

# **CONSTITUTION OF DIXIE HILLS BAPTIST CHURCH**

Revised 2015 ☺

## **I. NAME, PURPOSE, AND ORGANIZATION**

- The name of this body shall be: DIXIE HILLS BAPTIST CHURCH, of Bolivar, Tennessee.
- The purpose of this church is to carry out the Great Commission of Jesus Christ. Our Mission Statement is: *To so love people that they come to a saving knowledge of Jesus Christ and experience continuous spiritual growth.* The essentials for accomplishing our mission are: meaningful worship; compelling Bible study; sweet fellowship; personal witnessing; caring ministry; fervent prayer; and missions (education, support, action).
- This church shall be organized as a local body of believers in Christ in keeping with the laws of the State of Tennessee; so long as the laws of the State do not contradict the teachings of Scripture.

## **II. DOCTRINE, PROCEDURE, AND RELATIONSHIP**

- The doctrinal practices and teachings of this church shall be in keeping with Scripture as described in The Baptist Faith and Message 2000, as adopted by the Southern Baptist Convention
- We believe the word "marriage" means only a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or wife. Marriages outside of these parameters will not be performed by church ministers or on church property.
- The church shall adopt printed policies of procedure for non doctrinal matters as need arises. The church shall follow Roberts Rules of Order in matters of parliamentary practice.
- The church shall seek fellowship and cooperation with the Hardeman Baptist Association; The Tennessee Baptist Convention; and the Southern Baptist Convention so long as church freedom and autonomy are preserved.

## **III. MEMBERSHIP**

- Dixie Hills Baptist Church shall receive members by a favorable vote of the church based on the following conditions:
  - By public profession of faith in Jesus as Savior and upon baptism by immersion after completion of a required new member's class and a signed statement of commitment.

- By letter of transfer from a sister Baptist Church and completion of a required new member's class and a signed statement of commitment.
  - By satisfactory statement of experience and former membership of a church of like mind and faith, and completion of a required new member's class and a signed statement of commitment. Perspective members from non-SBC churches must have been baptized by immersion in the name of the Father, Son, and Holy Spirit. The church's Doctrinal Statement and practice must be in close agreement with the Baptist Faith and Message and must be reviewed by a Pastor and/or Deacons.
  - By reaffirmation after public repentance and recommitment from a disciplined former member.
  - In absentia for a person providentially hindered from attending services, in any way the church accepts members.
- Statement of Commitment for membership
    - I have accepted Jesus as my savior and Lord and have experienced baptism by immersion in the name of the Father, Son, and Holy Spirit. As a member of Dixie Hills Baptist Church I pledge to follow the church's Statement of Faith, Covenant, and Constitution.

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Signature

Date

- Membership shall cease:
  - Upon death.
  - Upon granting of a letter of transfer to a sister Baptist church.
  - Upon granting an individual's personal request in writing to be removed from membership.
  - Upon removal from membership by a vote of the church, upon recommendation by the deacons. At no time shall removal of membership be recommended until after much prayer and the exercise of the following Scripture by the Deacons.

**Galatians 6:1** *Brothers, if someone is caught in any wrongdoing, you who are spiritual should restore such a person with a gentle spirit, watching out for yourselves so you also won't be tempted.*

**Matthew 18:15** *"If your brother sins against you, go and rebuke him in private. If he listens to you, you have won your brother. 16 But if he won't listen, take one or two more with you, so that by the testimony of two or three witnesses every fact may be established. 17 If he pays no attention to them, tell the church. But if he doesn't pay attention even to the church, let him be like an unbeliever and a tax collector to you. 18 I assure you: Whatever you bind on earth is already bound in heaven, and whatever you loose on earth is already loosed in heaven.*

**1Corinthians 5:9** *I wrote to you in a letter not to associate with sexually immoral people. 10 I did not mean the immoral people of this world or the greedy and swindlers or idolaters; otherwise you would have to leave the world. 11 But now I am writing you not to associate with anyone who claims to be a believer who is sexually immoral or greedy, an idolater or verbally abusive, a drunkard or a swindler. Do not even eat with such a person. 12 For what business is it of mine to judge outsiders? Don't you judge those who are inside? 13 But God judges outsiders. Put away the evil person from among yourselves.*

**2Thessolians 3:6** *Now we command you, brothers, in the name of our Lord Jesus Christ, to keep away from every brother who walks irresponsibly and not according to the tradition received from us.*

- Upon membership in a church of another denomination or religion.
- Upon living outside of driving distance of the church for a period of 6 months. (Members actively seeking a new church home may receive a 3 month extension upon written request.) Exceptions will be made for students, military, nursing home residents or others in circumstances approved by pastor.
- Upon non-attendance for more than one year. (Exceptions will include but are not limited to: Nursing Home residents, Homebound, Active Military, and Students.)

#### IV. Discipline

- Any member consistently neglectful of the Church Covenant, Constitution, or Statement of Faith, or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the church, shall be subject to the admonition and discipline of the church, according to the instructions of our Lord in Matthew 18:15-17 and the example of scripture.
- The goal of church discipline is to bring about genuine repentance and complete restoration through a spirit of love.
- The members of Dixie Hills Baptist Church agree that there shall be no appeal to any legal authority or to any court system because of dismissal by church discipline or because of public statements to the congregation pertaining to church discipline.
- The members of Dixie Hills Baptist Church realize that our natural human response to correction often is to hide or run away from accountability (Gen 3:8-10). To avoid falling into this age-old trap and to strengthen our church's ability to rescue us if we are caught in sin, we agree not to run away from this church to avoid corrective discipline.
- The members of Dixie Hills Baptist Church agree that if an individual leaves the church during the disciplinary process and/or after termination of membership no letter of recommendation will be granted to another church.

## **V. OFFICERS, STAFF, LEADERS AND COMMITTEES**

- The Scriptural officers of this church shall be Pastor and Deacon.
- Other positions shall include: Clerk, Treasurer, and a minimum of three Trustees
- Other Staff, Directors, Coordinators, Teachers and Committees will be elected according to need.

## **VI. LICENSING AND ORDAINING**

- Licensing: Any member of the church who has shown by his life and has felt the call to the gospel ministry may by vote of the membership at a regular meeting be licensed by the church to the Christian ministry.
- Ordination: When a church of like faith and order shall have called as a pastor a member of this church who possesses scriptural qualifications and has demonstrated by his skills, training, and life practice a fitness for the gospel ministry, and the church requests in writing that he be ordained, or the Church Council recommends him for ordination, a special committee shall be elected to conduct the process of his ordination.

## **VI. STEWARDSHIP AND MISSIONS**

- Each member shall be expected to support the church by bringing tithes and offerings regularly. All gifts to the church of money, property, furniture, appliances, and other, shall be received only on condition that they shall become the property of the church and shall be used and disposed of at the convenience and direction of the church.
- The church shall promote and encourage a program of local missions. The church shall plan an annual budget of expenses. A percentage of the regular income shall be sent each month to the Hardeman Baptist Association and to the Cooperative Program of the Southern Baptist Convention.
- The Budget shall be prepared by a Finance Committee consisting of the Pastor, Connect Groups Director, Discipleship Training Director, Treasurer, Financial Secretary, Contributions Recorder, Chairman of Deacons and three additional members who will serve staggered three year terms.

## **VII. MEETINGS**

- Regular services of worship and instruction shall be provided each Sunday and on Wednesday evening.
- Business Meetings shall be held during the Sunday Evening service following the first Wednesday of the months of May, August and December.

- In Business Meetings the Pastor will serve as Moderator of the church. In his absence the Chairman of the Deacons may serve or a Moderator may be elected by the body.
- Special business meetings may be called by the Moderator or Chairman of Deacons provided they are announced ahead of time at a regular church service.

### **VIII. Nonprofit Status and Liquidation**

- This church is not organized for profit. In the event of liquidation or dissolution of the church, all of its assets and property of every nature and description whatsoever shall be paid over and transferred at the direction of the trustees to the Hardeman Baptist Association, Tennessee Baptist Convention and/or to the Southern Baptist Convention.
- When the Rapture occurs all assets and property of every nature and description whatsoever shall be left to any and all "Church Members" left behind because they thought or pretended they knew Jesus Christ as their personal Savior. This gift is to be used as a spiritual and physical relief station during the hard time of the Tribulation to come.

### **IX. AMENDMENTS**

- The constitution of Dixie Hills Baptist Church may be amended by a three-fourths vote of the members present at a regular business meeting. However, the proposed amendment must have been presented to the church in writing at least 30 days prior to its adoption.

## **Bylaws and Policies of Dixie Hills Baptist Church**

### **I. Election of Pastor, Deacons, Volunteers and Employees**

- A Pastor shall be chosen and called by the church whenever necessary. A search committee shall be appointed by the church to seek out a suitable pastor, and if practical, an interim pastor called. The committee shall bring to the consideration of the church only one man at a time. His election shall be by secret ballot and shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given. An affirmative vote of three-fourths of those members present is required for election of a pastor. The pastor shall be elected for an indefinite time and either he or the church may end the relationship upon thirty days notice, or by mutual agreement.
- Other ministerial positions may be filled as needed in the same manner as a pastor.
- Non-ministerial employees shall be hired and supervised by the Pastor and/or appropriate Staff and/or a Personnel Committee.

- Clerk, Treasurer, Trustees, Directors, Coordinators, Teachers and Committees will be nominated to the church annually by a Nominating committee and elected upon a favorable vote. (The Nominating committee will consist of the Connect Group Director, Discipleship Training Director, and 3-5 people appointed by the Pastor).
- Deacons shall be elected to a four-year term of office. The church shall maintain a rotation plan for Deacons. Although the church recognizes his ordination is for life, no Deacon shall be re-elected to active office until one year out of office has expired.
  - Deacon Election Policy:
    1. An election by secret ballot will be held each July.
    2. The membership of the Church will be informed through the bulletin, of the method and date of the election, and the qualifications of a Deacon, and asked to pray for the selection process.
    3. On a Sunday, Church members will be requested to submit by secret ballot nominations of men they believe to be qualified. Nomination ballots will consist of a piece of paper stating the qualifications of a deacon and lines equal to the number of Deacons to be elected.
    4. A deacon selection committee made up of the deacons and the Pastor will count the nominations. The committee will then start with the candidate receiving the most votes and will interview the candidate. The committee will determine if the candidate, by his own testimony, meets the qualifications of a deacon set forth above, and will determine if he is willing to serve if elected. Next, the candidate receiving the second most votes will be interviewed and asked to serve if qualified and if elected by the Church. Each candidate will be interviewed in order until the desired number of deacons are selected, or less if not available.
    5. The selected deacons will then be presented to the Church, one by one, for a vote of approval.
    6. Newly elected men who are not ordained must be ordained into the Deacon Ministry before they take office.
  - Ordination:
    - (a) Selection, election, and ordination of deacons is a privilege of the local church.
    - (b) When ordination of deacons is planned by the church, it shall authorize the pastor to assemble a council to examine the candidates concerning their fitness to serve as deacons.
    - (c) The council directed to examine the deacons shall be composed of the pastor, invited ordained pastors, and deacons of neighboring sister Baptist churches.
    - (d) When the council recommends the ordination of deacons, the ordination service shall be scheduled as led by the pastor

## II. Rights and Duties of Membership

- Rights of membership:  
Members in good standing who are not under any disciplinary action may:
  - Hold office.

- Exercise servant leadership as set forth in the Scriptures.
- Partake of the Lord's Supper
- Vote in church business meetings
- Receive a letter of recommendation when moving to a sister Baptist Church and for other appropriate concerns.
- Duties of membership:
  - Actively serve God through the church using God given Spiritual Gifts, Passion, Experiences and Abilities.
  - Attend faithfully.
  - Give generously.
  - Strive to maintain the unity of the church.
  - Follow the church covenant, constitution, and statement of faith.
  - Strive for obedience in all areas of the Christian life.

### **III. Policies and Procedures to Protect Children, Youth, Leaders and Congregation of Dixie Hills Baptist Church**

#### **PRESCHOOL**

##### **A. Safety**

- Walls of preschool rooms are smooth surfaces, covered with non-toxic paint and free of obstructions which could be hazardous to preschoolers.
- Floors of preschool rooms are covered with tile and/or low pile carpet in good condition to avoid loose or uneven edges.
- Ceilings are in good repair, free of water damage or loose pieces.
- Electrical lighting is installed properly, with all bulbs and wiring enclosed in appropriate settings and out of reach of preschoolers.
- Electrical outlets are childproof or equipped with safety covers.
- All equipment is designed for the age group using the room.
  - \*All preschool equipment is free of sharp edges, broken parts, and chipped paint.
  - \*Cribs and mattresses in rooms for babies meet national safety standards.
  - \*Crib rails are always raised to the highest setting when the child is in the crib.
  - \*Rails may be partially lowered when a teacher is changing a diaper.
  - \*Small items which could cause choking are not used in preschool rooms.
  - \*Trash containers are kept out of reach of preschoolers.
- Doors have a small window in the door to allow visibility to persons checking on the room.
- Preschoolers may be left in rooms only when designated adults are present.
- A hall monitor will observe each classroom through door window from time to time and will be available to assist with bathroom breaks and other times an additional teacher is needed.
- Teachers must arrive early and stay until the last child is picked up.
- Restrooms are adjoining or near the preschool room.
  - \*When a teacher must assist a child, the restroom door should be left partially open.
- All potentially poisonous substances are kept out of preschool rooms.
- \*Be aware of plants which could be poisonous if touched or ingested.
- \*Cleaning products, stored in preschool rooms, will be stored out of reach of preschoolers.
- An information card will be kept on each child, including names of the child's parents and any allergies which the child may have.

## **B. Sanitation**

### **a. Necessary Equipment:**

- Bleach solution of 1/4 cup to 1 gallon of hot water (mix daily), or Germ-X, or similar antibacterial sanitizer
- liquid soap
- paper towels
- disposable gloves.

### **b. Hand Washing**

- When? upon arrival
  - before feeding food or bottles
  - after toileting and diapering
  - After cleaning vomit, spit-up, blood, runny noses, soiled clothing
- How? Place hands under warm, running water.
  - Use liquid soap and lather.
  - Create friction by rubbing vigorously between fingers, around and under nails and on the back of hands and wrists for at least 20 seconds.
  - Rinse hands with warm running water.
  - Dry thoroughly with a paper towel.
  - Use the paper towel to turn off the faucet (original germs are on the faucet.)
  - Place towel in a foot pedaled trash receptacle.
- Why? Viruses are removed when proper hand washing procedures occur.

### **c. Cleaning Spills:**

- What? Diarrhea, vomit, spit-up or blood
- How? Using latex gloves, pour bleach solution or antibacterial solution around edge of the spill; clean from the outside to the inside. Disinfect mops, buckets with solution.
- Removing gloves: Pull from the top downward, leaving the glove inside out.
  - Place the removed glove in the palm of the other glove. Pull from the top turning inside out with the first glove inside the other glove. Germs stay inside the gloves.

### **d. Diapering**

- Check diapers at 30 minute intervals.
- Change babies in their own cribs, or designated diapering area
- Change older babies and twos on a vinyl mat on the floor in a designated area of the room.
- Disinfect the mat after each use.
- All teachers are required to wear latex gloves when changing diapers or assisting with toileting needs.
- Teachers should wash their hands after removing gloves.

#### Diapering Procedures

1. Collect clean diaper, disposable latex gloves (approved for medical use), trash disposal bag (small paper or heavy duty plastic zip-lock bag), child's personal towelettes, ointment (if provided by parents and with parent's authorization).
2. Put on disposable latex gloves.
3. Unfasten, remove, and roll soiled/wet diaper.
4. Clean diaper area with premoistened towelette.
5. Fasten clean diaper securely.
6. Remove gloves.
7. Drop the soiled/wet diaper, gloves and towelette in the disposal bag and dispose of it in a covered trash container that has been lined with a plastic bag.
8. Wash the baby's hands. Assist older preschoolers with hand washing.
9. Invite the child to return to the activity area.
10. Disinfect the diapering area.

11. Wash your hands.

### **e. Toileting**

#### Toileting Procedures

1. Assist young preschoolers with toileting if needed.
2. Use gloves when assisting a child.
3. Remove your gloves and assist the child in washing his hands.
4. Wash your hands after assisting a child.
5. Instruct or assist older preschoolers in proper hand washing after they use the toilet.

### **f. Cleaning Equipment**

- After each session, clean toys and teaching materials in babies through three year old rooms, disinfecting, and leaving to air dry.

- Clean and disinfect mouthed toys and materials after each child's use.
- Disinfect plastic dolls after each session. Dolls with hair should not be used, as the hair cannot withstand the disinfecting solution.
- Avoid the use of hats, caps, and headscarves unless they can be disinfected after each individual use
- Avoid the use of stuffed animals and fabric toys as they cannot be cleaned after a child mouths one.
- All floors will be cleaned twice per week by janitor.
- Lights switches and door knobs will be disinfected weekly by janitor.

#### **g. Preventing Spread of Illness**

*Germs are all around us and often infect children. Protecting them from germs and illness is not always possible, but it is our responsibility to help avoid these illnesses as much as we can.*

- Designate one crib for each individual baby during a session.
- Keep ill children away from other children.
- Contact the parent and ask them to pick up their child if any of the following symptoms occur:
  1. Armpit or fever-strip temperature of 100 (children younger than 3 months with 100.4 need to be seen by a doctor)
  2. Vomiting
  3. Diarrhea
  4. Unexplained rash on skin
  5. Nits in hair
  6. Red eyes with a mucus discharge
- A child should remain at home for 24 hours after having a fever, vomiting or diarrhea and a sore throat, eye infection or skin rash that has not been treated.

#### **C. Security**

- Only Nursery Workers (on duty at the time) and babies will be allowed in the nursery during nursery hours. Exceptions will be made for nursing mothers in a designated area, and for parents whose child needs attention from the parent.
- No one will be allowed in the nursery simply to visit.
- Only preschool teachers and workers are allowed in the preschool room.
- There is easy access to a telephone.
- Sign In/Out Sheet: When a preschooler is brought to the classroom or nursery a sign in/out sheet is filled out.
- Identification Object: Each preschooler's parent or guardian or adult guardian is given an identification object that they keep and then show when they come to pick up the child at the end of the session. The identification system indicates that they are the only person who can take the child from the room and helps ensure that the preschooler is released only to the authorized adult. There are several types of identification systems: card, ticket, or tag.
- Worker Enlistment Policy (attached) will be followed when enlisting workers.

## **CHILDREN**

### **A. Safety**

- Doors to class rooms have a small window to allow visibility to persons checking on the room.
- Walls, ceilings, floors and equipment are in good repair and free of obvious hazardous to children.
- Equipment is designed for the age group using the room.
- Children may be left in room only when a designated adult is present.
- A hall monitor will observe each classroom through door window from time to time and will be available to assist with bathroom breaks and other times an additional teacher is needed.
- Teachers must arrive early and stay until the last child is picked up.

### **B. Sanitation**

- Rooms will be kept clean on a weekly basis by janitor including wiping down of light switches and doorknobs with bleach solution.

#### **a. Preventing Spread of Illness**

*Germs are all around us and often infect children. Protecting them from germs and illness is not always possible, but it is our responsibility to help avoid these illnesses as much as we can.*

- Keep ill children away from other children.
- Contact the parent and ask them to pick up their child if any of the following symptoms occur:
  1. Armpit or fever-strip temperature of 100
  2. Vomiting
  3. Diarrhea
  4. Unexplained rash on skin
  5. Nits in hair
  6. Red eyes with a mucus discharge

A child should remain at home for 24 hours after having a fever, vomiting or diarrhea and a sore throat, eye infection or skin rash that has not been treated.

**Cleaning Spills:**

- What? Diarrhea, vomit, spit-up or blood
- How? Using latex gloves, pour bleach solution around edge of the spill; clean from the outside to the inside. Disinfect mops, buckets with bleach solution.

**Removing gloves:**

- Pull from the top downward, leaving the glove inside out.
- Place the removed glove in the palm of the other glove.
- Pull from the top turning inside out with the first glove inside the other glove.
- Germs stay inside the gloves.

**C. Security**

- Only teachers and designated helpers or parents are allowed in class rooms.
- There is easy access to a telephone.
- Follow Worker Enlistment Policy when enlisting workers.

**YOUTH**

**A. Safety**

- Doors to class rooms have a small window to allow visibility to persons checking on the room.
- Walls, ceilings, floors and equipment are in good repair and free of obvious hazards to youth.
- Youth teachers are allowed to leave the room for short periods of time if necessary
- A hall monitor will observe each classroom through door window from time to time.

**B. Sanitation**

- Rooms will be kept clean on a weekly basis by janitor including wiping down light switches and doorknobs with bleach solution.

**Cleaning Spills:**

- What? Diarrhea, vomit, spit-up or blood
- How? Using latex gloves, pour bleach solution around edge of the spill; clean from the outside to the inside. Disinfect mops, buckets with bleach solution.

**Removing gloves:**

- Pull from the top downward, leaving the glove inside out.
- Place the removed glove in the palm of the other glove.
- Pull from the top turning inside out with the first glove inside the other glove.
- Germs stay inside the gloves.

**C. Security**

Youth are at various levels of maturity and can be allowed a certain amount of independence. However youth are not adults, and as such are not allowed to roam the building or parking lot unsupervised.

- There must be two adults on van/bus when youth or children are present.
- A list of passengers will be kept by non-driving adult.
- Interior lights must remain on after dark when transporting only youth or children.
- Youth on back seat must be of same gender.
- Van should be parked close to building so that children do not have to cross parking lot.
- Vans will be kept in safe working condition by van committee. Drivers should inspect vans before every trip.
- Passengers under age 18 who are picked up must have a note from a parent if they do not wish to ride the bus/van home.
- A Consent/Release Form will be required for every student that will participate in Student Ministry activities, events, and trips. There are two different forms available (Annual Permission Form or Single Event Permission Form).

**Annual Permission Form** – This document is used to save parents/students time in filling out the same information for each event throughout the year. Please note: If any of your information changes, it is your responsibility to provide Dixie Hills Baptist Church with the new information. This will insure your child will receive proper treatment, should the need arise.

This document will be kept on file by Dixie Hills Baptist Church for each ministry year (September 1 to August 31) and will be used if a problem or an accident occurs.

See Attachment 1

**One-Time Permission Form** – This permission form will be used by students who don't participate on a regular basis. This document will not be kept on file and a new permission slip will need to be signed and returned in order for your student to participate in each Dixie Hills Baptist Church sponsored event.

See Attachment 2

- No person under the age of 21 is allowed to drive van except with written permission from the Pastor or Chairman of Deacons indicating the insurance company has been informed.
- All passengers will follow the directions of the driver without argument or they will not be allowed to ride.

## GENERAL

### A. Worker Enlistment

- Every applicant for any paid position shall complete an employment application and a consent form for a background check. Sample included in this document.
- References will be checked. A form for references included in this document.
- All prospective volunteer preschool, children's, and youth teachers shall complete a questionnaire and a consent form for a background check. References will be checked. Sample included in this document.
- Personal interviews of prospective volunteers will be conducted by a member of the staff
- Background and references will be checked.
- All prospective volunteer preschool, children's, and youth teachers shall sign a copy of this form to show that they have read and agree to abide by this policy.
- The prospective volunteer shall be a committed Christian, an active church member for three or more months with a weekly attendance record, good physical, mental, and emotional health, and a pleasant manner with children.
- At least two adult workers shall be present at all activities involving children. No adult or youth with known prior incidents of sexual misconduct with a minor shall be permitted to serve in any capacity involving custody or supervision of children.

### B. Worker Supervision

- Church staff, and Sunday School Director, and Discipleship Training Director, and Nursery Coordinator and Children's Coordinator should supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.

### C. Child Abuse Prevention Information

- a. What Scripture Says
- Thessalonians 5:22 "Avoid every kind of evil."
- Ephesians 5:3 "But among you there must not be even a hint of sexual immorality because these are improper for God's holy people."
- Matthew 18:6 "But if anyone causes one of these little ones who believe in Me to sin, it would be better to have a large millstone hung around his neck and be drowned in the depths of the sea."
- Matthew 18:15-17 "If another sins against you, go privately and point out the fault. If the other person listens and confesses it, you have won the person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If that person still refuses to listen, take your case to the church. If the church decides you are right, but the other person won't accept it, treat the person as a pagan or a corrupt tax collector."
- b. Necessary Definitions:
  - A child is a person under the age of 16 years.
  - Child abuse is any action, physical or verbal, which is exploitive, potentially harmful or damaging to the child's physical, emotional or psychological health. It may take the form of physical abuse, emotional abuse, sexual abuse or neglect.
  - Physical abuse is any physical force or action which results in or may potentially result in, non-accidental injury to a child, and which exceeds that which could be considered reasonable discipline.
  - Sexual abuse is any sexual exploitation of a child whether consensual or not. It includes touching of a sexual nature and sexual intercourse, and may include any behavior of a sexual nature toward a child. This does not include normal affectionate behavior towards children and normal health or hygiene care. Sexual activity between children may constitute sexual abuse if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child.
  - Emotional abuse includes acts or omissions of those responsible for the care of a child which are likely to produce long term and serious emotional disorder. This might include effects such as non-organic failure to thrive, developmental retardation, serious anxiety, depression or withdrawal, or serious behavior disturbance.
  - Neglect is the failure of those responsible for the care of the child to meet the physical, emotional or medical needs of the child to the extent that the child's health, development or safety is endangered.

### C. Symptoms of Abuse and Molestation

If a worker notices any of the following clusters of signs of abuse and molestation, he/she must report (see letter f. Reporting sexual abuse, below) the suspicion. A single event might not indicate a potential abuse case, but sudden, unexplained changes in the behavior of a child might warrant investigation.

#### 1. Physical signs may include:

- Lacerations and bruises

- nightmares
  - irritation, pain or injury to the genital area.
  - difficulty with urination.
  - discomfort when sitting.
  - torn or bloody underclothing.
2. Behavioral signs may include:
- anxiety when approaching church or nursery area.
  - nervous or hostile behavior toward adults.
  - sexual self-consciousness.
  - acting out” sexual behavior
  - withdrawal from church activities and friends.
3. Verbal signs may include the following statements:
- “(Particular person) does things to me when we’re alone.”
  - “I don’t like to be alone with (particular person).”
  - “(Particular person) fooled around with me.”

\*It is estimated that one out of three girls and one out of five boys will experience some form of sexual abuse by age eighteen. What this means for churches is that none can expect to remain unaffected by the problem.

#### D. The Effects of Child Sexual Abuse:

Child sexual abuse robs children of their childhood and can potentially scar young victims for life. In the past, children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. We must be aware of the pain and long-term suffering that can accompany abuse. Abuse can result in abnormal fears, post-traumatic stress disorder (PTSD), aggressive behavior, sexual “acting out”, depression, diffused sexual identity and poor self-esteem. Studies of victims as adults suggest the following effects: sexual dysfunction, eating disorders, substance abuse, promiscuity, disassociation from emotions and possible perpetuation of sexual abuse on others. 80 to 85% of female prisoners are victims of child abuse; 85% of runaways have been sexually abused; sexually abused children are 7 times more likely to become alcohol/drug dependent; 98% of multiple personality individuals experienced sexual abuse as children; child sexual abuse greatly increases the likelihood of attempted suicide; 99% of child prostitutes suffered sexual abuse. When church leaders and congregations perpetuate the abuse, lifelong religious confusion and deep feelings of enmity towards God and the church can occur.

#### E. Who is the Typical Child Molester?

No one profile fits the various perpetrators of abuse. We may become preoccupied with screening stereotypes while overlooking real molesters who may be adults or teens in our church. Trusted adults - male or female - can easily mislead children while our focus might be on “stranger danger”. Some information is useful:

- Over 80% of the time, the abuser is someone known to the victim.
- Most abuse takes place within the context of an on-going relationship.
- The usual offender is between the ages of 20-30 years of age.
- 20% of sex offenders begin their activity before the age of 18.
- Child abusers are often married.
- of sex offenders have experienced some form of sexual trauma as children.

#### F. Reporting Sexual Abuse

- In the case of an actual allegation, it is imperative that sexual abuse be reported. Report form included in this document.
- If a child reports abuse, assume the child is telling the truth, and listen carefully and calmly without revealing emotion. Do not question the child. Reassure the child that he/she is not to blame for what happened. State that you must report what has happened and that the child has done the right thing in telling about the situation.
- Immediately advise a member of the Staff of the situation.
- If the suspected abuser is someone outside the family the parents should be contacted immediately  
 Contact the Hardeman County Child Protection Services  
 Phone Number: 658-9396  
 If after hours contact the Sheriff’s Office  
 Phone Number: 658-5541
- Immediately complete a brief written report of the event.
- The Pastor will provide spiritual help and support to the child and perhaps the suspect during this time.
- If the alleged abuser is a member of our congregation he or she will be relieved of duties until a complete investigation and a final decision has been made.

#### D. Emergency Procedures

- Fire  
*Remain calm, but take charge. Count the children in the room and ask them to hold hands as you leave the room. Take the attendance roll or sign in sheet if available. Shut the door as you leave the room. Lead the children along*

*the exit route to a designated location outside, away from traffic areas, then count the children again. Use a sign out sheet when releasing children to parents.*

- **Power Outage:**  
*Make a game out of this situation to help children remain calm. Get one or more flashlights from the pre-arranged storage area in the room. Sing songs and tell stories until further instructions are provided. When parents arrive, use normal departure procedures.*
- **Tornadoes, Storms, Severe Weather:**  
Close the door as you leave the room Take the class roll with you and calmly escort children to the New Fellowship Hall. Have children sit with their back to the south wall. Show them how to put knees under their chins, arms wrapped around their knees with head on their knees. Count the children, then sing songs and tell stories to keep things calm. Use a sign out sheet when releasing children to parents.

I have read and agree to abide by this policy: Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

Every volunteer in the Nursery, Children, and Youth areas will sign a statement that they have read this document and be subject to a background check.  
Attachment 1 for Bylaw/Policy III: Annual Permission Form

## Parent/Guardian Consent Form

**Dixie Hills Baptist Church Student Ministry**  
**75 Dixie Hill Rd. Bolivar, TN 38008**  
**Office Phone: (731)658-6529**

*Parents are ultimately responsible for providing Dixie Hills Baptist Church staff with the most current information for their son or daughter.*

Any Dixie Hills Baptist Church sponsored event where students (minors) are driven by someone other than their own parents or legal guardian (like in a carpool) requires a completed Consent Form signed by the student's parents or legal guardian.

A Consent Form also gives us your approval, for your son or daughter to participate in an event and releases Dixie Hills Baptist Church, its paid staff, non-paid staff, and any adult volunteers helping out, from legal liabilities in the unforeseen event of a health or safety issue involving your son or daughter.

In order for your child to participate in Dixie Hills Baptist Church activities or events, one of the two available permission slips (Annual or Event Specific) must be signed by a parent or guardian and returned to the church.

**Annual Permission Slip** –This document is used to save parents/students time in filling out the same information for each event throughout the year. Please note: If any of your information changes, it is your responsibility to provide Dixie Hills Baptist Church with the new information. This will insure your child will receive proper treatment, should the need arise.

This document will be kept on file by Dixie Hills Baptist Church for each ministry year (September 1 to August 31) and will be used if a problem or an accident occurs.

**One-Time Permission Slip** – This permission slip will be used by students who don’t participate on a regular basis. This document will not be kept on file and a new permission slip will need to be signed and returned in order for your student to participate in each Dixie Hills Baptist Church sponsored event.

Occasionally, an organization or facility that we use may require their own Release of Liability. You would then need to print it, fill it out and bring it with you when you drop off your student.

*Students desiring to participate in an event that requires a Consent Form or release form must submit a completed one before they can participate.*

**Annual Parental Consent and Liability Release Form**

PARTICIPANT’S NAME \_\_\_\_\_ AGE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT(S)/GUARDIAN NAME(S) \_\_\_\_\_

WORK PHONE(S)/ CELL

PHONE(S) \_\_\_\_\_ / \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

The undersigned give permission for our (my) child to attend and participate in **STUDENT MINISTRY EVENTS** sponsored by **DIXIE HILLS BAPTIST CHURCH** in \_\_\_\_\_ . (year)

**LIABILITY RELEASE:** In consideration of **Dixie Hills Baptist Church** allowing the Participant to participate in children or student ministry activities, we (I), the undersigned, do hereby release, forever discharge and agree to hold harmless **Dixie Hills Baptist Church**, its paid staff, non-paid staff, volunteers and agents (collectively herein the “Church”) from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the Participant while involved in the children/youth activities. We (I) the parent(s) or legal guardian(s) of this Participant hereby grant our (my) permission for the Participant to participate fully in youth ministry activities, including trips away from the church premises.

Furthermore, we (I) [and on behalf of our (my) minor Participant(s)] hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein.

Further, authorization and permission is hereby given to said Church to furnish any necessary transportation (within the limitations of church insurance and the law), food and lodging for this Participant. The undersigned further hereby agree to hold harmless and indemnify said Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of said Participant, including expenses incurred attendant thereto.

**MEDICAL TREATMENT PERMISSION:** We (I) authorize an adult, in whose care the minor has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital or emergency care facility. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child or youth pursuant to this authorization.

**EARLY RETURN HOME POLICY:** Should it be necessary for our (my) child or youth to return home due to medical reasons, disciplinary action or otherwise, the undersigned shall assume all transportation costs and responsibility.

**TRANSPORTATION PERMISSION:** The undersigned does also hereby give permission for our (my) youth to ride in any vehicle driven by an approved ADULT chaperone while attending and participating in activities sponsored by **Dixie Hills Baptist Church**. My child/youth and I understand that SEAT BELTS SHALL BE WORN AT ALL TIMES during transportation.

Medical Insurance: YES \_\_\_\_\_ NO \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Policy/Group ID#: \_\_\_\_\_ Emergency Phone #s in case parent/guardian cannot be reached: \_\_\_\_\_

Attachment 2 for Bylaw/Policy III: Single Event Permission Form

**Dixie Hills Baptist Church  
Single Event Permission Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Parent/Guardian Name(s): \_\_\_\_\_ , \_\_\_\_\_  
 Cell phone #s: \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_ has the permission of the undersigned to  
 (Student's Name) participate in the following described event:

\_\_\_\_\_ Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
 (Event Name/Location)

In the event of an emergency affecting the health or welfare of this participant, the leaders or adult chaperones have permission to administer first aid and/or transport the individual to the nearest doctor or hospital for further medical attention, as deemed necessary. The individual action in response to the emergency will be held blameless. Any medical expenses occurring will be borne by the parents or guardians of the participant.

Participant's Health Insurance Carrier: \_\_\_\_\_  
 Policy # \_\_\_\_\_

In the event that I/we can't be reached.... an emergency call may be made to:  
 \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_.

Signature of Parent or Guardian: \_\_\_\_\_  
 Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (signature required)

Student's Medical Update

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

Date of last Tetanus injection: \_\_\_ / \_\_\_ / \_\_\_

Current Medications:

Allergies:

Any Special medical instructions:

Attachment: 3 for Bylaw/Policy III: Criminal Records Authorization

**AUTHORIZATION AND REQUEST FOR  
CRIMINAL RECORDS VERIFICATION AND FINGERPRINT  
INFORMATION**

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to obtain and/or request information about my criminal history and fingerprints from any entity chosen specifically for conducting this search, to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by city, county, state, and federal law. I do release said entities from all liability that may result from any such disclosure made in response to this request. I may revoke this request at any time, but that revocation must be in writing and give 30 days' notice of same.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Other names used by applicant (if any): \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Issuing State License \_\_\_\_\_ expiration date \_\_\_\_\_

**IV. General Policy of Designated Funds**

The church, in exercise of its religious purposes, establishes designated funds for expenses above and beyond the regular ministry budget. The church welcomes contributions to the existing funds; however the church has the right to decline a contribution if, for example, the contribution is incompatible with the church's mission and values.

The establishment and termination of designated funds will be done by action of the church in business meeting. The administration of the funds, including all disbursements, is subject to the control and discretion of the church and its committees assigned to oversee the funds, under the general oversight of the Finance Committee. The church and its committees may consider recommendations from anyone, but in no event is the church bound in any way to honor the

recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation. Should at any time in the future the church vote to close an existing fund, all money in the fund at that time will go in the general fund of the church. Ongoing designated funds are different from special capital campaign funds which the church might vote to establish from time to time, and these general policies do not apply in those cases. The list of designated funds with their descriptions and specific policies follows.

### **Benevolence Fund**

The church, in exercise of its religious and charitable purposes, has established a benevolence fund to assist persons in financial need. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the benevolence committee and or deacons. Recommendations may come from anyone but the committee is not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the committee failed to honor the donor's recommendation. Assistance given to individuals will be kept confident to the committee level. The church recognizes that assisting persons in financial need is a continuing mission of the church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

### **Building and Grounds Fund**

The church, in exercise of its religious purposes, has established a building and grounds fund to maintain the church building, grounds, and equipment; and to pay for any construction of building or grounds. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the building and grounds committee or church. The committee may consider recommendations from anyone, but in no event is the committee bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation. The church recognizes that maintaining the church building, grounds, and equipment is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

### **Bus/Van Fund**

The church, in exercise of its religious purposes, has established a bus/van fund to purchase and maintain buses/vans for an ongoing bus/van ministry. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the bus/van committee or church. The committee may consider recommendations from anyone, but in no event is the committee bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation. The church recognizes that maintaining a bus/van ministry is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

### **Youth Fund**

The church, in exercise of its religious purposes, has established a youth fund to supplement the budgeted amount for youth ministry. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the youth committee or church. The committee may consider recommendations from anyone, but in no event is the committee bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation. The church recognizes that maintaining a youth ministry is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

## **V. Wedding Policy Part A**

**1. Church Subject to Biblical Authority on Marriages:** Dixie Hills Baptist Church follows the Bible as God's instruction manual for all followers of Jesus Christ, including all leaders and members at Dixie Hills Baptist Church. The Bible is the authority under which we make all ministry operating decisions and all church conduct and policies must be consistent with Scripture (2 Timothy 3:16-17).

**2. Biblical Teacher on Marriage:** The Book of Genesis shows that the Christian concept of marriage is based on God's revelation of the origin of human life on earth where God declares that His creation was "very good" after He had declared that it was not good for man to be alone and He created Eve to make them complete as a husband and wife, man and woman.

**3. Church's Acceptance of God's Word over man's Anti-Biblical Laws:** Dixie Hills Baptist Church accepts the Biblical covenant of marriage as it has existed from the first man forward and that precedes any governmental laws regulating the marriage unit that God created. The Biblical concept is that marriage is an emotional, physical, and spiritual union between one man and one woman who become one flesh together when they join as husband and wife.

In Mark 10:2-9, Jesus clearly states that God's plan and view of marriage involves only the union of man and woman in matrimony that is holy and acceptable to God. Obedience to the Word of God in the area of sexual behavior leads to stable and productive family life. The husband and wife marriage relationship reflects the Church's relationship with God. In Ephesians 5, husbands are commanded to love their wives as Christ loves the church. Wives are called to respect their husbands as head of the family, just as Christ's body, His Church is called to respect Christ as head of the church in all regards. Dixie Hills Baptist Church respects Christ as the Head of the Church and will follow only His teachings on marriage regardless of what any secular government might otherwise attempt to command.

**4. Harm From False Teachings on Marriage:** To the extent that Biblical truths about marriage are corrupted by laws or man, the family unit as God created it is harmed. When a society proclaims a corrupt definition of marriage it rejects God and harms those who are falsely led to believe they live in a valid relationship. All people who consistently live in violation of God's truths without true repentance are subject to God's judgement. False governmental teachings proclaiming marriage as acceptable between anyone other than one man and one woman is a governmental rejection of God. Proclaiming false marriages is not an act of love toward the participants but is an act of rebellion against God and His revealed truth and it subjects people and our nation to the judgement and discipline of a holy God who will not allow sin to go unpunished.

**5. Biblical Teachings on Non-Christian Marriages:** Dixie Hills Baptist Church's policy regarding Christian marriage and refusing to accept any proclamation that same sex marriage is acceptable is based on the Bible's clear teaching that homosexuality is a sin. All sexual relationships other than between a man and a woman married to each other are condemned in the Bible. Leviticus 18:22, 26:15-56, Romans 1:24-25 and I Corinthians 5:9-13, 6:9-12, 15-20.

## **V. Wedding Policy Part B**

1. Use of the buildings should be calendared with the Secretary as far in advance as possible. (Dates already scheduled for church activities usually cannot be changed.)
2. A five-hundred dollar usage fee will be paid in advance by all except active church members, \$700 if both buildings are used.
3. The Sound System can only be operated by a church approved person. If you need to use the sound system, the church will schedule someone to run the sound system. This service costs an additional \$100 and must be arranged at least 2 weeks in advance.
4. The air conditioning/heating is operated automatically on Wednesdays and Sundays. Someone will show you how to start and stop the units. Be sure to put the units back on their automatic programs before you leave.

5. It is understood that the Pastors will marry only those who have completed 4 two hour pre-marriage counseling sessions, and who have read the books provided. Book Cost \$40.00 The Pastors reserve the right to refuse to marry any couple for any reason.
6. There will be absolutely no smoking or alcoholic beverages anywhere in the building, on the front porches, or on the grounds by the wedding party. This must be enforced by the Groom.
7. There will be **no** dancing allowed anywhere on the premises, including the first dance, father-daughter dance, and/or mother-son dance.
8. Please do not allow food, drinks, or rice in the sanctuary.
9. Someone in the wedding party is to be designated in charge of clean up after the wedding. (Clean kitchen and fellowship hall, put table and chairs back, sweep up rice, clean bathrooms, clean glass doors, remove flowers, candles etc.) In general, put the building back as you found it. A janitor can be hired to do this for \$150

Choose One:

- A. Pay Building Fee: \$500 for one building. \$700 for both buildings. (circle one)  
(Secretary initial here if fee is paid) \_\_\_\_\_ Date \_\_\_\_\_
- B. Pay Cleaning Fee \$150 (Secretary initial here if fee is paid) \_\_\_\_\_ Date \_\_\_\_\_
- C. Pay Sound Operator Fee \$100 (Secretary initial here if fee is paid) \_\_\_\_\_ Date \_\_\_\_\_
- D. Name of person designated to clean building \_\_\_\_\_ phone \_\_\_\_\_

**Date of Wedding** \_\_\_\_\_ **Time** \_\_\_\_\_  
**Date of Rehearsal** \_\_\_\_\_ **Time** \_\_\_\_\_

Will Fellowship Hall or Gym be used for Rehearsal dinner?

**Fellowship Hall** Yes \_\_\_\_\_ No \_\_\_\_\_ **Gym** Yes \_\_\_\_\_ No \_\_\_\_\_

Will Fellowship Hall or Gym be used for Wedding Reception?

**Fellowship Hall** Yes \_\_\_\_\_ No \_\_\_\_\_ **Gym** Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and understand the above policy:

\_\_\_\_\_  
(name)

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

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
phone number

Copy Driver License on the back of this application.

**VI. Building Use Policy for Community (non-church member) Events**

1. Use of the buildings must be calendared with the Secretary. Events may not be scheduled more than three months in advance.
2. Suggested donations for use of buildings:
 

|                               |          |
|-------------------------------|----------|
| Fellowship Hall               | \$400.00 |
| Gym                           | \$500.00 |
| Sanctuary and Fellowship Hall | \$500.00 |
| Sanctuary and Gym             | \$700.00 |

(Secretary please indicate amount of donation given: \_\_\_\_\_ Date \_\_\_\_\_)

3. The Sound System can only be operated by a church approved person. If you need to use the sound system, the church will schedule someone to run the sound system. This service costs an additional \$100.

- 4. The air conditioning/heating is operated automatically on Wednesdays and Sundays. Someone will show you how to start and stop the units. Be sure to put the units back on their automatic programs before you leave.
- 5. Please be sure there is no smoking or alcoholic beverages anywhere in the building, on the front porches, or on the grounds.
- 6. Please do not allow food, drinks, in the sanctuary.
- 7. Someone in is to be designated in charge of clean up. (Clean kitchen and fellowship hall, put table and chairs back, sweep up, clean bathrooms, clean glass doors, make sure all trash is in bags tightly secured in dumpster, etc. In general, put the building back as you found it. A janitor can be hired to do this for \$150.00

Choose One:

- A. Pay Cleaning Fee (Secretary initial here if fee is paid)\_\_\_\_\_ Date \_\_\_\_\_
- B. Name of person designated to clean building \_\_\_\_\_ phone\_\_\_\_\_

**Date of Event** \_\_\_\_\_ **Time**\_\_\_\_\_

|                        |           |          |
|------------------------|-----------|----------|
| <b>Sanctuary</b>       | Yes _____ | No _____ |
| <b>Fellowship Hall</b> | Yes _____ | No _____ |
| <b>Gym</b>             | Yes _____ | No _____ |

I have read and understand the above policy:

\_\_\_\_\_ (name)

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

\_\_\_\_\_ (signature)

\_\_\_\_\_ phone number

**VII. Policy for Absences for Salaried Staff**

Office closed:

The Church office is closed on Monday's and Saturdays and holidays. The staff will often work on Monday's or Saturday's as needs of the ministry dictates. These days will not be made up with days off during the regular work week. Church members work all week and then give up their Saturday's for ministry; the staff should do no less.

Holidays:

Holidays that fall on Monday when the office is already closed are not listed. No additional days will be given for those holidays.

- New Years Eve and Day
- Independence Day
- Thanksgiving Day and Friday
- Christmas Eve Day, Christmas Day, and either December 23<sup>rd</sup> or 26<sup>th</sup>.

Vacations:

First year through third year- 10 days only 2 can be Sundays  
 Fourth year through ninth year- 12 days only 3 can be Sundays  
 Tenth year through fourteenth year- 14 days only 3 can be Sundays  
 Fifteen year and above- 16 days only 3 can be Sundays

Sick Days:

5 Sick days per year that can accumulate to 20.  
 Sick days are for personal or family illness.

Personal Days:

2 Personal days per year. May accumulate up to 5.

Ministry Days:

Ministry days are days the staff uses to lead Revivals, Retreats, and other such events for other churches. Ministry days also include attendance at conferences.

1-9 years- 2 Sundays plus 5 days  
 10 years and above- 4 Sundays plus 8 days.

SBC/TBC Conventions

1-Sunday- 4 days

**VIII. Amendments to the Bylaws and Policies**

New Bylaws may be adopted or these Bylaws may be amended or repealed by the affirmative vote of a two-thirds majority of the votes represented at a business meeting.

Revised 2015