

Myrtle Grove Baptist Church
General Policies and Procedures Manual

Revision
November 18, 2015

Table of Contents

Section 1: Church Calendar Scheduling, pages 6 - 7

Section 2: Ordering Sunday School Literature, pages 7 - 8

Section 3: Policies and Procedures for Use of Church Property, page 8

Section 4: Policies and Procedures for Administration of Equipment, page 9

Section 5: Committee Policies and Procedures, pages 9 - 11

Membership, page 9

Officers, page 9

Meetings, page 10

Minutes, page 10

Reports, page 10

Vacancies, page 10

Budgeting, page 10

Requests for Purchasing, page 10

Advisors, page 10

Duties of Committee Members, pages 10 – 11

Duties of Committee Chairperson, page 11

Section 6: Policies and Procedures of Standing Committees, pages 12 - 21

Baptismal Committee, page 12

Church Bus Committee, page 12

Committee-on-Committee, pages 12 - 13

Decorating Committee, page 13

Finance Committee, pages 13 – 14

Funeral Food Committee, page 14

History Committee, page 14

Hospitality/Greeters Committee, page 14

House and Grounds Committee, page 14

Insurance Committee, page 14

Kitchen Committee, page 15

Lord's Supper Committee, page 15
Missions Committee, page 15
Music Committee, pages 15 - 16
Nominating Committee, page 16
Nursery/Preschool Committee, page 16
Personnel Committee, pages 16 – 19
Purchasing Committee, pages 19 - 20
Special Events Committee, page 20
Stewardship Committee, page 20
Youth Committee, page 21

Section 7: Policies and Procedures of Special Committees, pages 21 - 24

Audio Visual Committee, page 21
Constitution, By-laws, and Policies & Procedures Committee, page 22
Counting Committee, page 22
Deaf and Hard of Hearing Committee, page 22
Family Life Center (FLC) Activities Committee, page 23
Keenagers Committee, pages 23
Media Center Committee, page 24
Nurses Committee, page 24
Preschool Learning Center (PLC) Committee, pages 24
Transportation Committee, page 24

Section 8: Policies and Procedures of Ad hoc Committees, pages 24 - 25

Audit Committee, page 24
Long Range Planning Committee, pages 24 - 25
Pastor Search Committee, page 25

Section 9: Myrtle Grove Baptist Church Ministries, pages 26 - 37

Baptist Men on Missions, pages 26 - 27
Christian Social Ministries, pages 27 - 30
 CSM Intake Director, page 27
 Counseling & Medical Ministry, pages 27 - 28
 Clothing Room Ministry, page 28

Food Pantry Ministry, pages 28 - 30
Tutoring Ministry, page 30
Men's Ministry, page 31
Prayer Ministry, pages 31 - 32
School Partnership Ministries, page 32
Sweet Spirits (Widows Group) Ministry, page 32
Upward Sports Ministry, page 33
Women's Ministry, page 33
Women's Missionary Union (WMU), pages 34 – 37

Section 10: Youth/Children's Medical/Permission Release Form Policies & Procedures, page 37

Section 11: Guidelines for Use of the Fellowship Hall, pages 37 - 38

Section 12: Guidelines for Use of the Kitchens, pages 38 - 39

Section 13: Guidelines for Food Handlers, pages 39 – 40

Section 14: Church Bus Policies, pages 40 - 42

Section 15: Media Center Policies and Procedures, pages 42 - 43

Section 16: Conflict of Interest, pages 43 - 46

Section 17: MGBC Procedures for Arbitration, pages 46 - 49

Section 18: MGBC Wedding Policies, pages 49 - 50 (see also Appendix B)

**Section 19: Changes to the MGBC General Policies and Procedures Manual,
page 50**

**Section 20: Procedures for Requesting Maintenance/Work by the House and Grounds
Committee, page 50**

APPENDIX A, MGBC Forms

1. Calendar Scheduling Form, page A-1
2. Room and Meeting Scheduling Request Form, page A-2
3. Equipment Loan Application Form, page A-3
4. CSM Intake Sheet, page A-4
5. Food Inventory, page A-5
6. Bay Area Food Bank Agency Food Report, page A-6
7. CSM Financial Assistance Form, page A-7
8. Clothing Request Form, page A- 8
9. USDA Bay Area Food Bank Self Declaration Form, page A-9
10. CSM Food Pantry Sign-In Sheet, page A-10
11. MGBC Tutor Ministry Application Form, page A-11
12. MGBC Tutoring Ministry Application Form, page A-12
13. Medical/Permission and Release Form, page A-13
14. Arbitration Form, page A-14

APPENDIX B, MGBC Wedding Policies

1. Wedding Policies, page B-1
2. Application for Scheduling Wedding, page B-7
3. Wedding Coordinator Information Sheet, page B-8

Section 1: Church Calendar Scheduling

Policy

The official church calendar is maintained by the Senior Pastor's Secretary. All requests and changes must be channeled through him or her. No one else may enter, delete, or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and committee chairpersons as coordinated by the Church Council.

The Senior Pastor and the Church Council will coordinate the scheduled events for the church calendar. After their meetings, the Senior Pastor shall inform his secretary of any changes to the church calendar.

Program activities and committee meetings should not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Discipleship Training, midweek prayer service).

The New Members Class is conducted by the Senior Pastor during the Discipleship Training and the evening worship services on the first Sunday of the month.

Use of the building for other than church-sponsored activities is subject to the church policy based on use and space availability. When a conflict arises, church activities take priority over sponsored activities on a first-come, first-served basis. When scheduling conflicts arise, the Senior Pastor's Secretary shall inform the Minister of Education in order to resolve the conflict.

Procedure

Scheduling:

1. Each individual wishing to schedule an activity must complete a Calendar Scheduling Form, Appendix A, page A-1. Forms are kept in the church office.

2. The Calendar Scheduling Form is submitted to the senior pastor's secretary one week prior to the quarterly Church Council meeting. If the event is before the next Church Council meeting, calendaring shall be channeled through the senior pastor's secretary.
3. The senior pastor's secretary shall check the calendar for the availability of facilities and will make the notation on the Calendar Scheduling Form.
4. If the date is available, the senior pastor's secretary enters the event on the church calendar and shall notify the requesting person of approval.
5. The calendar shall be discussed at weekly staff meetings and details coordinated by the Minister of Education.
6. The scheduling for the Family Life Center shall be the responsibility of the Associate Pastor to Children and Families.

Cancellations or Changes:

To change the date, time, or cancel the event, contact the Senior Pastor's Secretary as soon as possible for him or her to note the change in the bulletin. Reasonable notice is three to five days.

Section 2: Ordering Sunday School Literature

Department Directors will determine how much literature is needed to order for the quarter. They will notify the Minister of Education if adjustments are to be made to the quantities from the previous quarter.

Quarterly literature will be ordered by the date Lifeway requires in order to receive a discount. The due date is usually the second week of the month preceding the end of the quarter. Orders are placed in January, April, July, and October.

Payment in full will be rendered upon receipt of the billing statement from Lifeway.

Literature is distributed to the classrooms the same week it arrives from Lifeway whether it is quarterly material or monthly material.

After literature is received, the boxes are checked by the Minister of Education to verify receipt for each department. After the receipt is verified, the church custodian will distribute boxes to each department.

The Department Secretary or Director shall open each box to verify that the quantity received matches the packing list. If there is a discrepancy, the Minister of Education shall be notified. The literature shall be distributed to the individual classes within the department. If additional literature is needed, the secretary or director shall notify the Minister of Education in order to procure the needed materials.

The Minister of Education shall submit an annual budget request.

Section 3: Policies and Procedures for use of Church Property

Policies for the operation and use of the church property are under the following guidelines to avoid problems and to define responsibilities.

A Room and Meeting Scheduling Request Form, Appendix A, page A-2, shall be submitted to the church office at least one month in advance. The Minister of Education shall coordinate the use of church property.

Building Use:

1. All church property shall be used for the Biblical mission of the church which is to bring people to Christ.
2. Use of the church property shall follow the guidelines set forth in the Constitution, By-Laws, and policies and procedures manuals.
3. Non church groups using the property are responsible for the cleanup and for restoring the room(s) to their original state.
4. Regularly scheduled church meetings shall have first priority in building use. Other church related meetings shall have second priority. Outside organizations shall be eligible for building use when the church property is not being used by church groups and when their purpose is approved by the Minister of Education. In the case of a request for use of the Family Life Center (FLC), contact the Associate Pastor of Children and Families.
5. No political meetings are permitted on church property.

Section 4: Policies and Procedures for the Administration of Church Equipment

1. All of the church equipment shall be used for the mission of the church.
2. Regularly scheduled church activities shall have first priority for equipment use.
3. Each individual or group wishing to schedule the use of church equipment must complete the Equipment Loan Application Form, Appendix A, page A-3, and submit it to one of the secretaries in the church office.
4. The form must be forwarded to the Minister of Education for approval.
5. After approval, the secretary shall coordinate the use of the equipment.
6. The equipment must be returned in good working order. If there are any broken or damaged items, it must be reported to the one of the secretaries and noted on the form.

Section 5: Committee Policies and Procedures

Membership:

1. All members of church committees shall be recommended to the church for election by the Committee-on-Committees with the exception of the Nominating Committee which recommends the members for the Committee-on-Committees.
2. Efforts will be made to balance committees by gender and age.
3. All committee members shall be members of Myrtle Grove Baptist Church (MGBC).
4. Committee members shall not serve on more than two standing committees at the same time and shall not chair either of those two committees.

Officers: Each committee shall have a chairman, vice-chairman, and secretary. The Committee-on-Committees shall recommend the chairman. When possible, the

chairman shall not be a newly elected member of that committee. Each committee will select its vice-chairman and secretary.

Meetings: All standing committees shall meet at least quarterly. Some committees will require a minimum of monthly meetings. These will be spelled out in each committee's policies and procedures statement.

Minutes: Each committee shall maintain permanent minutes of all meetings. One copy of the minutes shall be submitted to the church office. The committee secretary will keep a copy. These minutes shall be passed to his or her replacement.

Reports: Any committee may make a report at any regular business meeting. The FLC Activities Committee, Finance Committee, House and Grounds Committee, Missions Committee, Personnel Committee, Stewardship Committee, and Youth Committee are to submit a written report at the first business meeting of each quarter, and a member of each committee shall be present at that time to answer questions.

Vacancies: The Committee-on-Committees shall recommend new members to fill vacancies that occur during the year.

Budgeting: All committees shall submit requests for budget monies to the Finance Committee annually on a Budget Request Proposal Form, Appendix A, page A-4.

Requests for Purchasing: All committees shall abide by the Budget/Finance/Accounting Policies and Procedures Manual for requisitioning purchase of supplies, equipment, and other expenditures.

Advisors: The Senior Pastor and the chairman of the deacons and yokefellows shall serve as an ex-officio member of each committee. They shall be responsible for assisting committees in fulfilling their responsibilities as needed.

The **Duties of Committee Members** are to

1. know the purpose, duties, and members of the committee,
2. be present and on time for meetings,
3. participate in discussions,

4. contribute to the planning and achievement of activities/projects,
5. complete assignments,
6. keep the committee chairperson informed about progress on assignments, and
7. report progress at committee meetings.

The **Duties of a Committee Chairperson** are to

1. know the purpose, duties, and members of the committee,
2. request and administer committee budgeting,
3. plan the agenda for each meeting of the committee,
4. conduct meetings,
5. ensure that a copy of the minutes are submitted to the church office,
6. supervise the work of the committee members,
7. assign responsibility to committee members for follow-through actions,
8. lead the committee to
 - a. identify and schedule activities/projects,
 - b. develop a sequence of actions,
 - c. prepare a timetable,
 - d. determine the resources needed such as handouts,
 - e. complete activities/projects,
9. collaborate, as necessary or desirable, with church staff members, church officers, Church Council, Deacons and Yokefellows, church program directors, and other committees, and
10. report committee action(s), as appropriate, to the church at business meetings.

Each meeting should have a purpose, an agenda, resources such as handouts, and plan for follow-up action.

Section 6: Policies and Procedures of Standing Committees

Deacons and Yokefellows Defined: Deacons and yokefellows mentioned in these policies and procedures always refer to **currently elected** deacons and yokefellows.

The **Baptismal Committee** shall consist of six members both male and female. Members of this committee shall assist the candidates and the ministers in the administration of the Ordinance of Baptism.

The Baptismal Committee is responsible for the availability of robes for candidates and the designated pastor. It shall assist candidates and the pastor in preparation for baptism.

This committee is responsible for ensuring that the baptistery is functioning properly for the baptism service and shall present an annual budget request.

The **Church Bus Committee** shall consist of three members. This committee shall establish procedures and policies for the church bus program, Section 14, and supervise the use, operation, and maintenance of the bus. It shall recommend policies for the use of the bus by church groups. It shall recommend the purchase of vehicles for the church.

The committee shall submit an annual budget request.

The **Committee-On-Committees** shall consist of six members who will nominate replacements for those members who rotate off committees each year. It shall also recommend replacements for vacancies during the year.

This committee shall begin meeting in May to fill committee positions for the new church year beginning in September. The committee shall meet as often as required to fill all vacant committee positions throughout the church year.

All committee members and chairpersons shall be recommended to the church for approval.

The chairperson shall adhere to the rotation system specified in the MGBC By-laws.

Committee members shall not serve on more than two standing committees at the same time and shall not chair either of those two committees.

This committee presents the Nominating Committee to the church.

The **Decorating Committee** shall consist of six members. It shall decorate the church for special occasions and holidays. This committee shall purchase decorations as needed for the church, store them, and submit an annual budget request.

The **Finance Committee** shall consist of six members and a deacon or yokefellow as an ex-officio member. The treasurer, associate treasurer, and financial secretary shall also be ex-officio members. The objective of this combined committee is to ensure that sound procedures are instituted for receiving, counting, depositing, recording, disbursing, and reporting gifts to the church.

This committee shall prepare, present, and administer the annual budget, contribute to the development of an understanding of and commitment to the Biblical concepts of individual and corporate stewardship by discovering ways to plan and support church ministries through budget development, promotion, and commitment.

All matters related to planning, developing, and administering the church budget will be the responsibility of this committee. After the budget is reviewed by the deacons and yokefellows, it will be presented to the church by this committee for consideration and adoption by the church.

Budget administration involves maintaining a close vigil on church income and expenditures to ensure funds are disbursed according to the budget. Transfer of funds from one line item of the budget to another line item must be approved by the church.

This committee shall negotiate any loans that the church deems necessary and present its recommendation to the church for approval.

The Finance Committee shall follow the Myrtle Grove Baptist Church Budget/Finance/Accounting Policies and Procedures Manual.

If budget revisions should become necessary, this committee shall recommend changes to the church.

A liaison relationship shall be maintained by this committee with all those who have budget requests.

This committee is to work with the treasurer, the financial secretary, the Counting Committee, and the Purchasing Committee to ensure that financial procedures are followed and that changes are made in a timely manner.

The committee shall meet monthly or as needed.

The **Funeral Food Committee** shall consist of six members. It shall arrange for food provisions as needed in the event of the death of a church member or a member's immediate family and shall submit an annual budget request.

The **History Committee** shall consist of six members. It shall provide the church office and church library with an updated historical document of Myrtle Grove Baptist Church. This document shall be presented to the church at the end of each church year.

The **Hospitality/Greeters Committee** shall consist of at least six members. It shall endeavor to make everyone who enters the doors of Myrtle Grove Baptist Church feel welcome. This committee's responsibilities shall include registering visitors and guests during Sunday school and Adult Bible Study and directing them to the appropriate class.

The **House and Grounds Committee** shall consist of six members and a deacon or yokefellow as an ex-officio member.

This committee shall assess ongoing maintenance needs of the property, analyze, prioritize, and coordinate maintenance and repairs as required.

This committee shall prepare an annual budget request.

The **Insurance Committee** shall consist of three members and a deacon or yokefellow to serve on this committee as an ex-officio member.

This committee shall recommend adequate insurance coverage for all church buildings, properties, and activities and shall submit an annual budget request.

The **Kitchen Committee** shall consist of three members. This committee is responsible for establishing and updating policies and procedures for use of the kitchens in the Fellowship Hall and the Family Life Center, Sections 12 and 13. A copy of the kitchen policies shall be posted in each kitchen, and any group utilizing the kitchen facilities is responsible for following these policies.

This committee shall ensure the kitchen is adequately equipped and the kitchen floors are swept and mopped as required

An annual inventory of equipment shall be taken and a copy of this inventory posted in the kitchen.

The committee shall submit an annual budget request.

The **Lord's Supper Committee** shall consist of nine members. It shall be responsible for the preparations for the Observance of the Lord's Supper and for the clean up afterward. The committee shall submit an annual budget request.

The **Missions Committee** shall consist of nine members including the Disaster Relief Director. A deacon or yokefellow shall serve as an ex-officio member. The Baptist Men on Mission's Director and Women's Missionary Union (WMU) Director shall also serve as ex-officio members.

This committee shall lead the church in supporting the missions program. It shall establish the church missions' program policies and procedures, make reports, and submit recommendations about mission projects to the church for approval.

The committee shall submit an annual budget request.

The **Music Committee** shall consist of the church pianist, the church organist, the children's choir leader, the preschool choir leader, the praise and worship leader (early AM service), one member of the praise team, and two members of the worship choir. The minister/director of music shall serve as chairperson of this committee. The committee shall work with the minister/director of music to plan, implement, coordinate, and evaluate the total music ministry.

All special music shall be approved by the Minister/Director of Music prior to presentation.

The committee shall submit an annual budget request.

The **Nominating Committee** shall consist of six members to be presented by the Committee-on-Committees for election by June 1st. This committee shall work closely with the Minister of Education to make nominations for all church officers, Sunday school, and Discipleship Training workers, except as otherwise specified in the Myrtle Grove Baptist Church By-laws and the General Policies and Procedures Manual. The term of office shall be from June 1 through May 31.

This committee shall be alert to the need for workers (teachers, leaders, etc.) in all of the various departments of the church. This committee shall communicate frequently with Department Directors and should have a good knowledge of the spiritual gifts of the church membership.

This committee shall prepare and keep available a list of potential workers. It shall nominate the members for the Committee-on-Committees.

The **Nursery/Preschool Committee** shall consist of three members and the Preschool Coordinator shall serve as an ex-officio member. This committee shall have the responsibility for developing policies for the preschool area, taking inventory, maintaining materials, and presenting a budget request.

The committee shall be responsible for ensuring and supervising the proper number of workers as needed for all church services and events, shall adhere to the Preschool Policy Handbook, and is separate from the Preschool Learning Center.

The **Personnel Committee** shall be composed of six members and one deacon or yokefellow as an ex-officio member. This committee should include some church members who have experience in personnel matters in their secular work.

The Personnel Committee is responsible for assisting the senior pastor and the church in personnel management for Myrtle Grove Baptist Church. The committee shall follow the guidelines listed in the MGBC Personnel Manual:

This committee shall

1. evaluate the need for positions, additions/deletions, and present the proposal(s) to the deacons and yokefellows for discussion before making recommendations to the church,

2. review, update and develop job descriptions for positions needed, and recommend changes to the church,
3. work with the Finance Committee to determine possible compensation for positions approved by the church,
4. receive resumes from persons seeking positions with the church, with the exception of the senior pastor,
5. work closely with the Senior Pastor Search Committee and the Finance Committee to develop a financial package for the prospective senior pastor,
6. work with the Finance Committee for financial packages for ministerial and staff employees,
7. interview and recommend qualified candidates to the church for ministerial positions as authorized,
8. schedule interviews for prospective ministers with the deacons and yokefellows and appropriate committee(s),
9. schedule a church wide question and answer session, and
10. schedule a service for him to preach.

The Personnel Committee shall establish policies to help make the work of the church staff effective and meaningful. Policies should include, but are not limited to

1. compensation,
2. workplace guidelines,
3. benefits,
4. performance standards,
5. grievances,
6. discipline, and
7. terminations.

The Personnel Committee shall provide the congregation with information and updates regarding personnel in order for the church to make a final decision regarding

the hiring or dismissal of personnel. Confidentiality should be maintained at all times throughout this process.

This committee will work with the employees of the church to determine pay periods, the method to be used to record hours worked, overtime issues, and payroll deductions.

The Personnel Committee shall recommend to the church policies related to:

1. personal appearance or dress code,
2. office hours,
3. attendance at staff meetings,
4. tardiness or lateness,
5. sexual or other forms of harassment,
6. personal or romantic relationships,
7. addictive behavior,
8. outside employment and activities,
9. use of church equipment,
10. personal and ethical responsibilities,
11. financial integrity,
12. counseling sessions,
13. confidentiality of church information,
14. email usage,
15. workplace safety,
16. security,
17. vacation,
18. holidays,
19. sick days,

20. retirement (Annuity) participation*,
21. Social Security compensation as appropriate*, and
22. health care insurance and reimbursements as appropriate*.

Note: This committee will work with the Finance Committee and the Financial Secretary in the areas indicated above with an “*”.

The Personnel Committee shall recommend to the church employee performance standards that are specific, measurable, and attainable. Position descriptions shall be used to determine the effectiveness of the employee or staff member in relation to his or her work.

This committee shall use an annual performance evaluation process that has been approved by the church. The committee shall work with the senior pastor to set a time for annual performance evaluations of ministers. It shall also schedule times for annual evaluations of support employees with their immediate supervisor. The committee shall schedule a time to review the senior pastor’s annual evaluation.

The Personnel Committee shall meet as required to address employee or staff concerns.

The **Purchasing Committee** shall consist of six members and one deacon or yokefellow as an ex-officio member. The Church Treasurer shall serve as an ex-officio member of the Purchasing Committee but shall not sign purchase orders.

This committee shall use the annual budget as its guideline for considering all purchase requests.

Comparison buying shall be done to obtain the most for our money, not necessarily the cheapest price.

All purchase orders should be filled out in full with a clear description of items being purchased.

All invoices for which checks are written must be made out to Myrtle Grove Baptist Church.

All purchase orders shall be signed by the Financial Secretary to affirm the availability of line item budgeted funds. Two or more members of this committee shall be present to study and consider all requests.

No checks are to be written or purchases made until purchase orders are signed. Reimbursements shall not be given without an approved purchase order.

The **Special Events Committee** shall consist of six members. It shall plan and coordinate, on the church calendar, church anniversaries, staff anniversaries, special events, and receptions for special guests.

This committee shall enlist volunteers to assist with large events.

All special events shall be paid from the budget of the organization, department, or person making the request and must be approved by the Special Events Committee.

The committee shall submit an annual budget request.

The **Stewardship Committee** shall consist of six members and a deacon or yokefellow as an ex-officio member. This committee, if possible, should include some church members who have experience in either financial planning, finance, or advertising in their secular work. Members must be committed to understanding and practicing Biblical stewardship, have a genuine concern for the church and her mission, enthusiastic and creative, and be excellent communicators. The chairman shall be a member of the Church Council.

The committee shall

- A. study and grow in its understanding of Biblical stewardship so it can communicate whole-life stewardship (how members manage time, talent, treasure, relationships, and health) and the life of discipleship,
- B. be informed about the stewardship materials available from the Florida Baptist Convention,
- C. design and implement a year-around, ongoing stewardship program for all ages in the congregation and cultivate knowledge and conviction of members of the church concerning their Biblical responsibility as Christian stewards,
- D. have at least one annual financial management and personal seminar to teach members the disciplines of stewardship,
- E. make sure there is a significant emphasis on some aspect of stewardship in every quarter of the church year,

- F. encourage preaching, teaching, and celebrating generosity in the life of the church,
- G. help church members understand how the budget applies to the Mission Statement of the church,
- H. provide an annual estate training seminar each year,
- I. help members become better acquainted with their spiritual gifts and help them invest those gifts in the church's ministry,
- J. personalize giving through various methods of media for all ages,
- K. work with the Senior Pastor, Education Minister, deacons and yokefellows, Finance Committee, and Missions Committee to implement the annual plan,
- L. meet at least monthly, and
- M. submit an annual budget request.

The **Youth Committee** shall consist of nine members. Membership should be composed of three youth Sunday school teachers, three parents, and three students.

This committee shall work with the Minister of Youth in planning, conducting, and evaluating an ongoing ministry for students.

The committee shall submit an annual budget request.

Section 7: Policies and Procedures of Special Committees

The **Audio Visual Committee** shall be accountable for all equipment used in this department. This committee shall record all Sunday morning services and monthly or special business meetings.

Requests and arrangements must be made with this committee for special music and rehearsals.

Duplicate recordings are available upon request.

The hearing impaired equipment is checked out through this committee.

The Carillon Ministry is supported by this committee.

This committee shall submit an annual budget request.

The **Constitution, By-laws, and Policies and Procedures Committee** shall consist of six members and one deacon or yokefellow as an ex-officio member.

This committee shall work with committees, deacons and yokefellow and staff members to review proposed amendments to the Myrtle Grove Baptist Church Constitution, the Myrtle Grove Baptist Church By-laws and changes to all Myrtle Grove Baptist Church policies and procedures manuals.

All changes shall be presented to the church in accordance with guidelines established in the Myrtle Grove Baptist Church Constitution and Myrtle Grove Baptist Church By-laws.

The **Counting Committee** shall consist of seven members and two substitutes. One member must be a deacon or yokefellow. The purpose of this committee is to count and deposit the receipts of the previous Sunday.

The Counting Committee shall meet the first bank business day after Sunday for the purpose of depositing the offerings of that previous week.

This committee shall follow guidelines in the Myrtle Grove Baptist Church Budget/Finance/Accounting Procedures Manual which involves opening the envelopes, verifying contents, counting money, reconciling money with envelopes, and depositing money into the bank.

The Chairperson shall be responsible for the paperwork, accuracy, and making the actual deposit.

The Chairperson, accompanied by one other member of the committee, shall be responsible for picking up depository bags from the bank and returning them to the bank for deposit after the money has been counted. If the chairperson is not present, he or she shall be responsible for appointing someone whose name is on the bank's approval list to fulfill these duties.

The **Deaf and Hard of Hearing Committee** shall consist of a director and qualified volunteers who have a desire to reach the deaf for Christ. This committee provides sign language interpretation during worship services, Sunday school/small group classes, Discipleship Training, and other church services and functions as needed.

This committee plans activities such as Deaf Revivals and holiday functions, prays for the Deaf Affinity group, plans for and goes on mission trips to the deaf, and provides periodic sign language classes to interested church members.

The **FLC Activities Committee** shall consist of twelve members and one deacon or yokefellow as ex-officio. There shall be two representatives (one male & one female) from each age group: youth, singles, young married persons, adults, and senior adults and two additional members from the church at large.

The chairman of the FLC Activities Committee will serve as Family Life Center (FLC) Director in the absence of the FLC Director. In the absence of the chairman, the vice-chairman will serve as the FLC Director unless another is appointed by the church.

This committee shall assist the FLC Director in enlisting all volunteer recreational activity leaders and coaches and assist in maintaining records and the taking of an annual inventory of equipment. The FLC Director and committee members shall have charge over all recreational activities for all age groups (crafts, physical fitness, social events, and sports, etc.). They shall ensure that in every activity, Christ is magnified.

The Family Life Center Policies and Procedures Manual and the fee schedule shall be reviewed periodically and can be altered. Any additions or alterations must be approved by the church.

This committee shall assist the FLC Director in approving and scheduling reservation requests and can decline any request if it is not in the interest of Myrtle Grove Baptist Church and its objectives.

This committee shall submit an annual budget request.

The **Keenagers Committee** shall consist of the number of members as recommended by the Director(s) and approved by the Keenagers' Committee. A ministerial staff member shall be appointed by the Senior Pastor to serve as an ex-officio member.

This committee shall develop and maintain ministries to senior adults such as monthly meetings, trips, conferences, mission activities, and projects in the community.

The chairperson(s) of this committee shall serve on the Church Council and shall submit an annual budget request.

The **Media Center Committee** shall consist of at least five members. Its duties shall be those found in the Denominational Library Manual. This committee is responsible for establishing and making changes to the Media Center Policies and Procedures, Section 15. The chairperson shall serve on the Church Council and shall serve as media coordinator and shall submit an annual budget request.

The **Nurses Committee** shall consist of licensed nurses who are members of Myrtle Grove Baptist Church and who will volunteer their services when available. They shall not be held liable.

The **Preschool Learning Center (PLC) Committee** shall consist of the PLC Director (ex-officio), the Assistant Director (ex-officio), the Minister to Children and Families, a currently elected deacon or yokefellow (ex-officio), Financial Ministry Assistant, PLC Committee Chairperson (appointed by the MGBC Committee on Committees), a minimum of five members at large to include, if possible, the parent of a child enrolled in the PLC who is not a member of MGBC is an ex-officio member.

The responsibilities of the PLC Chairperson and of the committee members are contained in the MGBC PLC By-Laws, sections VI, VII, and VII.

This committee is separate from the Nursery/Preschool Committee.

The **Transportation Committee** shall consist of volunteers who provide transportation for church services when volunteers or the bus is available.

Section 8: Policies and Procedures of Ad hoc Committees

The **Audit Committee** shall consist of six members and a deacon or yokefellow as an ex-officio member. Whenever there is a need for an audit, this committee shall be formed and approved by the church.

The **Long Range Planning Committee** shall consist of all ministerial staff as ex-officio members, the Church Council, and Chairpersons of the Personnel Committee, the House and Grounds Committee, the Finance Committee, the Preschool Learning Center Committee and as many others as necessary. The Senior Pastor shall lead this committee.

This committee's visionary scope shall begin with the present and look to the next ten years of purpose, mission, ministry, and needs of Myrtle Grove Baptist Church.

The committee shall study the needs of Myrtle Grove Baptist Church, set priority goals, plan strategies for reaching these goals and follow through to completion of each prioritized goal, and make recommendations to the church.

The **Pastor Search Committee** shall consist of seven members of Myrtle Grove Baptist Church. The chairman of the deacons and yokefellows shall appoint a committee of deacons and yokefellows to study the church roll and make nominations to the church for this committee. This committee shall be representative of the church by age and gender. No more than one member of any family shall serve on this committee. The chairman of the deacons and yokefellows shall not serve as chairperson of this committee.

The duty of this committee shall be to seek a suitable prospect for pastor and present him to the church for approval. A minimum of two members shall visit a prospective minister before presenting him to the Pastor Search Committee. Videos may be used as a preliminary evaluation.

The pastor search committee shall evaluate his presentation of the message and its content.

Only one prospect may be presented to the church at a time. The prospect shall be interviewed by the deacons and yokefellows, attend a question and answer session for church members, and preach at least one sermon.

Section 9: Myrtle Grove Baptist Church Ministries

Baptist Men on Missions

The purpose of the Baptist Men on Missions is to assist and support the Myrtle Grove Baptist Church Missions Program. The Baptist Men on Missions are also responsible for supporting the work of the Food Pantry. The Baptist Men on Mission Director shall

1. lead the total Men's Mission planning, coordination, and evaluation,
2. lead in establishing age-division units,
3. work with church leadership and the Missions Committee in discovering mission needs,
4. lead men and boys to participate in mission learning experiences and mission activities in age-division units and church wide activities,
5. lead in coordinating the selection of mission areas to be taught and the ordering of Brotherhood curriculum materials and supplies,
6. report the progress of men's work to the church and the church council regularly,
7. lead in implementing special projects of the church as assigned and in helping members to understand the work of the church and the Baptist denomination,
8. work with WMU Director in planning and conducting church wide projects such as mission studies, weeks of prayer, mission offerings, and mission involvement,
9. help lead the church to participate in World Mission Conferences,
10. be a member of the Church Council

11. ensure all adults working with children and teenagers participating in the Women's Missionary Union programs complete the MGBC Ministry Screening Application contained in the MGBC Risk Management Manual, and
12. submit an annual budget request.

Christian Social Ministries (CSM)

The purpose of the Christian Social Ministries is to provide food, clothing, medical screening, and financial assistance to needy church members and families and individuals from the surrounding area. This ministry also provides tutoring assistance to children at risk. This committee shall submit an annual budget within the Missions Committee's budget proposal.

The **CSM Intake Director** is responsible for interviewing clients to determine their food, financial, and medical needs and refers clients to the appropriate ministry.

The Intake Director maintains the CSM Intake Sheet, Appendix A, page A-5, and provides the necessary forms to the appropriate ministry: food, financial, and/or medical screening.

The **Counseling and Medical Ministry** is staffed by volunteers from Myrtle Grove Baptist Church. This ministry has a director to plan, supervise, and coordinate counseling and medical screening services. This ministry partners with the Help and Hope Clinic and other local agencies to provide medical and financial assistance. A local background check is completed for individuals seeking financial assistance.

Cash assistance is not provided to anyone. A purchase order is made out for financial assistance and forwarded to the Purchasing Committee.

The counseling volunteers recommend financial assistance as funds are available for needs such as prescription costs, utility bills, and rent. This service does not provide funds for pain relievers, narcotics, psychiatric drugs, etc. As funds are available, this ministry will assist individuals with transportation needs, primarily for medical transport. This assistance is in the form of ECAT bus passes and gas cards.

The medical volunteers perform blood pressure readings and if needed, make referrals for further medical care. This ministry does not provide medical advice or directions.

A CSM Financial Assistance Form, Appendix A, page A-6, shall be completed by the director or another volunteer when the clients are interviewed. This form is used to determine the services each client requires. A copy of the client's bill is stapled to the form. A file is maintained on each client by the director. A client may only receive financial assistance once per year. All CSM financial requests will follow the same procedures as outlined in the Budget/Finance/Accounting Procedures Manual.

The **Clothing Ministry** is supported by volunteers from the Women's Mission Ministry (WMU) and other volunteer church members. This ministry has a director and assistant director to plan, supervise and coordinate the distribution of free clothing to the needy.

The clothing room is open Tuesdays from 9:30 through 11:30 AM unless otherwise specified by the Clothing Room Director. Clothing, shoes and coats are available for ladies, girls, children, men, and boys.

Volunteers arrive prior to opening. Clothing that is received is sorted, sized, folded, and stacked on shelves or hung on hangers.

People who come for clothing complete a Clothing Request Form, Appendix A, page A-7, are interviewed, and are presented with the plan of salvation if they are not a Christian. Each person is allowed five outfits and one visit every three months.

The director and assistant director maintain records of requests and visits.

The **Food Pantry Ministry** is staffed by volunteers from the Baptist Men on Mission (Brotherhood) and other church volunteers. This ministry has a director and assistant director to plan, supervise and coordinate the distribution of free food to the needy. Myrtle Grove Baptist Church is a Bay Area Food Bank Agency for food distribution and receives a free monthly USDA food allotment based upon the number of family members served.

Food for the food pantry is donated by church members, purchased from designated offerings, from the USDA Food Bank, and donated by stores and distributors. Volunteers collect donated food from boxes placed strategically

throughout the church, purchase food, pick up food from the USDA Food Bank, and stock the shelves or place it in freezers.

Persons receiving food from the USDA Food Bank may receive only one allotment per household per month. Clients who do not meet USDA criteria can receive food from non-USDA shelves at volunteers' discretion.

Persons requesting food must

1. complete the USDA Bay Area Food Bank Self Declaration Form, Appendix A, page A-8 & A-9, for eligibility and are served in the order listed on the CSM Intake Form, Appendix A, page A-5,
2. review the USDA Bay Area Food Bank Self Declaration Form with a volunteer,
3. sign the MGBC Food Pantry Sign In Form, Appendix A, page A-10,
4. qualify for USDA food based on income level or other assistance and reside in Escambia County.

Volunteers shall

1. determine whether or not the client has previously completed the required USDA Bay Area Food Bank Self Declaration Form,
2. review information with the client and record any changes, corrections, or additional information on the form,
3. ensure repeat clients verify their visit by signing and dating the Signature Form on the back of the USDA Bay Area Self Declaration Form,
4. distribute food in accordance with the food distribution guidelines, and
5. ask clients if they would be interested in Myrtle Grove Baptist Church's Social Services Ministry to meet other needs within the family to include prayer, clothing, counseling, financial assistance, and medical screening.

Food Distribution Guidelines

1. Clients are served the same amount and provided foods from the four basic food groups.
2. All USDA food distributed must be documented by item on the Food Pantry Inventory Form, Appendix A, page A-11. Food invoices and inventories are kept on file in the food pantry for periodic USDA inspections.
3. Household statistics are kept on the CSM Intake Forms and an Agency Quarterly Report, Appendix A, page A-12, is sent to the Bay Area Food Bank, from which future food allotments are determined. Copies of the quarterly report are also kept on file in the Food Pantry for inspection purposes.

The **Tutoring Ministry Program** is to help students who are at risk of failing to meet grade level expectations as required by standardized testing requirements. This ministry shall also be used to introduce children and families to Jesus Christ by creating opportunities through the tutoring program. Devotions and prayer time shall be held during tutoring sessions.

A Tutoring Ministry Coordinator shall be nominated by the Nominating Committee. The tutors shall be volunteers from members of Myrtle Grove Baptist Church and also high school students who are working toward meeting their community service requirements.

Tutors are required to complete the Myrtle Grove Baptist Church Tutor Ministry Application Form, Appendix A, page A-13, and the Myrtle Grove Baptist Church Children's Ministry Primary Screening application for Children or Youth Work contained in the Myrtle Grove Baptist Church Risk Management Manual. Final approval for volunteers shall be given by the Tutoring Ministry Coordinator and the Myrtle Grove Baptist Church Administrator.

The Tutoring Ministry Coordinator shall contact the appropriate school personnel to determine children who are at risk of failing to meet grade level expectations. Tutors shall contact the child's teacher to coordinate curriculum requirements to better serve their educational needs.

Parents/Guardians shall be required to complete the Myrtle Grove Baptist Church Tutoring Application, Appendix A, page A-14 & A-15, and submit it to church office. The Tutoring Ministry Coordinator shall review the application and make a determination regarding availability and approval.

Men's Ministry

The main priority of this ministry is to encourage all men in the MGBC fellowship to become part of an accountability group.

The **Men's Ministry Director** coordinates and plans ministry events for men that specifically assist equipping men for their roles as husbands and fathers as well as single men who are seeking to be men of Biblical integrity. The director shall assist in planning men's conferences and rallies, small group Bible study fellowship, and retreats, and is a member of the Church Council.

Prayer Ministry

The purpose of the prayer ministry is to encourage every church member to become active in prayer.

The Prayer Ministry Coordinator

1. plans, coordinates, and evaluates the work of the prayer ministry,
2. educates the church body concerning different prayer ministries,
3. promotes and encourages a personal prayer life throughout the church body,
4. promotes church member participation and involvement in the ministry of the Prayer Room,
5. works with the pastor and other church leaders to organize an effective prayer ministry, and
6. is a Member of the Church Council.

The Prayer Ministry Coordinator shall also maintain a designated Prayer Room with the following, but not limited to,

1. a directory of church membership,
2. a directory of church leadership,

3. a directory of community, business, and government leaders,
4. a record book of prayer requests, answered prayers, and
5. a schedule of specific times that church members have volunteered to pray.

School Partnership Ministries

- A. The **Senior Pastor** shall coordinate with Escambia High School officials the Fellowship of Christian Athletes Program. This ministry seeks to provide a Friday morning breakfast during football and baseball seasons. The program provides Christian guest speakers to encourage students in their Christian faith.
- B. The **Senior Pastor** shall coordinate the use of church facilities for special school events such as the baccalaureate service, choral concerts and other such meetings.
- C. The **Minister of Children and Families** shall coordinate the distribution of school supplies to the administrations of Myrtle Grove Elementary School and Sherwood Elementary School. During the months of July and August, collection boxes are placed in the church office and Family Life Center for church members to donate school supplies. A list of suggested items is distributed to the Sunday school departments and also placed in the foyer of the worship center. The Minister to Children and Families delivers the collected school supplies to the school soon after the new school year begins. The school administration shall distribute the supplies as needed to the students and teachers.
- D. The **Minister of Children and Families** shall coordinate the distribution of Christmas shoe boxes to the administrations of Myrtle Grove Elementary School and Sherwood Elementary School. During the months of November and December, church members will fill and wrap shoe boxes to be delivered to the schools before the Christmas break. A list of suggested items is distributed to the Sunday school departments and also placed in the foyer of the worship center. The school administration shall pass out the shoe boxes to families in need.

Sweet Spirits (Widows Group) Ministry

Approximately once a quarter a luncheon and program is held for the widows of Myrtle grove Baptist Church. The Sweet Spirits Ministry Committee plans each event.

Upward Sports Ministries

The purpose of the Upward Sports Ministry is to introduce children to Jesus Christ by creating opportunities to serve through sports. Devotions and prayer time shall be held during practices and games.

The Minister to Children and Families serves as the Director for Upward Sports at Myrtle Grove Baptist Church. The Leadership Team is comprised of volunteers serving as coordinators, coaches, assistant coaches and referees. All of our Leadership Team members are required to complete coach applications (found in the Upward Director's Manual) and also a Myrtle Grove Baptist Church Children's Ministries Primary Screening Application for Children or Youth Work contained in the Myrtle Grove Baptist Church Risk Management Manual.

Participation Guidelines

Sports: Basketball and Cheerleading (Fall and Winter)
Soccer (Summer and Fall)

Length of Season: One practice and one game are held weekly. Each practice and game lasts approximately one hour. A total of 10 or 11 practices and 8 games will be conducted throughout the season. An Awards Night is held to celebrate the season. Every child receives an end of season award from Upward Sports.

Ages: Basketball (Kindergarten through sixth grade)
Cheerleading and Soccer (K4 through sixth grade)

Fees: A fee is charged for each child participating. (Some scholarships are provided by donations and are administered on an as needed basis.)

Women's Ministry

The main priority of this ministry is to encourage all women in the MGBC fellowship to become part of an accountability groups.

The **Women's Ministry Director** coordinates and plans ministry events for women that specifically assist equipping women for their roles as wives and mothers as well as single women who are seeking to be Biblical women of integrity. The director

shall assist in planning women's conferences and rallies, small group Bible study fellowship, and retreats, and is also a member of the Church Council.

Women's Missionary Union (WMU)

The purpose of the Women's Missionary Union is to assist and support Myrtle Grove Baptist Church Missions efforts and ministries such as providing Clothing Room and Food Pantry volunteers.

The **Women's Missionary Union Director** shall

1. lead the total women's mission planning, coordination, and evaluation,
2. lead in establishing age-division units,
3. work with church leadership and the Missions Committee in discovering mission needs,
4. lead women, girls, and boys to participate in mission learning experiences and mission activities in age-division units and church wide activities,
5. lead in coordinating the selection of mission areas to be taught and the ordering of curriculum materials and supplies,
6. report the progress of women's work to the church and church council regularly,
7. lead in implementing special projects of the church as assigned and in helping members to understand the work of the church and Baptist denomination,
8. work with the Baptist Men on Mission's Director in planning and conducting church wide projects such as mission studies, weeks of prayer, mission offerings, and mission involvement,
9. help lead the church to participate in World Mission Conferences,
10. be a member of the Church Council,
11. ensure all adults working with children and teenagers participating in the Women's Missionary Union programs complete the MGBC Ministry Screening Application contained in the MGBC Risk Management Manual, and

12. submit an annual budget request.

The **Women on Missions Director** is responsible to the Baptist Women for leading in planning, conducting, and evaluating the work of the Women on Missions organization. She shall

1. serve on the WMU Council,
2. lead the Women on Missions officers council,
3. confer with the other officers/group leaders and assist them in their work,
4. preside at organization meetings,
5. interpret the work of the church and denomination to officers and members,
6. encourage participation in total work of the church, and
7. report progress of organization to the WMU Director.

The **Acteens Leader** is responsible to the WMU Director for leading in planning, conducting, and evaluating the work of the Acteens organization. She shall

1. serve on the WMU Council,
2. participate in WMU annual planning,
3. guide the organization in planning, conducting, and evaluating its work and share leadership with officers to the extent of their maturity,
4. plan with organization officers and assist them in their work,
5. interpret the work of the church and denomination to officers and members and encourage participation in the total work of the church,
6. plan for training of officers and members,
7. plan ways to enlist prospects and contact absentees,

8. visit in the homes of members,
9. keep records of the organization's work,
10. report progress of the organization's work to the WMU Director,
11. work with the WMU Council in obtaining literature and supplies and in securing and maintaining furnishings and equipment, and
12. work with members in other church programs to coordinate the church's work with youth.

The **Girls in Action, Royal Ambassadors, and Children in Action Leaders** are responsible for leading in planning, conducting, and evaluating the work of their respective organizations. These leaders shall

1. serve on the WMU Council,
2. participate in WMU annual planning and lead assistant leaders in annual and regular planning,
3. work with assistant leaders to develop a specific list of duties for each assistant leader,
4. interpret the work of the church and denomination to members and encourage participation in total work of the church in ways appropriate to the age group,
5. plan for training of members,
6. plan ways to enlist prospects and contact absentees,
7. visit in the homes of members,
8. lead one or more small-group activities and the large-group activity at organization meetings,
9. keep records of the organization's work,

10. report progress of the organization's work to the WMU Director.
11. work with the WMU Council in obtaining literature and supplies and in obtaining and maintaining furnishings and equipment, and
12. work with members in other church programs to coordinate the church's work in the children's division.

Section 10: Youth/Children's Medical/Permission Release Form Policies and Procedures

A Medical/Permission and Release Form, Appendix A, page A-16 & A-17, shall be completed for each youth/child and submitted to the Minister of Education prior to any youth or children's activities/camps/mission trips and for those minor children (below age 18) riding the church vans, buses and vehicles. This form shall also be submitted to the Minister of Children and Families for each participant in the Upward Sports programs.

Section 11: Guidelines for Use of the Fellowship Hall

Breakfasts, luncheons, dinners or socials by recognized groups of Myrtle Grove Baptist Church are scheduled on a first come, first served basis.

Periodic receptions are conducted for staff personnel.

Any member of Myrtle Grove Baptist Church may request use of the fellowship hall for bridal showers, wedding receptions, and baby showers.

Receptions for wedding anniversaries of twenty-five years and above are permitted on a first come, first served basis for church members or immediate family of a church member. Immediate family includes mother, father, children, grandparents, mother/father-in-law, foster or step children.

Birthday parties may only be scheduled for Myrtle Grove Baptist Church adult members eighteen years old or older. Individuals scheduling birthday parties are responsible for furnishing paper products (plates, cups, plastic ware, napkins, tablecloths, etc.) and for pay custodians per the wedding policy. Refer to the Family Life Center Manual for scheduling other birthday parties.

Family reunions may be scheduled for MGBC members. Individuals scheduling family reunions are responsible for furnishing paper products (plates, cups, plastic ware, napkins, tablecloths, etc.) and for paying custodians per the wedding policy. The Family Life Center may be used for family reunions per the MGBC Family Life Center Manual.

Precinct voting is allowed in the fellowship hall.

Any organization such as the boy/girl scouts may use the Fellowship Hall when the organization is sponsored by MGBC and has MGBC church members as their leaders. Leaders of organizations working with youth are required to follow the MGBC Child Abuse Prevention Policies.

The Myrtle Grove Baptist Church fellowship hall shall **not** be used for

1. banquets for groups not affiliated with Myrtle Grove Baptist Church,
2. political meetings, and
3. school meetings and functions except those with neighboring schools in partnership with MGBC.

Requests for use of the fellowship hall shall be scheduled through the church office on a **first come first served basis**. Requests shall not be considered any earlier than three months prior to the event except for wedding receptions. A janitorial fee will be charged for non-church sponsored activities.

Absolutely no smoking, unapproved music, alcoholic beverages are permitted on church premises. Music must be approved by the Minister of Music or the officiating minister.

Section 12: Guidelines for Using the Kitchens

Kitchen facilities are available for church events in the Fellowship Hall and the Family Life Center and authorized receptions are scheduled through the church office.

All parties (caterers, family/friends) using the kitchen facilities shall provide their own paper products, detergents, towels, coffee, and any other consumable goods. They are responsible for sweeping and mopping the floors.

The kitchen shall be left clean with everything put back in its place.

All leftover food items shall be removed from the church or disposed of in the trash receptacles.

All garbage and trash from weddings and receptions shall be disposed of in the trash receptacles.

Counter tops and sinks are to be left clean.

Kitchen equipment shall not be removed from church premises.

Any item(s) broken or damaged must be reported to the church office or the Kitchen Committee and arrangements shall be made to replace them.

Dishes, pots, pans, warmers, etc. brought to the church shall be taken home following the event for which it was used.

The custodial staff is responsible for sweeping and mopping the floors and emptying the trash cans after each church-sponsored event.

A copy of this policy shall be displayed on the wall of each kitchen.

Section 13: Guidelines for Food Handlers

All groups using the kitchen are responsible for proper cleanup.

The custodians are responsible ONLY for disposing of all trash and garbage and cleaning floors.

The following guidelines are necessary to maintain a clean and sanitary cooking area.

1. Only authorized person(s) may cook in the kitchen.
2. Disposable gloves must be worn at all times while preparing and serving food.
3. All dish rags and towels must be washed and dried after use. A washer and dryer are available in the Family Life Center.
4. All pots, pans, cooking utensils and bowls must be scraped out in the garbage can before being placed in the dishwasher.
5. All equipment must be cleaned after each use. This includes, but is not limited to the stove, grill, oven, refrigerator, microwave, food warmer and large can opener. Wiping grease, oil and traces of food off the outside of these items does not necessarily constitute cleaning. All appliances must be cleaned inside and outside.
6. The slicing machine must be disassembled and all parts cleaned after each use.
7. Coffee pots, punch and tea containers must be cleaned after each use.
8. The stainless steel tables must be cleaned after each use.
9. Food may only be left in the refrigerator for an identified upcoming event. No food shall be left in the refrigerator after the event.
10. Freezers are not to be used for long term storage.
11. The pantry and store rooms must be kept clean and orderly. Boxes must not be left on the floor and furniture must not be left in the pantry.
12. **Do not dump oil or grease down the drains.**

Section 14: Church Bus Policies

The church bus is for the use of Myrtle Grove Baptist Church functions. The Church Administrator shall assist the Bus Committee in maintaining the bus. The bus is to be scheduled in advance. Those who schedule the bus earliest shall have priority. A reservation calendar shall be maintained in the church office.

Any group requesting use of the bus must make arrangements for a driver and the driver must meet the following requirements:

1. complete the Fifteen Passenger Van Driver Training Course by Safe Church required by Guide One Insurance,
2. be mature and responsible adults 25 years of age or older with a good driving record, and
3. have a valid driver's license.

The Church Administrator shall submit all drivers' names and license numbers to the church's insurance carrier 2-4 weeks prior to them driving the vehicle(s).

The procedures for using the bus are:

1. The person checking out the bus shall be held responsible. When a person assumes responsibility for a church vehicle and departs the premises, he/she is responsible for that vehicle at all times until it is returned.
2. The keys to the bus must be checked out from and returned to the church office.
3. A card shall be mounted on the dash or in the storage compartment under the seat listing the name of the insurance carrier, an emergency phone number and names of individuals to be called in case of emergency.
4. A passenger list, or permission slips, with the names of and appropriate phone numbers for all passengers must be left at the church office upon departure for trips.
5. A Medical/Permission and Release Form, Appendix A, page 12, shall be completed by all persons requesting transportation to and from church services. Parents/guardians must sign the form releasing the church from liability for transportation of minors. Copies of these forms shall be maintained in the bus.

6. A "trip ticket" is in the glove compartment and must be filled out with the driver's name, time out and destination, and the beginning and ending odometer reading.
7. Drivers are responsible for returning the bus clean and ready for use.
8. When the church office is closed, the key shall be placed in the ashtray and the bus locked.
9. All traffic violations are the responsibility of the driver.
10. All malfunctions or maintenance needs should be reported to the Bus Committee or Church Administrator.
11. Maintenance work done on a vehicle while on a trip must be reported to the Bus Committee or Church Administrator upon returning to the church.

The Bus Committee is responsible for updating and presenting policies for use of the bus to the church. This committee shall maintain a current roster of eligible bus drivers. All bus drivers must be members or employees of Myrtle Grove Baptist Church. Good judgment is expected in the use of the bus. The bus should not be used when an automobile would suffice.

The church custodial staff shall perform checks on the bus to ensure appropriate fluid levels and that the gas tank is at least one-half full. The gasoline shall be paid for by the group using the bus unless other arrangements have been made.

Appropriate arrangements shall be made by the Financial Secretary to pay for the gasoline.

Use of the bus is restricted to Monday through Saturday for out-of-town trips with the exception of groups using it to attend conferences, mission trips, or clinics pertaining to the church.

Section 15: Media Center Policies and Procedures

The Media Center shall be open Sunday AM, 9:00-10:25, Sunday PM, 4:30-5:50, Wednesday PM, 5:30-5:50, and Thursday AM, 9:00-11:30.

Any member of the church or any organization of the church may borrow from the Media Center. All Media Center users shall fill out a borrower's card. Borrowers under 12 years of age must have a parent's or guardian's signature. The Media Center Coordinator or any media staff member shall approve check out of all library materials.

All library materials are checked out for a period of two weeks with the following exceptions: units of work may be checked out by departmental workers for thirty days; and books to meet unusual needs may be checked out for a period of time to be determined by the Media Center staff.

A borrower may not check out more than three items at one time. The Media Center staff may make exceptions to this policy.

Borrowers having overdue, damaged, or lost items shall not be permitted to check out other items or materials until this matter is resolved.

Video, CDs, DVDs, and audio cassettes are available to be checked out for a period of one week. These items must be checked out by a parent (or adult) for borrowers under twelve years of age. All video and audio cassettes must be rewound before being returned to the Media Center.

An audio cassette player is available to be checked out and used on the church premises for a period of one week.

A video cassette viewer is available to preview a tape. Prior arrangements with the Media Center staff shall be necessary.

Library materials may be renewed one time and must be brought into the Media Center for renewal. Exceptions are approved by the Media Center staff.

Section 16: Conflict of Interest

Definitions

A. Interested Person: Any director or officer who has a direct or indirect financial interest.

- B. Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
1. An ownership or investment interest in any entity with which the church has a transaction or arrangement,
 2. A compensation arrangement with the church or with any individual or entity with which the church has a transaction or arrangement, or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the church is negotiating a transaction or arrangement.
 4. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the currently elected deacons and yokefellows decide that a conflict of interest exists.
- C. Compensation: Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Procedures

- A. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the currently elected deacons and yokefellows considering the proposed transaction or arrangement.
- B. After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he or she shall leave the meeting while the determination of a conflict of interest involving the transaction or arrangement is discussed and voted upon. The remaining deacons and yokefellows shall decide if a conflict of interest exists by a majority vote.
1. The chairman of the deacons and yokefellows shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

2. After exercising due diligence, the deacons and yokefellows or committee shall determine whether the church can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 3. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the deacons and yokefellows shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the best interest of the church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the deacons and yokefellows shall make their decision as to whether to enter into the transaction or arrangement.
- C. If the deacons and yokefellows have reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, they shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- D. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the deacons and yokefellows determine the member has failed to disclose an actual or possible conflict of interest, they shall take appropriate disciplinary and corrective action.

Records of Proceedings

- A. The minutes of the meetings shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the deacons and yokefellows decision as to whether a conflict of interest in fact existed.
- B. The minutes of the meetings also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

A voting member of the deacons and yokefellows who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation.

Section 17: MGBC Procedures for Arbitration

Scope of Arbitration

The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. An Arbitration Form, Appendix A, page A-18 & A-19, shall be provided to all involved parties prior to arbitration. In doing so the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. If the parties cannot agree upon the scope of the dispute for arbitration, the scope shall be determined by the arbitrators.

Submission to Arbitration

- A. The parties, as Christians, believing that lawsuits between Christians are prohibited by Scripture, and having agreed, according to Article IX of the church bylaws, to submit disputes to binding arbitration, and to waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the agreed scope of arbitration to a panel of three arbitrators, to be selected as follows:
- B. All arbitrators must be born-again Christians of good reputation in the community who affirm the church's Statement of Faith in its entirety. They shall not be members of Myrtle Grove Baptist Church.
- C. Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.
- D. The third arbitrator will be selected by mutual agreement of the other two arbitrators.
- E. In selecting the arbitrators, each party shall act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.

- F. No arbitrator shall be an attorney.
- G. No arbitrator may be employed or ever have been employed by, or under the authority of, either party or any other arbitrator on the selected panel.
- H. The arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.
- I. The arbitration will be held at a neutral site agreed to by the arbitrators.
- J. Parties to arbitration must neither confer with nor meet with either party separately prior to or during arbitration.
- K. The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the church's Statement of Faith, and any applicable church documents.

Terms and Conditions of Arbitration

- A. The arbitrators shall have full power to make such regulations and to give such orders and directions, as they shall deem expedient in respect to a determination of the matters and differences referred to them.
- B. The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third arbitrator.
- C. For confidential purposes, there shall be no stenographic record of the proceedings, and all proceedings shall be closed to the media and any other individuals not directly involved in the proceedings.
- D. Normally, the hearing shall be completed within three hours. The length of the hearing, however, may be extended by the arbitrators in their discretion or an additional hearing may be scheduled by the arbitrators to be held promptly.
- E. There will be no post-hearing briefs.
- F. The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48

hours from the conclusion of the hearing, unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

Conduct and Rules of Hearing

- A. The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
- B. The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings and to produce and deposit with the arbitrators any or all evidence within their possession or control concerning such matters.
- C. If a party defaults in any respect referred to in subsection 4(B), above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.
- D. All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

Duties of Arbitrators

- A. The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to all parties.
- B. The arbitrators have full power to order mutual releases from further action against each other to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and may be duly acknowledged as such.
- C. In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice certified by US Mail return receipt to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

Decision of Arbitrators

- A. It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written

decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no internal appeal from the decision of the arbitrators.

- B. The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the church membership may be informed of the decision if the church or any church pastors, officers, directors, employees, or board members were a party to the proceeding.
- C. Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorneys' fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorneys' fees.

Parties to Cooperate

No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

Costs and Expenses

Each party shall pay his or her own costs and expenses related to presenting the party's case to the arbitrators. The costs of the arbitration, including any fees for the arbitrators is to be shared equally by both parties.

Section 18: MGBC Wedding Policies

The Myrtle Grove Baptist Church Wedding Policies are outlined in Appendix B. Appendix B has the handout written in second person for guidance for persons

requesting to be married in Myrtle Grove Baptist Church. Appendix B also has the application for scheduling a wedding and the wedding coordinator's information sheet.

Section 19: Changes to the MGBC General Policies and Procedures Manual

Any proposed changes to the MGBC General Policies and Procedures Manual shall be submitted to the Constitution, By-Laws, and Policies and Procedures Committee for review. After review and possible editing, the committee shall return the proposed change(s) to the originator to schedule a question and answer session (if required), and a date to present the change(s) to the church for a vote. If the change(s) is/are approved, the Constitution, By-Laws, and Policies and Procedures Committee shall ensure the changes are recorded in the MGBC General Policies and Procedures Manual. When changes are made, the date of revision shall be noted on the title page, and replacement page(s) shall be available in the church office. The changes shall also be published on the MGBC web site.

When major changes are made, they shall be forwarded to the deacons and yokefellows for review before being presented to the church for a vote."

Section 20: Procedures for Requesting Maintenance/Work by the House and Grounds Committee

Church members requesting maintenance or work to be performed by the House and Grounds Committee are to complete the House and Grounds Maintenance/Work Form Request Form, Appendix A-20.

After receipt of the form and approval, the House and Grounds Committee shall determine whether it can be performed by the committee or if it needs to be performed by a licensed professional.

If a licensed professional is required the request will be forwarded to the Church Administrator for consideration based on the availability of funds. The Church Administrator shall follow the church's guidelines for any contractual work.

If the work can be performed by the House and Grounds Committee, the committee shall prioritize work based on safety, emergencies such as leaks, and funds available. Once the work is scheduled, the committee shall inform the requestor of the approval and the date of completion.

The committee shall forward the completed request form to the church office to be filed.