his/her best interest to do so, provided two weeks notice is given to the Church.

GENERAL EMPLOYMENT RESPONSIBILITIES

The general responsibility for each employee of the Church is to obey the Lord Jesus Christ in whatever way or manner brings glory to His name, helps to spread the gospel and helps people improve their relationship with God and fellow man. This means that whatever the task, it is neither too small nor insignificant for any employee. However, just as a human body has parts to perform different functions, so the body of the Church has parts uniquely gifted to perform different functions. Working together as a team, the staff will work more efficiently by using the gifts of each individual. The staff is expected to willingly do whatever is needed at the moment to accomplish the objectives of our Lord, regardless of the assigned area of responsibility or job description.

Job performance and personal conduct of each employee reflects directly upon the image and reputation of the Lord and the Church. It is expected that each employee will conform to the Church’s established policies and dealings with members of the Church and others outside the Church, as well as fellow employees, and will at all times reflect honesty, integrity, and the highest moral, ethical and biblical standards. Employees will observe the following guidelines to maintain the standards of the Church:

- Pursue a lifestyle of personal holiness and purity before the Lord in keeping with the calling of Christians.
- Outside activities must be acceptable and compatible with an employee’s identity with Christ and Church.

- Integrity is a priority. Theft, embezzlement, misappropriation of funds or false expense statements with intent to defraud is cause for disciplinary action and possible referral to the appropriate authorities.
- Strict compliance with laws and regulations is necessary. Noncompliance could result in adversity both for the employees and the Church.

CONFIDENTIAL INFORMATION

Staff members will from time to time have access to information of a sensitive and confidential nature. The Church and its employees have a spiritual and legal obligation to respect the privacy of the members and to protect and maintain the privacy of such information. This information may be contained in church records, correspondence, inter-office memoranda, or other similar documents. Unauthorized use or disclosure, even if inadvertent, compromises the employee, the Church and ultimately our Lord. Without credibility in our confidentiality, the ability of the Church to minister will be rendered ineffective.

Information of a confidential nature may not be reproduced or discussed with anyone outside the Church and only discussed within the Church on a “need to know” basis. Not only is this policy in effect to protect the membership, but also to guard against the danger and damage that can be done to the Church from malicious gossip and the inappropriate disclosure of confidences. (Proverbs 11: 13 and 20:19)

Staff personnel have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the Church and staff. This is not intended to impede normal communications and relationships, but is intended to alert the staff of their obligation to use discretion in safeguarding the internal affairs of the Church. If any staff member has questions about this, he/she should discuss it with his/her supervisor or the Chair of the Personnel Committee. Staff personnel who leave this Church have an obligation to preserve confidences after departure. Staff employment records are confidential records of the Church and must be created as such. They must be maintained in a secure location except when being reviewed or supplemented by authorized persons.

EMPLOYMENT POLICIES

Equal Employment Opportunity: The Church is committed to equal employment opportunities for qualified employees. It is the policy to grant equal employment opportunities to all qualified persons without regard to race, sex, age, national origin, physical handicap, military status, or marital status. However, the Church does reserve its rights as a religious organization under federal law to make employment decisions based on religion.

Sexual Harassment and General Harassment: The Church believes each employee has the right to be free from harassment because of personal characteristics or status (including their sex) or physical characteristics. In this respect, the Church is committed to ensuring a work environment for all employees which is fair, humane and respectful, supports and rewards employee performance on the basis of relevant conditions such as ability and effort, and one that is free from discrimination.

Americans with Disabilities Act (ADA): The Church is committed to the ADA and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. The Church prohibits discrimination on the basis of disability in regard to all employment decisions, including hiring, promoting, compensation and termination. As outlined in ADA, the Church will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees unless to do so would cause an undue hardship on the operation and ministry of the Church.

HIRING AND RECRUITMENT

Immigration Policy: The Church is in compliance with the Immigration Reform and Control Acts of 1986 and 1990 which requires that every newly hired employee complete an I-9 Form and verifies his or her identity and eligibility to work in the United States. As a condition of employment, each new employee must properly complete, sign and date the first section of Form I-9. Sustaining documentation must be presented to the Personnel Committee before an employee begins work at the Church. The Chairman of the Personnel Committee will verify the documentation, sign and date Form I-9.

Employment: The following responsibilities for hiring and recruitment are defined:

- Senior Pastor shall be called by the Church upon recommendation of the Board of Deacons following a recommendation from the Pastor Search Committee.
- Other ministers shall be called by the Church upon recommendation of the Personnel Committee in consultation with the Senior Pastor and the Board of Deacons.
- Pre-school Director shall be hired by the Pre-school Committee in consultation with the Senior Pastor and the Board of Deacons.
- Pre-school staff shall be hired by the Pre-school Committee upon recommendation of the Director.
- Musicians shall be employed by the Personnel Committee upon recommendation of the Music Minister and the Senior Pastor.
- Secretarial staff shall be employed by the Personnel Committee in consultation with the Senior Pastor.
- Custodial staff shall be employed by the Personnel Committee in consultation with the Senior Pastor.
- Nursery staff shall be employed by the Personnel Committee upon recommendation from the Nursery Committee.
- Temporary staff shall be employed by the Personnel Committee in consultation with the Senior Pastor and/or the Board of Deacons. This shall include interim employees.

EMPLOYEE CLASSIFICATION, ORIENTATION AND INTRODUCTORY PERIOD

Professional called staff are those employees called pastoral/ministerial staff persons whose employment is dependent on a 75 % affirmative vote by the Church. Unless otherwise designated, all professional called staff are considered full-time exempt employees for purposes of determining eligibility for benefits.

Professional staff are those persons whose employment is dependent only upon an affirmative vote of the Personnel Committee. Unless otherwise designated, all professional staff are considered full-time exempt employees for purposes of determining eligibility for benefits.

Full time exempt employees are employed to work on a regular basis for at least 35 hours per week. They are eligible for all benefits available through work at the Church as long as they meet applicable requirements, such as length of service.

Part time employees are employed to work on a regular basis for fewer than 35 hours per week. Part time employees working fewer than 35 hours per week but more than 20 hours per week are entitled to receive all leave benefits according to a pro-rata formula based on their average hours worked compared to a standard 35 hour week. Part time employees working less than 20 hours per week are not entitled to leave benefits.

Temporary employees are hired with the understanding that their employment will not continue beyond a stated date or beyond the completion of a specified project or projects. They are eligible for only those benefits that have been promised in writing by the Personnel Committee.

Interim employees are hired with the understanding that they are to be considered and treated as temporary employees, but may be elevated to any part time or full time status upon the appropriate recommendation.

Independent contractors and consultants are non-employees who are paid on a fee-for-service basis to perform certain specified services. They are not eligible for any benefits listed in this manual.

Job Creation and Description: The Personnel Committee shall develop and maintain a written description of the responsibilities, qualifications and salary for each position. The job description is to be initially approved by the deacons as well as when modifications are made. (See BL AIII; S1; B and C) The applicable job description shall be discussed with each individual upon hiring and reviewed during each annual evaluation, both as a guide for performance and a means of identifying any needed changes in either performance or responsibilities. Each job description shall be reviewed at least every three years to determine any needs for revision. If an employee feels that his job description might need review at any time other than the annual evaluation, he shall discuss his concern with his supervisor or the Personnel Committee. The Personnel Committee will insure that an individual personnel file is kept on all employees. This file will be maintained by the Chair of the Personnel Committee or a written designee and

accessed only by the employee, the Senior Pastor or the Personnel Committee. This file should include but may not be limited to the following:

- Date of employment
- The employee's resume or application
- An information sheet with current address, phone numbers, emergency contacts, name changes, number of dependents, and any other information the Personnel Committee deems appropriate
- The original agreement between the employee and the Church.
- Any additional agreements or promises that were made subsequent to the original agreement
- The employee's job description
- A copy of all evaluations
- A record of the employee's leave and vacation
- Time sheets for part-time employees (current year plus previous year)
- A record of salary including bonuses, incentives or any other one-time monetary benefit
- All other information pertaining to the employee that may be deemed substantive by the employee, the employee's supervisor or the Personnel Committee

Employee Orientation: It is the responsibility of the supervisor (or the Pastor Search Committee in the case of a new Senior Pastor) to orient new employees to the Church. This orientation should include, but not be limited to introductions to co-workers, review of this manual, getting the employee started on assignments related to employment, computers, copiers, fax, telephone systems, security procedures, etc.

Pay Procedures: Pay checks will be distributed on the workday closest to the 15th and 30th of each month unless it falls on a holiday, in which case the pay check will be distributed on the last regular workday prior to the holiday. All salaried employees are paid twice monthly for work completed in the previous pay period. Any discrepancies or questions about pay should be raised immediately. Unless the employee is present to receive his/her paycheck, the church secretary will hold it and will only distribute the check in the manner agreed upon with the employee (i.e. - by mail, courier etc.).

Professional Called Staff: Professional called staff (if ordained) will be paid a compensation package, which will include salary, housing allowance, ministerial expenses, health and life insurance, retirement benefits, and any other compensation negotiated with the church and allowed by the IRS. The employee is responsible for advising the Chair of the Personnel Committee how the employee wishes this division to be made on an annual basis or when there is a significant economic change such as a home purchase or the birth of a child.

Exempt Employees and Overtime: In exchange for the added responsibilities and benefits afforded exempt employees, they are expected to work as many hours as necessary to accomplish their tasks and are not eligible for overtime pay. They may check with their supervisor to arrange for compensatory time, which may be granted when, in the supervisor's discretion, it is appropriate and circumstances permit. The church does not provide overtime pay.

Time Sheets: All non-exempt and temporary employees are responsible for completing and submitting time sheets prior to payday for work performed since the last pay period.

Social Security Coverage: The Church pays one/half of the cost of Social Security coverage for all staff with the exception of Ordained Ministers who are considered to be self-employed for purposes of this coverage.

Worker's Compensation: All employees are covered by the Church's worker's compensation insurance, with premiums paid in full by the Church. This insurance covers employees who have been injured in the course of and arising out of their employment with the Church. It is designed to pay the medical expenses for on-the-job injury or illness and a portion of the employee's lost wages. If the employee is injured at work, he/she is expected to report it immediately and seek medical help. This coverage does not include independent contractors or volunteers.

Performance Appraisal and Pay Increases: Any pay increase is subject to favorable economic conditions of the Church. Consideration for pay increases will be based on the employee's annual evaluation. This provides a systematic method of measurement of the employee's development and a measurement of how the employee is meeting his/her job requirements.

New employees, with the exclusion of professional called staff, will be evaluated at the end of three months and again at the end of six months. Until the completion of the three and six month evaluations, the employee is considered "on trial" and may be terminated if the reviewer and the Personnel Committee feel that the attributes of the employee and the needs of the Church are not compatible. All employees will be reviewed prior to the Personnel Committee submitting salary recommendations to the Finance Committee for the annual budget. This review may or may not result in a recommendation for a pay adjustment. Compensation is a private matter between the employee and the Personnel Committee. To discuss one's compensation with any other employee is inappropriate.

Responsibility for Annual Evaluations:

<u>Position</u>	<u>Reviewer</u>
Senior Pastor	Chair, Chair-Elect, Vice-Chair and Executive Secretary of Deacons
	*In the first year of service, the Chair of Search Committee shall be included as well.
Other Ministers	Senior Pastor
Musicians	Senior Pastor and Music Minister
Secretarial Staff	Senior Pastor
Custodial Staff	Senior Pastor in consultation with Properties Committee
Nursery Staff	Nursery Committee and Senior Pastor
Temporary Employees	Personnel Committee and Senior Pastor
Any Other Position	As assigned by Personnel Committee

Employee Bonuses: It is the tradition of the Church to include money in the Church budget for employee bonuses. However, these bonuses are subject to the Church's financial condition and other factors, which might preclude the bonuses from being given. It is the tradition that such decisions lie with the chairman of the deacons.

Inclement Weather: In the event of inclement weather such as heavy snow, ice, flood, etc., a part-time employee's early departure or absence from work will be without pay.

EXPENSE REIMBURSEMENT

Professional Called Staff and Professional Staff: All reimbursement for expenses must be documented with receipts and submitted to the Financial Secretary no later than 30 days after an event or funds are expended. The Financial Secretary may elect to provide a standard form for this purpose. A Minister's Professional Reimbursement Expenses may include, but not be limited to, travel expenses such as gas and mileage, meals, parking fees, tickets, etc., continuing education expenses and conference or convention expenses incurred while representing the church. Though many of these expenses may be accounted for through the Professional Reimbursement portion of a minister's compensation package, the Church may provide a budget line item to aid the minister and further defray the expense of conferences, continued education, ministry resources, hospitality ministry, etc. All reimbursement for personal vehicle use will be at the current IRS approved rate.

Support Staff: From time to time, members of the support staff may benefit from attending conferences, training seminars, etc. Funding for this should be requested in the annual budget. All reimbursement for expenses must be documented in the same manner as listed above. The supervisor of the staff person should approve this expense prior to the trip, and the current IRS rate will also be applied for mileage reimbursement.

SEPARATION AND TERMINATION OF EMPLOYMENT

All employees of the Church are "At Will" as previously described. The following applies to those who are separating their employment from the Church:

Layoffs: There may be times when the Church determines that is necessary to make cutbacks or reduction in staff, leading to employee layoffs. In determining which employee(s) will be laid off, the Church may consider any and all factors that it deems relevant, including the needs of the Church as a whole, the skills, qualifications and performance histories of individual employees, anticipated changes in funding received or services needed by the Church, seniority, budgetary constraints and any restrictions or guidelines imposed by law.

Termination: Termination of Professional Called Staff will be voted on by the Church upon recommendation of the Personnel Committee and approval of the Board of Deacons. The employee must receive a minimum of 75% affirmative vote of the ballots cast to be retained by the Church. Termination of all other staff will be upon recommendation of the Senior Pastor and approval of the Personnel Committee.

Resignation: Employees who resign will be paid through the last day worked and for any unused earned vacation.

Suspension: Violations of this manual or any other Church policy that do not warrant immediate termination may result in suspension or other disciplinary action. Repeated violations will result in termination.

References: In the event of termination of an employee (voluntary or involuntary), no references will be given by the Church unless the employee makes a written request that includes a statement releasing the Church of any liability for the reference. Without such a release, the Church will only verify the position, compensation and dates of employment. Any reference given without such a request is deemed to represent only the personal view of the person writing the reference, and the Church disclaims any responsibility for the reference.

Safety and Precaution: All employees of the Church are endowed with an awesome responsibility for caring for and protecting the Lord's people. This means that all employees are to be prudent and cautious in all endeavors. Workers with children and youth have an even greater responsibility for being prudent and cautious. Every employee is expected to carry out his/her tasks lawfully and carefully with the safety of others an ever-present concern. Actions or activities that pose an unreasonable risk, including but not limited to violations of driving and traffic laws, should be avoided. Failure to abide by this policy is a serious matter.

Wage Garnishment: Garnishment of wages by a creditor is a serious matter. Employees are expected to make satisfactory arrangements with creditors to prevent wages from being attached. The Church must honor such garnishments if they represent a court order.

Employment of Relatives: Employing relatives of other employees is subject to conditions. No employee may work under the direct supervision of a relative. A relative is defined as the same as those identified as "immediate family" in the section on Bereavement Leave.

Attendance Responsibilities: A regular workday for full time employees is 8 hours with a one-hour lunch break. The Senior Pastor, with the approval of the Personnel Committee will set the Church office hours. Absence without notice for three days may be considered as a voluntary termination of employment. Some flexibility is deemed necessary in this policy for the ministerial staff, but any question should be addressed to the Senior Pastor or the Personnel Committee. Chronic tardiness or absenteeism is not acceptable. Either the Senior Pastor or the Personnel Committee will counsel employees who are continually tardy, or have excessive absences. If the problem persists, then suspension or termination may result.

EMPLOYEE BENEFITS

Although the benefits described in this section are currently offered, they are subject to change by the Personnel Committee and the Board of Deacons and the Church.

Retirement Benefits and Insurance: Professional Called Staff may designate a portion of their compensation package to be deposited into an approved annuity plan. All staff members who meet the insurance carrier's requirements may participate in the group health insurance policy at their expense. The Financial Secretary will deduct such premiums from the employee's pay and forward it to the insurance carrier. The Personnel Committee, in consultation with the staff members, will select the insurance carrier.

Vacation: The Church will provide all employees working more than 20 hours per week with paid vacation time away from work. Vacation is a time to step back and refresh and employees are expected to take earned vacation time. Therefore, no vacation can be carried over or accumulated from year to year. Employees will earn vacation based on the number of years of service at First Baptist Church of Jefferson on January 1. After the first year any part of a year will count as a full year. Except for employees who have worked less than one year, to earn vacation for the following year, the employee must have worked a minimum of 200 days in the previous year. Employees who have worked at the Church for less than one year may earn vacation as shown in the following chart:

<u>Length of Continuous Service**</u>	<u>Vacation Days/Leave Days</u>
After 6 months	1 week including 1 Sunday*
After 1 year	2 weeks including 2 Sundays
After 5 years & up to 10 years	3 weeks including 3 Sundays
Over 10 years	4 weeks including 4 Sundays

* Sunday is applicable to those employees who have responsibilities on Sunday

** The Personnel Committee can recommend credit for previous service as a part of the employee's "Compensation Package"

Permanent part time employees will receive paid vacation based on the number of days worked. For example, if a PPT employee works 3 days or 24 hours per week, that employee is entitled to take the same number of days that make up that 24-hour workweek. Similarly, if a PPT employee works 5 days at 4 hours per day, that employee may take 5 days. The vacation pay will be based on the number of hours worked in a normal week. Employees desiring to take vacation should make their request to the Senior Pastor. Vacation time is scheduled at the consent of the Senior Pastor or Chair of the Personnel Committee if the church is without a Senior Pastor. The Senior Pastor should make similar requests to the Chair of the Personnel Committee. Should a problem occur with more than one staff member wanting to be on vacation at the time, length of service with the Church will prevail. Every effort should be made to accommodate schedules.

Paid Holidays: Full time employees are entitled to receive holiday pay for the following holidays, provided they work the last work day preceding the holiday and the first work day after the holiday:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day and the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

The Church office will be closed on these days. Should one of these holidays fall on a Saturday, the preceding Friday will be taken and if on a Sunday, the following Monday will be taken.

Sick Leave: After completing six months of continuous employment, full time employees will be eligible to receive ten hours of sick leave per month (15 days per year). An employee will be entitled to accumulate a maximum of 60 days of sick leave. Any time accumulated in excess of sixty days will be forfeited. Sick leave may be used during times of illness, disability, for routine doctor's appointments, absence needed due to exposure to contagious disease when exposure endangers the health of others, dental or medical care, or accident in your immediate family. Immediately family means your spouse, child, parent, brother or sister, grandparent, grandchild, spouse's child, spouse's parent, spouse's sibling, spouse's grandparent, or someone who lives with you and is recognized by law as your dependent.

Sick leave may not be used as personal time off or as vacation time.

When an employee leaves First Baptist Church, he/she will not be paid for any unused sick leave time.

If any questions arise, employees who receive sick leave pay benefits may be requested by their supervisor to provide medical verification of illness.

Bereavement: Full time employees with the Church who are entitled to bereavement leave will be eligible to receive up to 4 days off with pay to arrange and/or to attend the funeral of an immediate family member. An immediate family member is defined as an employee's spouse, child, grandchild, parent, grandparent, sibling, spouse's child, spouse's parent or spouse's grandparent. In the event of the death of an immediate family member, the employee is expected to notify the Church office as soon as possible.

Leave of Absence: A leave of absence may be granted by special approval recommended by the Personnel Committee and approved by the Chair of the Board of Deacons. Personal leave may be requested on the following basis:

Personal Leave: The Church provides for a leave of absence for a compelling personal reason that is not medically related. Employees who have completed six months of continuous service may submit a written request for a personal leave of absence without pay for any period of time up to thirty days including weekends and holidays. The written request must state the reason for the leave as well as the beginning and ending dates. Personal leave is discretionary and will be decided based on the facts and circumstances

surrounding the request. Employees who return to work at the end of the personal leave will normally be returning to his or her former position, if the opening exists, or if no opening exists, he or she will be considered for a comparable position if one exists. The Church is unable to guarantee reinstatement in all cases of medical leave.

Maternity Leave: Employees may submit a written request for a pregnancy leave of absence, with pay, which will be considered 6 weeks by the church. An additional leave of absence may be granted if unused sick leave or vacation leave is available and in case of medical necessity.

Jury Duty: The Church provides a leave of absence to serve on jury duty. As good citizens, employees are encouraged to fulfill their civic duty to serve on a jury when called to do so. When serving on a jury, the employee will be paid at their regular rate of pay for the hours the employee would have normally worked, not including overtime, during the leave.

Military Leave: The Church will provide a leave of absence for required military service. The Church will abide by any applicable state or federal law regarding any leave for military service.

Medical Leave: The Church provides a leave of absence for an employee's non-work related illness or injury. Employees who have completed six months of continuous employment with the Church may request a leave of absence without pay for the length of any disability, up to a maximum of six months. Requests for medical leave will normally be granted eligible employees who present a physician's written statement that certifies the need and estimates the length of time the employee will be unable to work due to the medical condition. At any time during the leave, the employee may be requested to provide updated evidence of the medical condition. The Church is unable to guarantee reinstatement in all cases of medical leave.

Sabbatical Leave: The goal of sabbatical leave is to provide for the ministerial staff a time of professional development, training, continued education, and most importantly, for spiritual renewal and growth. Typically, a sabbatical is granted following six years of continued service to the Church.

Professional called full time staff may request sabbatical leave for additional formal training and spiritual renewal. Recognizing that this may impose a significant increase in workload on the rest of the staff, any request must be well documented as to purpose, need and benefits to both the Church and the individual. The staff member who wishes to apply for such leave should have discussed their thoughts with the Chair of the Personnel Committee and the Chair of the Deacons before making a formal written request. The Personnel Committee and the Board of Deacons must approve the formal written request. If a staff member other than the Senior Pastor makes such a request, it must be endorsed by the Senior Pastor prior to sending the request to the Personnel Committee. The Board of Deacons may refer the request to a vote of the Church if they deem it appropriate. The Senior Pastor is responsible for redistributing responsibilities (including his own) among the remaining staff members. This redistribution of responsibilities is to be included in the written application and approved by the Personnel

Committee prior to making an affirmative recommendation for sabbatical leave to the Board of Deacons. In addition, the following will apply:

- The duration of one sabbatical “long leave” shall be at most one collegiate quarter or semester depending on the seminary or college if selected. Other activities may be pursued as appropriate to the minister’s interest and benefit. Eligible vacation time shall be a part of this sabbatical duration.
- The regular compensation will continue. The Personnel Committee may approve other related expenses, provided it has been included in the budget in effect at the time of leave.
- The employee may be considered for sabbatical “short leaves” six years after the last sabbatical leave. The duration of sabbatical “short leaves” is to be no more than four weeks.
- Only one staff member may be on sabbatical leave at any time.
- Exceptions to this policy may be made by recommendation of the Personnel Committee and approval of the Board of Deacons.

Professional staff employed prior to July 1, 2014 shall be grandfathered into the above language, otherwise sabbatical leave will be reserved for the senior minister after six years of service with the above prerequisites in the section.

Speaking Engagements, Mission Trips, Revivals, and Continuing Education: The Senior Pastor is allowed to be away three Sundays annually with approval of the Personnel Committee for speaking engagements, mission trips, or continuing education events/conferences. All other full time ministerial staff members may be away two Sundays annually with approval of the Senior Pastor and the Personnel Committee for speaking engagements, mission trips, or conferences. No staff member shall spend more than 12 working days away from the church on speaking engagements, mission trips, or continuing education events/conferences annually. An exception to this policy shall be made for those years in which pastors are granted sabbatical leave. Please refer to the Sabbatical Leave Policy.

EMPLOYEE CONDUCT

Smoking: There will be no smoking in any church building.

Supplies and Equipment: Employees are expected to limit their use of church materials and supplies to church business. If approved by a supervisor, employees may use such materials and supplies for personal reasons; however, employees are expected to reimburse the Church accordingly. Church supplies and equipment are not to be removed from the premises for personal use except with the approval of the Senior Pastor or the Chair of the Properties Committee.

Telephone Calls: Telephones are for church business. Employees are expected to limit personal use of phones and reimburse the Church for any long distance expenses incurred. Standards of telephone courtesy include:

- Answer the calls within 3 rings
- Be ready to talk as soon as you pick up the receiver

- Answer the phone on another's desk when it is unoccupied
- Answer the calls with "First Baptist Church, this is _____"
- Be helpful and conscious of tone of voice (be pleasant)
- Always keep writing materials near the telephone and take careful notes, in particular take down the caller's name, number and the nature of the call.

Outside Employment: Outside employment for full time employees is discouraged. If the need or desire for outside employment occurs, the employee must make a written request and have written approval of the Personnel Committee before engaging in such work.

Building Security: The buildings need to be secure at all times. Keys will be issued to employees as needed. Keys are not to be loaned to anyone. If an employee is in the building after hours, the employee is responsible for turning off all lights and securing the buildings.

Health and Safety: All employees share the responsibility for personal safety and for the security of church property. Employees are expected to report any potentially unsafe or hazardous condition or any injuries to their supervisor immediately.

Moral Behavior: Understanding that the Church is the Bride of Christ, it is expected the conduct of all employees will reflect their higher calling. All employees must strive to work together to the good of the body and for the growth of the Church. Employees are expected to submit themselves to the authority of the Scriptures.

Wedding Policy:

Marriage is an institution ordained by God and the purpose of a church wedding is to place the marriage relationship under the blessing and commandment of God. The marriage ceremony should be a significant and joyful act of Christian worship that honors God, witnessed with integrity to the unique character of Christian marriage, and is personally meaningful to the couple being united.

First Baptist Church of Jefferson wishes to extend every courtesy to those who desire to use its facilities for weddings and to make the marriage ceremony a beautiful and sacred act. In order to help make the ceremony a meaningful service of worship and personal commitment and in order that all persons be entitled to the same rights, privileges and restrictions, the following policies, procedures and suggestions have been adopted.

Persons To Be Married:

First Baptist Church of Jefferson takes great delight in providing its sanctuary for church members or for members of their immediate families at the happy occasion of marriage. Likewise, when a valid Christian ministry may be rendered by the use of the sanctuary by non-members, the minister and/or board of deacons and/or church cabinet may grant permission.

The Date:

Persons wishing to use the church facilities for a wedding are urged to call the church office at the earliest possible time to get the wedding on the church calendar. At the time of the call a tentative reservation will be made, and this information brochure and reservation form will be mailed to those persons requesting the reservation. When the reservation form is returned to the church office, the arrangements may be considered definite. Invitations should not be printed prior to this time.

In cases where a wedding rehearsal conflicts with a wedding, the wedding shall take precedence over the rehearsal.

For purposes of scheduling, the church can be guaranteed for only one-half of a day. The church day is divided at 1:00 p.m. This is for purposes of emergencies (a funeral) that must be scheduled without much advance notice. Arrangements must be made with florists and caterers and others who may be affected by this regulation.

Because of the regularly scheduled activities of the church, days other than Sunday and nights other than Saturday are preferable for weddings. Weddings should not be scheduled on those legal holidays recognized by the personnel policy of the church.

Ministers:

Persons being married by the minister of First Baptist Church should arrange premarital conference with the minister as far in advance of the wedding as possible.

Persons desiring to use the church facilities for their wedding but wishing to acquire the services of a minister from another church to perform the ceremony are expected to consult with the minister of First Baptist Church so that he may join in inviting the other minister.

Wedding Music:

Much thought and consideration should be given to the type of music used in the ceremony. It should be remembered that a wedding ceremony is a worship service. The sacredness and dignity of the occasion should be reflected in the choice of music. Persons to play the organ must be cleared with the organist of First Baptist Church of Jefferson. Arrangements for fees are to be made directly with the musicians.

Decorations:

Decorations should be kept simple and in good taste. No decorations may be tacked, taped, glued, stapled, pinned or wired to the walls, woodwork or furniture.

Furniture and furnishings (hymnals) are not to be moved. When use is to be made of the pulpit area, special permission may be granted to move pulpit furniture but only when an authorized representative of the church is present to supervise the moving.

Only drip-less candles may be used and these only if a protective covering is placed over the carpet.

All floral decorations must be removed immediately following the ceremony.

Photographs:

Flash photography may be taken during the wedding service.

Receptions:

Receptions may be held in the Fellowship Hall. The same policies above with regard to floral decorations apply to receptions.

No alcoholic beverages may be served nor brought on the church premises, and smoking is forbidden inside the church facilities and is permitted only in the parking lot. The use of rice is prohibited in the church facilities or on the church grounds; however, birdseeds may be used for "tossing" outside of the church facilities.

Facility Use Fees:

For any non-member wishing to use the church, or any of its facilities, for weddings or receptions, a fee will be charged to cover the costs of heating, air conditioning, etc. This fee is to be determined by the Deacons and will be posted on a schedule available from the church secretary. It must be remitted to the church secretary prior to the scheduled event.

As of January, 2012, the following fees apply:

- Non-member facility fees for the use First Baptist Church of Jefferson for a wedding or other such occasion is \$2000. For members or regular attendees*, the fee is a deposit of \$500, which is refundable if there is no damage to the facilities.
- All persons using First Baptist Church of Jefferson facilities for weddings should have received marriage counseling from a pastor or marriage counselor of their choice. Before reserving the facility, the couple must meet or speak with the First Baptist Church of Jefferson pastor regarding this matter.
- For those associated with First Baptist Church of Jefferson, our ministers provide four or more sessions of counseling using a premarital inventory called *Prepare Enrich*. There is a \$30 fee to take the online inventory. There is no charge for the minister's services for church members or those associated with First Baptist Church of Jefferson. There is a fee for those who are not members or associated with First Baptist Church of Jefferson who seeking our minister's services.

*The Deacons have the responsibility to vote on the status of people to determine if they qualify as regular attendees. The Deacons might also vote to waive the non-member fee for other unspecified reasons.

Cleaning:

The church must be cleaned and returned to order prior to its next scheduled function. The persons reserving the facility are responsible for replacing the furniture, removal of flowers, re-arrangement of the bride's room, etc. In addition, those reserving the facility must remit a cleaning deposit to the church secretary at the time the event is scheduled. The amount of this deposit is determined by the Deacons and will be posted on a schedule that is available from the church secretary. This deposit may be returned upon satisfactory inspection by a Properties Committee representative. If the persons reserving the facility wish the church to have the facility cleaned by its staff, notice must be given 30 days prior to the scheduled event.

Damages:

In order to minimize damage to church property, anyone reserving the church for the above described purposes must meet with a representative from the Properties Committee for a walk-through at least 30 days prior to use of the facility. The Properties Committee representative must be informed any intentions to move any fixtures of the church property, and in turn, he/she shall give instructions to the person(s) on how and where fixtures (such as the podium) may be moved. However, it shall remain the responsibility of the persons engaging the church for the wedding ceremony to provide repair of any damages done by the florist, photographers, caterers, or others connected with the wedding. Repairs are to be made to the satisfaction of the Properties Committee of the church.

The church assumes no responsibility for clothing, jewelry, money or other items misplaced or left at the church at any time.

Wedding Information and Reservation
Jefferson First Baptist Church
P.O. Box 395
Jefferson, Georgia 30549
706-367-8332

Please read the attached Wedding Policy before proceeding.

Requested Wedding Date: ___/___/___ Time: _____ Rehearsal Date ___/___/___ Time: _____

Person Responsible for the Reservation:

Name: _____ Member of JFBC: [] Yes [] No

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Bride's Name: _____ Member of JFBC: [] Yes [] No

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Groom's Name: _____ Member of JFBC: [] Yes [] No

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Facilities Being Reserved: [] Sanctuary [] Fellowship Hall [] Courtyard

Officiating Minister(s): _____

(Please give address and telephone number if not from JFBC – Use back of form)

Wedding Director: _____

(Please give address and telephone number if not from JFBC – Use back of form)

I have read, understand and agree to the attached Wedding Policy: _____

(Signature)

For Office Use Only:

Date of Walk Through: ___/___/___ By: _____

Non-member fee: \$2000.00

Members & Regular Attendee Damage Deposit: \$500 (Refundable after Post Wedding Walk Through.)

Received by: _____ Date ___/___/___

Date Requested Approval: _____ Title: _____

Date of Post Wedding Walk Through: ___/___/___ By: _____

OKAY to return Damage Deposit [] Yes [] No*

*If NO, please explain on Checklist.

Wedding Checklist

Pre-Wedding Walk-Through **Date:** ___/___/___

By: _____ **With:** _____
(Church Representative) (Person Responsible for Reservation)

1. ___ Review access, emergency procedures, unlocking and locking of facilities including sanctuary, fellowship hall, bride's room, restrooms, etc.
Church representative responsible for unlocking and locking: _____
2. ___ Explanation of thermostats and overrides
3. ___ Light switches: location and use of dimmers
4. ___ Policy on moving and replacing of church fixtures (sound system, communion table, rostrum, choir pews, etc., and where to store during wedding as well as where steps are stored.
5. ___ Policy on drip-less candles
6. ___ Policy on flash photography during services
7. ___ Measures to be taken to prevent potted plants from soiling carpet
8. ___ Smoking policy (only in parking lot)
9. Alcohol policy (none on church premises)
10. Clean up and trash removal including kitchen, restrooms, and bride's room
(If not satisfactory to Custodian, then cost to rectify will be deducted from deposit.)

Post Wedding check List by Person Responsible for Wedding:

- | | |
|--|---|
| 1. ___ All fixtures returned to original location | 5. ___ Heating/cooling systems "off" |
| 2. ___ Sound systems reconnected and working | 6. ___ Lights off, be sure to check all restrooms |
| 3. ___ Trash removed and floors cleaned | 7. ___ All doors locked |
| 4. ___ All exterior walks and steps cleaned of "throw items" | |

Post Wedding Check by Custodian/Property Committee:

1. ___ Building secured, lights out, and heating/cooling off
2. ___ All fixtures returned to proper place and in working order (be sure to check mikes on sound system)
3. ___ Cleanup satisfactory
4. ___ Damages noted on back

Approval to return damage deposit: _____ **Date:** ___/___/___

[] Comments on reverse side.

Appendix A

The Constitution and By-Laws are attached in a separate document.

CONSTITUTION AND BYLAWS
First Baptist Church of
Jefferson, Georgia, Inc.

By-Laws LAST REVISED July 8, 2015

THE CONSTITUTION

PREAMBLE

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

ARTICLE I - NAME

The legal name of this organization shall be the First Baptist Church of Jefferson, Georgia, Inc.; but shall be commonly referred to as the First Baptist Church of Jefferson.

ARTICLE II - PURPOSE AND INCORPORATION

Section 1: Purpose

The First Baptist Church of Jefferson is a body of Christians joined together for corporate worship, Christian education and loving fellowship for the purpose of witnessing to all people of the saving grace and love of God in Christ, ministering to the total needs of individuals, so that they might experience the love of Jesus through communion with His people, receiving Christ as Savior, being made whole and equipped to reach out to others in like manner, for the ultimate purpose of glorifying God.

Section 2: Incorporation

This church shall be incorporated in accordance with the laws of the state of Georgia governing religious bodies, and the handling of property for this church shall be in accordance with such laws. Incorporation papers are recorded and kept in the safe deposit box. The key to said safety deposit box shall be the responsibility of the Chair of Trustees.

ARTICLE III - BELIEFS

Section 1: Primary Article of Faith

The Scriptures of the Old and New Testament were given by inspiration of God, and are the only sufficient, certain and authoritative standard by which all human conduct, beliefs and religious opinions are to be tried. The criterion by which the Scriptures are to be interpreted is Jesus Christ.

Section 2: Accepted Beliefs

The beliefs of this church are in general accord with the beliefs characteristic among Baptist people. The statement of faith adopted by the Southern Baptist

Convention on May 9, 1963 is an accepted illustration of these characteristic beliefs. If any conflict exists between this document and The Baptist Faith and Message of 1963, then this document takes precedence.

ARTICLE IV - CHARACTER

Section 1: Polity

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body or secular organization.

Section 2: Relationship

The church recognizes and accepts the obligations of mutual counsel and cooperation with other churches and religious groups. Consistent with the principle of voluntary cooperation, the church may elect to associate with groups such as: the Sarepta Baptist Association, the Georgia Baptist Convention, the Southern Baptist Convention and the Cooperative Baptist Fellowship. These relationships are to be adopted by the membership upon recommendation of the deacon board.

ARTICLE V - AMENDMENTS

This Constitution may be amended by a $\frac{3}{4}$ vote of those members voting in a regular business meeting or in a special business meeting called for the specific purpose of amending this Constitution. Proposed amendments must be made available in writing to the church membership at least one month prior to the vote, and announcement of the upcoming vote will be made regularly through the church mail-out, the bulletin, and from the pulpit during this one month period.

THE BYLAWS
(LAST REVISED May 2, 2018)
ARTICLE I – MEMBERSHIP

Section 1: General

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the right to determine who shall be members of this church and the conditions of such membership.

The masculine gender includes the feminine and the neuter. As used in these documents, pronouns of any gender shall be deemed to refer to all genders.

Section 2: Qualifications of Membership

- (1) Any person may offer himself as a candidate for membership in this church at any regular church service. Membership may be requested in any of the following ways:
 - a. By profession of faith and through baptism according to the policies of this church.
 - b. By promise of a letter of recommendation from another Baptist church.
 - c. By statement the candidate has made a previous profession of faith and has experienced a “Believers Baptism”.
 - d. A new member may be received by a majority of members present and voting. The Pastor may delay the vote to the next regularly scheduled service if he deems it in the best interest of the candidate.
- (2) Exceptions to these procedures may be made by the church upon recommendation of the Pastor and the Active Deacons, with due regard for unusual circumstances which may justify a change from normal practices.

Section 4: Duties of Membership

- (1) Membership in the church is a sacred duty, and involves full commitment to Jesus Christ and to the purposes of the church. Each member is expected to practice faithful discipleship as taught in the New Testament, and to strive for the realization of the beliefs set forth in Article III of the Constitution.
- (2) Members are expected to be faithful in all the duties essential to the Christian life; and attend regularly the services of the church, to contribute regularly for its support and its causes, and to share in its organized work.
- (3) Members who move to another community are encouraged, as soon as possible, to transfer their memberships to a church of like faith and order in their new community, where they may continue to exercise the duties of Christian discipleship.

Section 5: Nonresident Membership (Revised 6/3/2012)

Members of the church who move from the Jefferson area, and who are therefore unable to fulfill the duties of church membership, shall be placed on a non-resident

membership roll. This non-resident membership roll is to be maintained by the church office.

Section 6: Voting Rights (Revised March 22, 2009):

All members of the Church sixteen years old or older are entitled to vote at all elections and on all questions submitted to the church in conference.

All items to be voted on by the body of the Church will be published in the *Pathfinder* and Sunday bulletin at least one issue prior to the vote. A Town Hall session may be scheduled by the Chair of Deacons for input and discussion prior to the date of the vote. All voting will be taken without discussion in each worship service on Sunday Mornings and results announced in the *Pathfinder*.

When an issue of extreme urgency arises that the Chair of Deacons believes requires a more expedient polling of the membership, he may announce the call for a vote at the mid-week service on Wednesday for a vote with discussion on the following Sunday. It is suggested that a special conference for this issue be held between Sunday School and the eleven o'clock (11:00 a.m.) service.

Section 7: Termination of Membership (Revised June 3, 2012)

Membership shall be terminated in the following ways:

- (1) Death
- (2) Admission to another church
- (3) By request of the church member
- (4) If a person has been on the non-resident role for over 3 years and the staff is unable to contact the person, their membership shall be terminated. The church office is to maintain a permanent record of all members so terminated.

ARTICLE II - MEETINGS

Section 1: Worship Services

The church shall meet regularly each Sunday morning, for preaching, instruction, evangelism, and for the worship of Almighty God. The church may hold other meetings such as Sunday evening worship, Wednesday night prayer meeting, revival services, Holy Week services, etc., as deemed proper. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

Section 2: The Lord's Supper

The Lord's Supper shall be held quarterly and at other times as recommended by the pastor/and or the deacons. All baptized believers are invited to participate. Parents of young children are encouraged to use this as an opportunity to explain that the Lord's Supper is a sacrament reserved for believers and when they have made a profession of faith, they too can participate.

Section 4: Special Business Meetings (The provision for quarterly business meetings was removed March 22, 2009)

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impracticable.

Section 5: Quorum

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 6: Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE III - CHURCH OFFICERS

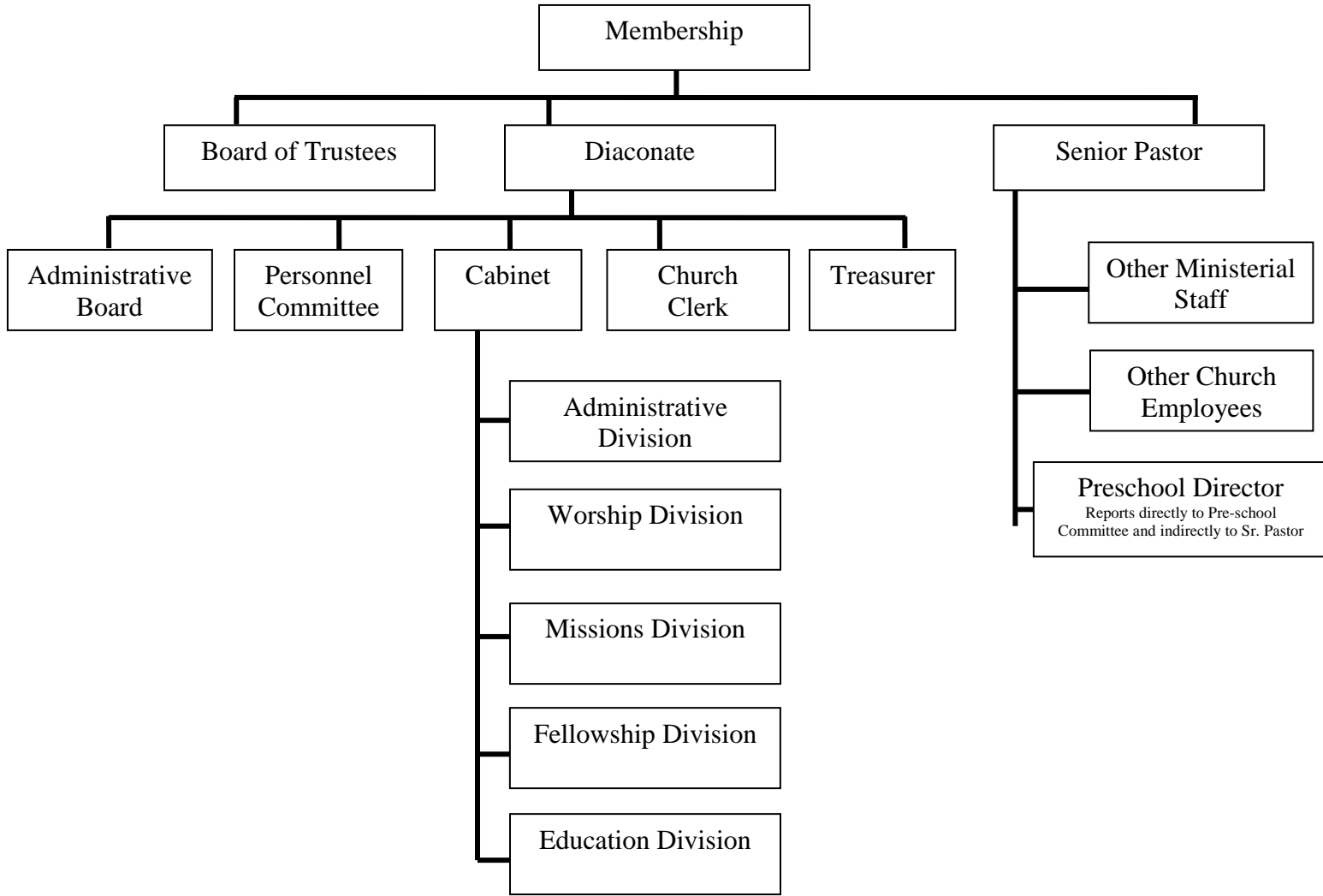
Section 1: General Provisions

- (1) Those persons elected as a deacon, trustee or leader of educational or service organizations should have been active members of the church for at least one year preceding the election. Those persons should also be reasonably regular in church attendance and demonstrate a cooperative attitude in work with programs of the church.
- (2) Staff positions (Revised March 22, 2009) (Educational Director, Music Director, Assistant to the Pastor, and other similar positions) may be established by the church as need is determined. Staff members shall be elected by the church upon the recommendation of the active deacons. Their duties and conditions of employment shall be determined by the Personnel Committee and a formal Job Description presented to the Board of Deacons each time the duties of any person holding one of these positions is significantly changed. The Personnel Committee shall maintain a file of current job descriptions of all staff positions.
- (3) Employees (Revised March 22, 2009) (secretaries, etc.) shall be hired upon recommendation of the Sr. Pastor and the Personnel Committee as needed, and as provided in the annual budget of the church. The Sr. Pastor and the Personnel Committee shall determine their duties, conditions of employment and their resignation or the termination of their services. A formal Job Description is to be presented to the Board of Deacons each time the duties of any person holding one of these positions is significantly changed. The Personnel Committee shall maintain a file of all employees.
- (4) Personal Time for each position will be established by the Personnel Committee and published in the Personnel Policies section of the Policy Manual.

Section 2: Organization Chart: (Revised July 8, 2015)

The church Organization Chart appears below and may not be changed without concurrence of the membership. The assignment of committees to Divisions is to be made by the Church Cabinet.

Organizational Chart
 First Baptist Church of Jefferson
 Revised Nov, 2014



Notes:

1. The membership of the Cabinet will be the full and part-time ministerial staff, Chair of Deacons, Sunday School Director, WMU Director, the Division Chairs and one youth representative selected by the youth. The chair of Divisions of the Cabinet will be nominated by the incoming Chair of Deacons in December and ratified by the deacons. The committees of the church are to be assigned to the various divisions by the Cabinet.

2. The Administrative Board will be chaired by the Chair-Elect of Deacons. The membership will be the Chair-Elect of Deacons, Chair of the Finance Committee, the Chair of the Property Committee, and three members-at-large. The members-at-large serve three-year terms and will be nominated by the incoming Chair of Deacons in September and ratified by deacons. No at-large member can serve concurrently as a deacon, and if selected as a deacon, a replacement for the unexpired term is to be selected as above. The Sr. Pastor and Chair of Deacons are ex-officio members.

Section 3: Pastor

(1) Duties:

- a. The pastor shall be responsible for the general welfare and oversight of the church. He shall conduct the worship services, give leadership to the entire program, except as otherwise provided in these By-Laws, give attention to the spiritual growth and well-being of the membership, and work in cooperation with the elected leadership of the church and its organizations.
- b. All leadership groups, committees, and organizations of the church shall have access to the counsel and leadership of the pastor. He shall serve as an ex-officio member of all committees except the pastor search committee. All staff members and employees shall be directly responsible to the pastor. The Sr. Pastor and the Personnel Committee are responsible for recruiting and recommending a candidate to the Deacons for all vacancies below the level of Sr. Pastor. They shall consult with the committees most directly associated with the position. The Deacons and the membership must approve ministerial positions. The Deacons may approve support positions.
- c. The pastor shall represent the church in the meetings of the religious organizations with which the church maintains relationship, as set forth in Article IV, Section 2 of the Constitution. His expenses to such meetings shall be paid by the church as provided in the annual church budget.
- d. Other than for personal emergencies, the pastor shall not be absent from his regular duties without prior approval by the active deacons.

(2) Vacancies and calling a pastor:

- a. The pastor shall be at liberty to resign the care of the church on giving two weeks notice of his intention; and the church shall have the right to dispense with his services on giving similar notice. The two weeks notice may be waived with mutual consent of the pastor and the church.
- b. In the event of the necessity to declare the office of the pastor vacant, the following procedure shall be observed:

The active deacons, after careful efforts to make such action unnecessary and following the principles set forth in Matthew 18:15-17, Galatians 6:1, and I Timothy 5:19, shall call a special meeting of the church, and an affirmative vote of a majority of those present and voting by a secret ballot shall be necessary to declare a vacancy.
- c. In the event of a vacancy in the office of pastor, the deacon officers shall be responsible for securing guest preachers for the worship services and shall recommend to the church the election of an interim pastor.
- d. Whenever a vacancy in the Sr. Pastor position occurs, a pastor search committee shall be selected by the active deacons and approved by the

church. The committee shall be responsible to seek out and recommend to the church a suitable Sr. Pastor. All voting shall be secret ballot. If a candidate for pastor fails to receive a $\frac{3}{4}$ majority vote, or receives an affirmative vote but does not accept the position, the search committee that presented the candidate to the church shall be immediately dissolved and a new committee formed. Once a Sr. Pastor has been elected and assumes full responsibility of the leadership of the church the search committee is officially dissolved.

- (3) The pastor's salary and benefits (Revised March 22, 2009):
- a. The initial package of salary and benefits is to be recommended by the Sr. Pastor Search Committee based on information provided by the Chair of the Finance Committee, the Personnel Committee and the Deacons. Thereafter, the Personnel Committee will conduct performance reviews and make recommendations as provided for in the Policy manual. The Church must approve all changes upon recommendation of the deacons. The exception to this is the apportionment of the compensation package between salary, housing allowance and annuity. These may be modified annually or at the incidence of a significant event (i.e.: home purchase, child birth) by agreement between the Pastor and the Personnel Committee. (Note: This item shall be available to all fulltime ordained staff members.)

Section 4: Deacons

- (1.) Qualifications: A deacon can best be understood from the scripture as a servant of Christ, the Church, and others. Acts 6:1-6 describes what is surely the first deacon body. These individuals, who were chosen because of their spiritual depth and wisdom, were commissioned the task of serving the hungry and widowed. I Timothy 3:8-13 also maintains that the role of deacon should be reserved for those possessing spiritual maturity and a heart of service.

Spiritual maturity does not necessarily come with age, but an older candidate (at least age 25) will have had ample opportunity to demonstrate spiritual depth, faithfulness to the Church and a record of service to the Lord Jesus Christ. To be a deacon, one should live a life that proclaims the good news of Jesus Christ. Such people are worthy of respect, maintain moderation and temperance in habits and demonstrate honesty and trustworthiness in their daily life. Deacons likewise should manage their family and household well and exemplify spiritual leadership in all walks of life. Deacons, like all believers, are expected to give tithes and offerings to the church (Malachi 3:9-10), care for the needs of the poor, hungry and sick, support the pastor in the mission and ministry of the church, and commit themselves to continual growth in their relationship with God.

- (2.) Purpose: The deacons, with the pastor, shall serve the church by providing the spiritual leadership for the church in attaining its purpose as described in the Constitution.
- (3.) Membership (Revised July 8, 2015): The number of Deacons shall be reduced from 18 to 12. This reduction in number shall be accomplished over a three-year period beginning in 2014. For election years 2014-2016, six Deacons shall rotate off but only four Deacons shall be elected. Beginning in 2017 and going forward, one third of the membership (four deacons) will rotate off annually and be replaced by newly elected active deacons. The Treasurer is an ex-officio member if not a selected deacon. The retiring deacons are not eligible for election as an active deacon for a period of one year.
- (4.) Selection of Deacons (Revised June 16, 2019): Each year the membership shall select deacons to replace those deacons whose terms have expired in the following manner:
- a. Not later than the third Sunday in July, the Church Clerk or Assistant Clerk will compile a list of all active, local resident members who are 25 years of age and older and have been a member at least one year. Spouses may not serve concurrently as active deacons, nor shall spouses of church staff members serve as deacons.
 - b. The Chair-Elect will convene a Deacon Nominating Committee composed of the four (4) off-going deacons. This committee will review the Clerk's list and select not less than eight (8) but not more than twelve (12) nominees including any qualified name submitted by petition. These nominees will be contacted in person by one of the off-going deacons who will explain the responsibilities of a deacon as described above and secure that individuals consent and willingness to fulfill the position, should they be selected as described below.
 - c. On the first Sunday in August, the Deacons will have a Special Meeting to review the list. At this time, they will review the list of consenting nominees, keeping in mind the Qualifications and a description of the tasks expected of each deacon. The deacons will confirm the nominees from which the membership will select the new deacons
 - d. After the deacon review is accomplished, the Clerk will prepare the Ballot. This Ballot should include thumbnail photos of each person on the Ballot. (The lack of photos will not delay the publication of the Ballot. The primary source of photos will be the Church Directory.)
 - e. Not later than the third Sunday in August, a sample ballot will be distributed in the worship services, posted on the church website and published in the Pathfinder.
 - f. Should any group of members desire to have a particular name(s) added to the ballot, they may do so by first securing that person(s)

consent. They may then petition the Deacon Nominating Committee to include that name on the ballot. The petition must contain no less than ten (10) signatures of members eligible to vote in the deacon selection process. This petition must be in the Chair-Elect's hand not later than the first Sunday in September. The Clerk will verify that the person(s) is eligible to be selected and then include that name(s) on the ballot along with the names provided by the Deacon Nominating Committee. A new sample ballot will then be prepared and immediately be distributed as described above.

- g. The third Sunday in September of each year those attending the worship service(s) will vote by secret ballot as set forth in Article I, Section 6 of the By-Laws for the deacon positions to be filled. Absentee ballots will be available for voting in the church office during regular office hours of the week preceding the congregational vote. The church office staff will provide a secure place for these absentee ballots to be collected for counting along with the congregation ballots.
- h. The out-going deacons shall count the ballots, notify the four (4) nominees receiving the highest number of votes, and report results to the Chair of Deacons and furnish a copy to the Chair-Elect. The Clerk and the Deacon Chair-Elect, upon becoming Chair, will maintain the record of the number of votes received for the purpose of filling un-expired vacancies.
- i. The person(s) receiving the next highest vote according to the list maintained by the Chair will fill vacancies occurring during the year. This person(s) will complete the un-expired portion of the term. If the un-expired term is less than one year, this person(s) will be eligible for election at the next regular election.
- j. Deacons who have been selected and have not been ordained will be examined and ordained by the fourth (4th) Sunday in September each year and will assume office, along with other selected deacons on October 1st each year.

(5.) Deacon Officers (Added December 31, 2017): At the last meeting of the current term, with both the newly selected deacons and the off-going deacons attending, the deacons will select the officers for the next term as follows:

- a. The deacon officers will be: Chair, Chair Elect, Vice Chair, and Executive Secretary
 - 1.) The sitting Chair Elect will assume the position of Chair.
 - 2.) The Chair Elect will serve as Chair of the Administrative Board.

- 3.) The Vice Chair will serve as Chair of the Personnel Committee and will remain in that position concurrently with the newly elected Vice Chair until the committee's work is completed for the current year.
 - 4.) The Executive Secretary will serve as Chair of the Nominating Committee and will remain in that position concurrently with the newly elected Executive Secretary until the committee's work is completed for the current year.
- b. The Clerk will serve as the recording secretary and have no vote, unless the clerk is also a serving deacon.
 - c. The off-going deacons will comprise the nominating committee for deacon officers. They will nominate two candidates for Chair Elect from those deacons who have a minimum of two years of service remaining. They will also nominate one candidate for the Vice Chair and Executive Secretary. The Chair Elect, Vice Chair, and Executive Secretary will serve for one calendar year. The floor may be opened for additional nominations.
 - d. Only the deacons who will be serving in the next term will vote by secret ballot on any position with two or more nominees.
 - e. The Clerk and Chair Elect will immediately tally the votes and report the results.

Section 5: Deacon Emeritus (Revised March 22, 2009): The Deacon Emeritus designation is reserved for past service deacons who have not served as active deacon for three years and whom the active deacons deem it proper to recognize for long, exceptional and meritorious service as a deacon. They may attend the regular meetings of the deacons and may serve on committees as assigned by the chair but shall have no voting privilege at the deacon meetings. This will be a life designation. The Chair of Deacons may ask the senior serving deacon to review the past deacons for recommendations annually.

Section 6: Administrative Board (New, replacing Deacon Associates June 3, 2012): The Administrative Board serves as an advisory counsel to the staff and the Deacons on financial and property related issues. The board is composed of the Chair-Elect of Deacons, who serves as its chair; Treasurer, Chair of the Finance Committee; Chair of Properties; and three members at-large nominated by the Chair-Elect of Deacons and approved by the Board of Deacons. The at-large members are to serve three-year terms with one member rotating off each year. The member rolling off is not eligible for re-appointment for one year. No at-large member shall be a currently serving deacon. In the event that an at-large member is elected to serve as a deacon, he shall resign from the Administrative Board, and another at-large member shall be selected pursuant to the procedure specified herein. The Sr. Pastor and the Chair of Deacons are ex-officio members. The more specific function is as follows:

- A. This board is instrumental in planning and preparing the Board of Deacons for current and future business decisions that affect the church as a corporation.

- B. This board seeks and provides legal advice for the church and its leadership when needed.
- C. This board discusses and makes recommendations dealing with church plant issues that arise from the properties committee.
- D. This board reviews monthly financial statements, makes and provides financial recommendations to the deacons when appropriate.

Section 7: Board of Trustees (Revised March 22, 2009)

- (1.) Purpose: Shall exist to
 - (a.) Hold in trust the property of the church.
 - (b) To represent the church in legal transactions (e.g. borrowing money when authorized by the church; or in legal suits)
 - (c) Advise the deacons when requested.
 - (d) The Chair of Trustees shall be the custodian of the church safety deposit box key (see Constitution AII, S2)
- (2.) Membership: Shall consist of four (4) members, each serving four-year terms with one (1) member rotating off each year. The trustees shall be recommended by the Nominating Committee and approved by the church. No trustee shall be eligible for re-election until the lapse of one (1) year.
- (3.) Guidelines for committee functioning:
 - (a) The Deacons shall name the chair from the list provided by the Nominating Committee.
 - (b) Provide the clerk with copies of records of all transactions made on behalf of the church.
 - (c) In signing notes, trustees should use the name of the Corporate Church as the debtor and not merely themselves.
 - (e) Report annually as to the transactions made, etc. when invited to do so by the church and/or deacons.
 - (f) The four (4) trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action.

Section 8: Clerk and Assistant Clerk

- (1.) The terms of the Clerk and Assistant Clerk shall be for Three (3) years (Revised June 3, 2012). They shall be recommended by the Nominating Committee and approved by the church.
- (2.) The duties of the Clerk shall be as follows:
 - (a) (Revised June 3, 2012) Maintain a permanent record of the attendance and actions taken by the deacons, the Administrative Board and the Cabinet. The deacons, the Administrative Board, and the Cabinet are to each appoint a Secretary from their membership. The Secretary is to forward the record of their meetings to the Clerk and the church office as soon as practical following each meeting.
 - (b) Working with the church staff, keep a register of the names of all members of the church including non-resident and terminated members.

- (c.) Serve as the custodian of all records and papers belonging to the church. The permanent records shall remain in the church office.
 - (d) Record the policies of the First Baptist Church whenever new policies are adopted or old ones are amended.
 - (e) Maintain a current set of Constitution, By-Laws and Policy Manual. Copies shall be made available to any member upon request.
- (3.) The Assistant Clerk shall serve in the absence of the Clerk and assume other pertinent duties requested by the Clerk.

Section 9: Treasurer and Assistant Treasurer (Revised March 22, 2009)

- (1.) Treasurer and Assistant Treasurer shall be nominated by the Nominating Committee and elected by the church. The terms of the treasurer and assistant treasurer are one year.
- (2.) The duties of the Treasurer and Assistant Treasurer shall be as follows:
 - a.) If the Church has a staff Financial Secretary (or similar position):
 - i. Verify that deposits equal receipts
 - ii. Review reconciliation of bank statements
 - iii. Review supporting documentation for each check that is written
 - iv. Periodically review records of financial transactions
 - v. Sign all checks issued in the name of the Church
 - b.) If the Church does not have a Financial Secretary:
 - i. Pay all accounts consistent with the budget of the Church.
 - ii. Keep an orderly set of books of all financial transactions
 - iii. Exhibiting with clarity all receipts and disbursements.
 - iv. Sign all checks issued in the name of the Church.
- (3) In cooperation with the Sr. Pastor, the Chair of the Finance Committee and the Personnel Committee recommend staff personnel to accomplish in-house accounting functions.
- (4.) Serve as an ex-officio member of the deacons, and the finance committee.
- (5) Shall be bonded. (Both Treasurer and Asst. Treasurer)
- (6) Shall immediately upon receipt liquidate any securities or in-kind donations to the First Baptist Church of Jefferson and deposit the proceeds in the account of the church.
- (7.) The Assistant Treasurer shall serve in the absence of the treasurer and assume other pertinent duties requested by the Treasurer.
- (8.) For accounting purposes, the fiscal year shall be January 1 through December 31.

Section 10: Finance Committee (Added March 22, 2009)

- (1.) The Finance Committee shall be a standing committee of the Church.
- (2.) The Duties of the Finance Committee are as follows:
 - a.) Be responsible to see that all monies taken in by the Church are received and deposited in the name of the Church in an approved depository.
 - b.) Prepare a monthly financial statement for review by the deacons and distribution to the membership.

- c.) Properly administer all financial records pertaining to employment withholding tax, social security tax, etc.
- d.) Prepare the annual church budget for approval by the membership no later than the last Sunday in December and track performance of the budget being alert for any adjustments needed in the course of the year.
- f.) In cooperation with the Sr. Pastor, the Treasurer and the Personnel Committee recommend staff personnel to accomplish in-house accounting functions.

Section 11: Moderator: The pastor shall serve as the moderator for the regularly scheduled business meetings of the church, except when matters concerning the office of pastor are considered. The chair of the deacons shall serve as Assistant Moderator, and shall preside in the absence of, or upon the request of the moderator. In the absence of both, the clerk shall call the church to order and an acting moderator shall be elected.

Section 12: Other Officers:

Officers, other than those specified in these By-Laws, may be elected to serve with such duties as may be determined by the church.

ARTICLE IV - COMMITTEES

Section 1: General: (Revised July 8, 2015)

Committees are established to facilitate the carrying out the activities of First Baptist Church of Jefferson. Committees shall be established by the Deacon Board and may be permanent in nature or may be established for short terms for special purposes the function, membership, etc. of all committees is found in the Policy Manual.

The Deacon Board shall name, subject to membership approval, the Nominating Committee, Pastor Search Committee, and any special purpose committee it deems needed. The Chair of the Personnel Committee is the Vice-Chair of Deacons and the Chair of the Nominating Committee is the Executive Secretary of Deacons. The Church Clerk shall be an ex-officio member and the Recording Secretary of the Board of Deacons. All other committees are to be populated by the Nominating Committee. The Nominating Committee Report shall be adopted by the membership prior to the beginning of the new church year.

Section 2: Definitions:

Committee: A group of persons designated by the church to administer church operations; for example: the Finance committee.

Division: A group of committees with a common purpose, for example Worship Division.

Church Cabinet: A body composed of the Division Chairs, and certain other designated positions of leadership for the purpose of effectively administering the committee work of the Church.

Section 3. Committee Guidelines:

- Each committee shall meet within one month of election and have orientation meeting with the “old” committee to discuss purposes, functions, and detail of how to accomplish purposes.
- Committees should meet at least every three (3) months to assure compliance with its purpose and objectives and at the end of each church year, evaluate the committee’s work. When appropriate, evaluate and recommend updates to the Policy Manual; channel through the church organizational structure.
- If appropriate, attention should be given to long-range plans as well as current needs.
- Every committee has the responsibility to make a serious, detailed study of its requirements for the next calendar year and supply specific itemized lists and dollars needed so that money needs can be realistically presented in the budget through the Finance Committee.
- When the committees have reports or requests to make they should come through the organizational structure.
- Each chair/and or department head or coordinator should study its objectives and consider themselves free to follow the course best for the church as a whole.
- There should be a staff representative for each committee, council, ministry team, and task force.
- The church year for all church organizations, with the exception of the Sunday school, will operate on a church year, which begins on January 1 of each year and ends on December 31 of the following calendar year. The Sunday school will operate on a year that begins on August 1 of each year and ends on July 31 of the next calendar year.

Section 4 Divisions: Divisions are established for coordination of committees with a common general purpose. The divisions shall be as follows: Administrative, Worship, Missions, Fellowship, and Education. Each division will have a chair that serves on the cabinet. The Divisional Chair shall coordinate and evaluate the activities of all the committees within the assigned division. The divisional chairs shall be nominated by the deacons and approved by the membership simultaneous with the report of the Nominating Committee. The term of office for each Division Chair shall be three years. Refer to the Policy Manual for specific functions of each Division.

Section 5 Standing Committees (Revised June 3, 2012): The Nominating Committee shall be responsible for populating the various standing committees with the following exceptions:

- A. Any committee or chair populated by virtue of named position.
- B. The Deacons shall nominate the Nominating Committee.
- C. Committee chairs shall be nominated for one-year terms and may succeed themselves.
- D. The Nominating Committee shall avoid, wherever practical, nominating of any person to more than one committee.

- E. Members of standing committees shall be generally elected for a term of three years. Refer to the Policy Manual for specific details.
- F. The Ex-Officio membership of certain committees is as follows:
 - (1). The Pastor and Chair of Deacons are Ex-Officio members of all committees.
 - (2). Each Division should have a ministerial liaison appointed by the Church Council.
 - (3). The Treasurer shall be an Ex-Officio of the Finance Committee
 - (4). The Divisional Chairs shall be Ex-Officio members of all committees within their divisions.
- H. See Policy Manual for details on each committee

Section 6: Church Cabinet:

- A. General: The Church Cabinet is responsible for planning, coordinating, and evaluating the church program. More specifically the Cabinet should:
 - (1) Specify the plans for the total church program
 - (2) Coordinate planned programs with the church calendar
 - (3) Evaluate programs on a continuing basis
 - (4) Promote the plans of the church program throughout the congregation
 - (5) Meet on a monthly basis and otherwise as needed
 - (6) Assign committees to appropriate Divisions.
 - (7) Initiate changes to the Policy Manual.
- B. The membership will consist of:
 - (1) Ministerial Staff
 - (2) Chair of Deacons
 - (3) WMU Director
 - (4) Sunday School Superintendent
 - (5) 5 Divisional Chairs
 - (6) 1 youth member selected by the youth and serving a 1-year term.

ARTICLE V - CHURCH ORGANIZATIONS

Section 1: Church Control (Revised June 3, 2012): All organizations of the church shall be under the control of the church; all officers, leaders, and workers of the organizations shall be elected by vote of the church upon recommendation of the Nominating Committee; unless otherwise specified by these By-Laws.

Section 2: Primary Organizations

- (1) The Sunday school shall function as the principal Bible teaching agency of the church. Endeavoring to enlist in Bible study, all members of the church, and all persons in the community who are not engaged in regular Bible study elsewhere.
- (2) The Woman's Missionary Union (W.M.U.) shall function as the principal organization for the women of the church, endeavoring to enlist all women, children, and young ladies of the church in the study and support of missions and in undergirding the entire program of the church and the denomination.

- (3) The Pre-School is established as an outreach ministry of the Church to provide the pre-school learner with a developmentally appropriate creative environment which seeks to meet the needs of the whole learner. This is to be done in a Christian environment in which the learner may grow spiritually, physically, emotionally and mentally. The Pre-School will be under the oversight of the Pre-School Committee populated by the nominating committee. The Pre-School Director will report to the Committee for day to day activities, but will also coordinate activities with the Cabinet and the Sr. Pastor.

Section 3: Other Organizations: This church may, upon recommendation of the deacons, establish other organizations or departments of work, specifying the purpose of the organization, and setting forth the duties of the officers.

ARTICLE VI - GENERAL PROVISIONS

Section 1: Use of Buildings and Equipment

- (1) Not any of the buildings, grounds, or equipment shall be used for commercial purpose, nor shall they be used by any organization functioning for monetary profit.
- (2) Members may use the facilities of the church for weddings and funerals, and for other similar occasions. Such use, however, shall be subject to Policy Manual
- (3) Church building and facilities may be used for meetings of the denominational organizations with which the church is related, and for meetings sponsored by the church organizations and committees.
- (4) Any person, or groups of persons, wishing to use the church building, equipment and/or grounds for special or unusual occasions shall secure the permission of the active deacons. Those using the facilities for such occasions shall be expected to pay the incidental expenses as set forth in the Policy Manual.
- (5) The above provisions may be waived only by a specific vote of the active deacons authorizing the granting of special permission.

Section 2: Church Polices (Revised June 3, 2012: The details of church policies are included in the Policy Manual. The Church Clerk is responsible for maintaining the Policy Manual. Any modifications to the Policy manual are to be initiated by the Cabinet and approved by the Deacons.

While the Policy Manual may address many issues, the following items are specifically addressed in this document:

- A. Weddings: Marriage is an institution ordained by God. The purpose of a church wedding is to place the marriage relationship under the blessing and commandment of God. The marriage ceremony should be a significant and joyful act of Christian worship that honors God, witnessed with integrity to the unique

character of Christian marriage, and is personally meaningful to the couple being united. Please refer the Policy Manual for specific details

- B. Funerals: The purpose of the Christian funeral is to glorify God, to pay tribute to the one who has died, and to comfort the bereaved by relating them to God and His love and sustaining resources and to the Christian community that seeks to share the pain and loss and to express its concern. The service itself should be an affirmation of faith which directs the living to those spiritual realities that sustain men in the face of death and points to those values and purposes around which life may be refocused apart from the presence of the departed. As a place of memory and as a symbol of faith and hope, the church is a most fitting place for the funeral to take place. Please refer the Policy Manual for specific details.

ARTICLE VII - AMMENDMENTS

These By-Laws may be amended by a $\frac{3}{4}$ vote of those members voting in a regular business meeting or in a special business meeting called for the specific purpose of amending these By-Laws. Proposed amendments must be made available in writing to the church membership at least one month prior to the vote, and announcement of the upcoming vote will be made regularly through the church mail-out, bulletin and from the pulpit during this one month period.

ARTICLE VIII - REPEAL

These Constitution and By-Laws hereby repeal and supersede any and all previous statements, rules, by-laws, constitution, regulations, and guidelines and are adopted by the church in conference on April 19, 2009.