

POLICIES AND PROCEDURES MANUAL

**Pintlala Baptist Church
73 Federal Road
Hope Hull, Al. 36043
334-281-9439**

Revised July 28, 2021

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. **ADMINISTRATIVE ASSISTANT:** This assistant will assist the staff and members of the church, and take care of the office needs. (Page 6)
2. **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 7)
3. **BETHEL CEMETERY COMMITTEE:** The Bethel Cemetery Committee gives general oversight to the upkeep and maintenance of the cemetery. (Page 8)
4. **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 9)
5. **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 10)
6. **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 11)
7. **CHURCH COUNTING COMMITTEE:** The Church Counting Committee is responsible for processing, counting, and safeguarding all monies received on Sundays. (Page 12)
Church Counting Committee Checklist (Page 13)

8. **CHURCH TREASURER:** The Church Treasurer works closely with the Stewardship Committee and the Administrative Assistant/Financial Secretary to review and co-sign checks, oversee disbursement of funds of the Church, and make bank deposits. (Page 14)

9. **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. (Page 15)
 - a. *Sample Letter for Deacon Nomination Sunday* (Page 19)
 - b. *Sample Deacon Election Ballot* (Page 20)

10. **FINANCIAL SECRETARY:** The Financial Secretary is to be responsible for making sure the financial needs are met and works closely with the Church Treasurer, the Stewardship Committee and all department heads that oversee finances. (Page 21)

11. **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)

12. **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: (Page 23)
 - Use of Building Facilities** (Page 24)
 - c. *Facilities Request Form* (Page 26)
 - d. *Facilities Clean-Up Checklist* (Page 27)
 - Use of Food Service Facilities** (Page 28)
 - e. *Kitchen Clean-Up Checklist* (Page 29)
 - Use of Equipment** (Page 30)
 - Use of Musical Instruments** (Page 30)
 - Wedding Policies and Procedures** (Page 31)
 - f. *Basic Wedding Package* (Page 32)
 - g. *Wedding Contract* (Page 35)
 - h. *Wedding Ceremony Information* (Page 37)
 - Financial Policies and Procedures** (Page 39)
 - Policies and Procedures Addressing Sexual Misconduct** (Page 40)
 - i. *Primary Screening Form for Children or Youth Work* (Page 43)
 - j. *Request for Criminal Records Check and Authorization* (Page 44)

13. **HELPING HANDS MINISTRIES DIRECTOR:** The Helping Hands Ministries Director promotes communication between and coordination of all Helping Hands Ministries. (Page 45)

14. **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 46)

15. **LORD’S SUPPER COMMITTEE:** The Lord’s Supper Committee assists the Pastor and Deacons in preparing for the Lord’s Supper. (Page 47)

16. **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 48)
 - Facility Closing Procedures** (Page 50)
 - General Maintenance Procedures** (Page 54)
 - Housekeeping Personnel** (Page 55)
 - Maintenance and Grounds Superintendent** (Page 56)
 - Maintenance Work Order Form** (Page 58)

17. **MEN’S MINISTRY DIRECTOR:** The Men’s Ministry Director works with the Pastor as an outreach to church and community members, as needed. (Page 59)

18. **NOMINATING COMMITTEE:** The Nominating Committee provides nominees, for church approval, to fill the various elected positions in the Church. (Page 61)
 - Nominating Committee Report*** Form (Pages 61)

19. **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. (Page 67)

20. **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 69)

21. **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 70)

22. **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. (Page 71)

23. **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 73)
 - Pintlala Baptist Church Whitt-Carter Scholarship Application*** (Page 75)

24. **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. (Page 76)
25. **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. (Page 78)
26. **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 80)
27. **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 80)
Church Vehicles/Trailer Rules and Regulations (Page 81)
Van Trip Sheet (Page 85)
28. **TRUSTEES:** The Trustees serve as legal representatives in all transactions of the Church. (Page 86)
29. **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 87)
Worship Attendance Sheet (Page 88)
Worship Attendance Chart (Page 89)
30. **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 90)
31. **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. (**C**aring **A**nd **R**eaching **E**veryone) ministry teams in planning and coordinating events that show Christ's love and encourage spiritual growth and discipleship. (Page 91)
32. **T.E.A.M. PBC (Together Encouraging & Affirming Ministries):** This team plan, coordinates, and evaluates ministries, programs, and organizations of the Church. (Page 92)
Organizational chart (Page 93)

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*.
- 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, nominated by the Nominating Committee, and approved by the Church. 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.

ADMINISTRATIVE ASSISTANT

PURPOSE:

The purpose of the Administrative Assistant is to assist the staff, assist members of the church, take care of the office needs.

TERMS OF OFFICE:

The Administrative Assistant is a salaried staff position. The Administrative Assistant is selected by the Personnel Committee and subject to approval by the church.

RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT:

- Work closely with the ministers and staff
- Mondays mail reminders to those serving in the nursery the next Sunday and the church hostess serving for the next two Sundays.
- Answer the phone and door
- Prepare mail-outs when needed for different committees or church-wide
- Weekly enter attendance for worship in Power Church
- Enter new members into Power Church and Excel
- Set up the envelope service and the Al. Baptist Newspaper
- Work closely with the deacon Chairperson, preparing material needed for deacon election, preparing notebooks for the new year and letting the chair know when someone is in the hospital or has passed away.
- Work closely with the Nominating Committee Chairperson, getting together materials they need to accomplish and then getting the report to the church upon their completion.
- Available to meet request made by staff members and church members
- Order supplies/materials needed in the office or for different areas of service in the church
- Ordering materials, securing reservations and payments for activities requested by staff members or directors of the preschool/children's activities
- Attend monthly church staff planning meetings
- Complete reports requested from the State Board of Missions and Montgomery Baptist Association

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".

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 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 Administrative Assistant/Financial 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.

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, Deacon Chair, 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 Administrative Assistant/Financial 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 Administrative Assistant/Financial Secretary will notify counting teams when deposit numbers do not match those calculated by the bank teller.

CHURCH COUNTING COMMITTEE CHECKLIST

(omitted references to POM (Pay off Mortgage))

- _____ 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 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 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 Designated Funds money is counted.
- _____ 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, the two (2) envelopes (Designated 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 and the Administrative Assistant/Financial 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 Administrative Assistant/Financial Secretary and serve on the Stewardship Committee.
2. Oversee disbursement of funds of the Church (general and designated offerings).
3. Discuss with the Administrative Assistant/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 Administrative Assistant/Financial Secretary.
4. Review and sign checks with a designated co-signer.
5. Review reconciled bank statements and financial statements with the Administrative Assistant/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, and the Administrative Assistant/Financial 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 (usually by the fourth (4th) Sunday in September).

All church members will receive a letter. The letter will include:

1. **The Eligibility Requirements and Responsibilities of Deacon service**
2. **The list of currently serving Deacons**
3. **A list of church members, age twenty-one (21) or older, who have been a member of Pintlala Baptist Church for at least one (1) year.**
4. **The deadline for submitting ballots**

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 obtain, from the Church Office, a list of church members, age twenty-one (21) or older, who have been a member of Pintlala Baptist Church for at least one (1) year.

*Chairperson

DEACONS(CONT'D)

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

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 (1) year
- Member age twenty-one (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 support special events sponsored by 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.

DEACONS(CONT'D)

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.

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. In order to simplify the election process, as soon as possible after the votes are tabulated and the new deacons elected, a committee comprised of the out-going chair, secretary, treasurer, and incoming chair-elect will review the names of the newly elected deacons and select their nominations for chair-elect of the deacon body. The committee will also select a nomination for secretary, and treasurer from the entire deacon body. The committee will contact those individuals to determine if he or she is willing to serve in that position if elected by the deacon body.

If an individual is not willing to serve, the committee will select another deacon and contact him or her until a suitable candidate is selected who is willing to serve. At the first deacons meeting before deacon officers are voted on, the deacon chair will enter the names of the candidates in the form of a nomination from the committee. Other deacons may be nominated for each position. The deacons will vote by a show of hands or written ballot for all the officers of the deacon body. The incoming Deacon Chair (Chair-Elect) will lead the Deacons in electing officers as early as possible, preferably at the first meeting with the newly elected Deacons.

As part of their ministry, deacons are empowered to select additional help from among the membership of the Church.

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

Deacon service at Pintlala Baptist Church requires much from those chosen by their brothers and sisters in Christ. Deacons are accountable to the entire Church, especially to the families that they serve. In the event that a Deacon cannot or does not serve their families or the Church in the manner outlined by Deacon Bylaws, the Deacon Chair and/or the Pastor will contact the Deacon to ask if assistance is needed. In the absence of an obvious resolution to assist the Deacon, the Deacon may be asked by the Deacon Body, in consultation with the Pastor and Deacon Chair, to serve the Church in some other capacity. Under such circumstances, the Deacon Chair will work with the Deacon Body to redistribute

Deacon families to others. This redistribution may entail the addition of another Deacon at the discretion of the Deacon Chair and Pastor and in keeping with the usual policies and procedures of the Pintlala Baptist Church diaconate.

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 ELECTION SUNDAY

_____ (date)

Dear Member of Pintlala Baptist Church:

- We will nominate Deacons on Sunday, _____ (date).

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 twenty-one (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 thirteen (I: 13).
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 support special events sponsored by 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 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, Deacon Chair

**SAMPLE
PINTLALA BAPTIST CHURCH DEACON BALLOT**

20__

Deacon Eligibility Requirements:

- Member of Pintlala Baptist Church for at least one year
- Member age twenty-one (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. _____

List of Deacons currently serving/ineligible:

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

Absentee *Deacon Ballots* may be mailed or turned in to the church office.

All *Deacon Election Ballots* must be in the possession of the Deacon Counting Committee by the end of the worship service, Sunday, _____ (date).

FINANCIAL SECRETARY

PURPOSE:

The purpose of the Financial Secretary is to be responsible for making sure the financial needs are met by paying bills, staff, reimbursements, making weekly deposits and work closely with the Church Treasurer, the Stewardship Committee, Deacon and Nominating Chairs.

TERMS OF OFFICE:

The Financial Secretary is a salaried staff position. The Administrative Assistant is selected by the Personnel Committee and subject to approval by the church.

RESPONSIBILITIES OF THE FINANCIAL SECRETARY:

- Work extensively with Quickbooks- paying bills, reimbursements and payroll
- Pay taxes monthly for Federal and quarterly for State
- Weekly enter contributions given into Quickbooks and Flocknotes
- Transfer money weekly of contributions given through Paypal- then enter in Quickbooks and Flocknotes
- On the 5th and the 20th of each month enter contributions given to through EFT into Quickbooks and Flocknotes
- Prepare and run monthly Financial Statements for the Budget/Designated Account- email this information to the Pastor and Stewardship Committee and make copies available to the church members.
- Distribute Contribution Statements in January for the previous year to the contributors.
- Work very closely with the Church Treasurer, Stewardship Chairperson and Committee
- Prepare reports needed for Quarterly Business Meetings or Special Called Business Meetings
- Work closely with the Counting Committee
- Attend monthly church staff planning meetings
- Complete reports requested from the State Board of Missions and Montgomery Baptist Association

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 Administrative Assistant/Financial Secretary.
9. Provide purchase receipts and monthly food and supply inventory records to the Administrative Assistant/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*
 - *Facilities Clean-Up Checklist*

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*
 - *Wedding Ceremony Information*

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 a **non-church related** activity requiring the use of any property of the church and/or assignment of building facilities, a *Facilities Request Form* must be completed and returned to the Church Office for approval by the appropriate church staff/director, i.e. Pastor, Food Services Director, Wedding Ministry Coordinator, Children's Department Director, etc. This applies to **both members and non-members** to avoid conflicts of date, time, and facility usage.
- Regularly scheduled meetings and services will have priority for space, facilities, and equipment ordinarily used by them. Active members of Pintlala Baptist Church will be given first choice of dates for reservation of church facilities.
- Once the *Facilities Request Form* is approved, the Administrative Assistant/Financial Secretary is authorized to accept payment as per the *Use of Building Facilities Fees/Deposits*. The date will only be finalized after the *Facilities Request Form* has been approved and a \$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.
- The balance of the *Use of Building Facilities Fee* is due 30 days before the event.
- If the event is canceled more than seven (7) days prior to the reserved date, all fees will be returned to the person who issued the check. If canceled in less than seven (7) days prior to the event, the \$100 deposit will be retained.
- No alcoholic beverages will be allowed in any building.
- Smoking is not permitted within 25 feet of an entrance.
- 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.
Occupancy must not exceed: Sanctuary: 500 Fellowship Hall: 250
- No flash pictures may be taken 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 Decorating Committee and the Maintenance and Grounds Committee Chairperson. For events in December, church decorations already up may not be taken down or moved.

- The Administrative Assistant will instruct florists and decorators regarding church policies concerning decorating the Sanctuary and church building.
- 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 Maintenance and Grounds Committee Chairperson. This refers to platforms, structures or devices that attach to the floor, wall, or ceiling, or those that may damage coverings.
- A representative from the Maintenance and Grounds Committee or Housekeeping Personnel will supervise the moving of all equipment and furniture when it is necessary and will see that it is back in the proper place for regular meetings.
- Use of the kitchen/dining facilities/Fellowship Hall and its equipment must be done with consent of the Food Service Director and in accordance with the *Use of Food Service Facilities* policy.
- Cleaning of ALL parts of the building and campus is the responsibility of the person/group that reserves the facility. The *Cleaning Deposit* will be collected from both church members and non-members to ensure that the appropriate checklist(s) have been completed and all furniture/furnishings are restored to their designated locations.

Use of Building Facilities Fees*:

___ \$700	Entire Building Use (plus Cleaning Deposit)
___ \$500	Partial Building Use (plus Cleaning Deposit)
___ \$150	Use of Sanctuary Sound System and Our Technician
___ \$100	Rental of Table Cloths

*Fees can be charged at a discounted rate at the discretion of the Pastor and appropriate venue approval person.

Use of Building Facilities Deposit: (Members and Non-members of Pintlala Baptist Church)

___ \$100	Reservation Deposit – due when the <i>Facilities Request</i> is approved to secure the requested date.
___ \$150	Cleaning Deposit –to be paid with a separate check when “Use Fees” are paid. The Cleaning Deposit is returned after the event when facilities are inspected and found to be clean per checklist and furniture/furnishings are restored to their designated locations.

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:

____ Full Facility

____ Sanctuary

____ Kitchen

____ Fellowship Hall

____ Conference Room

____ Class Room(s)

____ Nursery

Other requests _____

Occupancy must not exceed: Sanctuary: 500

Fellowship Hall: 250

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 Administrative Assistant as soon as possible if your activity or event is cancelled.

CONTRACT: Please initial

____ I have read the rules/policies 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 (per checklist) and removing any trash created by our group. The Cleaning Deposit will be returned after the event when facilities are inspected and found to be clean and furniture/furnishings are restored to their designated positions.

Signed: _____ Date Submitted: _____
 Responsible/Requesting Person

Approved _____ Date: _____
 Church Staff/Director

Facility Use Fee Deposit \$ _____	Check # _____	Date Paid: _____
Facility Use Fee Balance \$ _____	Check # _____	Date Paid: _____
Cleaning Deposit \$ _____	Check # _____	Date Paid: _____

FACILITIES CLEAN-UP CHECKLIST

Before leaving, initial each item to indicate that you have completed the following and return this form to the Church Office.

- ___ 1. Remove and replace any items used for decorations. If real flowers were used, please be sure to remove any foliage that falls.

- ___ 2. Empty any trash cans used during the event and place new bags in cans. All trash/garbage must be placed in the dumpster.

- ___ 3. Check all bathrooms for cleanliness and supplies. We will be happy to show you where the additional supplies are located.

- ___ 4. Vacuum all carpeted areas used during the event. Sweep and mop all other areas. Empty mop buckets outside. Rinse and wring out mop. Do not leave mop in mop bucket. Place upside down in storage area.

- ___ 5. Turn fans and lights off and close all doors. Before leaving, set kitchen thermostat on 75 degrees and all other thermostats on 80 degrees A/C or 65 degrees Heat.

Group Name _____

Representative's Signature _____ Date _____

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 requested via the *Facilities Request Form* and 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, initial each item to indicate that you have completed the following and return this form 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 75 degrees and Fellowship Hall thermostat on 80 degrees A/C or 65 degrees Heat.

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 Administrative Assistant/Financial Assistant or Pastor; and then only when properly checked out.
- Recreational equipment may be loaned only to church organizations. Approval of the Administrative Assistant/Financial Secretary is required.
- Lending of equipment other than visual aids and recreational is to be done only through the office of the Administrative Assistant/Financial 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. First, contact the Administrative Assistant/Financial Secretary, who will notify the Wedding Ministry Coordinator, to verify the desired date is available. Verbal confirmation will be given at this time. Second, discuss your plans with the Wedding Ministry Coordinator and complete the *Wedding Contract*. Your 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. 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 in conjunction with the Maintenance and Grounds Committee chairperson, and also with the Church Decorating Committee when necessary. The Bride's family should instruct florists and decorators regarding church policies concerning decorating the Sanctuary. **December weddings must use decorations already up; none may be taken down.**

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 – Table Cloths, Serving dishes, Etc.
Basic Heavy Hors d’oeuvres
Wedding Ministry Coordinator conducts 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

\$_____ **TOTAL owed to PBC**

Wedding Staff Fees

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)

Use of The Building Facilities Without The Package

Note: Occupancy must not exceed: Sanctuary: 500 Fellowship Hall: 250

Use of Building Facilities Fees*:

- ___ \$700 Entire Building Use (plus Cleaning Deposit)
- ___ \$500 Partial Building Use (plus Cleaning Deposit)
- ___ \$150 Use of Sanctuary Sound System and Our Technician

*Member Fees: PBC Members will be charged a discounted fee (customarily 50%) at the discretion of the Pastor and Wedding Ministry Coordinator.

Use of Building Facilities Deposit:

- ___ \$150 Cleaning Deposit –to be paid on separate check when “Use Fees” are paid. Cleaning Deposit is returned after the event when the Wedding Ministry Coordinator is called, the wedding facilities are inspected and found to be clean per checklist and furniture/furnishings are restored to their designated locations.

Explanation of Policies:

- 4:00 PM is the latest time to schedule on Saturday for a wedding and reception or 5:00 PM for a wedding ceremony *without* a reception at Pintlala Baptist Church. 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 thermostats to 80 degrees A/C or 65 degrees Heat 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 75 degrees.
- Your caterer is responsible for leaving the kitchen as they found it.
- The *Kitchen Clean-Up Checklist* must be completed in order for the cleaning deposit to be returned.

WEDDING CONTRACT

We have discussed our plans with the PBC Wedding Ministries Coordinator (WMC), and will abide by the guidelines discussed. We understand that a \$100 deposit is due upon signing this contract and that one half (1/2) of the balance is due at least 30 days in advance of this event. The remaining balance is due at, or before, the rehearsal. We understand that if this Wedding Contract is canceled less than 30 days prior to the wedding date, we will forfeit our \$100 deposit, but 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.

The person responsible for the fees:

Name: _____ Phone/Cell Number _____

The person responsible for the set up/take down of Sanctuary Decorations:

Name: _____ Cell Phone Number _____

The person responsible for the set up/take down of Fellowship Hall furnishings and decorations:

Name: _____ Cell Phone Number _____

If a separate person is responsible for the use of the kitchen:

Name: _____ Cell Phone Number _____

Call the Wedding Ministry Coordinator near the end of the clean-up process for a final check and refund of cleaning deposit if clean-up standards have been met.

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

Wedding Ministry Coordinator's Signature

WMC Cell Phone Number

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

Information about the WEDDING CEREMONY

Bride's Name _____ Prefers to be called _____
Bride's Family:

Mother _____ Father _____

Maternal Grandparents _____ Paternal Grandparents _____

Great Grandparents _____ Great Grandparents _____

Other Relatives for special seating _____

Groom's Name _____ Prefers to be called _____
Groom's Family:

Mother _____ Father _____

Maternal Grandparents _____ Paternal Grandparents _____

Great Grandparents _____ Great Grandparents _____

Other Relatives for special seating _____

WEDDING PARTY

Bride's Attendants:
Maid/Matron of Honor _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Flower Girl _____

Others:

Groomsmen:
Best Man _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Ring Bearer _____

Please Note: All CDs and Videos should be sent to the Church at least one week in advance to ensure that they will play on our system. This will help insure a smooth rehearsal as well.

Musicians:

Pianist _____ Organist _____

Other Instrumentalists _____

No Instrumentalists: Do you have a CD to play before the ceremony? _____yes _____no

Singers:

Singer's Name _____ Accompanied by: CD or piano (circle one)

What song _____ When to play _____

What song _____ When to play _____

Singer's Name _____ Accompanied by: CD or piano (circle one)

What song _____ When to play _____

What song _____ When to play _____

Multimedia:

Will there be a video/slideshow to be played? _____yes _____no

When to play _____

Anything else?

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 Administrative Assistant 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 signatures are necessary on all checks and should include the Financial Secretary and/or any persons recommended by the Stewardship Committee and recorded with the existing bank.
- 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 and recorded by the Administrative Assistant/Financial Secretary.
- All money received by the Church from insurance claims should be earmarked and used for repairing the damaged property. If there is money left over after repairs the money should be put in a designated account determined by the Stewardship Committee.
- 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 at least every three years by an independent, qualified individual. 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.

Primary Screening Form for Children or Youth Work

Pintlala Baptist Church

Confidential

(1) This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in church programs and use church facilities.

Personal Information

(2) Name _____
Last First Middle

(3) Identity must be confirmed with a **state driver's license** or other **photographic identification**.

Present address _____

City _____ State _____ Zip _____ Home phone _____

(4) As a church volunteer, do you agree to observe all church policies regarding working with youth or children?

Yes
 No

(5) Do you have a current driver's license?

Yes (If yes, please list driver's license number _____)
 No

(6) Have you ever been convicted of or pleaded guilty to a felony?

Yes (If yes, please explain on reverse side of this sheet)
 No

(7) Were you a victim of abuse or molestation while a minor?

Yes (If you prefer, you may refuse to answer this question, or you may discuss your answer in _____ confidence with the Pastor.)
 No

Signature _____ Date _____

Please print name _____

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 3rd/4th 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)

(Delete specific names) Facility Closing Volunteers should work with the Grounds and Maintenance Committee to comply with determined procedures.

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)

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

September _____ - August _____
(year) (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: _____
(Sub.) _____
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 _____

Cheers Class _____
(Sub.) _____

Faith Walkers Class _____

Friendship Class _____

Lydia/Ruth Class _____
(Women’s Class) _____
(Sub.) _____

Barnabas Class _____
(Men’s Class) _____

Young Adults _____

Pastor’s Class _____

YOUTH CLASSES

Jr./Sr. High

CHILDREN CLASSES

1st & 2nd

(Sub.)

3rd & 4th

5th & 6th

PRE-SCHOOL CLASSES

Newborns

New Walkers

2 & 3 Year Olds

4 & 5 Year Olds

WEDNESDAY NIGHT

Children's Choir

Pre-School Choir

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: 2021 _____
2022 _____
*2023 _____

Usher Coordinators: _____

*Nominated this year

COMMITTEES

Baptismal Committee: _____

Bethel Cemetery Committee:
Chairperson
Members 2021 _____
2022 _____
*2023 _____

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

Counting Committee: _____

(Sub.) _____
(Sub.) _____
(Sub.) _____

Insurance Committee:
Chairperson _____

Lord's Supper Committee: _____

Maintenance and Grounds Committee:
Chairperson _____
Members _____

*Nominated this year

Personnel Committee:

Chairperson	_____
Members	2021 _____
	2021 _____
	2022 _____
	2022 _____
	*2023 _____
	*2023 _____

(The Chairperson will be nominated by the Nominating Committee.)

Policies and Procedures Committee:

Chairperson	_____
Members	_____

Scholarship Committee:

Chairperson	
	2021 _____
	2022 _____
	*2023 _____

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

Stewardship Committee:

Chairperson	_____
Members	2021 _____
	2021 _____
	2022 _____
	2022 _____
	*2023 _____
	*2023 _____

(The Chairperson will be nominated by the Nominating Committee.)

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 and a 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. A Chairperson will be nominated by the Nominating Committee to serve a one (1) year term, subject to approval by the Church. The Chairperson may be nominated by the Nominating Committee to serve successive terms if requested by the Pastor and approved by the Church. (See *Committee Guidelines*, page 5)

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 Administrative Assistant/Financial 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. The Chairperson will serve a one (1) year term and may be nominated by the Nominating Committee to serve one (1) successive term, subject to approval by the Church. (See *Committee Guidelines*, page 5.)

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, service, and 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 a Sunday Morning Worship Service.
8. Request that the Administrative Assistant/Financial Secretary 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 individuals who have been members of 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 Scripture 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.
6. Preferential consideration may be given to those who are responding to a call to a church-related ministry.

SCHOLARSHIP APPLICATIONS SHALL:

- 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.
- designate the particular institution of higher education that the applicant is attending/will be attending and for which financial assistance is sought.
- demonstrate academic achievement with high school and/or college transcripts, SAT and/or ACT scores, and participation in extracurricular activities.
- be received through April 1st. Late applications may be considered upon showing of special circumstances. Incomplete applications may not be considered for scholarship award.
- be evaluated before the last Sunday in April. The award of scholarship funds shall be announced during a Sunday Morning Worship Service.
- be kept confidential. The committee shall not reveal or discuss the contents of any application outside of the committee membership.

**PINTLALA BAPTIST CHURCH WHITT-CARTER SCHOLARSHIP
Application**

Name _____

Address _____

Phone _____

E-mail _____

Name of the Institution where Scholarship should be sent:

Institution's Website _____

When is your first day of classes? _____

How long have you been a member of Pintlala Baptist Church? _____

What Church activities do you participate in? _____

What community service activities do you participate in? _____

What is your GPA? _____

What is your anticipated major? _____

How would this scholarship help you? _____

Signature

Date

The committee may give preferential consideration to academics, church involvement, and vocational ministry interests.

Deadline for Return to Church Office: April 1st

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 and a Chairperson, the Administrative Assistant/Financial Assistant, 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. A Chairperson will be nominated by the Nominating Committee to serve a one (1) year term, subject to approval by the Church. The Chairperson may be nominated by the Nominating Committee to serve successive terms if requested by the Pastor and approved by the Church. (See *Committee Guidelines*, page 5)

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 Administrative Assistant/Financial Secretary 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, as follows:
 - the manner in which the principal of the Scholarship Fund will be managed
 - the manner in which the interest of the Scholarship Fund will be managed
 - the manner in which proceeds of the Scholarship Fund are to be used
 - the manner in which the Scholarship Fund is to be invested
 - 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 Administrative Assistant/Financial Secretary to order and distribute study materials for Sunday School Departments.
10. Assist in enlisting workers for all Sunday School Departments.

**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 Administrative Assistant/Financial Secretary to determine if a group is eligible and if the van is available.
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, contact the Administrative Assistant/Financial Secretary during normal office hours. The van will be reserved on a first-come, first-served priority basis.
6. The church van may not be borrowed for personal use, loaned, or leased outside the Church.
7. 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.
8. 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 with a valid driver's license on file in the Church Office, who have been 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 or a mandatory rest break every 200 miles.
2. It is the driver's responsibility to sign out the Van Log Book and the van keys from the Church's Administrative Assistant/Financial Secretary.
3. It is the driver's responsibility to perform PMCS (Preventative Maintenance Checks and Services) on the van (and trailer, if being towed) before, during, and after the trip. Document any problems/concerns on the *Van Trip Sheet*. Call the Church Office if **safety** is a concern before driving or towing.
4. The driver must complete a passenger manifest containing all passengers' names and contact numbers. One (1) copy of the manifest will be kept in the Van Log Book for the duration of the trip and one (1) copy will be given to the Administrative Assistant/Financial Secretary, before departure, to be filed in the Transportation folder for one (1) year.
5. The driver and/or group leader will have full authority for keeping order and discipline in the van at all times. All passengers must wear seatbelts. Do not exceed the passenger limit for the van (12). No smoking in the van.
6. 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.
7. 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 the interior clean.
8. The van driver is to lock the van and return the key and Van Log Book (with the completed *Van Trip Sheet* and gasoline receipts, if any) to the Church Office.
9. 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 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**

Name of Group _____ 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.

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 st Sunday	2 nd Sunday	3 rd Sunday	4 th Sunday	5 th Sunday	MONTHLY TOTAL
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

- 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.

T.E.A.M. PBC
(Together Encouraging & Affirming Ministries)

PURPOSE:

The purpose of T.E.A.M. PBC is to plan, coordinate, and evaluate the ministries, programs, and organizations of the Church. T.E.A.M. PBC will also strategize on the development of new and future church programs, ministries and activities. The activities of T.E.A.M. PBC will be guided by the *Core Values Structure*.¹

MEMBERSHIP AND TERM OF OFFICE:

Because of the unusual nature and responsibilities of T.E.A.M. PBC, its membership and term of office shall fall outside the regular church committee policy.

T.E.A.M. PBC shall be composed of the Pastor, Minister of Music, Minister of Youth, Deacon Chair, Church Clerk, Sunday School Director, Preschool Sunday School Director, Children's Sunday School Director, Men's Ministry Director, Women's Ministry Director, Helping Hands Ministries Director, Special Events Coordinator, and *Group* Representatives from the *Core Values Structure*. Committee chairpersons and church staff are encouraged to attend T.E.A.M. PBC meetings.

The Chair and Co-Chair will be determined by the members of T.E.A.M. PBC.

The term of office of those on T.E.A.M. PBC will be determined by their respective position within the church organization.

RESPONSIBILITIES:

1. Appoint the Church Clerk or someone present to take minutes at each meeting.
2. Coordinate church programs, ministries, and activities to enable each group to work effectively.
3. Maintain a church calendar of activities in coordination with the church Administrative Assistant.
4. Facilitate communication between church programs, ministries, and activities to ensure success by sharing resources, ideas and interests.
5. Evaluate programs, ministries, and activities in comparison with the Core Values Structure and recommend changes as needed.
6. Strategize to develop new church programs, ministries, and activities.
7. Strive to meet monthly or at the discretion of the Chair.
8. Report to the Church at regular business meeting.

¹ See *Core Values Structure* on page 2.

9. **Group Representatives**

- a. There is at least one representative for each age group of the *Core Values Structure*.
- b. Representatives will bring ideas and needs of their age group to T.E.A.M. PBC.

Defined Age Groups & Core Values Structure

Age Groups	Group Representative(s)	Core Value "EDUCATION"	Core Value "WORSHIP"	Core Value "FELLOWSHIP"	Core Value "OUTREACH & MISSIONS"
Preschool (0-4 years)	Preschool Director				
Children (K-6th) Grade	Children's Directors				
Youth (7th_12th) Grade	Youth Minister				
Young Adults Age (18-25)	Representative To Be Named				
Adult I Age (20-39)	Representative To Be Named				
Adult II Age (40- 59)	Representative To Be Named				
Adult ID Age (60 + years)	Representative To Be Named				
Homebound	Representative To Be Named				