

## STANDING COMMITTEES AND KEY LEADERSHIP POSITIONS

Standing committees are those whose chairman and members are elected by the church in conference. Each committee is responsible for submitting a copy of yearly procedures, duties, and activities to be kept on file in the church office.

Article X of the Pintlala Baptist Church By-Laws states that *Committees shall be elected by the church to perform specific duties. These committees shall include but not be limited to: Baptism Committee, Lord's Supper Committee, Stewardship Committee, Nominating Committee, Personnel Committee, Maintenance and Grounds Committee, Counting Committee and the Scholarship Committee. Any other committee deemed necessary by the Church may be added in the Church Policy and Procedures Manual.*

A church operates in a somewhat different way in comparison to other organizations. Volunteers make up and carry out the majority of all the church ministries. The following descriptions are for those in key leadership positions at Pintlala Baptist Church. Some are set apart by ordination, a biblically-based commission to special service. Others are elected by the Church based on their abilities and commitment to the work of the Lord.

1. **BAPTISMAL COMMITTEE:** The Baptismal Committee assists the Pastor and all candidates in preparation for baptism and provides general oversight of the material and equipment necessary for the appropriate administering of the ordinance. (Page 6)
2. **BETHEL CEMETERY COMMITTEE:** The Bethel Cemetery Committee gives general oversight to the upkeep and maintenance of the cemetery. (Page 7)
3. **CHILDREN'S SUNDAY SCHOOL DIRECTOR:** The Children's Sunday School Director works with the Sunday School Director, the Sunday School Assistant Director, and the Sunday School Teachers (grades 1-6) to oversee the affairs of the Children's Sunday School Department. (Page 8)
4. **CHURCH CLERK:** The Church Clerk keeps a complete and accurate record of all proceedings of the Church. The Church Clerk serves as secretary of the Stewardship Committee and the Church Council and serves as a resource person for the History Committee (Helping Hands Ministries). (Page 9)
5. **CHURCH COUNCIL:** The Church Council plans, coordinates, and evaluates the ministries, programs, and organizations of the Church. The Church Council is also responsible for educating the congregation in regard to Policies and Procedures adopted by the Church. (Page 10)
6. **CHURCH COUNTING COMMITTEE:** The Church Counting Committee is responsible for processing, counting, and safeguarding all monies received on Sundays. (Page 11)  
*Church Counting Committee Checklist* (Page 12)

7. **CHURCH TREASURER:** The Church Treasurer works closely with the Stewardship Committee and the Financial Secretary to review and co-sign checks, oversee disbursement of funds of the Church, and make bank deposits. (Page 13)
8. **DEACONS:** Deacons serve the Church congregation and assist the Pastor and staff in the welfare and general oversight of the Church. Their duties are determined by Scripture and they are to consider themselves, at all times, servants of the Church. (Pages 14-21)  
*Sample Letter for Deacon Nomination* (Page 18)  
*Sample Deacon Nomination Form* (Page 19)  
*Sample Letter for Deacon Election* (Page 20)  
*Sample Deacon Election Ballot* (Page 21)
9. **FOOD SERVICE DIRECTOR:** The Food Service Director is responsible for establishing policies for the operation of the kitchen/dining facilities and coordinating its use. The Director assumes responsibility for effective and efficient operation of food service events sponsored by the Church. (Page 22)
10. **GENERAL CHURCH POLICIES:** Some policies and procedures in the local church are, by necessity, of a general nature. These policies have been grouped together for easy reference and pertain to the following topics:
- **Use of Building Facilities** (Page 23-24)  
*Facilities Request Form* (Page 25)
  - **Use of Food Service Facilities** (Page 26)  
*Kitchen Clean-Up Checklist* (Page 27)
  - **Use of Equipment** (Page 28)
  - **Use of Musical Instruments** (Page 28)
  - **Wedding Policies and Procedures** (Page 29)  
*Basic Wedding Package* (Pages 30-31)  
*Wedding Contract* (Page 32)
  - **Financial Policies and Procedures** (Page 33)
  - **Policies and Procedures Addressing Sexual Misconduct** (Pages 34-36)  
*Primary Screening Form for Children or Youth Work* (Page 37)  
*Request for Criminal Records Check and Authorization* (Page 38)
11. **HELPING HANDS MINISTRIES DIRECTOR:** The Helping Hands Ministries Director promotes communication between and coordination of all Helping Hands Ministries. (Page 39)
12. **INSURANCE COMMITTEE:** The Insurance Committee determines proper insurance coverage for properties owned by the Church and recommends all forms of insurance deemed necessary at all times. (Page 40)
13. **LORD'S SUPPER COMMITTEE:** The Lord's Supper Committee assists the Pastor and Deacons in preparing for the Lord's Supper. (Page 41)

- 14. MAINTENANCE AND GROUNDS COMMITTEE:** The Maintenance and Grounds Committee assesses structural repair and maintenance needs of the church facility and property and implements efforts to correct any issues identified. This committee works closely with the Maintenance and Grounds Superintendent and Housekeeping Personnel. (Page 42-43)
- **Facility Closing Procedures** (Pages 44-47)
  - **General Maintenance Procedures** (Page 48)
  - **Housekeeping Personnel** (Page 49)
  - **Maintenance and Grounds Superintendent** (Pages 50-51)  
*Maintenance Work Order Form* (Page 52)
- 15. MEN’S MINISTRY DIRECTOR:** The Men’s Ministry Director works with the Pastor as an outreach to church and community members, as needed. (Page 53)
- 16. NOMINATING COMMITTEE:** The Nominating Committee provides nominees, for church approval, to fill the various elected positions in the Church. (Page 54)  
*Nominating Committee Report* form (Pages 55-60)
- 17. PERSONNEL COMMITTEE:** The Personnel Committee recruits, interviews, and recommends hiring of paid staff members. This committee develops and provides job descriptions and evaluation instruments for paid personnel and ensures that each paid employee is evaluated annually. (Pages 61-62)
- 18. POLICIES AND PROCEDURES COMMITTEE:** The Policies and Procedures Committee maintains an updated manual developed in order to organize and provide written policies and procedures for all standing committees and key leadership positions in the Church. (Page 63)
- 19. PRE-SCHOOL SUNDAY SCHOOL DIRECTOR:** The Pre-School Sunday School Director works with the Sunday School Director, the Sunday School Assistant Director, the Sunday School Secretaries, and the Pre-School Teachers to oversee the affairs of the Pre-School Sunday School Department (newborn – Kindergarten). (Page 64)
- 20. PRE-SCHOOL WORSHIP CARE DIRECTOR(S) AND ASSISTANT PRE-SCHOOL WORSHIP CARE DIRECTOR:** The purpose of the Pre-School Worship Care Director(s) and the Assistant Pre-School Worship Care Director is to lay a strong foundation for future spiritual growth by providing a loving, caring environment for children (newborn – three (3) year olds) who remain in the Pre-School Area during the Sunday morning worship service. (Pages 65-66)
- 21. SCHOLARSHIP COMMITTEE:** The Scholarship Committee, when funds are available, provides applications for and makes presentations of scholarship funds for persons requesting and qualifying for financial aid in order to pursue higher education. (Page 67-68)

22. **STEWARDSHIP COMMITTEE:** The Stewardship Committee develops, presents for approval, and administers the church budget. It plans and promotes special stewardship emphases and projects designed to broaden and strengthen the base of financial support for the church's ministries and programs. The Stewardship Committee acts as an agent of the Church for receiving gifts and memorials. (Pages 69-70)
23. **SUNDAY SCHOOL DIRECTOR AND ASSISTANT DIRECTOR:** The purpose of the Sunday School Director and the Sunday School Assistant Director is to provide general oversight of the entire Sunday School, including teachers and classes, and to administer its affairs in cooperation with, and according to, the plans and methods of the overall vision of ministry of the Pintlala Baptist Church. (Pages 71-72)
24. **SUNDAY SCHOOL SECRETARIES:** The Sunday School Secretaries work with the Sunday School Director and the Sunday School Assistant Director to maintain accurate attendance and financial records for each Sunday School class. (Page 73)
25. **TRANSPORTATION COMMITTEE:** The Transportation Committee supervises the use of the church van and trailer in accordance with the *Church Vehicles/Trailer Rules and Regulations* as approved by the Church. (Page 74)  
*Church Vehicles/Trailer Rules and Regulations* (Pages 75-77)  
*Van Trip Sheet* (Page 78)
26. **TRUSTEES:** The Trustees serve as legal representatives in all transactions of the Church. (Page 79)
27. **USHER COORDINATORS:** The purpose of the Usher Coordinators is to recruit church members, as needed, to serve as ushers. Ushers welcome guests and facilitate the smooth progression of the worship service. (Page 80)  
*Worship Attendance Sheet* (Page 81)  
*Worship Attendance Chart* (Page 82)
28. **WEDNESDAY NIGHT NURSERY DIRECTOR(S):** The purpose of the Wednesday Night Nursery Director(s) is to ensure that there are sufficient qualified volunteer workers for the nursery classrooms (newborn-three (3) years old) in the Nursery Area during the Wednesday Night Bible Study hour. (Page 83)
29. **WOMEN'S MINISTRY DIRECTOR:** The Women's Ministry Director is responsible for the women's events of the Church. She works with her C.A.R.E. (Caring And Reaching Everyone) ministry teams in planning and coordinating events that show Christ's love and encourage spiritual growth and discipleship. (Page 84)

## COMMITTEE GUIDELINES

The governing body of the Church is the congregation. All church committees are accountable to the congregation for proper functioning and efficient operation. All committee chairpersons are nominated by the Nominating Committee and are elected annually by the Church. Committees designated by the Church to perform certain functions are held accountable by the Church for producing results, and therefore, must be given authority and freedom within the area of their work to act according to their best judgment. Committees are given authority to operate within the church budget when following the proper procedure for the authorization of expenditures.

- Nominations for all committee members and chairpersons will be presented to the Church and voted on no later than August of each year. All committee chairpersons shall begin their term of office by the first Sunday in September each year, with the exception of the Nominating Committee.
- Descriptions of each committee's responsibilities may be found in the *Policies and Procedures Manual*. Any other committees deemed necessary by the Church may be nominated by the Nominating Committee, voted on by the Church, and their job descriptions added to the *Policies and Procedures Manual*.
- Trustees, as well as members of the Personnel, Stewardship, Nominating, and Scholarship Committees, will serve no more than three years in succession. No individual will serve as chairperson of these committees more than two years in succession, unless otherwise requested by the Pastor. There will be no term limits for chairpersons and members of other standing committees.
- Committee orientation will be held at the first meeting by the out-going chairperson or appropriate staff personnel. Committee responsibility guidelines will be given to each member at the orientation meeting.
- Committees will meet as often as necessary to function efficiently. Minutes/notes of meetings will be kept for committee records and passed on to the next committee chairperson.

## **BAPTISMAL COMMITTEE**

### **PURPOSE:**

The purpose of the Baptismal Committee is to assist the Pastor and all candidates in preparation for baptism and to provide general oversight of the material and equipment necessary for the appropriate administering of the ordinance.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Baptismal Committee will be comprised of at least two (2) members nominated by the Nominating Committee, elected annually, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Ensure that all robes and towels are ready and everything is in order for the baptismal service.
2. Assist the Pastor and candidates in dressing for the service.
3. Assist in entering and exiting the baptistry.
4. Mop up water on stairs, hall, and restroom floors.
5. Hang robes in closet.

## **BETHEL CEMETERY COMMITTEE**

The cemetery is located .8 of a mile north of the Pintlala Baptist Church on the east side of Highway 31 at mile marker 168. The Church became the legal owner of the cemetery in 1998 in order to preserve it from further deterioration and because of its historic significance to the community and to early Baptist life. Future burials are prohibited without special permission from the Pintlala Baptist Church.

### **PURPOSE:**

The purpose of the Bethel Cemetery Committee is to give general oversight to the upkeep and maintenance of the cemetery.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Bethel Cemetery Committee will be comprised of three (3) elected members (one of which will be nominated by the Nominating Committee to serve as Chairperson). As one (1) member rotates out of service each year, one (1) new member will be nominated by the Nominating Committee to serve a three (3) year term, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Inspect the cemetery periodically to ascertain the needs which call for improvement.
2. Recruit volunteers and/or paid workers (if funds are available) to keep the cemetery and its perimeter mowed during the growing season.
3. Recruit volunteers to participate annually in a clean-up/improvement day, preferably in early Spring.
4. Ensure that funding for cemetery projects comes from the designated "Bethel Cemetery Account".

## **CHURCH CLERK**

### **PURPOSE:**

The purpose of the Church Clerk is to keep a complete and accurate record of all the proceedings of the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Church Clerk is nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits for this position.

### **RESPONSIBILITIES:**

1. Keep an accurate record (in the form of minutes) of all business transactions made and approved in regular and special business meetings of the Church. Minutes will be typed and delivered to the Church Secretary before the scheduled monthly business meeting, in order to be included with agenda material.
2. Keep for church records (to be passed on to the next clerk) a copy of every transaction.
3. Serve as a resource person for the History Committee.
4. Serve as secretary to the Stewardship Committee.
5. Serve as secretary to the Church Council.

## **CHILDREN'S SUNDAY SCHOOL DIRECTOR**

### **PURPOSE:**

The purpose of the Children's Sunday School Director is to work with the Sunday School Director, the Sunday School Assistant Director, Elementary Sunday School teachers, and children to administer the affairs of the Pintlala Baptist Sunday School as specifically related to children grades 1-6.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Children's Sunday School Director will be nominated by the Nominating Committee, elected annually, subject to approval by the Church. Term of service will coincide with the Sunday School Year. One who has previously served in this position is eligible for re-election.

### **RESPONSIBILITIES:**

1. Cooperate with the Sunday School Director and Sunday School Assistant Director in determining needs in reaching, teaching, witnessing, and ministering.
2. Work with the Sunday School Director and Sunday School Assistant Director to ensure that all classes are staffed on Sunday morning.
3. Supervise children arriving early for Sunday School and escort them to their proper classrooms at the appropriate time.
4. Place newcomers in the proper classes.
5. Assist in maintaining attendance records for the Children's Department.
6. Work with the Sunday School Director and Sunday School Assistant Director to determine schedules and approaches needed for effective teaching in Sunday School.
7. Work with Sunday School teachers in the Children's Department to determine resources needed for effective teaching.
8. Assist in publicizing the Sunday School.
9. Be prepared to help in any area needed.

## **CHURCH COUNCIL**

### **PURPOSE:**

The purpose of the Church Council is to plan, coordinate, and evaluate the ministries, programs, and organizations of the Church. The Church Council is also responsible for educating the congregation in regard to policies and procedures adopted by the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

Because of the unusual nature and responsibilities of the Church Council, its membership and term of office shall fall outside the regular church committee policy. The Church Council shall be composed of the Pastor, Minister of Music, Minister of Youth, Chairman of the Deacons, Church Clerk, Sunday School Director, Pre-School Worship Care Director, Men's Ministry Director, Women's Ministry Director, Helping Hands Ministries Director, and any elected committee chairpersons and church staff members deemed necessary by the Pastor.

### **RESPONSIBILITIES:**

1. Appoint the Church Clerk to take minutes at each meeting.
2. Coordinate all church program ministries and activities.
3. Outline a church calendar of activities.
4. Evaluate the results of all programs, ministries, and activities and recommend changes as needed.
5. Educate the church congregation about *Policies and Procedures Addressing Sexual Misconduct*.
6. Work with the Personnel Committee to respond to persons making false allegations and/or providing false information in regard to alleged sexual misconduct in the Church.
7. Strive to meet at least quarterly or at the discretion of the Pastor.
8. Report to the Church at regular business meetings.

## **CHURCH COUNTING COMMITTEE**

### **PURPOSE:**

The purpose of the Church Counting Committee is to be responsible for counting, processing, and safeguarding all monies received on Sundays.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Church Counting Committee will be comprised of at least eight (8) members that will make up at least four (4) teams. These members are nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits for this position. Teams and team members shall rotate annually. Family members will serve on different teams.

### **RESPONSIBILITIES:**

1. The Financial Secretary, Church Secretary and Church Treasurer will develop and implement procedures for counting and depositing money received from Sunday School and in worship services.
2. A team of two members (rule of the auditor) will count money received and complete the appropriate records on its assigned week. Counting may be done on Sunday during worship service, after worship service, or by noon on Monday.
3. Counting teams will change partners annually (rule of the auditor).
4. The Counting Committee shall make every effort to be accurate and follow the *Church Counting Committee Checklist*.
5. The Church Secretary will notify counting teams when deposit numbers do not match those calculated by the bank teller.

## CHURCH COUNTING COMMITTEE CHECKLIST

- \_\_\_\_\_ 1. Make an envelope for all checks not in an envelope.
- \_\_\_\_\_ 2. Open all envelopes, making sure amount shown matches the amount inside. The total amount given should be written on the upper right corner of the envelope. If the amount in the envelope does not match the amount indicated on the envelope, the counter should make an effort to contact the giver. If unable to make contact, the amount inside the envelope should be written on the upper right corner of the envelope and a note of explanation should be written on the envelope.
- \_\_\_\_\_ 3. Stamp all checks with “For Deposit Only” stamp.
- \_\_\_\_\_ 4. Separate envelopes for Designated Funds, POM (Pay on Mortgage), and General Fund. List any memorials shown on the designated envelopes on the appropriate sheet.
- \_\_\_\_\_ 5. Pull checks and cash and complete deposit slips for the POM (Pay on Mortgage) and Designated Funds first, making certain that cash and total are listed on the deposit slip. Make a deposit slip for General Fund using all unlisted checks and cash. Place each in a separate, labeled envelope in the deposit bag.
- \_\_\_\_\_ 6. Make an envelope for any additional loose cash after POM (Pay on Mortgage) and Designated Funds money is counted. (Nothing is in this envelope –just shows amount of loose cash listed on the General Fund deposit slip.)
- \_\_\_\_\_ 7. Sign all audit sheets (both counters).
- \_\_\_\_\_ 8. Double check each deposit slip for accurate cash/check totals.
- \_\_\_\_\_ 9. Put all audit sheets and envelopes in the designated place along with the completed, signed and dated, *Church Counting Committee Checklist*.
- \_\_\_\_\_ 10. After the deposits are completed and double-checked, all three (3) envelopes (Designated, POM, and General Fund) should be placed in a tear-resistant bag. The bag should be sealed and put in the designated place.

\_\_\_\_\_  
Counter 1 signature

\_\_\_\_\_  
Counter 2 signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **CHURCH TREASURER**

### **PURPOSE:**

The purpose of the Church Treasurer is to work closely with the Stewardship Committee, the Church Financial Secretary, and the Church Secretary to ensure proper handling of all church funds.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Church Treasurer is nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits for this position.

### **RESPONSIBILITIES:**

1. Work closely with the Church Secretary and serve on the Stewardship Committee.
2. Oversee disbursement of funds of the Church (general and designated offerings).
3. Discuss with the Church Financial Secretary deposits and accounts payable to determine balance in accounts and bills due. Make decisions as to which bills are to be paid. Checks are generally written by the Church Financial Secretary and/or the Church Secretary.
4. Review and sign checks with a designated co-signer.
5. Review reconciled bank statements and financial statements with the Church Financial Secretary monthly.
6. Attend regular business meetings and be prepared to assist in answering any questions from the membership.
7. Cooperate with the Stewardship Committee, the Auditor, the Church Financial Secretary, and the Church Secretary to implement, as soon as possible, any changes, corrections, or procedures suggested in the annual audit.

## DEACONS

### **PURPOSE:**

The purpose of the Deacon Body is to serve the Church and assist the Pastor and staff in the welfare and general oversight of the Church. Their duties are determined by Scripture and they are to consider themselves at all times, servants of the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

The office of Deacon is an elected position. Deacons will be chosen from among the membership of the Church. The congregation will strive to elect those who, in their judgment, best meet the New Testament qualifications as set forth in Acts 6:3, 1 Timothy 3:8-13 and Mark 10:42-45, who seek to attain the standards as set forth in the *Church Constitution and By-Laws*, and who take an active interest in all of the life work of the Church.

There will be a rotating system of service among the Deacons. Approximately one-half (1/2) of the Deacons will leave office annually. The regular term of office will be two (2) years; however, the term of Deacons serving a newly created position will be adjusted to maintain approximately one half (1/2) annual rotation of Deacons. After completing a term, one (1) year must lapse before a Deacon of inactive status can be considered for re-election. A Deacon serving an un-expired term of one (1) year or less will be eligible for re-election. The Deacon Chair will serve a one (1) year term of office, unless otherwise requested by the Pastor and approved by a majority vote of Deacons present and eligible to vote.

The date for the annual Deacon election will be conveyed as information to the Church at least two (2) weeks prior to the election which should be held in the month of September or on a designated date.

The Church will select Deacons annually by means of a two-phase process of nomination and election.

### **I. Deacon Nomination**

All church members, with the exception of those who do not meet the Deacon Eligibility Requirements, are eligible for nomination. The total number nominated will be at least twice the number of Deacons needed. The Pastor and Deacon Chair will determine the number of Deacon vacancies based on church membership. The preferred ratio of Deacons to church families is one to twelve (1:12).

## **DEACONS (CONT'D)**

All church members will receive a letter from the Pastor or Deacon Chair at least two (2) weeks prior to the due date for nominations. The letter will include:

1. **The Eligibility Requirements and Responsibilities of Deacon service**
2. **The list of currently serving Deacons**
3. **The Deacon Nomination Form**
4. **The deadline for submitting nominations**

Nomination forms will be collected by the Deacons at the conclusion of the morning worship service on the designated Sunday and will be compiled immediately. Absentee nomination forms may be mailed or turned into the church office. *All* nomination forms must be in the possession of the Deacon Counting Committee by the end of the morning worship service on the designated Sunday.

The Deacon Counting Committee will be comprised of the current Deacon Chair-Elect and the Deacons whose terms are expiring. The Deacon Counting Committee will contact all nominees to make sure they are willing to serve a two (2) year term as an active Deacon. The Deacon Counting Committee will insure each nominee is over the age of twenty-one (21) and has been a member of Pintlala Baptist Church for at least one (1) year. The church office will provide the Deacon Counting Committee with Sunday School and Sunday Worship Service attendance records for the past year. The Deacon Counting Committee will remove nominee names whose attendance record reflects a pattern of absenteeism.

The Deacon Counting Committee will compile a Deacon Election Ballot comprised of all members nominated by the Church who meet the Deacon Eligibility Requirements.

All nominations will be preserved in the church office until the final slate of Deacon Nominees has been confirmed.

## **II. Deacon Election**

Deacon election will be scheduled two weeks after Deacon Nomination Sunday. Prior to the election, church members will receive a letter from the Pastor and/or Chairman of the Deacon Body that includes:

1. **The Deacon Election Ballot**
2. **The deadline for submitting Deacon Election Ballots**

## **DEACONS (CONT'D)**

Deacon Election Ballots will be collected at the conclusion of the morning worship service on the designated Sunday. Absentee ballots may be mailed or turned into the church office. All Deacon Election Ballots must be in the possession of the Deacon Counting Committee by the end of the morning worship service on the designated Sunday. The Deacon Counting Committee will tabulate the votes at that time. Votes will be totaled and nominees ranked in order of vote count. Deacon vacancies will be filled by those receiving the highest number of votes. If there are Deacons to be chosen to serve two (2) and one (1) year terms, the Deacons receiving the highest number of votes will serve the two (2) year terms. All ties will be resolved with a blind draw. Should the need arise during the course of the year to add Deacons or to replace a Deacon, the Deacon next in line on the tally sheet will be asked to serve.

Election results will be preserved and stored in the church office during the remainder of the year should a vacancy occur. All ballots will be destroyed.

### **III. Deacon Eligibility Requirements:**

- Member of Pintlala Baptist Church for at least one year
- Member age 21 or older
- Member not currently serving as a Deacon
- Member who demonstrates a pattern of faithful attendance

### **IV. Deacon Responsibilities:**

1. To pray for the Church, its members, its staff, and its programs.
2. To help make certain that every family and every member of the Church experiences the love and support of the ministry of Pintlala Baptist Church.
3. To strengthen the fellowship and unity of the Church.
4. To actively participate in the Family Ministry Plan and establish a relationship with assigned families. The preferred ratio of Deacons to church families is one to twelve (1:12).
5. To encourage the faithful use of spiritual gifts through the Church.
6. To lead by example with attendance at regular services of the Church including Sunday School, Sunday Morning Worship Service and Wednesday Night Bible Study.
7. To be faithful to all special events at the Church.
8. To be faithful to all regular and called meetings of the Deacon Body.
9. To set the tone and example of righteousness in their own lives and in their homes.
10. To strive to tithe.
11. To respectfully offer support and encouragement to the Pastor and staff.
12. To give support to the various ministries of the Church.
13. To coordinate and administer the Lord's Supper, as needed and requested by the Pastor.
14. To perform other duties and services as directed by the Pastor.

## **DEACONS (CONT'D)**

An ordination service will be held for any newly elected Deacons who have not been formally ordained by a church of like faith and practice. The date of the service will be at the discretion of the Pastor.

The Deacons shall elect their own officers and appoint such committees as may be needed to facilitate the tasks assigned to them. They are empowered to select additional help from among the membership of the Church. The incoming Chairman (Chair-Elect) will lead the Deacons in electing officers as early as possible, preferably at the first meeting with the newly elected Deacons.

The Deacon Chairman shall serve on the Church Council as a representative of the Deacons.

The Deacons will address situations and needs as they may occur according to their own *Policies and Procedures Guide* which is established by the Deacon Body.

# SAMPLE LETTER FOR DEACON NOMINATION SUNDAY

\_\_\_\_\_ (date)

Dear Member of Pintlala Baptist Church:

Our Deacon selection process will be in two phases.

- We will nominate Deacons on Sunday, \_\_\_\_\_ (date).
- Two weeks later, we will elect \_\_\_ Deacons from the slate of nominees.

You may consider nominating *any member* of the Church who meets the Deacon Eligibility Requirements listed below. Please take the time to pray and study the appropriate Scriptures (ex. Acts 6:3, 1 Timothy 3:8-13, Mark 10: 42-45). Give thought to those who have a reputation for faithfulness and dependability in their service to Pintlala Baptist Church.

## Deacon Eligibility Requirements:

- Member of Pintlala Baptist Church for at least one year
- Member age 21 or older
- Member not currently serving as a Deacon
- Member who demonstrates a pattern of faithful attendance

## Deacon Responsibilities:

1. To pray for the Church, its members, its staff, and its programs.
2. To help make certain that every family and every member of the Church experiences the love and support of the ministry of Pintlala Baptist Church.
3. To strengthen the fellowship and unity of the Church.
4. To actively participate in the Family Ministry Plan and establish a relationship with assigned families. The preferred ratio of Deacons to church families is one to twelve (1:12).
5. To encourage the faithful use of spiritual gifts through the Church.
6. To lead by example with attendance at regular services of the Church including Sunday School, Sunday Morning Worship Service and Wednesday Night Bible Study.
7. To be faithful to all special events at the Church.
8. To be faithful to all regular and called meetings of the Deacon Body.
9. To set the tone and example of righteousness in their own lives and in their homes.
10. To strive to tithe.
11. To respectfully offer support and encouragement to the Pastor and staff.
12. To give support to the various ministries of the Church.
13. To coordinate and administer the Lord's Supper, as needed and requested by the Pastor.
14. To perform other duties and services as directed by the Pastor.

Absentee nomination forms may be mailed or turned in to the church office. All nomination forms must be in the possession of the Deacon Counting Committee by the end of the worship service, Sunday, \_\_\_\_\_(date).

Sincerely,

\_\_\_\_\_  
Name, Pastor

\_\_\_\_\_  
Name, Chairman of the Deacon Body

Encl: Deacon Nomination Form w/list of Deacons currently serving

**SAMPLE  
PINTLALA BAPTIST CHURCH  
DEACON NOMINATION FORM**

**20\_\_**

**Deacon Eligibility Requirements:**

- Member of Pintlala Baptist Church for at least one year
- Member age 21 or older
- Member not currently serving as a Deacon
- Member who demonstrates a pattern of faithful attendance

**Church members may nominate ten (10) candidates for Deacon.**

Please print.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**List of Deacons currently serving/ineligible:**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**All Deacon Nomination Forms must be turned in to the Deacon Counting Committee by the end of the worship service, Sunday, (date).**

# **SAMPLE LETTER FOR DEACON ELECTION SUNDAY**

\_\_\_\_\_ (date)

Dear Member of Pintlala Baptist Church:

On Sunday, \_\_\_\_\_ (date), we will elect Deacons from the members nominated by the Church.

You may vote for \_\_\_\_ nominees to serve as Deacons.

Absentee ballots may be mailed or turned in to the church office. All ballots must be in the possession of the Deacon Counting Committee by the end of the worship service, Sunday, \_\_\_\_\_ (date).

Sincerely,

\_\_\_\_\_  
Name, Pastor

\_\_\_\_\_  
Name, Chairman of the Deacon Body

Encl: Deacon Election Ballots

**SAMPLE  
DEACON ELECTION BALLOT  
PINTLALA BAPTIST CHURCH  
20\_\_**

**Church members may vote for \_\_\_\_ Deacon nominees.**

___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name
___ name	___ name	___ name	___ name*

**All Deacon Election Ballots must be turned in to the Deacon Counting Committee by the end of the worship service, Sunday, \_\_\_\_\_(date).**

*\*Number of nominees depends on number of members nominated by the Church who meet the Deacon Eligibility Requirements as set forth in the Pintlala Baptist Church Policies and Procedures Manual.*

## **FOOD SERVICE DIRECTOR**

### **PURPOSE:**

The purpose of the Food Service Director is to establish policies for the operation of the church kitchen/dining facilities and coordinate its use. The Director assumes responsibility for effective and efficient operation of food service events sponsored by the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Food Service Director is a salaried staff position. The Director is selected by the Personnel Committee and subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Take primary responsibility for all functions in the kitchen and dining rooms of the Church.
2. Supervise menus, food purchase, service production and service of meals, kitchen helpers, catering, accounting for food funds, and monthly inventory of supplies and equipment.
3. Recruit and supervise volunteers from the membership for serving, decorating, and other duties as needed.
4. Ensure that regular weekly suppers are given priority for the use of dining rooms and kitchen facilities.
5. Work with organizations or program groups within the church body to schedule use of the kitchen/dining facilities.
6. Request membership to make meal reservations, when necessary.
7. Keep written records of all lending of dishes, supplies, and equipment.
8. Collect and report all revenue from food sales to the Church Financial Secretary.
9. Provide purchase receipts and monthly food and supply inventory records to the Church Financial Secretary.
10. Ensure that the food and dining facilities comply with regulations of the County and State Boards of Health.
11. Establish and recommend to the Church, policies and procedures for use and operation of kitchen/dining facilities.

## GENERAL CHURCH POLICIES

Some policies and procedures in the local church are, by necessity, of a general nature. These policies have been grouped together for easy reference and pertain to the following topics:

1. Use of Building Facilities
  - *Facilities Request Form*
2. Use of Food Service Facilities
  - *Kitchen Clean-Up Checklist*
3. Use of Equipment
4. Use of Musical Instruments
5. Wedding Policies and Procedures
  - *Basic Wedding Package*
  - *Wedding Contract*
6. Financial Policies and Procedures
7. Policies and Procedures Addressing Sexual Misconduct
  - *Primary Screening Form for Children or Youth Work*
  - *Request for Criminal Records Check and Authorization*

### **1. USE OF BUILDING FACILITIES**

Any consideration of special use of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.

- Before scheduling an activity requiring a meeting room or other space assignment, a *Facilities Request Form* must be completed and returned to the Church Office for approval.
- Regularly scheduled meetings and services will have priority for space, facilities, and equipment ordinarily used by them.

- Organizations, groups or individuals not a part of this church must channel their requests for space, in writing, to the Church Secretary. The Church Secretary is authorized to accept an appropriate payment to cover the cost of utilities and extra services.
- No alcoholic beverages will be allowed in any building. No smoking will be allowed in the building, including restrooms.
- Care of all buildings is required and breakage or damage must be paid for by the group using the building.
- When youth or children will be using the facilities there must be an agreement to provide adequate adult supervision.
- Use of any portion of the property must conform to fire and safety codes.
- No flash pictures may be made during any regular scheduled church service in the sanctuary except by prior arrangement with the Pastor.
- The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature may be done only with the advice and consent of the Church Secretary or Pastor.
- The Church Secretary will instruct florists and decorators regarding church policies concerning decorating the Sanctuary.
- The organ is under the care and supervision of the Minister of Music. It may not be used without the approval of the Minister of Music.
- The audio-visual equipment placement in the Sanctuary is carefully designed. No additions or changes in the facilities will be made without the approval of the Minister of Music. Approved changes must be made under the supervision of the Minister of Music.
- No temporary structure will be built anywhere on the premises without the consent of the Pastor and/or the Chairperson of the Maintenance and Grounds Committee. This refers to platforms, structures or devices that attach to the floor, wall, or ceiling, or those that may damage coverings.
- The Maintenance and Grounds Superintendent and Housekeeping Personnel will move all equipment and furniture when it is necessary and will see that it is in the proper place for regular meetings.
- Use of the kitchen and its equipment may not be made except with prior consent of the Food Service Director.

Pintlala Baptist Church  
**FACILITIES REQUEST FORM**

Name of Person/Group Requesting Reservation \_\_\_\_\_

Date of Function \_\_\_\_\_ Day of Week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Description \_\_\_\_\_

Contact Person (must be present at function) \_\_\_\_\_

Street \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Work Phone \_\_\_\_\_

Area(s)/Room(s) Requested \_\_\_\_\_

**Occupancy must not exceed that approved by the Fire Marshal.**

Complete this form and return to the Church Office for approval before announcement of the event. Use of sound equipment must have prior approval from the Minister of Music or other appropriate staff members. On-going reservations expire after one (1) year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

**CONTRACT:**

I have read the rules governing the use of the facilities of Pintlala Baptist Church. I understand that I am responsible for any damage or negligence that occurs while my group is using the property. I understand my group is responsible for set-up of tables, chairs, etc. I understand that any items moved to accommodate our group must be replaced before leaving. I understand that we are responsible for cleaning up and removing any trash created by our group.

Signed: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_

Church Secretary

## **2. USE OF FOOD SERVICE FACILITIES**

- Use of kitchen/dining facilities by organizations or program groups within the church body must be cleared with the Food Service Director. Event dates must be scheduled on the church calendar in the Church Office.
- Programs not sponsored by the Church or non-members using the kitchen/dining facilities will pay a deposit to the Church Office, when requested, to ensure that the *Kitchen Clean-Up Checklist* is followed.
- If meals are to be prepared in the church kitchen, the Food Service Director or an individual specifically authorized to operate the kitchen equipment, will demonstrate the proper use of the equipment that will be used to prepare the meal.
- Wash hands thoroughly before working in the kitchen. Use plastic disposable gloves when handling food.
- Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen/dining area without approval of the Food Service Director.
- Borrowed kitchen items must be returned to the kitchen after each use.
- Food in the refrigerator and freezer has been purchased/designated for scheduled events at the Church. These items should not be used or removed.
- If kitchen equipment or materials are used, a responsible individual must be designated and approved by the Food Service Director or a designee. The responsible individual will be held accountable for the cleanliness, security, and proper use of the facility and equipment.
- Groups and responsible individuals are expected to leave the food service area completely clean.
- The responsible individual using the kitchen must complete, sign, and date the *Kitchen Clean-Up Checklist* and return it to the Church Office or the Food Service Director.

## KITCHEN CLEAN-UP CHECKLIST

Before leaving the kitchen, initial each item to indicate that you have done the following and return to the Church Office.

- \_\_\_ 1. Remove all leftovers and clean up spills from the refrigerators. If leftovers are to be used within the next week and can be frozen, put them in the freezer; if not, take them home with you, discard, or give to the sick or elderly. Remember: Anything left must be properly labeled. Never leave coffee or tea. These must be emptied after each meal.
- \_\_\_ 2. Clean, wash, dry, and return all dining tables to original positions.
- \_\_\_ 3. Wash thoroughly, rinse, dry, and return dishes, glassware, silverware, cooking utensils, pots, and pans to proper storage areas.
- \_\_\_ 4. Clear, clean, and sanitize all counter area tops. Clean and return all small appliances (mixer, etc.) to original/designated area.
- \_\_\_ 5. Drain, clean, and rinse out sinks.
- \_\_\_ 6. Turn off equipment (stove/ovens, warmers, dishwasher, etc.). Equipment tops should be cleaned and cleared of all food and utensils.
- \_\_\_ 7. Empty trash cans and place new bags in cans. Bags of trash must be taken to the dumpster.
- \_\_\_ 8. Unplug, empty, rinse and dry coffee urns and serving coffeepots. Store properly.
- \_\_\_ 9. Wash and thoroughly dry serving trays before stacking.
- \_\_\_ 10. Turn off dishwasher and drain water from it after dishes and silverware have been removed and returned to proper storage area.
- \_\_\_ 11. Clean floor of any spills. Sweep and mop. Empty mop buckets outside. Rinse and wring out mop. Do not leave mop in mop bucket. Place upside down in storage area.
- \_\_\_ 12. Make sure kitchen and pantry areas are orderly. Ensure that paper goods are closed or wrapped so that they may be used in the future.
- \_\_\_ 13. Take home used towels, dishcloths, and aprons for laundering. Return within three (3) days.
- \_\_\_ 14. Turn fans and lights off and close all doors. Before leaving, set kitchen thermostat on 77 degrees and Fellowship Hall thermostat on 80 degrees.

Group Name \_\_\_\_\_

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **3. USE OF EQUIPMENT**

- All audio-visual equipment of the church will be loaned only with the approval of the Church Secretary or Pastor; and then only when properly checked out.
- Recreational equipment may be loaned only to church organizations. Approval of the Church Secretary is required.
- Lending of equipment other than visual aids and recreational is to be done only through the office of the Church Secretary. A written record of loaned equipment must be provided.

### **4. USE OF MUSICAL INSTRUMENTS**

- Persons will be allowed to play the organ or piano with permission from the Minister of Music. Musicians preparing to play for some occasion in the Sanctuary will be granted a reasonable amount of practice time by the Minister of Music.
- Regular practice on the sanctuary instruments will be allowed if the person is a member of the Church and obtains permission from the Minister of Music. Practice time must not interfere with any activity in the Sanctuary.

## **5. WEDDING POLICIES AND PROCEDURES**

*We are so pleased to help you begin your new life together and we pray God's richest blessings on your marriage. We will be happy to "Do It All" and make your Big Day special, or we will work with you to use your own caterer, florist, etc. If you have any questions about the following policies, please call the Wedding Ministry Coordinator.*

### **Marriage Guidelines**

The following information is provided to help you with your plans and to state church use policies. The *Wedding Contract* must be filled out and on file in the Church Office before permission will be granted for use of church property. Pintlala Baptist Church defines marriage as the union of one man and one woman.

### **The Date**

Scheduling wedding rehearsals, ceremonies and receptions should be done well in advance. Before announcing the date, the Church (if you will be using any of the buildings or grounds of Pintlala Baptist Church) should be contacted and verbal confirmation made. This date will only be finalized after the *Wedding Contract* has been signed and the \$100 deposit has been paid. If a prior request is made, but not followed with submission of the proper form and deposit, then the Church will consider the date still open and available for other requests. In addition, active members of Pintlala Baptist Church will be given first choice of dates for reservation of church facilities.

### **The Marriage License**

State law requires a marriage license. The Pastor must have the license in hand at the rehearsal. Obtaining the marriage license is the responsibility of the bride and/or groom.

### **Decorations**

The use of decorations, the changing of furniture, attachment of materials to walls and items of a similar nature may be done only with the advice and consent of the Wedding Ministry Coordinator. The Bride's family should instruct florists and decorators regarding church policies concerning decorating the Sanctuary.

### **Musicians and Music**

It is recommended that musical selections be cleared with the Wedding Ministry Coordinator or the Minister of Music. If you plan to use the Sanctuary sound system, you are required to use our technician.

### **Pastor or Other Clergy**

There are occasions when a couple will want someone other than the local Pastor to perform the wedding ceremony. The policy of Pintlala Baptist Church requires it be a Pastor from a church of Christian faith.

# PINTLALA BAPTIST WEDDING MINISTRY

## Basic Wedding Package

\$4000 - We Do Everything for You

Building & Cleaning fees  
Flowers – Sanctuary, Entry, Foyer, Guest Book Table  
Pew Markers in your color choice  
Rentals – Cloths, Serving dishes, Etc.  
Basic Heavy Hors d'oeuvres  
Our Director will conduct Rehearsal, Ceremony and Reception  
Sound Technician

### Basic Hors d'oeuvres Include:

Meatballs or Little Smokies  
Antipasto or Vegetables with Dip  
Chicken Salad with Crackers  
Ham, Cheese, Cracker Trays  
Chips and Dip – you choose  
Fresh Fruit  
Mixed Nuts  
Punch

### Deluxe Hors d'oeuvres, add \$1000:

Add these items:  
Chocolate Fountain  
Boiled Shrimp  
Mini Croissants: Roast Beef, Turkey  
Stuffed New Potatoes

The price is based on 100 guests. You may add guests over 100 for an additional charge per 25 guests. You can customize this package, by exchanging “like” items.

**Special Requests:** You can also request additional items, at an extra charge.

### Additional Options:

\_\_\_ \$250 Bride's Cake (~100 servings)  
\_\_\_ \$150 Groom's Cake (~100 servings)  
\_\_\_ \$225 Silk Flowers  
    -Bride's Bouquet & Throw Bouquet  
    -Mothers' & Grandmothers' Silk Corsages (up to 6)  
    -Attendants' Silk Bouquets & Boutonnieres (up to 4)  
\_\_\_ \$125 Programs  
\_\_\_ \$\_\_\_ Bird seed, favors, guest book, garter, flower basket, ring bearer pillow, napkins

### If You Use The Building Without The Package

Building & Cleaning Fees are non-negotiable because our staff must follow up after these jobs.

\_\_\_ \$350 Entire Building Use & Utilities  
\_\_\_ \$250 Entire Building Follow Up Cleaning  
\_\_\_ \$400 Partial Building Use, Utilities and Follow Up Cleaning  
\_\_\_ \$150 Use of Sanctuary Sound System and Our Technician

\_\_\_ \$\_\_\_ **TOTAL owed to PBC**

These fees are paid separately (in envelopes) and are not included in the total owed to PBC. These are suggested minimums and can always be increased, depending on quality of service.

\_\_\_\_ \$100 Director \_\_\_\_\_ (we strongly suggest using our Director)  
\_\_\_\_ \$ Minister \_\_\_\_\_ (whatever you wish, usually at least \$100)  
\_\_\_\_ \$50 Pianist \_\_\_\_\_ (some may charge more)  
\_\_\_\_ \$50 Organist \_\_\_\_\_ (some may charge more)  
\_\_\_\_ \$50 Soloist \_\_\_\_\_ (some may charge more)

**Explanation of Policies:**

- 4:30 pm is the latest time to schedule on Saturday.
- Days other than Saturday are negotiable.
- Smoking is not permitted within 25 feet of an entrance.
- Alcohol is not permitted on the premises.
- Your Marriage License must be given to the Pastor at the rehearsal.

**Explanation of Fees:**

- \$100 Deposit is due upon booking.
- Half of the balance is due 30 days before the wedding. Final balance is due by rehearsal.
- Make your check payable to Pintlala Baptist Church.
- Monetary gifts to the minister, pianist, organist, or soloist are separate from the PBC fees. For your convenience, you may wish to give the envelopes to the Director to distribute.
- If your wedding is canceled more than 30 days prior to the wedding date, all fees will be returned to the person who issued the check. If canceled in less than 30 days prior to the wedding date, the deposit will be retained.
- We do not make a profit on wedding fees. The above fees are based on our costs for utilities and housekeeping personnel.

**Sanctuary:**

- Choir railing may NOT be moved under ANY circumstances.
- Pew markers must not scratch the pew finish.
- Ferns and live plants may be used behind the choir railing and on the baptistry ledge only, not on the carpet in the Sanctuary.
- Magnolia leaves, ivy, and other non-shedding plants may be used on pews and railings.
- Candles must be mechanical.
- Unity Candles – you must use a plastic floor liner underneath the stand.
- December weddings must use decorations already up, none may be taken down.
- The Sanctuary must be returned to its original condition as soon as possible after the wedding, so that the church staff can prepare for the next Worship Service. Rental equipment and floral decorations must also be cleared from the Sanctuary as soon as possible after the wedding, not the next day.
- We don't sign for any rentals unless it has been previously discussed.

**Fellowship Hall:**

- Decorate as you like.
- You are responsible for returning the furniture to EXACTLY the way you found it. We will provide a diagram of the tables and set up.
- Please return A/C to 80 degrees each time you leave.
- If you do not book our Basic, or Deluxe Package, you are responsible for rental of tablecloths, centerpieces, etc. We don't sign for any rentals unless it has been previously discussed.

**Kitchen:**

- May use ovens, microwaves, freezers, refrigerator, and ice machine.
- Make sure all appliances and lights are off before leaving. Please return A/C to 77 degrees.
- Your caterer is responsible for leaving the kitchen as they found it. For your convenience, bags of trash may be placed in the green dumpster 31 behind the Fellowship Hall.

## WEDDING CONTRACT

We have discussed our plans with \_\_\_\_\_, the PBC Wedding Ministries Coordinator, and will abide by the guidelines discussed. We understand that a \$100 deposit is due upon signing this contract. One half of the balance is due at least 30 days in advance. The remaining balance is due at, or before the rehearsal. If this contract is canceled, in writing, at least 30 days prior to the wedding date, all fees will be returned to the person who wrote the check. If it is canceled less than 30 days prior to the wedding date, we will forfeit our \$100 deposit. We would like to reserve the building for:

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Minister's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature

\_\_\_\_\_  
Person(s) Responsible for fees

\_\_\_\_\_  
Wedding Ministry Coordinator

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

E-mail \_\_\_\_\_

Pintlala Baptist Church  
(334) 281-9439  
73 Federal Road  
Hope Hull, AL 36043

## **6. FINANCIAL POLICIES AND PROCEDURES**

The Stewardship Committee will have the responsibility of administering the financial policies and procedures as outlined below:

- The appropriate church staff/personnel/Counting Committee shall be custodian of all money. The Church Treasurer or the Church Financial Secretary will meet regularly with the Stewardship Committee.
- Office personnel shall maintain insurance policies and valuable papers.
- All checks drawn against any account of the Pintlala Baptist Church will be countersigned. Two of the following will appear on each check: the signature of the Church Treasurer, the Financial Secretary, the Church Secretary, or the signatures of persons so designated by the Church.
- All monies will be deposited in a federally insured financial institution in accordance with arrangements set up by the Stewardship Committee, Church Treasurer, and the financial institution.
- All purchases of supplies, equipment and services will be made with a requisition or documentation of purchase and shall be made in keeping with the adopted budget and available funds. The following must be completed before consideration for expenditure will be given:
  - a. Purchases made by church members with their own funds can be turned in for reimbursement with a receipt.
  - b. A requisition form can be obtained from the Church Office and be prepared by the intended purchaser. Checks will be disbursed on a predetermined day, once a week. The requisition/documentation will be approved by the appropriate committee chairperson, department head or staff member. The purchase will be authorized only if there is sufficient money in the appropriate budget account.
  - c. In the event there is not sufficient funds in the budget account, or if the supplies, equipment or services is not a budget item, then the Stewardship Committee must approve the requisition before the purchase can be made.
- All money collected on behalf of the Church shall be appropriately deposited by the Church Secretary and recorded by the Church Financial Secretary.
- All money received by the Church from insurance claims should be earmarked and used for repairing the damaged property.
- Upon approval of the Stewardship Committee, the Trustees will have authority to transfer, convey or to sign stocks and/or securities in the name of the Church.
- An audit will be conducted every three years by an independent CPA. Results of the audit will be shared with the church membership at a regularly scheduled business meeting.
- All persons responsible for handling, disbursing, and counting of church funds should be covered by the church's insurance policy.
- Any person found guilty of misappropriation of funds cannot handle church funds.

## **7. POLICIES AND PROCEDURES ADDRESSING SEXUAL MISCONDUCT**

Pintlala Baptist Church opposes any form of sexual misconduct by pastors, lay staff, employees and volunteers. This policy applies equally to pastors, lay staff, employees and volunteers. Unless otherwise specified, the words “pastor” and “pastoral” include all rostered persons including pastors and associates in ministry.

### **A. Defining Sexual Misconduct**

**Child Sexual Abuse** – any sexual activity with a child -whether in the home by a caretaker, in a daycare situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim (National Resource Center on Child Sexual Abuse, 1992).

**Sexual activity** – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

**Sexual Misconduct** – inappropriate behavior relating to or involving a sexual nature.

### **B. Instances of Sexual Misconduct**

1. Sexual misconduct of a pastor involving a parishioner, client or employee with whom the pastor has a professional, pastoral relationship is unethical and unprofessional behavior.
2. Sexual misconduct between professional lay staff or congregation volunteers and a parishioner, client, or employee with whom the lay staff or volunteer has a working, leading, or teaching relationship is unethical.
3. Sexual harassment includes, but is not limited to: unwelcome and unsolicited sexual advances, request for sexual favors, discriminatory tormenting based upon gender, and other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:
  - a) Submission to any kind of sexual harassment as an explicit or implicit term or condition of employment;
  - b) Submission to, or rejection of, sexually harassing behavior if used as a basis for employment or other personnel decisions affecting the recipient of the behavior;
  - c) Purpose or effect of unreasonably interfering with the recipient’s work performance;
  - d) Verbal harassment or abuse;
  - e) Pressure for sexual activity;
  - f) Derogatory or dehumanizing remarks about women/men;
  - g) Remarks to a person with sexual or demeaning implications;
  - h) Touching of a sexual nature;
  - i) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s job, volunteer position, or reputation, etc.;
  - j) The dissemination of material (such as cartoons, articles, pictures, etc.) which have sexual content;
  - k) The electronic transmission of any material of a sexual nature;
  - l) The use of the church’s computer network for dissemination, viewing, storage of text, or images of a sexual nature.

## **POLICIES AND PROCEDURES ADDRESSING SEXUAL MISCONDUCT (CONT'D)**

### **C. Reporting Sexual Misconduct**

1. The first step in stopping sexual harassment is to directly inform the person involved that his/her conduct is unwelcome, a violation of church policy, and that it must stop immediately.
2. Anyone may report allegations of sexual misconduct to the Pastor, Personnel Committee, or a person of responsibility in the congregation.
3. Allegations of sexual misconduct against pastoral staff will be reported to the Personnel Committee.
4. Allegations of sexual exploitation against pastoral staff will be reported in compliance with any existing denominational requirements.
5. Allegations of sexual misconduct against lay staff and volunteers will be reported to the Pastor.
6. Allegations of sexual abuse with minor children and vulnerable adults must be reported to the Pastor and local legal authorities.
7. Pastors hearing confessions about sexual misconduct involving legal adults will maintain confidentiality.
8. Alleged victims of sexual misconduct are assured of legal confidentiality of any allegations made.
9. Allegations of sexual misconduct must be made in writing as to date, time, and circumstances.

### **D. Responding to Sexual Misconduct**

1. Pastoral staff found guilty of sexual misconduct will be dealt with in accordance with denominational guidelines.
2. Lay staff and volunteers found guilty of sexual misconduct will be removed from their duties in the congregation.
3. Persons making false allegations and/or providing false information will be subject to disciplinary action by the Church Council and/or Personnel Committee.

## **POLICIES AND PROCEDURES ADDRESSING SEXUAL MISCONDUCT (CONT'D)**

### **PROCEDURES TO PREVENT SEXUAL MISCONDUCT**

1. The Church Council is responsible for the education of congregation members about sexual misconduct and the existence of these policies and procedures.
2. The Personnel Committee will review these policies periodically with pastoral staff and other employees as well as members of the Church Council.
3. All pastoral staff and other employees will be given a copy of this policy and acknowledge receipt of same by signature.

### **COMMON SUPERVISORY POLICIES AND PROCEDURES**

All workers in a leadership position with direct relation to children must have been members of Pintlala Baptist Church **for a minimum of six (6) months prior to filling the position.**

**No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.**

Any applicant or volunteer who is a survivor of child abuse in the past must meet with a staff member prior to service in a position with direct relation to children.

A minimum of two (2) adults should be present in any setting or activity involving children.

At least one (1) adult (age 18 or older) must be present to supervise teenage volunteers in any supervisory situation.

Any adult acting in a supervisory capacity is responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the Pastor.

There should be chaperones of both genders at any church-sponsored youth activity when young people of both genders are participating in the activity.



**Request for Criminal Records Check and Authorization**

**Pintlala Baptist Church**

**Confidential**

I hereby request the \_\_\_\_\_ Police Department to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

I understand this information is the property of Pintlala Baptist Church and will not be communicated to any person not directly involved in the decision making process. This information will not be released for public knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
Print maiden name (if applicable)

\_\_\_\_\_  
Print all aliases

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Place of birth

\_\_\_\_\_  
Social Security Number (if required by the Police Department)

\_\_\_\_\_  
Today's date

**Send records to:** Name \_\_\_\_\_

Address \_\_\_\_\_

## **HELPING HANDS MINISTRIES DIRECTOR**

### **PURPOSE:**

The purpose of the Helping Hands Ministries Director is to promote communication between and coordination of all Helping Hands Ministries.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Helping Hands Ministries (HHM) Director is a volunteer position nominated by the Nominating Committee, elected annually, subject to approval by the Church. Recommendations will be made by the Helping Hands Ministries Council to the Nominating Committee for this position. The HHM Director may serve consecutive terms at the discretion of the HHM Council and the Nominating Committee.

### **RESPONSIBILITIES:**

1. Champion the mission of Pintlala Baptist Church *“To be the Heart and Hands of Christ.”*
2. Enable and empower people to serve through the Helping Hands Ministries.
3. Assist with coordination of different Ministry Teams working together on special projects and events.
4. Serve as the Team Leader for the Communication Ministry to coordinate the Telephone and Office Ministry Team.
5. Schedule quarterly meetings of the Helping Hands Ministries Council, set the agenda, and preside over the meeting.
6. Represent the Helping Hands Ministries Council on the Church Council.
7. Serve as a member of the Nominating Committee to supply a list of those interested in serving at various positions in the Church.
8. Supply a list of Helping Hands Ministries volunteers to Committee Chairmen and Ministry Directors.

## **INSURANCE COMMITTEE**

### **PURPOSE:**

The purpose of the Insurance Committee is to determine proper insurance coverage for properties owned by the Church and to recommend all forms of insurance that may be deemed necessary at all times.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Insurance Committee will be comprised of at least three (3) members nominated by the Nominating Committee, elected annually, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Check annually the total values of all church properties and ensure proper insurance coverage on such.
2. Coordinate with the Chairperson of the Maintenance and Grounds Committee to inspect all church properties for conditions which may adversely affect risk status from an insurance perspective. Inform the Pastor and the Stewardship Committee as to the results of the inspection.
3. Determine that the church is protected with a comprehensive insurance plan: general liability, crime coverage, coverage on employees/volunteers who handle money, and any other forms of insurance, including auto coverage, which may be deemed necessary.
4. Consult with the Transportation Committee to establish qualifications for drivers of church-owned vehicles.
5. Review the list of approved drivers of church-owned vehicles provided by the Transportation Committee.
6. Obtain competitive coverage proposals from various insurance agents at least every three (3) years.
7. Prepare an annual insurance budget and recommend to the Stewardship Committee the company name and specific coverage suggested for purchase.

## **LORD'S SUPPER COMMITTEE**

### **PURPOSE:**

The purpose of the Lord's Supper Committee is to assist the Pastor and Deacons in preparing for the Lord's Supper.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Lord's Supper Committee will be comprised of at least two (2) members nominated by the Nominating Committee, elected annually, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Keep the Lord's Supper Service clean, polished and ready for use when called for by the Pastor.
2. Prepare for the Lord's Supper by filling individual cups and bread plates. Place the Lord's Supper Service trays on the Lord's Supper table in the Sanctuary.
3. Keep inventory of supplies (to include juice, disposable cups, crackers, polish, cloths, etc.) and replenish as needed. Turn in receipts for purchased supplies to the Church Office.
4. Assure that assigned Deacons carry the Lord's Supper Service dishes to the kitchen area after the service.
5. Assist housekeeping personnel in retrieving and disposing of all used cups from the pews in the Sanctuary and Worship Care classrooms.
6. See that all equipment is gathered, cleaned, and stored after each observance of the Lord's Supper.
7. Return all supplies, as well as the *cleaned* Lord's Supper Service, to the assigned shelf in the closet in the back of the Fellowship Hall.

## **MAINTENANCE AND GROUNDS COMMITTEE**

### **PURPOSE:**

The purpose of the Maintenance and Grounds Committee is to assess structural repair and maintenance needs of the church facility and property and to implement efforts to correct any issues identified.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Maintenance and Grounds Committee will be comprised of not less than five (5) members. The Chairperson will be nominated by the Nominating Committee, elected annually, subject to approval by the Church. Because the overall church facility operation requires special knowledge and skills, members of the committee will not be required to rotate, but may do so at the will of the Church. The Chairperson will supply names of committee members to the Nominating Committee for approval by the Church.

### **RESPONSIBILITIES:**

1. Inspect all church properties on a weekly basis.
2. Review all recommended changes and repairs of facility and property areas.
3. Develop and recommend the arranging, equipping, and administration of parking areas. Check the parking area regularly and recommend methods of upkeep.
4. Meet regularly, at least once per quarter, with the Maintenance and Grounds Superintendent and Housekeeping Personnel for the purpose of inspecting the buildings and grounds. Make lists of all needed repairs and maintenance issues identified. Minor repairs should be performed, when possible, by the Maintenance and Grounds Superintendent. Other repairs should be contracted out.
5. Make recommendations at any time concerning maintenance and housekeeping responsibilities.
6. Develop and recommend policies and procedures for the use of church property and space.
7. Prepare and submit budget recommendations to the Stewardship Committee.
8. Coordinate with the Stewardship Committee and staff personnel before purchasing new equipment for the upkeep of grounds and buildings.

**MAINTENANCE AND GROUNDS COMMITTEE  
(CONT'D)**

9. Make recommendations to the Stewardship Committee for all service and maintenance contracts on an annual basis. Supervise the implementation of all accepted maintenance and service contracts.
10. Work in cooperation with the Pastor and the Personnel Committee to develop job descriptions and evaluation instruments for use with the Building Maintenance Superintendent and Housekeeping Personnel.
11. Coordinate with the Maintenance and Grounds Superintendent and the Helping Hands Ministries Director in scheduling members and staff for the upkeep of grounds (mowing grass, trimming shrubbery, raking leaves and straw, setting out and caring for plants, etc.)
12. Prepare the church facility and property prior to special events.
13. Organize closets, utility sheds, and storage areas on an on-going basis to meet the changing needs of church activities.
14. Maintain an annual inventory of church property and equipment in cooperation with the Maintenance and Grounds Superintendent. A copy of this inventory should be maintained in the Church Office. Master keys will be kept in a lock box in the Maintenance and Grounds Room.

## **FACILITY CLOSING PROCEDURES**

### **1. Sanctuary Area**

#### **a. Turn off lights** in the following areas:

- Baptism area (There are three (3) switches on the organ side and two (2) switches on the piano side.)
- Choir Room
- Conference Room
- Hallways (There is one (1) switch through the door by the piano, another outside the Choir Room and a third outside the Conference Room.)
- Classrooms (located in the hallway, through the door by the piano)
- Restrooms (located in the main entrance area and by the water fountains outside the Choir Room)
- Main entrance area
- Overflow rooms (located at the back of the Sanctuary)
- Main Sanctuary (There are two (2) switches by the piano for the Sanctuary lights and one (1) switch by the piano for the Friendship Class hallway.)

#### **b. Thermostats**

- Sanctuary (These are automatically set, do not change them.)
- Choir Room (Set as stated on posted notice.)
- Conference Room (Turn off wall heater/AC unit.)

#### **c. Doors**

- Close and lock all exterior doors. These include the overflow rooms, the door by the Friendship Class, and the double doors by the Conference Room.  
NOTE: Allen wrench is needed to close the main doors. Extras are located in the piano and organ benches. If you use one of the extras, please put it back before you leave.
- When the Sanctuary area is completed, close the double fire doors.

### **2. Main Hallway**

- a. Turn off lights** (There are several light switches.)
- b. Thermostats** (Turn off all wall units located under windows.)
- c. Doors** (Lock all exterior doors.) NOTE: The door in front of the Nursery uses an Allen wrench. There is an extra one located over the door. Please put it back if used.

## **FACILITY CLOSING PROCEDURES (CONT'D)**

### **3. Basement Area – Youth Department**

- a. Youth usually have lunch after church. However, check with the youth leader/workers to ensure that the basement is closed down properly after their activities are finished.

### **4. Nursery**

- a. **Turn off lights** in the following areas:

- All rooms (Walk through the whole area as rooms are connected and there are several hallways.)
- Restrooms (There are several small restrooms in two (2) of the hallways and in a couple of classrooms.)

- b. **Thermostats**

- Hallway by Visitor Center and Youth basement door (Set as stated on posted notice.)
- Hallway with handprints by the 4 year old classroom (Set as stated on posted notice.) NOTE: This one is hard to find, but it's there.

- c. **Door**

- There is one (1) exterior door in the back of the Nursery that is kept locked but can be opened. Check to make sure it is locked.

### **5. Children's Wing**

- a. **Turn off lights** in the following areas:

- Hallway
- Classrooms (Open closed doors to check.)
- Room (located at the end of the hallway)

- b. **Thermostats**

- There is one (1) in the 3<sup>rd</sup>/4<sup>th</sup> grade classroom (Set as stated on posted notice.)

- c. **Doors**

- There is one (1) exterior door at the end of the hallway. This is a hard door to lock. Make sure to check it once locked.

## **FACILITY CLOSING PROCEDURES (CONT'D)**

- When the Main Hallway, Basement, Nursery, and Children's Wing areas are completed, close the double fire doors.

**There may be activities right after church that will use the Fellowship Hall. If that is going on, check with the leader of the function to make sure the area used will be properly closed before they leave. If not, complete the following:**

### **6. Short Hall** (located outside the Fellowship Hall)

#### **a. Turn off lights** in the following areas:

- Restrooms
- Hallway area
- Church Offices (If open, make sure lights are off.)

#### **b. Thermostats**

- None in this hallway

#### **c. Doors**

- There is one (1) exterior door that should be locked.

### **7. Fellowship Hall**

#### **a. Turn off lights** in the following areas:

- Main room (There are several banks of lights by the kitchen door.)
- Classrooms (These are the rooms with sliding doors and have separate light switches.)

#### **b. Thermostats**

- There is one (1) near the exterior door by the kitchen. Move the screens to get to it. Set as stated on the posted notice.

#### **c. Doors**

- There are two (2) exterior doors that should be locked. One (1) is by the kitchen and the other is in the main room by the front windows.

**FACILITY CLOSING PROCEDURES  
(CONT'D)**

**8. Kitchen**

- a. Turn off lights** in this area.
- b. Thermostats** (Set as stated on the posted notice.)
- c. Doors** (none in this room)

**Facility Closing Schedule**

Sunday	Names	Phone
1 <sup>st</sup>	Harry & Louanne Burdette	334.395.7305
2 <sup>nd</sup>	Eddie & Debbie Henderson	334.281.5818
3 <sup>rd</sup>	Pat Moseley	334.288.3379
4 <sup>th</sup>	Bufford & Martha Harris	334.284.3575
5 <sup>th</sup> and fill ins	Tony Fisher	334.288.1995

## GENERAL MAINTENANCE PROCEDURES

### Routine Maintenance:

- Complete a *Maintenance Work Order Form*, which can be found outside the Church Office.
- Place the completed form in the Maintenance and Grounds Superintendent's box.

### Emergency Repairs:

Emergency Repairs are repairs which require immediate attention. This includes, but is not limited to, broken pipes, broken windows, malfunctioning air conditioner units, storm damage, etc.

Notification order:

1. Maintenance and Grounds Superintendent
  - a. Randy Boyd (cell 334.207.1101) (home 334.281.3116)
2. Chairperson of Maintenance and Grounds Committee
  - a. Harry Burdette (cell 334.391.1936) (home 334.395.7305)
3. Co-Chairperson of Maintenance and Grounds Committee
  - a. Ben Broadway (home 334.537.9010) (cell 205.276.4945)

## **HOUSEKEEPING PERSONNEL**

The Housekeeping Personnel will clean the building, on a routine weekly basis so it will be ready for Wednesday night and Sunday morning activities.

### **RESPONSIBILITIES:**

1. Vacuum all carpeted areas and large rugs in the building.
2. Clean kitchen and Fellowship Hall.
3. Clean and wipe tables and chairs.
4. Empty and take out all trash throughout the Church.
5. Clean and sanitize bathrooms – sinks, toilets, sweep or vacuum and mop floors, etc.
6. Replenish paper towels and toilet paper.
7. Sweep and dust all entrance areas to include glass and woodwork of entry doors weekly, especially prior to Sunday services.
8. Clean Sunday School classrooms.
9. Dust furniture, windowsills, and ledges weekly; baseboards at least every other week.
10. Perform odd jobs as specified by Pastor or Maintenance and Grounds Committee Chairman.
11. Work with the Maintenance and Grounds Committee to plan a work day at least twice each year for deep cleaning and large tasks to be done by volunteers.

## **MAINTENANCE AND GROUNDS SUPERINTENDENT**

The Maintenance and Grounds Superintendent will, on a weekly basis, inspect the church building and make any needed repairs in order for the building to be ready for Wednesday night and Sunday morning activities.

### **RESPONSIBILITIES:**

1. Set up tables and chairs in the Fellowship Hall for the Wednesday night service and for Sunday School on Sunday morning.
2. Fill the baptistry when needed. The baptistry will be drained by a member of the Baptismal Committee.
3. Keep entranceways neat and clean.
  - Remove dirt dauber nests.
  - Pressure wash entrances and porches.
  - Clean dust and mildew from woodwork and outside windowsills.
4. Blow off concrete sidewalks and entrance doors around the entire church starting at the back corner of the Fellowship Hall and continuing around to the side by the Pastorium.
5. Replace all burned out light bulbs inside and outside the Church.
6. Replace ballasts as needed.
7. Check bathrooms on a monthly basis for any needed repairs to plumbing (leaks, faucets, tanks, washers, etc.). If repairs cannot be made, contact a plumber who is able to correct the problem.
8. Move stages, furniture, etc. when needed (recruit help when necessary).
9. Keep the fountain full of water and running. The fountain must be checked at least twice weekly to prevent it from becoming air locked and causing the pump to burn up.
10. Clean out the fountain at least four times yearly to prevent algae build-up, especially in the spring and summer months). The fountain does not have a drain plug, so every time it is cleaned, the water must be removed (with a Shop Vac) and pressure washed to get rid of the algae build-up.
11. Keep tabs on heating/AC maintenance and call when repairs are needed.
12. Supervise lawn care.
13. Check grounds on a regular basis.

**MAINTENANCE AND GROUNDS SUPERINTENDENT  
(CONT'D)**

14. Try to keep all maintenance closets and the big metal storage shed cleaned and easily accessible.
15. Track all maintenance and repair requisitions with start and finish date and follow up on any helpful comments.
16. Handle all requests for lock modifications.

**MAINTENANCE WORK ORDER FORM**

**NOTE:** When filling out this work order form, please list as much information about the problem as possible (location, description of problem, minor or major). Please leave work order in the Maintenance and Grounds Superintendent's box outside the Church Office.

**DATE FOUND:** \_\_\_\_\_ **PERSON REPORTING:** \_\_\_\_\_

**DATE REPAIRED:** \_\_\_\_\_

**DESCRIPTION OF PROBLEM:** \_\_\_\_\_

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

**LOCATION OF PROBLEM:**

Example: Fellowship Hall, Children's Wing, Nursery, Sanctuary, downstairs, or outside

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

**PARTS NEEDED:** \_\_\_\_\_

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

**REPAIR TIME:** \_\_\_\_\_ **PERSON MAKING REPAIR:** \_\_\_\_\_

**IF THIS IS A TRUE EMERGENCY, CONTACT RANDY BOYD IMMEDIATELY.  
CELL: 334.207.1101**

## **MEN'S MINISTRY DIRECTOR**

### **PURPOSE:**

The purpose of the Men's Ministry Director is to work with the Pastor as an outreach to church and community members as needed.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Men's Ministry Director will be nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits on this position.

### **RESPONSIBILITIES:**

1. Work with the Pastor as an outreach to church members as needed.
2. Work closely with the Women C.A.R.E. Ministry and Youth Ministry in a combined effort to meet church and community needs.
3. Sponsor a Men's Breakfast for all men in the Church and their sons when desired.
4. Provide leadership and assistance for the Church's summer mission project.
5. Provide assistance to church and community families in need (yard cleaning, wheelchair ramps, light bulb replacement, and minor house upkeep/repairs, etc.).
6. Assist with activities of the Family Outdoor Ministry.
7. Appoint committee chairman to organize the Wild Game Supper.
8. Prepare and submit a budget request to the Stewardship Committee annually.
9. Serve as a member of the Nominating Committee to help recruit leaders for the various organizations of the Church.
10. Serve as a member of the Church Council.

## **NOMINATING COMMITTEE**

### **PURPOSE:**

The purpose of the Nominating Committee is to serve the Church by providing nominees to fill the various elected positions in the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Nominating Committee will be comprised of a chairperson, three elected members, the Sunday School Director, the Women's and Men's Ministry Directors, and the Helping Hands Ministries Director. The current Nominating Committee and the Pastor will nominate a chairperson for the upcoming term and recommend nominees to fill the three annually elected positions, subject to approval by the Church. The Pastor and other church staff personnel will serve as ex-officio members of the committee.

### **RESPONSIBILITIES:**

1. Bring nominations, no later than August of each year, for organizational heads, department heads, teachers for Sunday School, standing committees, general church officers and other key leadership positions (with the exception of the Deacons), before the Church for approval. Those elected will take office on September 1, of each year, as the new church year begins.
2. Ensure that all nominations for positions with direct relation to children have been members of Pintlala Baptist Church for a minimum of six (6) months prior to filling the position (See *Policies and Procedures addressing Sexual Misconduct*, Revised 2012).
3. Bring nominations for vacancies when positions become available during the year in accordance with the *By-Laws* and *Policies and Procedures Manual*, as directed by the Church.
4. Establish new committees which may be needed, as directed by the Church, in accordance with the *By-Laws* and *Policies and Procedures Manual* of the Church. Bring nominations for committee positions, subject to approval by the Church.
5. Nominate Search Committees and sub-committees should the need arise.
6. Solicit nominations for various positions from the Helping Hands Ministries Council.

# *Nominating Committee Report*

August, \_\_\_\_\_  
(year)

## ***NOMINATING COMMITTEE***

**Chairperson:** \_\_\_\_\_  
**Elected Members:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Sunday School Director:** \_\_\_\_\_  
**Men's Ministry Director:** \_\_\_\_\_  
**Women's Ministry Director:** \_\_\_\_\_  
**Helping Hands Ministries Director:** \_\_\_\_\_

## *Nominations*

The following positions are nominated by the Nominating Committee and voted on by the Church for the year: September \_\_\_\_\_ – August \_\_\_\_\_  
(year) (year)

## ***SUNDAY LEADERSHIP TEAM***

**Sunday School Director:** \_\_\_\_\_  
**Sunday School Assistant Director:** \_\_\_\_\_  
**Sunday School Secretaries:** \_\_\_\_\_  
(Subst.) \_\_\_\_\_  
**Children's Sunday School Director:** \_\_\_\_\_  
**Pre-School Sunday School Director:** \_\_\_\_\_  
**Pre-School Worship Care Director(s):** \_\_\_\_\_  
**Pre-School Worship Care Assistant Director:** \_\_\_\_\_

# ***SUNDAY SCHOOL TEACHERS***

Substitute – teaches in the absence of the regular teacher and attends another S.S. class.  
Assistant – teaches in the absence of the regular teacher and is on the class roll of the class.  
Co-Teacher – shares the teaching responsibility equally – teachers set up their schedule.

## **ADULT CLASSES**

**College and Career Class** (Co-tchr) \_\_\_\_\_  
(Co-tchr) \_\_\_\_\_

**Cheers Class** (Asst.) \_\_\_\_\_  
\_\_\_\_\_

**Faith Walkers Class** (Co-tchr) \_\_\_\_\_  
(Co-tchr) \_\_\_\_\_  
(Co-tchr) \_\_\_\_\_

**Friendship Class** (Co-tchr) \_\_\_\_\_  
(Co-tchr) \_\_\_\_\_

**Lydia/Ruth Class** (Co-tchr) \_\_\_\_\_  
**(Women’s Class)** (Co-tchr) \_\_\_\_\_  
(Subst.) \_\_\_\_\_

**Barnabas Class** (Asst.) \_\_\_\_\_  
**(Men’s Class)** \_\_\_\_\_

**Young Adults** (Co-tchr) \_\_\_\_\_  
(Co-tchr) \_\_\_\_\_

**Pastor’s Class** (Co-tchr) \_\_\_\_\_  
(Co-tchr) \_\_\_\_\_  
(Co-tchr) \_\_\_\_\_  
\_\_\_\_\_

**YOUTH CLASSES**

**Jr./Sr. High**

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

**CHILDREN CLASSES**

**1<sup>st</sup> & 2<sup>nd</sup>**

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

**3<sup>rd</sup> & 4<sup>th</sup>**

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

**5<sup>th</sup> & 6<sup>th</sup>**

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

**PRE-SCHOOL CLASSES**

**Newborns**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

**New Walkers**

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

(Subst.)

\_\_\_\_\_

**2 & 3 Year Olds**

(Co-tchr)

\_\_\_\_\_

(Subst.)

\_\_\_\_\_

**4 & 5 Year Olds**

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

(Co-tchr)

\_\_\_\_\_

**WEDNESDAY NIGHT NURSERY CARE**

**Wednesday Night Nursery Director(s)**

\_\_\_\_\_

\_\_\_\_\_

## ***DIRECTORS AND KEY LEADERSHIP POSITIONS***

**Men's Ministry Director:** \_\_\_\_\_

**Women's Ministry Director:** \_\_\_\_\_

**Helping Hands Ministries Director:** \_\_\_\_\_

**Church Treasurer:** \_\_\_\_\_

**Church Clerk:** \_\_\_\_\_

**Representative to the Executive Board:** \_\_\_\_\_

**Trustees:** 2014 \_\_\_\_\_

2015 \_\_\_\_\_

\*2016 \_\_\_\_\_

**Usher Coordinators:** \_\_\_\_\_

\_\_\_\_\_

# COMMITTEES

**Baptismal Committee:** \_\_\_\_\_  
\_\_\_\_\_

**Bethel Cemetery Committee:**  
Chairperson \_\_\_\_\_  
Members 2014 \_\_\_\_\_  
2015 \_\_\_\_\_  
\*2016 \_\_\_\_\_

(one of the three (3) will be nominated by the Nominating Committee to be Chairperson)

**Counting Committee:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Subst.) \_\_\_\_\_  
(Subst.) \_\_\_\_\_  
(Subst.) \_\_\_\_\_

**Insurance Committee:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lord's Supper Committee:** \_\_\_\_\_  
\_\_\_\_\_

**Maintenance and Grounds Committee:**  
Chairperson \_\_\_\_\_  
Members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Nominated this year

**Personnel Committee:**

Chairperson \_\_\_\_\_  
Members 2014 \_\_\_\_\_  
2014 \_\_\_\_\_  
2015 \_\_\_\_\_  
2015 \_\_\_\_\_  
\*2016 \_\_\_\_\_  
\*2016 \_\_\_\_\_

(one of the six (6) will be nominated by the Nominating Committee to be Chairperson)

**Policies and Procedures Committee:**

Chairperson \_\_\_\_\_  
Members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Scholarship Committee:**

Chairperson \_\_\_\_\_  
2014 \_\_\_\_\_  
2015 \_\_\_\_\_  
\*2016 \_\_\_\_\_

(one of the three (3) will be nominated by the Nominating Committee to be Chairperson)

**Stewardship Committee:**

Chairperson \_\_\_\_\_  
Members 2014 \_\_\_\_\_  
2014 \_\_\_\_\_  
2015 \_\_\_\_\_  
2015 \_\_\_\_\_  
\*2016 \_\_\_\_\_  
\*2016 \_\_\_\_\_

(one of the six (6) will be nominated by the Nominating Committee to be Chairperson)

**Transportation Committee:**

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

\*Nominated this year

## **PERSONNEL COMMITTEE**

### **PURPOSE:**

The purpose of the Personnel Committee is to recruit, interview and recommend hiring of paid staff members. This committee provides job descriptions for paid personnel and evaluates each paid employee annually in cooperation with the Pastor.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Personnel Committee will be comprised of at least six (6) elected members (one of which will be nominated by the Nominating Committee to serve as Chairperson). The Pastor and the past committee Chairperson will serve in an ex-officio capacity, as needed.

Two (2) new members will be nominated by the Nominating Committee to replace the two (2) members of the Personnel Committee rotating off each year. These two (2) new members will be elected for a term of three (3) years, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Evaluate staff positions and recommend additions/deletions to the Church for approval.
2. Review, update, and develop job descriptions/evaluation instruments for staff positions approved by the Church.
3. Work with the Stewardship Committee to determine possible compensations for staff positions approved by the Church.
4. Work with the Pastor and the Stewardship Committee to develop a compensation package for prospective candidates for staff positions approved by the Church.
5. Work with the Pastor and the Nominating Committee to appoint appropriate search committees as needed.
6. Enhance the efforts of appropriate Search Committees by ensuring good communication between interfacing committees. The Chairperson of the Personnel Committee will serve as a member of any Search Committee.
7. Interview and recommend qualified candidates for approved positions on the church staff as authorized. Work with the Church Secretary to ensure that Background Check and Screening Forms have been completed and returned clear for all recommended candidates.

**PERSONNEL COMMITTEE  
(CONT'D)**

8. Serve in an advisory capacity to the Pastor regarding paid staff members, when requested.
9. Review and update existing staff position salaries and present recommendations to the Stewardship Committee as the annual budget is being prepared.
10. Ensure a job performance evaluation of new employees is conducted after 90 days of employment and annually thereafter. The Personnel Committee Chairperson should work with the Pastor and other appropriate committee chairpersons to perform evaluations of salaried personnel. A copy of the evaluation instrument, signed by the employee and the evaluator(s) should be placed in each employee's personnel file.
11. Work with the Pastor to establish policies which will make the ministry and the work of the church staff and employees effective and meaningful. Policies should include, but are not limited to: compensation, benefits, workplace guidelines, and performance standards and evaluations.
12. Accept reported allegations of sexual misconduct and investigate these reports in an appropriate manner.

## **POLICIES AND PROCEDURES COMMITTEE**

### **PURPOSE:**

The purpose of the Policies and Procedures Committee is to develop and maintain an updated *Policies and Procedures Manual* which provides written policies and procedures for all standing committees and key leadership positions in the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Policies and Procedures Committee will be comprised of at least five (5) members and a Chairperson nominated by the Nominating Committee, elected annually, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Develop and maintain an updated *Policies and Procedures Manual* for Pintlala Baptist Church in order to organize and provide written policies and procedures for all elected positions and organizations of the Church.
2. Make available copies of the *Policies and Procedures Manual* to the church congregation.
3. Encourage committee chairpersons, key leaders, and interested members of the congregation to submit proposed changes to the *Policies and Procedures Manual* during the months of June and July of each year.
4. Make proposed changes to the *Policies and Procedures Manual* available to the general membership of the Church a minimum of two (2) weeks prior to the vote.
5. Present recommended changes to the *Policies and Procedures Manual* to the Church for approval no later than the August Business Meeting of each year.
6. Establish guidelines for any newly created committee, nominated by the Nominating Committee, and approved by the Church.

**The *Policies and Procedures Manual* can be changed at any business meeting by a majority vote of members present and eligible to vote.**

## **PRE-SCHOOL SUNDAY SCHOOL DIRECTOR**

### **PURPOSE:**

The purpose of the Pre-School Sunday School Director is to work with the Sunday School Director, the Sunday School Assistant Director, the Sunday School Secretaries, and the Pre-School Teachers to administer the affairs of the Pre-School Sunday School Department (newborn - Kindergarten).

### **MEMBERSHIP AND TERM OF OFFICE:**

The Pre-School Sunday School Director is nominated by the Nominating Committee, elected annually, subject to approval by the Church. Term of service will coincide with the Sunday School Year. One who has previously served in this position is eligible for re-election.

### **RESPONSIBILITIES:**

1. Cooperate with the Sunday School Director and the Sunday School Assistant Director in determining needs in reaching, teaching, witnessing, and ministering.
2. Work with the Sunday School Director and the Sunday School Assistant Director to ensure that all classes are staffed on Sunday morning.
3. Assist the Sunday School Secretaries in maintaining records for the Pre-School Sunday School Department.
4. Work with the Sunday School Director to determine the necessary organization, schedules, and approaches needed for effective teaching in Sunday School.
5. Assist in publicizing the Sunday School.
6. Work with the Pre-School Sunday School Teachers (newborn - Kindergarten) to determine and obtain resources needed for effective teaching.
7. Be prepared to help in any area needed.
8. Assist the Sunday School Director and the Sunday School Assistant Director in placing newcomers in the proper Sunday School classes.
9. Ensure that an adult is at the Pre-School Welcome Desk to have parents sign in children (newborn - 3 year olds) and give beepers to these parents.

**PRE-SCHOOL WORSHIP CARE DIRECTOR(S)  
AND  
ASSISTANT PRE-SCHOOL WORSHIP CARE DIRECTOR**

**PURPOSE:**

The purpose of the Pre-School Worship Care Director(s) and the Assistant Pre-School Worship Care Director is to lay a strong foundation for future spiritual growth by providing a loving, caring environment for children (newborn - 3 year olds) who remain in the Pre-School Area during the Sunday Morning Worship Service.

**MEMBERSHIP AND TERM OF OFFICE:**

The Pre-School Worship Care Director(s) and the Assistant Pre-School Worship Care Director will be nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits on these positions. Volunteer workers will be supplied through the volunteer process of the Helping Hands Ministries.

**RESPONSIBILITIES:**

1. Maintain a happy, encouraging, safe, and positive environment for this area.
2. Ensure there are sufficient volunteer workers for the Pre-School Area during the worship hour.
3. Notify volunteer workers each week to remind them of their room assignments for the following Sunday. Make substitutions where necessary.
4. Ensure rooms are in order for Sunday services to begin.
5. Place snacks, drinks, and cups in rooms to be used during Worship Care.
6. Ensure that parents of children (newborn - 3 year olds) placed in Worship Care, sign their children in and receive beepers.
7. Show visitors to the appropriate Pre-School Worship Care class.
8. Keep workers and parents informed of their responsibilities and inform them of any change in policy or check-in/check-out procedures.

**PRE-SCHOOL WORSHIP CARE DIRECTOR(S) AND  
ASSISTANT PRE-SCHOOL WORSHIP CARE DIRECTOR  
(CONT'D)**

**Pre-School Worship Care Policy:**

- There will be at least one adult worker in pre-school rooms during Worship Care.
- There will be no youth workers in the Bed Baby Room.
- Youth will be allowed to work only with adult workers.
- School age children will not be allowed in pre-school area without teacher consent.
- Visitors will be required to fill out a pre-school visitor form.
- Procedures for workers to follow will be posted in each room.

**Security Check-In/Check-Out Procedures**

- A beeper will be given to the adult dropping off the child. The beeper should be returned by the same adult in order to pick up the child.
  - No school age children may pick up their siblings.
9. Work toward a smooth transition for teachers and workers from Sunday School to the worship hour.
  10. Ensure that rooms are cleaned and sanitized after Sunday services. This includes any items that may need washing (baby room linens, snack containers, etc.).
  11. Maintain a list of supplies needed for this area. Solicit supply donations from the Helping Hands Ministries.
  12. Prepare and submit a budget request to the Stewardship Committee annually.

## **SCHOLARSHIP COMMITTEE**

### **PURPOSE:**

The purpose of the Scholarship Committee, when funds are available, is to provide applications for and make presentations of scholarship funds for persons requesting and qualifying for financial aid in order to pursue higher education.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Scholarship Committee will be comprised of three (3) elected members (one of which will be nominated by the Nominating Committee to serve as Chairperson), with one (1) rotating out of service each year. One (1) member will be nominated annually by the Nominating Committee to serve a three (3) year term, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Communicate scholarship information to the congregation.
2. Provide applications for each person requesting financial aid for the continuing of their higher education.
3. Receive and review scholarship applications.
4. Evaluate applications on the basis of dedication to Christian worship and service and to academic achievement.
5. Determine the number of scholarships to be awarded and the monetary value of the scholarship(s). The monetary value of the scholarships will be determined by a majority vote of the committee.
6. Provide the Stewardship Committee with the Scholarship Committee's decision about recipients.
7. Make presentations of scholarships to recipients during the Sunday Morning Worship Service at which graduates are recognized.
8. Request the Financial Secretary to pay scholarship funds directly to the school or reimburse scholarship recipients when school invoices are provided.
9. Maintain scholarship applications and documentation in an orderly manner. These records will be housed in the church office and made available to subsequent committee chairpersons. Records will be maintained for a period of at least three (3) years.

10. Recommend amendments of scholarship application requirements and procedures to the Policies and Procedures Committee for church approval when deemed necessary.
11. Schedule committee meetings as needed.

#### SCHOLARSHIP ELIGIBILITY

1. Only members of the Pintlala Baptist Church, for at least one (1) year, shall be eligible to receive monies from the Fund.
2. Applicants may be graduating high school seniors or students already enrolled in an institution of higher learning. However, all other things being equal, high school seniors shall receive greater consideration.
3. Applicants should demonstrate a dedication to the worship and study of Jesus Christ through regular attendance at Pintlala Baptist Church. Applicants attending institutions outside of the Montgomery area may meet this requirement through attendance at another church.
4. Other applications may be considered only in the presence of special circumstances. The committee shall determine the adequacy of those circumstances.
5. Applications may be received by the committee beginning January 1 of each year and will remain active during the evaluation period for which they are submitted. Applicants must be enrolled in or have applied for enrollment in an accredited institution of higher education.

#### SCHOLARSHIP APPLICATIONS SHALL:

1. Be in the form and contain the information shown in the model application provided by the committee and should be as complete and thorough as possible.
2. Designate the particular institution of higher education that the applicant will be attending and for which financial assistance is sought.
3. Demonstrate academic achievement with high school and/or college transcripts, SAT and/ or ACT scores, and participation in extracurricular activities.
4. Be received through the first Sunday of April. Late applications may be considered upon showing of special circumstances. Incomplete applications may not be considered for scholarship award.
5. Be evaluated before the last Sunday in April. The award of scholarship funds shall be announced on graduate recognition Sunday.
6. Be kept confidential. The committee shall not reveal or discuss the contents of any application outside of the committee membership.

## **STEWARDSHIP COMMITTEE**

### **PURPOSE:**

The primary purpose of the Stewardship Committee is to develop, present for approval, and administer the church budget. The Stewardship Committee will have the responsibility of administering the financial policies and procedures of the Church. An additional purpose of the Stewardship Committee is to plan and promote special stewardship emphases and projects designed to broaden and strengthen the base of financial support for the church's ministries and programs. The Stewardship Committee will act as an agent of the Church for receiving gifts and memorials. The Stewardship Committee will keep the Church informed of spending vs. budget on a monthly basis.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Stewardship Committee will be comprised of at least six (6) elected members (one of which will be nominated by the Nominating Committee to serve as Chairperson), the Church Financial Secretary, the Church Treasurer, the Church Clerk (who serves as Stewardship Committee Secretary), and a representative from the Deacon Body. The Pastor and the past committee chairperson shall serve in an ex-officio capacity, as needed.

Two (2) new members will be nominated by the Nominating Committee to replace the two (2) members of the Stewardship Committee rotating off each year. These two (2) new members will be nominated by the Nominating Committee, elected annually, subject to approval by the Church and elected for a term of three (3) years.

### **RESPONSIBILITIES:**

- (1) Act as an agent of the Church to develop, present for approval, and administer the church budget.
  - Work to develop the church budget in conjunction with the staff, the organizational heads, and the committee chairpersons.
  - Present the proposed budget to the Church for approval.
  - Work with the Financial Secretary and Church Treasurer to administer the budget as needed and requested.
  - Develop, recommend, and implement financial policies, as approved by the Church.
  - Provide continual monitoring of the approved operating budget for compliance.
  - Provide continual monitoring of all Special and Designated Accounts for the purpose of compliance to the intent of the account.

## **STEWARDSHIP COMMITTEE (CONT'D)**

- Report to the Church, at each business meeting, the current status of the church's financial affairs by means of a financial statement presented by the Chairperson or an appointed committee member.
- Promote an understanding of, and commitment to, the biblical concepts of individual and corporate stewardship.

(2) Act as an agent of the Church for receiving gifts and memorials.

- Accept, on behalf of the Church, any donations from individuals or groups for memorials, special needs or events, or for any other purpose.
- Develop written guidelines for all aspects of administration of the Scholarship Fund, subject to approval of the Church.
  - a. The manner in which the principal of the Scholarship Fund will be managed.
  - b. The manner in which the interest of the Scholarship Fund will be managed.
  - c. The manner in which proceeds of the Scholarship Fund are to be used.
  - d. The manner in which the Scholarship Fund is to be invested.
  - e. The institution(s) in which the Scholarship Fund resources will be deposited.
- Notify the Scholarship Committee when funds are available for scholarship presentation(s).
- Develop written guidelines to actively solicit gifts, donations, and bequests.

## **SUNDAY SCHOOL DIRECTOR AND ASSISTANT DIRECTOR**

### **PURPOSE:**

The purpose of the Sunday School Director and the Sunday School Assistant Director is to provide general oversight of the entire Sunday School, including teachers and classes, and to administer its affairs in cooperation with, and according to, the plans and methods of the overall vision of ministry of the Pintlala Baptist Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Sunday School Director and the Sunday School Assistant Director are nominated by the Nominating Committee, elected annually, subject to approval by the Church. Terms of service will coincide with the Sunday School Year. There are no term limits for these positions.

### **RESPONSIBILITIES:**

1. Work with the various Sunday School Departments to determine needs in reaching, teaching, witnessing, and ministering.
2. Work with Department Directors in determining resources needed for effective teaching.
3. Work with Department Directors to ensure that all classes are staffed on Sunday morning.
4. Be prepared to help in any area needed.
5. Assist Department Directors in placing newcomers in the proper class.
6. Ensure that attendance data for all Sunday School Departments is gathered.
7. Work with the Sunday School Secretaries to ensure that Sunday School attendance data is entered into the computer system each Sunday.
8. Work with the Sunday School Secretaries to compute enrollment for Sunday School and notify the Audio/Video Committee with the total members present, visitors present and previous week's Sunday School attendance, so that a video slide can be updated with the current week's numbers.
9. Coordinate with the Church Secretary to order and distribute study materials for Sunday School Departments.
10. Assist in enlisting workers for Sunday School.

**SUNDAY SCHOOL DIRECTOR AND ASSISTANT DIRECTOR  
(CONT'D)**

11. Assist in determining training needs of the workers and planning special training to meet those needs.
12. Assist in publicizing the Sunday School.
13. Prepare and submit a budget request to the Stewardship Committee annually.
14. Serve on the Nominating Committee (Sunday School Director) and the Church Council (Sunday School Director).

## **SUNDAY SCHOOL SECRETARIES**

### **PURPOSE:**

The purpose of the Sunday School Secretaries is to work with the Sunday School Director and the Sunday School Assistant Director to maintain accurate class records for each Sunday School class.

### **MEMBERSHIP AND TERM OF OFFICE:**

There will be two (2) Sunday School Secretaries nominated by the Nominating Committee, elected annually, subject to approval by the Church. Term of office will coincide with the Sunday School year. There are no term limits for this position.

### **RESPONSIBILITIES:**

1. Guide enrollment procedures for the Sunday School.
2. Maintain department and class records.
3. Offer training and assist class secretaries to help maintain accurate class records.
4. Prepare a report of attendance, offerings, etc. for the Sunday School Director weekly.
5. Keep enrollment totals up-to-date.
6. Work with the Sunday School Director and the Sunday School Assistant Director to ensure that Sunday School attendance data is entered into the computer system each Sunday.
7. Work with the Sunday School Director and the Sunday School Assistant Director to promote church growth through the vehicle of Sunday School.

## **TRANSPORTATION COMMITTEE**

### **PURPOSE:**

The purpose of the Transportation Committee is to supervise the use and maintenance of the church van and trailer in accordance with the *Church Vehicles/Trailer Rules and Regulations* as approved by the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Transportation Committee will be comprised of at least two (2) elected members, nominated by the Nominating Committee, elected annually, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Consult with the Insurance Committee to determine driving qualifications for drivers of church-owned vehicles.
2. Maintain a list of approved church van drivers that are between the ages of 25 and 65 years of age, with a current driver's license on file in the Church Office. Provide approved driver list to the Insurance Committee for review.
3. Establish minimum maintenance requirements for church-owned vehicles.
4. Keep an updated maintenance schedule for all church-owned vehicles and trailers.
5. Ensure all vehicle and trailer tags are renewed, as needed, and have valid sticker affixed.
6. Ensure that repairs and routine maintenance are performed on all church-owned vehicles and trailers on a timely basis and exercised at least five (5) miles per month.
7. Maintain vehicle reports, trip log sheets, and other records as necessary.
8. Ensure that vehicles/trailers are returned to designated parking areas with the interior clean and all trash removed.
9. Arrange for exterior to be cleaned if necessary.
10. Ensure that vehicles/trailers have not been damaged (interior or exterior) by last user.
11. Ensure that vehicles are returned with all fluid levels correct, all tires inflated properly, and at least one quarter (1/4) tank of gas.
12. Report any major problems with the use of church-owned vehicles and trailers to the Church Office.

## **CHURCH VEHICLES / TRAILER RULES AND REGULATIONS**

A copy of these rules and regulations is to be furnished to all drivers, a copy is to be retained with the *Van Trip Sheet* reports in the Church Office, and a copy is to be furnished to the group leader requesting the use of the van.

### USE OF CHURCH VAN

1. The church van will be registered in the name of Pintlala Baptist Church, and in the custody of the Transportation Committee. The committee must authorize all repairs or replacements beyond normal service, except for emergency repairs.
2. The Transportation Committee is responsible for maintaining adequate rules and regulations for the van's operation and usage and can restrict any group that is found to be abusive or negligent in its use.
3. Use of the church van will be limited to organized groups and activities related to the ministry of Pintlala Baptist Church. Contact the church staff to determine if a group is eligible.
4. Only approved drivers may operate the church van. A list of drivers approved by the Transportation Committee and the Insurance Committee is available in the Church Office.
5. To request use of the church van, a *Van Trip Sheet* must be filled out and submitted to the Church Office during normal office hours. When request is approved: van keys, a *Van Trip Sheet* copy and gas credit arrangements will be provided.
6. The van may be reserved through the Church Office on a first-come, first-served priority basis.
7. The church van may not be borrowed for personal use, loaned, or leased outside the Church.
8. The van keys may not be duplicated unless permission to do so is given by the Transportation Committee. Report lost keys to the Church Office.
9. Passengers are responsible for their personal possessions on all trips.

**CHURCH VEHICLES/TRAILER RULES  
AND REGULATIONS  
(CONT'D)**

CHURCH VAN DRIVER RULES

1. Only drivers approved by the Transportation Committee and the Insurance Committee may drive the van. Trips exceeding 200 miles, one way, require two (2) approved drivers to be present on the trip.
2. It is the driver's responsibility to check the van (and trailer, if being towed) before, during, and after the trip, for leaks, strange sounds, vibrations, etc. Document these on the *Van Trip Sheet*. Call the Church Office if **safety** is a concern before driving or towing.
3. All passengers must wear seatbelts. Do not exceed the passenger limit for the van (15) as listed in the *Owner/Operator's Manual*. No smoking in the van.
4. The driver and/or group leader will have full authority for keeping order and discipline in the van at all times. The driver and/or group leader must have a list of all passengers' names, home phone numbers, and the phone number of their closest relative. A copy will also be kept in the Church Office during the duration of the trip.
5. Any traffic violations incurred while driving the church van are the sole responsibility of the driver. In the event of an accident, the driver shall be responsible for filing appropriate police reports and reporting any accident to the Church Office as soon as safely possible. Vehicle registration and insurance information are in the van's glove compartment.
6. Upon completion of the trip, the driver will return the van to the designated parking area with at least one quarter (1/4) tank of gas. The van must be returned with interior clean.
7. The van driver is to lock the van, return the key, gasoline receipts, and this completed Van Trip Sheet to the Church Office.
8. In case of problems with the van or in case of an accident, call the Church Office 334.281.9439, Tony Fischer 334.201.4252, or Gary Burton 334.315.2235.

**CHURCH VEHICLES/TRAILER RULES  
AND REGULATIONS  
(CONT'D)**

CHURCH VAN AND TRAILER SAFETY

1. For safety purposes, emergency equipment containing a fire extinguisher, first aid kit, and reflective triangles are located in the van. The driver should be aware of the emergency equipment location and operation before each trip. The Transportation Committee is responsible for making sure all emergency equipment is operational and inspections and tag are current.
2. Passenger limitation (15) is stated in the van *Owner/Operator Manual*.
3. There will be no smoking in the van at any time.
4. Driver and passengers must keep their seatbelts fastened at all times. Children must follow state law as it applies to car seat restraints.
5. The church van can tow the church trailer only, unless permission to do otherwise is given by the Transportation Committee.

**Pintlala Baptist Church**  
**VAN TRIP SHEET**

The van must be checked out through the Church Office during normal office hours. When request is approved, you will receive the van keys, this trip sheet, and instructions on where to get gas.

Name of Group/# people \_\_\_\_\_ Trip Date \_\_\_\_\_

**ALL VAN DRIVERS MUST BE ON THE CHURCH APPROVED LIST.**

Driver #1 \_\_\_\_\_ Driver's license# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Driver #2 \_\_\_\_\_ Driver's license # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Destination \_\_\_\_\_ Return Date \_\_\_\_\_

Before starting the engine, check the oil and all fluid levels. Record all information below. Perform a visual inspection of tires, lights, and fluid levels before, during, and after the trip.

Beginning mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Ending mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Miles Driven \_\_\_\_\_

Please describe any problems you might have had with the van \_\_\_\_\_

Please describe any materials used from the Emergency Equipment Bag \_\_\_\_\_

**Church Van Rules and Regulations:**

1. Only drivers approved by the Transportation Committee and the Insurance Committee may drive the van. Trips exceeding 200 miles one way require two (2) approved drivers to be present on the trip.
2. It is the driver's responsibility to check the van (and trailer, if being towed) before, during, and after the trip, for leaks, strange sounds, vibrations, etc. Document these on the *Van Trip Sheet*. Call the Church Office if **safety** is a concern before driving or towing.
3. All passengers must wear seatbelts. Do not exceed the passenger limit for the van (15) as listed in the *Owner/Operator's Manual*. No smoking in the van.
4. The driver and/or group leader will have full authority for keeping order and discipline in the van at all times. The driver and/or group leader must have a list of all passengers' names, home phone numbers, and the phone number of their closest relative. A copy will also be kept in the Church Office during the duration of the trip.
5. Any traffic violations incurred while driving the church van are the sole responsibility of the driver. In the event of an accident, the driver shall be responsible for filing appropriate police reports and reporting any accident to the Church Office as soon as safely possible. Vehicle registration and insurance information are in the van's glove compartment.
6. Upon completion of the trip, the driver will return the van to the designated parking area with at least one quarter (1/4) tank of gas. The van must be returned with interior clean.
7. The van driver is to lock the van, return the key, gasoline receipts, and this completed *Van Trip Sheet* to the Church Office.
8. In case of problems with the van or in case of an accident, call the Church Office 334.281.9439, Tony Fischer 334.201.4252, or Gary Burton 334.315.2235.

I have followed the above requirements: \_\_\_\_\_

Driver's Signature

Date

## **TRUSTEES**

### **PURPOSE:**

The purpose of the Trustees is to serve as legal representatives in all transactions of the Church.

### **MEMBERSHIP AND TERM OF OFFICE:**

Three (3) Trustees will serve the Church at all times, with one (1) Trustee rotating out of service each year. One (1) Trustee will be nominated annually by the Nominating Committee to serve a three (3) year term, subject to approval by the Church. (Article IV of the Church By-Laws)

### **RESPONSIBILITIES:**

1. Act as legal representative in all transactions of the Church as directed by the Church.
2. Maintain an inventory of all legal documents of the Church (Mortgage Loans, Property Deeds, Insurance Policies, etc.).
3. Sign all documents relating to the purchase, sale, mortgaging or rental of church property, after approval by the church body.
4. Upon approval of the Stewardship committee, the Trustees will have authority to transfer, to convey, or to sign stocks and/or securities in the name of the Church.

## USHER COORDINATORS

### PURPOSE:

The purpose of the Usher Coordinators is to recruit church members, as needed, to serve as ushers. Ushers welcome guests, facilitate the smooth progression of the worship service, and record appropriate information in the *Worship Attendance Binder*.

### MEMBERSHIP AND TERM OF OFFICE:

Two (2) Usher Coordinators will be nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits for this position.

### RESPONSIBILITIES:

1. Ensure that offering plates, bulletins, and other needed supplies are in their proper place.
2. Welcome guests, distribute bulletins, and assist people with seating.
3. Create an atmosphere of genuine welcome and concern for all attending the service.
4. Assist late arrivals with seating at appropriate times.
5. Seat special guests in reserved sections when needed.
6. Collect offering.
7. Remain alert to worshippers' comfort during the entire service and respond as needed.
8. Give directions and answer questions as needed.
9. Complete appropriate information in the *Worship Attendance Binder*.
  - Count the number of people in your assigned area.
  - Record the numbers on the *Worship Attendance Sheet* each Sunday.
  - Tally and record total attendance on the *Worship Attendance Yearly Chart*.
  - Turn all *Worship Attendance Sheets* for the year and the *Worship Attendance Yearly Chart* in to the church office after the last Sunday in December.
  - Insure blank copies of the *Worship Attendance Sheets* are available in the binder.
10. Greet visitors at the close of the service and introduce them to leaders and members nearby.

Pintlala Baptist Church  
**WORSHIP ATTENDANCE SHEET**

Date \_\_\_\_\_

**GRAND TOTAL #** \_\_\_\_\_

**Choir & Musical Staff  
Total #**

\_\_\_\_\_

**Nursery  
Total #**

\_\_\_\_\_

**Pastor  
Total #**

\_\_\_\_\_

**Area 1  
Total #**

\_\_\_\_\_

**Area 2  
Total #**

\_\_\_\_\_

**Area 3  
Total #**

\_\_\_\_\_

**Area 4  
Total #**

\_\_\_\_\_

**Area 5  
Total #**

\_\_\_\_\_

**Area 6  
Total #**

\_\_\_\_\_

**Area 7  
Total #**

\_\_\_\_\_

**Area 8  
Total #**

\_\_\_\_\_

**Media Room  
Total #**

\_\_\_\_\_

Pintlala Baptist Church  
**WORSHIP ATTENDANCE CHART**

\_\_\_\_\_ year

	1 <sup>st</sup> Sunday	2 <sup>nd</sup> Sunday	3 <sup>rd</sup> Sunday	4 <sup>th</sup> Sunday	5 <sup>th</sup> Sunday	MONTHLY TOTAL
<b>JANUARY</b>						
<b>FEBRUARY</b>						
<b>MARCH</b>						
<b>APRIL</b>						
<b>MAY</b>						
<b>JUNE</b>						
<b>JULY</b>						
<b>AUGUST</b>						
<b>SEPTEMBER</b>						
<b>OCTOBER</b>						
<b>NOVEMBER</b>						
<b>DECEMBER</b>						

- Record the current year on the blank above the chart.
- At year end, forward this chart and the weekly *Worship Attendance Sheets* to the Church Office to be kept on file for a minimum of two years.
- Provide the Pastor, Deacon Chairman & Stewardship Committee Chairperson a copy of this completed *Worship Attendance Chart*.

## **WEDNESDAY NIGHT NURSERY DIRECTOR(S)**

### **PURPOSE:**

The purpose of the Wednesday Night Nursery Director(s) is to ensure that there are sufficient qualified, volunteer workers for the nursery classrooms (newborn – three (3) year olds) in the Nursery Area during the Wednesday Night Bible Study hour.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Wednesday Night Nursery Director(s) will be nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits on these positions. Volunteer workers will be supplied through the volunteer process of the Helping Hands Ministries.

### **RESPONSIBILITIES:**

1. Maintain a happy, encouraging, safe, and positive environment for this area.
2. Ensure there are sufficient qualified volunteer workers for the Nursery Area during the Wednesday Night Bible Study hour.
3. Make sure volunteer workers are notified each week to remind them of their room assignments for the following Wednesday night. Make substitutions where necessary.
4. Ensure rooms are cleaned and sanitized and in order for Sunday use. This includes any items that may need washing (baby room linens, snack containers, etc.).
5. Notify the Church Office when supplies are needed for this area.
6. Keep workers and parents informed of their responsibilities and inform them of any change in policy.

### **Wednesday Night Nursery Care Policy:**

- There will be at least one adult worker in nursery rooms during the Wednesday Night Bible Study hour.
- There will be no youth workers in the Bed Baby Room.
- Youth will be allowed to work only with adult workers.
- School age children will not be allowed in pre-school area without teacher consent.
- No school age children may pick up their siblings.

## **WOMEN'S MINISTRY DIRECTOR**

### **PURPOSE:**

The purpose of the Women's Ministry Director is to be responsible for the women's events of the Church. She works with her C.A.R.E. (Caring And Reaching Everyone) ministry teams in planning and coordinating events that will show Christ's love, be evangelistic, and encourage spiritual growth and discipleship.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Women's Ministry Director will be nominated by the Nominating Committee, elected annually, subject to approval by the Church. There are no term limits on this position.

### **RESPONSIBILITIES:**

1. Plan, schedule, and hold meetings with various teams in planning events for the women of the Church.
2. Prepare programs for quarterly meetings. Enlist speakers, if desired, to enhance the program.
3. Oversee Bible studies for women. Order literature when requested.
4. Serve as the contact person for associational retreats or events.
5. Coordinate the Lottie Moon and Annie Armstrong Mission emphases.
6. Work with the Helping Hands Ministries Council to assist and oversee the following women's ministries:
  - Baby Showers
  - Mad Hatters
  - Artwork Ministry
  - Angel Tree
  - Facebook
  - Second Tuesday Care to Homebound
  - Special Women's Events
  - Women's Bible Study
  - Local Food Bank and Mission
  - Operation Christmas Child
  - Women's Connection
7. Prepare and submit a budget request to the Stewardship Committee annually.
8. Serve as a member of the Nominating Committee to help recruit leaders for the various organizations of the Church.
9. Serve as a member of the Church Council.

