

Policies and Procedures Manual

Highland Park Baptist Church

Revised July 2016

This manual addresses issues not specifically covered by the By-Laws of Highland Park Baptist Church. In the event of a conflict between the By-Laws and this manual, the By-Laws will prevail.

The policies and procedures within this manual can only be amended by action of the voting membership of Highland Park Baptist Church in a regular or special business meeting, as defined in the By-Laws of Highland Park Baptist Church. The Church Clerk shall be responsible for maintaining all updating of this manual as approved by the Church. An updated edition will be made available to the membership yearly.

I. The Church Year

The Church year shall run from September 1st to the following August 31st, with the following exception: the Church's fiscal year shall run from January 1st to the following December 31st.

II. Procedure for Calling Pastor and Staff Members

A. Appointment of a search committee

A search committee shall be appointed in the Church. The committee will consist of a minimum of five members. The committee shall be appointed in the following manner:

1. Either in a regularly scheduled or special called business meeting, each voting member of the Church present shall recommend with a paper ballot a maximum of five Church members who are over the age of twenty-one to serve on the search committee.
2. The Chairman of the Deacons shall designate three active Church members to serve as a vote tallying committee and an active deacon to oversee the tallying process.
3. The five individuals receiving the highest vote totals will become the five members.

4. These individuals will be contacted by the members of the vote tallying committee to determine if they are willing and able to serve on the search committee.
 5. In the event that one of these individuals is unable or unwilling to serve, then the person who received the next highest total of votes in the balloting shall be approached to serve.
 6. If tie votes occur, and the individuals involved in the tie are willing to serve, the membership of the search committee will be expanded to include these individuals as members.
 7. The results of the election will be announced to the Church at the next regular service, and will be published in the weekly newsletter.
 8. The paper ballots and vote tally sheets shall be retained by the Church Clerk until the search team has completed its responsibilities.
 9. In the event of a search team member no longer being able to serve at some point after the search team has begun its work, the remaining members of the team shall decide as to whether that member should be replaced based upon the progress that has been made in completing the responsibilities. If the remaining members of the team believe that a replacement member should be provided, it shall be done under the process described in step A. 5. above.
- B. The search committee shall designate a chairman.
 - C. The search committee, through prayer and seeking God's will, supported by the Church, shall seek God's man for the staff position to be filled.
 - D. The committee shall present only one man at a time for consideration of the Church. Election shall be by ballot by the voting members of the Church present at the election. An affirmative vote of 75% of the voting members present (as stipulated in By-Laws Article IV D) is necessary for the Church to extend a call to the prospective staff member.
 - E. The committee shall arrive at a compensation package for the called staff member. This package shall be reviewed by the Elders and Deacon body before being presented to the Church for approval.

III. Elders

- A. As stated in Article VII of the Highland Park Baptist Church By-Laws, elected elders shall serve for a term of five years. The terms of service shall be staggered so that the terms of a proportion of the elders shall

expire every year and come open for election.

- B. Elder elections shall come about because of one of the following causes:
1. The Elder body, Deacon body or the Church determines a need for one or more additional elders to be added to the existing body. This may be done during the regular October business meeting.
 2. The five year term for an elder has ended. The election process will begin in September of the appropriate year.
 3. The Elder body, Deacon body or the Church deems it appropriate to replace an elder who has terminated his service prior to the end of the five year term. This may occur at any business meeting.
- C. Method of Election:
1. Forms will be provided for this purpose. See example attached.
 2. Any Church member may nominate men whom they feel to be qualified to serve as elders. The nomination period will consist of the month of September.
 3. The Elder body will review the nominations and interview those nominated to determine their eligibility and availability. This process should take no more than two weeks.
 4. Those qualified candidates will then be placed on a ballot for Church election. The paper ballot form will contain the following:
 - a. The front of the form will contain the following statement: "I affirm that I am a voting member of Highland Park Baptist Church and this is my only ballot", with a space for a checkmark.
 - b. The reverse of the form will contain the following:
 - i. A list of each of the qualified nominees.
 - ii. 'Yes' and 'No' check boxes by each name.
 5. Election will take place in the regular called October business meeting. In the event an Elder is unable to complete his term of service for any reason, a replacement may be elected per the provisions in the Policy and Procedures manual.
 - a. Each nominee who is not a previously serving elder will provide a short personal testimony to the Church prior to the vote.
 - b. Ballots will be passed out only to voting Church members.
 - c. Each voting member present at the election will check the affirmation statement on the front of the form and cast a 'Yes'

or 'No' vote for each of the nominees on the reverse of the form. If neither 'Yes' nor 'No' are marked for a nominee, it will be treated as an abstention.

6. The Chairman of the Deacons shall designate three active Church members to serve as a vote tallying committee and an active deacon to oversee the tallying process.
7. Results of the balloting:
 - a. Nominees must receive the affirmation of at least 75% of the votes (as stipulated in By-Laws Article IV D) to be accepted as elders.
 - b. If the election is to add a newly authorized elder to the body or to replace an elder who has terminated his term of service prior to the end of the five year term, the nominee who has received the highest number of votes shall become the new elder. In the event of a tie vote, those men involved shall all become elders.
 - c. If the election is to elect elders to fill the open positions to be filled for the next five year term, those nominees with the highest votes shall become the authorized Elders. In the event of a tie vote, those men involved in the tie shall all become elders.
8. Results of the election shall be announced at the next Sunday services and published in the subsequent Church newsletter.
9. The paper ballots and vote tally sheets shall be retained by the Church Clerk for a period of six months after the election date.

B. Interview Process

The Elders, while interviewing prospective candidates to serve as elders, shall review the following scriptures with the candidates:

- 1 Timothy 3:2-7— "An overseer, then, must be above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to wine or pugnacious, but gentle, uncontentious, free from the love of money. He must be one who manages his own household well, keeping his children under control with all dignity (but if a man does not know how to manage his own household, how will he take care of the Church of God?); and not a new convert, lest he become conceited and fall into the condemnation incurred by the devil. And he must have a good reputation with those outside the Church, so that he may not fall into reproach and the snare of the devil" (The New American Standard Bible).

- 1 Peter 5:1-3—"Therefore, I exhort the elders among you, as your fellow elder and witness of the sufferings of Christ, and a partaker also of the glory that is to be revealed, shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness; nor yet as lording it over those allotted to your charge, but proving to be examples to the flock" (The New American Standard Bible).
- Titus 1:5b-9—"...appoint elders in every city as I directed you, namely, if any man be above reproach, the husband of one wife, having children who believe, not accused of dissipation or rebellion. For the overseer must be above reproach as God's steward, not self-willed, not quick-tempered, not addicted to wine, not pugnacious, not fond of sordid gain, but hospitable, loving what is good, sensible, just, devout, self-controlled, holding fast the faithful word which is in accordance with the teaching, that he may be able both to exhort in sound doctrine and to refute those who contradict" (The New American Standard Bible).

C. Elders and Deacons

As stated in Article VI of the By-Laws of Highland Park Baptist Church, an elder cannot also serve as a deacon while he is serving as an elder. In the event an active deacon is selected to serve as an elder, he will resign as deacon immediately and a new deacon will be selected according to the procedures defined for that purpose.

IV. Deacons

A. Method of Election

1. The month of July shall be set aside for the nomination of prospective deacons.
2. Forms will be provided for this purpose. See example attached.
3. Any member may nominate men whom they feel to be qualified to serve in this ministry.
4. During August, the Deacon Officers will interview those nominated to determine their eligibility and availability.
5. Those qualified candidates will then be placed on a ballot for Church election.

6. Election will take place the last Sunday of August. Each voting member present at the election may vote for up to a maximum of five men from the list of qualified candidates.
7. The paper ballots and vote tally sheets shall be retained by the Church Clerk for a period of six months after the election date.
8. When a vacancy occurs prior to the end of the respective term of office, the Deacon body may submit to the Church at any business meeting the name of a qualified ordained deacon to serve out the remainder of said term of office upon confirmation by the Church.

B. Interview Process

The Deacon Officers, while interviewing prospective candidates to serve as deacons, shall review the following scriptures with the candidates:

- 1 Timothy 3:8-13—“Deacons likewise must be men of dignity, not double-tongued, or addicted to much wine or fond of sordid gain, but holding to the mystery of the faith with a clear conscience. And let these also first be tested; then let them serve as deacons if they are beyond reproach. Women must likewise be dignified, not malicious gossips, but temperate, faithful in all things. Let deacons be husbands of only one wife, and good managers of their children and their own households. For those who have served well as deacons obtain for themselves a high standing and great confidence in the faith that is in Christ Jesus” (The New American Standard Bible).
- Acts 6:3-6—“But select from among you, brethren, seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task. But we will devote ourselves to prayer, and to the ministry of the word.’ And the statement found approval with the whole congregation; and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, Prochorus, Nicanor, Timon, Parmenas and Nicolas, a proselyte from Antioch. And these they brought before the apostles; and after praying, they laid their hands on them” (The New American Standard Bible).
- Titus 1:6-9—“namely, if any man be above reproach, the husband of one wife, having children who believe, not accused of dissipation or rebellion. For the overseer must be above reproach as God’s steward, not self-willed, not quick-tempered, not addicted to wine, not pugnacious, not fond of sordid gain, but hospitable, loving what is good, sensible, just, devout, self-controlled, holding fast the faithful word which is in accordance with the teaching, that

he may be able both to exhort in sound doctrine and to refute those who contradict" (The New American Standard Bible).

The Deacon Officers, while interviewing candidates, shall stress to the candidates that, in addition to the requirements listed in the Church By-Laws, deacons are also expected to:

- Attend the major services of the Church (to include Morning Worship, Evening Worship, and Wednesday Ministries) on a regular basis.
- Be in sympathy with and support the adopted Church ministries and programs.

V. Church Membership Policies

A. Membership review process

1. Under the guidance of 1 John 2:19, the Church shall from time to time, but no longer than every third year, review its membership roll to determine if there are those who should no longer be considered members of the Church.

“They went out from us, but they were not really of us; for if they had been of us, they would have remained with us; but they went out, in order that it might be shown that they are all not of us.” 1 John 2:19, NAS

2. The membership review shall be conducted by the deacon body as part of its family ministries.
3. Criteria for considering removal of a member from the Church rolls
 - a. Lack of attendance at any service or ministry of the Church for at least two years.
 - b. Lack of contact with any member of the Church for at least two years.
 - c. Unable to locate a street address, an email address or telephone number for the member for at least two years.
 - d. Joining a Church of another denomination.
 - e. Regular attendance at another Church to the exclusion of Highland Park Baptist Church for at least two years.
 - f. An expressed desire by the member to be removed from the rolls of the Church.

4. Exceptions from the removal criteria
 - a. Elderly or in poor health, including:
 1. Resident in a nursing home
 2. Homebound
 3. Must reside in another location due to physical needs, but desires to remain a member
 - b. Employment requires working during Church hours, but has displayed a continuous desire to function under the authority of the Church.
 - c. Caring for seriously ill person.
 - d. College students away at school.
 - e. Military service.

B. Church Discipline Process

It is understood that the Church will be diligent according to Matthew chapter 18 before removing an individual from the Church membership role (By-Laws, Article IV, section C).

VI. Church Clerk

The Church Clerk shall be a member of the Church, and shall be a regular attendee of Church services and regular and special called business meetings.

1. The Church Clerk shall be elected on an annual basis at the regular October business meeting.
2. The Elders shall present a list of qualified individuals who are willing to serve.
3. An individual may serve consecutive terms as Church Clerk.

VII. Treasurer

As stated in the Highland Park Baptist Church By-Laws: in view of the serious responsibilities of this office, the person who fills this position should be one who has passed the qualifications to serve as elder or deacon.

1. The Treasurer shall be elected on an annual basis at the regular October business meeting.
2. The Elders shall present a list of qualified individuals who are willing to serve.

3. An individual may serve consecutive terms as Treasurer

VIII. Finance Team

A. Purpose

1. In cooperation with the Treasurer, monitor the financial activity of the Church.
2. Be responsible for the preparation and maintenance of the Church budget.
3. Verify that the Church's general accounting records are being handled properly and investigate other details, if necessary.
4. Assist in matters pertaining to purchasing and budget control.
5. Assist in the selection of tellers and check signers.

B. Membership

Three members elected by the Church for staggered three year terms. The Elders shall recommend candidates for the position to be filled each year in the October regular business meeting.

C. Duties

The Finance Team shall be responsible for the auditing functions, assisting the Elders in the preparation of the Church budget, and all other financial activities, including:

1. Endeavor to be informed of the needs of the various departments of the Church in order to wisely handle the distribution of Church funds. No contracts for supplies, materials, or services pledging the credit of the Church shall be made except upon the approval of the Finance Team, unless authorized in the adopted budget of the Church, or by direct vote of the Church.
2. Review the individual budget accounts prior to the October business meeting and present any proposed adjustments to the Elders for their approval prior to presentation to the Church. Emergency conditions requiring prompt adjustments in budget accounts may be submitted at the discretion of the Finance Team for Church approval. The Treasurer and Elders should be notified of an actual or impending

budget deficit. Status reports of budget deficits should be given to the Church.

3. Recommend to the Church possible adjustments or transfers to cover necessary but unexpected expenses.
4. Work with the Pastor and other leaders of the Church in promoting scriptural stewardship on the part of the entire membership of the Church.
5. Make detailed quarterly examination of the Church's handling of finances and the associated records, checking for adequacy and correctness. These procedures should be varied from year to year, but should include detailed examination of the handling of:
 - a. All Church income
 - b. All bank transactions
 - c. All Church outlays
 - d. All loans, notes and bonds

D. Tellers

The teller responsibility of receiving, counting and depositing offerings is one of great responsibility and sensitivity, since it provides access to the information about the giving of Church members. Candidates for the teller responsibility will be identified as needed by the Finance Committee in consultation with the head teller and approved by the Elders. The tellers shall work under the direction of the Finance Team.

E. Check Signers

The Finance Team shall, with the approval of the Elders, select individuals from the Church body to serve as check signers. This is a position of great responsibility and sensitivity since it involves signature authority over the Church's bank accounts. Check signers shall be individually authorized to sign checks on Church accounts at the direction of the Finance Ministry Team

1. There shall be three authorized check signers with signature authority on the Church's bank accounts at all times.
2. Each check signer shall serve for three-year staggered terms, such that one check signer's term of responsibility shall expire each year.
3. A check signer cannot serve two terms in direct succession.
4. No Staff Member or employee of the Church can serve as a check

signer.

5. While serving as a check signer, an individual cannot also serve as the Church Treasurer or as a member of the Finance Ministry Team.
6. The identity of the upcoming year's check signers shall be announced at the September business meeting. Signature cards at the bank shall be updated immediately afterwards.
7. No check signer shall go to the Church's bank and withdraw cash from accounts or shift funds from one account to another without the authorization of the Finance Ministry Team. In the event that such action is necessary, the check signer should be accompanied by either the Church Treasurer or a member of the Finance Team.
8. A check signer shall not prepare a check that he signs.
9. A check for an amount greater than ten thousand dollars (\$10,000.00) shall require the signatures of two check signers.

IX. Personnel Team

A. Purpose

To serve the Church in matters related to personnel administration and management for the Pastor, Staff Members and all paid Church employees.

1. For Pastor and Staff Members, this will include salary treatments, benefits and personnel issues.
2. For paid Church employees, this will include such areas as employment, background checks, salaries, benefits, and personnel services.

Unless otherwise designated by the Church, the Pastor shall have the responsibility for the on-the-job supervision of all paid Church employees. He shall coordinate his activities in this regard with the Personnel Team.

B. Membership

1. Three members elected by the Church on a staggered basis, each member being elected for a three year term, but with one term expiring each year.
2. The Elders shall recommend candidates for the position to be filled each year in the October regular business meeting.

3. The member who has been active on the team the longest becomes chairperson.
4. No person shall serve two terms in succession as a member of the Personnel Team.
5. No person shall serve on the Personnel Team who is a regular paid employee of the Church or who is a member of the immediate family of a regular paid employee of the Church.

C. Duties

1. Provide recommendations to the Church concerning the salary, vacation, fringe benefits, housing allowance, holidays, leaves of absence, and related matters for the Pastor and the Staff Members.
2. Recruit, interview, and place applicants in Church authorized non-Staff positions.
3. Maintain a competent staff of employees as needed, including:
 - a. Custodians (background check required)
 - b. Secretaries
 - c. Nursery personnel (background check required)
 - d. Church organist and pianist (Selection of these positions shall be done in consultation with the Minister of Music)
4. Work closely with the Elders in the preparation of the Church budget as to the budget lines concerning paid workers.
5. Be responsible for dealing with personnel grievances by working closely with the Pastor in matters relating to the staff and other paid personnel administration and management.
6. Prepare and maintain a Personnel manual, which among other things should cover the following:
 - a. Formulate a policy to use as a guide for qualifications. It should include qualifications such as age limits, Church affiliation, education, experience, etc.
 - b. Formulate policies covering beginning salary, salary reviews, periodic salary adjustments, maximum salary, Christmas bonus, and terminations.
 - c. Formulate policies pertaining to the work day and the work week.
 - d. Formulate, as necessary, job descriptions for all employed personnel.

- e. Formulate and review periodically policies concerning benefits, including but not limited to medical insurance, life insurance, retirement, vacation, holidays, etc.

X. Properties Team

A. Purpose

The overall supervision of the physical property of the Church, including the maintenance and repair of the following:

1. Building,
2. Grounds
3. Equipment
4. Furnishings and fixtures
5. Vehicles

B. Membership

A minimum of five members of the Church, to serve one year terms. Individuals may serve consecutive terms without limit.

C. Duties

1. The team should meet at least quarterly, inspect the facilities, list the findings, prepare a schedule of necessary maintenance for each quarter, make assignments to various members and receive notification of completion.
2. Maintenance and repairs should be coordinated with those who occupy or operate the various buildings, rooms, equipment, etc., which are affected.
3. The team should also develop long range plans in order to assure an orderly maintenance program, and be prepared to submit annually to the Elders a recommendation for necessary funds to cover an adequate equipment and maintenance program.

D. Authorization

The team is authorized to purchase any permanent equipment and maintenance materials as needed and to hire or enlist any necessary labor.

The team should carry out its duties within the limits of the authorized budget and make recommendations to the Elders and the Church for authorization of those expenditures which exceed the budget.

XI. Budget Expenditures and Receipts

A. Budget Expenditures

No person or organization shall spend or cause to be spent, except as expressly authorized by the Finance Ministry Team, any money from a budget account which results in the cumulative expenditures from that budget account exceeding the cumulative total of monthly authorizations for that budget account, each such monthly authorization being one-twelfth of the total authorized amount for that budget account for the Church year. Each such express authorization by the Finance Ministry Team shall be reported to the Church by that team at the next regular business meeting of the Church.

B. Receiving and Counting of Money Received in Offerings

1. Teller Team members

- a. Members of the Tellers Team must be present in the teller's office to accept donations at all times on Sunday mornings, as cash often comes in before Sunday School, or between Sunday School and the worship service.
- b. Tellers should also be present whenever special offerings are gathered in any regular or special service.

2. Receiving donations

- a. Count and accurately record donations in the computer file.
 - i. Enter all information from the envelopes into the teller stewardship document.
 - ii. Also enter any loose offerings at the end of the document.
 - iii. Total each list of designated offerings.
 - iv. Enter totals for all currency, coins, checks and designated offering information into the teller deposit document.
- b. Look for a bag containing donations received earlier.
- c. Ensure that a filled out envelope is provided for each person's donation.
- d. When opening envelopes, record designation funds on a separate piece of paper. The total for each designation will be recorded in the tellers' deposit document.
- e. If a donation is undesignated, it will go to the budget category.
- f. If an envelope contains cash, mark CASH on the envelope. If an envelope contains both cash and one or more checks, note the cash amount after the word CASH.

- g. If an envelope contains a check, verify the check amount against the amount written on the envelope, and if necessary, correct the envelope.
 - h. Checks written on business accounts need to be recorded as stewardship for the business rather than the individual. Prepare a separate envelope if necessary.
 - i. Examine checks to ensure that they are signed, and that the numerical amount matches the written out amount. Attempt to contact the donator as quickly as possible to correct any problems.
3. When all donations have been received and counted
- a. Generate the tellers' stewardship document and the tellers' deposit document. These two documents must balance against each other.
 - b. Prepare the deposit slip.
 - c. All tellers present must sign the tellers' deposit document, and should also sign the deposit slip.
 - d. Wrap the documents around the envelopes and place in the bag for the office.
 - e. All donations received are to be deposited in the bank at this point.
 - i. Place cash, coins, checks, and deposit slip in locking deposit bag.
 - ii. Take immediately to the designated bank and place in the night depository (second night drop).
 - iii. Return the deposit bag keys to the teller's office
4. Security
- a. Do not share the computer password with anyone.
 - b. For safety reasons, a minimum of two tellers must take the deposit to the bank.
 - c. Close the computer file, shut down the computer, and lock all doors before leaving to make the deposit.

XII. Policies for Use of the Gym

- A. Any group from the Church may use all gym and athletic facilities at any time, except when it would interfere with other Church activities.
- B. Athletic activities within the Church building should be restricted to the gym and the game room areas. The auditorium, the north wing and the east wing are not recreational areas. The only exception to this rule is the use of the large fellowship hall by the AWANA ministry for recreation.
- C. Any gym kitchen equipment which is used should be cleaned and put back into its proper place. Athletic equipment should be returned to its proper storage place. Those using the gym, kitchen, and athletic facilities should clean up any mess which they make.

- D. Only those lights which are necessary should be used. All lights should be turned off and all doors should be locked at the completion of the recreational activity.
- E. Keys to the west outside doors and the gym area may be checked out from the Church Office upon written certification of proper use.

XIII. Policies on Loan of Church Equipment

Specified Church equipment shall be loaned out only for Church related activities. The loan of Church equipment or materials must be approved by a member of the Church Office Staff. Any loaned equipment or materials must be returned to the Church within seven (7) days or such earlier time as needed by the Church in the same condition of cleanliness and usability as it was provided.

XIV. Policies on Use of Church Facilities

A. Purpose Statement

Highland Park Baptist Church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God.

All activities on church property must cohere with the religious purpose of Highland Park Baptist Church and further its Christian mission, whether the activity has an overt liturgical religious purpose (preaching, worship services, Bible instruction, communion, baptism) or a non-liturgical religious purpose (social service, mentorship, community service, benevolence, charity, schools). Highland Park Baptist Church conducts and/or hosts all activities in order to advance or express its Christian mission, message, and viewpoint. Church facility use shall be exclusively conditioned on whether the use promotes Highland Park Baptist Church's mission, message, and viewpoint, as all facility usage is an opportunity to glorify God.

Facility use will not be permitted to persons or groups advancing or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church bylaws, doctrinal statements, Statement of Faith, and Policies and Procedures manual. Any facilities made available to approved non-members for usage are meant to further Highland Park Baptist Church's calling to minister to others, in the vein of charity and witnessing to our faith. For this reason, Highland Park Baptist Church property cannot be used for purposes that contradict the church's beliefs, which would constitute a grave violation of the church's faith and religious practice, as well as degrade the church's religious integrity. It is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by persons or groups who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

B. Approved Uses and Priority of Use

The elder body must approve all uses of church facilities. Generally, priority shall be given to organized groups that are part of the ministry, sponsored activities of the church, church members and their immediate families. Church facilities and equipment may be made available to non-members or outside groups meeting the following qualifications:

1. The group or person(s) requesting facility use must:
 - a. Affirm that their planned usage promotes Highland Park Baptist Church's mission, message, and viewpoint; and
 - b. Submit a signed "Building Rental Application and Agreement" form (Appendix B); and
 - c. Take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated in this policy and as described in any additional documents or instructions by church staff.

2. Church facilities will not be made available to:
 - a. Partisan political groups
 - b. Groups organizing for commercial gain

- c. Organizations whose beliefs, mission, or activities are in conflict with the mission and doctrine of Highland Park Baptist Church.

C. Insurance

The group or person(s) using the facility may be required to sign a release fully releasing Highland Park Baptist Church and its employees and agents for any damages, losses, or injuries that may occur during use of its facilities. In some cases, proof of additional insurance coverage and a hold harmless agreement may be required.

D. Right of Refusal

Highland Park Baptist Church reserves the right to refuse the use of the facilities to any person or organization and to evict any person for misconduct or other reasons in the best interest of the church.

E. Facility Use Guidelines

1. Smoking and Alcohol Policy: Highland Park Baptist Church is a non-smoking facility. No alcohol may be served in church facilities. Smoking and alcohol use is prohibited in the church buildings or parking lot. To avoid embarrassment, it is suggested that this policy be called to the attention of all participants of your event.
2. Dancing is an inappropriate activity at Highland Park Baptist Church, and we ask that you not include either dancing or DJ-provided music in your plans for using the facilities.
3. Music used for a wedding should reflect the fact that the service is a sacred, spiritual event. The message of the songs selected should meet this standard. Highland Park Baptist Church's Minister of Music would be happy to help with appropriate selections.
4. Services provided by a minister, organist, vocalist or other should be arranged by the parties involved. If a minister other than a Highland Park Baptist Church pastor is used, approval by Highland Park Baptist Church is required.
5. Abusive or foul language, violent behavior, and drug or alcohol abuse or inebriation are strictly prohibited on church premises.

Any person exhibiting such behavior will be required to leave the premises.

6. Non-member groups are restricted to only those areas of the facility that the group has reserved.
7. Church equipment, such as tables and chairs, must be returned to their original placement, unless arranged otherwise prior to the event.
8. Food and drinks (other than water) are not allowed in the sanctuary.
9. If the sound system in the auditorium is to be utilized, the sound technician will control the sound system; fees for this service are not included in the room rental fee (except for Weddings). We recommend that you provide an honorarium of \$35 - \$50 to the sound technician, depending on how much time you require of his/her services.
10. For the protection of the building, no nails, tacks, or scotch tape may be used in connection with decorations. Drip cloths must be placed beneath all candles. All equipment such as candelabras or other floral pieces should be picked up no later than the following day.
11. Neither rice, confetti, birdseed, nor any other material may be thrown inside or outside any of the buildings. We would suggest bubbles or balloons and then, only outside the building.

F. Fees

Fees are established by Highland Park Baptist Church and are published in the "Building Rental Application and Agreement" form. Refer to Policies and Procedures manual, Appendix B. The fees are subject to change. Highland Park Baptist Church reserves the right to assign the area to be used according to the size of the event. Pricing will be done according to the room assigned.

XV. Policies on Use of Church Vehicles

- A. Drivers must be at least 25 years of age and be approved by the Properties Team to drive a Church van holding less than fifteen passengers. In the

event that the Church owns a vehicle holding fifteen or more passengers, drivers must have a chauffeur license or a commercial chauffeur license. (The extra cost of a chauffeur license obtained primarily to meet this requirement will be reimbursed by the Church.)

- B. Trips using a Church vehicle should be scheduled at least seven (7) days in advance with the Church Office. An itinerary must be filed in the Church Office for out-of-town trips using a Church vehicle.
- C. Any organization of the Church utilizing a Church vehicle shall pay the actual cost of gasoline and oil out of their budget. The Church will bear the cost of the vehicle maintenance.
- D. A Church vehicle will not be loaned to any group not an organization of the Church.
- E. Any organization using a Church vehicle shall insure that the vehicle is cleaned and filled with gas when returned to the Church.

XVI. Policies on Use of the Organ and Pianos

- A. The use of the sanctuary organ shall be limited to:
 - 1. The Church organist.
 - 2. Guest organists for Church services, weddings, funerals and musical concerts under the supervision of the Minister of Music, and corresponding practice times.
 - 3. Members of the Church approved by the Minister of Music.
- B. The organ shall not be used for the giving of organ lessons. The times and conditions of use of the organ by Church members shall be in accordance with procedures approved by the Minister of Music.
- C. Any use of the electronic piano outside of the Church building must be approved in advance by the Minister of Music.
- D. The times and conditions of the use of any of the pianos in the Church shall be in accordance with procedures approved by the Minister of Music. However, none of the pianos shall be used for piano or voice lessons for non-members of the Church.

XVII. Community Benevolence

- A. All requests or suggestions for benevolence from or to members or regular attendees of Highland Park Baptist Church should be referred to the Pastor, Staff or a deacon for action.
- B. All other requests for benevolence will be referred to a suitable community service.

APPENDIX A: Building Application Agreement (Next Page)

HIGHLAND PARK BAPTIST CHURCH

Building Rental Application and Agreement

Name of Responsible Party _____ Phone _____

Organization _____ Name/Purpose of Event _____

Date of Event _____ Time of Event _____ to _____ Number of Guests _____

Number of Tables _____

Number of Chairs _____

Draw small diagram of room set-up here or attach a separate sheet

Affirmation of compliance with Facility Usage Policy

As an individual, or on behalf of the organization, requesting use of the facilities, I affirm (initial each statement):

- ____ the planned usage promotes Highland Park Baptist Church's mission, message, and viewpoint; and
- ____ compliance with HPBC's Facility Usage Policy, including but not limited to the church's rules of conduct for facility use, as stated in this policy and as described in any additional documents or instructions by church staff; and
- ____ responsibility for the facilities and equipment used; and
- ____ that HPBC, its owners, officers, employees, and members, will be held harmless for any liabilities, losses, claims, judgments, fines, suits, or penalties claimed by anyone by reason of injury or damage to persons or property sustained in or around the event/facility usage.

Fees

Wedding*	Church Member Fee	Non-Church Member Fee
Sanctuary (includes wedding rehearsal and sound technician)	\$170	\$1,000
Fellowship Hall for rehearsal dinner	\$50	\$250
Fellowship Hall for reception	\$50	\$500
Day Before Set up	No charge	\$100
Platform Clearing	\$50	\$100

*Charges include building usage, set-up of tables and chairs, utilities and general custodial cleaning services, sound technician. Charges do NOT include minister, musician, vocalist, linens, candles, meal service, dishwashing, or kitchen clean-up.

Other Event**	Church Member Fee	Non-Church Member Fee
One room	\$100/day	\$250/day
Two rooms	\$150/day	\$400/day
Three rooms	\$200/day	\$600/day

**Highland Park Baptist Church reserves the right to assign the area to be used according to the size.

Payment of all fees is to be made to the church office when this application is submitted.

I have read the Facility Usage Policy and agree to abide by all requirements. I declare that all statements contained in this application and any accompanying documents are true and correct.

Signed: _____ Date: _____

Church Office Only: Paid \$ _____ by _____ Date _____ Initials _____