# Policies and Procedures - Table of Contents

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Newcastle First Baptist Church
Policy and Procedure

Number: AD-001
Title: Church Worker Requirements
Date: 01/23/2005
History: This is a new policy.

There are certain general requirements that apply to any position held in this church, whether voluntary or paid. They are:

1. Must love the Lord; love His people; and work diligently, in accordance with 1 Cor 10:31, to do their best to bring glory to God.

2. Must be an active member of the church.

3. Must be a practicing tither.

   Note: while this is a stated requirement, it is a requirement that is between the individual and God; no attempt will be made by any member of this church to ascertain whether or not a particular member is actually a tither.

4. Except when providentially hindered, MUST ATTEND ALL REGULARLY SCHEDULED CHURCH SERVICES. If the member is away on vacation, they will be expected to attend church services in the vacation area.

5. Except when providentially hindered, must attend all scheduled meetings or training sessions involving that position.
A. All paid church employees shall receive a written evaluation of job performance on completion of their initial 90 days of service, and annually thereafter. The annual evaluations will be completed in October.

B. The evaluations for all employees except the senior pastor will be completed by the senior pastor, or by the designated immediate supervisor of the employee.

C. A copy of the Staff Evaluation Form is attached.

D. The entire congregation shall evaluate the Senior Pastor, using the attached Senior Pastor Evaluation Form.

E. The results of the employee evaluations shall be provided to the Finance Committee for use in making wage and benefit determinations for the new year.
## Area to be Evaluated

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Does the employee give evidence of walking with the Lord?</td>
</tr>
<tr>
<td>02</td>
<td>Is the employee dependable?</td>
</tr>
<tr>
<td>03</td>
<td>Does the employee provide a high-quality work product?</td>
</tr>
<tr>
<td>04</td>
<td>Does the employee strive to be a team player?</td>
</tr>
<tr>
<td>05</td>
<td>Does the employee complete work assignments on time?</td>
</tr>
<tr>
<td>06</td>
<td>Does the employee maintain confidentiality?</td>
</tr>
<tr>
<td>07</td>
<td>Is the employee faithful in attendance at church services?</td>
</tr>
<tr>
<td>08</td>
<td>Does the employee actively participate in church functions?</td>
</tr>
<tr>
<td>09</td>
<td>Does the employee strive to be an encourager?</td>
</tr>
<tr>
<td>10</td>
<td>Does the employee present a professional appearance?</td>
</tr>
</tbody>
</table>

**Total Score**

**Comments**

<table>
<thead>
<tr>
<th>#</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
</tr>
</tbody>
</table>

**Supervisor Signature**

**Employee Signature**

*Employee: By signing this form you are indicating only that you have received it, not that you necessarily agree with it.*
Please help the pastor to become a more effective shepherd by completing this evaluation tool as honestly as possible. If you have no knowledge of a particular area, please mark “Not Observed” and do not mark a score. If you do have knowledge of the area, please mark an appropriate score by placing an “X” in the proper column, from “0” meaning the pastor does not at all exhibit this characteristic, to “10” meaning that he does it in an outstanding fashion. Return this form to the church as soon as possible. Please do NOT put your name on the form.

<table>
<thead>
<tr>
<th>Not Observed Number</th>
<th>Area to Be Evaluated</th>
<th>Not at All</th>
<th>Always</th>
<th>Sometimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>The pastor is effectively leading our church.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>The pastor’s preaching style holds my interest.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>The pastor’s sermons are Biblically based.</td>
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<td></td>
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</tr>
<tr>
<td>04</td>
<td>The pastor’s sermons are practical and useful.</td>
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<tr>
<td>05</td>
<td>I am able to understand his teaching.</td>
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</tr>
<tr>
<td>06</td>
<td>I feel I am growing through his teaching.</td>
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<td></td>
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</tr>
<tr>
<td>07</td>
<td>The pastor provides encouragement and support.</td>
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<tr>
<td>08</td>
<td>The pastor is concerned about winning souls.</td>
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<tr>
<td>09</td>
<td>The pastor encourages evangelism.</td>
<td></td>
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<tr>
<td>10</td>
<td>The pastor is effective when giving an invitation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>The pastor does a good job leading in Communion.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>The pastor does a good job conducting baptisms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>The pastor does a good job conducting weddings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>The pastor does a good job conducting funerals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>The pastor participates when work is done.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>The pastor is concerned about missions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>The pastor is active in the community.</td>
<td></td>
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</tr>
<tr>
<td>18</td>
<td>The pastor is active in prospect and member visitation.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>19</td>
<td>The pastor is active in hospital &amp; nursing home visitation.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>20</td>
<td>The pastor is active in visiting our shut-ins.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>The pastor relates well to the senior adults.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>The pastor relates well to the adults.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>The pastor relates well to the youth.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>The pastor relates well to the children.</td>
<td></td>
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</tr>
<tr>
<td>25</td>
<td>The pastor is able to provide effective counsel.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>26</td>
<td>The pastor works well with boards/committees.</td>
<td></td>
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</tr>
<tr>
<td>27</td>
<td>The pastor is effective in organizing the church.</td>
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</tr>
<tr>
<td>28</td>
<td>The pastor keeps the church family informed.</td>
<td></td>
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</tr>
<tr>
<td>29</td>
<td>The pastor shares leadership with others.</td>
<td></td>
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</tr>
<tr>
<td>30</td>
<td>The pastor deals constructively with conflict.</td>
<td></td>
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</tr>
<tr>
<td>31</td>
<td>The pastor is a man of integrity.</td>
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</tr>
<tr>
<td>32</td>
<td>I feel I can trust the pastor.</td>
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</tr>
<tr>
<td>33</td>
<td>The pastor presents a professional appearance.</td>
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</tr>
<tr>
<td>34</td>
<td>The pastor is hospitable and easy to approach.</td>
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</tr>
<tr>
<td>35</td>
<td>The pastor appears to truly love this church family.</td>
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</tr>
</tbody>
</table>

What suggestions can you make to help the pastor become more effective? Continue on the back if necessary.
I. Creating New Positions

A. All paid employee positions in the church must be approved by the church body, in accordance with the following steps:

1. Any member of the church may recommend the creation of a new position, by speaking to the pastor or any member of the Church Council.

2. The pastor or member contacted shall present the request at the next scheduled Church Council meeting.

3. After sufficient discussion, the Church Council will decide if the request should be taken to the church body. An affirmative vote of the Church Council shall be required to proceed.

4. If approved by the Council, the recommendation shall be presented to the church body at the next scheduled quarterly business meeting. If the position recommendation is determined by the Council to be urgent, a Special Called Business Meeting of the church may be scheduled in accordance with established procedures.

B. The Church Council shall determine an appropriate compensation package for recommendation to the church.

II. Filling Approved Positions

A. When a new position has been created, or when a vacancy exists in a current position, only the Senior Pastor may recommend a candidate for the position to the Church Council. Referrals may be made to the Senior Pastor for consideration by any member of the church body.

B. When a new position has been created and approved, every effort shall be made to fill the position from within the current church membership. Only when there are no qualified candidates from within the church membership, or no church members desire the position, shall attempts be made to hire from outside the church.

C. The information on the recommended employee shall be presented at the next scheduled Church Council meeting. If the need is urgent, a special meeting may be called.

D. An affirmative vote of the Church Council shall be sufficient to hire the recommended employee for non-ministerial positions.
E. The Church Council will decide on an appropriate compensation package.

F. If the position is ministerial in nature, hiring approval must be granted by the church body. The matter will be brought before the church body at a special called business meeting. A 75% affirmative vote of the church body shall be necessary to hire the ministerial candidate.

G. Upon approval by the Church Council (or by the church body), a starting date shall be determined by the Senior Pastor. The new employee will be presented to the church at the first morning worship service after their date of hire.

III. Hiring Requirements

A. In order to be considered for a paid church position, a candidate must meet all of the following requirements:

   1. Must be a born-again believer in Jesus Christ, who has been baptized by immersion.
   2. Must be able to clearly delineate their salvation experience.
   3. Must be in agreement with all articles of the church’s Statement of Faith.
   4. If not already a church member, must agree to request membership in this church at the next regularly scheduled worship service.
   5. Must agree to abide by all elements of the requirements for all church workers delineated in Policy and Procedure AD-001.

B. If the new employee has been a church member for a sufficient time period that their character and reputation have been well-established, the need for conducting a background check as outlined in paragraph C below shall be waived.

C. Prior to hiring any individual who has not been a member of the church for a sufficient time period so as to have established their character and reputation, a background check will be conducted, consisting of (at a minimum) the following items:

   1. Criminal History Check
   2. Driving History Check
   3. Child Abuse History Check
   4. References Check

D. The Hiring Clearance Form (attached) must be completed prior to the hire of the individual.
<table>
<thead>
<tr>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position has been approved by the church.</td>
</tr>
<tr>
<td>Compensation package has been determined by the Church Council.</td>
</tr>
<tr>
<td>Employee has been approved by the Church Council or by the church body, as appropriate.</td>
</tr>
<tr>
<td>Criminal History check has been completed.</td>
</tr>
<tr>
<td>Results:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Driving History check has been completed.</td>
</tr>
<tr>
<td>Results:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Child Abuse History check has been completed.</td>
</tr>
<tr>
<td>Results:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Reference Checks have been made.</td>
</tr>
<tr>
<td>Persons Contact/Synopsis of Contact</td>
</tr>
<tr>
<td>Initials</td>
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</table>

By signing this document, I hereby give my consent for the release of any and all personal information on me desired by First Baptist Church. I understand that this may include a criminal history check, driving history check, child abuse history check, and a check of my references, both as provided and as developed through the provided contacts.

<table>
<thead>
<tr>
<th>Candidate Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Witness Signature</td>
</tr>
</tbody>
</table>
I. Ministerial Employees

A. If a ministerial staff member of the church is failing to perform as expected, the Senior Pastor will take the progressive disciplinary steps indicated below. A written record shall be maintained in the employee’s personnel file of all such actions.

   1. Individual counseling  
   2. Special Employee Evaluation  
   3. Verbal reprimand  
   4. Written reprimand

B. If a problem persists after all of these steps have been taken, the employee shall be brought before the other Ministerial Staff Members and Deacons. This group will decide on the next course of action, which includes:

   1. Placing the employee on 30 - 90 days probation, or  
   2. Recommending termination

C. If termination is recommended, a Special Called Business Meeting of the church will be set, in accordance with established procedures. The situation and steps taken will be presented to the church body at that meeting, and a written vote will be taken. The affected employee shall have the right to address the body at this meeting. Termination will occur on a simple majority vote.

D. The Ministerial Staff and Deacons will decide what (if any) termination compensation package will be offered, and shall present said recommendation to the church body for approval at the termination meeting.

E. If the alleged offense is of a serious moral or criminal nature, the Senior Pastor and/or the Deacons and Ministerial Staff may elect to take the situation to the church body immediately for termination; progressive discipline shall not be necessary.

II. Non-ministerial Employees

A. If a non-ministerial staff member of the church is failing to perform as expected, the Senior Pastor will take the progressive disciplinary steps indicated below. A written record shall be maintained in the employee’s personnel file of all such actions.

   1. Individual counseling  
   2. Special Employee Evaluation  
   3. Verbal reprimand  
   4. Written reprimand
B. If a problem persists after all of these steps have been taken, the employee shall be brought before the Ministerial Staff and Deacons. This group will decide on the next course of action, which includes:

1. Placing the employee on 30-90 days probation, or
2. Recommending termination

C. If termination is recommended, a special meeting of the Church Council shall be called. The situation and steps taken shall be presented to the Council. The employee shall have the right to address the Council at this meeting. Termination will occur on a simple majority vote.

D. The Ministerial Staff and Deacons will decide what (if any) termination compensation package will be offered, and will present said recommendation to the Church Council for approval.

E. If the alleged offense is of a serious moral or criminal nature, the Senior Pastor and/or the Ministerial Staff and Deacons may elect to take the situation to the Church Council immediately for termination; progressive discipline shall not be necessary.
A. In order to ensure the safety of our children, and to protect the church from potential legal action the following procedures will be followed.

B. Only church members will be allowed to work with the children and youth.

C. “Working with children and youth” means anyone who shall be in a position to potentially be alone with any child or youth. Positions shall include Sunday School teachers or assistants, discipleship training instructors, children’s church workers, nursery workers, and youth or children activity directors, assistants, chaperones, or workers.

D. Prior to any new member being placed in a position of working with children and youth, a criminal history check and child abuse registry check shall be conducted by the church.

E. If such checks reveal the existence of previous reports of abuse or neglect, or previous arrests for related charges on the individual, they shall be brought before the Deacons and Pastor(s) for an opportunity to explain the circumstances. The Pastor(s) and Deacons shall investigate the situation, and will make a determination as to the appropriateness of the individual being allowed to work with the children or youth.

F. If allegations are made against any individual in the church currently working with the children or youth, their participation as children/youth workers will be immediately suspended. As required by state law, an immediate report to the State Department of Family Services and/or the appropriate police department will be made.

G. If the Department of Family Services and/or police agency close their investigation(s) as unfounded, the Pastor(s) and Deacons will make an appropriate determination as to the potential restoration of the accused to working with children and youth.
A. In order to facilitate the efficient and effective functioning of the church, a Church Council method of operation shall be developed.

B. The Church Council shall consist of:

1. All ministerial staff
2. Deacon Chairman
3. Worship Leader
4. Youth Director
5. Children Director
6. Nursery Director
7. Church Clerk
8. Church Treasurer
9. Missions Director
10. Missions Financial Secretary
11. Fellowship Director
12. Discipleship Director

C. The Church Council will serve as the Budget Committee, Finance Committee, and Nominating Committee.

D. The Church Council shall meet monthly.
### Newcastle First Baptist Church
#### Policy and Procedure

<table>
<thead>
<tr>
<th>Number: AD-007</th>
<th>Title: Church Business Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 08/06/2006</td>
<td>History: Replaces unused Policy AD-007, which was rescinded on 05/21/2006. This is a new policy.</td>
</tr>
</tbody>
</table>

The church shall meet quarterly for purpose of conducting the business of the church. These quarterly meetings shall be scheduled in lieu of the regular evening service in the months of February, May, August, and November.

The November business meeting shall be designated the Annual Business Meeting.
Listed below are the positions currently utilized (or scheduled for future utilization) in First Baptist Church, and the job requirements of each position.

A. Deacons

- Responsible for all benevolence actions of the church.
- Shall assist the pastor in ministering to the body.
- Shall assist the pastor in administration of the ordinances.
- Shall serve as offering counters.
- Shall participate in meetings as scheduled.
- The Chairman (or his designee) shall report on projects, problems, etc at Church Council and business meetings.
- Shall serve as Trustees of the church for legal purposes.

B. Worship Leader

- Coordinate with the pastor in planning and scheduling the worship services of the church.
- Oversee all musicians and praise team/choir members.
- Coordinate any dramatic productions of the church.
- Schedule and oversee practices as appropriate.
- Ensure that all equipment used in worship is functioning properly.
- Schedule church musical instruments for repair/maintenance as needed.
- Maintain a library of church music and drama materials.
- Coordinate Youth and Children’s Choir activities as appropriate.
- Report on worship activities at Church Council and business meetings.

C. Youth Director

- Coordinate all activities of the Youth Department (Middle School & High School).
- Coordinate all counselors/chaperones for youth activities.
- Ensure that regular youth activities are scheduled.
- Ensure that proper documentation is completed for all scheduled youth events.
- Coordinate with Sunday School and Wednesday Youth Group leaders to ensure that adequate and appropriate Bible Study is provided.
- Provide counseling to youth and/or families of youth as required.
- Keep the pastor and/or the deacons informed of all youth activities.
- Report on youth activities at Church Council and business meetings.
D. Children’s Director

- Coordinate all activities of the Children’s Department (Preschool through 5th Grade).
- Coordinate all counselors/chaperones for children activities.
- Ensure that regular children activities are scheduled.
- Ensure that proper documentation is completed for all children events.
- Coordinate with children’s classes Sunday School teachers to ensure that adequate and appropriate Bible Study is provided.
- Coordinate with Wednesday evening children leaders to ensure that adequate and appropriate activities and Bible Study is provided.
- Ensure that appropriate spiritual counseling is made available to children.
- Keep the pastor and/or the deacons informed of all children activities.
- Report on children’s activities at Church Council and business meetings.

E. Nursery Director

- Coordinate and ensure that a nursery volunteer list is maintained.
- Recruit volunteers for nursery duty as required.
- Ensure that the nursery is kept adequately stocked with supplies.
- Ensure that the nursery is kept in a clean and sanitary condition.
- Ensure that scheduled nursery workers are in the nursery at least 15 minutes prior to scheduled time.
- Ensure that nursery workers complete and turn in the Sunday morning weekly attendance slip.
- Report on nursery needs/problems at Church Council and business meetings.

F. Church Clerk

- Shall attend all regular and called business meetings of the church, and shall prepare and file a written report (minutes) of all business transacted by the church.
- Shall attend all Church Council meetings of the church, and shall prepare and file a written report (minutes) of all business transacted by the Council.
- Shall have custody of the membership records and reports of the church, and shall provide copies of same to the Pastor.
- Shall handle all correspondence connected with the office of clerk (i.e. requests for church letters, etc).
- Shall ensure that all requests for church letters are sent out on the next business day after a prospective member requests transfer of their letter.
- Shall ensure that all requests for church letters from another church are sent out on the next business day after approval by the church.
- Shall keep correct and up-to-date records of church membership.
- Shall present to the church at each of its regular business meetings minutes from all meetings (regular and special) since the previous regular business meeting.
- Shall present to the Church Council at each of its regular meetings minutes from the previous Church Council meeting.
• Shall present to the church at each of its regular business meetings a list of new members and departed members since the previous regular business meeting.
• Shall advise the pastor and/or the deacons of any problems with membership matters.

G. Church Treasurer/Financial Secretary

• Shall endorse, as treasurer, all checks and negotiable papers that come into his/her official charge.
• Shall pay all bills and obligations of the church, after they shall have been audited, approved, and ordered paid by the church. Those items previously approved in the Church Budget shall not require additional approval.
• Shall submit and exhibit to the church at all reasonable times as requested his/her books, records, and files.
• Shall render an accurate report of the church financial condition at each regular Church Council and business meeting.
• Shall assist the Church Council in preparing the annual church budget by providing records and reports as required or requested.
• Shall maintain the church financial records on computer, and shall ensure that all records are backed up on a daily basis.
• Shall maintain church payroll records, and shall ensure that all payroll is paid (via check or direct deposit) in a timely fashion.
• Shall maintain records of donations, and shall provide a report of same to each individual giver on an annual basis.
• Shall prepare and submit all required income tax forms in a timely fashion.

H. Missions Director

• Shall maintain regular correspondence with all mission projects supported by the church.
• Shall provide periodic updates on mission activities.
• Shall ensure that missions prayer needs are relayed to the pastor.
• Shall coordinate with the Pastor on scheduling speaking engagements for missionaries when available.
• Shall report on missionary activities and/or events at all scheduled business meetings of the church.

I. Missions Financial Secretary

• Shall maintain the missions banking accounts.
• Shall pay out designated monies to missionaries as scheduled.
• Shall make periodic reports on missions finances to the church at all scheduled business meetings.
• Shall ensure that a backup copy of all missions financial accounts is maintained at the church.

J. Discipleship Director

• Makes certain all Sunday School classes have teachers.
• Makes certain all Wednesday evening classes have teachers.
• Assists with discipline problems.
- Ensures that appropriate literature is ordered and received.
- Schedules/conducts teacher training sessions as appropriate.
- Schedules discipleship training classes (pre-baptism, new member classes, etc) and secures teachers as needed.
- Assists new/prospective members in obtaining appropriate classes.
- Submits class completion records on all discipleship training to the pastor.
- Schedules and coordinates one-on-one discipleship as needed.
- Designates a VBS director, and coordinates planning of VBS activities.

K. Fellowship Director

- Coordinates with the Church Council on scheduling of dinners and/or special events.
- Ensures that adequate food and beverages have been arranged.
- Coordinates the set up and clean up for all dinners and/or special events.
- Ensures that necessary paper goods, tables, etc are brought to off campus events.
- Maintains adequate inventory of paper goods and janitorial/cleaning supplies.
- Ensures that the church kitchen is maintained in a clean and orderly fashion.
- Reports on fellowship activities at all Church Council and business meetings.

L. Teachers

- Shall, through diligent prayer, ensure that they are called by God to teach, and are not filling a position merely because no one else could be found.
- Shall be responsible for the conduct of all scheduled classes to which they are assigned, whether regular Bible Study or special discipleship training classes.
- Shall be in their assigned classroom at least 15 minutes prior to the scheduled start time of their class.
- Shall maintain a roster of assigned students, and shall visit with absent students (either in person or by telephone) as possible. (In larger classes, care group leaders may be utilized to assist in this effort).
- Shall (unless providentially hindered) attend all scheduled teacher/worker training sessions.
- Shall notify the Discipleship Director as soon as possible upon realization that they will not be available for a scheduled class. They will inform the Discipleship Director of any actions taken to secure a substitute teacher.
- Shall spend adequate time in prayer, study, and preparation for each class, so as to “show themselves adequate and equipped” (2 Tim 3:17).
- Shall use only material designated and approved by the church.
- Shall not teach doctrine contrary to that officially supported and endorsed by the Pastor and the church.
- Shall ensure that their classroom is kept in a clean and organized manner.

M. Sound System Operator

- Only technicians trained in the proper use of church audio/visual equipment will be present in the sound booth.
• Coordinates with the Pastor and Worship Leader in preparation for all worship and congregation teaching activities of the church.
• Ensures that all audio and video equipment is working properly.
• Ensures that video and audio taping is conducted as required.
• Prepares copies of audio or video tapes or CD’s as requested.
• Secures a count of attendees at each Sunday morning worship service, and provides the information to the pastor.
• Ensures that a technician is available for all scheduled services and practice sessions.

N. Custodian
• Shall ensure that the church is cleaned in accordance with the established cleaning schedule each week. (Attachment A to this procedure).
• Shall ensure that the church is cleaned and prepared for any special events (weddings, funerals, etc).
• Shall ensure that the church is cleaned after any special events, prior to the next scheduled service.
• Shall ensure that needed cleaning supplies are listed on the designated resupply list.
• The custodian shall NOT be responsible for cleaning tables or shelves in the Sunday School classrooms; that shall be the responsibility of the teacher(s) assigned to that room.

O. Web Master
• Maintains and updates (on a minimum of a weekly basis) the church web site.
• Coordinates with the pastor and church secretary for scheduling of events.
• Coordinates with the pastor and/or deacons before posting any information on the web site.

P. Choir Secretary
• Files and maintains all music and worship sets.
• Files and maintains all choral music books/supplies.
• Ensures that choir notebooks are kept up to date.
• Assists the Choir Director as needed.

Q. Transportation Coordinator
• Develops and maintains an active list of transportation volunteers.
• Assists church/community members in arranging transportation as needed.
• Provides reports on transportation activities at church business meetings.

R. Ladies Ministry Coordinator
• Schedules and coordinates activities of ladies fellowship and ministry.
• Secures teachers for special ladies classes.
• Coordinates with the Discipleship Director and pastor on scheduling classes.
S. Church Librarian

- Establishes and maintains an honorary check-out system for library materials.
- Monitors the check-out system for compliance.
- Advises the pastor and/or deacons of problems with compliance.
- Maintains the library materials in an organized fashion.
- Ensures that the library copies of the church constitution, policies and procedures, and meeting notes (church business, church council, and deacons) are kept up to date.
- Ensures that the missions report book is kept up to date.
Weekly Schedule

Monday Mornings
Generally straighten sanctuary, kitchen and social hall.
Check restrooms for supplies/restock as needed.
Empty all trash cans.

Wednesday Mornings
Check to ensure that all facilities are ready for the Wednesday service.
Check restroom for supplies/restock as needed.
Empty all trash cans.

Fridays (after 1 pm) or Saturdays
Empty all trash cans throughout the church, including the shredder.
Ensure the two rooms at the back of the sanctuary are clean & neat (sweep & mop as needed).

Vacuum the sanctuary (including the pew cushions when necessary).
Clean (with window cleaner) the pulpit.
Clean (with orange glo cleaner) the front table, organ, and piano.
Dust the sound booth equipment.
Ensure that the pews are free from trash, hymnals straightened, etc.  } Sanctuary
Water the live plants.
Ensure that the table at the back of the sanctuary is neat and straightened.
Ensure that the window sills are clean/free of debris.
Ensure that the microphones are placed properly for service.

Scrub all toilets.
Scrub all sinks and countertops; clean all mirrors.  } Restrooms
Ensure that all supplies are restocked.
Sweep and mop the floors.

Clean the refrigerator, microwave, and toaster oven.
Clean the sinks and countertops.
Clean the coffee pots/coffee makers.
Ensure that all dishes are properly put away.
Sweep and mop the floor.

Ensure that all tables and chairs are cleaned/have clean table cloths.
Wash the windows on the entry doors.
Set all chairs on the tables for sweeping & mopping.
Clean (with orange glo cleaner) the two wooden tables.  } Social Hall
Straighten the two wooden tables.
Vacuum (and steam clean as necessary) the entry mats.
Sweep and mop the floor.
Water the live plants.
Straighten all toys.
Change the crib sheets as necessary.
Clean the sink. } Nursery
Dust all shelves, cabinets, etc.
Vacuum the carpet.
Sweep and mop the vinyl floor.

Straighten toys.
Vacuum the carpet. } Classrooms
Dust window sills, tables, etc.
DO NOT move/rearrange tables, shelves, etc.

Clean the sink and countertop in pastor’s office.
Clean the mirror.
Dust desks, window sills, shelves, etc. } Offices
Vacuum the carpet.
DO NOT move/rearrange desks, shelves, etc.

**Periodic Cleaning (One item each week, in rotating order)**

01 – Woodwork in bathroom (clean with orange glo wood cleaner)
02 – Kitchen woodwork (clean with orange glo wood cleaner)
03 – Social Hall woodwork (to include nursery & classroom) (clean with orange glo wood cleaner)
04 – Office woodwork (clean with orange glo wood cleaner) (Does not include shelves in pastor’s office)
05 – Sanctuary woodwork (clean with orange glo wood cleaner) (includes pews on the stage)
06 – Pews (clean with orange glo wood cleaner)
07 – Wash all windows in the church (inside and outside).
08 – Sanitize the toys in the nursery.

These items may be done on any day of the week – except the pews should not be done on a Wednesday, due to the required drying time for the oil.

**As Needed Cleaning**

Steam cleaning the entry mats.
Spot cleaning the carpets.
Sweeping/rinsing down the front porch/sidewalk.

**Friday Before the First Sunday of Each Month**

Change the filters on the air exchange units.
Change the monthly banners in the sanctuary.
Recognizing that the church is a theocracy, under the rule of the Chief Shepherd, Jesus Christ, but understanding the need for all things to be done decently and in order (1 Cor 14:40), the following chain of command is established.

1. Senior Pastor
2. Associate Pastors (in order of time in service to this church)
3. Chairman of the Deacons
4. Secretary of the Deacons
5. Other deacons (in order of time in service to this church)
A. In order to more effectively minister to the community, provide training in God’s Word, and to become more effective and efficient in outreach efforts, First Baptist Church shall operate a Sunday School.

B. The Sunday School shall meet at the time and location designated by the church.

C. As many age-graded classes as deemed necessary by the Church Council shall be maintained.

D. Promotion to the next appropriate age-graded class shall occur on the first Sunday in September of each calendar year.

E. All literature to be used in the Sunday School must be approved by the Senior Pastor and Discipleship Director.

F. It is to be recognized that the primary purpose of the Sunday School is outreach, and as such classes may be changed, added to, or mixed as deemed necessary by the church in order to achieve maximum effectiveness. There shall be no “private” Sunday School classes at First Baptist Church.
A. Persons desiring to teach – whether it be Sunday School, Discipleship Training, or other authorized teaching opportunity – should ensure that they have been called by God to be a teacher. (This shall not preclude any person from being involved in a one-on-one discipleship activity, which is the responsibility of every Christian).

B. Teachers must ensure that the materials they use have been approved by the Senior Pastor and the Discipleship Director. They shall not teach contrary to the doctrine and faith established by the church.

C. Teachers shall be responsible for the conduct of all scheduled classes to which they are assigned, whether regular Bible Study or special discipleship training classes. They should be in their assigned classroom at least 15 minutes prior to the scheduled start time of their class.

D. Teachers who have an assigned classroom shall maintain that classroom in a neat and clean manner, to include periodic vacuuming and/or mopping of the floors. When teachers utilize a classroom that is not assigned to them, they shall be expected to clean up and restore the room to a ready condition at the end of each class period.

E. Teachers shall maintain a roster of assigned students, and shall visit with absent students (either in person or by telephone) as possible. (In larger classes, care group leaders may be utilized to assist in this effort).

F. Teachers shall (unless providentially hindered) attend all scheduled teacher/worker training sessions.

G. Teachers shall notify the Discipleship Director as soon as possible upon realization that they will not be available for a scheduled class. They will inform the Discipleship Director of any actions taken to secure a substitute teacher.

H. Teachers shall spend adequate time in prayer, study, and preparation for each class, so as to “show themselves adequate and equipped” (2 Tim 3:17).

I. Teachers should be cognizant of and ready to respond to opportunities to present the plan of salvation to any of their students.
A. The Senior Pastor or Discipleship Director may periodically schedule Teacher Training Sessions for Sunday School, Discipleship Training, or Wednesday Evening Program teachers. The sessions will be announced sufficiently far in advance so as to allow adequate scheduling time for the teachers.

B. All assigned teachers will be expected to attend the training sessions, unless providentially hindered.

C. If a teacher will be unable to attend a particular training session, they should endeavor to ascertain if make-up or individualized training may be available.

D. If a teacher repeatedly fails to attend required training sessions, they may be removed from their teaching position, at the discretion of the Pastors and Deacons.
A. The Great Commission (Matthew 28:18-20) requires that the church make *disciples*, not just converts. Since the root of the term disciple implies discipline and organization, it is incumbent upon First Baptist Church to maintain an organized and planned program for providing training and instruction to the members.

B. Training opportunities shall be made available to the members (and attendees) in accordance with, but not limited to, the schedule established below:

1. Sunday School (9:15 am Sunday mornings)
2. Discipleship Training (various times)
3. Teaching Service (6:00 pm Sunday evenings)
4. Midweek Service (6:30 pm Wednesday evenings)
5. Ladies Bible Studies (various times)
6. Men’s Bible Studies (various times)
7. Individual Discipleship (1 to 1 or 1 to 2, various times)
8. Special training conferences

C. Since there are many issues of primary importance to the faith, certain classes have been developed that will be offered as often as needed. These include, but are not limited to:

1. Pre-Baptism Training (mandatory for all Baptismal candidates)
2. Introduction to Church Membership
3. Introduction to Ministry
4. Introduction to Evangelism
5. Basic Discipleship (5-6 Weeks)
   a. Survival Kit for New Christians
   b. Lessons on Assurance
   c. First Steps for New Christians
6. Intermediate Discipleship (24 Weeks)(Pathways to Spiritual Understanding)
7. Advanced Discipleship (24 Weeks) (MasterLife)

D. Special training is available on a one-to-one basis from the pastor to deal with recovery from specific life issues. These include, but are not limited to:

1. Family Dysfunction
2. Broken Relationships
3. Distorted Images of Self
4. Distorted Images of God
5. Addictions
6. Codependency
7. Abuse
8. Spiritual Abuse
9. Guilt
10. Bitterness
11. Shame
12. Workaholism
13. Depression
14. Fear
15. Loss

E. It is anticipated that as the church progresses in its training mission, certain levels of training shall be required to hold various positions within the church. For this reason, records of specific training received by members shall be maintained by the church.

F. In order to be good stewards of God’s resources, the church may request individuals to pay for training materials. However, the church must be ready to provide necessary materials at no cost to the individual when necessary. A lack of financial resources must never be a reason for an individual to forsake a particular training opportunity.
I. Because this church endeavors to be a good steward of God’s resources, it is desired that the maximum use be obtained from the facilities and equipment that belong to the church. For this reason, members of the church family may utilize the facilities and equipment for authorized purposes in accordance with the procedures outlined below.

A. Members of the church shall be automatically deemed eligible to use any and all facilities, in accordance with the policies outlined below.

B. Non-member requests for use shall be evaluated on a case by case basis by the Pastor(s) and/or Deacons to determine appropriateness of use.

II. Use of Facilities

A. The Worship Center, Social Hall, and Educational Space of the church plant may be used for approved activities by scheduling the space in advance. Approved activities may include, but are not limited to:

1. Weddings (see P&P FA-003)
2. Funerals (see P&P FA-003)
3. Luncheons or dinners
4. Parties
5. Extracurricular Bible Studies
6. Special events
7. Non-political meetings (see paragraph IIE)

B. To be approved for use, the requested activity may not include:

1. Smoking or any other use of tobacco products
2. Use of alcoholic beverages (or chemical substances)
3. Extremely noisy, obnoxious, or dangerous behavior

C. To request the use of the facilities, the attached Facilities and Equipment Request form must be submitted to the Pastor or church secretary sufficiently far in advance to allow proper scheduling.

D. Upon completion of the activity, the facilities must be cleaned and restored to their normal configuration and status.

E. Because of this church’s status as an IRS 501(c)3 organization, political meetings or rallies may not be held in church facilities. Allowing such activities could result in the loss of tax-exempt status.
III. Use of Church Equipment

A. Certain church equipment is appropriate for use off-campus. Such items may include, but are not limited to:

1. Tables
2. Chairs
3. Audio-visual equipment
4. Certain office equipment

B. Certain church equipment will not be approved for use off-campus at any time. Such equipment may include, but is not limited to:

1. Musical instruments
2. Computers
3. Office machines such as copiers, fax, etc.

C. To request the use of church equipment, the attached Facilities and Equipment Request form must be submitted to the Pastor or church secretary sufficiently far in advance to allow proper scheduling.

D. All equipment must be returned in a clean and operable condition. If any equipment is damaged in use, the responsible party must notify the Pastor or church secretary of such fact.

IV. The Pastor(s) and/or Deacons of this church shall have the authority to deny use of any of the facilities or church equipment based upon the nature of the request, past history of compliance of the requestor, or scheduling conflicts.
# Newcastle First Baptist Church
Facilities and Equipment Request Form

<table>
<thead>
<tr>
<th>Date Request Filed</th>
<th>Date(s) Needed</th>
<th>Time Needed</th>
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<table>
<thead>
<tr>
<th>Person Making Request</th>
<th>For Equipment: Desired Date &amp; Time of Pickup</th>
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<tr>
<th>Address</th>
<th>Telephone Number</th>
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<tr>
<th>Facility or Equipment Needed (Be Specific!)</th>
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<th>Activity or Purpose of Use</th>
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<tr>
<th>For Equipment – Location to be Used:</th>
<th>Desired Date and Time to Return Equipment</th>
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</table>

By signing below, I attest that I have read and understand the applicable Church Policies and Procedures governing this request, and agree to comply with all requirements therein. I further agree to release and hold harmless the church and any and all members thereof for any accidents or injuries resulting from the use of said equipment.

<table>
<thead>
<tr>
<th>Signature of Requestor</th>
<th>Approved By</th>
<th>Date Approved</th>
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</table>
The assigned cleaning schedule for the paid church custodian shall be as follows:

**Between Monday morning and Wednesday afternoon (prior to 5 pm):**

Empty trash cans in offices.
Empty trash cans in Sanctuary & rear storage rooms.
Empty trash cans in Fellowship Hall, rest rooms, nursery.
Empty trash cans in Education Building.
Ensure that paper towels and toilet paper are stocked in all restrooms.

**If a special activity is scheduled (Thursday, Friday, or Saturday):**

Check for general cleanliness, check rest rooms, empty trash, etc. prior to the scheduled activity.

**Normal Schedule for Thursday - Saturday (after any scheduled activities) – Main Building:**

**Sanctuary:** Check rear storage rooms for cleanliness; empty trash; damp mop if necessary.
Dust piano, organ, Lord’s Supper table, sound booth.
Clean the pulpit.
Check pews for trash; reset Bibles and hymnals as necessary.
Check sanctuary walls and window sills for mold/mildew and clean if necessary.
Clean the doors.
Spot clean windows as necessary.
Vacuum sanctuary (and pews, if needed).

**Nursery:** Dust and vacuum (both rooms).
Empty trash cans.

**Rest Rooms:** Restock (toilet paper and paper towels).
Empty trash cans.
Clean toilets and sinks.
Sweep and mop floors.

**Fellowship Hall:** Clean kitchen counters and ensure all dishes are put away.
Clean the microwave and refrigerator.
Wipe down tables and chairs as necessary.
Sweep and mop floor.
Sweep/clean the door mats.
**Offices:** Dust offices as necessary.
Empty trash cans.
Clean sink in pastor’s office.
Straighten up in Library.
Vacuum all rooms.

**Normal Schedule for Thursday - Saturday (after any scheduled activities) – Ed Building:**

**Upstairs:** Empty all trash cans.
Vacuum SS classrooms and old sanctuary.
Vacuum foyer and stairs.

**Youth Hall:** Empty all trash cans.
Clean toilets and sinks.
Restock rest room supplies.
Sweep and mop floors in all rooms.

**Additional Duties to be Performed Monthly (schedule as desired):**

Clean windows – main building/education building (alternate months).
Polish pews.
Check air fresheners/change as needed.
Spot clean carpets where necessary.
Spot clean pew upholstery where necessary.

**When it is noted that a repair or maintenance is needed, please make a note on the clipboard on the inside of the door to the office hallway closet.**

**The Custodian is NOT responsible for:**

Cleaning/organizing the office storage closet.
Cleaning Sunday School classrooms, other than as already specified.
Cleaning desks/tables in the offices.
Changing/replacing light bulbs or tubes.
Cleaning any of the storage rooms in the Education Building.
Cleaning the refrigerator/microwave in the youth hall.
Checking or maintaining fire extinguishers.
Checking or maintaining heater/AC filters.
Cleaning or maintaining the grounds surrounding the church buildings.
Snow removal from walks/parking area.
I. Weddings

A. The church Worship Center shall be available for weddings for all members (and relatives of members) of the church family at no cost.

B. If a non-member wishes to use the Worship Center for a wedding, a fee of $100.00 may be assessed. In addition, a cleaning deposit of $50.00 will be required, which will be returned if the facilities are left in an acceptable condition upon the conclusion of use.

C. Any equipment or items owned by First Baptist appropriate for use in weddings (e.g. candelabra, unity candle stands, decorative arches, etc) will be made available at no additional cost.

D. Weddings conducted at First Baptist shall ordinarily be conducted by an ordained minister associated with First Baptist (to include ordained relatives of church members). Requests for weddings to be conducted by outside clergy shall be evaluated by the Senior Pastor and/or Deacons on a case by case basis.

E. The church social hall is available for receptions. However, no alcoholic beverages shall be allowed, nor shall there be any use of tobacco products inside the building. Dancing shall be permitted if desired.

F. No wedding will be conducted at First Baptist Church if one of the parties (bride or groom) is a Christian, while the other is not.

II. Funerals

A. Funerals and/or memorial services may be conducted at First Baptist Church for any church members or non-members at no cost.

B. Funerals conducted at First Baptist shall ordinarily be conducted by an ordained minister associated with First Baptist (to include ordained relatives of church members). Requests for funerals to be conducted by outside clergy shall be evaluated by the Senior Pastor and/or Deacons on a case by case basis.

C. The social hall shall be available for a luncheon/dinner following the service if so desired. No alcoholic beverages shall be allowed, nor shall there be any use of tobacco products inside the building.
A. The operation of church vehicles shall be subject to the limitations and restrictions placed upon them by the insurance company.

B. Restrictions from driving include:
   1. Under 21 years of age
   2. Moving violations within the past three years
   3. Any history of criminal traffic violations

C. A maximum of five designated drivers shall be submitted to the insurance company for approval.

D. If a driver other than one of the designated five is needed for a specific trip, a special rider must be obtained from the insurance company.

E. If a trip in a church vehicle will go more than 100 miles from Newcastle, a special rider will be needed from the insurance company.

F. If male and female children/youth are being transported, both a male and female chaperone must be in the vehicle.

G. Any person observed operating a church vehicle in an unsafe manner shall be reported to the ministerial staff and/or deacons. If such a report is validated, the person shall be removed from the authorized list of church vehicle drivers immediately.

H. It is the duty of any authorized church vehicle driver to advise the ministerial staff or deacons should they receive a moving violation citation in either a church vehicle or in their personal vehicles.
1. In order to ensure that the church property is maintained in an appropriate manner, a deacon will be assigned responsibility for each of the following areas:

- Buildings
- Grounds
- Vehicles

2. Periodic inspections and maintenance services will be performed in accordance with the attached maintenance schedules.

3. It shall not be the sole responsibility of the assigned deacon to perform all the work, but it shall be their responsibility to ensure that the task is accomplished.
# Newcastle First Baptist Church
## Maintenance Checklist

### Building Maintenance

<table>
<thead>
<tr>
<th>Item</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Week</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Week</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Week</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Week</th>
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<tbody>
<tr>
<td>Check sump pump operation – main building.</td>
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<tr>
<td>Check sump pump operation – education building.</td>
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<tr>
<td>Check plumbing for leaks.</td>
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<td>Check for/replace lights burned out.</td>
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<td>Check for frozen pipes (winter).</td>
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<tr>
<td>Check swamp coolers (summer) (Check covers/winter).</td>
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<tr>
<td>Check &amp; initial fire extinguishers – both buildings.</td>
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<tr>
<td>Check exterior for damage/problems – both bldg.</td>
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### Grounds Maintenance

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<tr>
<th>Item</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Week</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Week</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Week</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Week</th>
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<tbody>
<tr>
<td>Police trash from grounds.</td>
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<tr>
<td>Check for needed snow removal (winter) (for Sundays).</td>
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<tr>
<td>Check for grass cutting. (summer).</td>
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<tr>
<td>Check flower beds for weeding.</td>
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<tr>
<td>Check playground for hazards.</td>
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### Vehicle Maintenance

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<th>Item</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Week</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Week</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Week</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Week</th>
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<tr>
<td>Check van (starting, cleanliness, repairs needed, fuel, etc.)</td>
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<td>Check trailer.</td>
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<tr>
<td>Have oil changed on van (Feb, May, Aug, Nov)</td>
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<tr>
<td>Replace wiper blades on van (Jan, Apr, Jul, Oct)</td>
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A. A collection of tithes and offerings will normally be taken at the Sunday morning worship service of the church. A collection will not ordinarily be taken at the Sunday evening or Wednesday evening services. However, this will not preclude special offerings being collected at any service as circumstances dictate.

B. In order to fully comply with IRS regulations, offering envelopes will be made available to the members and attendees, and they will be encouraged in their use. In addition, envelopes will also be made available for any special collections, to ensure that the church is in compliance with contributor desires to the maximum extent possible.

C. Tithes and offerings, when given to First Baptist Church, become the property of First Baptist Church, and shall not be subject to return to the giver.

D. It is the policy of First Baptist Church that designating funds for a specific purpose shall be considered suggestions only, and are not binding. The church body (or designees) may elect to change the proposed use of designated funds as outlined below.

1. If the amount available in the general fund becomes insufficient to pay routine bills, money may be transferred from a designated account (e.g. building fund, mortgage fund, savings account, etc) in accordance with the following schedule.
   
a. $100 or less: church treasurer may transfer on his/her own authority.
b. $101 - $500: requires approval of the Church Council.
c. $501 or greater: requires approval of the church body.

2. The church as a whole may also decide to change the use of special funds. For instance, if an amount of money had been given to a building fund, but the Church determines that God is leading to rent property rather than buy and build, the Church may elect to utilize the monies in the building fund for that purpose.

E. Counting Procedures

1. At the end of the worship service, at least two persons will carry the offering into the church office to begin counting procedures.

2. The offering will be counted by the designated counters and entered into the computer database.

3. All envelopes will be retained and secured for filing by the church treasurer.
4. Designated counters will include the deacons and other individuals from the church who have been selected and trained.

5. To the maximum extent possible, the counters shall be rotated each week, so that no one person is able to discern giving patterns of any of the members.

E. The monies collected will be deposited into the bank as soon as practicable, using the night depository.

F. A record of all contributions made by individuals will be maintained by the treasurer. The annual record of contributions will be provided to each individual as soon as possible after the end of the calendar year.
A. An annual church budget shall be prepared for each calendar year. Zero-based budgeting shall be used (in other words, no items are “automatically” included in the new budget – all items must be authorized each year).

B. Each organization or ministry within the church must submit requested budget amounts to the Church Council by October 1 of the year preceding the budget year.

C. The Church Council will analyze all submitted requests, and will develop an overall church budget as deemed appropriate. The proposed budget will be presented to the church body at the annual business meeting in November.

D. Any member of the church body may question any line item in the budget at the annual meeting. However, the budget must be accepted or rejected as a whole. Acceptance will be by majority vote. If the budget is not accepted, the Church Council will rework the figures to attempt to deal with noted issues, and will present a new budget proposal at a specially called business meeting.

E. Members of the church body should recognize that the budget is a guiding document only and not a guarantee of the availability of funds for any specific purpose.
I. Access to Funds

A. The treasurer shall be authorized as a single source to sign all checks issued from the General Fund.

B. In the event that the church treasurer is unavailable, a back-up person shall be designated and authorized to sign checks from the General Fund as well.

C. Special accounts may be established from time to time (e.g. building fund, youth fund, etc) or may be maintained on a permanent basis (e.g. missions fund). For checks issued from these funds, two signatures (treasurer and a second designated individual, such as the chairman of the building committee) may be required.

D. The ministerial staff of the church shall at no time be designated to sign checks from any account.

II. Purchasing Procedures

A. To make purchases/spend funds that have been approved in the budget by the church body, the responsible party shall:

1. Make a written request prior to the expenditure of any funds, utilizing the appropriate form (copy attached), and submitting same to the church treasurer.

2. The treasurer will ensure that adequate funds are available to cover the expense.

3. For expenditures of $300 or less, the treasurer may give authorization. For expenditures in excess of $300 but less than $750, the Church Council may give authorization. For expenditures of $750 or more, the church body must give authorization.

4. Once authorized, the treasurer shall provide a check for the purchase, or the purchase may be made utilizing one of the approved church charge accounts.

5. Once approval for the purchase/expenditure is granted, either the responsible individual (or a designated church purchasing agent for established credit accounts) may make the purchase.

6. Immediately after the purchase/expenditure, the purchasing party must turn in all receipts to the church treasurer.

B. Making Routine Purchases
1. It is recognized that certain purchases and expenditures are of a repetitive and ongoing nature, and should not be subject to the requirements in Paragraph II-A above, in order to allow efficient operations. These special categories may include (but are not limited to):

   a. Purchase of educational literature
   b. Purchase of janitorial supplies
   c. Purchase of office supplies
   d. Purchase of fellowship supplies
   e. Payment of utilities
   f. Payment of periodic bills (e.g. insurance)
   g. Emergency repairs of church property or vehicles

2. The church treasurer or designated individual may make such purchases or expenditures without prior approval of the Church Council or the church body. Care should be taken, however, to ensure that adequate funds are available to cover said purchases or expenditures.

3. For the sake of efficiency, responsible individuals may make such purchases or expenditures utilizing their own funds, and then submit the receipts for reimbursement. It should be noted, however, that the availability of funds may not be guaranteed, preventing immediate reimbursement.

4. Purchases or expenditures which do not meet the required criteria established in this policy will not be reimbursed.

C. Within the scope of all other requirements of this policy, the senior pastor shall be authorized to make purchases or expenditures of up to $300 without specific approval of the Church Council or church body.

III. Church Charge Accounts

A. Church Visa Card

1. The church maintains an open Visa account to facilitate efficient operations. The card may be obtained from the church treasurer when appropriate. The card must be signed out on the log maintained in the church office.
2. The senior pastor shall keep one copy of the Visa card in his possession for use as necessary, in accordance with all other requirements of this policy.
3. When making authorized visitation trips to areas remote from the church (such as the Rapid City hospitals), the ministerial staff shall be authorized to utilize the Visa card for gasoline purchases.

B. Local Merchant Accounts

1. The church maintains open accounts with several local merchants. These include:
   a. Ad-Pro
   b. Black Hills Printing
   c. Deckers (Account #1120)
   d. Flowers & Things
e. Hardware Hanks
f. Newsletter Journal (Account #411)
g. Pamida (Account #02910016)
h. Weston County True Value
i. Woodys (Account #63)

2. A church purchasing card shall be required to make purchases at any of these merchants. Said cards shall be kept with the other church charge cards, and must be signed out by any member for whom it is deemed necessary to make such purchases. For operational ease, the senior pastor and the church secretary/treasurer shall keep a purchasing card in their possession.

3. Church purchases may be made at these establishments by presentation of the purchasing card and signing. A copy of the receipt must be submitted to the church treasurer as soon as possible after the purchase. (If the business does not request the purchasing card before allowing the purchaser to sign, church staff shall be immediately notified).

4. If a purchase should be made by a member or attender of this church that is not authorized in accordance with the provisions of this policy, the person involved will be expected to immediately reimburse the church or face possible criminal prosecution.
# Newcastle First Baptist Church
## Purchase / Reimbursement Request Form

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<th>Date Requested</th>
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**Organization/Ministry Involved**

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<th>ITEMS REQUESTED/PURCHASED</th>
<th>AMOUNT</th>
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**TOTAL AMOUNT REQUESTED**

**Use or Purpose**

**Date Needed**

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<th>Approved by Church Treasurer</th>
<th>church check requested for purchase</th>
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<tr>
<th>Issued church check number</th>
<th>Reimbursement requested (receipts attached)</th>
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<tr>
<th>Other payment made (explain)</th>
<th>Denied by Church Treasurer</th>
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**Reason denied:**

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<th>Issued church check number</th>
<th>Other payment made (explain)</th>
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<tr>
<th>Date Needed</th>
<th>Reason denied:</th>
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A. One of the duties of the church is to provide benevolence assistance to members of the church and community when appropriate. Because First Baptist Church desires to carry out this responsibility as efficiently as possible with an eye to wise stewardship of limited resources, the following procedures will be followed.

B. Benevolence actions shall be primarily the responsibility of the Deacons. To more readily facilitate this responsibility, the deacons shall serve on call on a rotation basis for one week at a time (from 9 am Sunday to 9 am Sunday).

C. The ministerial staff will only be involved in benevolence actions when no deacon is available.

D. When a request for assistance is received, the individual who receives the request shall obtain basic information:

   1. Who is the requestor (with contact information)?
   2. What is the purpose of the request?
   3. How much is needed?
   4. When is it needed?

E. The receiving individual shall then advise the subject that the responsible party will contact them with an answer within an appropriate time frame (which should normally be within 2-3 hours).

F. Referral of request:

   1. Requests received from church members or regular attendees: The receiving individual should contact the Deacon On Call and relay the necessary information.
   2. Requests received from the community (non-members or attendees):
      a. The individual should be referred to the Newcastle Ministerial Alliance.
      b. To access the Ministerial Alliance, the subject must be directed to contact the Newcastle Police Department. After checking for wants and warrants, the Police Department will give the subject the necessary referral.
      c. If the request is received from the Newcastle Police Department, it means that First Baptist Church is the on-call church for that week. In this case, the subject’s information will be passed on to the Deacon on Call.

G. Upon receipt of the request and associated information, the Deacon on Call will make a determination as to the validity of the request. If the deacon feels the request is for a legitimate need that we should
attempt to meet, He will consult with another deacon and/or the pastor or ministerial staff. If a consensus is reached that the church should help, the deacon will then contact the church treasurer to obtain a check for the necessary funds.

1. Checks should be issued to the end need (e.g. power company, landlord, etc), not to the requesting subject.

2. The Deacon on Call may elect to meet the need himself and request reimbursement from the church.

3. A Benevolence Action Form (attached) must be completed and submitted to the church treasurer for filing.

H. If funds are not available for the request, the Deacon on Call will contact the requestor and advise them of that fact.

I. Requests for assistance in excess of $300 will require the approval of the church body, and cannot be handled immediately.

J. In addition to providing financial assistance, circumstances may indicate the need for other types of assistance as well (e.g. financial counseling, referral to local agencies, etc). If it is determined that some type of counseling is necessary, that condition may be made a requirement for the provision of financial assistance.

K. It is recognized that many requests for assistance of a spurious nature will be received by church staff. Nothing in this policy is intended to preclude the ministerial staff from denying these requests at the outset.
# Newcastle First Baptist Church

**Benevolence Record Form**

<table>
<thead>
<tr>
<th>Date of Request</th>
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<tbody>
<tr>
<td>Requested By</td>
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<tr>
<td>Nature of Need</td>
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<td>Amount Requested</td>
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<tr>
<td>Need Verified By</td>
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<td>Amount Given</td>
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**Name of Landlord, Shown Electric Bill, etc – explain:**

<table>
<thead>
<tr>
<th>Church Check Number</th>
<th>( ) Given Cash – Reimbursement Requested</th>
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<th>Date Completed</th>
<th>Printed Name</th>
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| Signature |
|-----------|-------------|
A. Annual Church Financial Audit

1. An internal audit of church finances shall be conducted each January, covering the previous calendar year.

2. The Audit Committee shall be chaired by the Chairman of the Deacons. He will select two additional committee members from the ranks of the Church Council.

3. With the exception of the Deacon Chairman, committee members must be rotated each year.

4. The audit shall include an examination of every expenditure and every offering received, an examination of the Annual Church Financial Report, and verification of actual account balances.

5. Upon completion of the audit, the attached Annual Audit Record Form will be completed, signed by all parties, and will be kept on file.

B. Triennial Church Financial Audit

1. In addition to the Annual Internal Church Audit, every 3 years the church will contract with an outside auditor to conduct a full audit of church finances. The scheduled time for this audit will be based upon the availability of the selected auditor.

2. The selected auditor must not be a member of the church.

C. Change of Church Financial Secretary or Treasurer

1. Whenever a change in Church Financial Secretary or Church Treasurer occurs, a “snapshot audit” will be conducted.

2. This audit will be performed by a contracted outside auditor.

3. The selected auditor must not be a member of the church.
Newcastle First Baptist Church
Internal Financial Audit Form

The undersigned parties do hereby affirm and attest that an audit was conducted on church finances, and was completed on the indicated date. All working forms and documents are attached. Any problems or errors found are indicated below.

<table>
<thead>
<tr>
<th>Date Audit Completed</th>
<th>Date Form Completed</th>
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Problems or Errors Found

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A. In order to provide outreach opportunities and enhance Christian fellowship, it is anticipated that the various ministries of the church (children, youth, adult, Sunday School, church-wide, etc) will periodically conduct special activities.

B. In order to avoid potential problems or issues, the Senior Pastor and/or Deacons shall evaluate and approve all requests for special activities.

C. The responsible party for any ministry or organization within the church shall seek pastoral approval for a planned activity through the submission of an Activity Schedule Sheet (copy attached).

D. The purpose of this directive is not to hinder or hamper fellowship and outreach activities in any fashion, but rather is intended to avoid potential civil liability, doctrinal, or emotionally sensitive issues.
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<tr>
<th>Responsible Party</th>
<th>Date Submitted</th>
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<tr>
<th>Activity Planned</th>
<th>Date Planned</th>
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<tr>
<th>Location</th>
<th>Time of Activity Planned</th>
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<tr>
<th>Organization Involved</th>
<th>Amount to Be Collected per Individual</th>
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<th>Specific Activities Planned</th>
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<tr>
<th>Music to be Used</th>
<th>Movies to be Used</th>
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<th>Will Permission Slips Be Obtained?</th>
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<th>Notes or Comments</th>
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<th>Approved By</th>
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A. In order to enhance Christian growth and discipleship opportunities, First Baptist Church shall maintain a lending library of Christian books and multi-media items.

B. The library shall be operated on an honor system basis. Checkout period shall be for two weeks.

C. A librarian shall be appointed by the church, and shall serve for one year. No term limits shall be imposed.

D. The Librarian shall be responsible for organization of all library media, and shall screen the check-out system to ensure compliance.

1. All items will be checked out utilizing the attached Library Checkout Form.

2. If an item is determined to be out beyond the scheduled return date, the Librarian shall attempt to contact the involved party and arrange a timely return of the item.

3. If the involved party does not comply, the Librarian shall notify the Pastor(s) and/or Deacons of the problem.

4. Neither “late charges” nor fees for lost items shall be assessed. The responsible individual may, of their own volition, reimburse the church an appropriate amount for lost items, should they so desire.

E. Proposed donations/additions to the Church Library must be submitted through the Church office, and must be approved by the Senior Pastor and/or Deacons before placement in the Library.
Newcastle First Baptist Church  
Library Checkout Form

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<tr>
<th>DATE OUT</th>
<th>BORROWER</th>
<th>ITEM TYPE*</th>
<th>TITLE</th>
<th>DATE RTN</th>
<th>SIGNATURE</th>
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* = Book, videotape, DVD, magazine, etc.
A. In order to facilitate family participation, and to enhance outreach effectiveness, the Church shall operate a nursery at all appropriate service times.

B. The nursery shall be for pre-kindergarten children only. Other children should not be in the nursery at any time.

C. Due to sanitation and safety needs, the nursery area shall not be used for a play area during non-service times.

D. During periods of non-use, the nursery shall remain locked. The key shall be available in the Church Office.

E. A list of volunteer nursery workers and assistants shall be maintained. The following requirements must be met:

1. Nursery Workers
   a. Must be 18 years of age or older.
   b. Must be screened in accordance with P&P AD-005.
   c. Must be a member of the church.

2. Nursery Assistants
   a. Must demonstrate adequate maturity for the position.
   b. Must have parental approval to work in the nursery.

F. A Nursery Director shall be designated by the Church on an annual basis. The Nursery Director shall:

1. Ensure that the nursery is kept in a clean, sanitary, and safe condition.
2. Ensure that a rotation roster of nursery workers is kept posted.
3. Ensure that an adequate number of workers and/or assistants are present during scheduled times.
4. Ensure that all volunteers have been appropriately screened.
5. Ensure that an ongoing effort to recruit volunteers is maintained.

G. If a member of the church utilizes the services of the nursery, they shall be expected to volunteer for periodic nursery duty.
H. It shall be the responsibility of the parent or guardian who leaves a child in the nursery to advise the nursery staff of any potential for a non-custodial parent or guardian who might attempt to retrieve the child without proper authorization.

I. If a problem arises with a child in the nursery, the primary nursery worker shall send the nursery assistant to contact the child’s parent or guardian. At no time will the primary nursery worker leave the nursery solely under the supervision of an assistant under 18 years of age.

J. When possible, a live video feed shall be maintained in the nursery, so that the service may be viewed by the nursery workers if so desired.

K. The senior volunteer in the nursery shall ensure that total attendance is logged on the attendance slip (copy attached), and that the slip is turned in to the Senior Pastor at the end of the service.
<table>
<thead>
<tr>
<th>Nursery Attendance</th>
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<th>Nursery Attendance</th>
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<tr>
<td>(Please count the workers as well)</td>
<td>(Please count the workers as well)</td>
<td>(Please count the workers as well)</td>
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<tr>
<td>Please give this to the pastor (or put it on the door of the pastor’s study) after each morning worship service.</td>
<td>Please give this to the pastor (or put it on the door of the pastor’s study) after each morning worship service.</td>
<td>Please give this to the pastor (or put it on the door of the pastor’s study) after each morning worship service.</td>
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</tbody>
</table>
A. Due to the sensitivity of the Audio-Visual equipment used by the church, only authorized persons shall be in the Sound Booth at any time. “Authorized Persons” shall include those designated individuals who have been trained in the use of the equipment, and those designated individuals who are being trained in the use of the equipment.

B. In particular, the computer in the sound booth shall be off-limits to all non-designated personnel at all times. This computer shall not be used at any time for routine word processing, playing games, etc.

C. In order to facilitate effective operations, the designated Sound Booth Supervisor shall ensure that a roster and schedule of authorized operators is maintained at all times.

D. An authorized operator shall be scheduled to attend all praise team and/or choir practices and scheduled activities, in order to more effectively integrate the audio-visual requirements into the scheduled worship plan. The operator shall arrive in time to have all equipment on and functional for the scheduled practice or activity.

E. The primary Sound Booth operator at the Sunday Morning Worship Service shall ensure that an attendance count is made and recorded on the attendance slip (copy attached).
<table>
<thead>
<tr>
<th>Worship Attendance</th>
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Please give this to the pastor (or put it on the door of the pastor’s study) after each worship service.
A. Only members of First Baptist Church may normally participate as members of the Worship Team (i.e. Praise Team, Choir, musician, or audio-visual technician).

B. The Worship Leader shall have the authorization to allow non-member participation in certain situations, particularly in the case of an individual who has become a regular attendee and is considering church membership.

C. This requirement shall not preclude non-members from participating in the periodically scheduled special musical worship services, or from providing musical specials when appropriate, at the sole discretion of the Worship Leader.
<table>
<thead>
<tr>
<th>Number: OP-006</th>
<th>Title: Performances by Outside Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 10/16/2005</td>
<td>History: This is a new policy.</td>
</tr>
</tbody>
</table>

Only the Senior Pastor and/or the Worship Leader may approve and schedule outside individuals or musical groups to perform in concert at a regular or special worship service of the church.