

Third Creek Baptist Church
Organizational Structure and Job
Descriptions



Third Creek Baptist Church
Organizational Structure / Job Descriptions
&
Policy and Procedure Manual



Third Creek Baptist Church Organizational Structure and Job Descriptions

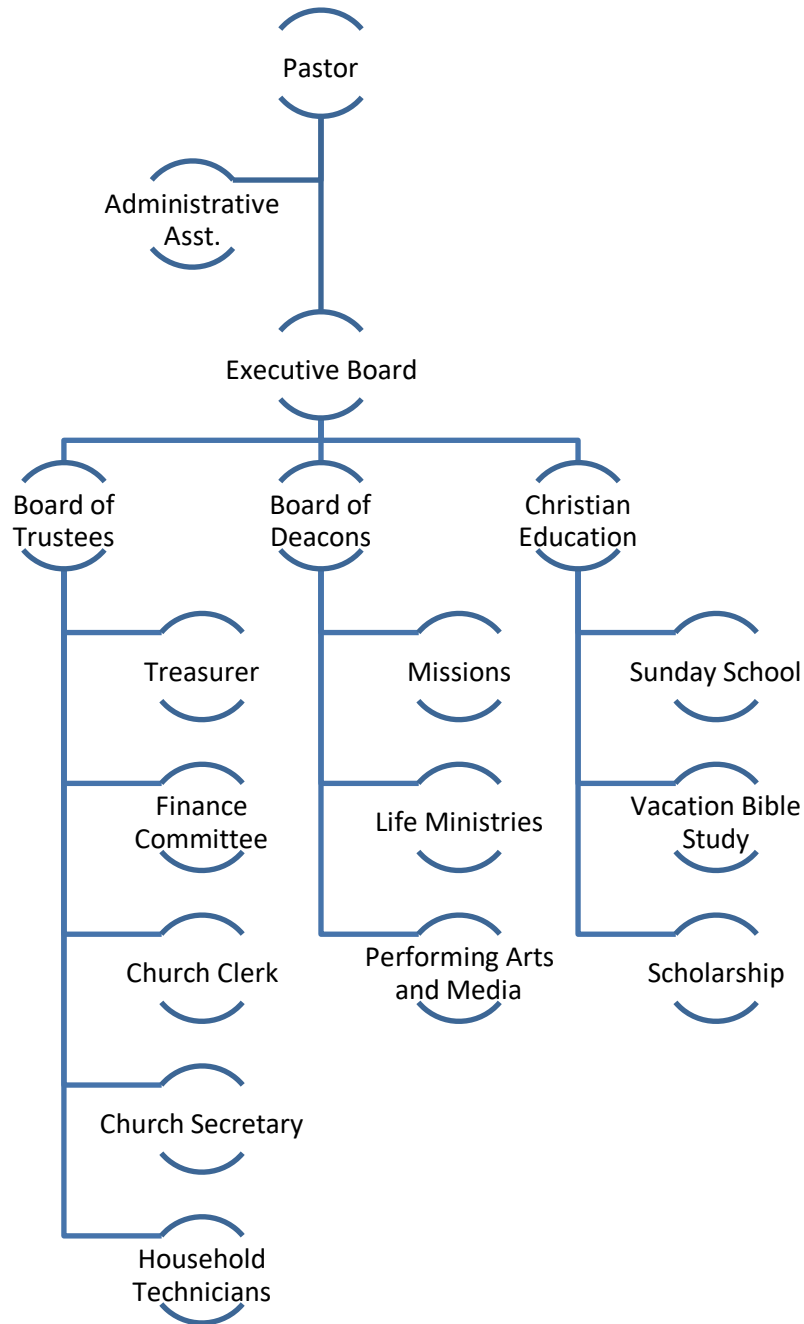
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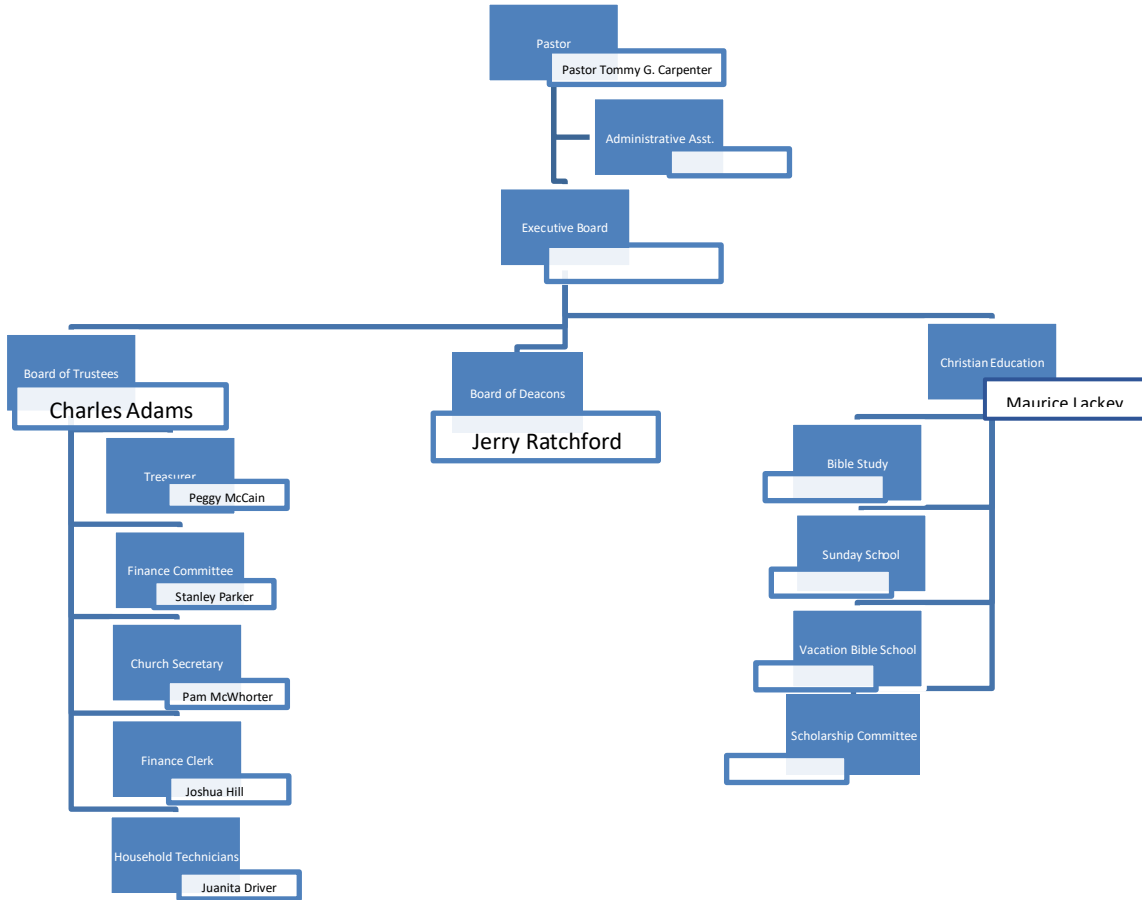
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Organizational Chart 1



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Organizational Chart 2



Job Descriptions

The Executive Board

Primary Task

The general administration of the church shall be vested in the Executive Board, the Board of Trustees, the Board of Deacons, and the Board of Christian Formation/Education. Each of these church boards shall report to the congregational business meetings of the church. The Executive Board shall coordinate the workings of the other church boards. Matters to be



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presented by the other church boards to the congregational business meetings for action must be first considered by the Executive Board.

General Responsibilities

1. Present church vision and ministry goals to the congregation.
2. Discuss and deliberate on such matters and problems that arise in the activities of the church, review the programs and ministries of the church, and coordinate and oversee the work of the other church boards, receive reports and recommendations, and take action as needed.
3. Ensure that decisions of the congregation are carried out.
4. Write and approve policies as needed to support the organization and ministry of the congregation.
5. Encourage representatives of various groups and organizations within the church to present concerns and issues to the board for consideration.
6. Appoint members to all standing committees and give direction to those committees.
7. Review and coordinate the church calendar.
8. In event of the resignation or death of an elected officer or board member, appoint a replacement to serve until the next annual meeting.

Specific Responsibilities

Accountable to: the congregation through scheduled and special congregational meetings *Membership:*

The Executive Board shall consist of the pastor, the chair, the vice-chair, the secretary, the treasurer, the financial secretary, the chairs of the other church boards, and the chair of Women Ministries. All except the pastor and chair of Women Ministries are elected by the congregation.

Board of Trustee

Primary Task

The general administration of the church shall be vested in a body known as the Church Council. In circumstances or where law requires action(s) by "Trustees" the council shall be known as "the Board of Trustees" and the members of it as "Trustees." The council shall also serve as a Board of Deacons to supervise the spiritual life of this church, as stated in 1 Timothy 3:8-13.

General Responsibilities

1. Present church vision and ministry goals to congregation.
2. Supervise church membership, including recommendations relative to reception or removal of members.
3. Assist the pastor in nurturing the spiritual life of this church and in the service of communion as planned by the pastor, in cooperation with the worship chair.



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4. Establish and approve administrative and program policies in conformity with the spirit of the church constitution.
5. Evaluate the total church program on a continuing basis.
6. Plan and recommend the annual budget and stewardship opportunities for this church.
7. Review and approve the schedule of church activities and personnel.
8. Appoint administrative committee members and church workers as defined by the bylaws for the administrative committees, as the council may deem appropriate.
9. Council members shall serve as chairs of the committees to which they are appointed and assume responsibility for directing all congregational activities which fall within that functional category, in cooperation with pastor(s).

Specific Responsibilities

Accountable to:

the congregation through scheduled and special congregational meetings

Membership: The council shall consist of the officers of the church (chair, vice-chair, secretary, financial secretary, and the treasurer) and other members as specified in the bylaws. The senior pastor shall be an ex-officio member of the council with voice and vote. Members are elected by the congregation.

Treasurer

Primary Task

Disburse all funds received into the church treasury in a responsible and organized manner with funds identified and bills paid when due, so that the mission and ministry of the congregation are supported and strengthened.

General Responsibilities

1. Disburse all funds contributed to the local church budget, keeping accurate records of how funds are spent.
2. Prepare accurate monthly financial reports indicating the financial wellbeing of the congregation.
3. Work according to the policies and procedures established by the administrative board/council/leadership team.
4. Participate in and report regularly to the administrative board/council/leadership team and appropriate congregational meetings and inform the congregation of specific financial concerns as directed by church leadership.



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5. Ensure there are adequate records documenting the assets of the church for insurance and other purposes.
6. Make recommendation for the investment of excess funds (if any).
7. Ensure that all church property is appropriately covered by insurance for casualty and liability losses.
8. Ensure that all governmental taxes, reporting forms, and regulations are met on a timely basis.
9. Maintain confidentiality of all financial information pertaining to giving and givers.

Special Responsibilities:

Accountable to:

Finance Committee

Primary Task

Coordinate the development of an annual budget and lead the congregation in funding it so that the mission and ministry of the congregation are supported and strengthened.

General Responsibilities

1. Coordinate the development an annual budget to support the mission and ministry of the congregation and submit it to the administrative board/council/leadership team for approval and recommendation to congregation.
2. Develop and implement a stewardship campaign to generate enough income to support the approved budget.
3. Implement budget allocation instructions from the administrative board/council/leadership team.
4. Guide and monitor the work of the treasurer and the financial secretary.
5. Oversee an annual audit of the records of financial officers and report to the congregation.
 1. Establish a procedure to collect and record funds received other than through regular offerings, including funds received through the mail or electronically.
 2. Inform and encourage regular, systematic giving by congregation through providing information regarding electronic giving. 3.

Specific Responsibilities



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Accountable to:

Church Management & Tax Committee

Primary Task

The Church Management and Tax Committee shall be responsible for building, maintaining and overseeing welfare of the congregation and for directing and overseeing all ministries and business affairs of the church.

General Responsibilities

1. Present annual mission goals and objectives to the congregation and monitor Team progress.
2. Determine Teams needed to carry out the church's mission and ministry, and appoint appropriate leadership for the ministry teams.
3. Write and approve church policies as needed to support the organization and ministry of the congregation.
4. Be responsible for representing the congregation in certain staff relationships including: hiring and dismissal, annual appraisal, review and approval of compensation and other personnel expenses, establishing personnel policies, approval of changes in staff job descriptions and job descriptions for new staff positions.
5. Oversee the preparation and submission of a proposed budget to the congregation for approval and carry out the budget as approved or adjusted according to the bylaws.
6. Appoint a member of the church as Financial Secretary and Church Treasurer.
7. Annually appoint a team to review the financial records of the church and report such findings to the congregation.
8. Hear and respond appropriately to concerns of members.
9. Be responsible for church discipline as outlined in the bylaws.
10. Act as the trustees of the church for the advancement and protection of its assets. The Team shall designate those who shall be authorized to sign legal documents on behalf of the church.
11. Be responsible for action on applications for membership.

Specific Responsibilities

Accountable

to the Pastor, Trustee, and congregation through scheduled and special congregational meetings
Membership: The Leadership Team shall be comprised of not less than 5 or more than 9
Leadership Team members, one of whom shall be the Senior Pastor (ex officio). The



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Leadership Team may appoint other pastors or staff members as non-voting advisors, and may remove the same. The members of the Leadership Team are elected by the congregation.

Church Clerk

Primary Task

Receive, document and deposit all funds taken into the church treasury, and forward information to the church treasurer for use in support of the mission and ministry of the congregation. To ensure the operations of the Church are carried out from a financial and administrative position.

General Responsibilities

1. Work according to the policies and procedures established by the Trustee Board or Finance Committee.
2. Receive, record and receipt funds from all sources and report them to the Pastor, church treasurer, Trustee Board or Finance Committee.
3. Ensure funds are deposited in a bank as soon as possible after they are received. Deposits should be made within three days of receipt.
4. Produce a charitable gift (tithes and offering) summary report of all members monthly.
5. Produce individual charitable gift report summaries of all donations received during a calendar year and mail within two weeks of the end of that year. Produce individual reports quarterly.
6. Report regularly to the Trustee Board or Finance Committee regarding total funds pledged and actually received for the year.
7. Report to the congregation at Annual Meeting regarding total funds pledged (if appropriate) and actually received for the year.
8. Maintain confidentially of all financial information pertaining to receiving, recording and depositing of funds.
9. Be present and take the minutes of any and all meeting held by the Finance Committee. Record those minutes with five days of the meeting. Ensure the Pastor, Trustee, and Finance Committee Chair has access to the recorded minutes.
10. To assist and coordinate with the Church Secretary in various duties to ensure the operations of the Church are carried out.
11. In the absence of the Church Secretary, the Clerk is expected to carry out those functions until the return of the Secretary.
12. There may be some duties not list, which has been verbally communicated.

Specific Responsibilities

Weekly

- Announcements (maybe only in absence of Church Secretary)
- Deposits – assist trustees in finance room to make Sundays' deposits



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- Accounts Payable – invoices and/or check request (emergency donations-bereavement/hospitalization)

Monthly

- Bank Reconciliations (Peoples Bank and Taylorsville Savings & Loan)
- Reports (deposits and disbursements) for finance committee (last Sunday of each month)
- Transfer building fund \$'s
- Pay mortgage
- Payroll (4th Sunday-pay in advance)
- Contribution envelopes

Quarterly

- Reconcile Petty Cash (may reactivate in near future)
- Pay taxes (IRS & NC)
- Woman's Baptist Foreign Home mission dues
- 5th Sunday Singing

2X per year

- Scholarship checks – 1st Sun. in January (Spring Semester) ○ 1st Sun. in August (Fall Semester)
 - See rules by scholarship committee
- Minutes for Business Meeting (coordinate with the Church Secretary)
- Finance report during business meetings

Annually

- Christmas Checks (?)
- MCMBA dues
- Church Mutual (church insurance)
- Budget (finalized any and all information produced by the Pastor, Trustee, and Finance Committee)
- Distribution of tithing statements • W-2's and 1099's (mailed by Jan. 31st)

Accountable to the Pastor, Trustee Board, Financial Management Committee, the administrative board, and the congregation at scheduled meetings



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Church Secretary

Primary Task

Work with the administrative board/council/leadership team under the leadership of the chairperson as it builds, maintains and oversees the spiritual wellbeing of the church and directs and oversees all ministries and business affairs of the church.

- Setting goals and objectives
- Initiating and authorizing plans
- Determining policy for the ministry of the congregation
- Identifying check points and monitoring progress related to objectives set by Pastor, boards, committees, teams

General Responsibilities

1. Record minutes and distribute copies to appropriate persons and groups for all general board/council/leadership team and congregational meetings.
2. Conduct and preserve all official correspondence.
3. Be responsible for the official seal and documents of the church.
4. Maintain accountability to the congregation through the administrative board/council/leadership team and the congregation.

Specific Responsibilities

Deacon/ Deaconess

Special Responsibilities: Deacon Chairperson: To overseeing the productivity of the ministries; to assist ministries leaders in producing a budget in a timely manner;

Ministries

Missions



Life Ministries

Performing Arts and Media Ministries

Minister of Music

Musician

Choir

Drama



Facilities Use Checklist

Make sure to return all tables and chairs to the positions you found them in.

Floors must be swept and mopped.

All tables must be cleared and wiped down.

All garbage must be taken out to the dumpster.

Avoid entering the sanctuary.

Please be advised that you will need to provide your own ice.

If using the kitchen, it must be swept and mopped and all surfaces that were used must be cleaned.

Make sure all faucets in both kitchen and bathrooms are turned off.

Make sure the freezer and refrigerator doors are tightly shut

Wash and dry all dishes and utensils used. Return them to their proper storage place.

Make sure all lights have been turned off.

Facilities Use Agreement

This agreement by and between **Third Creek Baptist Church 285 Third Creek Rd Stony Point, NC** *Owner's name*

_____ *Owner's complete address* _____

(“Owner”), and _____
User's name

_____ *User's complete address*

(“User”),

will take effect on the ___day of ___and will continue for a period of ___ . Day _____ Month _____ Year _____
Time period

WHEREAS, Owner owns premises located at **285 Third Creek Rd Stony Point, NC 28678** _____
Complete address

which is normally used for **Church functions** _____, and _____

Type of use

Area of premises (e.g. church building) area of the facilities for the



WHEREAS, User desires to use the

purpose of _____, and

Purpose of use

WHEREAS, Owner has agreed to allow User to use the facilities provided that the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

1. Owner agrees to let User use the above described premises for the above described purpose on

Describe times and days of usage

Name and Owner's contact person is the contact person for Owner and is

the contact person for User to coordinate the details of usage. _____
Name of User's contact person

2. Fee Agreement. User

agrees to pay Owner _____ for the use of the premises.

Amount

Non-Fee Agreement. In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.
5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. **Organizational Users.** User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.
 Individual Users. User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

7. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
9. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
10. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
- 10.5. In the event that Owner must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above described premises, even if Owner has been advised of the possibility of such damages.
11. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
12. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____ .
day month year

Owner

User

Signer's Name

Signer's Name

Position with Owner (title)

Position with User (title)



Purchasing Policy and Procedure

In order to ensure checks, balances, and fiscal responsibility, all purchases, made by Third Creek Baptist Church, will be subject to the following policies without exception:

- I. The budget policy must have been adhered to as the initial step. Please refer to the Budget Policy and Procedure.
- II. Disbursement of budgeted funds will be contingent upon the availability of requested funds.
- III. All purchases will be made by the person(s) designated as the church's purchaser or designated trustee.
- IV. All purchases must receive prior verification, through the use of the Purchase Order form.
- V. The requestor must complete and submit the Purchase Order form to the church clerk at least thirty (30) days prior to the date items/services are needed. This time frame will only be waived for unpredicted events.
- VI. The church clerk will verify the purchase order form and submit to the church purchaser within seven (7) business days.
- VII. The church purchaser will purchase items. Receipt of items must then be verified by the requestor.
- VIII. The church purchaser will submit original purchase order and relative receipts to the church clerk within seven (7) business days of delivery of items/services.
- IX. Items that have not been budgeted for will not be considered, unless they are deemed absolutely necessary by the Board of Trustees.



Summarized Financial Policy and Procedure for Ministry/Auxiliary Heads

Step 1: Budget Requests are submitted, by ministry/auxiliary heads, to the Finance Committee via the church clerk by September 30th, of the prior year, that the budget is needed (i.e. budget request due 9/30/2015 for CY 2016)

Step 2: Purchase order, for approved budget request, is submitted by ministry/auxiliary head to the church clerk 30 (thirty) days prior to the date items/services are needed (i.e. item is needed on 8/21/2015; purchase order should be submitted by 7/21/2015)

Step 3: Church purchaser will deliver items by date needed on the form

NOTE: Items that have not been budgeted for will not be considered, unless they are deemed absolutely necessary by the Board of Trustees.



Ministry Credit/Gift Card Policy

Purpose: In an effort to allow our ministries to be more efficient while providing a means for Third Creek

Baptist Church to recoup sales tax in accordance with North Carolina G.S. 105-164.14 section b (found below)

Policy and Procedure

1. Ministry Heads will be given a gift or credit card for the use of purchasing approved ministry related items with limit not exceeding a portion of their approved budget.
2. All receipts must be submitted to the office within a one week period from the date purchase.
3. All purchases made must either have been approved on the ministries budget or received prior approval from the Board of Trustees and not exceed \$250.00. In cases where a purchases exceed this amount a purchase requisition will need to be made in writing regardless of whether the item is approved in the ministries budget or not.
4. Semi-Annually the finance clerk will use the recorded receipts to apply for a sales-tax refund with the state of North Carolina in accordance with G.S. 105-164.14(b)

G.S. 105-164.14(b)

(b) Nonprofit Entities and Hospital Drugs. - A nonprofit entity is allowed a semiannual refund of sales and use taxes paid by it under this Article on direct purchases of tangible personal property and services for use in carrying on the work of the nonprofit entity. Sales and use tax liability indirectly incurred by a nonprofit entity through reimbursement to an authorized person of the entity for the purchase of tangible personal property and services for use in carrying on the work of the nonprofit entity is considered a direct purchase by the entity. Sales and use tax liability indirectly incurred by a nonprofit entity on building materials, supplies, fixtures, and equipment that become a part of or annexed to any building or structure that is owned or leased by the nonprofit entity and is being erected, altered, or repaired for use by the nonprofit entity for carrying on its nonprofit activities is considered a sales or use tax liability incurred on direct purchases by the nonprofit entity. The refund allowed under this subsection does not apply to purchases of electricity, telecommunications service, ancillary service, piped natural gas, video programming, or a prepaid meal plan. A request for a refund must be in writing and must include any information and documentation required by the Secretary. A request for a refund for the first six months of a calendar year is due the following October 15; a request for a refund for the second six months of a calendar year is due the following April 15. The aggregate annual refund amount allowed an entity under this subsection for a fiscal year may not exceed thirty-one million seven hundred thousand dollars (\$31,700,000).

The refunds allowed under this subsection do not apply to an entity that is owned and controlled by the United States or to an entity that is owned or controlled by the State and is not listed in this subsection. A hospital that is not listed in this subsection is allowed a semiannual refund of sales and use taxes paid by it on over-the-counter drugs purchased for use in carrying out its work. The following nonprofit entities are allowed a refund under this subsection:

- (1) Hospitals not operated for profit, including hospitals and medical accommodations operated by an authority or other public hospital described in Article 2 of Chapter 131E of the General Statutes.
- (2) An organization that is exempt from income tax under section 501(c)(3) of the Code, other than an organization that is properly classified in any of the following major group areas of the National Taxonomy of Exempt Entities:
 - a. Community Improvement and Capacity Building.
 - b. Public and Societal Benefit.
 - c. Mutual and Membership Benefit.
- (2a) Volunteer fire departments and volunteer emergency medical services squads that are one or more of the following:
 - a. Exempt from income tax under the Code.
 - b. Financially accountable to a city as defined in G.S. 160A-1, a county, or a group of cities and counties.
- (2b) An organization that is a single member LLC that is disregarded for income tax purposes and satisfies all of the following conditions:
 - a. The owner of the LLC is an organization that is exempt from income tax under section 501(c)(3) of the Code.
 - b. The LLC is a nonprofit entity that would be eligible for an exemption under 501(c)(3) of the Code if it were not disregarded for income tax purposes.
 - c. The LLC is not an organization that would be properly classified in any of the major group areas of the National Taxonomy of Exempt Entities listed in subdivision (2) of this subsection.
- (3) Repealed by Session Laws 2008-107, s. 28.22(a), effective July 1, 2008, and applicable to purchases made on or after that date.
- (4) Qualified retirement facilities whose property is excluded from property tax under G.S. 105278.6A.
- (5) A university affiliated nonprofit organization that procures, designs, constructs, or provides facilities to, or for use by, a constituent institution of The University of North Carolina. For purposes of this subdivision, a nonprofit organization includes an entity exempt from taxation as a disregarded entity of the nonprofit organization.

POLICY: Benevolent Request Procedure

The purpose of this policy is to instruct the membership of Third Creek Baptist Church on the requirements, application and required approval for benevolent funds due to unforeseen financial hardships.

RELEVANT TO: All members of Third Creek Baptist Church

AUTHORITY: Approved by Trustee(s)

DATE INTRODUCED: February 1, 2014

In the event a member of Third Creek Baptist Church has an unforeseen financial hardship and the member come to the church for assistance The Benevolent Funds Request Form must be submitted to the trustee board. When the application is submitted the trustee board will review the application and advise the member within 24 hours. The application for Benevolent Funds Request (members) may be requested/approved once every 12 months (not calendar year).

1. PURPOSE

- 1.1 These guidelines have been prepared to notify members of TCBC on procedure to submitting a request for benevolent funds due to unforeseen financial hardship.
- 1.2 This policy and procedure with assist TCBC ensuring that we are able to assist our members with financial assistance during times of unforeseen financial hardships.

2. PROCEDURE

- 2.1 The member must request the form from the church office manager.
- 2.2 The member should complete the form in its entirety. Incomplete forms will delay the review process.
- 2.3 The member should submit the completed signed form to a member of the Trustee board. The member should also provide a copy of the bill that is in arrears. The requestors name and the name on the bill must be the same. Failure to provide the need documentation will result in denial.
- 2.4 The Trustee board member will advise the member within 24 hours of request of the outcome (approval or denial).
- 2.5 If approved the Trustee with submit to pastor for signature. (The pastor is included only as a notification, and does not make the decision of approval or denial.).
- 2.6 The Trustee then contacts the Church Financial Secretary regarding the request and approval and initiates check creation. The check will be made out to: landlord or Mortgage Company, bank for housing; to Utilities Company for gas or oil, electricity.

- 2.7 Once check has been created, the applicant will be notified and can arrange to pick up the check.
- 2.8 In the event the request is denied, the member can request to meet with the Trustee Board. The Trustee Board can review and vote to grant the request. The Board must have at least $\frac{3}{4}$ of Board members in agreement to overturn the initial decision.
- 2.9 Under no circumstance will the check be made out to an individual.

3.1 FORMS

- 3.1 The Benevolent Request Form (Church Members Only).



Budget Policy and Procedure

In order to ensure the efficiency and timeliness of the annual budget process, the following process and procedure must be adhered to:

- I. Budget Request forms must be submitted by September 30th of each year to the church clerk.
- II. Finance Committee will review all budget requests and submit recommendations to the Trustee Board by October 31st for initial review.
- III. The Trustee Board will review, and then submit questions and/or concerns, to the Finance Committee, by November 15th. The Finance Committee will resubmit recommendations within seven (7) days.
- IV. Budget will be finalized and submitted to the church clerk by November 30th to prepare for year-end church business meeting.
- V. Approved budget requests will be dispersed at the year-end church business meeting.

After the above Budget Policy and Procedure has been adhered to, please refer to the Purchasing Policy and Procedure for the actual purchasing process.

POLICY: Church Office Procedure

The purpose of this policy is to establish a procedure for church office regarding announcements, copies and church calendar

RELEVANT TO: All members of Third Creek Baptist Church

AUTHORITY: Church Office Manager, Church Management and Trustee Board

DATE INTRODUCED: February 1, 2014

1. PURPOSE

- 1.1 To establish standardized practices for operation of the church office regarding announcements, copies and church calendar

2. PROCEDURE

- 2.1 To submit announcements to be included on the Sunday bulletin or read during morning announcements:

- 2.1.1 All announcements are to be submitted the office by 5:00pm on Fridays unless otherwise requested. If deadline is missed, the announcements will be read on Sunday morning, but will not appear in the printed bulletin. In the absence of the church office manager, please submit to the church financial clerk.

- 2.1.2 If a member would like to place flowers in the sanctuary in honor of or in _____ member of someone the following are required: Sign up on the calendar on the hallway bulletin board (this will ensure everyone knows this date is taken, Submit your wording to be placed in the bulletin to the church office (the Friday at 5 rule applies).

- 2.2 To request copies:

- 2.2.1 Please complete the request form and place with the original in the clear file folder on the door marked "Finance"

- 2.2.2 Please allow for 7 days for copies to be made. Copies are normally available within 24 hours.

- 2.2.3 If you have desktop publishing needs, please schedule to meet with the church office manager. This will ensure that your needs is met with ease and to your approval. You may also submit any graphics you want to use, but is will be easier if a document is _____ copy ready or if you let the office create a document for you.

- 2.3 Church Calendar

- 2.3.1 Please submit all dates for the upcoming calendar year by the 1st Sunday in November of that year.

- 2.3.2 If you wish to add a date to your original submission, please add and resubmit and request that the first copy be deleted.
- 2.3.3 Submissions can be submitted by email, fax or hard copy. Submissions are not accepted via text message.
- 2.3.4 Location of meetings should be coordinated thru the church office to prevent overbooking of the same room.

3.1 FORMS

- 3.1 "Copies" request form

POLICY: Financial Hardship Request Procedure

The purpose of this policy is to instruct paid staff of Third Creek Baptist Church on the requirements, application and required approval for salary advancement due to unforeseen financial hardships.

RELEVANT TO: All paid staff of Third Creek Baptist Church

AUTHORITY: Approved by Trustee(s) with management of paid staff their primary responsibility. **DATE**

INTRODUCED: February 1, 2014

In the event a paid staff member of Third Creek Baptist Church request a salary advance of 1 month, the financial Hardship Request Form must be submitted to the trustee board member with the responsibility of staff management. At the time this document is created, the trustee with this responsibility is Charles Adams, Jr. The application for Financial Hardship Request (paid staff) may be requested/approved once every 12 months (not calendar year).

1. PURPOSE

- 1.1 These guidelines have been prepared to notify paid staff of TCBC on procedure to submitting a request for salary advancement due to unforeseen financial hardship.
- 1.2 This policy and procedure with assist TCBC ensuring that we are able to assist our employees with salary advancement when unforeseen financial hardships arise.

2. PROCEDURE

- 2.1 The paid staff member must request the form from the church office manager.
- 2.2 The paid staff member should complete the form in its entirety. Incomplete forms will delay the approval process.
- 2.3 The paid staff should submit the completed signed form to the Trustee board member with staff management responsibilities.
- 2.4 The Trustee board member will advise the paid employee within 24 hours of request of the outcome (approval or denial).
- 2.5 If approved the Trustee with submit to pastor for signature. (The pastor is included only as a notification, and does not make decision on application).
- 2.6 The Trustee then contacts the Church Financial Secretary regarding the request and approval and initiates check creation.
- 2.7 Once check has been created, the applicant will be notified and can arrange to pick up the check.

2.8 In the event the request is denied, the paid staff member can request to meet with the Trustee Board. The Trustee Board can review and vote to grant the request. The Board must have at least $\frac{3}{4}$ of Board members in agreement to overturn the initial decision.

3.1 FORMS

3.1 The Financial Hardship Request Form (Paid Staff Only).



Third Creek Baptist Church Policy and Procedure - NSF

In the event of a returned non-sufficient funds (NSF) check(s) the following policy and procedure will apply:

The Church Clerk will issue a written correspondence to the returned check writer indicating the corresponding check #(s) and amount(s) which was/were returned due to NSF. This written correspondence will indicate:

- 1) options by which the writer of the NSF may make restitution for the original amount of the returned check(s).
These may include:
 - a) writing a new and clean check
 - b) cash restitution
 - c) or installments (limited to two (2) unless circumstantially necessary)

- 2) the need for the returned check writer to make compensatory funding for service charges incurred by Third Creek Baptist Church due to the NSF check(s).

The Third Creek Baptist Church Trustee Board reserves the right to waive compensatory funds for service charges incurred in extreme cases of financial hardship by the writer of the NSF check(s).

In the case that the NSF check writer is unable to make restitution, unwilling to make restitution, or no effort is shown to reply to contact made by the Church Clerk within two (2) weeks of above correspondence, the Church Clerk will make necessary adjustments to the NSF check writer's Contribution Statements for the total amount of the NSF check(s).

If Third Creek Baptist Church receives more than three (3) returned NSF checks from the same individual within a calendar year, the Trustee Board reserves the right to refuse acceptance of checks from said individual.



Third Creek Baptist Church TCBC Form - NSF Correspondence

Dear _____,

Thank you for your financial contribution to under gird the work of the ministry here at Third Creek Baptist Church! We appreciate your sincerity and willingness to be monetarily supportive in our efforts to advance the Kingdom of God!

However, I regret to inform you that your recent contribution of \$_____ by way of check #_____ was returned to us due to Non-Sufficient Funds (NSF). As a result, Third Creek Baptist Church has incurred service charges and incongruence in our financial reporting. I'm sure this is due to an oversight and we would like to partner with you to resolve this discrepancy.

In the spirit of faithful stewardship, I'm sure we both would like to resolve this matter as quickly and as smoothly as possible. Please consider the following options of financial restitution:

- 1) Providing a new/clean check to Third Creek Baptist Church for previous contribution fulfillment.
or
- 2) Providing a cash deposit for previous contribution fulfillment.

You may give these funds directly to the Church Clerk within two weeks of receiving this correspondence letter. In the case of financial hardship, in which additional options may need to be discussed, please contact the Church Clerk immediately so that we can reach an agreed upon resolution.

In addition, as Third Creek Baptist Church has incurred a service charge due to the process of an NSF check, we are requesting an additional \$_____ in compensatory funds. This may also be given to the Church Clerk at the time of the NSF check restitution.

Please understand that if this oversight has not reached an agreed upon resolution within two weeks of receiving this correspondence letter, our church accounting policy and procedure stipulates that we must reconcile your Contribution Statement to reflect the NSF check.

Thank you for your understanding and willingness to work with us to correct the oversight. Again, your faithful stewardship in supporting the work of the ministry here at Third Creek Baptist Church is greatly appreciated!

In His Service,

XXXXXXXXXX

Church Clerk

THIRD CREEK BAPTIST CHURCH

FORM NSF

Version 1

POLICY: Shepherds Closet Outreach

The purpose of this policy is to establish a procedure for Shepherd Closet outreach ministry. Policy includes application process, donation process and inventory management.

RELEVANT TO: All members, community

AUTHORITY: Mission, Church Management

DATE INTRODUCED: February 1, 2014

1. PURPOSE

- 1.1 To establish an operating procedure for food and clothing donations thru Shepherd's Closet,

2. PROCEDURE

2.1 Food Donations/Clothing Donations

- 2.1.1 All donations should not be out of date and shelf maintainable (no fresh fruits/foods allowed) and must be made thru the Mission Department. All clothing should be clean and in good condition.
 - 2.1.2 All donations must be recorded on Inventory sheet, and signed by approved volunteer. For food donations ensure only viable and edible food is received. For clothing donations, all clothing must be entered on inventory sheet and sorted for size/season.
 - 2.1.3 All donated food will come from TCBC members. (May change)
 - 2.1.4 Clothing donations will come from TCBC members only. (May change)
 - 2.1.5 Donations limited to church members or residents of Alexander County. (Please note on application if you are a referral from Alexander County DSS.)
 - 2.1.6 Inventory will be done every 30 days. Any out of date foods will be discarded. Food within 30 days of shelf life expiration can be donated to another area food pantry (Hiddenite Helpers).
 - 2.1.7 If a cash donation is made to purchase food/cloths, the check must include the following info: example: Food donations, clothing donations, other-please specify), and be made out to TCBC.
 - 2.1.8 Clothing donations can remain indefinitely
- #### **2.2 Pantry Volunteers**

- 2.2.1 All volunteers must be at least 21 yrs. old, or supervised by approved adult.
- 2.2.2 All volunteers must complete volunteer.
- 2.2.3 All volunteers must undergo a 1 hour training session ministry designee.

2.3 Pantry/Closet Operation

- 2.3.1 The pantry will be open on the 1st Saturday of each month, and other days by appointment only.

3.1 Donation Preparation/Dispersment

- 3.1.1 Ensure that donated food boxes meet nutritional value.
- 3.1.2 Include flyer regarding ministry at TCBC.
- 3.1.2 Contact individual and schedule pickup.

3.1 FORMS

- 3.1 "Shepherds Closet" donation application
- 3.2 "Shepherds Closet Inventory-Food"
- 3.3 "Shepherds Closet Inventory-Clothing"

POLICY: Transportation

The purpose of this policy is to establish a procedure for providing transportation for individuals with a desire to worship at TCBC but do not have transportation to worship service or other activities at TCBC.

RELEVANT TO: All members of TCBC

AUTHORITY: Trustee Board

DATE INTRODUCED: February 1, 2014

1. PURPOSE

- 1.1 To establish a guideline to follow to when offering transportation to those wishing to attend worship service or other activities. These may include but are not limited to: church worship on Sunday, weekday church activities and fellowship outings for the church body and community members.

2. PROCEDURE

2.1 Drivers

- 2.1.1 All drivers must be approved by the insurance company as being sound and fit to operate a vehicle for TCBC.
- 2.1.2 All drivers must submit a current copy of driver's license, and medical card for all drivers who hold CDL endorsement.
- 2.1.3 Drivers who do not hold CDL are not permitted to drive the church bus. No expectations.
- 2.1.4 In the event the church secures additional vehicles (non-CDL requirement) the driver must provide a copy of their current driver's license.
- 2.1.5 Driver is limited to members in good standing at TCBC.

2.2 Bus Request

- 2.2.1 Anyone wishing to utilize bus must submit a completed "Bus Usage" form.
- 2.2.2 The completed form must be returned to the trustee board with 14 days of need, and receive usage approval.
- 2.2.3 At that time, selection of driver will be made.
- 2.2.4 Driver will be contacted regarding request and their availability will be confirmed.
- 2.2.5 If no TCBC approved driver has been secured, the bus will not be used.
- 2.2.6 The group using the bus should return the bus with a full tank of gas.

2.3 Bus Inspection

2.3.1 The designated driver must complete the pre-trip inspection prior to bus leaving parking lot. This inspection is required to take the bus off property (i.e. getting gas, maintenance, repairs).

2.3.3 If after the bus is deemed in good condition for travel, the driver can proceed with trip.

2.3.4 If bus does not pass pre-trip inspection, the driver must notify the individual who scheduled the trip and trustee board to ensure they are aware of condition.

2.3.5 The driver is responsible for leaving the bus in ready condition. (i.e. cleaned and gassed)

3.1 FORMS

3.1 "Bus Usage" request form

3.2 "Bus Pre-Usage" Checklist



Third Creek Baptist Church Computer Network Acceptable Use Policy

Third Creek Baptist Church, here after referred to as TCBC, is pleased to offer members, guests and staff access to the organization's computer network and the internet. This Policy applies to anyone granted network and internet access by TCBC. For TCBC to continue making network and internet access available, users must behave appropriately and lawfully. Upon acceptance of your account information and agreement to follow this Policy, you will be granted Computer network and internet access. If you have any questions about the provisions of this Policy, you should contact the Board of Trustees.

If you or anyone you allow to access your account (itself a violation of this Policy) violates this Policy, your access will be denied or withdrawn. In addition employees may be subject to disciplinary action, up to and including termination.

1. **Personal Responsibility** - By accepting your account password and related information, and accessing the TCBC's network or internet system, you agree to adhere to this Policy. You also agree to report any network or Internet misuse to the Board of Trustees. Misuse includes Policy violations that harm another person or another individual's property.
2. **Term of Permitted Use** - For Employees of TCBC, network and internet access extends throughout the term of your employment, provided you do not violate the organization's Computer network and internet Usage Policy. Note: TCBC may suspend access at any time for technical reasons, Policy violations, or other concerns.
3. **Purpose and Use** - TCBC offers access to its network and internet system for Church business purposes as well as Christian and educational enrichment. If you are unsure whether an activity constitutes appropriate use, consult the Board of Trustees.
4. **Netiquette Rules** - Users must adhere to the rules of network etiquette, or netiquette. In other words, you must be polite, adhere to the organization's electronic writing and content guidelines, and use the network and internet appropriately and legally. TCBC will determine what materials, files, information, software, communications, and other content and activity are permitted or prohibited, as outlined below.

5. Banned Activity - The following activities violate TCBC's Computer network and internet usage Policy:
- i. Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, obscene, abusive, harassing, belligerent, threatening, defamatory (harming another person's reputation by lies), or misleading language or materials.
 - ii. Revealing personal information, such as the home address, telephone number, or Social Security number of another person.
 - iii. Making ethnic, sexual-preference, or gender-related slurs or jokes.
 - iv. Causing harm or damaging others' property. Examples:
 1. Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the network or the Internet are not marked with the copyright symbol, ©, employees should assume all materials are protected under copyright laws—unless explicit permission to use the materials is granted.
 2. Using another user's password to trick recipients into believing someone other than you is communicating or accessing the network or Internet.
 3. Uploading a virus, harmful component, or corrupted data. Vandalizing the network.
 4. Using software that is not licensed or approved by TCBC.
 5. Jeopardizing the security of access, the network, or other Internet networks by disclosing or sharing passwords and/or impersonating others.
 - v. Accessing or attempting to access controversial or offensive materials. network and internet access may expose employees to illegal, defamatory, inaccurate, or offensive materials. Users must avoid these sites. If you know of Users who are visiting offensive or harmful sites, report that use to the Board of Trustees.
 - vi. Wasting TCBC's computer resources. Specifically, do not waste printer toner or paper. Do not send electronic chain letters. Do not send e-mail copies to nonessential readers. Do not send e-mail to group lists unless it is appropriate for everyone on a list to receive the e-mail.
 - vii. Encouraging associates to view, download, or search for materials, files, information, software, or other offensive, defamatory, misleading, infringing, or illegal content. User Acknowledgment Note: If you have questions or

concerns about this ePolicy, contact the Board of Trustees before signing this agreement.

I have read TCBC's Computer Network Acceptable Use Policy and agree to abide by it. I understand violation of any of the above terms may result in termination of privileges as well as discipline, up to and including my termination for TCBC employees

Name (Printed) User

Signature User