

I. JOB DESCRIPTIONS FOR CHURCH STAFF

A. Pastor

Purpose

The most important job for the Pastor of Grace Baptist Church shall be to help our Church reach people for Jesus Christ and to disciple people into mature Christian servants. Evangelism and Discipleship shall be a **priority** for every staff member.

The Pastor is responsible to Grace Baptist Church to proclaim the gospel of Jesus Christ, to teach the Biblical revelation, to engage in pastoral care ministries, and to provide administrative leadership in all areas of Church life.

Responsibilities

1. Plan and conduct Worship services with emphasis in "Proclamation"
2. Prepare and deliver sermons
3. Lead in observance of ordinances
4. Lead the Church in effective program of witnessing and in a caring ministry for persons in the Church and community
5. Visit members and prospects as needed
6. Lead the hospital visitation ministry
7. Provide ministry to the bereaved and dying
8. Lead shut-in and convalescent care
9. Provide counseling ministry: (as time permits)
 - a. Personal and religious problems
 - b. Pre-marital and post-marital
10. Coordinate and lead special services:
 - a. Baptisms
 - b. Weddings
 - c. Funerals
11. Lead in planning, organizing, directing, coordinating, and evaluating the total program of the Church
12. Train the membership to have lay leadership skills
13. Lead to expand missionary interest and vision
14. Work with Board of Deacons, Church officers, and teams as they perform their assigned responsibilities
15. Act as moderator of Church business meetings, except when otherwise stated in the Bylaws
16. Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern. Keep the Church informed of denominational developments
17. Be a spiritual leader and overseer of congregation
18. Provide administrative leadership for the total Church program
19. Attend regular meetings of the Board of Deacons and teams when necessary
20. Comply with all other guidelines and recommendations set forth in the Church Bylaws

B. Associate Pastor/Youth Minister/Director

Purpose

The most important job of the Associate Pastor/Youth Minister/Director shall be to help the Church reach people for Jesus Christ and to disciple people into mature Christian servants. Evangelism and Discipleship shall be a **priority** for every staff member.

The Associate Pastor/Youth Minister/Director will work under the direct supervision of the Pastor. The Associate Pastor/Youth Minister/Director will keep the Pastor informed of any events and plans prior to the beginning of the event or plans.

Responsibilities

1. Be of like faith and doctrine
2. Assist the Pastor in all areas of pastoral ministry as requested. This may include, but is not limited to, visitation, planning worship, preaching, teaching, conducting funerals, and performing any other type of need that may arise
3. Visit members and prospects as schedule allows. Visitation by the Associate Pastor/Minister of Youth will include but is not limited to, visits to the youth, the sick in the hospital, and shut-ins
4. Work with Board of Deacons, Church officers, and teams as they perform their assigned responsibilities
5. Attend all services of the Church
6. Direct the Youth and Children's Ministry of the Church. This work will include recruiting and training volunteers to work with the youth
7. Develop and lead a youth Bible study on a weekly basis
8. Plan and coordinate youth and children's activities with the youth and children's teams as schedules permit. These activities include camps, VBS, concerts, mission trips, etc.
9. Attend regular meetings of the Board of Deacons and attend team meetings as needed
10. Comply with all other guidelines and recommendations set forth in the Church Bylaws

C. Music Director

Purpose

The Music Director is responsible to the Pastor for the total music ministry of the Church.

Responsibilities

1. Be of like faith and doctrine
2. Be able to read music
3. Be responsible for the music for all services (Sunday morning, Sunday night, Wednesday night) and shall direct congregational singing in all services unless otherwise delegated
4. Arrange, schedule, and lead all choir practice rehearsals and offer assistance as needed with music parts. These rehearsals should be scheduled for convenience and accomplishments
5. Lead all cantatas, revivals, and other special music events
6. Utilize various types of music for services (Southern gospel, contemporary, etc).
7. Wear appropriate attire for services
8. Encourage participation in all choirs and provide training as needed
9. Work with the Pastor on music arrangements for all services

10. Coordinate all aspects of special music groups within the Church and/or groups from outside the Church
11. Comply with all other guidelines and recommendations set forth in the Church Bylaws

In the event of an extended absence by the Music Director for illness or other unavoidable circumstances, an Assistant Music Director will be appointed and compensated for assuming the duties of the Music Director.

D. Church Clerk/Financial Secretary/Administrative Assistant

Purpose

The Church Clerk is responsible for maintaining thorough and accurate records of the Church's business meetings by recording minutes and keeping records. The Financial Secretary maintains Church financial records for receipt and distribution of funds and to include prepared financial reports. The Financial Secretary will also perform secretarial and administrative office assistant tasks.

Responsibilities

1. Be responsible for all clerical duties for the Administrative staff and various ministries of the Church
2. Be responsible for completing and maintaining the payroll for paid Church employees and contract staff. This could be on a weekly, semi-weekly or monthly basis
3. Be responsible for keeping record of time off for full-time and part-time Church employees.
4. Be responsible for payment of the monthly bills for the Church
5. Make or verify weekly deposits of the Church
6. Be responsible for maintaining the Church bank accounts (Checking, Savings), including reconciliation of monthly statements
7. Coordinate with the Accountant in preparation of the tax deposits (Federal & State). Pay tax deposits monthly
8. Prepare all Church and/or associational reports
9. Prepare weekly bulletin/power point
10. Prepare and coordinate events for Mother's Day/Father's Day
11. Prepare and coordinate ballots for any election the Church may have
12. Be proficient or able to become proficient with a computer and the various computer programs that the Church may use (Example: MS Word, Powerpoint, Quickbooks, etc.)
13. Answer the telephone and assist with whatever needs that may result from the phone call. This includes preparing the One Calls
14. Have regularly scheduled working hours through the week
15. Maintain confidential records of the Church employees
16. Maintain confidential records of all disbursements from the Benevolence Team
17. Order and arrange pickup or delivery of all needed literature and supplies for various Church groups
18. Provide sufficient training to the Assistant Church Clerk, including maintaining a list of procedures and a calendar of due dates and/or deadlines, to enable the Assistant Church Clerk to perform the required duties of the Secretary in the Secretary's absence
19. Comply with all other guidelines and recommendations set forth in the Church Bylaws

In the event of an extended absence by the Church Clerk for illness or other unavoidable circumstances, the Assistant will be compensated for assuming the duties of the Church Clerk.

E. Custodian

Purpose

The Custodian is to maintain the cleanliness of the Church buildings as outlined in the job description.

Responsibilities

Weekly:

1. Empty trash cans and take off all trash at the Church/Fellowship Hall/Youth House
2. Clean ladies and men's bathrooms at the Church/Fellowship Hall/Youth House
3. Clean water fountain
4. Clean all glass doors
5. Sweep all Sunday School classrooms and wipe off tables
6. Vacuum hallways and Sanctuary
7. Clean all areas of the Sanctuary
8. Report any maintenance issues to the Building and Grounds Team

Monthly:

1. Mop all Sunday School classrooms and Youth House
2. Dust blinds, windows, pews, light fixtures
3. Replace light bulbs as needed

****Extra duties:**

When the following events are held at the Church (VBS, Mission Conference, Revivals, Special Singings, etc.) the Custodian is to keep check on these areas: Sanctuary, bathrooms, trash, etc. during that weekly event.

When a Church member uses the Church or Fellowship hall and properties for an event such as weddings, etc; the Church member is responsible for cleaning all areas of the Church or Fellowship hall.

In the event of an extended absence by the Custodian for illness or other unavoidable circumstances, the Pastor(s) and Board of Deacons will appoint someone to fulfill the duties of the Custodian with compensation.

II. Personnel Policies

A. Full Time Ministerial Staff

The following policies shall apply to the position of Senior Pastor:

1. Paid Vacation. Staff shall receive one (1) week vacation after the first six (6) months of service. After five (5) years, staff will be given an additional week of vacation. After ten (10) years, staff will be given an additional week of vacation. Unused vacation time can only be carried over for one calendar year and cannot be applied toward retirement.
2. Holidays. Staff shall receive the following holidays: New Year's Day, Good Friday, July 4th, Labor Day, Thursday and Friday of Thanksgiving Week and two days at Christmas (Christmas Eve, Christmas Day).

If a holiday falls on a Saturday, the holiday will be observed on the last working day before the holiday. If the holiday falls on a Sunday, the holiday will be observed on the first working day after the holiday.

3. Sick Leave. Staff shall receive five (5) sick days during their first year of employment. After one (1) year of employment, staff shall receive eight (8) additional hours of sick time monthly. This may not be used for vacation time. In the event of serious illness staff will be allowed thirty (30) days of leave regardless of time available. The Church will make a decision regarding how to proceed following the thirty (30) day period. Any leave for or exceeding thirty (30) consecutive days will have to be approved by the Church. Unused sick time cannot be applied toward retirement or carried over to the next calendar year.
4. Time Off. Staff shall be given one (1) day off per week. This will be a set day of the week at the discretion of the staff member. If something arises on the regularly scheduled day off (death, illness, funeral, wedding, etc.) the staff member shall take another day off at their earliest convenience. Time off shall be allowed annually for revivals. Conferences and/or educational meetings will be at the discretion of the Board of Board of Deacons.
5. Emergency Leave. In the event staff has a family emergency (death or illness of immediate family) staff shall be allowed take time off regardless of vacation time.
6. Bonus. The Staff Bonus may be disbursed anytime during the calendar year after six (6) months of employment. Bonuses may not be carried over to the next calendar year.
7. Insurance. The Church will negotiate health insurance for the Pastor.
8. Inclement Weather. The inclement weather policy shall coincide with the inclement weather policy for other business, Churches, etc. within the Morganton and Burke County area. The Pastors and Board of Deacons will make the final decision as to the offices being opened or closed.
9. Notice. Staff shall give at least a two (2) weeks' notice prior to terminating employment with the Church. Any unused vacation time will not be paid after leaving. Vacation time and paid time off cannot be taken during the two (2) week notice period.

B. Part Time Ministerial Staff

The following policies shall apply to the position of Associate or Youth Pastor/Director/Music Director:

1. Paid Time Off. Part time staff shall receive one (1) regular service day off per six (6) months. Any additional time off must be approved by the Pastor and Board of Deacons.
2. Bonus. The Staff Bonus may be disbursed anytime during the calendar year after six (6) months of employment. Bonuses may not be carried over to the next calendar year.
3. Inclement Weather. The inclement weather policy shall coincide with the inclement weather policy for other business, Churches, etc. within the Morganton and Burke County area. The Pastors and Board of Deacons will make the final decision as to the offices being opened or closed. Part time ministerial staff will be paid if the offices are closed.

4. Notice. Staff shall give at least a two (2) weeks' notice prior to terminating employment with the Church. Any unused vacation time will not be paid after leaving. Paid time off cannot be taken during the two (2) week notice period.

C. Full Time Non Ministerial Staff

The following policies shall apply to the position of Church Clerk/Financial Secretary/Administrative Assistant:

1. Paid Vacation. Staff shall receive one (1) week vacation after the first six (6) months of service. After five (5) years, staff will be given an additional week of vacation. Unused vacation time can only be carried over for one calendar year and cannot be applied toward retirement.
2. Holidays. Staff shall receive the following holidays: New Year's Day, Good Friday, July 4th, Labor Day, Thursday and Friday of Thanksgiving Week and two days at Christmas (Christmas Eve, Christmas Day).

If a holiday falls on a Saturday, the holiday will be observed on the last working day before the holiday. If the holiday falls on a Sunday, the holiday will be observed on the first working day after the holiday.

3. Paid Time Off. Staff shall receive four (4) hours per month not exceeding forty-eight (48) hours per year of paid time off. Unused paid time off can only be carried over for one calendar year and cannot be applied toward retirement.
4. Maternity Leave. Females will be allowed six (6) weeks for natural childbirth and eight (8) weeks for cesarean. Vacation time can be used in conjunction with maternity leave; however, after vacation time is used; any additional leave will not be paid.
5. Bonus. The Staff Bonus may be disbursed anytime during the calendar year after six (6) months of employment. Bonuses may not be carried over to the next calendar year.
6. Inclement Weather. The inclement weather policy shall coincide with the inclement weather policy for other business, Churches, etc. within the Morganton and Burke County area. The Pastors and Board of Deacons will make the final decision as to the offices being opened or closed. Full time Non Ministerial staff will be paid if the offices are closed.
7. Notice. Staff shall give at least a two (2) weeks' notice prior to terminating employment with the Church. Any unused vacation time will not be paid after leaving. Vacation time and paid time off cannot be taken during the two (2) week notice period.

D. Part Time Non Ministerial Staff

The following policies shall apply to the position of the Custodian:

1. Bonus. The Staff Bonus may be disbursed anytime during the calendar year after six (6) months of employment. Bonuses may not be carried over to the next calendar year.
2. Notice. Staff shall give at least a two (2) weeks' notice prior to terminating employment with the Church.

3. Incllement Weather. If the offices are closed part time non ministerial staff will be expected to complete duties on an alternate day.

E. Church Staff Members

1. All paid staff members shall be directly supervised by the Pastor or, in his absence, by the Board of Deacons.
2. Paid Church staff must be members of the Church. The paid staff member may be considered for an elective position or for team membership in an area unrelated to his or her area of service.

III. CHURCH MINISTRIES AND LEADERSHIP POSITIONS

A. Church Musicians

The musicians play for Worship services and assist the Music Director in presenting a suitable program of music for the Church. Musicians should try to attend all practice sessions.

B. Sunday School

1. Sunday School Director:

The Sunday School Director is elected annually. The Sunday School Director shall have general oversight of the entire Sunday School. The Sunday School Director's responsibilities shall include the following:

- Acquaint himself or herself with the best methods of religious instruction and endeavor to adopt them in this Sunday School.
- Counsel with the officers and teachers of the Sunday School as needed.
- Help to distribute literature and other publications ordered by the Church from the Lifeway Christian Store or appropriate division of the Southern Baptist Convention, unless otherwise agreed upon by the Church.
- Attend and encourage the officers and teachers of the Sunday School to attend Sunday School workshops and other Sunday School meetings scheduled by the Catawba River Baptist Association.
- Completes the Sunday School report each Sunday morning as to the number present.
- Maintain all offering envelopes, C.A.R.E. cards, and pencils in the back of the pews on a monthly basis.
- Serve on the Nominating Team each year.

2. Assistant Sunday School Director:

The Assistant Sunday School Director is elected annually. The Assistant Sunday School Director shall assist the Sunday School Director as needed and perform all the duties of the position in the absence of the Sunday School Director.

3. Sunday School Teachers:

The Sunday School teachers are elected annually. Their responsibilities include:

- Planning, studying, and teaching weekly lessons on an age-appropriate level, using the Bible and the Sunday School literature provided by the Church. Anyone planning to use literature not provided must receive permission from the Pastor.
- Ensuring that the students are taught the Plan of Salvation and to witness to others.
- Making students aware of the Baptist doctrine.
- Teachers should make every effort to contact the Assistant Teacher for any absences, planned or unplanned. The Sunday School Director should be contacted if the Assistant Teacher is unavailable.

4. Assistant Sunday School Teachers. Assistant Sunday School Teachers are elected annually. They will teach the fourth Sunday of every month and in the absence of the regular teacher.

C. Vacation Bible School

The Vacation Bible School Director(s) shall be elected annually. The Vacation Bible School Director(s), in collaboration with the Pastor(s), are responsible for all aspects of this ministry, which includes planning, organizing, conducting, and evaluating the Vacation Bible School each summer.

D. C.A.R.E. Ministry (Christians Actively Reaching Everyone)

The purpose of the C.A.R.E. Ministry is to demonstrate our love for Jesus Christ by showing love to others in the Church family and in the community. This is accomplished by providing them with physical, emotional, and spiritual support, Biblically and prayerfully.

C.A.R.E. is led by the C.A.R.E. Team Coordinators who are appointed annually, and coordinate tasks for each C.A.R.E. Team in conjunction with the individual team leaders. Teams meet Wednesday nights; each team meets only one Wednesday night per month. The teams send encouragement, get well, and sympathy cards to those who are hurting or in need. Telephone calls and visits are made as needed or requested. All of this is done through the power and guidance of the Holy Spirit.

C.A.R.E. is an integral part of the 20/20 team. Once a month, during daylight savings time, a team goes door to door in the community spreading the gospel to the lost as part of the Great Commission.

IV. Church Teams

A. Benevolence Team

1. Membership. It will be composed of the Pastor(s) and the Board of Deacons.
2. Responsibilities. This team shall be responsible for recommending aid to those in need in the Church and in the community. This team may act without the expressed approval of the Church in granting financial assistance to those in need up to five hundred dollars (\$500.00) when circumstances warrant. Amounts in excess of five hundred dollars (\$500.00) require prior approval of the Church when so recommended by this team.

This team may use its discretion in disbursing funds to those in need who complete an application for assistance, and for the members of Grace Baptist Church. The team may choose to pay utility bills, medical bills, or other bills directly to the provider of those services within budget allowance.

If deemed appropriate and so recommended by this team, a special offering may be taken by the Church for an individual in need or for a specific need in the community.

B. Bereavement Team

1. Membership. The Administrative Assistant serves as the Chair. Four ladies volunteer from within the Church to serve as leaders of a bereavement team. Each team consists of at least twelve (12) ladies who volunteer to prepare a meal during the loss of a loved one.
2. Responsibilities. The Chair will order flowers and contact a leader of one of the four (4) teams to prepare a meal for the Church member and/or the members spouse, parents, children or siblings. These teams are on a rotation system but more than one team may be needed to help with a meal.

C. Budget and Finance Team

1. Election. The members of the Budget and Finance Team shall be elected annually with a two (2) year rotation.
2. Membership. The Budget and Finance Team shall be composed of five (5) members of the Church, one (1) of whom is an actively serving Deacon. (The Pastor(s) and Financial Secretary are ex-officio members)
3. Preparation of Budget. Each year this team is responsible for the preparation of the proposed budget for the next calendar year. For budgeting purposes, the Church year runs from January 1 through December 31. Based on actual figures for the current year as furnished by the Financial Secretary, expenses are projected for the next calendar year in all areas of local expense, mission gifts, and payments on the Church indebtedness, if any.

This proposed budget must be printed and distributed to the membership of the Church at the morning worship service no later than the fourth Sunday in January for consideration and approval at the regularly scheduled Church conference on the second Sunday night in February. All expenditures listed in the adopted budget will be retroactive to January 1.

4. Meetings. This team shall meet as needed during the year to consider the financial condition of the Church.
5. Reviews and Audits. Annually the Budget and Finance Team shall review the books of the Financial Secretary for the calendar year that ended in December of the previous year. The Budget and Finance Team may call for an outside audit when circumstances so warrant. When a new Secretary is employed by the Church, the Budget and Finance Team should have the books of the outgoing Secretary audited for the protection of both the outgoing Secretary and the incoming Secretary.

D. Building and Grounds Team

1. Election. The Building and Grounds Team will be elected annually.

2. Membership. The Building and Grounds Team shall be composed of at least three (3) members of the Church including an active deacon.
3. Responsibilities. The Building and Grounds Team should give attention to and study the condition, state of repair, and appearance of all the Church buildings and grounds. This team will oversee volunteers and delegate tasks as needed.

All matters of minor repair, including replacement parts for equipment, shall be subject to the Building and Grounds Team, who should have the repairs or improvements made, and purchase needed equipment.

If the cost of new equipment or improvements is expected to exceed the amount of five hundred dollars (\$500.00), the Building and Grounds Team should have at least two (2) competitive bids submitted to be voted on by the Church.

E. Church Calendar Team

1. Membership. The Church Calendar Team is composed of Senior Pastor, Associate Pastor, and their designees.
2. Responsibilities. The Church Calendar Team shall meet prior to January 1 for the purpose of planning Church events for the upcoming year. They will prepare a master Church calendar which will list all Church functions and events that are scheduled for the year. Although additional events may be added during the course of the year, the purpose of the master calendar is to avoid scheduling conflicts and to set aside necessary facilities for events.

F. Bylaws Team

1. Election. The Bylaws Team shall be elected as needed.
2. Membership. The Bylaws Team shall be composed of five (5) members of the Church, at least one (1) of whom is a Deacon.
3. Responsibilities. The Bylaws Team should review the Bylaws of the Church every two (2) years, or more often if necessary. A copy of the revised Bylaws of the Church will be read to the members and copies made available to the membership upon request, in accordance with established procedures.
4. Any recommended amendment(s) must be approved by the Church.

G. Fellowship Team

1. Election. The Fellowship Hall Team is elected annually.
2. Membership. The Fellowship Hall Team will consist of at least twelve (12) members.
3. Responsibilities. The team will plan, organize, and carry out arrangements for Church wide fellowship. The team may coordinate volunteers for a specific event or, with input from the various Church groups, may designate a specific group to take responsibility for planning and coordinating an event. The team shall operate in accordance with the current "Rules Concerning the Use of the Fellowship Hall of Grace Baptist Church" as adopted and published by the Church.

H. Nominating Team

1. Election. The Nominating Team shall be elected annually.
2. Membership. The Nominating Team shall be composed of five (5) members of the Church, one (1) of whom is a Deacon. Length of service for these five (5) members is limited to two (2) years on a rotation basis. New members will be chosen by the current Nominating Team and presented to the Church as a group.
3. Responsibilities. The responsibilities of the five (5) member Nominating Team include:
 - To recruit volunteers to fill open Sunday School positions and team membership within the Church. Each member of the team will serve for a two (2) year term and at least one (1) member of each of the various teams should continue to serve to provide experience, so as not to have a team made up of all new members.
 - By the first Sunday of May the Nominating Team will meet to begin discussion of Church positions for the upcoming fiscal year.
 - By the fourth Sunday in August, this team will present to the Church in writing, the names of those nominated to serve. Those elected will serve during the Church calendar year beginning with the first Sunday in September.
4. Procedures. With the exception of the Board of Deacons and the salaried/contractual employees of the Church, all officers, teachers, teams, and other leaders of the various organizations of the Church shall be elected annually as recommended by the Nominating Team.

I. Search Team

1. Purpose. A Search Team shall be selected for the purpose of selecting a nominee to present to the Church for the positions of Pastor(s), music director, and any other paid, ministerial staff person when a position becomes vacant.
2. Membership. The Search Team shall be composed of five (5) members of the Church, one (1) of whom is an active deacon, and two (2) alternates.
3. Election. Upon recognition of a need, the Board of Deacons shall suggest to the Church that a Search Team be formed and shall designate dates to present the candidates for a vote. Following the evening worship service on the Sunday designated by the Board of Deacons, members of the Church who are present shall vote.

The Chairman of the Board of Deacons shall announce the names of the five (5) members, and two (2) alternate members selected to serve on the Search Team to the Church membership.

If a search team member cannot fulfill his/her duties, the first alternate will assume the responsibilities of the vacancy.

4. Duties and Procedure. The Search Team will seek out and nominate for the designated staff position, a person whose Christian character, background and abilities qualify the person for the position. The Search Team shall bring only one name at a time for consideration by the Church,

and no nomination shall be made except that of the Search Team. Election shall be by official ballot, with the seventy-five (75) percent vote of those present and voting necessary for selection of the candidate. In the event that the candidate recommended by the Search Team fails to receive a seventy-five (75) percent vote, the Search Team will be instructed to seek out another candidate for the position, and the meeting shall be adjourned without debate.

J. Senior Adult Team

1. Election. The Senior Adult Team is elected annually.
2. Membership. The Senior Adult Team is composed of at least five (5) members of the Church.
3. Responsibilities. The responsibilities of this team include:
 - Planning, organizing, and carrying out various activities for the senior adults of the Church, including meals and trips, etc.
 - Planning Senior Adult Day with senior adults taking part in the Sunday morning worship service as speakers and members of the choir

K. Van and Bus Team

1. Election. The Van/Bus Team is elected annually.
2. Membership. The Van/Bus Team is composed of four (4) members of the Church.
3. Responsibilities. The Bus/Van Team shall be responsible for ensuring that the vehicles are maintained and kept in proper repair.

L. Children's Ministry and Youth Team

1. Election. The Children's Ministry and Youth Teams are elected annually.
2. Membership. The Children's Ministry and Youth Team shall be composed of a minimum of four (4) members of the Church.
3. Purpose. Members of the Children's Ministry and Youth Team will work with the Minister of Youth or Youth Director to coordinate Church activities for the entire Youth Ministry.
4. Responsibilities. The responsibilities of the Children's Ministry and Youth Team shall encompass all aspects of youth ministry and activities, as requested by the Minister of Youth or Youth Director, including, but not limited to, the following:
 - Lead and participate in Bible study (Youth)
 - Organize mission trips (Youth)
 - Provide refreshments at weekly meetings as needed
 - Oversee spending of children's ministry and youth budgets for activities
 - Organize and hold fundraisers to fund mission projects as needed (Youth)
 - Appeal to the Church as a whole for special children and youth needs and community ministry
 - Chaperone outings and extended trips for the safety of our children and youth and to ensure that the Church is represented with respect

- Oversee rules and regulations to ensure fairness and safety
- Encourage our children and youth at all times

M. Missions Team

1. Election. The Mission Team is elected annually. Members may be rotated periodically.
2. Membership. The Team shall consist of no less than five (5) members including at least two (2) women.
3. Responsibilities of this team shall:
 - Keep Church up to date about current missionaries
 - Research new mission possibilities
 - Evaluate current missionaries and mission supports
 - Give monthly financial reports to the Church
 - Organize mission trips and fundraisers
 - Meet as needed
 - Plan and organize the Missions Conference
 - Have authorization to spend up to five hundred dollars (\$500.00) from the mission funds, within budget allowance, and without prior approval of the Church for needs which they deem appropriate. A majority vote of the team is required.
4. Missions Treasurer. **See Section 4.10** in the Bylaws.

N. Planning Team

1. Election. The planning team will be nominated and elected by the Church to serve indefinitely. (Senior Pastor can appoint members as needed)
2. Membership. A minimum of six (6) people shall serve on the Planning Team. The membership is comprised of three (3) women and three (3) men, one (1) of whom is an active Deacon.
3. Responsibilities of this team shall:
 - Prayerfully conduct studies and make recommendations with regard to the space and growth needs of the Church
 - Suggest means of financing any indebtedness required to meet these needs
 - Meet as necessary to review the long-range plan as approved by the Church. Projections should be re-evaluated in light of actual growth records
 - Consider any opportunity for additional land or building purchases and prepare recommendations to the Church
 - Revise the Church's long-range plan at least once every five (5) years
 - Follow the leadership of the Holy Spirit in all plans and recommendations regarding expansion issues. The main goal is to reach others for Christ and in all things desire that Christ be lifted up, the lost are reached, and the saved are disciplined
 - Work with Pastor(s) and Board of Deacons

O. Men's and Women's Ministry

1. Election. These teams will be elected annually and may be rotated periodically.
2. Membership. Composed of five (5) to seven (7) members in the Church.

3. Purpose. To organize structured outreach ministry opportunities both internally and within the community. To manage available funds for outreach efforts.

P. Personnel Team

1. Membership. The personnel team will consist of the Senior Pastor, Associate Pastor(s) and the active Deacons.
2. Purpose. The purpose of a personnel team is to support the Senior Pastor in an advisory capacity to develop and administer personnel policies. Additionally, this team will assist the Senior Pastor in the evaluation of additional staff as the need arises.

Q. Additional Teams

Any additional teams desired by the Church shall be elected for the purpose designated.

R. General

All teams shall be autonomous in the performance of their duties, responsible only to the full body of the Church; however, if the members of a team have a question about their duties or responsibilities and deem it necessary, they should seek the counsel of the Board of Deacons.

All teams shall be referred to the Nominating Team to be voted upon yearly (except the Board of Deacons, as stated otherwise in the Bylaws) for re-nomination or replacement or for additional members; the Nominating Team should review the terms of service for team members to maintain continuity from year to year, to allow team members regularly to rotate off, and to avoid having team members who serve on a single team indefinitely.

The dismissal of any team member shall be handled with the same discipline as outlined in the Bylaws see **Section 3.06**.

V. Other Church Workers

A. Audio/Video Technicians

1. Audio/Video technicians (A/V techs) are expected to provide sound and video operation for all services as needed.
2. Two (2) A/V techs are preferred for Sunday morning services.
3. One (1) A/V tech is preferred if possible to be available for all choir rehearsals, Sunday and Wednesday night services.
4. A/V techs are preferred to be available for sound checks (i.e., voice, music, microphone checks) prior to services.
5. A/V techs are preferred to make every effort to be available for special services such as weddings, funerals, Vacation Bible School, etc.

6. A/V techs should strive to learn all functional and operational needs of equipment and keep abreast of changing technology.
7. A/V techs are to insure adequate staff is available, along with adequate training.
8. A/V techs provide an audio recording of the Church as requested. (\$1.00 donation)
9. A/V techs are preferred to be attentive to all aspects of A/V system operation and report abnormal or potential problems to appropriate Church staff.
10. A/V techs are expected to keep supplies on hand (i.e., batteries, CD's, video tapes, labels, etc.). These items can either be purchased out-of-pocket (with reimbursement from the Church) or ordered via the Church secretary.
11. An experienced A/V tech must be available to supervise operation of the A/V equipment. No one under sixteen (16) is permitted in the sound room even with an adult present.
12. An A/V tech providing services for special events, such as weddings or funerals which occur at times other than regularly scheduled Church services, should be compensated for his/her time by the family or group.

B. Historian

Local Church history is a vital part of the Church's heritage. The purpose of the Church Historian is to gather and compile all information intended for historical purposes in an organized manner. The Historian is to maintain an up to date history of the Church including recording and documenting events, both digitally and electronically. The Church Historian should document and record special events and functions of the Church to include, but not limited to, homecomings, mission conferences, revivals, and Vacation Bible School. Additionally, the Historian should ensure that records are preserved and properly stored in the Church library.

C. Messengers to the Catawba River Baptist Association

Messengers to meetings of the Catawba River Baptist Association are appointed annually. The members of the Church are selected by the Ministerial Staff to attend the scheduled meetings in the Spring and Fall of the Catawba River Baptist Association.

D. Ushers

1. Selection. The Nominating Team will present a list of regular ushers for approval by the Church annually along with the other officers of the Church.
2. Chairman and Co-Chairman shall arrange a rotation of all ushers to care for the seating and comfort of the congregation, the greeting and introduction of visitors, the prevention of interruptions and distractions, taking of the offering, and other similar duties.
3. Usher Duties:
 - Chairman and Co-chairman should make sure all ushers are present for each service and help in all usher duties
 - Welcome, assist in greeting and seating of the congregation and visitors,
 - Distribute Church bulletins and other information,

- Assist in receiving the offering in all Church services, and with other congregational needs
- Direct visitors with small children to the nursery and to assist other visitors as requested
- Assist and direct parking of congregation and visitors

**Assigned ushers for Sunday morning will maintain the duties of ushers until the following Sunday.

4. Junior Ushers. The junior ushers are to assist the ushers when needed.

VI. General Policies

A. Meetings

No Sunday night services are held on Easter, Mother's/Father's Day, Homecoming or as announced.

When Christmas falls on Sunday, only the Sunday morning worship service is held, with no Sunday School or Sunday night service.

Homecoming is observed on the second Sunday in August of each year, or as designated by the Ministerial Staff, with an extended morning worship service followed by lunch in the fellowship hall.

B. Revivals

The Pastor(s) and the Board of Deacons shall recommend the number of revivals to be held in this Church each year.

C. Use of the Buildings and Grounds and Other Property

1. The use of the buildings and grounds and other property of Grace Baptist Church shall be in keeping with the faith and dignity of our Church as stated in the **Bylaws Article 2** and shall be used for the activities of the Church as determined by the Pastor(s) and Board of Deacons.
2. Church property is not for use by the general public. The Board of Deacons may approve the use of Church facilities, including the grounds, for events other than regularly scheduled Church activities, so long as the proposed use will involve or **be supervised by a Church member**. Unsupervised use of the Church property will not be approved. In approving the use of the Church facilities, the Pastor(s) and Board of Deacons may impose specific requirements regarding the use of the property.
3. NO alcoholic beverages nor illegal substances are to be permitted on the Church property at any time.
4. Anyone using the Church property agrees to abide by the policies of the Church, including any specific guidelines designated for the use of a particular property, such as the fellowship hall or vehicles and in agreement with our Statement of Faith.
5. To respect the sanctity of God's House, members and attendees are **strongly discouraged** from bringing food and drinks into the sanctuary. Exceptions to this would be the observance of Communion, bottled water for speakers and special singers, and snacks for small children up to the age of three (3). It is expected that after a child reaches the age of three (3), he/she should

be able to sit through the worship service without eating or drinking anything. For those young children who may need a small snack, be sure to clean up if needed.

6. Dress attire should always be becoming of a Christian, especially at Church. When preparing to come to Church, remember that it is about worshipping and meeting with the Lord in His House. This requires that we dress modestly and with reverence. Be neat and properly attired. Men and women are **strongly discouraged** from wearing shorts to the House of God for any scheduled Church services. Clothing should not be too short, too tight, or too low; clothing should be neat, not sloppy with pants sagging below the belt line. T-shirts with inappropriate slogans and symbols should not be worn to the House of God. Dress for Church in a manner that shows respect.

D. Use of the Fellowship Hall

1. The use of the Fellowship Hall shall be in keeping with the same faith and dignity as that of our Church as stated in the **Bylaws Article 2**.

At no time shall the Fellowship Hall be used for activities other than that of Christian fellowship, defined as activities of the Church, and of its organizations and teams, and to include showers, receptions, birthday parties, and other non-profit functions given by members of the Church.

2. Members of the Church who plan to use the Fellowship Hall should first contact the Chair or Co-Chair of the Fellowship Hall Team for reservations, who will refer them to the calendar located in the Church Office. This will avoid having two groups meeting at the same time.

Keys for the Fellowship Hall should be obtained from and returned to the Chair or Co-Chair of the Fellowship Hall Team.

3. Use of the Fellowship Hall is limited to members of the Church.
4. NO alcoholic beverages nor illegal substances are to be permitted in the Fellowship Hall or on the adjacent grounds at any time. Smoking is not permitted in the Fellowship Hall.
5. The Fellowship Hall Team is to decorate the Fellowship Hall appropriately for all times and all seasons. The use of non-sticky adhesives that can be removed without damage to the walls or windows are recommended; no tape or other material which will damage the walls, windows or floors are to be used.
6. Those using the Fellowship Hall for showers, receptions, birthday parties, and other fellowship functions, other than those hosted by the Church, its organizations and teams, are expected to provide their own paper and plastic supplies and are not to use those that are purchased by the Church.
7. Those persons using the Fellowship Hall shall be responsible to leave it ready for use by another group. All members, Church teams, and other groups using the Fellowship Hall will be responsible to return all tables, chairs, electronic equipment, and other items to their original location. Persons using the Fellowship Hall are expected to wash dishes, pots, and pans and to put them back in their normal places. No perishable food should be left in the building or in the refrigerator. Condiments that will be used in a reasonable length of time should be stored in

protective containers. All trash should be taken off or carried to the dumpster. The floor should be swept and mopped each time the building is used.

8. Dirty dishtowels and dishcloths used should be left in the kitchen in the marked containers. The Chair or Co-Chair will pick them up. The Chair is responsible for making sure the Fellowship hall is cleaned on a monthly basis or as needed.
9. The Chair or Co-Chair of the Fellowship Team should inspect the Fellowship Hall after each function to ensure that it is presentable for future use; if deficiencies are found, they will contact the person(s) who used it prior to the inspection in order that the deficiencies may be corrected. Person(s) who do not correct the deficiencies will jeopardize their future use of the facility.
10. White tables are **NOT** to be removed from the Fellowship Hall for any reason. Metal chairs and the extra (brown) tables stored in the storage building beside the fellowship hall can only be used by members of the Church and must be signed out by the Church Secretary.
11. A copy of these rules shall be posted in the Fellowship Hall together with a list of the current members of the Fellowship Hall Team.
12. The Fellowship Hall team will consist of twelve (12) or more members.
13. These rules will supersede any previous rules concerning the use of the Fellowship Hall.

E. Use of the Church Vehicles

1. The bus and van are to be used only for Grace Baptist Church sponsored activities; exceptions may be made upon approval of the Pastors and Board of Deacons.
2. Pastor(s) and Board of Deacons shall be responsible for selecting qualified drivers.
3. All drivers are to be twenty-one (21) years old or older and a member of Grace Baptist Church and shall be required to follow all state and federal laws, ordinances, and regulations pertaining to the operation of Church vehicles. All bus drivers are subject to random drug and alcohol tests and must maintain an up to date medical card.
4. Keys for the bus/van will be kept in the Church office except when issued to a driver.
5. Each vehicle driver is responsible for keeping a record of miles driven and expenses for each trip.
6. The total capacity of each vehicle is not to exceed its legal capacity. (Maximum for the van is fifteen (15); maximum for the bus is twenty-five (25)).
7. Each children's or youth group must have an adult group leader and a chaperone for each group of ten (10).
8. The drivers and the chaperones are responsible for minimizing excessive noise and enforcing proper conduct.

9. No smoking shall be permitted in the vehicles.
10. Minors must remain seated while the vehicles are in motion; arms and heads must be kept inside the vehicles at all times.
11. Children and young people desiring to leave the vehicles during the trip for other transportation are required to have written permission to do so from a parent or guardian.
12. The group using the vehicles must clean the inside at the end of each trip.
13. The Bus/Van Team shall be responsible for ensuring that the vehicles are maintained and kept in proper repair.
14. When not in use, vehicles are to be stored beside the Church under the shed.
15. A copy of these regulations shall be posted in each vehicle at all times.
16. Church provides adequate liability insurance. The Church Clerk/Secretary will maintain a list of drivers who are qualified to operate the Church vehicles.

F. Wedding Policies

Grace Baptist Church believes marriage is ordained by God, and is between one naturally born man and one naturally born woman as reflected in our **Statement of Faith Article 2 Section 2.01**. Therefore, request for use of Grace Baptist Church facilities for weddings must be in adherence to the Church's belief regarding marriage and sexuality.

Grace Baptist Church facilities can only be used for weddings when either the bride or the groom or parents of the bride or groom are members of the Church. There will be no charge for the use of the Church facilities; however, damages incurred will be the responsibility of the Church member. All prospective couples are required to meet with the Senior Pastor before the marriage ceremony to discuss scheduling of the event and policies with regard to the use of the Church. The Bride and Groom will be given a copy of the guidelines and must sign agreeing to abide by the policies before the wedding takes place.

If the Church fellowship hall is to be used for the reception, the Bride and Groom must meet with the Fellowship Hall chair and follow policies and procedures with regard to the use of the fellowship hall.

Any additional costs incurred shall be the responsibility of the Bride and Groom.

G. Guidelines for Cleanup after Weddings

Specific cleaning tasks will be expected of Church members who use Church facilities for weddings:

1. Decorative items which do not belong to the Church must be removed from the sanctuary and fellowship hall.
2. All furniture which has been removed must be replaced (i.e. podium, chairs, tables, etc.).

3. Floral arrangements belonging to the Church which were removed must be returned to original locations.
4. In rooms within the Church which have been used for dressing, personal items must be removed; all rooms should be put back in order and cleaned.
5. Any items left behind will be collected and stored in the Church office.
6. Live plants left behind will be removed to a location outside and adjacent to the sanctuary.

Unless other arrangements are made by the bride and groom or their immediate families prior to the wedding, the above tasks should be completed within two hours of the conclusion of the wedding ceremony for the sanctuary and within two hours of the conclusion of the reception for the fellowship hall. After the event, the wedding party should be mindful of the fact that the Church facilities must be cleaned and all trash removed.

H. Special Ministries

From time to time, Church leadership may recommend that special ministries be entered into by the Church. These ministries may be adopted as part of the Church's permanent ministry to the community or may be designated for a specific time period. At the time any such ministry is presented to the Church for approval, a description of the program and personnel involved shall be provided to the Church for inclusion in the Policies and Procedures Handbook.

VII. AMENDMENT AND MODIFICATION OF POLICIES AND PROCEDURES

Amendment or Modification. These policies and procedures may be amended or modified, not inconsistent with the Bylaws, by majority vote at any duly called meeting of the Board of Directors, currently serving Deacons per Bylaws **Section 4.05 (E)**. Notification of any amendment or modifications will be given to the President, currently serving Senior Pastor and Associate Pastor(s) by the Board of Directors.