

POLICY AND PROCEDURE MANUAL

9/17/2010

SENIOR PASTOR JOB DESCRIPTION

The function of the pastor is to provide spiritual and administrative leadership for the church, to preach the gospel, and to use his skills to provide pastoral care for the church and the community.

Responsibilities include, but are not limited to, the following:

To be the spiritual leader and oversee the congregation, relating well to all age groups;

To provide administrative leadership for the total church program by supervising associate ministers, office workers, administrators, and other staff while nurturing a team concept.

To work in conjunction with the church membership to understand the church's short-term and long-range goals for physical facilities, as well as how such change will affect the church's ministries;

To serve as chairman of the Church Council, using other staff members as designated;

To proclaim the gospel and lead the church and community in doing so by focusing on evangelism, soul-winning and church growth through outreach programs, Sunday School, pastoral care, and other appropriate means.

To lead the staff in caring ministry for persons in the church and the community, using such means as advising and counseling, short-term crisis intervention, long-term therapeutic care, and other means as appropriate;

To lead the congregational services, including planning, coordinating, and evaluating such services;

To recommend and advise on the selection of all staff members and determine the duties of each, in conjunction with the Personnel Committee;

To conducting funeral services and wedding ceremonies, sharing and delegating these responsibilities to other staff members as appropriate;

To visit the sick and homebound, sharing and delegating these responsibilities as appropriate;

To appoint committees as set forth in the by-laws and any special committees as needed or requested;

To assist in developing an effective Deacon Ministry and provide the appropriate

POLICY AND PROCEDURE MANUAL

training to implement such ministries;

To coordinate church participation in local and foreign mission projects and also to promote offerings and ongoing mission education.

POLICY AND PROCEDURE MANUAL

SENIOR ASSOCIATE PASTOR.

A present staff member will be appointed Senior Associate Pastor. The responsibilities to be as follows:

- A. Assume leadership duties when the Senior Pastor is out of town or not working.
- B. Be an official part of any corrective interview process.
- C. Be in charge of communication with the public and church members.
- D. Be the daily supervisor of any employees the Senior Pastor assigns.

If serious differences arise between the Senior Pastor and the Senior Associate Pastor, the Chairman of the HR committee and the Chairman of Deacons shall meet with the two and resolve the issues.

POLICY AND PROCEDURE MANUAL

MINISTER OF MUSIC

SCOPE:

The Minister of Music shall have a scope and jurisdiction involving the entire Music Ministry of the church. He or she will be an integral part of planning, coordinating, promoting, and evaluating the entire church program as related to the Music Ministry. His or her aim is to train and lead the congregation in effective worship experiences and to use music as a ministering tool. He or she will be responsible for being a worthy example of an effective witness to Christ in his daily life. His or her relationship with other staff members will be that of a vital part of a team effort. He or she will be directly responsible to the Pastor and shall perform duties as designated by the job description and other duties as deemed necessary.

DUTIES AND TASKS:

A - Music

1. To direct the planning, coordination, operation, and evaluation of an active, fully graded Music Ministry.
2. To work with the Pastor in planning congregational services of the church: being responsible for the selection of the music, directing music groups and congregational singing.
3. To coordinate the performance schedules of music groups and individuals in the functions of the church.
4. To be aware of weddings and funerals to be held in the church, being available for music counsel, arranging and providing music when asked.
5. To be available for music counsel, arrange and provide music when asked for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. To Supervise maintenance of and additions to the music library and equipment, and provide requested musical materials, supplies, instruments, and other music equipment for use in the church's program.
7. To encourage and cooperate with other staff members in the joint ministries of the total church program.

B - Educational

1. To be responsible for enlisting and training leaders for the Music Ministry.

POLICY AND PROCEDURE MANUAL

2. To stay informed of current music methods, promotion, and administration, utilizing them where appropriate.
3. To attend appropriate seminars and conferences for continued staff training as approved in church budget.

C - Administration

1. To coordinate the Music Ministry with the calendar and emphases of the church.
2. To serve as ex-officio member of the Music Council, presiding at regularly scheduled meetings; to work with said Council in determining Music Ministry goals, organizations, leadership, facilities, finances, and administrative process.
3. To serve on the Church Council.
4. To supervise the work of all other music leaders in the Music Ministry, including the organist and pianist and to secure persons to fill absences when necessary.
5. To work in cooperation with the appropriate persons, including the church Nominating Committee, in securing musicians to serve in other church Program organizations.
6. To maintain current choir enrollment records and records pertaining to music supplies and aids, as well as maintenance records on music equipment and instruments.
7. In consultation with the Music Council, to prepare an annual budget to be recommended to the Budget Planning Committee.
8. To work with any duly appointed church committee pertaining to the Music Ministry.
9. To make all staff aware of absences and coordinate calendars that absence will not be a hardship for the congregation.

D - Outreach and Evangelism

1. To strive to include elements of evangelism through the Music Ministry and personal action.
2. To give direction to a Music Ministry plan of visitation of present members and

POLICY AND PROCEDURE MANUAL

enlistment of prospective members.

E - Pastoral

1. To offer added support in time of crisis to those in the congregation especially with whom he/she works closely with in the Music Ministry. To assist in supportive counseling of church members when needed.
2. To lead those involved in the Music Ministry in developing the concept of ministering to the congregation and community through music.
3. To minister to those outside the church when physical and/or spiritual needs come to his or her attention.

POLICY AND PROCEDURE MANUAL

DIRECTOR, CHILDREN'S MINISTER AND FAMILY LIFE

RESPONSIBILITIES:

I. Educational

- A. To oversee children's Sunday school programs and curriculum.
- B. To be responsible for coordinating, planning, and training leaders for Vacation Bible School.
- C. To develop and maintain New Member Assimilation program.
- D. To develop resources to aid the parents of children in their Christian parenting skills.

II. Outreach

- A. Along with other staff members, to visit and promote churchwide outreach.
- B. To lead the church in an outreach ministry to the children of the Roanoke Valley.

III. Children

- A. Children: Preschool-Grade 5
 - 1. To plan and oversee activities that ministers to and involve children.
 - 2. To recruit and train adult volunteers for children's ministry and coordinate a Children's Ministry Council.
 - 3. To coordinate children's worship during the Morning Worship hour, and coordinate the components of the church's children's ministry with other activities of the church.
 - 4. To serve as staff liaison to nursery committee, other committees and groups directly related to children's ministry as assigned by the pastor.

IV. Family Life Activities

- A. To serve as staff liaison to Sunday school, Recreation committee, other committees and groups directly related to Family life ministry as assigned by the pastor.
- B. To promote Christian fellowship in the body through intergenerational activities.

POLICY AND PROCEDURE MANUAL

V. Administration

- A. To supervise the financial program directly related to the Family Life and Children's Ministries.
- B. To be receptive of other administrative duties that may be assigned by the pastor.

POLICY AND PROCEDURE MANUAL

The following is some general information about attitudes and expectations of the church, which are important.

All staff members are expected to maintain a high level of professional competency. They are expected to conduct themselves in a professional and Christian manner that reflects a high degree of Christian ethics. Staff members are encouraged to involve themselves in the life of the denomination by attending minister's conferences, associational and other meetings. They are also encouraged to assume leadership role where they have the skill and when it is appropriate. Our staff is also encouraged to provide training for other professionals where they have the talent to be helpful. Each staff member is encouraged to take one full day a week off for recreation and renewal. This day is to be scheduled and placed in the policy manual. In the event responsibilities conflict with this day and it cannot be taken, with the approval of the pastor, the staff member should take another day. Each staff member is responsible to the pastor for the performance of his duties. Problems he has with work, benefits, salary, etc. should be discussed with the pastor. Responsibility of the staff is to work as a team under the leadership of the pastor to lead the church in its ministry to its members and the community.

PASTOR/MINISTERIAL STAFF SEARCH COMMITTEES: MEMBERSHIP, PROCEDURES & GUIDELINES

NOTE: The term "ministerial staff" refers to those who are currently called "Professional" staff. This term is suggested for use since these staff are called to lead special areas of ministry at Vinton Baptist Church.

SECTION 1: PASTOR/MINISTERIAL STAFF VACANCIES

PASTOR VACANCIES: Whenever a vacancy occurs for the position of pastor, a process shall be put into motion to call a person to serve as pastor until such time as his tenure in that role shall be dissolved at the request of either the pastor or the church, with both the pastor and the church seeking to follow the will of God and the leadership of the Holy Spirit. Should it become necessary to terminate a pastor, the deacons, in consultation with the HR Committee, shall draw up a recommendation which will be presented to the church for consideration and approval at a special called business meeting, with appropriate advance notice being given. The election of a new pastor shall be upon the recommendation of a Pastor Search Committee (hereafter referred to as a/the PSC), appointed to seek out and to recommend to the church an ordained minister of the gospel who has previously served a church of like faith and order and whose Christian character and qualifications suit him to be called as pastor of this church.

POLICY AND PROCEDURE MANUAL

MINISTERIAL STAFF VACANCIES: Whenever a vacancy occurs in a position served by a ministerial staff person, or if/when the church votes to create an additional new ministerial staff position, a process shall be put into motion to call a person to serve as ministerial staff person until such time as the staff minister or the HR Committee shall seek to dissolve that relationship, with all involved in this process seeking to follow the will of God and the leadership of the Holy Spirit. Should it become necessary to terminate a ministerial staff person, the HR Committee shall draw up a recommendation which will be presented to the church for consideration and approval at a special called business meeting, with appropriate advance notice being given. The election of a ministerial staff person shall be upon the recommendation of a Ministerial Staff Search Committee (hereafter referred to as a/the MSSC), appointed by the HR Committee, to seek out and recommend to the church a person who possesses the educational, spiritual and professional qualifications which suit him/her for being called to the position for which he/she is recommended.

PASTOR/MINISTERIAL STAFF SEARCH COMMITTEES

A Pastor Search Committee: The process leading up to the calling of a pastor shall be conducted by the PSC, which will consist of the following members, as nominated by the deacons:

Total membership shall be five regular members and two alternates.

To assure balanced representation, the five regular members shall be elected from the following groups:

- An adult who works with children or youth
- A young to middle-age adult (21-45)
- A middle-aged to senior adult (46+0)
- A deacon
- An at-large representative chosen to help achieve gender balance of the committee
- Alternates may be chosen from any of the aforementioned groups, but both may not come from the same group. First and second alternates will be designated (according to the number of votes received) and will be non-voting participants in the total search process, attending all meetings of the PSC. Should a regular member cease to be able to perform his/her responsibilities on the PSC, the alternate who received the most votes will assume the responsibilities of the regular member leaving the committee.
- Only one member per family shall serve on this committee (family=brothers, sister, parents, children and their spouses).

POLICY AND PROCEDURE MANUAL

Committee Selection Process: Potential PSC members will be nominated by the deacons and will be presented to the church for approval in the following manner:

- The deacons will choose three persons for each of each of the five regular categories. Deacons will exercise spiritual discernment in the selection of these nominees with a view of serving the best interests of the church.
- The following guidelines will be followed by the deacons in approving and placing each PSC nominee on the ballot for approval by the church:
 1. Nominee is willing and able to serve actively on the committee if elected.
 2. Nominee faithfully supports and actively participates in the life and ministries of the church.
 3. Nominee has demonstrated spiritual maturity and a compatibility with the mission and vision of the church.

At a pre-announced special called business meeting following each Sunday morning service, ballots will be distributed and church members will be asked to vote for one nominee from each of the five categories. Ballots will be tallied by a committee of five deacons and the results will be announced at the morning worship services the following Sunday, as well as in the newsletter the week following the verbal announcement. The elected persons shall be the ones receiving the most votes in each category and the alternates shall be the ones receiving the most overall votes behind those receiving the most votes in a particular category.

Ministerial Staff Search Committee

This committee shall be created by the church for the purpose of securing persons to fill the position of other Ministerial Staff Positions.

MEMBERSHIP QUALIFICATIONS: The process leading up to the calling of a ministerial staff person shall be conducted by a MSSC, which will consist of the following members, as nominated by the HR Committee:

- Total membership of the committee shall be five regular members
- To assure balanced representation, the five regular members shall be selected from the following groups:

POLICY AND PROCEDURE MANUAL

1. Two persons from the ministry area to which the new minister is being called to serve
 2. A deacon
 3. A Human Resource Committee member
 4. An at-large member
 5. The Pastor as an *ex officio* member
- Only one member per family shall serve on this committee (family=brothers, sisters parents, children and their spouses).

COMMITTEE SELECTION PROCESS: Potential MSSC members will be nominated and presented to the church for approval in the following manner:

- MSSC members shall be chosen and nominated for church approval by the HR Committee, in consultation with the Pastor and Deacon Chair
- The following guidelines will be followed by the Human Resource Committee in approving and placing each MSSC nominee on the ballot presented to the church:
 1. Nominee is willing and able to serve actively on the committee if elected.
 2. Nominee faithfully supports and actively participates in the life and ministries of the church.
 3. Nominee has demonstrated spiritual maturity and a compatibility with the mission and vision of the church.
- At a special called business meeting following the morning worship services a report and recommendation from the HR Committee will be presented nominating candidates for the MSSC. A standing vote will be taken and the results of that vote will be announced immediately, after which the result will be published in the newsletter.

PASTOR/MINISTERIAL STAFF SEARCH COMMITTEE PROCEDURES

1. The first order of business shall be to elect a chairman.
2. The committee will develop and distribute a survey to church members, requesting congregational preferences on all matters relating to the consideration and calling of a pastor/ministerial staff person.

POLICY AND PROCEDURE MANUAL

3. The committee will develop a profile based on congregational preferences which will guide them in their search for a candidate to present to the church.
4. Alternate members of the committee shall attend all committee meetings and participate in all visits to and interviews with candidates. A quorum of five members is required for all votes and major decisions made by the committee (alternates are not eligible to vote).
5. All travel expenses (gas, lodging, meals) incurred by a committee is considering a candidate shall be pre-approved by the Finance Committee and shall be reimbursed in a timely manner.
6. All other expenses, such as long-distance calls, supplies, etc., shall be authorized by the committee chair prior to reimbursement.
7. Any committee vote to present a candidate to the church for consideration and calling shall be unanimous.
8. The committee shall maintain absolute confidentiality regarding what transpires in meetings and candidates who are considered and decisions that are made.
9. The committee shall make progress reports to the church each month at monthly business meetings.
10. Additional media and formats for making reports to the church shall be determined by the committee.
11. The committee shall develop an informational packet of basic information about the church and community which can be distributed to candidates. This packet could include the following:
 - Copy of the *Constitution & By Laws*
 - A brief evaluative statement of the direction in which our church is moving and a list of church priorities
 - Listing of church programs and services
 - Copy of current budget
 - Copies of bulletins & newsletter
 - Current job description for the position for which the candidate is being considered
 - Schedule of weekly, monthly and annual church events
 - Pictorial Directory

POLICY AND PROCEDURE MANUAL

- Map of the community
- Basic information about the local community, major businesses, housing, cultural and recreational activities and facilities and information about schools.
- A brief history of the church
- Analysis of the immediate community in which the church is located, along with the needs and opportunities for ministry to which the church is responding.

GUIDELINES FOR THE CONSIDERATION OF CANDIDATES

1. The committee will secure the names of candidates from as many sources as can be identified, including the names of candidates from church members, associational and state Baptist sources and suggestions from leaders in other local churches
2. Contact shall be made with all candidates to determine if the person is interested in being considered for the position needing to be filled.
3. If an interest in being considered is indicated, the committee should request a resume and a response to a questionnaire (which should be developed based on priorities revealed in the congregational survey).
4. After a significant number of responses have been received from candidates, the committee shall use the job description for the position, for which the person is being sought, as well as the priorities and concerns expressed in the congregational survey, to evaluate the potential suitability of each candidate.
5. The committee should select 3-5 candidates who appear to be the best prospects for the position and contact them again to see if they are still interested in being considered. If so, there should be a request for references and (in the case of persons being considered for the positions of pastor or minister of music) three video tapes of current worship services led by the candidates. Also, a church and community information packet should be sent to the candidates to allow them to explore information significant to their decision, should we chose to nominate them to fill the position.
6. After further evaluation, the top three candidates shall be selected for more intensive examination and consideration. References should be checked out thoroughly. Factual information contained in resumes should be verified. All of the standard procedures should be followed in investigating the integrity, background and moral character of the candidate.
7. If it is determined that a person is still a viable candidate following these

POLICY AND PROCEDURE MANUAL

evaluative and investigative processes, all MSSC's considering persons for ministerial staff positions shall schedule interviews with each of the candidates to determine how well the candidate fits the needs and requirements of the church and the qualifications and skills expressly preferred and needed by the church in the person called to fill this staff position. Following this interview, candidates should be notified in a timely fashion regarding the committee's decision to pursue/not pursue their candidacy.

8. In the case of the PSC, members of the committee shall attend a worship service conducted by the candidate in whom the committee is interested, with the first visit being announced to the candidate and a second visit (if needed) being unannounced.
9. Following their attendance at the worship service, the committee shall meet for an interview with the candidate, following the guidelines presented in item 7 (above).
10. The committee shall meet as many times as needed following the interview of a candidate to select a nominee to be presented to the church. Again, each candidate not receiving further consideration should be notified.
11. The Pastor shall have major input and participation in the entire process by which candidates for ministerial staff positions are considered and selected for presentation to the church.

PROCEDURES FOR CALLING A PASTOR MINISTERIAL STAFF PERSON

1. Once a single acceptable candidate has been identified, the PSC/MSSC shall draft and provide a recommendation to the HR Committee and the Finance Committee for their consideration and approval. The recommendation should include a mutually-accepted job description and a mutually-agreeable compensation and benefits package, along with a professional resume provided by the candidate. A brief summary of the committee's interaction with the candidate should also be included.
2. Following the approval of all items in the recommendation by the two aforementioned committees, the chairperson of the PSC/MSSC shall announce at a properly-advertised called business meeting at the conclusion of the morning worship services the recommended candidate to the church membership. An Information Packet will be provided which will include the candidate's abbreviated biography, a professional resume, a photo of the candidate (and family), the mutually-accepted job description and compensation and benefits package. A special called business meeting will be held the following Wednesday evening to

POLICY AND PROCEDURE MANUAL

give opportunity for discussion and questions regarding the candidate.

3. Following the public announcement of the name of the candidate and the subsequent discussion with opportunities for questions regarding the candidate, a weekend will be designated for the candidate and his/her family to visit our church and community, giving the church family the opportunity to meet and get to know the candidate and his/her family and giving the candidate and his/her family the chance to become acquainted with our church and community. The following schedule is suggested for the weekend get-together between the church family and the candidate and his/her family:

Friday: The candidate and his/her family arrive and tour the church and community. The candidate and his/her family enjoy an informal dinner with the pastor and ministerial staff and their spouses.

Saturday: The candidate (without his/her family) attends a luncheon meeting with all church leaders (program organization directors, committee chairpersons, church officers, etc.) for a time for dialogue.

The candidate and his/her family attend a dinner with the entire church family. Following the meal, the candidate will give his/her personal testimony and present his/her concept of his/her role as pastor/church staff minister, including his/her major priorities and objectives and his/her vision for the area of ministry over which he/she will have leadership responsibility. This presentation will be followed by a Q and A time.

Sunday: If being considered for Pastor, the candidate will preach at both morning worship services. If being considered for Minister of Music, the candidate will lead congregational singing, demonstrate ability in performance musical talent, as well as speak at both morning worship services. All other candidate for ministerial staff positions will be given an opportunity to speak at the morning worship services. Immediately following the morning worship services, the candidate (along with his/her family) will be excused from the sanctuary and the church will be called into special business session. A recommendation to approve the candidate will be presented by the Search Committee, following which church members will be asked to express their decision by standing vote. A minimum of 90% approval is required for the calling of a Pastor, A minimum of 80% approval is required for the calling of a ministerial staff person. Should the candidate fail to receive the required vote, he/she shall be so informed and the Search Committee will be instructed to seek another candidate.

The meeting will be adjourned without further discussion or debate. Once a candidate has received the required approval and has accepted the offer to fill the position, the Search Committee will be dissolved (with the deep appreciation of the church family).

POLICY AND PROCEDURE MANUAL

FULL TIME CHURCH SECRETARY

RESPONSIBILITIES: (or Duties and Tasks)

To serve as official greeter in the church office for members, visitors, business representative and help with needs they may have or route to the appropriate staff member.

To answer the phone for staff and route to appropriate persons.

To receive prayer requests on the phone and place on prayer list. To place hospital admissions on the prayer board.

To make lists/cards of hospital admissions for pastors to visit.

To order flowers from Creative Occasions for members in hospital and upon deaths of members, spouses, children or parents.

To make arrangements with funeral home when funeral is to be held at Vinton Baptist Church.

To book and update functions on the church calendar.

To schedule weddings as well as rehearsals, receptions, etc. after approval from Church Council.

To schedule with custodial staff for room changes for scheduled meetings, weddings, dinners, banquets, special events.

To schedule baptismal services with pastor, notify candidates and baptismal committee of times, and make baptismal certificates.

To write baby dedication letters and certificates.

To notify members of meetings, make reservations for conferences, hotel rooms, rental cars, etc.

To post and/or pick up mail daily from the Vinton Post Office.

To take reservations and make a current list each week for the Wednesday Night Family dinners then phone the number of reservations to the church cooks.

To prepare Wednesday Night Update for Prayer meeting each week.

To prepare copies of all reports (business meeting minutes from church clerk, Treasurer's report, Sunday School report plus the agenda for the moderator) for the

POLICY AND PROCEDURE MANUAL

Business Meeting the Wednesday following the second Sunday of each month.

To make notebooks each year for new Sunday School workers each year if needed.

To run Sunday School Outreach report each week of visitors, new members, drops, and transfers in Sunday School for the Outreach director and staff.

To compile Sunday School report for the month for the Sunday School Director for Business meeting

To process **new Sunday School members** by adding to the computer and membership rolodex, issuing contribution envelopes, and placing the new members on the newsletter mailing list, etc.

To prepare the roll sheets monthly for each Sunday School Class

To send address changes and new entries to the Shenandoah Business Services for newsletter.

To get Cass Certification periodically from ACS for the newsletter addresses

To post contribution records in the computer each week after the Counting committee has counted the offerings then file the empty envelopes for three years.

To make labels for offering envelopes for all contributors for the new year by December 15th and arrange for pick up by individuals.

To send statements of giving records for previous year for tax purposes by January 31st and arrange for pickup or mail.

To run a recap or summary of money for Accountant and fax to her.

To order offering envelopes by April 1st each year to receive discount.

To process **new Church members** by adding them to computer and membership rolodex issue contribution envelopes and to the newsletter mailing list.

To coordinate bus ministry.

To schedule monthly Berkshire Health Care Center Communion service with Minister of Senior Adults.

To complete all correspondence as needed by Ministerial Staff.

To aid in other duties as deemed necessary

POLICY AND PROCEDURE MANUAL

FULL TIME MEDIA SECRETARY

RESPONSIBILITIES:

To make forms, brochures, flyers, table tents and postcards as needed by staff.

To set up the newsletter each week. (Actual gathering of information for each weekly is done in-house. Once complete, the newsletter is emailed to publisher. It is returned for proofing and then published and mailed.)

To creatively produce two weekly worship bulletins and assist with the design of occasional events and promotional periodicals. To fold all bulletins for church services.

To assist in preparing a weekly Power Point presentation for the 9:00 and 11:00 am worship service.

To manage the Church website.

To assist in scheduling the Young-in-Spirit Chorus at local nursing homes twice monthly.

To assist Minister of Music in the following:

- Calendar and promotion of organizational events
- Maintain the music library and prepare materials for rehearsals.
- Assist with equipment inventory

To input and manage data base and network information for multiple organizations (sixteen musical groups at VBC) and their members.

To produce mail merge correspondence (bulk-personalized letters and cards) and handle large mailings.

To assist Associate Pastor of Family Life with letters, schedules, permission forms, etc. as needed.

To aid in other duties as deemed necessary.

The Media Secretary may be asked to assist with media needs such as, but not limited to, brochures, publicity, flyers, booklets, forms, cards for the following activities:

- Sunday School Fall Festival (if held)
- Joy Seniors
- 5th Quarter
- Youth Retreats
- Vacation Bible School
- Church Picnic

POLICY AND PROCEDURE MANUAL

PART-TIME ADMINISTRATIVE SECRETARY

Responsibilities:

Accounts receivable:

To match invoices with bills, research any questions regarding business accounts, and total time cards for hourly employees and paid nursery help.

To obtain proper approval for all check requests.

To maintain files with all paid invoices.

To keep receipts and items related to church credit cards.

To work with Church Hostess in maintaining proper accounting of our two food accounts.

To keep a master file of bills, etc. for the construction project (when applicable).

To inventory and order supplies in the office.

To dispense petty cash fund for office expenditures (returned newsletters, small items needed at store, etc.) and for members spending small amounts of cash (reimbursements).

To assist Minister of Music in accounting and collection of monies and forms for ministry related events.

To assist Minister to Students with retreats by handling fees and check requests for each retreat

To maintain visitor books in sanctuary and make visitor list for each minister and outreach leader.

To mail letters from visitor list to prospects, first time visitors.

To make list of prayer requests and attach list with cards and addressed envelopes for each minister.

To order visitor sheets as well as cards and envelopes for prayer requests.

To maintain new member bulletin board.

To maintain a list of the homebound.

To make a quarterly checklist for Sunday School general officers and see they

POLICY AND PROCEDURE MANUAL

received a new one each quarter.

To make and maintain welcome cards, new member cards, and transfer cards.

To print postcards for the nursery committee and maintain a mailing list for nursery volunteers.

To handle special mailings for nursery committee and order "Child's Name Tag" Cards from printer.

DOGWOOD 5K RACE:

To handle all race registrations, race fees, and money from race sponsors.

To write thank you notes to all sponsors, door prize and gift certificate contributors.

Assist with making and mailing of race brochure.

Attend night meetings of 5K race committee.

To aid in other duties as deemed necessary.

POLICY AND PROCEDURE MANUAL

MAINTENANCE SUPERVISOR

PURPOSE OF POSITION:

1. To oversee and tend to maintenance and upkeep of church building and property daily including cleaning of classrooms, bathrooms and sanctuary; garbage, general repairs, upkeep of heating and air conditioning units, ordering and stocking of cleaning supplies, overseeing snow removal, keeping of church grounds/property, and coordinating wedding cleanup.
2. To oversee and assign tasks to other custodians and work alongside them for assigned weekly duties.

OUTDOOR RESPONSIBILITIES:

1. To maintain and groom Vinton Baptist Church grounds. This duty includes mowing and trimming shrubs, cleaning snow from steps and sidewalks.
2. To contact snow removal people well in advance to let them know what is expected for a particular snowstorm.
3. To maintain filter changes as needed for all heating and air conditioning units.
Note: presently we have a service contract for our air conditioning.

MAINTENANCE RESPONSIBILITIES:

1. To make general repairs throughout the building, i.e. plumbing, HVAC, electrical.
2. To make sure all facilities are functional, safe, and clean to use.
3. To change light bulbs in the sanctuary when needed.
4. To vacuum and clean sanctuary prior to all scheduled services.
5. To clean and stock restrooms daily as needed and check for leaking faucets and running commodes.
6. To empty trash.
7. To take care of general cleaning:

POLICY AND PROCEDURE MANUAL

- Cleaning baseboards
- Vacuuming corners, pews, smoke detectors, HVAC return vents
- Cleaning windows and blinds
- Keeping storage rooms free of unwanted garbage
- Painting small areas that need touchup or dry wall holes

8. To coordinate cleanup after weddings--to be paid directly to custodian or part- time custodian by wedding party.

9. To coordinate with financial secretary to order and maintain stock of cleaning supplies, paper products for restrooms, light bulbs, vacuum cleaner bags or any other products that the church uses.

INTERIOR RESPONSIBILITIES:

1.To oversee thermostat controls of the new building and change temperatures as needed per scheduled events, including the setting and changing of timers.2. Check all outside doors making sure they are locked before leaving for the day.

SUPPORT ROLE:

1. To support all the staff at Vinton Baptist Church to accomplish their ministry. The staff will use the work order forms to help you plan in advance what might need to be setup, cleaned, repaired, etc.
2. To oversee and be a liaison between Property Committee and companies that we currently have service contracts with to make sure they are doing what they are supposed to and call as needed for service or repair concerning our buildings.
3. To oversee volunteer teams as needed for general building/property repairs and maintenance.
4. To be proactive and develop a plan to utilize our own people for work days at the church, possibly 4 times a year including stewardship weekend.

POLICY AND PROCEDURE MANUAL

5. When called upon, this individual would work under advisement of the property committee and would be asked to attend all property committee meetings.

6. To be responsible for completing any other task as directed by the Senior Pastor, other Ministerial Staff, or property committee.

POLICY AND PROCEDURE MANUAL

PROPERTY SECURITY

RESPONSIBILITIES:

Sunday: Prior to 8:00 a.m.

Unlock all exterior doors.

12:30 p.m.

Lock all exterior doors and cut off main lights.

9:00 p.m

Walk entire building, cutting off all heat/AC and lights and locking all exterior doors. Lock office door, set alarms and check Disciple Center of heat/AC and lights and locked doors.

WEDNESDAY:

9:00 p.m.

Walk entire building, cutting off all heat/Ac and lights and locking all exterior doors. Lock office door, set alarm, and check Disciple Center and any use and treat as necessary.

MONDAY, TUESDAY, THURSDAY, FRIDAY, AND SATURDAY:

Check exterior of building for visible interior lights. Any lights seen on must be turned off. Lock exterior doors on parking lot side of church. Set the alarm at this time. Check the Disciple Center for any use and treat as necessary.

POLICY AND PROCEDURE MANUAL

CHURCH PIANIST

RESPONSIBILITIES:

To rehearse contemporary service music—30 min/week

To provide contemporary service music—1 hour/week

To accompany hymns for traditional service—1 hour/week

To rehearse Praise team—1 hour/week

Total hours—3 1/2 hours/week

Sometimes requested to accompany adult choir or children's choirs for rehearsals and/or services also to provide service music for special services, meetings, revivals, etc. as they come up.

To substitute for organist when she is absent.

To serve on Worship committee with Minister of Music, organist, adult choir president, and other appointed members.

POLICY AND PROCEDURE MANUAL

CHURCH HOSTESS

The Hostess is responsible for supervision and consultation in the area of weddings, receptions, fellowships, etc. The Hostess shall be chairperson of both the Hostess Committee and the Kitchen Committee.

Principal Function: The Hostess and Wedding Consultant is responsible for supervision and consultation in the area of weddings, and receptions.

Responsibilities:

1. To confer with bride concerning all wedding plans for weddings to be held at the church when desired by bride.
2. To decorate for weddings when church decorations are used.
3. To plan and supervise the food and decorations for wedding receptions held at the church when desired by bride.
4. To cooperate in the planning for weddings and wedding receptions when an outside florist or caterer is used. Meet with caterer to explain guidelines for use of the kitchen and equipment.
5. To be present or be represented at all wedding receptions in church dining room served by an outside caterer.

THIS POSITION IS NOT INCLUDED IN CONSTITUTION AND BY LAWS

HOW IS THIS PERSON GOING TO BE CHOSEN OR ELECTED?

POLICY AND PROCEDURE MANUAL

Audio-Visual Committee

This committee shall consist of the audiovisual director and additional workers as need is determined. The duties of this committee shall be to provide, store, and administer the use of equipment needed by the church membership and leaders, to keep equipment repaired and ready to use when needed, and to cooperate in the total church program by having a variety of equipment available for use in the meetings and educational programs.

We have no committee—this is only job description other than what is in Constitution and by-laws DO WE NEED TO KEEP THIS IN THIS MANUAL AND OR CONSTITUTIN AND BY- LAWS?

POLICY AND PROCEDURE MANUAL

BAPTISMAL COMMITTEE

Membership: This committee will consist of at least four couples. **This change needs to be made in the Constitution and by-laws.**

Responsibilities:

1. To meet with the candidates and the Pastor for instructions prior to each baptismal service.
2. To assist the candidates before, during, and after the baptism.
3. To ascertain the custodian baptismal duties have been completed. The Chairman of the committee checks this.
4. To recommend in writing its request for equipment and supplies to the property committee, and the property committee will submit request to the budget committee.
6. To prepare names on flash cards for identification purposes.

POLICY AND PROCEDURE MANUAL

Budget Committee

This committee shall consist of the following members:

Chairman, Fellowship of Deacons	Church Treasurer
Sunday School Director	Chancel Choir President
WMU Director	Finance Committee (3)Chairman,
Human Resource Committee	Chairman, Property Committee
Senior Adult Council Representative	
Minister of Youth	At large Members (3) Chosen by Pastor

The duty of this committee shall be to make a careful study of the financial needs of the church and on the basis of it's findings compile a suggested budget.

POLICY AND PROCEDURE MANUAL

BUS COMMITTEE

The Bus Committee Chairman will be selected by the Committee on Committees annually.

RESPONSIBILITIES:

1. To enlist new drivers as deemed necessary.
2. To oversee all maintenance and repair work on buses.
3. To work with responsible individuals in securing and maintaining proper insurance coverage on buses.

MEMBERSHIP: This committee shall consist of the active drivers. These members will serve an indefinite period of time.

RESPONSIBILITIES:

1. To assist the Bus Committee Chairman.
2. To receive and recommend all major purchases and policy changes.
3. To establish safety rules.

POLICY AND PROCEDURE MANUAL

CHURCH COUNCIL VINTON BAPTIST CHURCH

Primary Responsibility: The primary function of the Church Council shall be to plan, promote, coordinate and evaluate the various programs, ministries of the church and to develop and maintain the church calendar and to lead the church in the achievement of its mission and vision for the future.

Membership: The Church Council shall consist of the church ministerial staff, the chairperson of the deacons, the Sunday school director, the WMU director, the Chancel Choir president, Church Hostess and one representative from the Youth Council, the Senior Adult Council and Family Life Committee. Also the chairpersons of the following standing committee shall be members of this Council: Finance, Human Resources, Committee on Committees, Constitution and Bylaws, Missions, Property, Recreation and Worship Service. Periodically, any and all other church leaders involved in the planning, scheduling and promotion of church activities, events and emphases shall be included temporarily as members of this Council.

Meetings: The Church Council shall meet each month for regular meetings and may be scheduled for special meetings by the Pastor at times determined necessary and appropriate by him. Also, the Council shall meet annually in the final quarter of each year for the purpose of discussing/determining/developing means of implementing strategic plans for the coming year, which will include the submission of projected budget needs to the Finance Committee for their consideration and inclusion in the church budget.

SPECIFIC RESPONSIBILITIES

1. The Council shall be responsible for developing and coordinating a calendar of all programs, activities, emphasis, ministries and mission endeavors of the church and for presenting this calendar at monthly business meetings or the church's consideration and approval.
2. The Council shall be responsible for facilitating the development of a statement of the mission and vision of the church, as well as the annual goals and objectives by which this mission and vision may be accomplished.
3. The Council shall be responsible for communicating effectively and regularly with the church family and the community regarding all church programs, emphasis, ministries and missions endeavors, so that the church and community will be kept informed of what is happening in our church.
4. The Council shall be responsible for evaluating (both at monthly meetings and in the annual planning sessions) all aspects of church life and ministries and for making recommendations of ideas and plans that will foster and enhance the quality and variety of what we offer to our church family and community.
5. The Council shall be responsible for meeting in special sessions sometime during the final quarter of each year for the purpose of discussion, planning and identifying means of implementing strategic plans for the coming year and for

POLICY AND PROCEDURE MANUAL

sharing projected budget needs for the coming year which are to be submitted to the Finance Committee for consideration and inclusion in the annual church budget presented to the church.

- 6.. The Council shall be responsible for creating and fostering an environment among church leaders which facilitates cooperation and mutual support in all aspects of church life.
7. If a member is unable to attend the Council meeting he/she will strive to get a substitute to attend the meeting.

POLICY AND PROCEDURE MANUAL

COMMITTEE ON COMMITTEES

Membership: This committee will consist of six members with a three-year term and two people rotating off each year. The Church Council will nominate the members for this committee.

Purpose: The purpose of this committee is to select, enlist, and nominate persons to serve on church committees.

Responsibilities:

1. To review committee policies and procedures and make recommendations to the church. It would be the responsibility of this committee to make recommendations for changes, additions, or deletions.
2. To select, enlist, and nominate all committee members and present them to the church for approval. This would be the annual job for filling all vacancies at the beginning of a new year, plus filling any vacancies that occur during the year
3. To see that each committee elects a chairman and make sure the chairman receives the description of his/her committee and its responsibilities as described in the constitution and by-laws or policy and procedures manual.

POLICY AND PROCEDURE MANUAL

COMMUNION COMMITTEE

Membership: This committee will consist of at least eight (8) members.

Responsibilities:

1. To make arrangements for the purchases and preparation of the elements used for the observance of the Lord's Supper.

2. To be responsible for the cleaning and storing of equipment used in the observance.

3. To prepare the table prior to the observance.

4. To be receptive to information from the minister or deacons concerning changes, special services or unusual procedures.

POLICY AND PROCEDURE MANUAL

CONSTITUTION AND BY-LAWS

Membership: This committee will consist of at least three (3) members. These members will serve a term of three years with one term expiring each year.

Responsibilities:

1. To review the constitution and by-laws annually.
2. To make recommendations on changes and amendments.
3. To have working knowledge of church by-laws and constitution.
4. To present changes to the church.

POLICY AND PROCEDURE MANUAL

COUNTING COMMITTEE

Membership: This committee will consist of the financial secretary and at least five (5) other members.

Responsibilities:

1. To count the receipts received at any regular church worship services.
2. To deposit monies in the bank.

POLICY AND PROCEDURE MANUAL

FINANCE COMMITTEE

Membership: This committee will consist of at least nine (9) members in addition to the treasurer and the professional church staff who will serve as ex-officio members. They will serve a three-year term with three members rotating off each year.

Responsibilities:

1. To lead in stewardship promotion.
2. To work with the Budget Committee in preparation of the annual budget. The chairman of the Finance Committee will be a member of the Budget Committee.
3. To administer the church budget.
4. To approve budget expenditures other than normal operating expenses.
5. To hear requests for extra budgeting financial expenditures and budget revisions and make recommendations as necessary to the Church.
6. To advise the Church on financial undertakings as to soundness and effect on financial structure and credit standing of the Church.
7. To review expenditures monthly in terms of budget allocations, including the financial report submitted by the Treasurer, which report will subsequently be presented to the Church. Such report will also be presented to the Fellowship of Deacons for their information.
8. To promote special offerings (Easter, Thanksgiving, etc.) and consider all requests to receive additional special offerings and make the recommendations for disbursement.
9. To provide for an annual review of all church financial records and books.
10. To develop and maintain an adequate insurance program for the Church.
11. To carry out specific assignments as approved by the congregation of church members.
12. To administer any special church funds.

POLICY AND PROCEDURE MANUAL

HOSTESS COMMITTEE

Membership: This committee will consist of at least six members. Membership may be increased from time to time as the need arises and at the discretion of the church hostess. The committee will be responsible for supervision and consultation in the area of weddings, wedding receptions, churchwide fellowships and special occasions in coordination with the Church Hostess.

Responsibilities:

1. To plan and supervise the food and decorations for church receptions, fellowships, etc.
2. To supervise arrangements for flowers at services where desired.
3. To perform other duties as assigned by the Church Hostess.

POLICY AND PROCEDURE MANUAL

HUMAN RESOURCE COMMITTEE

Membership: This committee will consist of five (5) members, each serving a five year term with one member rotating off each year.

Responsibilities:

1. To serve as liaison for members of the church staff.
2. To maintain and update job descriptions, oversee duties of staff members, and hold annual reviews with staff employees and that a written summary of each evaluation be maintained in a secure computer file. Each staff member should receive a written copy of his/her evaluation.
3. When issues arise with the performance or conduct of a staff member, Human Resources will schedule a corrective interview with the staff member. The HR Committee will request the involvement of the Chair of Deacons and the Senior Associate Pastor in the corrective interview meeting. A written action plan will be presented to the staff member documenting the corrective action items and an outline of the time line for response. The respective ministerial staff member will present a written response to the aforementioned items and his/her plans to achieve the outlined goals. A covenant of confidentiality will be made between all parties involved.
4. Employing and dismissing non-professional staff members.
5. To serve in an advisory capacity.
- 6.. To study and recommend the need for additional church staff positions (in consultation with pastor).
- 7.. To develop and recommend a salary program for the church.
8. To develop and recommend policies and procedures for staff members.
- 9,. To call meetings when necessary. Any member can request chairman to call a meeting. There must be at least one meeting quarterly.
10. To keep minutes of all meetings of this committee. Personnel records of employees and professional staff must be kept current.

POLICY AND PROCEDURE MANUAL

KITCHEN COMMITTEE

This committee will be composed of at least six (6) members. Membership may be increased from time to time as the need arises and at the discretion of the church hostess. It will be the general duty of this committee to establish and administer general policies concerning the operation of the kitchen and to make arrangements to have church dinners prepared.

Responsibilities:

1. To establish and administer general policies concerning the operation of the kitchen and fellowship areas.
2. To determine the foodservice needs of the church.
3. To recommend food services to be provided.
4. To recommend to the budget planning committee the monies needed for food services.

POLICY AND PROCEDURE MANUAL

Missions Committee

The Missions Committee will help coordinate the mission opportunities for Vinton Baptist Church.

RESPONSIBILITIES:

1. To receive suggestions for Missions projects for Vinton Baptist Church.
2. To keep a calendar of all Mission Projects.
3. To keep a file of contacts for Mission Projects.
4. To meet with staff to discuss suggestions received about projects to be implemented.
5. To serve as a steering committee to coordinate Missions Projects by leading or identifying leaders for the various projects.
6. To prepare a budget for missions projects to work within the current church budget.
7. To publicize mission projects for church member awareness and participation through the Witness and other media venues.
8. The chairperson of this committee will serve on Church Council.

Members of the committee should include:

1. WMU Representative
2. Youth Representative
3. Children's Representative
4. Senior Adult Representative
5. Four (4) At-Large Members (Chosen by Committee on Committees)
6. Ministerial Staff Representative

POLICY AND PROCEDURE MANUAL

NOMINATING COMMITTEE

Membership: This committee will consist of nine (9) members who will be nominated by the Committee on Committees. These nine members will serve a three-year term with three terms expiring each year. This committee should always consist of representatives of all age groups within the church—Senior Adults, Median Adults, Young Adults and a Youth representative.

Responsibilities:

1. To select, interview and enlist church program organization leaders, church program services leaders, and persons to serve in various capacities and positions of the church and its organizations.
2. To nominate for church approval persons to serve as church officers in the following positions: Church Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and Moderator.
3. To screen volunteers before they are invited to serve.
4. To distribute volunteer leadership according to priority needs.
5. To assist in discovering and enlisting persons to fill leadership positions.
6. To present volunteer workers to the church.
7. To have training session with the Minister of Family Life.

Current Sunday School Director as an ex-officio member.

The Minister of Family Life shall serve as an ex—officio member of this committee.

POLICY AND PROCEDURE MANUAL

NURSERY COMMITTEE

Membership: This committee shall consist of at least six members serving a three-year term with two members rotating off each year.

Responsibilities:

1. To establish policies related to the operation of the nursery.
2. To secure workers for the morning and evening worship services, Wednesday night activities, and any special events when childcare is needed.
3. To work in conjunction with the Human Resources Committee in acquiring and managing paid nursery workers as the need arises.
4. To determine the need for and recommend to the church Property Committee any improvements or purchases of equipment and necessary items.
5. To have the chairman attend the Church Council meetings.
6. To determine the needs and to submit a budget request to the Budget Committee.

POLICY AND PROCEDURE MANUAL

PROPERTY COMMITTEE

Membership: This committee shall consist of at least nine (9) members. Membership consists of a three-year term with three members rotating off yearly.

Responsibilities:

1. To provide and maintain the property, building and equipment needed by the church in its total ministry.
2. To be responsible for the safe keeping, protection, maintenance and repair of the buildings, grounds, operating facilities, and attached equipment including heating, cooling and lighting.
3. To see that all the equipment is properly operating.
4. To make recommendations or take actions should emergency necessitate, regarding: replacement of worn out items of equipment, landscaping and care of grounds, maintenance of safe conditions, parking facilities.
5. To make recommendations for necessary moneys to the budget committee.
6. To maintain inventory of current church property each year.
7. the Chairperson of this committee will serve on Church Council.

POLICY AND PROCEDURE MANUAL

Sound Committee

This committee shall consist of four (4) sound system technicians nominated by the Committee on Committees and shall serve for an indefinite period of time. The Sound Committee shall include sound technicians, the pastor, Minister of music, Pianist, Organist and Property Committee Chairman. It shall be their duty to supervise the sound system, make recommendations for additions, inventory equipment, report back to the Property Committee, and present the information to the Church.

POLICY AND PROCEDURE MANUAL

USHER COMMITTEE

Membership: This committee shall consist of at least twenty-two (22) members.

Responsibilities:

1. To design a plan for the efficient receiving of the offering at all Sunday services and other special services.
2. To see that offering plates and other supplies are in proper place before each service.
3. To distribute plates at time of offering.
4. Along with deacons, to set up schedule for ushers to greet people before and after services.
5. To train new ushers in offering procedures.
6. To assure that the auditorium is in comfortable physical order before each service.
7. To create atmospheres of genuine welcome and concern for all attending the services.
8. To seat people according to their wishes or as seats are available.
9. To take care of reserved sections for special guests.
10. To provide visitors cards to visitors as requested.
11. To give directions and answer questions as needed.
12. To be attentive to the needs of persons during the services.
13. To take offering moneys for deposit to bank.

POLICY AND PROCEDURE MANUAL

Worship Service Committee

The Worship Service Committee will assist the worship leaders to prepare for the worship services. The committee will consist of at least four (4) members. The committee will meet periodically with the Worship Committee (Minister of Music, Pastor, Pianist, & Organist, Chancel Choir President, and Hostess Committee Representative) to plan seasonal/special worship experiences.

Responsibilities:

1. To arrive at church 30 minutes prior to service.
2. To turn on lights in sanctuary.
3. To make sure flowers are placed in container in vase.
4. To check temperature in the sanctuary and adjust accordingly
5. To locate the music (usually under the pulpit and music stands for Praise Team and place on platform.
6. To turn on TVs (in the event of special activities over the weekend, locate the TVs outside the choir room and hook them up); check pulpit mike and plug in.
7. To turn on the computer, video projector, and lower video screen.
8. To punch the button for the PowerPoint for the rehearsal
9. To put the Seasonal banners in place and place advent wreath
10. To aid in other duties as deemed necessary

Ex-Officio—Chris Monroe

The chairman of this committee also serves on Church Council

POLICY AND PROCEDURE MANUAL

Youth Choir Helpers

This committee shall consist of at least three adults and the pianist all serving a three-year term with one membership expiring each year. This committee shall assist the minister of music in carrying out the ministries of the youth choir and act in an advisor/sponsor capacity.

IS THIS NEEDED IN THIS MANUAL? THIS IS TAKEN FROM CONSTITUTION AND BY-LAWS

POLICY AND PROCEDURE MANUAL

Student Leadership Team

Six adult church members as chosen by the Minister of Youth to serve a three-year term, with two members rotating off each year shall make up this committee. There shall be also one male and female for the high school age group and one male and female from the intermediate school age group. The purpose of this committee is to serve actively at all youth functions in an advisory/sponsor capacity and to plan with the minister of youth the various ministries of the Youth groups.

THIS IS TAKEN FROM CONSTITUTION AND BY-LAWS IS THIS CORRECT AND DOES IT NEED TO BE IN THIS MANUAL

POLICY AND PROCEDURE MANUAL

USE OF BUILDING AT VINTON BAPTIST CHURCH

FOR MEMBERS

No outside social activities shall be held in the Small Dining Room or Disciples Center on Sunday afternoons, or holidays, or when a church activity is being held.

Fee for using the Large Dining Room for a social gathering is \$50.00 custodial fee. A drawing of the set-up should be submitted for him the week before the activity.

Fee for using the Small Dining Room for a social gathering is \$25.00 as is (without moving table, chairs out): \$50.00 if furniture is to be moved from the Small Dining Room and replaced afterward.

All fees are due ten (10) days in advance in the Church office.

The person for whom the gathering is given or the host of the event will be the determining factor of the rate to be applied. The person applying for this event will take full responsibility for use of the facility.

The church hostess must approve use of dishes, kitchen facilities, etc.. Church dishes to be washed must be done by hostess or kitchen committee members and a fee of \$35.00 shall be required to cover their time.

If refreshments are served, the host is asked to see that the kitchen is left in a clean and orderly manner after the activity. If a caterer is used, the host should instruct the caterer to leave the kitchen in a clean and orderly manner.

There will be NO SMOKING or USE OF ALCOHOLIC BEVERAGES on the church property during use of the building.

The person giving the event is responsibility of the Church property and rules.

*All non-church groups using the gym will be charged a \$150 fee per day to cover the use of the building and custodial fees.

All fees are due 10 days in advance in the church office.

Revised by Church Council 03/19/06

POLICY AND PROCEDURE MANUAL

USE OF BUILDING AT VINTON BAPTIST CHURCH

FOR NONMEMBERS

No outside social activities will be held in the Small Dining Room or Disciple Center on Sunday afternoons, or holidays, or during a church activity.

Fee for using the Large Dining Room for a social gathering is \$75.00 custodial fee payable directly to the custodian. A drawing of the set-up should be submitted for him the week before the activity.

Fee for using the Small Dining Room or Disciple Center for a social gathering is \$50.00 as is (without removing table or chairs): \$75.00 if furniture is to be moved from the Small Dining Room and replaced afterward.

All fees are due ten (10) days in advance in the Church office.

The person for whom the gathering is given will be the determining factor of member or nonmember (not the person giving the gathering).

The church hostess must approve use of dishes, kitchen facilities, etc.. Church dishes to be washed must be done by hostess or kitchen committee members and a fee of \$35.00 will be required to cover their time.

If refreshments are served, the host is asked to see that the kitchen is left in a clean and orderly manner after the activity. If a caterer is used, the host should instruct the caterer to leave the kitchen in a clean and orderly manner.

There will be **NO SMOKING** or **USE OF ALCOHOLIC BEVERAGES** on the church property during use of the building.

*All non-church groups using the gym will be charged a \$150 fee per day to cover the use of the building and custodial fees.

Revised by Church Council 03/19/06

POLICY AND PROCEDURE MANUAL

MINISTRIES BUILDING/RECREATIONAL FACILITIES

I. General Regulations

A. The facility is to glorify God, and each person participating should “Do All things to glorify Him.”

B. The Ministries Building is a part of Vinton Baptist Church, and those participating and enjoying it should dress and conduct themselves accordingly.

C. SMOKING will not be allowed in the building.

D. Entrances and exits will be made through the main foyer only. All other doors are Emergency Exits ONLY!

E. The building will be closed to any recreational activities fifteen minutes prior to regularly scheduled church wide meetings and will remain closed during such meetings.

F. When one comes to participate, he will be required to stay in the facility.

There will be no hanging around outside.

G. No pets will be allowed in the facility.

H. Willful violation of any of the rules could lead to the loss of eligibility to participate and/or use of the facility.

I. The Recreation Committee will be responsible for interpretation and enforcement of the rules and conduct. All appeals will go to Church Council.

J. Policies and Procedures may be altered and added to only with the approval of the Recreation Committee and, in some cases, the Church body.

II. Reservations

A. Only organizations of Vinton Baptist Church and/ or organizations or groups approved by the Recreation Committee may reserve any part of the recreation facility. The Committee in conjunction with the church calendar will determine time available for reservations. Request forms must be filled out and submitted.

B. All reservations must be made through the Committee at least two weeks in advance.

C. All groups must have adequate adult supervision, and one adult must be the contact person and person in charge. (For age groups third grade and under, a one to five ratio of adults to children must be observed. For age groups fourth grade through twelfth grade, a one to eight ration of adults to young people must be observed.)

D. All groups making reservation will be responsible for the program desired. They are also to see that any and all equipment they use is used properly and returned to its proper storage place.

III. Rules for the gymnasium.

A. Skating is not allowed.

B. Gym shoes will be worn during participation. (NO BARE FEET)

C. Shirts will be worn at all times.

D. Participants must be properly dress for sports activities.

E. NO CHEWING GUM will be allowed by participants or spectators.

POLICY AND PROCEDURE MANUAL

F. Equipment is to be used only for its intended purpose, and each group is held responsible for the equipment they use.

G. ALL BLINDS in the gym are to be raised to top of windows when using athletic equipment.

H. Team practice must be reserved through the Recreation Committee and should not exceed one hour unless a special request is presented.

I. All participants and spectators are to remain in the gym during the events.

J. There is to be NO playing with balls outside the gym. Use only outside basketballs outdoors as marked on ball.

We need to establish fees for all uses outside of our recreation programs, (sporting uses only) as follows \$15.00 an hour, and must be sponsored by a church member who has to be present during use, money shall go into recreation funds. (recreation teams from our community or private groups.)