



# **Church Policy Manual**

July 31, 2017

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## **Section 100 - Governing Documents**

**101 – Constitution and By-Laws** – In process of updating

**102 – Articles of Incorporation** – In office.

**104 – Membership Covenant** – In process of updating



### ***Mission Statement***

***Our mission is to glorify God by modeling Christ, extending His Love, and building His Church.***

### ***Core Values***

-  **Spiritual Intimacy** – believing that God created us for passionate relationship with Him, and desires us to respond through joyful obedience.
-  **Growing Stronger** – believing that God has a plan for every Christian's growth, and intends for us to build godly lives and families.
-  **Reaching Out** – believing that a transformed life compels and enables us to reach those without Christ in a way that is faithful and creative.
-  **Serving Together** – believing that God wants us to challenge and equip our church members to serve Him, and that He wants every Christian serving.
-  **Meeting Needs** – believing that our church should express God's love, addressing community concerns by doing good deeds and sharing biblical truths.

## Section 200 – Missions

Still to be worked on.



## 300 – Personnel and Staff





# Senior Pastor Job Description

(Paid Full-Time)

Controlling Authority: Personnel Team

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## I. Principal Function:

*The elders who are among you I exhort, I who am a fellow elder and a witness of the sufferings of Christ, and also a partaker of the glory that will be revealed: Shepherd the flock of God which is among you, serving as overseers, not by compulsion but willingly, not for dishonest gain but eagerly; nor as being lords over those entrusted to you, but being examples to the flock. (1 Peter 5:1-3)*

The Apostle Peter distilled the essence of pastoral leadership into two simple admonitions: be humble and do the work of shepherding the flock (1 Peter 5:1-3). The pastor's primary responsibility is to shepherd Christ's church under the authority of, and being accountable to the Lord. As Christ's shepherd, he is to feed his flock (teaching and proclaiming God's Word), exercising oversight (caring leadership), and being and example with his life.

## II. Qualifications:

The Pastor must meet and adhere to the qualifications set forth in 1 Timothy 3:1-7, and Titus 1:5-9. He must also be in substantial agreement with the Southern Baptist Faith and Message (2000), and committed to Biblical integrity, and denominational cooperation.

### III. Responsibilities:

1 and 2 Thessalonians provides a basic ministry description:

- |                 |                          |
|-----------------|--------------------------|
| 1. Praying      | (1 Thess. 1:2-3; 3:9-13) |
| 2. Evangelizing | (1 Thess. 1:4-5, 9-10)   |
| 3. Equipping    | (1 Thess. 1:6-8)         |
| 4. Defending    | (1 Thess. 2:1-6)         |
| 5. Loving       | (1 Thess. 2:7-8)         |
| 6. Laboring     | (1 Thess. 2:9)           |
| 7. Modeling     | (1 Thess. 2:10)          |
| 8. Leading      | (1 Thess. 2:10-12)       |
| 9. Feeding      | (1 Thess. 2:13)          |
| 10. Watching    | (1 Thess. 3:1-8)         |
| 11. Warning     | (1 Thess. 4:1-8)         |
| 12. Teaching    | (1 Thess. 4:9—5:11)      |
| 13. Exhorting   | (1 Thess. 5:12-24)       |
| 14. Encouraging | (2 Thess. 1:3-12)        |
| 15. Correcting  | (2 Thess. 2:1-12)        |
| 16. Confronting | (2 Thess. 3:6, 14)       |
| 17. Rescuing    | (2 Thess. 3:15)          |

*(Pastoral Ministry, How to Shepherd Biblically, John MacArthur, pgs. 11-12)*

Practically speaking pastoral responsibilities include:

- The teaching and preaching of God's Word, holding fast to the integrity of the Scriptures, and in accordance with the Baptist Faith and Message (2000)
- Provide oversight/leadership to the entire church program. The pastor is responsible for mutual accountability and the pursuit and maintenance of unity, doctrinal integrity, and commitment to the mission and purpose of the church, fully cooperating with all pastors and church leaders for the common goal of pursuing God's Kingdom purposes for East Shore Baptist.
- Prepare for and conduct worship services. The Senior Pastor is the primary Worship Leader.
- Maintain a regular program of study and devotions to enable him to proclaim God's Word faithfully and well.
- To lead in the equipping of the church to do the work of ministry in both the church and the community.
- To train up, and oversee the training up of leaders in and for the church.
- To defend the church against attacks from within and from without.
- To oversee and supervise other members of the church staff according to staff organization and policies. The calling, evaluation, and dismissal of pastoral staff, non-pastoral staff (or employees), ministry directors and leaders are under the direction of the Senior Pastor, working in concert with the other pastors, Leadership, and Personnel Teams. (Note: salaries added to the annual budget are subject to church approval at properly called membership meeting.)

- To oversee and work with church leadership, deacons, church officers, and the various ministries in performing their assigned duties.
- To conduct, or oversee the conducting of weddings, funerals, and the observance of the ordinances of baptism and communion.
- To know, love, and care for, and to minister to the flock (people) that God has entrusted into your care.
- To conduct, or oversee the conducting of biblical counseling to the church body, and even the community.
- To oversee and provide leadership to the evangelistic and missional work of the church.
- To cooperate with and lead the church in cooperating with Southern Baptist State and National leaders and entities. To keep the church informed of developments within the Southern Baptist Convention.
- To represent the church well, as a servant of Christ, in the community and beyond.
- The Pastor serves on and attends the Church Leadership Team Meetings, Deacon Ministry Meetings, and is an ex-officio member of all ministry teams. The Senior Pastor serves as chairman of the Church Leadership Team.
- The Senior Pastor serves as the moderator of the church's Membership Meetings, unless he delegates that responsibility to another.
- The Pastors are not to handle money, as in the offerings of the church. They oversee the conduct of the Counting Team, but do not participate in the counting work of the team. Note: Exceptions are obviously made for members giving the pastors offerings or monetary gifts to the church, which should then be placed in the offering or placed in a secure location ASAP.

#### IV. **Benefits & Schedule:**

1. The Senior Pastor's weekly work schedule:
  - A. The work schedule will consist of at least 40 hours per week.
  - B. Time off will be allowed for the purpose of attending conventions, conferences, and mission opportunities as outlined in Church policy.
2. He shall receive two (2) weeks vacation per year.
  - a. After serving five (5) years, they shall receive three (3) weeks vacation per year.
  - b. After servicing ten (10) years, they shall receive four (4) weeks vacation per year.
3. He shall receive five (5) days per year for revivals and/or conferences.
4. He shall receive ten (10) holiday days per year unless the holiday falls on a Sunday then a comp day will be awarded:
  - A. New Years' Day
  - B. Good Friday
  - C. Memorial Day
  - D. Fourth of July
  - E. Labor Day
  - F. Floating Holiday

- G. Thanksgiving Day (Thursday & Friday)
- H. Christmas Day (Christmas day and one day before or after)
- 5. He shall receive up to forty (40) hours personal/sick time per year.
- 6. The church shall provide medical insurance up to the budgeted amount for the Senior Pastor only.
- 7. The Church shall provide an amount for retirement equal to 2% of the Senior Pastor's base salary.
- 8. A Sabbatical will be offered per Church Policy.

**V. Accountability:**

- 1. The Senior Pastor is accountable to the Personnel Team.
- 2. He must receive a 75% favorable vote to be called to East Shore Baptist Church.
- 3. He must give two (2) weeks' notice to the church upon resignation.
- 4. If the Senior Pastor's employment is terminated by church action, he shall receive two (2) weeks' compensation. Termination shall be immediate, and compensation shall be rendered within a thirty (30) day period. He shall forfeit compensation if the termination of employment is due to gross or moral misconduct.
- 5. The Senior Pastor's job performance will be reviewed at least annually by the Personnel Team.
- 6. If a differences of opinion or problems arise in the performing of his work or relationships, the Senior Pastor will always speak first of these matters in private conversation with the Personnel Team. Should an occasion arise in which he feels that his concerns are not being adequately addressed, he will request a meeting with the Deacons at which time they will be brought up to speed with the issue.

**VI. Background and Security Checks:**

The Senior Pastor will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

**Revision History**

|              |                  |                 |
|--------------|------------------|-----------------|
| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
| 06.01.17     | djg              | Initial Issue   |



# Associate Pastor Job Description

(Paid Full-Time)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 12.15.15

Effective Date: June 2, 2014

Related Policies: 500-04 (Background and Security Checks)

## I. Principal Function:

The Associate Pastor is responsible to the Senior Pastor and serves as East Shore Baptist Church's intentional agent for unity across all staff and ministries and functions to best fulfill our mission statement.

## II. Qualifications:

1. The Associate Pastor must have made a profession of faith in the Lord Jesus Christ and have been baptized by immersion.
2. He will have a self-awareness of receiving a call from the Lord for his ministry, having had the call confirmed by others in the body of Christ.
3. He should be able to articulate and affirm a position on orthodox Christian beliefs and Baptist beliefs as found in The Baptist Faith and Message.
4. He should be ordained or be a candidate for ordination at ESBC. The qualifications for ordination are found in 1 Timothy 3:1-13 & Titus 1:5-9.
5. He should have ministerial credentials such as "License to Preach" or "Ordination to vocational ministry" or be moving in the direction toward receiving them.
6. It is preferable that he have experience in the following ministry areas: Christian Education/Discipleship, Outreach, Administration, and Preaching.
7. He should possess, or be developing the following:
  - A. A teachable spirit, desiring to grow as a person and as a leader (willing to be mentored by an experienced Senior Pastor);
  - B. A proven ability to involve others in planning and decision-making;

- C. An integrity of person, and a demonstration of those character qualities that are represented by the list of the fruit of the Spirit in Galatians 5:22-23, and a willingness to continue to grow in the development of such characteristics;
  - D. A pattern of spiritual growth that is evidenced by a life of prayer, personal obedience to the Word of God and the proven ability to discern the Lord's will and guidance in decision making;
  - E. The ability to listen effectively and to communicate clearly, both orally and in written form;
  - F. Possess exceptional speaking skills and the ability to speak confidently before groups;
  - G. An understanding of his ministry that is being developed through disciplined times of reading and studying the Word.
8. He will seek to be faithful in seeking the Lord in his own life, as well as in his marriage and family, if applicable, always striving to keep Christ the vital focal point in life.

### III. **Benefits & Schedule:**

9. The Associate Pastor's weekly work schedule:
- C. The work schedule will consist of at least 40 hours per week, with specific hours of work to be arranged and approved by the Senior Pastor.
  - D. Time off will be allowed for the purpose of attending conventions, conferences, and mission opportunities as outlined in Church policy.
10. He shall receive two (2) weeks vacation per year. Vacation time must be approved by the Senior Pastor in advance.
- a. After serving five (5) years, they shall receive three (3) weeks vacation per year.
  - b. After servicing ten (10) years, they shall receive four (4) weeks vacation per year.
11. He shall receive five (5) days per year for revivals and/or conferences. Revival and/or conferences time must be approved by the Senior Pastor in advance.
12. He shall receive ten (10) holiday days per year unless the holidays falls on a Sunday then a comp day will be awarded:
- I. New Years' Day
  - J. Good Friday
  - K. Memorial Day
  - L. Fourth of July
  - M. Labor Day
  - N. Floating Holiday
  - O. Thanksgiving Day (Thursday & Friday)
  - P. Christmas Day (Christmas day and one day before or after)
13. He shall receive up to forty (40) hours personal/sick time per year.
14. The church shall provide medical insurance up to the budgeted amount for the Associate Pastor only.
15. The Church shall provide an amount for retirement equal to 2% of the Associate Pastor's base salary.

16. A Sabbatical will be offered per Church Policy.

#### **IV. Accountability:**

7. The Associate Pastor is accountable to the Senior Pastor and the Personnel Team.
8. He must receive a 75% favorable vote to be called to East Shore Baptist Church.
9. He must give two (2) weeks' notice to the church upon resignation.
10. If the Associate Pastor's employment is terminated by church action, he shall receive two (2) weeks' compensation. Termination shall be immediate, and compensation shall be rendered within a thirty (30) day period. He shall forfeit compensation if the termination of employment is due to gross or moral misconduct.
11. The Associate Pastor's job performance will be reviewed at least annually by the Senior Pastor and the results will be presented to the Personnel Team.
12. If a differences of opinion or problems arise in the performing of his work or relationships, the Associate Pastor will always speak first of these matters in private conversation with the Senior Pastor and the Personnel Team. Should an occasion arise in which he feels that his concerns are not being adequately addressed, he will request a meeting with the Deacons at which time they will be brought up to speed with the issue.

#### **V. Job Expectations:**

1. Education Responsibilities:
  - A. Administer the Sunday School Ministry/Bible Studies
    - 1) Review all Sunday School/Bible Studies curriculums;
    - 2) Strategically aid in the launch of new classes as needed;
    - 3) Conduct/oversee teacher training.
  - B. Administer the Discipleship Ministry
    - 1) Administer Small Group Ministries of ESBC:
      - a) Train small group leaders in biblical discipleship to help the groups encourage one another in being disciples.
      - b) Establish a coaching structure and evaluation plan to encourage small group leaders in their ministry.
      - c) Create and implement a plan to recruit small group apprentices and equip them to become future small group leaders.
    - 2) Oversee the Adult Ministries of ESBC;
    - 3) Help individuals find and utilize their spiritual gifts.
  - C. Administer the Evangelistic Mission and Outreach Ministry
    - 1) Aid in the development of an Assimilation Strategy for those we evangelize;
    - 2) Aid in the development of training for ESBC Members, including but not limited to the following:
      - a) Seminars on the basics of evangelism.

- b) Solid Bible studies on current issues pertaining to evangelism in our culture.
    - 3) Aid in the planning/developing of Evangelistic Ministries:
      - a) Events
      - b) Programs
      - c) Ongoing Ministries
      - d) Provide coordination for mission initiatives
  - D. Administer the Biblical Counseling Ministry
2. Administrative Responsibilities:
- A. Work with the Senior Pastor to coordinate a ministry calendar.
  - B. Work with the Senior Pastor on long-range planning for East Shore Baptist Church.
  - C. Maintain regular communication with all staff members. Inform them in a timely manner of prayer needs, hospital updates, deaths in the church family, etc.
  - D. Keep office hours. Ensure office coverage in the absence of the Senior Pastor and/or Administrative Assistant/Secretary.
  - E. Work with the Budget & Finance Team as requested.
  - F. Lead staff meetings in absence of the Senior Pastor.
  - G. Attend committee/team meetings as requested.
  - H. Attend Deacon's meeting.
  - I. Work with the Benevolence Team in the absence of the Senior Pastor.
  - J. In conjunction with the Senior Pastor lead the church in planning, conducting, and evaluating a comprehensive plan of business operation for the church.
  - K. Work with the chairman of the Budget Planning Team and related committees/teams in promoting the annual stewardship emphasis of the congregation. Assist in the promotion of a year round stewardship emphasis.
3. Pastoral/Leadership Responsibilities:
- A. Maintain an active prayer and devotional life.
  - B. Preach as requested by the Senior Pastor.
  - C. Along with the Senior Pastor, visit hospitals, shut-ins, and nursing homes.
  - D. Conduct funerals, weddings, and other church related functions in the absence of the Senior Pastor or as requested.
  - E. In conjunction with the Senior Pastor establish and maintain a Leadership Pipeline for the church; this leadership plan should include ongoing leader development for staff and non-staff ministers and ministry leaders.

## **VI. Background and Security Checks:**

The Associate Pastor will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u>  |
|--------------|------------------|--|
| 06.02.14     | djg              | Initial Issue  |
| 07.24.14     | djg              | Added 3 holidays to time off.  |
| 12.15.15     | djg              | Fixed number of days off, added definition of work week, added Personnel Team to bullet 6 under "IV. Accountability" and references to policies. |



# Worship Leader Job Description

(Paid Part-Time / Bi-Vocational)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## I. Principle Function:

The Worship Leader will work directly with and under the immediate supervision of the Senior Pastor and is responsible for the total music ministry of the church.

## II. Position Description:

The Worship Leader shall be selected by the Pastoral staff, approved by the Leadership Team and voted for by a majority of members during a Membership Meeting.

The Worship Leader is to cooperate with and be accountable to the Pastors and Church Leadership in the pursuit of the overall vision and unison of the Church.

## III. Responsibilities:

- Lead/Oversee the planning, organizing, conducting and evaluating of the worship services of the church.
- Direct congregational singing at all regularly scheduled worship services in concert with teachers and pastors.
- Work with the ministerial staff on special music needs in the total church program.
- Supervise the work of the music ministry staff.
- Work with Staff/Leadership Team to qualify, enlist and train leaders for the music ministry.
- Work with the pastor in selecting music for regular and special worship services – including weddings, funerals and special projects.

- Coordinate the music program with the organizational calendar and mission emphases of the church.
- Oversee the purchasing, maintenance and replacement of all music-related equipment, supplies and instruments.
- Keep informed on music methods, materials, promotion and administration.
- Prepare an annual music budget for approval and administer the budget.
- Plan and arrange an “Order of Service” for worship services.
- Cooperate with associational and state leaders in promoting activities of mutual interest.
- The Worship Leader serves on the Leadership Team and is responsible to participate in scheduled Team meetings.
- The Worship Leader is responsible for mutual accountability and the pursuit and maintenance of unity, doctrinal integrity, and commitment to the mission and purpose of the Church, fully cooperating with all Ministry Leaders for the common goal of pursuing God’s Kingdom purposes for East Shore Baptist Church.

#### **IV. Review:**

It will be the Senior Pastor and Personnel Team’s responsibility to review and evaluate the ministry performance and responsibilities of the Worship Leader on an annual basis, being particularly focused on helping them to be as successful as possible and facilitating their ministry. They will also be responsible for recommending changes in benefits and compensation, and addressing any concerns or grievances.

#### **V. Work Schedule and Benefits:**

The Worship Leader role is presently a Bi-Vocational role in the church. Should this become a full-time calling, and then this will need revision.

1. The Worship Leaders’ work schedule will consist of at least 20 hours per week.
2. The Worship Leader shall receive one (1) week vacation per year.
  - a. After three (3) years of service, they shall receive two (2) weeks vacation per year.

#### **VI. Background and Security Checks:**

The Worship Leader will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

#### **Revision History**

|              |                  |                 |
|--------------|------------------|-----------------|
| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
| 06.01.17     | djg              | Initial Issue   |



# Minister of Youth Job Description

(Paid Part-Time)

Controlling Authority: Associate Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## **I. Principal Function:**

The Minister of Youth will work directly with and under the immediate supervision of the Associate Pastor for assisting the church in planning, organizing, conducting and evaluating a comprehensive ministry to Youth (6<sup>th</sup> through 12<sup>th</sup> grades).

## **II. Position Description:**

The Minister of Youth shall be selected by the Pastoral staff, approved by the Leadership Team and voted for by a majority of members during a Membership Meeting.

The Minister of Youth is to plan, coordinate and execute all ministries and activities associated with Youth including but not limited to; Sunday School, youth services, Bible Studies, mission endeavors, retreats, socials, activities, etc...

The Minister of Youth is to cooperate with and be accountable to the Pastors and Church Leadership in the pursuit of the overall vision and unison of the Church.

The Minister of Youth may delegate responsibility and select leaders to oversee any part of the Youth Ministry; however, the Minister of Youth is responsible for the overall operation of all activity. The Minister of Youth must make sure all workers associated with the Youth Ministry have completed a background and security checks as outlined in policy 500-04 (Background and Security Checks).

Note: If it involves youth, it falls under the responsibility of the Minister of Youth.

### **III. Qualifications:**

- The Minister of Youth must have made a profession of faith in the Lord Jesus Christ and have been baptized by immersion.
- He will have a self-awareness of receiving a call from the Lord for his ministry, having had the call confirmed by others in the body of Christ.
- He should possess, or be developing the following:
  - ❖ A teachable spirit, desiring to grow as a person and as a leader (willing to be mentored by an experienced Senior Pastor/Associate Pastor);
  - ❖ A proven ability to involve others in planning and decision-making;
  - ❖ An integrity of person, and a demonstration of those character qualities that are represented by the list of the fruit of the Spirit in Galatians 5:22-23, and a willingness to continue to grow in the development of such characteristics;
  - ❖ A pattern of spiritual growth that is evidenced by a life of prayer, personal obedience to the Word of God and the proven ability to discern the Lord's will and guidance in decision making;
  - ❖ The ability to listen effectively and to communicate clearly, both orally and in written form;
  - ❖ Possess exceptional speaking skills and the ability to speak confidently before groups;
  - ❖ An understanding of his ministry that is being developed through disciplined times of reading and studying the Word.
- He will seek to be faithful in seeking the Lord in his own life, as well as in his marriage and family, if applicable, always striving to keep Christ the vital focal point in life.

### **IV. General Duties:**

- Work with the ministerial staff, appropriate committees and program leaders in planning, evaluating and coordinating all youth ministries of the church.
- To submit the budget requests to the Budget & Finance Team for all supplies, literature and other expenses.
- Conduct special training projects for youth workers.
- Advise in the use of program materials, equipment, supplies and space by youth groups in all church program organizations.
- Plan and direct youth groups in all church program organizations.
- Plan and direct youth fellowships, retreats and mission trips.
- Plan and direct parenting seminars and workshops.
- Counsel youth and parents as needed.
- Lead in a weekly youth visitation program.
- Conduct weekly youth Bible study.
- Develop relationships with local school officials and be available to speak and/or visit in the schools.
- Remain informed of current trends in youth education programs and youth culture.
- Be alert to win the lost and assist both workers and youth in reaching the unreached.

**V. Review:**

Annually by Personnel Team and Pastors

**VII. Work Schedule:**

The Minister of Youth role is presently a Bi-Vocational role in the church. Should this become a full-time calling, and then this will need revision.

The Youth Minister's work schedule will generally consist of 8-12 hours per week.

**VI. Background and Security Checks:**

The Minister of Youth will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |



# Bookkeeper Job Description

(Paid Part-Time)

Controlling Authority: Treasurer

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## I. Principle Function:

The Bookkeeper will work directly with and under the immediate supervision of the Treasurer and is responsible for the financial bookkeeping of the church. The Bookkeeper will work with the Pastoral Staff and the Budget & Finance Team in their job function.

## II. Position Description:

The Bookkeeper shall be selected by the Pastoral staff & Treasurer and approved by the Leadership Team.

## III. Responsibilities:

- Maintains confidentiality of records
- Enter deposit information, including on-line deposits, compiled by the Counting Team.
- Verify invoices with corresponding paperwork ("Green Slips", credit card receipts, packing lists, etc...)
- Enter checks and print for Treasurer's signature (usually only necessary once a week)
- Enter debit and credit purchases made with the bank card
- Enter bank fees when necessary
- Enter payroll information – Payroll production is outsourced
- Reconcile checking account
- Make necessary journal entries

- Prepare month-end reports and distribute to Pastor, Associate Pastor and Treasurer
- At start of each year, new budget information needs to be entered
- Can sign checks when the Treasurer is unavailable
- Have a working relationship with the church's financial teams.

Church is currently using a QUICK BOOKS program for bookkeeping purposes and it takes an average of five hours per week to maintain.

**IV. Review:**

Annually by Treasurer and Personnel Team

**V. Work Schedule:**

Hours – 10+ per week

**VI. Background and Security Checks:**

The Bookkeeper will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |



# Church Secretary Job Description

(Paid Part-Time)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## **Principle Function:**

The Church Secretary will work directly with and under the immediate supervision of the Senior Pastor and is responsible to serve the Church by providing secretarial support to the Pastoral staff, Church Leadership and other Ministerial Staff in maintaining a smooth functioning office according to the vision and mission of the East Shore Baptist Church. Confidentiality of sensitive issues is expected.

Review: Annually by Personnel Team and Pastor

## **Qualifications/Skills Needed:**

- Communication Skills
- Computer Skills
- Organization Skills
- Confidentiality
- Secretarial/Clerical

## **Primary Duties and Responsibilities:**

### **Weekly Duties:**

- Receive and screen incoming calls, and return calls for the Pastors when asked
- Greet and direct people coming to the church
- Prepare weekly bulletin, announcements and prayer guide
- Maintain current copy of church and staff calendars including scheduling of special events
- Maintain Church Family Database (name, address, family members, birth dates, anniversaries)

- Ensure that office files are up-to-date and well-organized
- Operate office equipment (computer, printer, copier, fax, folder)
- Open, file and distribute mail as needed
- Respond to e-mail and fax inquiries as needed
- Process checks/bills routinely and file church copies
- Ensure that office equipment is clean and well maintained.

**As Needed:**

- Type miscellaneous correspondence; New Member letters, Visitor Letters, etc.
- Process the monthly and quarterly tax payments through web-payment
- Order office, cleaning, kitchen and other supplies as needed and as requested by other ministries of the Church and following proper approvals.
- Meet with suppliers as requested or needed
- Work closely with the Pastor(s) in developing new ideas or with special projects
- Mailings to church members for special functions/requests
- Advise Pastors and Deacons of church family in hospital or requests for visits
- Notify Pastors, staff and deacons (as needed) of specific needs within the congregation
- Prepare reports, letters or projects as requested by deacons or other ministries
- Compile literature orders, open and route literature to the appropriate individual(s) or group(s)
- Mail reminder postcards for Buildings & Grounds, Nursery, and other meetings as requested
- Advise congregation of emergency situations (through Deacon ministry), radio and TV announcements
- Send church-wide E-mail announcements as needed
- Train volunteer clerical workers as needed
- Keep workroom neat and orderly
- Cooperate with the Pastor by performing any other duties when asked to do so

**Work Schedule:**

Hours – 24 (Subject to change as needed and approved by Pastors, Personnel, and Leadership Team)

Days - Monday through Thursday

|           |                        |                        |
|-----------|------------------------|------------------------|
| Vacation: | 1 week (5 work days)   | Six months to One Year |
|           | 2 weeks (10 work days) | After One Year         |

Personal: 24 hours per year

Holidays

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

- Labor Day
  - Floating Holiday
- Two days for each of the following
- Thanksgiving (Thursday & Friday)
  - Christmas (Christmas day and one day before or after)

**Background and Security Checks:**

The Church Secretary will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |

Inactive at this time

**Policy 300-07**  
**06.01.17**



# **Church Secretary Job Description**

(Paid Full-Time)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## **Principle Function:**

The Church Secretary will work directly with and under the immediate supervision of the Senior Pastor and is responsible to serve the Church by providing secretarial support to the Pastoral staff, Church Leadership and other Ministerial Staff in maintaining a smooth functioning office according to the vision and mission of the East Shore Baptist Church. Confidentiality of sensitive issues is expected.

Review: Annually by Personnel Team and Pastor

## **Qualifications/Skills Needed:**

- Communication Skills
- Computer Skills
- Organization Skills
- Confidentiality
- Secretarial/Clerical

## **Primary Duties and Responsibilities:**

### **Weekly Duties:**

- Receive and screen incoming calls, and return calls for the Pastors when asked
- Greet and direct people coming to the church
- Prepare weekly bulletin, announcements and prayer guide
- Maintain current copy of church and staff calendars including scheduling of special events

- Maintain Church Family Database (name, address, family members, birth dates, anniversaries)
- Ensure that office files are up-to-date and well-organized
- Operate office equipment (computer, printer, copier, fax, folder)
- Open, file and distribute mail as needed
- Respond to e-mail and fax inquiries as needed
- Process checks/bills routinely and file church copies
- Ensure that office equipment is clean and well maintained.

**As Needed:**

- Type miscellaneous correspondence; New Member letters, Visitor Letters, etc.
- Process the monthly and quarterly tax payments through web-payment
- Order office, cleaning, kitchen and other supplies as needed and as requested by other ministries of the Church and following proper approvals.
- Meet with suppliers as requested or needed
- Work closely with the Pastor(s) in developing new ideas or with special projects
- Mailings to church members for special functions/requests
- Advise Pastors and Deacons of church family in hospital or requests for visits
- Notify Pastors, staff and deacons (as needed) of specific needs within the congregation
- Prepare reports, letters or projects as requested by deacons or other ministries
- Compile literature orders, open and route literature to the appropriate individual(s) or group(s)
- Mail reminder postcards for Buildings & Grounds, Nursery, and other meetings as requested
- Advise congregation of emergency situations (through Deacon ministry), radio and TV announcements
- Send church-wide E-mail announcements as needed
- Train volunteer clerical workers as needed
- Keep workroom neat and orderly
- Cooperate with the Pastor by performing any other duties when asked to do so

**Work Schedule:**

Hours: 36-40

Days: Monday through Friday

Vacation: Six months to One Year - 1 week (5 work days)  
After One year - 2 weeks (10 work days)

Personal: 24 hours per year

Holidays

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

- Labor Day
  - Floating Holiday
- Two days for each of the following
- Thanksgiving (Thursday & Friday)
  - Christmas (Christmas day and one day before or after)

**Background and Security Checks:**

The Church Secretary will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |



# **Church Administrator**

## **Job Description**

(Paid Part-Time)

Controlling Authority: Senior Pastor  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

### **I. Principal Function:**

The Church Administrator is responsible to the Senior Pastor for the accurate accounting and handling of all church finances and for administering the business affairs of the church.

### **II. Position Description:**

The Church Administrator shall be selected by the Pastoral staff; approved by the Leadership Team; and affirmed by the Church.

### **III. Responsibilities:**

- Work with the ministerial staff, Church Treasurer, and appropriate church ministry teams in planning, implementing and monitoring the annual church budget.
- Establish and maintain an efficient plan of financial record keeping and reporting.
- Work with the Pastors in planning and implementing the annual stewardship emphasis.
- Direct the maintenance program of the church.
- Work with the Missions Team to establish goals for special mission emphasis.

- Report to ministry teams and staff members the financial status of their particular area of ministry.
- Administer church-adopted policies and procedures concerning the use of all church properties and facilities.
- Serve as a resource person in legal and business matters.
- Study annually the insurance program and recommend necessary changes.
- Maintain church staff personnel, equipment and facilities records.
- Approve and process requisitions and purchase orders.

**IV. Review:**

Annually by Pastors and Personnel Team

**VIII. Work Schedule and Benefits:**

The Church Administrator role is envisioned as a Bi-Vocational role in the church. Should this become a full-time calling, then this will need revision.

3. The Church Administrator’s work schedule will consist of at least 20 hours per week.
4. The Church Administrator’s vacations:
  - a. 6 months – 1 year: one (1) week vacation per year.
  - b. After three (3) years of service: they shall receive two (2) weeks vacation per year.

**V. Background and Security Checks:**

The Church Administrator will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.26.17     | BPH              | Modified        |

## 400 – Ministries and Service





# Audio/Visual Services Team Leader Job Description

(Volunteer)

Controlling Authority: Worship Leader  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Audio/Visual Services Team Leader will work directly with and under the immediate supervision of the Worship Leader and is responsible for the sound booth and related audio/visual equipment.

## **Position Appointment**

The Audio/Visual Service Team Leader is a volunteer position which is approved by the Worship Leader.

## **General Duties**

- Research and recommend the audio/visual needs for the worship center.
- Enlist and train audio/visual operators for worship services and special events.
- Provide a maintenance program for upkeep of the equipment.
- Evaluate constantly the audio/visual ministry of church and recommend changes in the audio/visual system.
- Make recommendations to the Budget & Finance Committee for maintenance of and new equipment needs.

- Insure that there is a team working the Sound Booth during all regularly scheduled services and assist in scheduling special services coverage.
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

### **Background and Security Checks**

The Audio Visual Service Team Leader will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.26.17     | bph              | Modified        |



# Audit Team Job Description & Procedures

(Volunteer)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## 1. Principle Function:

The Audit Team will work directly with and under the immediate supervision of the Senior Pastor and is responsible for insuring the integrity of the financial records of the Church.

## 2. Purpose:

This policy relates to the audit of financial receipts, disbursements and documents of East Shore Baptist Church.

## 3. Scope:

This policy applies to all financial records received or disbursed at the church. Members of this Team should exclude the church's pastoral staff, treasurer, financial secretary, and counting team. The team should consist of a minimum of 3 members and be picked by the Leadership Team.

## 4. Policy Statement:

The objective of the Audit Team is to perform an assessment of and an expression of an opinion on the accuracy and fairness of the church's financial records. The Church has a stewardship responsibility to their members to insure that the church's resources are

used in a manner consistent with the church's objectives, budget and in the service of Christ. The audit is also a way of protecting the church's financial personnel from inappropriate charges of monetary misdeeds.

The Team must be able to satisfy itself that all cash received by the church has been recorded properly and deposited into a bank account where access is limited. It should also be satisfied that all cash payments have been properly authorized by the appropriate body within the church, properly documented and recorded.

The Team must be able to summarize the findings of their audit in an annual report to the church. This report should include the date of the audit, the names of the persons conducting the audit, the dates of records examined and the findings of the audit.

#### **5. Enforcement:**

This policy and enforcement are the responsibility of the Personnel Team.

#### **6. Responsibilities:**

- Conduct a minimal of one annual audit of the church financial records and make a report to the church.
- Secure an independent audit of the church financial records and system when requested, or according to church policy, and make the report to the church.
- Make recommendations concerning church financial records, accounting system, personnel, equipment and operations to the church and respective church leaders.
- Clarify to the church the types of audits available and needed by the church at various times and situations.
- Assist the treasurer, Budget & Finance Team, pastor, staff and deacons on financial operations, policies, effectiveness, efficiency, tax reporting, federal and state laws compliance and other financial matters as requested.

#### **7. Questions & Procedures to check during audit:**

##### **A. Church Cash**

- a. Are bank reconciliations prepared timely?
- b. Trace transactions between the bank and the books for completeness and timeliness.
- c. Are there any outstanding checks more than three months old?
- d. Are there any unusual transactions in the bank statement immediately following year-end?
- e. Does the church have a written policy and procedure for the handling of cash receipts?
- f. What procedures are in place to account for offerings mailed to the church?
- g. Does the church have a secure lockbox for donations made outside of services?

- B. Church Receipts Counting** – The persons counting the money should not include the pastors or the church treasurer in order to ensure there is proper segregation of duties in the handling of and accounting for cash receipts.
- a. Are at least two members of the counting committee present when counting receipts?
  - b. Do money counters verify that the contents of the offering envelopes are identical to the amounts written on the outside of the envelopes?
  - c. Are all checks stamped with a restrictive endorsement stamp immediately after verifying the offering envelope contents accuracy?
  - d. Are money counters rotated periodically so the same people are not handling the funds each week?
  - e. Are designated funds properly identified during the process of counting offerings?
- C. Depositing of Funds** – The depositing of funds should always be performed by two members of the church. This ensures the members' safety because they usually carry a large amount of cash, while also being a good internal control policy for the church. Cash deposits need to be done timely and two members of the counting team should be in custody of the funds until deposited.
- a. Are two members of the counting team in custody of the receipts until the cash is deposited in the bank, placed in a night deposit or the church's safe?
  - b. Are all funds promptly deposited? Compare offering and other receipt records with bank deposits.
- D. Designated Funds** – The church often receives designated donations for construction or specific acquisitions for the church. The giver's intention was to restrict the church's use of those funds for only those stated purposes.
- a. Are donations for designated purposes properly recorded in the accounting records?
  - b. Are designated funds held for the intended purpose(s) and not spent on operating needs?
- E. Recording Tithes and Offerings** – churches rely on tithes and offerings to fund operations and other special-purpose functions. By keeping accurate records of these receipts, the church can provide givers with an annual summary of giving for use in their personal income tax filing.
- a. Are individual giving records kept as a basis for acknowledgement for contributions?
  - b. If no goods or services are provided in exchange for a gift, does the receipt include a statement to this effect?
  - c. Are in-kind donations given a good faith estimate of the value of such goods and services?

**F. Accounts Payable and Cash Disbursements** – The church’s accounts payable and cash disbursement process is closely looked at by the CPA auditing the church. Therefore, it is recommended that the church’s Internal Audit Committee look closely at the controls and procedures in this area prior to the CPA’s audit.

- a. Is there a schedule of unpaid invoices including vendor name, invoice date, and due date?
- b. Are any of the accounts payables items past-due?
- c. Are there any disputes with vendors over amounts owed?
- d. Are all disbursements paid by check except for minor expenditures paid through the petty cash fund?
- e. Is written documentation available to support all disbursements?
- f. Are vouchers prepared for each petty cash fund disbursement?
- g. Are pre-numbered checks used? Account for all check numbers including voided checks.
- h. Are blank check ever signed in advance? This should never be done.

**G. Mortgages, Loans and Lines of Credit**

- a. Is there a schedule of debt such as mortgages and notes?
- b. Have the balances owed to all lenders been compared to the obligations recorded in the church’s accounting records?

**H. Church Investments**

- a. Are all savings and investment accounts recorded in the financial records? Compare monthly statements to the books.
- b. Are earnings or losses from savings and investment accounts recorded in the books?
- c. Have the contents of the safety deposit box been examined and recorded?

**8. Background and Security Checks:**

The Audit Team will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

**Revision History**

|              |                  |                 |
|--------------|------------------|-----------------|
| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
| 06.01.17     | djg              | Initial Issue   |



# **Budget & Finance Team Job Description**

(Volunteer)

Controlling Authority: Treasurer  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Budget & Finance Team Leader will work directly with and under the immediate supervision of the Treasurer and is responsible for maintaining information about the budget of the church.

## **Team Description**

The Budget and Finance Ministry Team (B&F) should be comprised of at least three (and no more than five) members, plus the Church Treasurer and Bookkeeper/Assistant Treasurer. The members of the team are appointed by the Pastors and Leadership Team.

Qualifications for service are evidence of spiritual maturity, to include indications of good stewardship in addition to a teachable spirit, and a testimony of a faithful walk with the Lord. They shall have been members of the church a minimum of one (1) year.

The purpose of this ministry team is to present a proposed budget to the Church body annually, and conduct periodic reviews of the existing budget relating to expenditures and ministry needs.

To make an analogy, the Budget and Finance Ministry Team is the ministry that puts the gas in the engine that is East Shore Baptist Church. As much as we might like to think otherwise, churches need money to function and pursue the Kingdom of God. We're no exception. In serving on this team, each member will be engaged in a ministry that is vital to allowing us as a church body to pursue what God has called us to do in the pursuit of His Kingdom. While Budget and Finance will work with numbers and business principles, this team is called upon to be much more than a group of financial managers. Each member of the team will be a minister, seeking the heart and will of God. In a very real sense, the Budget and Finance Ministry Team will be coming alongside and partnering with the various Ministry Leaders and teams in the church in enabling them financially to fulfill their calling and responsibilities.

Each member of the Budget and Finance Ministry Team is tasked to be conscious of the financial integrity and stewardship of this church; but is also called upon to do so through the eyes of faith, looking to God, who is the source, the provider of all that we have and all that we need (Phil. 4:19). If a ministry is given too much money to work with, then spending could become frivolous, and stewardship of God's resources may suffer. Provide too little, and the budget can become a stumbling block to God's mission purposes through this church; i.e. it can literally become a hindrance to effective ministry and allow money to stand between God and the mission. Put another way, this ministry team shall be comprised of "Faithful Stewards", employing both biblical faith, and biblical stewardship, which in fact are mutually inclusive.

Regarding "Faith-Based Budgeting": Because God's ways are not always our ways, or His thoughts our thoughts (Isa. 55:8-9), the Budget and Finance team must seek to approach the budgeting process in and through FAITH. While business principles of budgeting might be helpful, they are not the sum total of the tools needed to budget for God's work and purpose through His Churches. The first and most foundational aspect of determining the church's budget is to put God first in everything. Where is God leading the church, what direction? What is God doing in the church? Where is God at work, and what must we do to meet Him there?

The church's budget is not so much a money issue as it is a faith issue, of understanding God's direction for the church discerned through His Word, prayer, fasting, and general consensus of God's people. Where God calls, God provides. Thus the key is to build a budget for the church on the basis of prayer and faith, utilizing the gifts that God has given the church at large, and each member of the team.

### **General Duties:**

1. To serve as a budget planning team, presenting the proposed church budget for the coming year at the November/December Business Meeting and once approved, the administration of this budget.
2. To pray about the budget on a regular basis, seeking to do God's work, and allow God to do what He is leading the church into based on the principle of "Faith-Based Budgeting".
3. To re-evaluate budget and non-budget needs semiannually (or as needed) and make any necessary recommendations to the pastoral leadership team and the church. This could be initiated by one of ESBC's Ministry Leaders.
4. The B&F Leader or designee should be present at the Church Leadership (a.k.a. Church Council) meetings and be prepared, with the Treasurer and or Financial Secretary, to give a report on the state of the church's budget or necessary updates.
5. Recommend and maintain appropriate fiscal policies for the church.
6. Coordinate fiscal and personnel activities as required with church staff, committees, and programs.
7. Provide an annual report of all financial activities (receipts, disbursements and investments) to the church.
8. Assist the Audit Committee as requested.
9. Provide input on non-budgeted items, advise on budget revisions or adjustments, consider special offerings, and make recommendations concerning these issues to the church.
10. Advise the church on financial transactions as to soundness and effect on the financial structure and standing of the church.
11. Work closely with other teams involving church funds as requested.
12. The Budget and Finance Team coordinates with Personnel Team in determining the annual budget for Salaries and Benefits for paid staff.\*
13. Due dates pertaining to the preparation of the Annual Church Budget:
  - a. **Due by September 1<sup>st</sup>:** Budget Requests for the upcoming calendar year need to go out to all of the ministry leads in hard copy and/or through email by no later than September 1<sup>st</sup>.
  - b. **Due by September 15<sup>th</sup>:** Budget requests are due back to B&F by no later than September 15<sup>th</sup> so that B&F may meet as a team to review and discuss the requests and to draw up a draft of the upcoming budget plans.
  - c. **Due by September 30<sup>th</sup>:** B&F needs to report back to each of the ministry leads to discuss the status of their budget requests for the upcoming year by no later than September 30<sup>th</sup>.
  - d. **Due by October 15<sup>th</sup>:** Ministry leads will have 2 weeks to appeal the initial decisions/feedback from B&F. All appeals are due back to B&F in writing with additional information regarding their initial requests and/or a change in their initial requests by no later than October 15<sup>th</sup>, allowing B&F time to meet, reconsider, make the final decisions and pull together the final budget for the upcoming calendar year.
  - e. **Due by October 31<sup>st</sup>:** The final budget is due to the church office by no later than October 31<sup>st</sup> for packaging and preparation, so that it can be made available to the church body prior to the annual budget meeting.

- f. The budget is to be presented, discussed, and affirmed at a November or December Business Meeting.
14. Allow for Pastoral Team input on the "Faith" aspect of our budgeting process.
  15. Budget and Finance is ultimately responsible for determining the Church budget. If a ministry head has addressed and appealed any changes to their budget request, but still has concerns, they may request an appeal to the Senior Pastor or Chairman of Deacons, who will then seek to mediate a resolution. Note: While the Church may ultimately serve as a final court of appeals, it should be the desire of all parties to seek understanding and consensus on budget needs and priorities prior to the Business Meeting.
  16. Work with the Personnel (or Staff Relations) Team in determining new and ongoing salary & benefit budgets for all paid staff. The Personnel Team will make the salary/benefit recommendations. If B&F believes these numbers are out of line, they then must meet with the Personnel Team to arrive at a consensus. If help is needed in reaching a consensus, the Chairman of Deacons may be contacted to help mediate a resolution. Note: Budget and Finance is not to change Personnel Team recommendations unilaterally (See \* Note below). The dates for this process would follow the same due dates schedule as listed above.
  17. Participate in regular or periodically scheduled training.
  18. Each member of the Team (other than Treasurer/Assistant Treasurer) shall serve a maximum of three (3) years at a time. They can serve longer, but must have a one (1) year break after three (3) years. An exception can be made if filling out an unexpired term of less than six (6) months in one year. Greater than six (6) months will be counted as one (1) of the three (3) years.

\* Note: The Personnel Team is responsible for working with the Ministerial and Support Staff. They serve as a liaison between the Ministers and church, assisting in the monitoring of expectations and responsibilities. This team also assists the Senior Pastor in evaluating and clarifying the performance of the support staff. As Personnel works closest with the Ministerial and Support staff, they are in the best position to speak to the financial needs and responsibilities pertaining to salaries and benefits, thus the need to work closely with the B&F Team in determining any budget changes in these areas.

### **Background and Security Checks**

The Budget & Finance Team members will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.27.17     | bph              | Modified        |

**Policy 400-04  
07.27.17**



# **Building & Grounds Team Leader Job Description**

(Volunteer)

Controlling Authority: Senior Pastor  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Building & Grounds Team Leader will work directly with and under the immediate supervision of the Senior Pastor and is responsible for the Church & Church properties.

## **Team Description**

The Buildings & Grounds Team Leader is a volunteer position and is approved by the Leadership Team. This Buildings & Grounds Team shall consist of a number as determined necessary by the Building & Grounds Team Leader and the Senior Pastor; with a minimum of one member specifically to make recommendations on all items affecting décor. The purpose of this Team is to be responsible to the Church in the care of Church properties and buildings and to work with Church Leadership or their

designee(s) on the use of space and furnishings as it relates to Church Vision, programs and activities.

### **General Duties**

- Oversee the safekeeping, protection, maintenance and repair of church facilities, furnishing, and attached equipment such as heating, cooling, lighting and storage.
- To inspect Church property monthly and report findings to the Church at Business Meetings. The purpose of the inspection is to plan promptly for Church repairs, preventative maintenance work, or needed improvements.
- Make sure that all furnishings and equipment are properly working.
- Make recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.
- Make recommendations to the Budget & Finance Team as to necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
- Take actions in emergency situations regarding church facilities, furnishings and grounds.
- Serve as a resource team when the church considers securing additional or selling property and furnishings.
- Serve as a resource team in facility safety, security and crime prevention issues.
- Conduct annual inventory, inspection and evaluation of all church property and equipment.
- Make recommendations concerning maintenance and usage signage.
- Assist and support the church custodial personnel in matters related to the building and grounds.
- To develop and recommend policies and procedures about maintenance and use of buildings and properties.
- To establish outside lawn, driveway and sidewalk maintenance and improvement schedule throughout the year. This includes mowing, trimming lawn and shrubs, flower gardens, ice and snow removal and maintenance of any tools and equipment.
- To have all contracts approved by the Trustees
- To schedule and plan regular Church Workdays.
- To work with the Pastors and Church Leadership in determining and overseeing Church projects and improvements that affects the physical Church property
- Oversees the sub-teams including Décor Group, Terra Keepers, etc...
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

### **Background and Security Checks**

The Building & Grounds Team Leader and members will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

|              |                  |                 |
|--------------|------------------|-----------------|
| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
| 06.01.17     | djg              | Initial Issue   |
| 07.26.17     | bph              | Modified        |

**Policy 400-05**  
**06.01.17**



# **Church Clerk Job Description**

(Volunteer)

Controlling Authority: Church Secretary  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Church Clerk will work directly with and under the immediate supervision of the Church Secretary and is responsible for a number of clerical duties related to the church. The church clerk is a volunteer position that is approved by Church Leadership Team and shall be assigned as needed.

## **Responsibilities**

- Maintain an accurate roll of the Church Membership with dates of admission, termination of membership, baptism, deaths and other pertinent information.
- Process letters of dismissal as voted on by the church
- Process letters of Church Membership transfer as required
- Prepare and mail the annual church profile

- Attend the Church Council/Church Leadership Meeting and Business Meetings as scheduled.
- Prepare accurate and complete minutes of all Business Meetings, Special Business Meetings and transactions made and approved by the church and make them available to the Church body.
- Prepare accurate and complete minutes of all Church Leadership Meetings and distribute minutes to the Leadership Team.

In the event the Church Clerk cannot perform the above responsibilities or attend the required meetings, the Assistant Church Clerk will be relied upon to accept those responsibilities.

### **Background and Security Checks**

The Church Clerk will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |

**Policy 400-06  
06.01.17**



# **Church Leadership Team Description**

(Ministerial Staff & Volunteers)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Church Leadership Team will work directly with and under the immediate supervision of the Senior Pastor and is responsible to assist the church in fulfilling its mission and to coordinate and evaluate its work.

## **Team Description**

The Church Leadership Team serves the congregation as a planning and advisory organization. It is important that the Team focus on the total work of the church. The Team does not have authority over the organizations and ministries of the church.

The members of the team are the pastors (the senior pastor is the chairperson of the Team), ministerial staff members, deacon body chairman, ministry chairpersons (which ministries should be clarified in the Bylaws), and other key leaders deemed necessary.

### **General Duties**

- Help the church understand its Biblical mission and define priorities
- Guide the church to write mission, vision, and core value statements
- Coordinate studies of the church and community needs
- Recommend to the church an annual calendar of coordinated plans for evangelism, discipleship, fellowship, missions, ministry and worship
- Coordinate the church's schedule of activities, special events, and use of the facilities
- Evaluate progress and priority use of church resources
- Make regular reports to the church
- Lead the church to celebrate the victories and blessings from God
- Model for the church cooperation as a basis of church ministry

### **Background and Security Checks**

The Church Leadership Team members will be required, as a minimum, to comply with section (A) of policy 500-04 / Background and Security Checks. Individual ministry positions may be required to comply with additional sections.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 07.01.17     | djg              | Initial Issue   |

**Policy 400-07  
06.01.17**



# **Church Moderator Job Description**

(Volunteer)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Church Moderator is responsible for moderating the General Membership meetings of the church.

## **Description of Position**

Appointed by the Senior Pastor, the Moderator shall preside at all business meetings of the Church. The moderator shall follow the latest edition of Robert's Rules of Order in regards to procedure; or may follow the church's own workable rules based upon Scripture and with consensus of the church. In the absence of the Moderator, one of the Pastors shall carry out the duties of the Moderator. In the absence of the Pastors, the Chairman of Deacons shall call the meeting to order and carry out the duties of the Moderator.

### **General Duties**

- Work with the other key leaders and church staff to develop an agenda for the church business meetings.
- Maintain the church fellowship through information and participation.
- Conduct orderly business meetings following church bylaws and parliamentary procedure, using a fair and impartial manner.
- Clarify church business for later action.
- Keep the business meetings on course.
- Consult with church staff and clerk in preparation of and evaluation of the church business meeting agenda.
- Evaluate the business meetings of the church and propose changes when necessary, in consultation with other key leaders.

### **Background and Security Checks**

The Church Moderator will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |

Policy 400-08  
06.01.17



# **Constitution – Bylaws – Policies Team Job Description**

(Volunteer)

Controlling Authority: Senior Pastor  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Constitution – Bylaws – Policies (CBP) Team will work directly with and under the immediate supervision of the Senior Pastor and is responsible for the review and updating of the Church's Constitution and Bylaws when required.

## **Team Description**

The CBP Team is a volunteer position that is comprised of between 3 and 5 team members and will be instituted as needed to evaluate the Church's Constitution. The team members will be approved by the Church Leadership Team.

### **Guidelines to update current Constitution and Bylaws**

1. Study the content of the current Constitution and Bylaws.
2. Locate and compile all written copies of Policies and Procedures the church has already approved.
3. Interview all program leaders, team chairpersons and staff to discover what policies and procedures pertaining to Constitution and Bylaws are being used that have not been written down.
4. Codify all policies and procedures that are being used, but have not been written down as discovered by the interviews conducted in step 3.
5. Compile and assimilate all changes in a comprehensive first-draft rewrite of the Constitution and Bylaws.
6. Agree on a comprehensive first-draft rewrite document.
7. Take the comprehensive first-draft rewritten document, section by section, back to the program groups, councils, teams, and staff affected by the documents to obtain additional input.
8. Make necessary changes to each section of the document after completing step 7 and agree on them in committee.
9. Bring each section of the completed document to the church for approval and implementation.
10. Receive suggestions, input, matters referred from the church, etc., and make recommendations back to the church on these issues and other matters concerning Constitution-Bylaws- Policies.

Note: Any changes to the current Constitution and By-Laws must follow a specially called Membership Meeting, with at least two-week advance notice, and will require a seventy-five percent vote or more affirming the changes before they can become official. Policy changes need only be affirmed by majority vote at any scheduled Membership Meeting. A rule of thumb is that By-Laws should reflect the most essential elements governing the church and should be changed or modified very infrequently. Policies are designed to reflect current practice of the church and may be modified or changed as needed.

### **Background and Security Checks**

The CBP Team will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

Date:            Initials:            Changes:

06.01.17 djg

Initial Issue

**Policy 400-09**  
**07.27.17**



# **Counting Team Job Description & Procedures**

(Appointed/Elected Volunteer)

Controlling Authority: Treasurer

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Counting Team is responsible for the counting, recording and depositing of all monies received by tithes and offerings.

## **Counting Team Leader**

It is the responsibility of the Counting Team Leader to provide leadership and oversight for the Counting Team. They are to coordinate as necessary and as required with

Treasurer/Church Bookkeeper and Financial Secretary in the reporting of all church monies received through tithes and offerings.

It is the responsibility of the Counting Team Leader to submit a list of current and prospective counters to the Senior Pastor each year for approval before they are called or retained.

**General Duties of the team leader:**

- To be responsible for the counting, recording and depositing of all Church monies except as noted below.
- To follow Church adopted policies and procedures in recording of Church monies.
- To secure proper materials needed for counting.
- To maintain the confidentiality of both the gift and the giver.
- To make sure at least two Counting Team members are present in the counting of monies.
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

**Policies & Procedures for Counting Team**

**1. PURPOSE**

This policy relates to the counting, recording, depositing, and reporting of the monies collected by the Church (ESBC) whether through normal church services or through special offerings. This does not include monies given through electronic giving. Those monies are handled through the Church's Bookkeeper.

**2. SCOPE**

This policy applies to all people involved in counting Church monies.

**3. POLICY STATEMENT**

- The purpose of the Counting Team is the counting, recording, depositing, and reporting of the monies collected by the Church (ESBC) whether through normal church services or through special offerings.
- The Counting Team shall consist of at least six (6) members.
- Because of the sensitive and confidential nature of this team, it is the responsibility of the Counting Team Leader to submit a list of current and prospective counters to the Senior Pastor each year for approval before they are called or retained.
- The monies are typically collected by the ushers during the worship services and are then turned over to the Counting Team. Church offerings should not be left

unattended. They should be locked in safe and counted as soon as possible after being collected.

- Confidentiality is definitely a priority for a counter. Nothing that is seen or heard in the counting room is to be repeated outside the counting room, or in any other way taken from the counting room. If a counter feels the need to discuss something that has taken place in the counting room, the counter must discuss the issue first with the Counting Team Leader and/or with the Financial Secretary. If it needs to be taken further, the Counting Team Leader and/or the Financial Secretary must accompany the counter to a higher authority (i.e. one of the Pastors or Chairman of Deacons).
- Accountability is as important as confidentiality. If the commitment of confidentiality is broken, the individual(s) will be removed from the team of counters. The Counting Team at ESBC has a "Principle of Two". No one person counts the offering alone. Two persons count the cash, each creating a separate tally sheet. Two persons run a calculator tape on the checks. Each counter initials the sheet that goes to the accounting department, showing that they are responsible for the totals on the accounting sheet.
- No uncounted monies are ever deposited. Uncounted monies must be made known to the Counting Team Leader, another counter and/or the Financial Secretary before being put in a safe place to hold until the next opportunity to include it with an offering being counted.

#### **4. PROCEDURES FOR COUNTING THE OFFERING**

- All checks not in envelopes are first given to the Counting Team Leader for a record of receipt to be made. The checks are then returned to the counters to be included with the regular offering for counting and deposit.
- All envelopes are opened and the amount found inside the envelope is verified with the amount written on the outside of the envelope. If nothing is noted on the outside of the envelope, the counter will write the name and amount, showing any break-down of funds (e.g. \$100.00 tithe/general offering & \$50.00 benevolence/or other designated = \$150.00 total). Check numbers are also written on envelopes.
- Any envelopes that show designated funds are kept separate from the envelopes that show only tithing. The Financial Secretary must know the amounts designated for recording purposes and in order to be able to determine the amount of offering received for budget. Any questions about a receipt of tithe or donated gift should be directed to the Financial Secretary.
- After the cash has been counted by two counters and they have agreed on the amount received, the coins are placed in a coin envelope for deposit, and the

bills are kept in one bundle. If there are more than 50 one-dollar bills, fifty are bundled together and bound with a rubber band, but kept with the other bills for deposit.

- After the checks have been stamped with the church's "for deposit only" stamp and have had two tapes run by two separate counters, and the two have the same amount for the total, the checks are wrapped with one of the tapes for deposit.
- A copy of the check's tape and a copy of the deposit ticket are stapled to the Accounting Sheet, along with any deposit slips or any other paper work available.
- The Counting Team Leader is responsible for completing the Accounting Sheet that goes to the Church's Bookkeeper.
- The bills, coins and checks are placed in a bank deposit bag, along with a completed deposit ticket. The bag is locked (the keys are kept in the brown supply box), and is ready to be taken to the bank. The Counting Team Leader takes the deposit to the bank and gives it to a teller for processing. The bank deposit bag and the receipt provided by the teller are returned to the church. The receipt is given to the Church Bookkeeper.
- The completed accounting sheet is placed in the Counting Team's cabinet drawer along with the supply box. The bank deposit bags, coin envelopes and unused accounting sheets are found in the same drawer. The calculator is kept in the lower part of the cabinet.

### **Background and Security Checks**

The Counting Team Leader and members will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

#### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.26.17     | bph              | Modified        |

**Policy 400-10**  
**06.01.17**



# **Custodial Services**

## **Job Description**

(Paid Contractor)

Controlling Authority: Buildings & Grounds Team Leader  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: None

### **Principle Function**

The Custodial Service Team will work directly with and under the immediate supervision of the Buildings & Grounds Team Leader and is responsible for the general cleaning of the church.

### **General Duties**

- The Custodian is responsible for providing all and adequate personnel, trained in proper cleaning and janitorial methods to properly and satisfactorily maintain the church as outlined below.

- The days of services will be agreed upon between the Building’s & Grounds Team Leader and the Custodian. There will be no cleaning services performed on a Sunday.
- It will be the Custodian’s responsibility to maintain the location of the keys at all times and not to give the keys to any person not under their supervision for the purpose of cleaning the church.
- The Custodian shall ensure that only their workers are permitted on/in the church premises during the performance of duties. The Custodian will be held directly responsible for damages or breaches of security caused by its workers.

**Revision History**

Date: 06.01.17      Initials: djg      Changes:  
Initial Issue

**SPECIFIC DUTIES FOR CUSTODIAL PERSONNEL**

|                            |                       |  |
|----------------------------|-----------------------|--|
| <b>Sanctuary</b>           | <b>Twice per week</b> | <input type="checkbox"/> Pick up all papers from seats and backs of chairs<br><input type="checkbox"/> Straighten song books and Bibles in seats<br><input type="checkbox"/> Vacuum all carpeted areas<br><input type="checkbox"/> Dust piano and electric keyboard<br><input type="checkbox"/> Empty waste receptacles              |
|                            | <b>Once per week</b>  | <input type="checkbox"/> Check corners for cob webs<br><input type="checkbox"/> Clean rooms on each side of baptistry<br><input type="checkbox"/> Dust window sills  |
| <b>Foyer &amp; Hallway</b> | <b>Twice per week</b> | <input type="checkbox"/> Vacuum all carpeted areas<br><input type="checkbox"/> Clean water fountains<br><input type="checkbox"/> Clean water bottle dispenser tray<br><input type="checkbox"/> Empty waste receptacles   |
|                            | <b>Once per week</b>  | <input type="checkbox"/> Clean all glass doors inside and out<br><input type="checkbox"/> Clean foyer windows with window cleaner<br><input type="checkbox"/> Clean fingerprints off walls, as needed  |
| <b>Restrooms (9)</b>       | <b>Twice per week</b> | <input type="checkbox"/> Scrub all fixtures in all bathrooms with disinfectant inside and out<br><input type="checkbox"/> Sweep and mop floors including baseboards<br><input type="checkbox"/> Check toilet tissue and paper towels to ensure adequate supply, refill as needed<br><input type="checkbox"/> Empty waste receptacles |
|                            | <b>Once per week</b>  | <input type="checkbox"/> Clean mirrors with glass cleaner  |
| <b>Stairways (2)</b>       | <b>Twice per week</b> | <input type="checkbox"/> Sweep stairs  |
|                            | <b>Once per week</b>  | <input type="checkbox"/> Clean stairs with cleaning solution<br><input type="checkbox"/> Clean fingerprints off walls, as needed<br><input type="checkbox"/> Dust baseboards   |

|   |                       |   |
|---|-----------------------|---|
| <b>Classrooms</b>                         | <b>Twice per week</b> | <input type="checkbox"/> <b>Empty waste receptacles</b><br><input type="checkbox"/> <b>Wipe off all tables</b>  |
|   | <b>Once per week</b>  | <input type="checkbox"/> <b>Vacuum all carpeted areas</b><br><input type="checkbox"/> <b>Sweep and mop all floors</b>   |
| <b>Offices</b>                            | <b>Twice per week</b> | <input type="checkbox"/> <b>Vacuum floor</b><br><input type="checkbox"/> <b>Empty waste receptacles</b>   |
|   | <b>Once per week</b>  | <input type="checkbox"/> <b>Dust pastors and secretary's work area</b><br><input type="checkbox"/> <b>Dust windowsills</b>  |
| <b>Nursery</b>                            | <b>Twice per week</b> | <input type="checkbox"/> <b>Clean tables, counters with disinfectant cleaner</b><br><input type="checkbox"/> <b>Mop &amp; vacuum floors</b><br><input type="checkbox"/> <b>Empty waste receptacles</b>                          |
|   | <b>Once per week</b>  | <input type="checkbox"/> <b>Dust baseboard</b>  |
| <b>Fellowship Hall &amp; Kitchens (2)</b> | <b>Twice per week</b> | <input type="checkbox"/> <b>Wipe down counters &amp; stove</b>  |
|   | <b>Once per week</b>  | <input type="checkbox"/> <b>Sweep &amp; mop floors</b><br><input type="checkbox"/> <b>Empty waste receptacles</b>   |
|   | <b>Twice a year</b>   | <input type="checkbox"/> <b>Check corners for cobwebs</b>   |
|   | <b>Once a year</b>    | <input type="checkbox"/> <b>Top Scrub the floors (Sub-Contracted)</b><br><input type="checkbox"/> <b>Strip &amp; Wax floors (Sub-Contracted)</b>  |
| <b>Other</b>                              | <b>As needed</b>      | <input type="checkbox"/> <b>Report maintenance and repair issues to Church Office</b><br><input type="checkbox"/> <b>Report supply shortages to ensure sufficient supply (trash bags, tissues, toilet paper, cleaners, etc)</b> |

**Policy 400-12**  
**06.01.17**



# **Director/Minister of Children's Ministries Job Description**

(Appointed/Elected Volunteer)

Controlling Authority: Associate Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Director/Minister of Children's Ministries will work directly with and under the immediate supervision of the Associate Pastor and is responsible for all the children's programs of the church.

### **Position Description**

The Director/Minister of Children's Ministries shall be selected by the Pastoral staff and approved by the Leadership Team.

The Director/Minister of Children's Ministries is to plan, coordinate and execute all ministries and activities associated with Children including but not limited to; Sunday School, Children's Church, Vacation Bible School, Nursery, Impact Kids, Bible Buddies, etc.

The Director/Minister of Children's Ministries in cooperation with Buildings & Grounds Committee and Trustees are to make sure all areas are "child-safe".

The Director/Minister of Children's Ministries is to cooperate with and be accountable to the Pastors and Church Leadership in the pursuit of the overall vision and unison of the Church.

The Director/Minister of Children's Ministries may delegate responsibility and select leaders to oversee any part of the Children's Ministry; however, the Director/Minister of Children's Ministries is responsible for the overall operation of all activity. The Director/Minister of Children's Ministries must make sure all workers associated with the Children's Ministry have completed a background and security checks as outlined in policy 500-04 (Background and Security Checks).

Note: If it involves children, it falls under the responsibility of the Director/Minister of Children's Ministries.

### **Qualifications**

- The Director/Minister of Children's Ministries must have made a profession of faith in the Lord Jesus Christ and have been baptized by immersion.
- He will have a self-awareness of receiving a call from the Lord for his ministry, having had the call confirmed by others in the body of Christ.
- He should possess, or be developing the following:
  - ❖ A teachable spirit, desiring to grow as a person and as a leader (willing to be mentored by an experienced Senior Pastor/Associate Pastor);
  - ❖ A proven ability to involve others in planning and decision-making;

- ❖ An integrity of person, and a demonstration of those character qualities that are represented by the list of the fruit of the Spirit in Galatians 5:22-23, and a willingness to continue to grow in the development of such characteristics;
  - ❖ A pattern of spiritual growth that is evidenced by a life of prayer, personal obedience to the Word of God and the proven ability to discern the Lord's will and guidance in decision making;
  - ❖ The ability to listen effectively and to communicate clearly, both orally and in written form;
  - ❖ Possess exceptional speaking skills and the ability to speak confidently before groups;
  - ❖ An understanding of his ministry that is being developed through disciplined times of reading and studying the Word.
- He will seek to be faithful in seeking the Lord in his own life, as well as in his marriage and family, if applicable, always striving to keep Christ the vital focal point in life.

### **General Duties**

- To present a recommendation to the Church Leadership for dates for Sunday School activities
- To enlist teachers and helpers
- To coordinate space assignment for all classes
- To provide training to teachers as needed and to promote attendance at training offered by the Church, State and Association Southern Baptist Conventions
- To research and select appropriate literature to be used in this ministry
- To present a report when appropriate at regularly scheduled business meetings
- To submit the budget requests to the Budget & Finance Team for all supplies, literature and other expenses.
- To recommend purchase of furnishings and supplies.
- To approve purchase requests and reimbursements for all expenses
- To make every effort to provide nursery coverage for all Worship Services
- To present a recommendation to the Church Leadership for dates for Vacation Bible School
- To enlist Vacation Bible School teachers and helpers.

### **Background and Security Checks**

The Director-Minister of Children's Ministries will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

### **Revision History**

|              |                  |                 |
|--------------|------------------|-----------------|
| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
| 06.01.17     | djg              | Initial Issue   |

**Policy 400-13**  
**06.01.17**



# **Financial Secretary**

## **Job Description**

(Appointed/Elected Volunteer)

Controlling Authority: Treasurer

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Financial Secretary will work directly with and under the immediate supervision of the Treasurer and is responsible for maintaining the church financial records and preparing financial reports.

### **Appointment**

The Financial Secretary shall be appointed by the Senior Pastor and Leadership Team and voted for during a Church Business Meeting.

### **General Duties:**

- Maintain confidentiality of all financial records
- Maintain a record of all gifts to the church
- Supplies each member with a duplicate annual report of his or her contributions
- Supplies offering envelopes to all members
- Provide quarterly reports upon request
- Works with Church secretary and bookkeeper to ensure records are backed up and secure.

Note: The Senior Pastor may request to know if a prospective candidate for Church leadership appears to contribute consistently to the life of the Church through tithes and offerings before they are considered for that position (including Deacons). No specifics are to be given.

### **Background and Security Checks**

The Financial Secretary will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |

**Policy 400-14**  
**07.27.17**



# **Greeters Job Description**

(Volunteer)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Greeters Team Leader will work directly with and under the immediate supervision of the Senior Pastor. The members of the Greeters Team are responsible to the Team Leader. The members of the Greeters Team may be the first person that a visitor encounters when coming to the Church and as such will also be the first impression of the Church.

### **Greeters Team Leader Duties**

(Appointed by Pastor/Leadership Team – Volunteer)

1. Oversee the ministry.
2. Provide training for greeters.
3. Designate and provide resources for guests.
4. Set-up schedule and coordinate coverage.
5. Ensure that Greeters have name-tags.
6. Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

### **General Team Member Duties**

1. Greeters will be scheduled each week to cover a certain door (schedule made out by ministry leader). NOTE: If unable to serve on scheduled Sunday, please contact a substitute greeter and notify ministry leader.
2. When scheduled to serve, greeters must be available to perform the following:
  - Be ready to greet 15 minutes before each scheduled service/program and stay 5 minutes after start of service/program.
  - There should be TWO greeters at each of the front entrances.
  - Greet everyone, but prioritize potential visitors.
  - Always have and be familiar with the Sunday schedule to give to visitors.
  - Be aware of any special elective classes or other changes to the normal Sunday schedule.
  - Assist visitors in locating classroom and introduce them to teacher, if possible.
  - Do not allow conversations with friends to distract from watching for visitors.
  - Be willing to greet on special occasions, as needed.
  - All greeters are expected to regularly attend Sunday school and the worship services when not on duty.

### **Background and Security Checks**

The leader and members of the Greeters Team will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

### **Revision History**

Date:            Initials:            Changes:

06.01.17     djg     Initial Issue  
07.27.17     bph     Modified

**Policy 400-15**  
**07.27.17**



# **Personnel Team Job Description**

(Appointed/Elected Volunteer)

Controlling Authority: Senior Pastor  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Personnel Team Leader will work directly with and under the immediate supervision of the Senior Pastor. The principle functions of this Team are to provide performance and compensation reviews of paid staff; to understand their needs in a confidential atmosphere; and to assist the pastoral staff concerning the need for additional paid staff when vacancies or needs occur.

### **Team Makeup**

The Personnel Team shall be composed of a minimum of three members but not to exceed five members. Team shall elect its Leader annually.

Length of service: 5 years. May be elected to serve again after 1 year off.

### **Qualifications**

- Must be a Church member for minimum of one (1) year, and in good standing
- Nominated by Pastoral staff and affirmed by Leadership Team

### **General Duties**

- To assist Pastoral Staff and/or Leadership Team in writing and/or reviewing job descriptions and/or church covenants.
- To periodically review and revise policies controlled by the Personnel Team – minimum of once a year.
- Assist the staff and other key leaders concerning the need for additional church staff positions and when there are staff vacancies.
- Recruit, interview, and recommend to the church new employees.
- To make recommendations to the Pastor for dismissal of staff members if necessary.
- To have the responsibility of advising all staff members, before employment, of the nature and scope of their duties as outlined in their job descriptions.
- To negotiate beginning salaries, recommend salary increases within budgeted funds and/or recommend salary reductions. If sufficient funds to implement the recommendations are not provided in the approved budget, the committee shall report the need for additional funds to the Budget & Finance Team for further consideration.
- The Personnel Team coordinates with Budget and Finance Team in determining the annual budget for Salaries and Benefits for paid staff.
- To assist and advise the Senior Pastor at his request with problems pertaining to staff.
- Approximately every six (6) months, or more often if circumstances warrant, meet with the Chairman of Deacons or all the deacons, during their regular meeting, in order to discuss concerns the deacons may have on behalf of their deacon families.
- To perform annual evaluation of the Senior Pastor.

- To work with the Senior Pastor to perform annual evaluations of all paid staff members, being particularly focused on helping staff to be as successful as possible. This includes making recommendations in staff's benefits, compensation and addressing any concerns or grievances.
- To report budget needs to the Budget & Finance Team.

### **Background and Security Checks**

The Personnel Team leader and members will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.27.17     | bph              | Modified        |

**Policy 400-17**  
**07.27.17**



# **Senior Adult Team Description**

(Volunteer)

Controlling Authority: Associate Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Senior Adult Team Leader will be nominated by and work directly with and under the immediate supervision of the Associate Pastor. The Team Leader will be voted on by the Leadership Team. The team members are under the supervision of the team leader. The team is responsible for the fellowship and outreach functions pertaining to the senior adults of the Church.

### **Statement of Purpose**

The Senior Adult Ministry shall be charged with the primary responsibility of promoting and conducting activities that channel and utilize the talents of senior adults. The Senior Adult Ministry speaks to, utilizes the talents of, and specifically reaches senior adults in the Church and in the community.

### **Organization and Responsibilities**

- The Senior Adult Team leader and team members will provide operational management for senior activities and coordinate activities designed for senior adults with the Church Leadership Team. The team will also consider ways that senior adults can strengthen and be better served by ongoing Church activities.
- The Joy Club will function as a part of the larger Senior Adult Ministry and may have a separate leader and team to assist the leader in planning and coordinating activities.
- The Senior Adult Ministry will strive to have a balanced emphasis within the following areas: spiritual enrichment, social/fellowship activities, learning opportunities, services needed, and service opportunities.
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

### **Background and Security Checks**

The Senior Adult Team leader will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.27.17     | bph              | Modified        |

**Policy 400-18**  
**07.27.17**



# **Treasurer/Assistant Treasurer**

## **Job Description**

(Appointed/Elected Volunteer)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Treasurer/Assistant Treasurer will work directly with and under the immediate supervision of the Senior Pastor and is responsible for the financial report of the Church.

### **Position Description**

The Treasurer/Assistant Treasurer shall be recommended by the Senior Pastor and voted for by the Leadership Team. The Treasurer/Assistant Treasurer receives, preserves and pays out all money or things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements. Payment of salaries, bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check.

It shall be the duty of the Treasurer/Assistant Treasurer to comply with all applicable tax laws. It shall be the duty of the Treasurer/Assistant Treasurer to present every month, to the Church Office, an itemized financial report of all receipts and disbursements for the preceding month. A full financial report shall be presented in the regular membership meetings. Within thirty days after the end of the each fiscal year, an annual financial report shall be presented to the Church for approval. A copy of this report shall be delivered to the church and a duplicate sent to the Church office for permanent filing.

The Treasurer's/Assistant Treasurer's report and records shall be audited annually, or as requested by Church Leadership, but at least every three (3) years by the Church's auditing committee and if necessary a public accountant. All books, accounts and records kept by the Treasurer/Assistant Treasurer shall be considered the property of the Church. The financial records shall be open to inspection by any member of the Church.

### **General Duties**

- Maintain adequate records of all church funds received and disbursed, reconciling bank statements and correct ledgers as needed.
- Sign checks in accordance with church policies and procedures; examining supporting data for all check requests and issue checks for co-signature.
- Make monthly and annual financial reports to the Leadership Team, church membership meetings and the church body.
- Serve as a member of the Budget & Finance Team and Church Leadership.
- Oversee the financial ministries of the church except Audit Team.

- Recommend policies and procedures to the appropriate church committees, bodies, boards, and organizations for receiving, accounting, disbursing, and reporting church monies.
- Ensure the accounting system provides adequate internal controls to protect all funds, records and workers.
- Ensure that funds and gifts are used according to instruction from the congregation or as directed by the contributor.
- Update and maintain guidelines approved by the Internal Revenue Service for the provision of tax credits which involve non-cash gifts.
- The Treasurer/Assistant Treasurer shall work with the Budget and Finance Team in determining the annual Church budget to be submitted for Church approval.
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

Note: All records of specific gifts and offerings given by individuals are maintained by the Financial Secretary, and are not open for Church inspection.

### **Background and Security Checks**

The Treasurer/Assistant Treasurer will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.27.17     | bph              | modified        |

**Policy 400-19  
06.01.17**



# **Trustees Job Description**

(Appointed/Elected Volunteer)

Controlling Authority: Senior Pastor  
 Policy Control: Personnel Team  
 Revision: 06.01.17  
 Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Trustees are church officers, and serve as the legal representatives in all transactions pertaining to church property. They hold legal title to the church property and sign all documents related to the purchase, sale, mortgaging, or long term rental of church property after approval by the church in regular business session. The Trustees will work directly with and under the immediate supervision of the Pastor.

### **Team Description**

The number of Trustees shall be determined by the needs of the church with a minimum of three (3). Each Trustee is to serve no more than six (6) consecutive years.

The Trustees shall be the legal representatives of the church. They shall hold in trust the church property. Under the direction of the Leadership Team and upon specific affirmation of the church in regular business session authorizing each action, the Trustees shall execute the directives of the church be it to buy, sell, mortgage, lease or transfer church property. When legal or contractual documents require signatures, they shall sign said documents related to church-approved matters. The Trustees shall review that all property is adequately insured. The Chairman of Trustees also serves as Corporation President; with one other member of the Trustees designated as Secretary-Treasurer of the Corporation.

Trustees shall be nominated by the Leadership Team and approved by the Church body by a simple majority vote at the General Membership Meeting or other special Membership Meeting called for such purpose. The duties of the office shall be fully presented to the nominees before their names are presented to the church for election.

The Trustees shall be required to meet at least twice a year. The first meeting should be in the beginning of the year so as to elect officers as required above.

### **Additional Duties**

- In concert with the church's Administrative Assistant and/or Church Clerk, maintain inventory of all legal documents. Legal documents include mortgage loans, property deeds, and insurance.
- Counsel with church staff, key leaders, committees or organizations concerning legal matters, as well as safety and security of the church body and facility.

### **Background and Security Checks**

The Trustees team leader and members will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |

**Policy 400-20**  
**07.27.17**



# **Ushers Job Description**

(Volunteer)

Controlling Authority: Senior Pastor  
Policy Control: Personnel Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Usher Team Leader will work directly with and under the immediate supervision of the Senior Pastor. The team members are under the supervision of the team leader. The team is responsible for a multiple functions in the sanctuary during service.

## **Usher Team Leader**

The team leader is responsible to enlist and recommend ushers to serve at all services, including seasonal services (such as Christmas Eve).

### **Team Leader Duties (if unavailable to do, a designee should be assigned):**

- Should arrive early in order to make sure appropriate doors are open, lights are on, and AC/heat is adequate.
- Check the restrooms and entranceways for cleanliness.
- Check Sanctuary for cleanliness and that furniture is in order.
- Make sure bulletins, handouts, guest cards, and other needed materials are out and in their proper place.
- Make sure that offering plates are placed along the front row of seating in the Sanctuary.
- Make the pastors or appropriate ministry leaders aware of any noticed deficiencies.
- Check with the Worship Leader before the service commences regarding the order and flow of the service, and taking note of when the ushers are to come forward to take of the offering, and/or otherwise assist in the service.
- Do a head count of the church attendance each Sunday.
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

## **General Team Members**

### **General Team Duties:**

- To serve at requested services, including seasonal services.
- Introduce guests to pastor, staff and members.
- Take up the offering at each service, unless otherwise instructed.
- Two ushers should accompany the Counting Team representative as they store the offering.
- Assist in emergency situations and crises.

In Conjunction with the Greeting Ministry:

- Ushers are to assist in welcoming people in the Sanctuary by introducing themselves with a warm welcome and smile, providing them with a bulletin/outline if they don't have one and assist them in finding a seat. (Note: most will prefer to not sit in the front row; it would be good to ask them for a preference. Try to place them near one of our Deacons or outgoing church members).
- Assist people as needed after the conclusion of the service.
- Assist in the formal welcome of guests at special services.

**Background and Security Checks**

The Ushers team leader will be required to comply with section (A) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 07.27.17     | bph              | Modified        |

**Policy 400-21  
07.27.17**



**Van Ministry Team  
Job Description  
(Volunteer)**

Controlling Authority: Senior Pastor  
Policy Control: Personnel Team  
Revision: 06.01.17  
Effective Date: June 01, 2017  
Related Policies: 500-04 (Background and Security Checks)

### **Principle Function**

The Van Ministry Team Leader will work directly with and under the immediate supervision of the Senior Pastor. The Van Ministry Team members will be under the immediate supervision of the Team leader. The team is responsible for all things that deal with the vehicles owned by the Church.

### **Team Description**

The Van Ministry Team shall be composed of at least three members (or a number agreed upon between the Team Leader and the Pastors). The purpose of this Ministry is to facilitate the availability and use of the Church van for those ministries and activities that request or require the use of the Church's vehicles.

Another of the principle functions of this Ministry is the transport of members and guests to Church services and functions.

### **Team Leader Duties**

- To maintain the van(s) in safe mechanical condition.
- To ensure tag, insurance and inspection dates are maintained in concert with Trustees.
- To coordinate van use for all activities including Children's & Youth Ministry, Sunday School activities, Discipleship Training and other special needs.
- To maintain a list of approved drivers for each function.
- To maintain route schedules.
- To maintain key use and gasoline fill-up.
- To have a sign-up sheet available for use for priority purposes.
- To maintain a list of who is driving and when; and where the van(s) is when it is away from the Church parking lot.
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

### **Background and Security Checks**

The Van Ministry Team leader and members will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 06.01.17     | djg              | Initial Issue   |
| 06.27.17     | bph              | Modified        |

**Policy 400-22  
07.27.17**



# **Women's Enrichment**

# Ministry Team

(Volunteer Position)

Controlling Authority: Senior Pastor

Policy Control: Personnel Team

Revision: Initial Issue

Effective Date: Month Day, 2015

Related Policies: 500-04 (Background and Security Checks)

## **Principle Function**

The Women's Ministry Team Leader will work directly with and under the immediate supervision of the Senior Pastor and is responsible for the total women's ministry of the church. Each of the sub-team leaders are under the immediate supervision of the Women's Ministry Team Leader.

## **Ministry Goal**

To set the vision for and oversee the activities of women's ministry in the church.

## **Women's Ministry Team Leader**

### **Position Description:**

The woman called to this position will encourage women of all ages to grow in their relationship with Jesus Christ through learning, sharing, and serving. This person will provide discipleship and leadership development, oversee and encourage Women's Ministries, identify spiritual gifts and come along side with relational and fun events. This person will be prayerful, a servant leader, a team player and a gracious encourager.

### **Qualifications:**

- Pastor has approved her leadership
- Support/Blessings of decision to serve by husband and family if applicable
- Public and private life consistent with Biblical Standards
- Consistent and vibrant walk with Christ
- Faithful, available, and teachable
- At least two years as a church member of ESBC
- Administrative skills with follow-through skills and attention to details
- Strong delegation skills
- Excellent time management skills
- Be able to relate to women of all ages

- Have a heart for women and a desire to have women grow in their faith and to see women connect with each other.
- Must be sensitive with regard to confidential information

### **Responsibilities:**

- Help to identify, build and foster participation in existing and future Women's Ministries
- Delegate, train and support women in leadership of Women's Ministry groups
- Assist in coordinating Women's Bible Studies, Sunday School Classes and small group studies with Pastor of Discipleship
- Attend/Participate in the Church Leadership Team
- Participate in planning the Annual Women's Ministry calendar, programs, events and retreats including an annual Women's Ministry Team Planning Retreat
- Set and maintain the vision and purpose for women's ministries
- To oversee all of the women's ministry activities
- Compile a master calendar of events to submit to the Church Office
- Compile/Estimate a budget for the team
- Keeps the pastors and staff informed of ministries/activities
- Oversees women's ministry meetings
- Stays in contact with women's ministry team coordinators
- Evaluate the needs of the women of the church and community
- Pray and seek God's leadership, "His" plan, not ours
- Keep in regular contact with Communication Director for updating ESBC website and social media.
- Identify and train an assistant who can serve as back-up leader in your absence, or take over the ministry should you move to another area of ministry.

## **Specialty Women's Ministry Sub-Teams**

The Director may elect to delegate responsibilities into smaller specialized teams. Each will be lead by a coordinator picked by the Women's Enrichment Ministry Team Director. Each coordinator will be responsible to submit calendar events, budgets, expenses to the Director. Some suggested teams are:

### **Small Group Bible Study Coordinator:**

- Will coordinate small group bible studies for women in the church and community
- Help select material to be used – must be approved by Director and Associate Pastor
- Select facilitator, meeting place, date and time
- Advertise bible study

### **Special Event Coordinator:**

- Coordinate special events for women in the church and community which may include such things as:
  - Spring Jubilee
  - Secret Sister Dinner
  - Tea for moms and new babies for the year (fall event)
  - Other future events for the good of the women in the church and community
- Select a team to plan and coordinate all aspects for each event

**Retreat and Conference Coordinator:**

- Will coordinate retreats and scheduled conferences for women in the church and community
- Responsible for all aspects of the event, i.e., advertise, schedule transportation, collect registration fee, etc...

**Secret Sister Coordinator:**

- Maintain the list of Secret Sisters and pairings

Other Specialty groups could include ministries to Young Women, Single Women, Mothers, Divorced, Shut-ins, etc...

**Background and Security Checks**

The Women’s Enrichment Ministry Team leader will be required to comply with sections (A), (B) and (C) of policy 500-04 / Background and Security Checks.

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 07.27.17     | bph              | Initial Issue   |

**500 – Administrative Policies**

*Policies and Procedures*



**Policy 500-01**  
**07.27.17**

east/shore  
BAPTIST CHURCH

# Church Purchases and Reimbursements Policy

Controlling Authority: Budget and Finance Team & Pastors

Policy Control: Personnel Team

Revision: 01.29.06

Effective Date: January 29, 2006

Related Policies: None

## 1. PURPOSE

This policy relates to the use of Church funds in purchases and reimbursements that affect East Shore Baptist Church in Harrisburg, PA (hereinafter, the “Church”).

## 2. SCOPE

This policy applies to all pastors, staff, and congregational members.

## 3. POLICY STATEMENT

When a dollar comes into the church through our General Offering it becomes not a ministry’s money, and not the church’s; it then becomes the Lord’s money. God holds us accountable for His money, and that includes not just the pastors, or leaders, but everyone who is genuinely Christian and everyone who is a member of His church. In His Word, God calls us “stewards”, which also means “manager”; and He tells us that we, who are stewards, are to be faithful (e.g. 1 Corinthians 4:2). We are to be responsible for what is His in both what we use or spend, and what we use or spend it on.

The Budget process is designed to plan for and facilitate the “doing” of the Lord’s work in a given year through various ministries over which the Pastors and Ministry Heads exercise leadership, responsibility, and accountability. The Budget process is further designed to streamline and make more functional the expending or utilization of monies needed in and by a ministry according to the monies designated and approved in the Annual Budget, as well as monies given to and made available through the General Offering (I.e. you cannot spend what we do not have).

With the exception of salaries and some recurring expenses such as utilities, all expenses within a ministry are to be authorized (as in signed off or approved) by the ministry head (e.g. Minister of Worship, Education, Children, etc.), or if there is no ministry head (as is currently the case in several areas in our church), by one of the pastors. For example, if a Bible Study Instructor wishes to purchase materials for their

class (either with the church's money or they wish to receive reimbursement in the case of their spending their own money) they must first receive authorization from the Discipleship/Education Leader, or if there is none, one of the pastors. For all materials being ordered we ask that you go through the church office (first) to avoid duplication of orders and wasted postage and handling. Exceptions may be made for purchasing directly from the Lifeway store.

In order to be good stewards with the Lord's money that He has entrusted into our care for the furtherance of His Kingdom, certain policies will be enforced regarding purchases and reimbursements.

#### **4. Procedure for Church Purchases and Reimbursements:**

- All church and ministry purchases must first be submitted for approval/authorization by the Ministry Leader or, in their absence, one of the Pastors. Purchases, orders, and requests for reimbursement must be submitted with authorizing signature on the church's "Purchase Requisition Form" (or similarly approved form – a.k.a. *Green Sheet*). Failure to do so may render the purchaser personally liable for said purchase/order. The Ministry Leaders or Pastors are responsible for authorizing all purchases made in their respective ministries.
- Note: The Senior Pastor does not approve or authorize his own purchases and requests for reimbursement. Typically the Church Treasurer as a means of accountability will review and provide authorization.
- All materials being ordered that require the church to be financially responsible for it must first be cleared with the church office – Church Secretary.
- The use of all church credit lines and check cards must first be authorized by the Ministry Heads or Pastors (and the Church Treasurer in the case of the check card).
- Any non-budgeted expense or any expense that exceeds the available budget for that ministry/entry by \$100 or more must first be approved by the church leaders (i.e. Pastors and Ministry Leader responsible); the Leadership Team; and in some cases the church body if church payment or reimbursement is to be expected. Failure to do so may render the purchaser personally liable for said expenses.
- In order to ensure financial stewardship accountability, the Treasurer and Financial Secretary cannot process reimbursement requests unless these policies and procedures are properly followed.
- Please know that this is not an attempt to stifle or encumber the pursuit of ministry in our church body, but a responsible effort to be accountable as faithful stewards before God with His money.

#### **5. ESBC's ACCOUNTABLE PLAN**

## Accountable Reimbursement Policy

In accordance with IRS regulations 1.162-17 and 1.274-5(e), ESBC hereby establishes a reimbursement policy for all employees and approved partners such as volunteers and members with the following terms and conditions:

ESBC will allow company credit card usage or personal reimbursements only for reasonable ministry-related business expenses incurred by an employee, volunteer, or partner. Subject to budget limitations and appropriate approval, such expenses will include:

- Business use of automobile, up to the current IRS standard mileage rate;
- Business travel away from home: transportation, lodging and meals on overnight trips;
- ESBC conference and workshop expenses;
- Business meetings over meals;
- Educational expenses, if otherwise qualified as an itemized deduction and within IRS limits;
- Subscriptions, books, and resources, if related to ministry or employment;
- Entertainment/hospitality expenses, if business connection requirement is met; and
- Other appropriate business expenses.
- The employee or partner will adequately account<sup>1</sup> for each allowable expense in writing in less than 60 days after the event. Documentation will include the amount, date, place, business purpose, and business relationship of each expense. A receipt will accompany the documentation. If the expense is on a company credit card then the Credit Card must be reconciled with all receipts. If requesting a check for expense reimbursement, a Check Request must be completed with appropriate documentation<sup>2</sup> ;
- In some rare instances non-employees, who do not possess a ESBC credit card, can receive an advance which will be approved by the Treasurer. ESBC partners will return advances that exceed actual business expenses within 30 days after<sup>3</sup> the completion of the event, which merited the advance.

Under this accountable reimbursement arrangement, ESBC will not report reimbursed amounts as taxable income on the employee's W-2 or on a 1099 for ministry partners.

<sup>1</sup> *Adequately account for* means providing the church with a statement of expense, an account book, a diary, or a similar record in which you entered each expense at or near the time you had it, along with documentary evidence (such as receipts) of your travel, mileage, and other employee business expenses. Receipts should include the Who, What, When, Where, and Why for each transaction. In addition to these, business meal receipts should list all persons attending the meal. IRS Publication 463 provides examples of what is needed to substantiate your business and professional expenses.

<sup>2</sup> Must be 60 days or less after the expense is paid or incurred if the church wants to qualify for the "fixed date" safe harbor substantiation rule.

3

Must be 120 days or less after the expense is paid or incurred if the church wants to qualify for the "fixed date" safe harbor substantiation rule

### **Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 01.29.06     | xxx              | Initial Issue   |
| 07.27.17     | BPH              | Modified        |

**Policy 500-03**  
**05.16.11**



## **LOANING OF MATERIALS/EQUIPMENT**

Controlling Authority: Church Office & Ministry Leaders

Policy Control: Personnel Team

Revision: 05.16.11

Effective Date: March 22, 2006

Related Policies: None

### **1. PURPOSE**

This policy relates to the loaning of church-owned materials and/or equipment to any party (church member or area church/ministry).

### **2. SCOPE**

This policy applies to all pastors, staff, congregational members, and outside parties.

### **3. POLICY STATEMENT**

The Church has been blessed with materials and equipment either through purchase or gifts. In order to be good stewards with the items that the Lord has entrusted into our care for the furtherance of His Kingdom, this policy will be enforced regarding the borrowing of items.

### **4. PROCEDURE FOR LOANING MATERIALS/EQUIPMENT**

- All requests for materials and/or equipment must be made and approved through the Church Office.
- After the request is received, the Church Office will check with the Ministry Leader(s) that may be responsible for the requested item(s). If the church does not plan to use the item(s) during the period it is to be loaned out, the request may be approved. If there is no Ministry Leader in the specific area, the Pastor(s) will make the final approval.
- The person borrowing the item(s) must complete form 500-03 (form attached).
- In the event the item is damaged or lost while it is in the possession of the borrower, the church may request a replacement or remuneration.

### **5. LIMITATIONS:**

Because some equipment is essential to the operation of our various ministries, it may not be available for loan (e.g. sound and multi-media equipment is not available for loan).

### **Revision History**

Date:  
05.16.11

Initials:  
xxx

Changes:  
Updated policy



**REQUEST TO BORROW MATERIALS/EQUIPMENT**

Requestor's Name:

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Organization (if applicable):

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Address:

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Telephone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

E-Mail:

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Description of Material/Equipment Requested:

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Date of Receipt of Item(S): \_\_\_\_\_

Estimated Date of Return of Item(s): \_\_\_\_\_

I (we) agree to protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all loss, costs, damage or expense, arising from our use of the above items. By submitting this request, I (we) agree to the terms and conditions listed here and in the Loaning of Equipment Policy (#500-03).

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

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Approved by:

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**For Church Office Use Only**

Special Instructions: Additional Requirements (Not Covered In Policy 500-03)

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Requestor's Initials If There Are Special Instructions:

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Trustee Chairman (If Applicable): \_\_\_\_\_

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

Church Administrator/Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Date Item(S) Returned:

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# Youth Volunteer Application For Children's Ministry

Controlling Authority: Children's Ministry  
Document Control: Children's Ministry  
Revision: 11.10.14  
Effective Date: November 10, 2014  
Related Policies: None

Thank you for your interest in volunteering in children's ministry. God truly does call people to do His work and gifts them and empowers them for the work. The ministry staff of East Shore Baptist Church is delighted to pray with you concerning this open door of ministry.

This application is to be completed by all youth volunteer candidates for children's work. It will be used to help the church get to know you and to help provide a safe and secure environment for you and our children. Information will be reviewed by the appropriate church leadership staff only.

Please be encouraged to know that many factors are weighed before an applicant is accepted or not. Pray for those in ministry who must guide and protect the flock of God.

## Revision History

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 11.10.14     | djg              | Initial Issue   |

## Youth Volunteer Responsibility

1. Your main responsibility is to assist the teacher/adult volunteer. You should focus on the children; but you must remember that it is not a playtime with the kids. It is also not a time for interacting with other youth volunteers.
2. Please set a good example at all times. No roughhousing of any kind is permitted. We do not want to teach the children anything that will harm them or anyone else – remember the children are watching what you do.
3. Be sensitive to interact with **all** the children and not just your favorite child.
4. Remain in the area that the teacher directs you to.
5. Avoid allowing children to sit on your lap.
6. Participate during songs and lesson play if applicable, encouraging children to do the same.
7. Do not bring food/drink into the class areas unless kids already have food/drink or if authorized by the teacher.
8. Talking on cell phone, text messaging, listening to MP3/iPod, or playing games not associated with the class are not permitted when you are assisting in the classroom or helping outside.
9. Do not go in and out of the classrooms without first seeking teacher's permission so that they know where you are if they need you.
10. You are responsible to help clean up rooms after services. Sweep, wipe tables, pick up toys, straighten room, put snacks away, straighten chairs/tables and anything else the teacher needs help with. This may require staying a few minutes after a service.
11. Please notify Director of Children's Ministry or the teacher you are scheduled to work with if you cannot work your scheduled service ahead of time rather than the day of.
12. Nursery helpers: Do not remove anything from a child's diaper bag unless you have checked with the adult volunteer first. Make sure child's name is marked on any items you remove.
13. Do not pick up babies/children unless you have been given permission by the adult volunteer/teacher.
14. Youth volunteers may not assist children in restrooms or change diapers at any time.
15. All youth volunteers must submit this completed Children's Ministry Volunteer form before they can begin volunteering in a children's class/nursery.
16. All youth volunteers must attend ESBC Sunday morning services, Youth Sunday School and Wednesday Youth Group on a regular basis. Volunteering in Children's Ministries is a privilege, so you must also attend regular services in order for you to grow in Christ. The number of times you volunteer in a month cannot exceed the number of times you attend a regular worship Service.



I could help in class by (check those you would feel comfortable doing):

- Playing with babies/toddlers
- Helping with games
- Helping with crafts
- Helping with worship
- Sharing something Jesus is doing in my life
- Leading a small prayer group
- Other ideas \_\_\_\_\_

What do you feel you have learned in your relationship with the Lord that you would like to pass on to children? \_\_\_\_\_

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## **Church Activity**

At what age did you accept Jesus as Lord of your life? \_\_\_\_\_

Are you faithful in your witness, worship, and giving?    Yes    No

Are you attending youth group at ESBC?    Yes    No

How often are you attending? \_\_\_\_\_

If not, Why/Where? \_\_\_\_\_

Are you a member of ESBC?    Yes    No

Are you in full support of the ministry and leadership of ESBC?    Yes    No

Working with children in ministry is a serious responsibility. The children love having you in class and they look up to you both in and out of class time as a model of what it means to be a Christian and to exhibit Christ-like behavior. Therefore it is important for you to act in a way that would shine Jesus clearly in love and kindness during class time and in your life. Do you feel you are ready to make this commitment?    Yes    No

## **Personal References**

Please list 2 adult references other than relatives and sign below for authorization to check references.

1: \_\_\_\_\_  
Name Phone Number

2: \_\_\_\_\_  
Name Phone Number

## **Applicant Consent**

### **Applicant's Statement:**

I have read the **Youth Volunteer Responsibility** list (page 2) and should my application be accepted, I agree to be governed by the responsibilities on the list. I also agree to follow the policies and procedures of East Shore Baptist Church. As a volunteer, I agree to faithfully attend as many scheduled worship services, small group studies and training seminars as possible as provided by East Shore Baptist Church for the purpose of personal and ministry growth.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parental / Religious Guardian Consent**

I authorize any references/churches listed in this application to give East Shore Baptist Church any information (including opinions) that may have regarding my child's character and fitness to work with children. I release all such references and East Shore Baptist Church from any liability for exchanging information or furnishing evaluations, provided it is done in good faith and without malice. I waive any right I have to inspect references made on my child's behalf.

If the child's application is accepted, I give permission for him/her to work with children as a youth volunteer.

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If parent does not attend East Shore Baptist Church, an attending guardian may sign concerning the following statements/questions.

I have also read the **Youth Volunteer Responsibility List** and I have discussed with the Director of Children's Ministry and/or ESBC pastors any and all situations in which my youth has been involved. I believe that my youth has demonstrated a desire to grow and mature in their Christian walk.

I hereby give authorization for my child to volunteer \_\_\_\_\_ times a month in Children's Ministries. I understand they are expected to attend normal ESBC Worship Services.

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Parent or Spiritual Guardian Signature

# Church Leader Consents

## Youth Leader's Consent:

I have read the youth's application and have observed a desire in the youth to grow in their Spiritual walk by regular attendance, attempting a regular daily quiet time, participation in youth group and volunteering in other ministry outreaches when available.

After prayerful consideration, I approve of the applicant's spiritual, emotional, mental and social ability to volunteer on the Children's Ministry Team.   Yes   No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Director of Children's Ministry Consent:

I have read the youth's application and after prayerful consideration, I accept the applicant's request to be involved on the Children's Ministry Team.   Yes   No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Pastoral Consent:

I have read the youth's application and after prayerful consideration, I accept the applicant's request to be involved on the Children's Ministry Team.   Yes   No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Affidavit of Ten (10) Year Residency and Certain No Prior Crimes  
Volunteer Verification**

I swear that I have been a continuous resident of Pennsylvania for the past ten (10) years.

I further swear and/or affirm that I have never been convicted of the following offenses under the Pennsylvania Crimes Code or an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:  
Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

I also swear and/or affirm that I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous 10-year period.

\_\_\_\_\_  
Volunteer Applicant (Print)

\_\_\_\_\_ Date

\_\_\_\_\_  
Volunteer Applicant (Sign)

## 600 – Special Functions of the Church





## WEDDING AND RECEPTION POLICY

Controlling Authority: Pastors  
Policy Control: Pastors  
Revision: 05.01.17  
Effective Date: June 01, 2006  
Related Policies: 700-0 (build)

In accordance with God's Word - the Bible, and our Statement of Faith, ESBC's pastors, ministers, and staff will only participate in and solemnize marriages between one man and one woman in covenant relationship with God. Both prospective bride and groom must articulate a biblical faith as followers of Jesus Christ. Furthermore, the facilities and property of our church shall only host weddings and receptions between one man and one woman. We love and seek to minister to all, but on this matter we cannot and will not compromise on our biblical faith.

### 1 PURPOSE

This policy relates to the scheduling, counseling and use of the East Shore Baptist Church facilities for weddings and/or receptions.

### 2 SCOPE

This policy applies to all pastors, staff, congregational members, and outside parties requesting the Church for the purpose of a wedding and/or reception. This policy also is to be in conformance and compliance with the *East Shore Baptist Church Facility Use Policy* when the Church is to be used for the Wedding and/or Reception.

### 3 ENFORCEMENT

This policy and enforcement are the responsibility of the Pastors.

### 4 SCHEDULING

- a) Contact the Pastor(s) for his (their) availability, and to schedule pre-marital counseling.
- b) Contact the Church office for availability of Church facilities.
- c) If instrumentalists or sound technicians (and equipment) are to be used, this must be approved through the office. Fees for Church staff are listed.

- d) The caterer, florists, decorators and etc., must make arrangements through the Church office for admittance to buildings.
- e) Weddings shall be scheduled no later than 7:00 PM on Saturday's and receptions end no later than 9:00 PM. While exceptions may be made, when the Church is used for the wedding, we also ask that all Saturday weddings take place after 12:00 noon, which allows for our Worship Team to practice for Church services.
- f) Rehearsals are typically scheduled for one or two days prior to the wedding; and because of work schedules, typically in the evening. All rehearsals are to be scheduled with the Pastors, who will need appropriate tech people and musicians to be available.

## 5 PRE-MARITAL COUNSELING

At least (4) four hours of pre-marital counseling are required before the staff of this Church will perform the marriage ceremony.

## 6 USE OF FACILITIES

See *East Shore Baptist Church Facility Use Policy*. The following is a list of regulations concerning the use and care of the Church for weddings and receptions:

- a) A Church representative is required for all weddings and receptions. Please leave the premises as clean as or cleaner than when the event started. I.e. please remove or dispose of bottles, food/snack containers, safety pins, and such from rooms and restrooms used. Custodial will empty the trash cans.
- b) Pews, tables, pianos, or any Church furniture must remain in their current locations unless prior arrangements are made with the Church's Buildings and Grounds Committee or Pastors. If arrangements are made to move any of these items, they must be returned to where they were found at the end of your event.
- c) **The Sanctuary platform is staged for Worship Services, and thus cannot be cleared. Efforts will be made to move music equipment back, and the church has a white cloth screen that can be placed in front. Check with the staff for more information.**
- d) The Church can provide a limited number of tables and chairs. If more are needed, please arrange for them with a rental company. DO NOT remove furniture from any classrooms for use elsewhere without prior approval. Please have all rented tables and chairs removed immediately following the event.
- e) The Church has some candelabra that can be used. Only dripleless candles shall be used.
- f) If decorations or flowers will be used for the event, please remember the Church is a sanctuary. We encourage simplicity. The Buildings and Grounds Committee and Pastors are solely responsible for the Worship Platform/Altar area. Please contact the Pastors or Buildings and Grounds Committee for approval and assistance for any decorations that affect the Worship Platform/Altar area.
- g) No decorations will be placed on the ceiling or light fixtures.
- h) No lit candles may be placed on the floor. Lit candles must be on designated tables or candelabra. (Note: electronic candles may be used.)

- i) During certain seasons/events when the Church is decorated, these decorations must remain in place. Do not remove or replace any decorations without prior approval.
- j) No tape of any kind should be used to affix things to the walls.
- k) No nails or other sharp objects are to be used in/on the decorations as they might scratch or tear the furniture.
- l) Protective coverings are to be used under decorations that may damage carpet or furnishings.
- m) There will be no alcohol allowed on the Church property. This also includes the new "non-alcohol" beers and coolers, etc.
- n) There will be no illegal drugs allowed on the Church property.
- o) There will be no tobacco products of any kind allowed on the Church property. This includes all buildings and on all property owned by the Church.
- p) There will be no food or drink, with the exception of bottled water, allowed in the Sanctuary or in any rooms used for dressing (upstairs or downstairs).
- q) There will be no gambling of any kind allowed on the Church property. This includes all raffle contest, all Bingo games, all games of chance, etc.
- r) There is very limited storage at the Church. If something must be stored prior to the event, please contact the Church Office and/or Buildings and Grounds Committee.
- s) Remove all garbage after the event. There is a Dumpster in the upper parking lot for garbage.
- t) Report any damage to the Church facilities or equipment to the Church office, Pastors or Buildings and Grounds Committee.
- u) Behavior in the Church facilities will be in keeping with godly principles.
- v) There will be no foul language (verbal or signed) in the Church facility.
- w) The wedding party will be responsible for furnishing all paper products (plates, cups, drinking glasses, forks, spoons, knives, napkins, tablecloths, etc.) or other required supplies for their scheduled event unless prior arrangements are made. Church supplies are not available for non-Church ministry events.
- x) As the Church is used for worship on Sundays and Wednesday evenings, the facility is to be configured for worship at the end of the event.
- y) Birdseed (not rice) is thrown outside the facilities only.
- z) **Note:** Failure to abide by these polices may result in a forfeiture of the Security Deposit.

## **7 MUSIC POLICIES FOR THE WEDDING**

- a) The Pastors or Music Director must approve music for the wedding and reception so that all music is in keeping with the sacred nature of our Church.
- b) If the Church's sound equipment is to be used, the Church's Sound Technician must operate it.
- c) Though we may be of help, it is the responsibility of the bride and groom to secure a pianist if one is desired. If the Church's pianist is used there will be additional charge (see below).

## 8 WEDDING AND RECEPTION FEES

|   |                 |
|---|-----------------|
| <b>Pastor's Fee</b>                             | <b>\$150.00</b> |
| <b>Wedding Coordinator's Fee</b>                | <b>\$150.00</b> |
| <b>Use of Sanctuary (incl. Sound/Custodial)</b> | <b>\$400.00</b> |
| <b>Pianist's Fee (Each; ESBC's)</b>             | <b>\$100.00</b> |
| <b>Use of Fellowship Hall (incl. Custodial)</b> | <b>\$250.00</b> |
| <b>Refundable Security Deposit</b>              | <b>\$150.00</b> |

Note: If an off-site wedding is desired, there may be additional travel fees to be considered if outside the Harrisburg area.

Fees are to be paid at least one (1) month in advance of the wedding date. A contract is required – see Form 600-01.

### Revision History

|              |                  |                                     |
|--------------|------------------|-------------------------------------|
| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u>                     |
| 05.01.17     | djg              | New policy number & minor revisions |



**CONTRACT FOR USE OF EAST SHORE BAPTIST CHURCH AND STAFF FOR WEDDINGS**

Bride and/or Groom's Name :  
\_\_\_\_\_  
A d d r e s s :  
\_\_\_\_\_

Telephone : \_\_\_\_\_ (Work) \_\_\_\_\_ (Home)  
\_\_\_\_\_

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

WEDDING INFORMATION:

Date for wedding: \_\_\_\_\_  
Date for rehearsal: \_\_\_\_\_  
Use of Sanctuary (Yes/No): \_\_\_\_\_  
Use of Fellowship Hall (Yes/No): \_\_\_\_\_  
Other Location for Wedding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL FEES REQUIRED:

Pastor's Fee: \$ \_\_\_\_\_  
Use of Sanctuary: \$ \_\_\_\_\_  
Wedding Coordinator Fee: \$ \_\_\_\_\_  
Pianist's Fee: \$ \_\_\_\_\_  
Use of Fellowship Hall: \$ \_\_\_\_\_  
Refundable Clean-up Deposit: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Fees are to be paid at least one (1) month in advance.

S p e c i a l N e e d s / R e q u i r e m e n t s :

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I have read and agree to abide by the stated,

**WEDDING/RECEPTION POLICY**

Furthermore, I agree to protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all claims, cost or expenses arising from any failure of the requesting party in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Wedding and Reception Policy 600-01 and required by law or ordinance, during the period of occupation.

S i g n e d  
(Bridegroom): \_\_\_\_\_ Date: \_\_\_\_\_

S i g n e d  
(Bride): \_\_\_\_\_ Date: \_\_\_\_\_

Signed Other Authorized Party: \_\_\_\_\_ Date: \_\_\_\_\_

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For Church Office Use Only

S i g n e d ( P a s t o r /  
Staff): \_\_\_\_\_ Date: \_\_\_\_\_

## 700 – Facility Policies



Policy 700-01  
06.13.04



# Building Access Policy: Church Key Issue and Use

Controlling Authority: Trustees  
Policy Control: Trustees  
Revision: 06.13.14  
Effective Date: June 13, 2004  
Related Policies: None

## **1 PURPOSE**

This policy relates to the distribution of keys to the buildings that comprise East Shore Baptist Church in Harrisburg, PA (hereinafter, the "Church")

## **2 SCOPE**

This policy applies to all pastors, staff, congregational members, and outside groups that require access to any or all Church Buildings.

## **3 POLICY STATEMENT**

In addition to being a place of worship on Sunday mornings and Wednesday evenings, the Church is used throughout the week by staff, ministry groups, Church members, outside groups (e.g. MOM's club, 4H, etc...), etc. This varied use necessitates the need for certain individuals to have access to one or more buildings; however, in order to ensure the safety of the people using the Church and to protect the resources God has provided, the issuance and use of keys shall be strictly controlled and accounted for.

All requests for access keys must be made in writing, and must be authorized by the appropriate approving body, as outlined below. All keys must be safeguarded while in the possession of an individual, and under no circumstances are keys to be duplicated by any person other than the Buildings and Grounds Ministry Head.

#### **4 KEY TYPES AND HOLDERS**

There are a number of different types of keys. The following list defines what these keys are and who may be issued the specific type:

| <u>KEY TYPE</u> | <u>DEFINITION</u>                       | <u>HOLDERS</u>  |
|-----------------|---|---|
| Entrance Key    | Opens the exterior doors of the Church. | Church Staff members<br>Cleaning Staff<br>Deacons<br>Ministry Heads<br>Individuals provided for by this policy.               |
| Pastor's Office | Opens the door for the Pastor's Office. | Pastor<br>Designated Church Secretary<br>Cleaning Staff<br>Building and Grounds Ministry Head (and designee).                 |
| Staff Offices   | Opens the other staff members doors     | Pastor<br>Staff Member<br>Designated Church Secretary<br>Cleaning Staff<br>Building and Grounds Ministry Head (and designee). |
| Archive Room    | Opens the Church's Archive Room         | Church Staff Members  |
| Storage Rooms   | Opens the Storage Room                  | Church Staff Members<br>Buildings & Grounds Ministry Head   |
| Garage/Pavilion | Opens the Church's Garage               | Church Staff Members<br>Buildings & Grounds Ministry Head   |

#### **5 ENFORCEMENT**

This policy and enforcement are the responsibility of the Trustees.

#### **6 KEY ACCOUNTABILITY**

Keys are issued and tracked by the Trustees in conjunction with the Church Office in accordance with this policy.

##### **6.1 REQUEST FOR KEY**

There are two types of key requests: Permanent and Temporary. All requests for keys must be made via the Key Request Forms 700-01T/700-01P (see attached). The Church Staff will maintain a log of all key holders.

- a) Permanent Keys (Form 700-01P)  
Only those persons who require access to the Church on a regular basis will be issued Permanent Keys as provided by this policy.
- b) Temporary Keys (Form 700-01T)  
Temporary Keys can be issued to individuals who have a short-term need for access to the Church. Temporary Keys can be issued for either a single event or up to a maximum term of one month. The term can be extended for additional one-month periods; however, a new Key Request Form must be completed for each extension. All Temporary Keys must be returned to the Church Secretary at the end of the approved term.

## **6.2 KEY APPROVAL**

The following define the requirements for approval of issuance of a Permanent Key (a Key Request Form 700-01P will be completed and entered in the Key Inventory Log Book in all cases):

- a) Church Staff are automatically approved for issuance of Permanent Keys. This includes, but is not limited to, Pastors, Secretaries, Bookkeeper, Custodians, etc...
- b) All Ministry Heads and individual Deacons are automatically approved for issuance of one Permanent Key unless otherwise specified by the Trustees. The Ministry Head's key may be for their use or to loan to the members of their ministry.
- c) All ministry members requiring a Permanent Key will submit a written request to the Ministry head for approval, which will then be forwarded to the Chairman of Trustees for approval.
- d) All non-ministry members requiring a Permanent Key will submit a written request to the Chairman of Trustees for approval.
- e) All outside groups not normally associated with a ministry of East Shore Baptist Church (MOM's club, Scouts, other Church groups) requesting a key (permanent/temporary) will submit a written request to the Board of Trustees for approval by the Pastor, Trustees, Deacon Chairman and other Ministry Heads as requested by the Pastor or the Trustees.
- f) The following list of questions should be used to aid in determining requestors requirement for a Permanent Key:
  - i) Can this function be done during regular Church Office hours when a staff can open the door?
  - ii) Is on-going access and/or frequent access needed?
  - iii) Does the position need emergency access?
  - iv) Does this position need off-hour access to serve?
  - v) Is it convenient for this person to borrow a key (with approval)?
  - vi) Does this position require access for Church function, operation and/or maintenance?
  - vii) Is this function an approved community function?
- g) No person may assign or authorize issuance of a key to their-self. A higher level of authority is required.

- h) Individuals denied a key by approving authority may appeal in writing to the Trustee's Committee. The Trustees will make a determination and notify the appealing party of the decision.

### **6.3 ISSUING OF A KEY**

All keys shall be maintained in a lock box in the Church Office. The Pastors/Church Secretary are the primary persons authorized to issue a key from the lock box against a properly approved Key Request Form.

The person receiving a key shall indicate agreement with this policy by signing the Key Inventory Log Book. The Log shall include:

- a) Person's name
- b) Home phone
- c) Key type
- d) Position or reason for having the key
- e) Date of key issuance
- f) Person issuing
- g) Date key is due to be returned if a Temporary Key.

### **6.4 USE OF A KEY**

The person possessing a key of the Church agrees that the key will remain under his or her control. The key may not be loaned out or given to anyone without the prior consent of the Ministry Head or Chairman of Trustees. The key is to be used in the performance of the ministry of the Church. Any person that knowingly violates the intent of this policy may lose their key privilege.

Duplication of keys other than by the Building & Grounds Ministry Head is prohibited. Any person who knowingly makes or duplicates a Church Key in any manner not authorized by this policy may be subject to disciplinary action by the Church.

The person possessing a key shall follow the Church Opening and Closing Instructions in Section 7 of this policy when he or she is the first one in the building on a given day or the last one out of the building.

### **6.5 RETURN OF A KEY**

A key must be returned to the Issuing Agent if any of the following occur:

- a) The holder of the key leaves the Church;
- b) The holder is no longer in the position for which the key was issued; or
- c) The Pastor, Trustee, Deacon or the Personnel Committee Chairman requests the return of the key.

Upon return of a key to the Church office, the appropriate entry in the Key Inventory Log Book shall be annotated to indicate when the key was returned.

### **6.6 YEARLY KEY REVIEW**

The Trustees/Ministry Heads will audit the list of Permanent Key holders once a year. This should be conducted immediately after the new Ministry Leader Installations and/or the Deacon Ordination so as to include the newly installed Deacons. The audit will be conducted by the Church Secretary distributing a copy of the Key Inventory Log Book to the Trustees and Ministry Heads to be reviewed for accuracy and requirement. Any changes must be returned to the Church Office so the Key Inventory Log Book can be updated.

### **6.7 BROKEN/WORN OUT KEYS**

Keys that are broken or worn out must be returned to the Church Office before a new key will be issued.

### **6.8 STOLEN, LOST, OR NOT RETURNED KEYS**

- a) If a key is stolen, a police report should be made by the key holder as soon as possible and a member of the Church Staff or a Trustee should be notified.
- b) If a key is lost or not returned when requested, the Church may file a police report.
- c) If it is determined that the effected area(s) need to be re-keyed for security reasons, all or a portion of the cost may be required to be reimbursed by the individual responsible for the key. This will be determined by a panel comprised of the Pastor, and the Ministry Heads from the Trustees, Buildings & Grounds, Deacons and Personnel (if individual was a Staff member).

## **7 CHURCH DOORS OPENING AND CLOSING PROCEDURE**

### **7.1 OPENING PROCEDURE**

Any key holder who is entering the church building when no one else is in the building shall perform the following procedure.

- a) Enter by any of the exterior doors and:
  - i) If you are the only expected person – re-lock door behind you.
  - ii) If you are participating in a Church meeting – re-lock door when last attendee arrives.
- b) Notify a member of the staff or a Trustee if you notice anything unusual such as an unlocked door, broken glass, etc.

### **7.2 CLOSING PROCEDURE**

The following procedure shall be performed by anyone who is the last person to leave the church building even if you know someone is coming back in a short time.

- a) Check to ensure that the lights are off and the following interior doors are closed:
  - i) All office doors should be shut and locked
  - ii) All mechanical rooms should be shut.
  - iii) Sanctuary doors should be closed
- b) Check to ensure all exterior doors are closed and secured.
  - i) Ensure the upper and lower latches are in the secure position on the main entrance door without the deadbolt.

- ii) Verify that all doors are locked by opening the doors and physically checking outside door handle.
- iii) Push on all exterior doors to ensure they are properly latched.
- c) If anything unusual occurs during the closing process or you notice something unusual in the parking lot, call one of the Church's Staff or Trustees.

### **7.3 EMERGENCY EXIT DOORS**

Emergency exit doors are not to be secured in any way that prevents safe egress by the building occupants during an emergency. Likewise, for security reasons, emergency exits are never to be let in an open or unlocked condition.

#### **Revision History**

|              |                 |
|--------------|-----------------|
| <u>Date:</u> | <u>Changes:</u> |
| 06.13.04     | Initial Issue   |



**KEY REQUEST FORM**  
**REQUEST FOR PERMANENT ACCESS KEY**

NAME:

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ADDRESS:

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TELEPHONE: (HOME) \_\_\_\_\_

(WORK) \_\_\_\_\_

E-MAIL:

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REASON FOR REQUIRING PERMANENT ACCESS KEY: (If you are the head of a Ministry group or outside organization, please indicate the name of the group and the frequency of your meetings)

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BUILDINGS/ROOMS REQUESTING ACCESS TO:

- Church Building (Entrance Key)

- Garage/Pavilion
- Pastor's Office
- Associate Pastor's Office
- Staff Office - Rm # \_\_\_\_\_
- Archive Room
- Storage Rooms

I agree to safeguard the Permanent key issued to me, not to copy it, not to give it to anyone, and to return it to the Church Office immediately upon the termination of my need for it, or upon request by the Pastor, Trustee, Deacon or the Personnel Committee Chairman.

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

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

Approved By: \_\_\_\_\_

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

-----  
For Church Office Use Only

Key Number \_\_\_\_\_ Issued By \_\_\_\_\_

Date Issued \_\_\_\_\_ Audit Dates \_\_\_\_\_

Date Returned \_\_\_\_\_



**KEY REQUEST FORM**  
**REQUEST FOR TEMPORARY ACCESS KEY**

NAME:

---

ADDRESS:

---

---

TELEPHONE: (HOME) \_\_\_\_\_

(WORK) \_\_\_\_\_

E-MAIL:

---

DATE(S) ACCESS REQUIRED:

---

REASON FOR REQUIRING TEMPORARY ACCESS KEY:

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BUILDINGS/ROOMS REQUESTING ACCESS TO:

- Church Building (Entrance Key)
- Garage/Pavilion

- Pastor's Office
- Associate Pastor's Office
- Staff Office - Rm # \_\_\_\_\_
- Archive Room
- Storage Rooms

I agree to safeguard the Permanent key issued to me, not to copy it, not to give it to anyone, and to return it to the Church Office immediately upon the termination of my need for it, or upon request by the Pastor, Trustee, Deacon or the Personnel Committee Chairman.

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

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

Approved By: \_\_\_\_\_

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

-----  
For Church Office Use Only

Key Number \_\_\_\_\_ Issued By \_\_\_\_\_

Date Issued \_\_\_\_\_ Audit Dates \_\_\_\_\_

Date Returned \_\_\_\_\_



## **BUILDING ACCESS POLICY - CHURCH BUILDING USE**

Controlling Authority: Trustees

Policy Control: Trustees

Revision: 07.29.17

Effective Date: May 16, 2011

Related Policies: 700-2A; B; C, and Appendix A1 & A2

### **1. Purpose:**

This policy relates to the use of the buildings that comprise East Shore Baptist Church in Harrisburg, PA (hereinafter, the "Church").

### **2. Scope:**

This policy applies to all pastors, staff, congregational members, and outside groups that request use of any or all Church Buildings.

### **3. Policy Statement:**

In addition to being a place of worship on Sunday mornings and Wednesday evenings, the Church may be requested for use throughout the week by staff, ministry groups, Church members, outside groups (e.g. MOM's club, 4H, etc...), etc. Recognizing the potential for varied uses and the desire for certain individuals and groups to have access to the Church, it is the responsibility of the Pastors, Staff, and trustees to be good stewards and maintain the integrity and reputation of the Church, and to protect the resources God has provided. This policy lists the requirements for use and care of the Church buildings and property.

### **3. Enforcement:**

This policy and enforcement are the responsibility of the Trustees.

### **4. Building Use Schedule:**

The Church Administrator or Church Secretary will schedule the use of the Church buildings in accordance with this policy.

### **5. Request for Use:**

Groups or individuals wanting to use the Church facilities may apply at the Church Office during normal office hours (and possibly online), filling out a "Facility Reservation Request Form". The Church is not *for rent* per se. That said there might be fees to cover costs of utilities, cleaning, and staff if they need to be present; and in some cases a donation to offset the Church's operating costs may be appropriate. The Church may be reserved for use by members of the congregation, their families, other sponsored ministries and approved outside groups.

The Church may be requested for use when the reservation does not conflict with the weekly schedule of services or other regularly scheduled Church events. Reservations are made on a first come, first serve basis. If two conflicting events are up for approval at the same time, ministry events will always take priority.

If the request is accepted for a group outside of or non-affiliated with our church, or our Baptist Resource Network ("BRN"; PA/SJ Baptist Convention), a "Facility Use Agreement" will need to be filled out.

#### Types of requests for using the Church:

- a) Church Ministry Related (which includes all Church committees): All Church Ministries shall notify the Church Administrator or Church Secretary during normal working hours of meeting and/or function dates so that a conflict in scheduling of the Church facilities can be avoided. The request will need to go before the Leadership Body/Church Council to calendar if scheduling permits. In the event that the event will happen before the next scheduled Leadership Body/Church Council meeting, the event will be scheduled at the discretion of the Church office staff.
- b) Southern Baptist Convention Activities (such as BRN): All Southern Baptist Convention activities shall be scheduled through the Church Administrator or Church Secretary during normal working hours so that a conflict in scheduling of the Church facilities can be avoided. The request will need to go before the Leadership Body/Church Council to calendar if scheduling permits. In the event that the event will happen before the next scheduled the Leadership Body/Church Council meeting, the event will be scheduled at the discretion of the Pastors and Church office staff.
- c) Congregational member's Social Event: All requests for use of the Church facility must be made using Form 700-02A and submitted to the Church Administrator or Church Secretary. The request will be approved through a Leadership Body/Church Council meeting. In the event that the event will happen before the next scheduled Leadership Body/Church Council meeting, the event will be scheduled at the discretion of the Church office staff.
- d) Outside Groups/Social Clubs: All requests for use of the Church facility must be made using Form 700-02A and submitted to the Church Administrator or Church secretary. The Pastors, Trustees, and Deacon Chairman will review these requests for preliminary approval. The request will then be submitted to the Leadership Body/Church Council for approval.

- e) Weddings: Weddings are scheduled through the Pastors and are covered by Church policy 700-03. If a Church key is required, the requestor should also review Policy 700-01 and fill out an appropriate request for key use.

## **6. Regulations for Church Use/Care:**

The following is a list of regulations concerning the use and care of the Church:

- a) Sanctuary furnishings, tables, pianos, or any Church furniture must remain in their current locations unless prior arrangements are made with the Church's Buildings and Grounds Team or Pastors. If arrangements are made to move any of these items, they must be returned to where they were found at the end of your event.
- b) The Church can provide a limited number of tables and chairs. If more are needed, please arrange for them with a rental company. DO NOT remove furniture from any classrooms for use elsewhere without prior approval. Please have all rented tables and chairs removed immediately following the event.
- c) If decorations or flowers will be used for the event, please remember the Church is a sanctuary. We encourage simplicity. The Buildings and Grounds Team and Pastors are solely responsible for the Altar area. Please contact the Buildings and Grounds Committee or Pastors for approval and assistance for any decorations that affect the Altar area. Remember that simplicity is the key.
- d) During certain seasons/events when the Church is decorated, these decorations must remain in place. Do not remove or replace any decorations without prior approval.
- e) No tape of any kind should be used to affix things to the walls or windows without checking with the church staff (and even then no scotch tape should be used).
- f) There will be no alcohol allowed on the Church property. This also includes the new "non-alcohol" beers and coolers, etc.
- g) There will be no tobacco products of any kind allowed on the Church property. This includes all buildings and on all property owned by the Church.
- h) There will be no food or drink, with the exception of bottled water, allowed in the Sanctuary.
- i) There will be no gambling of any kind allowed on the Church property. This includes all raffle contest, all Bingo games, all games of chance, etc, regardless of what "good cause" the money may be used for.
- j) All sound equipment brought in must be set up and removed prior to the next scheduled service.
- k) Any request for use of the Church's sound system or multimedia system must be cleared through the Pastors or Worship Leader, and the Church Multi-Media Team.
- l) There is very limited storage at the Church. If something must be stored prior to the event, please contact the Buildings and Grounds Team or Church Staff.
- m) Remove all trash and garbage after the event. The Church's cleaning staff is not scheduled to clean every day. There is a dumpster in the parking lot both for garbage and recyclables.
- n) Report any damage to the Church facilities or equipment to the Church office, Pastors or Buildings and Grounds Team.

- o) Please leave the premises as clean as or cleaner than when the event started. All groups have the responsibility for cleaning the areas being used, including bathrooms.
- p) Behavior in the Church facilities will be in keeping with respectful and godly principles.
- q) There will be no foul language (verbal or signed) in the Church facility.
- r) All non-ministry functions will be responsible for furnishing all paper products (plates, cups, drinking glasses, forks, spoons, knives, napkins, tablecloths, etc.) or other required supplies for their scheduled event unless prior arrangements are made. Church supplies are not available for non-Church ministry events.
- s) Any group requesting the Church on a regular long-term basis will be required to fill out and have a new request approved yearly.
- t) As the Church is used for worship on Sundays and Wednesday evenings, the facility is to be configured for worship at the end of the event.
- u) If use of our church facility is abused, then the Pastors, Church Staff, Deacons, or Trustees reserve the right to cancel future use of the facility.

#### **7. Cancellation of Events/Functions:**

In the event that the event/function needs to be cancelled or postponed, please notify the Church Administrator or Church Secretary as soon as possible so the Church calendar can be updated to reflect the changes. Please remember that other groups may wish to use the facilities during that time period.

#### **8. Church Doors Opening & Closing Procedure (Excerpts from Policy 700-01):**

##### **■ 8.1 Opening Procedure**

Anyone who is entering the Church building when no one else is in the building shall perform the following procedure:

- a) Enter by any of the exterior doors and:
  - i) If you are the only expected person – re-lock door behind you.
  - ii) If you are participating in a Church meeting/gathering – re-lock door when last attendee arrives (especially when dark outside).
- b) Notify a member of the staff or a Trustee if you notice anything unusual such as an unlocked door, broken glass, etc.

##### **■ 8.2 CLOSING PROCEDURE**

The following procedure shall be performed by anyone who is the last person to leave the Church building even if you know someone is coming back in a short time.

- a) Check to ensure that the lights are off and the following interior doors are closed (Note that some of the restrooms have auto-sensors. If there is no *normal* light switch – as in there is a sensor instead, leave these alone as they will shut off automatically):
  - i) All office doors should be shut and locked.
  - ii) All mechanical rooms should be shut.
  - iii) Sanctuary doors should be closed.
- b) Check to ensure all exterior doors are closed and secured.

- i) Ensure that the upper and lower latches are in the secure position on the glass entrance doors (Note: with the deadbolt is locked, push on the doors; if the latches are not secure you will be able to open the doors).
- ii) Verify that all doors are locked by opening the doors and physically checking outside door handle.
- iii) Push on all exterior doors to ensure they are properly latched.
- c) If anything unusual occurs during the closing process or you notice something unusual in the parking lot, call one of the Church's Staff or Trustees (or 911).

■ **8.3 EMERGENCY EXIT DOORS**

Emergency exit doors are not to be blocked or secured in any way that prevents safe egress by the building occupants during an emergency. Likewise, for security reasons, emergency exits are never to be left in an open or unlocked condition.

Note: Additional requirements may be included in "Facility Use Agreement".

**Revision History**

| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
|--------------|------------------|-----------------|
| 05.16.11     | djg              | Initial Release |
| 07.29.17     | bph              | Modified        |



## East Shore Baptist Church Facility Use Agreement

This agreement by and between East Shore Baptist Church (ESBC), of 6721 Jonestown Road, Harrisburg, PA, 17112, and \_\_\_\_\_,

\_\_\_\_\_, *User's name* *User's complete address*  
\_\_\_\_\_, will take  
effect on the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_ and will continue for a period of \_\_\_\_\_  
\_\_\_\_\_. *Month* *Year* *Day* *Time period*

WHEREAS, User desires to use the

\_\_\_\_\_  
*Area of premises (e.g. Multi-Purpose Room, Sanctuary)*

areas of the church facilities for the purpose of

\_\_\_\_\_  
*Purpose of use*

\_\_\_\_\_, and WHEREAS, ESBC has agreed to allow User to use the

facilities provided that the following terms and conditions are met.

### It is Therefore Agreed By and Between the Parties:

**1. Premises & Term:** ESBC agrees to let User use the above described Premises for the above

described purpose on

\_\_\_\_\_  
\_\_\_\_\_;

*Times and days of usage*  
such Premises being shown and outlined on the "East Shore Baptist Facility Sketch" attached hereto and marked as Exhibit A. Premises also includes usage of the restroom facilities as

indicated on the plan. User agrees not to make use of any area not so marked on the plan as part of the Premises and agrees not to permit third party to have access to such areas not included within the Premises, except as otherwise permitted under this agreement. User agrees to use and accepts the Premises "as is" in its current condition (unless prior arraignments are made).

**2. Contacts:**

---

\_\_\_\_\_

*ESBC's contact person(s)*

is ESBC's contact person(s). The users contact person and contact information is: \_\_\_\_\_

---

\_\_\_\_\_.

**3. \_\_\_\_\_ Fee Agreement.** User agrees to pay ESBC \_\_\_\_\_ for the use of the premises.

User \_\_\_\_\_ **Non-Fee Agreement.** In consideration for the benefit of using ESBC's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

**4. Security Deposit:** Upon approval of the Facilities Use Agreement, User shall immediately pay a security deposit of \$ \_\_\_\_\_, which security deposit will be returned by the Church to the User within 15 days of the end of the Term of this Agreement. Payment will be made to User's address first given above, so long as User has complied with the terms of this Agreement including that User has caused no damage(s) to the premises.

**5. Indemnity, Liability, and Loss or Damage:**

5.1 ESBC shall not be liable to User or User's agents, employees, guests, invitees, volunteers or any person obtaining a benefit by, through or under User and this Agreement, for any injury to person, loss or damage to property, or for loss or damage to business, occasioned by or through acts or omissions of ESBC or any other person, or by any other cause whatsoever, except if caused by the intentional misconduct of ESBC.

5.2 User shall indemnify, defend, and hold harmless ESBC and the Church's agents and their respective employees, agents, servants, volunteers, members, and contractors from and against any and all loss, damage, claim, demand, liability or expense (including reasonable attorney's fees) resulting from claims by User or third parties and based on: (a) any occurrence within, on or about the Premises not caused by the willful misconduct of Church, Church's agents and their respective employees, agents, servants, volunteers, members, and contractors, and (b) any negligence or willful misconduct of User or its agents, employees, guests, volunteers, and invitees occurring on or about the Premises.

5.3 User will be responsible to pay for any damage it causes to the Premises or any part of ESBC property which it or its agents, employees, volunteers, operators, owners, or anyone associated with User causes.

5.4 ESBC will not be responsible for lost items that were left on the premises.

**6. Legal Use.** User will not conduct or allow to be performed, any illegal activity on the Premises or on ESBC property. User will maintain the Premises in a clean and healthful condition and comply with all laws, ordinance, rules and regulations (i.e., federal, state, municipal) with reference to the use of the Premises.

In the event User has or brings any minors on the Premises, User and not ESBC, will be solely responsible to comply with any federal, state or local laws or regulations regarding child abuse and criminal background checks, trainings, etc., and related laws and regulations. User will indemnify and hold harmless ESBC for any claims made against ESBC or its agents, volunteers, members, employees, or servants, relating to or arising out of any alleged violations of such laws and regulations as well as any claims made by any person for abuse, as a result of the actions or inactions of User or User's agents, employees, guests, invitees, volunteers, or any other person associated with User.

**7. Insurance:**

7.1 Organizational Users. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to ESBC at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made East Shore Baptist Church an "additional insured" on User's policy with respect to the use by User of the above described premises.

7.2 Individual Users. User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

**8. Rules of the Church Premises and Property:**

8.1 User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of ESBC, which is a biblically-based religious institution.

8.2 User, User's agents, employees, guests, invitees, volunteers, and any one else associated with User will comply fully with the "Facility Use Standards" attached hereto as Exhibit "B."

8.3 User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

8.4 User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

8.5 If a member of the church is not part of the activity or use requested, a member will need to be on the premises. There will be a fee for a member to be present.

**9. Miscellaneous:**

9.1 This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

9.2 In the event that ESBC must cancel this agreement, User will be entitled to any deposit

User has paid. However, in no event will ESBC be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above described premises, even if ESBC has been advised of the possibility of such damages.

9.3 User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

9.4 Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

9.5 Any modification to this Agreement must be made in writing and signed with the same formality as this Agreement. No such modification is binding unless so made.

9.6 This Agreement, including all Exhibits, contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

USER ACKNOWLEDGES THAT HE/SHE/IT ENTERS THIS AGREEMENT FREELY AND WITHOUT ANY DURESS OR FRAUD BY ANY PERSON

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed:

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

*day*

*month*

*year*

ESBC Representative:

User:

\_\_\_\_\_  
*Signer's Name*

\_\_\_\_\_  
*Signer's Name*

\_\_\_\_\_  
*Position with ESBC (Title)*

\_\_\_\_\_  
*Position with User (Title)*



## East Shore Baptist Church Facility Reservation Request Form

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness of our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's biblical faith or moral teachings, which are summarized in, among other places, ESBC's Constitution and Bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's biblical faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

Name of person or organization requesting use of facilities:

---

Please state (circle) whether you are a:

*Church Member Church-Sponsored Ministry Non-Member Non-Member Group/Organization*

Contact Information:

Address:

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

Email Address: \_\_\_\_\_

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

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Please list the organization's website, if any:

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Please list the names of the organization's office-holders and leaders:

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Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

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What date(s) and time(s) are you requesting to use the facilities: \_\_\_\_\_

---

**I affirm that:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose and potential conflicts in belief to church staff.
4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. Completion of this Church Facility Reservation Request form does not guarantee that I or the organization I represent will be able to use the church facility as requested. I must

submit signed "East Shore Baptist Church Facility Use Agreement" which must then be signed and approved by the church before I am granted facility usage privileges.

\_\_\_\_\_  
Name Printed Name

\_\_\_\_\_  
Name Printed Name

\_\_\_\_\_  
Date

**Fees For Facility Use**

Fee for use of Sanctuary

|  |       |
|--|-------|
| Base fee (includes cleanup) -                        | \$300 |
| ESBC sound Tech if audio or instruments are needed - | \$100 |
| If no ESBC member (or Tech) present at event -       | \$100 |

Fee for use of Multi-Purpose Room/Fellowship Hall

|                                      |       |
|--------------------------------------|-------|
| Base fee (includes cleanup) -        | \$250 |
| If no ESBC member present at event - | \$100 |

Refundable Security Deposit \$150

Notes:

- Fellowship Hall usage may include use of Kitchen.
- We ask that nursery/children's rooms off of the Fellowship Hall not be used without prior permission.
- If both Sanctuary and Fellowship Hall are used, only one ESBC member must be present on premises during the event.

Policy 700-2C  
07.27.17



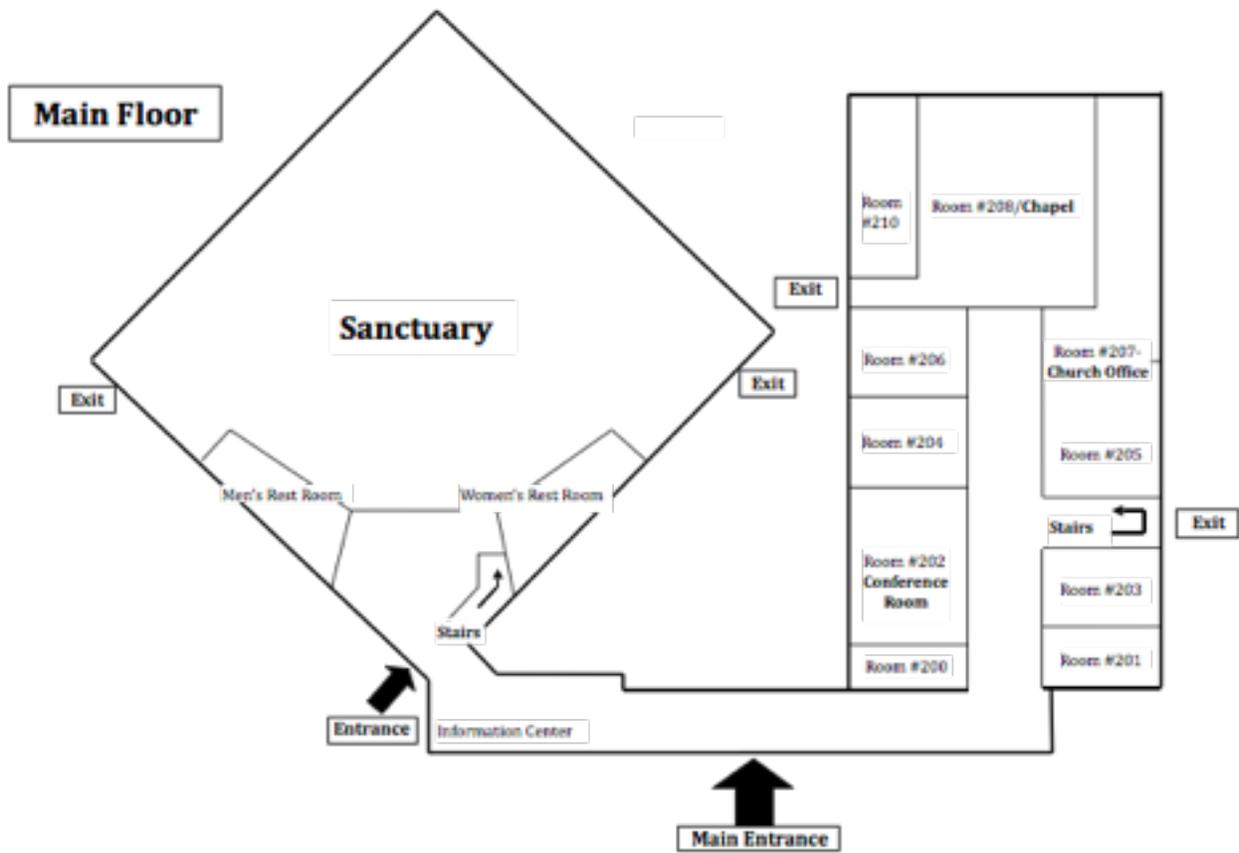
## **East Shore Baptist Facility Use Standards (Appendix B)**

The standards for building and property use of East Shore Baptist Church (ESBC) are as follows:

- Please leave the premises as clean or cleaner than when the event started. The “User” has the responsibility for cleaning the areas being used, including bathrooms unless prior arrangement are made for cleanup.
- Remove all garbage after the event. There is a Dumpster in the upper parking lot for garbage.
- Chairs, tables, pianos, or any Church furniture must remain in their current locations unless prior arrangements are made with the Church’s Buildings and Grounds Committee or Pastors. If arrangements are made to move any of these items, they must be returned to where they were found at the end of your event.
- No furniture or equipment belonging to ESBC may be loaned or removed from the premises.
- Do not attempt to close or open the partitions in the Multi-Purpose Room/Fellowship Hall. Only church staff are trained to open and close these properly. Make known your needs regarding the partitions in advance.
- The Sanctuary platform is staged for Worship Services, and thus cannot be cleared. Efforts will be made to move music equipment back, and the church has a white cloth screen that can be placed in front. Check with the staff for more information.
- ESBC can provide a limited number of tables and chairs. If more are needed, please arrange for them with a rental company. DO NOT remove furniture from any classrooms for use elsewhere without prior approval. Please have all rented tables and chairs removed immediately following the event.
- If using decorations, please use masking tape. No nails or other sharp objects are to be used in/on the decorations as they might scratch or tear the walls and furniture.
- Protective coverings are to be used under decorations that may damage carpet, tile, or furnishings.
- No lit candles may be placed on the floor. Unless prior arrangements are made for services or weddings in the Sanctuary, lit candles may only be used in the Multi-Purpose Room/ Fellowship Hall, and must be on designated tables or counters. (Note: electronic candles are strongly recommended, and may be used throughout the facility.) Please be conscious of fire safety.
- During certain seasons/events when the Church is decorated, these decorations must remain in place. Do not remove or replace any decorations without prior approval.
- The following are prohibited on ESBC property:
  - Alcohol (including “non-alcohol” beers and coolers),
  - Illegal drugs,
  - Illegal activities,
  - Smoking in buildings or on grounds,
  - Firearms,
  - Inappropriate language (verbal or signed),
  - Animals,
  - Gambling,
  - Food or beverages, other than bottled water, in the Sanctuary,
- m) Behavior in the Church facilities will be in keeping with godly principles.
- a) Report any damage to the Church facilities or equipment to the Church office, Pastors or Buildings and Grounds Team.
- b) In the case of breakage or damage of property occurs, the “User” is expected to corrector pay for the damage. Payment may come through repair or replacement assessment.

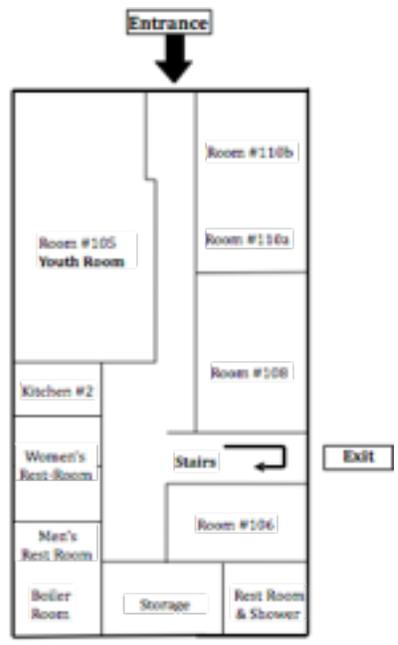
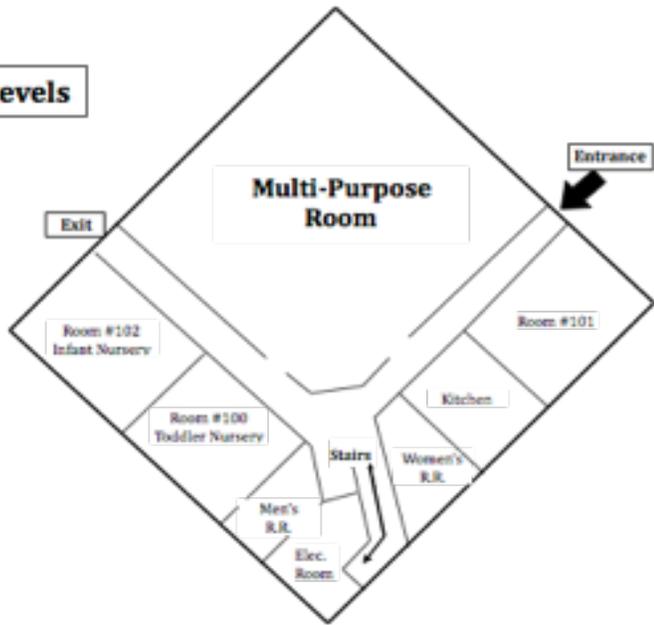
- c) The "User" will be responsible for furnishing all paper and plastic products (plates, cups, drinking glasses, forks, spoons, knives, napkins, tablecloths, etc.) or other required supplies for their scheduled event unless prior arrangements are made. Church supplies are not available for non-Church ministry events.
- d) If ESBC does not contain the equipment or property the group desires, the group may provide these items on their own given they do not deteriorate the conditions of the property, or hinder the facility for its intended use. Items must be taken off site after usage.
- e) There is very limited storage at the Church. If something must be stored prior to the event, please contact the Church Office and/or Buildings and Grounds Committee.
- f) As the Church is used for worship on Sundays and Wednesday evenings, the facility is to be configured for worship at the end of the event.
- g) If music is to be played, it shall not conflict with the church's faith and practice. E.g. No profane or offensive lyrics in any language.
- h) If ESBC's sound equipment is requested and approved, one of the church's sound technicians must be present (and compensated) to operate it.
- i) ESBC will not be responsible for lost items that were left on the premises.

**Note:** Failure to abide by these polices may result in a forfeiture of the Clean-up Deposit.



**Appendix A1**  
**East Shore Baptist Facility Sketch - First Floor**

**Lower Levels**



**Appendix A2  
East Shore Baptist Facility Sketch - Basement Level**



## ESBC Van Use Policy

Controlling Authority: Van Ministry Team Leader

Policy Control: Van Ministry Team

Revision: 06.01.17

Effective Date: June 01, 2017

Related Policies: 500-04 (Background and Security Checks)

### Driver Requirements & Rules

By requesting to drive/use the East Shore Baptist Church van, I will be required to acknowledge that the following statements are true:

1. I agree that I am at least 21 years of age.
2. I have a valid Pennsylvania driver's license and am not facing any suspensions or disciplinary actions concerning my license.
3. I acknowledge that I will comply with Policy 500-04 (Background and Security Checks) if I am transporting children (defined as anyone under the age of 18).
4. I acknowledge that I am responsible for any traffic violations and/or infractions that may occur because of my driving and that such actions may lead to a suspension of my driving privileges of the Church vehicles.
5. I have read and understand the rules and regulations governing the East Shore Baptist Church Van. I will enforce the rules and regulations whenever the vehicle is in my service. (Copy of the Rules and Regulations included below.)
6. I agree to shut off and remove key whenever existing vehicle for any reason.
7. I will report any problems that may develop with the vehicle while it is in my service, or if I am returning it to the Church with under a half of a tank of fuel, to an acting member of the Van Ministry Team or the Church secretary.
8. I have not/will not duplicate the van key.
9. I agree that the key being assigned to me is for my use only and I will not loan it out to anyone else without prior approval of the Team Leader of the Van Ministry Team.  
Exception: Keys assigned to team leaders for annual use by their teams. Team leaders will require team members using their key to sign the vehicle key sign-out sheet located in the Church office prior to the member using the key.  
(Note: Using member need only sign once during a calendar year.)
10. I agree that if I am issued temporary use of the Church's fuel charge card, I will only use it for goods or services deemed necessary and which are directly related to the

operation of the Church's vehicles unless otherwise directed by the Van Ministry Team.

11. I will return and/or surrender the key (and fuel charge card if applicable) at the earliest possible time after the function for which the key was being signed out for or if requested by a member or representative of the Van Ministry Team.
12. For team leaders with an annually assigned key – I agree that if I leave or stop attending East Shore Baptist Church, it is my responsibility to return my key within a reasonable amount of time to a Van Ministry Team member or the Church secretary.

### **ESBC Van Rules & Regulations**

(The following should be conveyed to all passengers before van use)

1. The Van is to be used for Church Business or functions only. The van's maximum capacity is 12 people including driver. It is recommended that the minimum amount of passengers be 5 people unless previously approved.
2. Driver must shut off and remove key whenever existing vehicle for any reason.
3. All riders must be secured in a seatbelt.
4. No horseplay, fighting or yelling in vehicle.
5. Bad language and disrespectful attitudes will not be tolerated.
6. All children must have completed the first grade or be accompanied by an adult. Adults are required to meet the vehicle when returning younger children from a Church sponsored activities.
7. No food or drinks (including gum) unless previously approved.
8. Vehicle interior must be clean when returning from any function.
9. Driver has sole responsibility and control of all vehicle controls including radio. Do not play with air vents, windows, radio, etc... without first checking with the driver. (Note: Please do not reset radio buttons.)
10. Pick-up and drop-off sites are at the discretion of the driver for driver and passenger safety.
11. Vehicle is to be locked at all times.
12. Do not tamper with any of the vehicle's safety equipment including seat latches.
13. Person assigned to drive the van is the only person that may drive van unless previous permission is received. All drivers must comply with "Driver Requirements and Rules" above.

**Our vehicles are an extension of our Church.**  
**Please treat them as such.**

### **Revision History**

|              |                  |                 |
|--------------|------------------|-----------------|
| <u>Date:</u> | <u>Initials:</u> | <u>Changes:</u> |
| 06.01.17     | djg              | Initial Issue   |