

Policy and Procedures

POLICY STATEMENTS

As extracted from church Business Meeting records (1903-2014).

POLICY & PROCEDURE MANUAL

INDEX

ARTICLE I - MEMBERSHIP

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|-----------|----------------|--|
| 6-1-1989 | <i>POLICY:</i> | It is the policy of FBC grant letters to Southern Baptist Churches <u>ONLY</u> ; and a memo will be issued to the requesting church stating that we have removed the person's name from our rolls. |
| 2/8/2004 | <i>POLICY:</i> | FBC will have pew cards available for members to report on sick members. With the sick persons approval their names will be added to the Prayer List. |
| 11/4/2012 | <i>POLICY:</i> | After the pastor has had a meeting with new member candidates their names will be presented at the next business meeting. |

SECTION 0.5 STATEMENT ON MARRIAGE AND SEXUALITY

SECTION 1 QUALIFICATIONS

SECTION 2 DUTIES

SECTION 3 DISCIPLINE

SECTION 4 TERMINATION

SECTION 5 NON-RESIDENT MEMBERSHIP

SECTION 6 RESTORATION

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ARTICLE II – CHURCH OFFICERS

SECTION 1 PASTOR

- 5/6/1970 POLICY: The pastor and associate shall have two (2) weeks of vacation annually and two (2) weeks to be used in revivals outside the local church.
- 4/7/2001 POLICY: Outside pulpit supply shall be paid at the following rate:
Rate is: \$75.00 for 1 service and \$150.00 for 2 services.
Mileage is to be paid (if over a 50 mile round trip). It is paid at the current approved IRS rate.
- 10/6/2002 POLICY: FBC pays moving expenses for both Pastor and Associate.
- 2/5/2012 POLICY: An 'Interim Pastor' will be responsible for finding a replacement when he is unable to preach. The Interim pastor would continue to be paid when he is absent but he would be responsible for covering the cost of any guest speakers.

SECTION 2 SALARIED EMPLOYEES

- 10/2/1994 POLICY: Salaried employees' election shall be as follows: "Election shall be by a ballot, 75% of those present and voting being necessary for a choice.

SECTION 3 DEACONS

- 10/2/1985 POLICY: The Church, or any organization in the Church should not sponsor wedding showers, and they should not be written up in the newsletter or bulletin. Individuals can use the fellowship hall for showers, if cleared thru the Church Calendar.
- 1/29/1964 POLICY: A Deacon committee will be responsible for the ordinance of the Lord's Supper and this committee to be appointed by the chairman of Deacons.
- 7/29/1992 POLICY: The rotation of active deacons was abolished.
- 11/5/2000 POLICY: After nomination and election 'Deacons in Training' will serve one year of training and attend deacons meetings. They will be ordained at the end of the one year.
- 8/30/2006 POLICY: On every 5th Sunday a special exit offering will be taken. This "Community Compassion Offering" will be administered by the Pastor and Deacons to provide relief of needy residents of the community.

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Community Compassion Ministry 'Talking Points' attached. This needs to be adopted by the church.

SECTION 4 MODERATOR

SECTION 5 CLERK

11/5/2000 POLICY: Church staff to have charge cards for necessary purchases. Everyone else to get a copy of Tax Exempt Letter, pay for purchase, and be reimbursed by the church treasurer. The only charge cards the Church has are MFA for vehicle fuel and Wal-Mart for other supply purchases.

SECTION 6 TREASURER

3/6/2002 POLICY: All invoices and receipts over 5 years old may be destroyed.

SECTION 7 FINANCIAL SECRETARY

SECTION 8 CORPORATION OFFICERS

SECTION 9 TRUSTEES

5/3/1939 POLICY: Public meetings to be held in the church facility need to receive permission from the Trustees. Church calendar takes precedence.

1/6/1943 POLICY: The Trustees are responsible for arrangements for insurance for Church property.

01/20/2015 POLICY: The Trustees are authorized to make any necessary purchase over and above the \$1000 limit in the By-Laws, without prior Church approval in a business meeting, if they deem the purchase necessary for the proper protection, maintenance and immediate repair of Church facilities.

SECTION 10 USHERS

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ARTICLE III – COMMITTEES

12/31/1958 POLICY: All standing committees were set up on membership rotational basis. The minimum number of committee members to be 3; the maximum number of members to be 6. Exception: Budget and Finance Committees to be 3 members with Treasurer and Financial Secretary added to be non-voting members and will not be chairman of committee. Nominating Committee is to consist of 6 members, 2 being elected each year.

7/2/2000 POLICY: The Long Range Planning Committee will become the Building Committee.

SECTION 1 NOMINATING

1/2/1963 POLICY: All teachers for Sunday school to be approved by the church.

10/3/1999 POLICY: Church to establish a 'Christian Life Committee' to keep the church informed on moral issues.

SECTION 2 FINANCE AND BUDGET

9/4/1940 POLICY: The 'Tithe' is adopted as our goal for giving.

8/29/1956 POLICY: The Budget will be adopted effective January 1 each year.

6/1/1983 POLICY: When a church member charges something: all bills are to be signed, they write on the receipt or ticket what the purchase was for or what organization or committee the purchase was for.

2/26/1992 POLICY: Any church contributor wanting a statement at the end of the year must put their contribution in an envelope.

4/4/2010 POLICY: The Church Treasurer and Financial Secretary will listed as authorized users on all Church Bank Accounts.

(NOTE: The actual motion named specific individuals (Robert Stratton, Treasurer and Bruce McCall, Financial Secretary) and more properly should be as above. This allows for election of different individuals from year to year. However the bank requires a copy of business meeting notes with specific names, so they can be on the official bank signature cards.)

10/30/1968 POLICY: A bank lock box to be obtained to keep the Church papers and important documents in.

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SECTION 3 MISSIONS

SECTION 4 BAPTISMAL

SECTION 5 KITCHEN

FUNERAL DINNER COMMITTEE

5/31/1978	POLICY:	Funeral Dinner Committee to provide funeral dinners for the immediate family of Church member (Immediate family defined as: <u>parent, child, grandparent, grandchild, brother, or sister</u>).
4/27/1983	POLICY:	Church policy for funeral dinners and flowers are for the immediate family, which is <u>parent, child, grandparent, grandchild, brother or sister</u> .
11/1/1989	POLICY:	Church <u>excluded</u> sending flowers to funerals of <u>grandchildren</u> and <u>grandparents</u> of church members.
7/31/1991	POLICY:	(1) Non-members (of church) who have a death in their family, the Courtesy Committee will contact the Sunday School Class that they are in or would be in, and the Class would reach out in whatever way they wish. (2) For the Director of Missions, we as a church send flowers or a memorial at the death of an immediate family member. (3) That we give birthday gifts to our staff only and an anniversary gift to our pastor and wife (Pastor & Associate Pastor?).
8/28/1991	POLICY:	Church <u>will not</u> send flowers at the death of a <u>brother</u> or <u>sister</u> of a Church member.
8/28/19914	NOTE:	As of this date the definition of immediate family is 'parent, child'.

SECTION 6 REVIVAL

SECTION 7 PERSONNEL

4/7/1972	POLICY:	The duties of the Janitor were developed and presented to the church by a joint work group consisting of the Janitor Committee and the Personnel Committee
	(NOTE:	See Janitor job description. For a full time janitor.)
6/29/1966	POLICY:	Janitors to be given one week paid vacation in July or August and after they serve two full years, to get two weeks paid vacation.
	(NOTE:	This is for a full time janitor.)

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7/1/2001 POLICY: Adopted a job description for church secretary.

SECTION 8 HOSPITALITY

4/27/1983 POLICY: Duties of the Hospitality Committee were defined as seeing to the needs of any visiting men (Evangelist, etc.) that we are responsible to as a Church.

SECTION 9 COURTESY

7/7/2004 POLICY: The Courtesy Committee will use their discretion as to how to acknowledge a death (flowers or some other acknowledgement).

8/28/1991 NOTE: As of this date the definition of immediate family is 'parent, child'.

SECTION 10 OTHER

5/2/2004 POLICY: In order to play on the Church softball team, you must attend church 3 of 4 Sundays.

3/4/2012 POLICY: A new Liability Release Form was adopted. This form requires parents (or guardians) to sign and notarize for each event, instead of on a *yearly basis*.

3/4/2012 POLICY: Church appointed Youth leader (Shelly Noyd) and Secretary (Lois Woodward) and authorized them to be "Notary Public's" for church and to be available in the day of an event to notarize Permission forms. They will be bonded for up to \$25,000 coverage, which will cost \$75.00 for 4 years. They will get their license and church will pay all expenses.

6/3/2012 POLICY: Church will issue only one newsletter per month instead of bi-monthly.

12/28/2014 POLICY: Amended to not mail a monthly newsletter but instead put it on the Church WEB page and have printed copies available in the Church for members to pick up. It will only be mailed to 'shut-ins' or persons physically unable to attend Church.

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ARTICLE IV – CHURCH ORGANIATIONS

SECTION 1 SUNDAY SCHOOL

3/2/2003 POLICY: Sunday morning hours adopted as 9:30am Sunday School, 10:30am for Worship service.

SECTION 2 DISCIPLESHIP TRAINING

SECTION 3 WOMEN’S MISSIONARY UNION

SECTION 4 BAPTIST MEN

SECTION 5 BUS MINISTRY

5/29/1974 POLICY: REPORT ON BUS REGULATIONS – MISSION ACTION GROUPS

(Rules of Youth Activities)

1. There will be no more than one guest per member for the older group and no guests for the younger group, with the exception that classes will alternate taking guests.
2. Each person must have attended one church service (Sunday Morning, Sunday night, Sunday school, or Church (Worship) at the First Baptist Church, Bethany, Mo., within the past three weeks before each activity.
3. Each person and their guest will sign on as they enter the bus and will return home on the same bus.
4. On school nights, the bus for the younger group will return to the Church by 9:30pm. The older group will return by 10:00pm. Each person is responsible for their own transportation home from the church.
5. Each person is responsible to help clean the bus following the activity.
6. Each person is responsible for money for their refreshments, unless otherwise announced.

SECTION 6 CHILDREN’S CHURCH

SECTION 7 CHURCH MUSIC PROGRAM

SECTION X CHURCH LIBRARY

11/28/1979 POLICY: For all materials secured for or Church Media Center to be of the greatest benefit of our leaders and members, these selection guidelines will be followed:

1. All materials for the media center will be approved by the media center staff.
2. All materials should be accurate in facts, scriptural interpretation and doctrine.
3. All materials should be constructive in influence and morally sound.

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4. Gifts to the media center are encouraged. It is suggested that gifts be money; the giver and media center staff should determine the specific item; and that item should be purchased through the media center.
5. All gifts to the media center must meet the same standards as purchased items. No provisional gifts will be accepted.

1/2/1985 POLICY: The Church will keep a 'Memorial Book' stating our policy in handling memorial donations and listing the memorials received; with the Memorial Committee in charge of this book.

(NOTE: A proposal has been drafted for review.)

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ARTICLE V –CHURCH MEETINGS

SECTION 1 WORSHIP

12/2/1923 POLICY: The Church will observe the Lords Supper Quarterly, the first Sunday of the month.

SECTION 2 BUSINESS

4/15/2012 POLICY: The current structure of Business Meetings was changed from agenda meetings, to open meetings, where subjects may be brought up for a discussion without being on the agenda.

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ARTICLE VI – GENERAL REGULATIONS

SECTION 1 USE OF BUILDING AND EQUIPMENT

- 5/3/1919 POLICY: NO Church property is to be removed or loaned from the Church premises.
- 12/2/1942 POLICY: Church agreed to let other ministers use our baptistery.
- 4/11/1962 POLICY: Church Building to be utilized as Civilian Defense Shelter to be used by government to house civilians in time of emergency.
- 11/28/1962 POLICY: Any organization that uses the Church building, for them to clean up before leaving and that group turn on and off heat and lights and to unlock and lock church; and if any complaints on janitors work that they be made to church Trustees.
- 6/28/1967 POLICY: Pastor has authority to give permission to other churches to use the baptistery and pay custodian for filling and cleaning up afterwards.
- 8/7/2005 POLICY: Church will have a fellowship supper on every 5th Sunday.

SECTION 2 PROPERTIES

- 1/6/1943 POLICY: The Trustees are responsible for arrangements for insurance on the church properties.
- 8/3/1967 POLICY: The Church will be kept locked between morning and evening services on Sunday.
- 1/29/1992 POLICY: Church adopted a resolution regarding “Housing Allowance Designation for Ministers in a Church-Owned Parsonage” See Form in Forms section.
- 1/29/1992 POLICY: Church adopted a resolution regarding “Reimbursement Policy”.

SECTION 3 CONTRACTS AND AGREEMENTS

- 11/5/1947 POLICY: Church withdrew from Gentry County Association and joined the newly organized Harrison County Association.

SECTION 4 BUDGET

- 9/4/1940 POLICY: The Tithe was approved as our goal for giving.

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9/1/2004 POLICY: Church members have the opportunity to support the AWANA ministry on a regular basis during the 9 months AWANA is in session. This is to be through the offering envelope system.

SECTION 5 PROCEDURES FOR LICENSING AND ORDAINING MINISTERS

SECTION 6 AMENDMENTS

SECTION 7 DOCTRINAL STATEMENTS

12/7/2003 POLICY: 10% of monthly contribution to Missouri Baptist Convention (MBC) be applied to Agency Restoration Fund with the remainder going to the Cooperative Program.

9/1/2004 POLICY: Changes to the Church Constitution, the Church Covenant Section to “To uphold the Biblical truth that marriage is a relationship between one man an one woman.”

SECTION 8 ARTICLES OF AGREEMENT

9/29/1954 POLICY: Approval for the “Articles of Agreement of Incorporation”.

5/16/1956 POLICY: The president of the corporation is the new senior pastor.

SECTION 9 WEDDING POLICIES

3/5/2006 POLICY: The new Wedding Policy was presented and approved.

SECTION 10 POLICIES AND PROCEDURE MANUAL

4/1/2015 POLICY: The church adopted a Policy and Procedures manual to be maintained in 4 copies: Pastor, Associate Pastor, Secretary and Chairman of Deacons. The Secretary copy will be taken to all business meetings to determine if a policy exists on any specific item under discussion. The Policy statements may be amended, rescinded or changed at any business meeting by a majority vote of those present.