



**POLICIES AND
PROCEDURES
AUGUST 2019**

WEST END BAPTIST CHURCH POLICY AND PROCEDURES MANUAL

I. COUNCILS

A. CHURCH COUNCIL

1. Purpose

The Church Council will act as the coordinating, evaluating and advisory body to the church. It is responsible for coordinating activities into one harmonious and annual program. The Church Council will meet quarterly in order to prepare for the quarterly business meetings.

2. Membership

The Church Council is composed of the Coordinators and Facilitators of the Ministry Service Groups, the Deacon Chairperson and representatives from Endowment and the Trustees. The presiding officer is the pastor or a designee and is responsible for convening meetings.

3. Responsibilities

- a. Help the church understand its mission and define its priorities.
- b. Recommend to the church coordinated plans for worship, discipleship development, missions, evangelism, stewardship and ministry.
- c. Monitor, review, and evaluate the implementation of strategic plans and any other church-wide recommendations approved by the church.
- d. Make recommendations to the church as needed and expedite implementation of approved actions through MSG Facilitators or ministry leaders
- e. Guide the preparation of an annual calendar of events and activities.
- f. Coordinate the church's schedule of activities and special events.
- g. Work with the church staff to produce an annual church directory.
- h. Evaluate progress and the use of church resources based on priorities established by the church.
- i. Affirm a list of Facilitators and other church members, as needed, to serve on the Ministry Placement Team. The list is to be presented to the church during the April Business Meeting.
- j. Review recommendations as needed prior to business meetings to offer counsel and suggestions for meeting the needs of the church.
- k. Receive and review reports from Church Council members that will be shared at business meetings.

4. Meetings

- a. The Church Council meets each quarter (January, April, July, October), nine days before the scheduled quarterly business meeting, or other meetings as deemed necessary.
- b. Meetings will follow parliamentary procedures outlined in Robert's Rules of Order.

- c. Recommendations to be made at a business meeting require a majority vote of members present for the meeting in which the recommendation is discussed.

B. DEACON COUNCIL

1. Purpose

Deacons are servant leaders who are called by God to help organize the church to effectively meet the needs of people. They serve as models of Christ-like service to the church family. Deacons are to serve, support and work with the Pastor and staff so that they can devote more time to prayer, Bible study and other pastoral responsibilities.

2. Membership

The size of the Deacon Council is determined by the needs of the church.

The Deacon Council shall consist of all deacons elected by West End Baptist Church, including active, reserve, and deacon emeriti.

To qualify to serve as a deacon, the person must have been an active member of West End Baptist Church for at least two (2) years on the date he or she begins actively serving.

A Deacon may ask to be placed on the Reserve Deacon List due to circumstances that may prevent him/her from performing all their functions for a period of time.

As recommended by the deacons, the Church may designate a deacon, who by reason of age or infirmity will be no longer able to render active service, as deacon emeritus.

There is no obligation to constitute as Deacon a person who comes to the church from another church where he or she has served as a Deacon.

The church may remove a Deacon by a majority vote of voting members present at a regular business meeting or at a special business meeting called according to established procedures.

3. Selection Process

Nominations and Election of Deacons

Based on the number of deacons actively serving at the time, the Deacon Council will determine the number of new deacons needed to meet the needs of the congregation for the upcoming year. The membership will nominate Deacon candidates by secret ballot on an annual basis. Each church member may nominate the number of persons needed for the upcoming year. The nominees whose names are submitted by a member will not be contacted by the member nominating the individual(s) to verify his/her willingness to become a Deacon. However, once the name is presented to the Deacon Council and recommended for nomination, the nominee will be contacted by the Deacon Council Chair to determine their willingness to accept the nomination.

Nominations will be held during the month of May each year and all nominations must be signed and submitted by the last Sunday in May.

In the case of death, removal, or incapacity to serve, the church may elect to fill these vacancies in the same manner.

Screening

The Deacon Council will conduct an initial screening of nominees according to the following qualifications:

- a. The candidate meets the scriptural qualifications of a Deacon as defined in 1 Timothy 3:8-13.
- b. The candidate has been an active member of the church for at least two (2) years.
- c. The candidate participates regularly in worship, church activities and financial giving.

All nominees must be supported by a consensus of active Deacons to be further considered. The Deacon Council will recommend candidates to the pastor and chairperson of the deacons to be interviewed to discuss the following:

- a. Personal relationship with Christ
- b. Personal commitment to church staff and the purpose of the church
- c. Personal financial support through regular giving with the goal of tithing.
- d. Understanding of basic Baptist beliefs
- e. Willingness to participate in the Deacon Family Ministry program
- f. Commitment to participate actively in the life of the church.

The nominees so recommended will be recommended for election at a regular business meeting of the church.

4. Ordination of Deacons

All those elected to the Deacon Council who have not been previously ordained shall be ordained by the church. The Deacons and pastor shall plan and conduct the ordination service. Deacons will be ordained by the “laying on of hands” at a worship service.

5. Term of Service

Each year Deacons will be asked to recommit for active service for the next year. A Deacon may ask to be placed on the Reserve Deacon List due to circumstances that may prevent him/her from performing all their functions for a period of time. When the number of active Deacons required becomes insufficient because of death, moving away, removal or incapacity to serve, the Deacons may ask a deacon from the Reserve Deacon List to serve. If there are no Deacons on this list, then the selection process may be initiated.

6. Responsibilities

- a. In accordance with the meaning of the word and the practice of the New Testament, Deacons are to be servants of the church, focusing on the well-being of members and the church as a whole.
- b. Serve as a council of advice and conference with the pastor in all matters pertaining to the welfare of the church.
- c. Provide accurate feedback from the congregation, facilitating effective communication while maintaining confidentiality. Serve as an advocate for the congregation.
- d. Set an example in outreach and hospitality, faithfulness in worship, intentional faith development, mission and service and stewardship of testimony, time, talent and tithes.
- e. Participate in the Deacon Family Ministry program, getting to know the needs of the families and providing support as appropriate.
- f. Assist in the observance of the Lord's Supper and other worship activities as requested.
- g. Attend regular Deacon meetings. A Deacon may request to be excused from attending a meeting.
- h. Participate in the Deacon of the Week rotation greeting people, assisting with physical needs such as wheelchairs and umbrellas, providing water for the pastor or guest speaker. During the service be ready to assist where necessary including illness, fire, people off the street requesting help, and any other emergency. Assist with building security as requested.
- i. Actively support the various programs of the church.
- j. In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, provide oversight of the spiritual growth of the church.
- k. In administering discipline, Deacons are to be guided by the principles set forth in Matthew 18:15-17, I Corinthians 5:9-13, 1 Thessalonians 5:12-14 and the West End Baptist Church Covenant.
- l. In any period when the church is without a pastor, unless the church will otherwise provide, the Deacons will arrange the temporary ministry and take counsel with reference to securing a pastor. It is not intended in any wise to prejudice herein the method by which the church will proceed in securing a pastor.
- m. Participate in the training programs established by the Deacons and pastor.
- n. Each Deacon will freely confer with the pastor about all matters which in his judgment would be most wisely and spiritually handled in private.
- o. The Deacon Council has no other administrative authority.

7. Officers

The Deacons shall elect annually to a one (1) year-term a minimum of the following officers: Chair, Vice Chair and Secretary. Deacons may elect other officers as they deem necessary. No officer will serve more than two (2) consecutive terms in any one office.

Chair

- a. Work with the pastor to set the agenda for Deacon meetings and lead the meetings
- b. Make assignments for serving communion and lead the Deacons in serving the elements.
- c. In cooperation with the Personnel Facilitator and Stewardship Facilitator, conduct the Pastor's annual evaluation.
- d. Work with the Pastor and Church Council to establish a calendar of church events.
- e. Introduce guest speakers when the Pastor is away (or arrange for someone to do this).
- f. Contact individuals nominated to become Deacons to determine their willingness to serve and assist with the screening process of those nominated.
- g. Serve on the Administrative Ministry Service Group.

Vice Chair

- a. Fill in when the Chair is not available.
- b. Make Deacon of the Week assignments and send copy of list to Pastor, Secretary and Deacon Chair.
- c. Develop membership assignments for the Deacon Family Ministry and assign new members to a Deacon Family Ministry team.

Secretary

- a. Take minutes at monthly meetings and maintain a notebook/file of minutes,
- b. Read previous month's minutes for approval by the Deacons present at the meeting.

8. Meetings

The Deacon Council meets regularly once each month, or as other meetings are deemed necessary.

Business discussions will follow parliamentary procedures outlined in Robert's Rules of Order.

A quorum consists of 50 percent of the active Deacons.

II. MINISTRY SERVICE GROUPS (MSG)

Ministries of the church will be guided by six Ministry Service Groups: Missions and Outreach, Worship, Education and Discipleship, Member Services, Administration and Ministry Placement.

Each MSG shall have all projects and activities reviewed by the Church Council and approved by the Church in a business meeting. Each MSG will select a Coordinator from the Facilitators in the group. Coordinators are responsible for scheduling meetings, setting the agenda for and guiding the meetings of the group.

Guidelines for MSGs include the following:

1. Group Facilitators must be members of the church.
2. A member may not serve as Facilitator of more than one Ministry Service Function.
3. Facilitators may enlist individuals as needed to perform the tasks and responsibilities of each function.
4. Groups will meet as needed to conduct necessary business.
5. Coordinators will present budget requests, along with justification for the requests, to the Stewardship Facilitator.
6. Meetings will follow parliamentary procedures outlined in Robert's Rules of Order.
7. Meetings are open to all church members unless the MSG has declared an executive session.
8. All regularly scheduled meetings will be reported to the Church Secretary and Church Council, as soon as possible, for inclusion in the church calendar.
9. Each function should maintain a file or notebook of information that provides guidance in case of emergencies and for future Facilitators.
10. Submit a calendar of events and reports concerning activities to the pastor and Church Council for presentation during church Business Meetings
11. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

A. MISSIONS AND OUTREACH

Purpose: Provide opportunity for the congregation and community to form relationships and accomplish the Mission of God in our community and in the world. We will be the hands and feet of Christ as we share the Gospel in word and acts of service.

Functions of the group include Evangelism, Missions, Benevolence and Yard Sale.

Related Core Values: We accept God's grace and forgiveness. We offer love, help and healing to those in need.

1. Evangelism and Outreach –

Purpose: Build relationships with unreached people in the community in order to share the Gospel of Jesus Christ and make disciples.

Responsibilities and Tasks:

- a. Plan and execute projects and programs to share the Gospel of Jesus Christ with un-churched people living in our community.
- b. Seek to involve church members in its projects and programs.
- c. Assist the staff in planning evangelistic efforts to reach the community.
- d. Assist with ongoing community projects and seek ways to build relationships with unreached people in the community.
- e. Explore effective outreach programs being used by other churches.
- f. Coordinate and/or facilitate activities such as:
 1. Easter Egg Hunt
 2. Trunk or Treat
 3. Senior Exercise Class
 4. SPARK.
- g. Submit a calendar of events and reports concerning activities to the pastor and Church Council for presentation during church Business Meetings
- h. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

2. Missions

Purpose: Plan, implement, and evaluate mission education programs, mission support programs, and mission promotion programs. Plan and implement hands on mission experiences for all ages.

Responsibilities and Tasks

- a. Conduct studies and recommend plans for local, state, national, and international mission involvement.
- b. Coordinate mission activities with the Church Council.
- c. Coordinate and promotes mission offering emphases to include:
 1. Associational mission offerings
 2. State mission offerings
 3. CBF Offerings
 4. Benevolence offerings
- d. Use church publications to promote outreach, evangelism and missions.
- e. Plan and implement short term mission projects/trips.
- f. Submit, as requested, calendar of events and reports concerning activities to the pastor, deacons and to the church during Business Meetings
- g. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

3. Benevolence

Purpose: The mission of the Benevolence Group of WEBC is to faithfully serve God by sharing our resources with those in need in our community through our food pantry and with financial assistance for medical, housing and utility expenses.

Responsibilities and Tasks

- a. Locate available community agencies and other churches that provide various types of assistance and refer persons to the appropriate agencies as they are available.
- b. Establish guidelines for considering requests for help and investigate all requests and refer clients to CCHASM when appropriate.
- c. Review and evaluate periodically all assistance being provided.
- d. Request church members to donate items that are needed.
- e. Encourage and train church members in being involved in benevolent ministries.
- f. Be responsible for disbursements of funds.
- g. Make reports concerning benevolence activities to the pastor, the Church Council, and to the church during Business Meetings.
- h. Submit, as requested, calendar of events and reports concerning activities to the pastor, deacons and to the church during Business Meetings
- i. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

4. Yard Sale Services

Purpose: Plan, organize and implement the Spring and Fall Yard Sales.

Responsibilities and Tasks:

- a. Collect and prepare items from the congregation for sale in the church booth.
- b. Coordinate volunteers for the food booth, bake sale booth, and church yard sale booth.
- c. Coordinate volunteers for parking and traffic control
- d. Coordinate volunteers for set up and clean up.
- e. Place appropriate ads in the local papers.
- f. Prepare building for bathroom access for yard sale patrons.
- g. Submit, as requested, calendar of events and reports concerning activities to the pastor, deacons and to the church during Business Meetings.
- h. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

B. WORSHIP

Purpose: Provide opportunities for communal worship that helps members and guests experience the presence of God.

Functions: Music; Lord's Supper and Baptism; Greeters; Ushers; Flower, House and Decorating; Audio Visual and Extended Session.

Related Core Value: We worship to express our gratitude, praise and devotion to God.

1. Music Services

Purpose: Work with the Music Director to provide a well-organized music program that supports meaningful worship.

Responsibilities and Tasks:

- a. Ensure a well-organized music program that supports meaningful worship,
- b. Assist the Music Minister/Director in planning the total music program for church.
- c. Assist in securing directors for age graded choirs.
- d. Assist the Music Minister/Director in arranging outreach trips, etc. for choirs.
- e. Assist the Music Minister/Director with arrangements for housing and food when church has visiting choirs and/or groups.
- f. Identify needs for new equipment, study and recommend to the church these needs.
- g. Work with the Music Director to ensure routine maintenance of equipment.
- h. Work with Personnel Facilitator in securing Church Music Minister/Director when need arises or recommend a search team to the Deacon Council if calling a Minister of Music.
- i. Study and recommend policies for all choirs.
- j. Work with all program organizations to have the best total program of church music. This would include weekday ministries, daycare, Vacation Bible School/Creative Arts Camp, etc.
- k. Work with the Music Minister/Director and Personnel Facilitator in securing accompanists as necessary.

2. Lord's Supper and Baptismal Services

Lord Supper Services

Purpose: Facilitate the observance of the Lord's Supper when included in worship services.

Responsibilities and Tasks:

- a. Maintain an adequate inventory of materials and supplies.
- b. Determine equipment needs and make recommendations to the church concerning those needs.
- c. Ensure that all equipment and materials are available and in place prior to each observance of the Lord's Supper.
- d. Ensure that all equipment is gathered, cleaned, and stored after each observation of the Lord's Supper.
- e. Submit a report concerning activities to the pastor and the Church Council.
- f. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

Baptismal Services

Purpose: Facilitate the observance of baptism when included in worship services.

Responsibilities and Tasks:

- a. See that all baptismal garments, supplies, etc. are in good order and ready for the user prior to the service.
- b. Be sure the baptismal pool is cleaned, filled, and that the temperature is at a desired level.
- c. Be available in the dressing room thirty minutes prior to service to assign robes and assist in any way possible to avoid confusion.
- d. Turn off the water circulating pump ten minutes prior to the service.
- e. Assist the candidates into and out of the pool and to the dressing rooms. Each candidate will be given as much privacy as possible.
- f. Remain in the area until all those who have been baptized are dressed and ready to leave.
- g. Have one member of the baptism team available to assist the pastor.
- h. Arrange for baptismal garments, towels, and other supplies to be laundered and ready for the next service.
- i. Coordinate with the pastor in evaluating the service and make suggestions as to how services could be improved.

3. Greeter Services

Purpose: Provide an appropriate warm welcome and greeting to each person entering the church and provide assistance to worshippers as needed.

Responsibilities and Tasks:

- a. Greet visitors as they arrive and enter the building.
- b. Represent West End Baptist Church in a positive and gracious way.
- c. Make everyone greeted feel warmly welcomed and comfortable.
- d. Assist guests in locating family and/or friends.
- e. Assist guests in becoming familiar with church facilities.
- f. Offer guests a bulletin, guest registration card, and a place to sit.
- g. Introduce guests to other individuals when they are seated.
- h. Submit a report concerning activities to the pastor and Church Council.
- i. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

4. Usher Services

Purpose: Provide volunteers to collect the offering during worship services.

Responsibilities and Tasks:

- a. Enlist and coordinate volunteers for the collection of the weekly offering.
- b. Provide training for new ushers.

5. Flower, House and Decorating Services

Purpose: Provide appropriate flowers and/or decorations to enhance the setting for congregational worship services.

Responsibilities and Tasks:

- a. Recommend policies and procedures for obtaining, arranging, and disposing of flowers for congregational services.
- b. Obtain, place, and dispose of flower arrangements.
- c. Maintain an annual calendar for those wishing to place flowers in the Worship Center.
- d. Maintain an inventory of items used in decorating the building.
- e. Assist the church by providing appropriate seasonal decorating in keeping with the Christian calendar.
- f. Keep a list of valuable items used in decorating the Church.
- g. Submit a report concerning activities to the pastor and the Church Council.
- h. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

6. Audio/Visual Services

Purpose: Support meaningful worship by providing appropriate sound, video and lighting.

Responsibilities and Tasks

- a. Enlist and train individuals to provide AV services.
- b. Maintain a roster of individuals qualified to provide AV services.
- c. Create a “quick start” guide with photos of the basic set up for mixing console, AV switcher and computer, so that someone with basic skills can get systems up and running in an emergency.
- d. Ensure the proper maintenance of all equipment and be proficient in its operation.
- e. Maintain an accurate inventory and security of all equipment.
- f. Access system operations and recommend improvements as needed.
- g. Be available for events in the church that need services, (i.e. choir rehearsals, weddings, funerals, etc.). Only trained individuals are to provide AV services.
- h. The team leader shall be notified by staff promptly of all needs for services.

- i. Submit, as requested, calendar of events and reports concerning activities to the pastor, deacons and to the church during Business Meetings
- j. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

7. Extended Session Services

Purpose: Provide ongoing opportunities for worship and learning for children ages 4 years through first grade during the morning worship hours.

Responsibilities and Tasks:

- a. Plan and implement the children's Sunday morning worship time.
- b. Provide developmentally appropriate activities which will foster an atmosphere of worship and which will promote social and spiritual growth in the lives of children.
- c. Recruit, enlist, and coordinate training of volunteer workers.
- d. Recommend needed changes in equipment, resources, and materials, designation of classroom space, curriculum and leadership.
- e. Promote and publicize the children's worship time to the general church membership.
- f. Submit reports concerning activities to the pastor and Church Council.
- g. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

C. EDUCATION AND DISCIPLESHIP

Purpose: In coordination with church staff, provide Christian education opportunities that strengthen and support the discipleship of participants in our faith community.

Functions: Spiritual Gifts Engagement, Bible Study and Sunday School Services, Youth and Children, VBS/Summer Camp, Wednesday Night programming

Related Core Values: We intentionally make disciples, nurture them and teach them the way of faith. We believe the Bible and make it the foundation of our faith and practice.

1. Spiritual Gifts Discovery and Development

Purpose: Support the Christian discipleship of individuals.

Responsibilities and Tasks:

- a. Provide the resources for participants in our faith community to discover and enhance their spiritual gifts.
- b. Support participants in finding areas of ministry in the church or community that match their gifts and passion.
- c. Provide opportunities for participants of our faith community to develop the spiritual disciplines of prayer, Bible study, giving, and sharing their faith.

- d. Submit a calendar of events and reports concerning activities to the pastor and Church Council, as requested.
- e. Provide information for the bulletin, Torch, Facebook page and website, as appropriate.

2. Bible Study and Sunday School Services

Purpose: Facilitate Bible education opportunities for the church including enlisting and training teachers.

Responsibilities and Tasks:

- a. Plan, recommend, and publicize educational opportunities and programs which will touch the lives of those within our church body.
- b. Develop, plan, implement, and supervise education programs which are already in existence, as well as those which are as yet visions or dreams.
- c. Work closely with the church staff in matters of Christian education (i.e. Sunday School ministries, Wednesday night Christian training, Sunday services, and any weekday activities which exist to strengthen the body of West End Baptist Church and promote the cause of Christ in our community).
- d. With input from teachers, review, select, and purchase all literature for the education of the membership. This includes Sunday School, supplemental, and all other training materials.
- e. Continually work beyond the physical confines of the church building itself, and even beyond its membership, to reach those who have not been reached, to minister to those who have not been remembered, and to disciple those who have met the Lord Jesus, but who have not been welcomed into a local church body.
- f. Provide input for Sunday morning slides.
- g. Submit a calendar of events and reports concerning activities to the pastor and Church Council.
- h. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

3. Youth/Children Services

Purpose: Support youth and children in Christian learning opportunities.

Responsibilities and Tasks:

- a. Support youth and children's participation in MC2, CentriKid and other Christian educational opportunities.
- b. Recommend and publicize policies, activities, and offerings.
- c. Recommend and purchase furnishings and supplies.
- d. Coordinate space assigned for youth and children use.
- e. Recruit and schedule volunteer workers for activities and other special events where children and youth are involved.
- f. Work closely with church staff to plan, select, and routinely evaluate literature used.

- g. Communicate regularly with the Church Council and with the church body at large to ensure increased awareness of youth and children's programs, needs, progress, purpose, and mission.
- h. Submit a calendar of events and reports concerning activities to the pastor and Church Council.
- i. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

4. Vacation Bible School/Creative Arts Camp

Purpose: Provide a summer learning opportunity for the community.

Responsibilities and Tasks:

- a. Plan and implement VBS or summer camp for church and community.
- b. Recruit and coordinate volunteers to staff the VBS/summer camp.
- c. Call and lead regular meetings in preparation for VBS/summer camp.
- d. Secure and distribute materials to be used for promotion and community engagement.
- a. Submit a calendar of events and reports concerning activities to the pastor and Church Council.
- e. As appropriate, provide information for the bulletin, Torch, Facebook page and website.
- f. Evaluate the effectiveness of the program and note areas for improvement.

5. Wednesday Night Programming

Purpose: Provide input for Wednesday night programming that nurtures discipleship and fellowship.

Responsibilities and Tasks:

- a. Plan and implement a Wednesday night Christian education program for children.
- b. Recruit and coordinate volunteers to staff the program.
- c. Secure and distribute materials to be used for promotion and community engagement.
- d. Submit a calendar of events and reports concerning activities to the pastor and Church Council.
- e. As appropriate, provide information for the bulletin, Torch, Facebook page and website.

D. MEMBER SERVICES

Purpose: Provide ministry and services to our congregation that invite and incorporate each individual into the life and work of the church and provide a healthy model for fellowship, community, service and rest.

Functions: New Members, Senior Adults, Fellowship, Food Services, Transportation and Nursery/Childcare and Bereavement

Related Core Value: We affirm Jesus' Sabbath principle—the Sabbath was made for man, not man for the Sabbath. Life consists not only in doing the work of the church, but also in recreation, reflection and realignment of our lives with God's principles for living. We call on all members to do their part so that no one is over-burdened and everyone can balance work and rest.

1. New Member Services

Purpose: Introduce and assimilate new members into the life and work of the church.

Responsibilities and Tasks:

- a. Obtain a photograph of each new member and post it on a welcome board located in the church complex.
- b. Provide each new member/family with a copy of West End's constitution, bylaws, policies and procedures, as well as our purpose, plans, goals and current Ministry Service Groups. A church directory is also given.
- c. Support new member-care along with the Deacon Council and new member orientation.
- d. Meet as necessary to assure the care and ministry to the new members of West End Baptist Church.

2. Senior Adult Services

Purpose: Provide programs and ministry opportunities to meet the needs of the senior adult community.

Responsibilities and Tasks:

- a. Serve as an advisory liaison to the ministerial staff and help plan programs and ministries for the senior adults of the church.
- b. Assist in the enlistment of volunteer workers for the senior adult ministry.
- c. Plan, coordinate, operate and evaluate the senior adult ministry and make recommendations for change.
- d. Develop policies for a special ministry to convalescent and retirement centers.
- e. Develop policies for senior adult ministries.
- f. Seek to relate the senior adult ministry of the church to the community and church utilizing the resources applicable and/or expedient.
- g. Recommend needed changes in equipment, personnel, etc. to the ministerial staff and to the Education and Discipleship Facilitator.

3. Fellowship Services

Purpose: Coordinate church food events and social activities that enhance opportunities for fellowship.

Responsibilities and Tasks:

- a. Work to assist all church organizations in the areas of fellowships, receptions, special emphasis dinners and picnics. The Facilitator may also take the initiative in scheduling events that the Member Services MSG feels would benefit the church.
- b. Meet with the Church Council on a regular basis to recommend a calendar of “fellowship” events.
- c. Recruit and supervise a volunteer or team of volunteers for the Mailbox Ministry to send birthday and other cards to congregants.
- d. Use all church-wide publications and the church calendar to publicize special and scheduled fellowship events.
- e. Plan, staff and prepare each fellowship event (except those hosted by the Food Services Facilitator and crew).

4. Food Services

Purpose: Coordinate the Wednesday night dinners and maintain kitchen facilities and supplies.

Responsibilities and Tasks:

- a. Consult with church leaders to determine the food services needs of the church.
- b. Recommend to the church the food services to be provided.
- c. Develop and recommend the purchase of food service equipment.
- d. Keep the kitchen pantry stocked with required supplies.
- e. Develop and recommend policies and procedures for the church’s food services.
- f. Assist church program organizations as requested.
- g. Coordinate with the Fellowship Facilitator on events in order to clarify understanding of responsibilities.

5. Transportation Services

Purpose: Coordinate transportation as needed to promote participation in church worship and activities.

Responsibilities and Tasks:

- a. Coordinate transportation to Sunday services and other events as requested.
- b. Approve all drivers of church vehicles.
- c. Insure regular maintenance of church vehicles.
- d. Develop and implement guidelines for use of church vehicles.

6. Nursery/Childcare Services

Purpose: Provide nursery and childcare as needed to promote participation in worship and other church activities.

Responsibilities and Tasks:

- a. Recommend and publicize preschool policies, and preschool activities/offerings.
- b. Recommend and purchase furnishings and supplies as budget allows.
- c. Coordinate space assigned for preschool use.

- d. Recruit and schedule preschool volunteer workers for church services and other special events where childcare is needed.
- e. Work closely with church staff to plan, select, and routinely evaluate literature used.
- f. Communicate regularly with the Church Council and with the church body at large to ensure increased awareness of preschool programs' needs, progress, purpose, and mission.

7. Bereavement Services

Purpose: Provide support and care to church members when a death occurs in the immediate family.

Responsibilities and Tasks:

- a. After receiving notification from the church office or the pastor of a death in the church family, contact the family to discuss ways the church can help.
- b. Develop a checklist to use in talking with families that includes services the church is equipped to provide. (Limit services to what we can actually do!)
- c. Develop and maintain a list of individuals who are willing to provide services such as transportation, housing for out of town guests, food, security, etc.
- d. Keep church staff informed of needs and how the needs are being met.
- e. Security: If requested, arrange for someone who is willing to stay at the home during visitation and funeral times.
- f. Provide some basic supplies. (prepare container of helpful non-perishable items that will be ready when needed (paper plates, bowls, cups; knives, forks and spoons; napkins, etc.)
- g. Follow up with the family in the weeks following the death to see if there are continued ministry needs.

E. ADMINISTRATIVE SERVICES GROUP

Purpose: Steward the human, physical and monetary resources with care and integrity so as to support our leadership and congregation with the resources required to accomplish our mission.

Functions: Personnel, Stewardship, Property and Space, Info Tech/Website/Facebook, Wedding Coordination

Related Core Value: We are stewards of God's resources.

Membership:

- a. Pastor and Chairperson of the Deacons who serve as co-facilitators for this group.
- b. Facilitators of Personnel, Stewardship, Property and Space, Info/Tech/Website/Facebook, and Wedding Coordinator.
- c. Church Treasurer
- d. The Church Council will select 2 or 3 “at-large” members from the congregation who will represent the general membership of the church on issues and concerns related to matters considered by the Administration MSG, adding perspective and advice from a larger representation of the church.

1. Personnel Services

Purpose: Represent the church in matters related to personnel management of ministers and employees of the church.

Responsibilities and Tasks:

- a. Periodically survey the need for additional church staff positions.
- b. Prepare and update, as necessary, position descriptions for all employed personnel.
- c. Meet with each ministry position search team at the time of employment to finalize all terms of employment.
- d. Develop and recommend salaries and benefits for employed personnel.
- e. Assist the appropriate supervisor in the recruitment, interview, and selection of clerical and maintenance personnel.
- f. Develop, maintain, and recommend to the church policies and procedures for all personnel.

2. Stewardship Services

Purpose: Develop and maintain plans and programs for a ministry of stewardship for church resources.

Responsibilities and Tasks:

- a. Stewardship Education
 1. Develop plans and programs to educate and promote spiritual giving by church members.
 2. Seek gifts and other contributions from the church community to support programs and special projects.
 3. Give or write stewardship testimonials to support church functions, or special programs when appropriate.
 4. Review and approve/disapprove special fundraising projects, (i.e. car washes, yard sales, sporting events, etc.).
 5. Promote unity, interest and support and discourage criticism and division among members.

- b. Budget
 1. Plan, organize and prepare the annual operating budget of the church.
 2. Coordinate with Ministry Service Groups and staff to determine and report funding requirements.
 3. Prepare requirements into clear, concise format for review by the Church Stewardship Facilitator.
 4. Make budget adjustments and coordinate with Administrative MSG and staff elements prior to final approval.
 5. Present the proposed budget for review at a special called business meeting prior to final approval.
 6. Keep the membership informed of the budget process and encourage interest and support.
 7. Conduct quarterly follow-up reviews to determine and make any needed adjustments and report same to the Stewardship Facilitator.
 8. Recommend adjustments to the current budget as required.

- c. Accounting which is responsible to
 1. Receive, count and deposit all church funds and report same to the Church Treasurer.
 2. Plan, coordinate and monitor procedures in managing resources.
 3. Make periodic accounting reports and other information available to staff and church members.
 4. Initiate accounting audits and/or other controls to insure the security of funds and that sound management procedures are followed.
 5. The Church Treasurer serves as a liaison to the Accounting Section.

3. Property and Space

Purpose: Promote a suitable environment for church programs and activities by maintaining church property and equipment.

Responsibilities and Tasks:

- a. Inspect all church properties periodically.
- b. Recommend space rearrangements to secure maximum use of educational and activity space. Seek new space as needed to provide for continued growth.
- c. Recommend to the Personnel Facilitator the employment, training, needs, supervision needs of maintenance personnel.
- d. Develop and recommend maintenance policies and procedures.
- e. Develop and recommend policies regarding the use of space, properties, and equipment.
- f. Maintain first aid supplies and equipment.
- g. Develop and recommend an adequate insurance plan to protect all buildings and property.
- h. Assist the church in arranging, equipping, and administering parking space.
- i. Recommend and maintain proper and adequate furnishings for the church programs and activities.
- j. Coordinate, supervise, and ensure that an adequate fire prevention program which

- meets local and state codes is administered.
- k. Assist other church ministries in responsibilities relating to church property and space. (Example: Sunday School, Christian Training, Food Services, etc.)
- l. Serve as church building survey and planning facilitator when needed and appropriate.
- m. Oversee the Cottage at Eagle Eyrie and sees that it is maintained and used properly.
- n. Follow the rental policy in Appendix A

4. Information Technology Services

Purpose: Manage and maintain the appropriate information technology hardware and software needed for efficient ministry and office management.

Responsibilities and Tasks:

- a. Assess the technology needs of the church.
- b. Select and recommend for purchase the hardware and software needed by the church.
- c. Maintain an inventory of all technology equipment and software.
- d. Establish and manage a technology budget annually.
- e. Establish direction for technology training needs, upgrade plans, etc.
- f. Keep personal computers, laptops, projectors, and software functional.
- g. Ensure the church network is functional and secure.
- h. Ensure the software being used is functional and efficient and that users are trained in its use.
- i. Set long term information technology infrastructure plans.
- j. Evaluate new software and technologies on behalf of staff and congregation.
- k. Make recommendations to the church on how to use technology to further the vision for the future.
- l. Develop a church web site and keep it current. Supervise the timely addition and deletion of information from the site.
- m. Supervise the electronic display sign messages.
- n. Coordinate all public information, publications, brochures, news articles, etc.

5. Wedding Services

Purpose: Provide guidance and assistance for couples planning to be married at the church.

Responsibilities and Tasks: Follow the guidelines and polices found in Appendix B.

F. MINISTRY PLACEMENT

Purpose: Seek individuals gifted to serve in the needed ministry areas to fulfill our mission and accomplish needed tasks.

Related Core Value: We are stewards of God's resources.

Membership: The group will include the coordinator from each service group and, as needed, other individuals recommended by the Church Council.

Responsibilities and Tasks:

1. Become familiar with the duties and responsibilities of the various facilitators, teams, and positions.
2. Every two years or as needed, select and enlist church program leaders, team members and general church officers.
3. Receive input from other ministry leaders regarding their current membership which can be considered during the selection process.
4. Nominate church leadership according to priority needs and according to the spiritual gifts, talents and abilities of the members.
5. Present the Nominating report to the church for appointment.

III. ENDOWMENT FUND

The following constitutes a statement of the purpose and policy of the West End Baptist Church Endowment Fund, which shall remain in effect and control the administration of the Endowment Fund until such time as amended by the church in the manner hereinafter set forth in the Amendments section of the policies for the Church Endowment Fund.

Purpose

The West End Baptist Church Endowment Fund was established to provide a means whereby assets may be received, managed, and applied in such a manner as will advance the purpose of the church as stated in its by-laws: To glorify God by divine worship and service; to win others to the Lord Jesus Christ; and to spread the Gospel in the Tri-Cities area, in Virginia, in the nation and to the uttermost parts of the earth.

An endowment involves the setting aside of property for a designated purpose. Inherent in the concept of an endowment is its permanency and the serving of long-term objectives; the future as opposed to the present; the present generation demonstrating in a tangible way its faith that future generations will carry on the mission of the church in a manner pleasing to God. From these considerations flow several characteristics which are hereby impressed upon the West End Baptist Church Endowment Fund.

1. The principal of the Endowment Fund is restricted and may not be expended.
2. The income of the Endowment Fund shall be reinvested to the greatest possible extent in order to enlarge said income, which will serve the future. However, the income may, in the discretion of the Endowment Fund Committee, be expended for church related benevolence and capital projects as is hereinafter set forth.
3. The Endowment Fund shall not be permitted to detract from the spiritual command of tithes and offerings to which the church is dedicated, nor in any manner undermine or compete with the annual budget promotion effort of the church.

4. The Endowment Fund does not supersede or limit the manner by which gifts of property, whether designated or otherwise, may be made to the church. Gifts of property which are restricted or designated for specific purposes are administratively incompatible with the function of the Endowment Fund.

Endowment Fund Policies

Therefore, being mindful of the foregoing stated purpose of the West End Baptist Church Endowment Fund, West End Baptist Church does hereby adopt the following as its policy with respect to the Endowment Fund Committee.

Section A: Endowment Fund Committee

1. The West End Baptist Church Endowment Fund Committee shall be a standing committee of the church, consisting of six (6) members recommended by the Ministry Placement Team and elected by the church. The Stewardship Facilitator, the Chairperson of the Trustees, and the Church Treasurer shall serve as members of this committee during their term of office.
2. Members of the committee shall serve for three (3) years; one-third (1/3) of said members to be elected by the church annually. All terms of office shall commence on September 1.
3. Members of the committee shall at the first meeting of the committee each year, to be held no later than October 15, elect any officers as the committee may feel appropriate.
4. A quorum shall consist of five (5) members. A majority vote of the committee members present shall be sufficient for all discussions of the committee.
5. One regular meeting of the committee shall be held each quarter. Special meetings may be held upon the call of the chairperson, pastor, or of three (3) members of the committee. Written notice shall be given by the secretary to each member of the committee, stating the date, time and place of the meeting.
6. Subcommittees may be established by resolution of the committee to assist the committee in its work. A subcommittee shall consist of at least two (2) members of the committee and shall have such tenure and function as set forth in the resolution by which it is created.
7. The committee may, as the need arises, and on such terms as may be determined by the committee, engage the services of investment advisors, attorneys, accountants, realtors, or other professional advisors to assist the committee in the management of the Endowment Fund.
8. The committee shall be responsible for promoting the Endowment Fund by appropriate publicity and shall provide information regarding the Endowment Fund upon request. The committee shall not be responsible for giving legal or tax advice.

Section B-The Endowment Fund Assets

The Endowment Fund of West End Baptist Church shall consist of all assets, real and personal, which have heretofore or which may be hereafter transferred or otherwise designated to it, to be held, managed, and applied as hereinafter provided.

1. The Endowment Fund Committee shall hold and manage the principal of the Endowment Fund and apply the income there from in a manner consistent with the laws of the Commonwealth of Virginia and the By-Laws of the church.
2. The principal of the Endowment Fund shall be held in perpetuity.
3. In the event that the church is disbanded for any reason, all assets of the Endowment Fund shall be transferred to the Virginia Baptist Foundation as a permanent endowment, income from which may be distributed to Virginia Baptist causes in the Tri-Cities area at the discretion of the Foundation.
4. The Endowment Fund Committee shall be responsible for the management, collection, recovery and receipt of all rents, income, interest, and profits from the principal of the Endowment Fund. After adequate provision is made for all proper costs, charges, commissions, taxes, and expenses incident to the careful management and administration of the fund, the Endowment Fund Committee may reinvest net income as principal or the Endowment Fund Committee may recommend to the church to pay over and apply net income for the following purposes and subject to the following restrictions:
 - a. To and for such activities sponsored by the church and to such organizations of the church now existing or which hereafter exist, and to such other educational, charitable, and benevolent organizations as may be determined by the Endowment Fund Committee as deserving of said income and whose purpose is to promote the Gospel of Jesus Christ and to administer to the spiritual and physical needs of humanity.
 - b. No part of said income may be used to defray the operating expenses of the church or in any manner whatsoever become a part of, or become subject to, the operating budget of the church.
 - c. The Endowment Fund shall be kept separate and apart from other funds and accounts of the church, with appropriate accounting procedures to be established by the Endowment Fund Committee, and strictly adhered to.
 - d. The Treasurer of West End Baptist Church shall act as treasurer of the Endowment Fund unless the committee directs otherwise.

Section C: Endowment Fund Amendments

1. Any provision of the Church Endowment Fund Section A hereof may be amended by resolution of the church at any regular business meeting thereof, provided that notice of the date, time, and place of the proposed amendment will be voted upon, and the

language of the proposed amendment has been published in the church “Torch” or other publication having general circulation to the members of the church, not less than seven (7) days in advance of said business meeting.

2. Any provision of the Church Endowment Fund Section B hereof, excluding Section B2, may be amended by resolution of the church at any regular business meeting thereof, only on the unanimous consent of the Endowment Fund Committee, Church Stewardship Committee, Deacons, and Pastor, and upon the affirmative vote of seventy-five (75) percent of the resident membership of the church present, provided that notice of the date, time and place of the proposed amendment has been published in the church “Torch” or other publications having general circulation to the members of the church at least seven (7) days in advance of the vote.

Section D: Effective Date

The foregoing statement of purpose and policy of the West End Baptist Church Endowment Fund shall be effective upon its adoption by the church and shall supersede any previously existing Endowment Fund policy.

IV: PERSONNEL POLICIES AND REGULATIONS

These personnel policies, procedures, rules and regulations apply to all employees and volunteers and are intended to provide guidelines and summary information about the church’s personnel policies, procedures, benefits, and rules of conduct.

It is important that employees read, understand, and become familiar with this document and comply with the standards that have been established. Please talk to the church administrator if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the personnel committee reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

The church administrator, in coordination with the Personnel Facilitator and the Administrative Ministries Services Group (referred to as the Administrative MSG), is responsible for the implementation of these policies and procedures. If there is a conflict between the provisions, benefits, and policies in this employee manual and those set forth in the terms of an ordained staff member’s call, their terms of the call shall prevail, except in the case of sick leave. Any modifications to this manual will be noted in the addendum section.

Existing pre-arranged terms of agreement are held in the employee’s file and will be updated as changes occur.

A. CHURCH ADMINISTRATOR

The Senior Pastor is the church administrator who coordinates duties with all personnel. He will be referred to as the church administrator or Senior Pastor throughout this document. In his absence, duties will be coordinated by the Personnel Facilitator in consultation with the Administrative Services Group.

B. STAFFING CATEGORIES

The staff of West End Baptist Church will be composed of two classifications:

1. Ministerial Staff (Exempt Employees): Senior Pastor, Associate Pastor, Ministers of Education, Music, Youth or any other person who has been ordained as a minister.
2. Support Staff (Non-exempt Employees): Secretary, Organist, Pianist, Music Director, Custodian, or any others employed to support the ministerial staff and the church.

Ministerial and support staff personnel will be assigned a specific classification as to volunteer, full, or part-time salaried or hourly basis.

S-salaried full-time
H-hourly full-time
P-part time salaried
PH-part-time hourly
V-volunteer

The following represent the employment status categories:

1. A full-time employee is an employee with an assigned workweek of no less than 32 hours and will receive benefits as described in this manual. Ministerial staff shall follow such hours as necessary to perform their duties. Scheduled day-off will be coordinated with the church administrator so that ministerial availability is maintained.
2. A permanent part-time employee is hired to work on a part-time basis not to exceed 32 hours per week.
3. A temporary part-time employee is hired to work for a specific period of time not to exceed 120 days unless the period is extended by the Administrative Services Group. There are no fringe benefits.
4. Overtime for hourly employees will comply with Federal Labor Laws; however, overtime must be approved by the church administrator. Overtime is strongly discouraged due to budget concerns.
5. All support staff will be hired for a 90-day probationary period with evaluations done after 30 days, 60 days, and 90 days.

C. CHURCH OFFICE

Office personnel shall be efficient and function in an orderly and professional manner. The office personnel are usually the first contact the general public encounters and must be warm,

friendly, and business like. This impression to visitors and the general public will form a lasting impression.

WORK SCHEDULE: The church will observe regular business hours Monday through Friday as approved by the Church. These are currently 9:30 A.M. to 3:00 P.M. Each minister is assigned a day off in addition to a normal day off on Saturday.

The church secretary shall work the days and hours assigned by the Personnel Facilitator or the Administrative Services Group.

A lunch period will be provided and is not considered a part of the paid workday.

The use of compensatory time off instead of wages for full time employees will only be granted in unusual circumstances and not on a routine basis. Compensatory time shall be approved in advance by the church administrator and shall not be granted in excess of one (1) hour for each extra hour worked. This cannot be accumulated.

D. VACATION

All vacation schedules must be in writing and submitted 30 days in advance of the leave to the church administrator and he shall submit his request to the Personnel Facilitator and the Deacon Chairperson for approval. Vacations must be planned in advance to reduce the potential for confusion and possible loss of vacation time. Employees will be given their choice of vacation time whenever possible. One minister will be in town and available at all times.

Any request for extension of vacation time for extenuating circumstances needs to be made to the Personnel Committee through the church administrator. Deductions from salary will be made for vacation extending beyond that earned.

Vacation time does not accumulate from year to year. It must be used within twelve months of the date earned.

Vacation time cannot be forfeited for additional pay from the church.

If scheduled vacation time includes an approved holiday, the holiday will not be counted as vacation time. The extra time will extend the approved vacation by the length of the holiday.

An employee who is terminated for any reason will receive vacation pay at his current rate of pay for any accumulated days. When an employee resigns, giving and working through at least a two-week notice, payment for unused vacation shall be made, not to exceed the amount accumulated.

A record of all vacations and other absences will be maintained in writing in the church office by the church administrator and available to the Personnel Facilitator and Administrative Services Group upon request.

The full-time ministerial staff employee will earn vacation as the terms of the call dictate. The terms of agreement will be retained in the employee's file. For a minister, a week of vacation will include **only** one Sunday off. Otherwise, each employee will earn vacation as dictated by these policies.

A full-time support staff employee will work a 90-day probationary period of employment and is not eligible to take vacation leave until the end of the probationary period.

ACCUMULATION RATE: Vacation is earned at the rate of one day for each month of employment. All days must be earned before being taken. After sixty (60) months of employment, the accumulation rate will increase to one and one-half days per month.

Benefits for a part-time ministerial employee or a part-time support staff employee will be negotiated upon employment. The vacation must be earned before being taken.

A temporary part-time employee receives no paid vacation.

E. HOLIDAYS

Full-time employees and permanent part-time employees will receive nine (9) paid holidays to include the following:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas (2 days)

If an employee has to work on one of these days, then he/she may take comp time of one hour for each hour worked. Work on this day must be approved by the church administrator. The comp time must be used within thirty (30) days and cannot be accumulated.

An employee on leave of absence for any reason is not eligible to receive holiday pay.

The church office will be closed only on the designated holidays above.

F. INCLEMENT WEATHER

During severe weather conditions, if Dinwiddie County administrative offices are open, the church office shall be open and employees report to work. Any employee with scheduled hours not reporting to work when the office is open will be allowed to take a vacation day or time off without pay. Exceptions to this will only be made in extreme circumstances after consultation between the church administrator and Personnel Facilitator. If county administrative offices are

closed, the church office will be closed and employees will be paid and are not expected to report to work.

G. SICK LEAVE

For full-time employees, sick leave shall accrue at the rate of one day per month, one day becoming available the last day of the month following commencement of work, and an additional day the last of each succeeding month. Sick leave may be accumulated up to a maximum of 36 days. Employees are encouraged to use sick leave only when necessary and to accumulate as much as possible to cover long-term illness. Extraordinary circumstances will be handled on a case-by-case basis.

Sick leave for permanent part-time employees will be negotiated at the time of employment.

Temporary part-time employees do not receive sick leave.

Absences of more than three consecutive days may require a doctor's certificate.

The church administrator shall maintain records of sick leave earned and used and retain those in the employee's file in the church office and made these available to the Personnel Facilitator and Administrative Services Group upon request.

The church administrator with the approval of the Personnel Facilitator may advance sick leave should an eligible employee not have enough sick leave days to cover an extended period of illness.

Sick leave cannot be forfeited for additional pay from the church and cannot be used for vacation, and will not be paid upon termination of employment, retirement, or any other reason.

H. PERSONAL LEAVE

Personal leave shall include but is not limited to jury duty and bereavement (immediate family), maternity, and military leave. The church complies with federal law concerning any leave. Absence with pay shall be granted for the time full time employees required to serve on jury duty.

Leave for personal reasons is discouraged, but may be granted in circumstances deemed necessary at the discretion of the church administrator in consultation with the Personnel Facilitator or Administrative Services Group.

I. WORKER'S COMPENSATION

Worker's compensation leave is provided for work-related illness or injury. The church will comply with all applicable state and federal law concerning work related injury. The church

administrator and the Personnel Facilitator will review illness or injury claims with the insurance carrier.

J. LEAVE OF ABSENCE

Family medical leave is leave of absence for a compelling medical reason(s) and will comply with Federal Law. A full-time employee who has completed at least three (3) years of continuous service may submit a written request for a personal leave of absence without pay, for a specified length of time up to a maximum of three (3) months. The written request must state the reason for the leave, as well as the beginning and ending dates.

Requests for family leave will be granted or extended with the joint approval of the church administrator and the Personnel Facilitator for employees other than the Senior Pastor.

Requests for leave made by the Senior Pastor must be submitted to the Personnel Facilitator and the Administrative Services Group. The Personnel Facilitator will advise the Chairman of the Deacons of their decision.

An employee who returns to work at the end of an approved leave will normally be returned to their former job classification or comparable position if available.

K. TIME-OFF POLICY FOR MINISTERS

The Administrative Services Group views a minister's role as one of a manager. Every manager must determine the number of hours and days required to effectively perform his job requirements. The policy of the church is that each minister will be given one day off each week. An additional day off may be taken with approval of the church administrator. (See Section C, Work Schedule)

L. EDUCATION/CONFERENCE/CONVENTION

Paid time shall be granted away from the church for conventions, educational meetings and conferences with the prior approval of the church administrator or Deacons in the case of the Senior Pastor. The church will pay as provided for in the budget, the expenses of the individual in connection with traveling to, during and returning from such convention.

Where it can be demonstrated that the church will benefit from an employee's participation in an educational program or professional organization, the church may pay the related expenses. Requests for payment of expenses related to educational programs or for professional organizations must be approved in advance by the church administrator and the Stewardship Facilitator. In the case of the church administrator, the Personnel Facilitator and the Stewardship Facilitator must approve.

M. TARDINESS AND ABSENCE

Support staff is expected to be at work at the beginning of each workday and work until the end of the day. Breaks and mealtimes are provided to each employee.

It is important that each employee work his/her assigned schedule as consistently as possible. When unable to do so, the church office or the church administrator must be called. It is the responsibility of the employee to keep the church informed on a daily basis during short-term absences and to provide medical verification for sickness when asked to do so.

A tardy or absence is considered “excused” only when the employee has called ahead of time and the tardy or absence is for a compelling reason. A tardy or absence for a non-compelling reason or failure to call in accordance with church policy, will be considered “unexcused”. The church considers “unexcused” tardiness and absence to be a serious problem. Therefore, employees who are tardy or absent excessively or show a consistent pattern of absence, whether “excused” or “unexcused”, will be subject to disciplinary action.

N. RESIGNATION

A written, two-week notice is expected when an employee resigns his/her position.

O. TERMINATION

An involuntary termination of a ministerial position or support staff, initiated by the church, will be made with the advice of the Deacon Chairperson and the Personnel Facilitator in consultation with the Administrative Ministry Group. (See By-Laws, Article IV, Section 8.)

Grounds for discharge for any personnel shall include but not be limited to:

1. Habitual failure to call in sick.
2. Failure to perform assigned tasks as prescribed by the church administrator.
3. Excessive tardiness or absenteeism.
4. Breach of ethics concerning confidentiality of member or employee information or church records.
5. Obscene or abusive language on church property.
6. Gambling, lottery or any other games of chance on church property.
7. Theft of church property.
8. Reporting for work under the influence of alcoholic beverage or any habit-forming drugs or the use of these substances on church property.
9. The use, possessions, manufacture, distribution or sale of illegal drugs.
10. Failure to strictly adhere to the biblical admonition regarding the sacredness and sanctity of sexual behavior, and at all times practice conduct which is above reproach.
11. Perusing unauthorized confidential information, files, and offices.

A layoff is a termination of employment, which results from changing business conditions, which necessitate a reduction in staff. Whenever the church determines, in its sole discretion, a

layoff should occur, the Administrative Services Group will recommend which employees will be affected.

P. PERSONNEL RECORDS

Each full-time and part-time employee shall have personnel file. The Personnel Facilitator will maintain the Church administrator's file. The Church administrator shall maintain the ministerial and support staff file.

The following items shall be kept in this file:

1. Personnel evaluations for each year of employment
2. Requests for vacation
3. Employee absence records
4. Job description
5. Other relevant documents related to the employee's employment

Each employee may have access to his/her own file upon request.

If an employee resigns or is terminated, either the notice of termination or the letter of resignation shall be included.

The documents contained in each employee's file will be retained during his lifetime.

Q. EVALUATION PROCEDURES

All evaluations are to be done at least annually and a written evaluation is to be completed by September 30 of each year and submitted to the Administrative Services Group by October 1 of that year.

Each minister shall be evaluated annually. Ultimately, each minister is accountable to God, but accountability for his or her performance is also owed to the church.

The Senior Pastor (church administrator) will be evaluated by the Personnel Facilitator, the chairman of the Deacons, and the Stewardship Facilitator unless the call dictates otherwise.

The associate pastors and the support staff will be evaluated by the Senior Pastor. He may request the assistance of the Personnel Facilitator or the Administrative Services Group.

R. UNSATISFACTORY RATING

Listed below are the steps to be taken in the event of an unsatisfactory rating:

Support Staff: In the event an employee, full or part-time is not performing his/her duties to the standards set forth in this manual and his job description, it is the duty of the church administrator to inform the employee in writing as soon as possible. If the problem is not

resolved, the church administrator shall inform the Personnel Facilitator and the Administrative Services Group in writing and then meet with the group to determine a recommendation. At that time the employee will be notified of such recommendation and necessary action taken.

Ministerial Staff: In the event the church administrator is not performing his duties to the standards set forth in this manual and job description, it is the duty of the supervising evaluators to inform the employee as soon as possible. For other ministerial staff, an employee counseling record should be completed by the church administrator and the employee and placed in the employee's personnel file. If the problem is not resolved, the supervising evaluators shall inform the Chairman of the Deacons and the Personnel Facilitator in writing. The Administrative Services Group will meet to discuss recommendations and necessary actions to be taken.

S. GRIEVANCES

While it is hoped that through the working of the Holy Spirit no personnel grievance will be forthcoming, a workable procedure still must be readily available to resolve any unhappy situation. The grievance procedures are as follows:

1. An attempt should be made by the parties involved to quietly and amicably settle their differences between themselves.
2. If the Senior Pastor is not directly involved, he, as the administrative head of the Church, shall be the mediator.
3. When neither item 1 or 2 of the above can produce the desired results, nor when there are no desirable avenues on which to proceed, the party having the grievance will make the same known to the Personnel Facilitator and/or the Administrative Services Group. Then the group will meet and mediate the grievance.
4. If the Senior Pastor is involved, the grievance should be brought to the Administrative Services Group.

T. SERVICE ANNIVERSARY RECOGNITION

Employees shall be recognized for faithful service as outlined below. All full and part-time employees will be recognized in the Sunday Bulletin and monthly Torch on the First Year Anniversary, Fifth, and every Fifth year thereafter. An appropriate recognition will be decided by the Senior Pastor and Personnel Facilitator.

The Deacons will be responsible for recognizing the Pastor as detailed above.

U. HIRING PROCEDURES

Ministerial Staff: A church-appointed Pastor Selection Committee will recruit, interview and present to the Administrative Services Group—all candidates for employment as ministerial staff. At that time, the Administrative Services Group will meet with the Search Committee to finalize all terms of employment. See the appropriate section of the Constitution and By Laws. After

terms of employment are negotiated with the Administrative Services Group, the Search Committee will recommend the candidate to the church for consideration.

Support Staff: The Administrative Services Group will recruit, interview, and hire the support staff. The Minister of Music or Music Director will be included when musical support staff is hired.

Pay Packages: All pay packages must be approved by the Administrative Services Group before hiring someone for any position.

V. PRIVILEGED INFORMATION

All matters under consideration of the Administrative Services Group are regarded as privileged information. Information concerning the personal matters of a staff member shall be released only upon consent of the majority of the Administrative Services Group.

V: ADMENDMENTS

These policies and procedures may be amended at any regular or called business meeting by majority vote of all members present and voting, with the exception of “Endowment Committee,” which is controlled by “Endowment Fund Amendments.”

APPENDIX A – FACILITY RENTAL POLICY

All requests for use of West End Baptist Church facilities must be submitted on approved forms available in the church office. Use of facilities by church members for personal reasons is allowed provided that all activities are conducted in accordance with Christian principles. Applications for use will be approved by the church after the date is deemed open for rental and a church liaison is selected as host for that event.

Any function conducted by non-church entities must provide a certificate of liability insurance before a rental is fully approved.

All approved rentals require a \$100.00 security deposit at the time of approval that will be returned if the facility is left clean and in order after the event. A check-out list will be provided to the renting party.

Fellowship Hall / Classrooms

Rental of a single classroom will be at a fee of \$75.00.

Rental of areas of the Fellowship Hall will be \$75.00 per section rented. There are four distinct rooms which can be used singly or in combination. If the walls need to be retracted for the event, there will be a charge of \$25.00 in addition to the room rental fees.

Approved requests allow for a five (5) hour rental of the space to give the patron time for set up, the event, and clean up. Each requested hour or portion thereof over five (5) hours will add \$10 per section, per hour.

* The church, upon request, can provide tables and chairs to seat a total of 130 people. This is covered in the rental fee. Additional tables and chairs will need to be provided by the renting party at their cost. Seating capacity is 225 with all the walls retracted.

Use of Kitchen

Use of the kitchen for staging and serving is \$35.00.

No cooking is permitted in the kitchen. Staging and serving of catered food is permitted. Any supplies used will be at an additional cost.

Pavilion

Rental of the Pavilion including restroom facilities will be \$150.00 for a five (5) hour rental. Each requested hour or portion thereof over five (5) hours will add \$10 per hour.

These policies and fees apply to all non-church members. Church members who wish to use the building for a non-church related activity will be encouraged to make an appropriate donation to cover the cost of the building use.

Funeral Policy

All funeral services of non-members of West End will be handled by the process outlined below. Immediate family of West End members, i.e., mother, father, son, daughter, son-in-law, or daughter-in-law will be considered members for the purpose of this policy.

1. The family will meet with the Church Secretary or Pastor to make arrangements and discuss fees.
2. The family will be responsible for full payment of all fees prior to the funeral service.
3. The cost of a funeral is a flat fee of \$1,200.
4. The services of a West End Sound Technician will be included for microphone management and recorded music.
5. Any live music is the responsibility of the requesting party. The Music Director must approve the use of the organ, piano, and music to be played.

Dinwiddie County public servants will only be charged a fee of \$100.

Rental Patron Cleanup Checklist

Fellowship Hall / Classrooms

- 1. Wipe down tables with cleaning rags (not dish towels) using warm water and dish soap. Additionally, wipe down any chairs that have been soiled.
- 2. Fold chairs and lean against wall in stacks no more than 5-6 chairs each.
- 3. Sweep the floor of debris under and around tables. Wipe up and/or mop any areas where liquid spills have occurred.
- 4. Take trash in tied off trash bags to the dumpster beside the brick garage. Extra bags are located in the pantry closet beside the large sink.

Kitchen

- 1. DO NOT pour anything into the sink on the island except for clear water, tea, and coffee. Absolutely NO SOLIDS OR GREASE in this sink as it will clog the floor drain. Failure to observe this restriction could result in loss of security deposit.
- 2. If any kitchen utensil or container is used, please wash, dry, and return to proper location. Any item you may not know where to return, please place on the stainless-steel prep counter and the church will return those items to the proper location.
- 3. Check refrigerator for any items you may have forgotten.
- 4. Sweep and/or mop kitchen floor as necessary.
- 5. Leave any kitchen rags used for cleanup in a pile beside the prep sink on the island. The church will launder and return those items to the kitchen.
- 6. Take trash in tied off trash bags to the dumpster beside the brick garage.

Pavilion

- 1. Sweep off floor surface from any crumbs and other debris.
- 2. Place all trash in tied off trash bags to the dumpster beside the brick garage.
- 3. Rinse off any spills with water from table and floor surfaces.
- 4. If bathrooms were used, be sure the toilets and sinks are not running before leaving.

The following was completed for the space rented. _____

Signature – rental representative

**Please give to church representative at your event when complete.*

APPENDIX B – WEDDING POLICIES

The marriage ceremony in the church is a worship service and is one of the most sacred of all ceremonies celebrated in our church. It is never merely a social occasion but is always a rite in which two persons pledge themselves to each other under the blessings of God and are united by Him in holy wedlock. Outlined below are the rules and regulations which have been adopted by West End Baptist Church. A copy of all fee schedules, forms, etc. must be secured from the Church Secretary or a Wedding Coordinator.

It is our prayerful hope that the ceremony will always be beautiful. It is almost like magic. You will enter the church unmarried and then, within a matter of minutes, everything in your lives will suddenly be changed. By coming to the church for your wedding, you are saying that you want this happy, wonderful experience and the life which shall follow to be lived in the presence of God.

We therefore, as a church, want to do all we can to help make this a holy, beautiful, memorable experience. This guide lists policies and procedures pertaining to all weddings at West End Baptist Church.

A. Scheduling

Pastor: When a couple plans to marry in the church, the bride or groom must contact the pastor. The pastor and church wedding coordinator will plan with the couple and schedule the date of the wedding and the facilities to be used. The pastor will also be scheduling time with the couple and counseling them concerning how to begin a Christian marriage. If the couple is planning to have a minister perform the ceremony other than a pastor from West End Baptist Church, the pastor of West End Baptist Church will plan this with the couple and meet with the pastor performing the ceremony.

Arrangements: After the bride or groom has contacted the pastor, she or he will be contacted by the church wedding coordinator. An appointment will be made to assist them in making preparations for the wedding. Confirmation of the date with the church staff and calendar will be made in order to avoid conflict with other scheduled activities. The church wedding coordinator will then confirm the date and time for the rehearsal, ceremony and reception, and will give further instructions to the bride. After receiving confirmation from the church wedding coordinator, a request for change-in-plans concerning church facilities must be made at least six weeks in advance of the wedding to be considered for approval. The church wedding coordinator can be reached through the church office. When the church is decorated for a special event, such as Christmas or Vacation Bible School, the decorations cannot be removed for a wedding. The couple should consider this when scheduling their wedding.

Simple Ceremony: A private wedding, involving only the bride, groom and pastor, may be conducted in the church at the discretion of the pastor performing the ceremony. In this case, the pastor will be paid directly by the couple.

Wedding Coordinator: The Church Wedding Coordinator will serve as a liaison between the church staff and the couple being married. After the couple has a preliminary meeting with and approval of the pastor of West End Baptist Church, the coordinator will function as follows:

1. Review wedding policies with the couple.
2. Have dates added to the church calendar. (Property and Space must approve this before a contract is signed.)
3. Complete a contract. (Contract should include open/close times)
4. Receive 10% deposit and the security deposit and give that with a copy of the contract to the chairperson of Wedding Coordinators. She will then give it to the Treasurer for deposit.
5. Submit (in duplicate) the notification of services form to each person who needs to participate. This would include the Pastor, the staff organist, the staff pianist, the sound technician, and the cleaning crew.
6. Receive the final payment in full four (4) weeks prior to the wedding ceremony. Submit payment to the Wedding Coordinator who will submit it to the Treasurer for deposit.
7. Request that the Treasurer pay all participants no later than one (1) week after the wedding. (Pastor, Organist, Pianist, Sound Technician, Cleaning Crew)
8. Be present at rehearsal and wedding and see that the building is opened and closed as per agreement in the contract.
9. Coordinate requests for building access with wedding party and groups wanting access such as florists. The wedding coordinator should be present when the church is decorated.
10. Assist the pastor in rehearsal and wedding and help to ensure that the wedding is carried out as planned by staff and wedding party.
11. Serve as a resource person to the wedding party as requested.
12. Keep a list of photographers, caterers, florists, etc. with whom the church has had experience. This list should be available for future use along with an evaluation of each vendor.
13. Meet with pastor officiating at wedding as requested.
14. Serve as a liaison between the church and the bride's personal wedding consultant or director.
15. The coordinator should be present during any use of the building for every wedding activity regardless of staff involvement.
16. If more than 200 people are expected to attend, secure an additional coordinator to be present during the wedding and reception.
17. Watch the calendar carefully so that a wedding is not scheduled during the weekend before, week of, and weekend after Vacation Bible School or any other church activity that would have the sanctuary decorated. Weddings cannot be scheduled in December.

B. Guidelines

1. The church facilities are made beautiful for the worship of God, making excessive decorations unnecessary. When floral displays are used, they must be placed in such a manner as not to cause damage. Candelabra will be furnished by the church. When

palms or other damp decorations are used, carpet and furniture must be fully protected. Protective coverings are available at the church. Any damage resulting from the use of decorations will be the responsibility of the party using the facility. Decorations must be removed immediately following the ceremony.

2. All weddings are scheduled on a “first come, first served” basis. However, members of West End Baptist Church are given priority.
3. The costs of a wedding ceremony are listed on a fee schedule that will be made available at the first meeting between the bridal couple and staff member. Fees are set on a “member” or “non-member” basis. It is to be understood that a “member” is a person who has been actively involved and a contributing individual in West End Baptist Church for not less than one year.
4. The throwing of rice or confetti is not permitted. Birdseed may be thrown outside and away from the porches and buildings.
5. Smoking is not permitted inside the building.
6. Absolutely no alcoholic beverages are permitted on the premises.
7. No nails, tacks, or tape that would mar the furnishings are permitted.
8. To determine wedding needs, the wedding party may visit the church during regular office hours (9:00 A.M. – noon and 1 p.m.-3:00 P.M., Monday through Friday). If the church has to be opened to accommodate visits at other times, there will be an additional charge of \$25 per trip, payable at the time of the visit.
9. The church will not accept responsibility or be liable for any materials or personal possessions left in the building at any time.

C. Photography

1. Photographers must consult the officiating minister and wedding coordinator regarding the taking of pictures during the wedding ceremony. Flash photography is not permitted during the ceremony. Available light photography is permitted during the processional, unity candle ceremony and recessional, provided the photographer is in the rear of the sanctuary or chapel. The photographer should blend into the background at all times to prevent distraction from the ceremony.
2. Video filming is permitted, provided it does not interfere with or disrupt the ceremony. Coordination with the officiating minister and wedding coordinator is necessary.

D. Reception

1. Receptions may be arranged for church members only. These arrangements must be made well in advance with the wedding coordinator. A meeting must be held with the caterer and the wedding coordinator to agree on the use of facilities, linens and equipment. No more than one reception may be scheduled for the same day. The caterer will be responsible for clean-up after the reception to the satisfaction of the wedding coordinator. The reception must be completed and the caterer must clean up the facilities no later than three hours after the wedding.
2. The facilities of West End Baptist Church are not available for wedding receptions on Sundays.

E. Custodial Services

Church custodial services must be used and paid according to the published schedule.

F. Music

1. A marriage service is a worship service where vows are made and prayers are offered. Music used in the service should be suitable. All music must be approved by the staff member performing the ceremony.
2. After approval, the bridal couple should rehearse the desired music with the organist or pianist of the church. If the church organist or pianist is not used, permission must be obtained from the Minister of Music and the staff member performing the ceremony to allow a guest pianist or organist. Music used must still be approved as stated above. Guest organists are not permitted to change any pre-set registrations.

G. Sound System

If the use of the sound system is required, the wedding party will be responsible for making arrangements with the wedding coordinator who will contact the Audio/Visual Committee Chairman. See the schedule for charges at the end of this policy.

H. Dressing Areas

1. The Bride's Room will be open and available to the bride and her attendants two hours prior to the wedding. All personal items must be removed two hours after the wedding's scheduled beginning.
2. If other rooms are needed for the groom or attendants, this may be arranged through the church wedding coordinator. Designated rooms only may be used by the bridal party as dressing rooms.

I. General Guidelines for Decorations

1. The wedding coordinator of West End Baptist Church must approve all types of decorations used.
2. No nails, tacks, staples, pins, or anything that will mar our woodwork may be used.
3. Church-supplied candelabrams may be used. Any other type, such as pew-end candlesticks, must have prior approval from the wedding coordinator. Protective coverings must be used under all candle holders and floral arrangements. Drip-less candles must be used.
4. Only wrapped wire that will not mar the pew-ends may be used to fasten bows. Do not use tape.
5. The florist must call the wedding coordinator or the church office three days in advance of the wedding to agree on a time for decorating the church. Decorating must be completed at least two hours before the ceremony.
6. The florist is expected to remove all decorations and equipment promptly following the ceremony. The church shall not be held responsible for any items not picked up by the florist.
7. The placing of flowers, ferns, candles, or anything decorative on either the piano or the organ console is strictly prohibited.
8. The church properties must be left in the condition in which they were found.

J. Fee schedule

Non-members

Sanctuary, minister, wedding coordinator, sound technician, and cleaning.....\$1200.00

Member Fees

- A. Minister (includes required premarital counseling sessions).....\$200.00
- B. Wedding Coordinator (required).....\$150.00
- C. Cleaning the sanctuary, bridal rooms, foyer, hallways, restrooms, and front porch area .\$. \$ 75.00
- D. Cleaning the Fellowship Hall (required, if used)..... \$ 75.00
- E. Pianist or organist (if used).....\$150.00*

Special permission must be obtained to use anyone other than our church pianist and/or organist.

F. Sound Technician \$ 75.00

Member Fees for Small Wedding (less than 25 guests)

Minister (includes required premarital counseling sessions)\$150.00
Wedding Coordinator (if required by the pastor.....)\$100.00
Cleaning the sanctuary, bridal rooms, foyer, hallways, restroom, and front porch area.....\$ 75.00
Cleaning the Fellowship Hall/Kitchen (if used).....\$ 75.00
Pianist, if desired and available (no rehearsal).....\$100.00
Organist, if desired and available (no rehearsal).....\$100.00

Security Deposit:

Members:	\$250.00
Non-members:	\$500.00

Both Members and Non-members:

Opening the church outside of normal hours per visit.....\$ 25.00
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*Price for each

(Any time over the stated limits will be \$25.00 per 15 minutes.)