

ORGANIZATIONAL MANUAL

FOR

COMMUNITY FELLOWSHIP BAPTIST CHURCH

Including:

Constitution

By-Laws

Staff, Deacons, Officers, Committees, and Directors

Church Finances

Compiled by:

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Preface

This manual is the result of the blessings bestowed by God upon the members of Community Fellowship Baptist Church and the members of the Policy and Procedures Committee. Created by the church in the Spring of 1995, this committee includes members Lois Marsh (Chair), Cathy McConnell, Debbie Miller, Danny Ward, Roy Wolfe, and Bob Blackstock, and ex-officio members Judy McConnell (Minister of Music), Bob Lewis (Chairman of Deacons - 1995), Ronnie Herron, (Chairman of Deacons - 1996), and Joe Barber (Pastor). The committee has attempted, inasmuch as possible, to identify and describe the functions of the various staff members, officers, committees, directors, etc. that are already in place. While it is certain that the church will see fit to create new committees and positions as needs are recognized, the Policy and Procedures Committee has not attempted to speculate on their identity, nor have we tried to codify policies and procedures that would be specific to them.

We would like to express our appreciation to all those who have contributed to the compilation of this manual. We have endeavored to solicit the input of all those individuals and groups whose functions are described here, and only through their contributions has this task been possible. Their contributions have also made a difficult task much more pleasant.

The Constitution of Community Fellowship Baptist Church was adopted by the church family on May 29, 1994, and is included verbatim in this manual for reference purposes. Likewise, the Pastor's job description and the *Mission Statement and Vision* were previously adopted and appear unchanged from their approved form.

The committee would like to thank the church family for the confidence they have expressed by selecting us for this task. While this has been a long and sometimes tedious process, the committee members have greatly enjoyed working and growing together over the last several months in what is certainly a worthwhile project. We are grateful for your Christian love, support, and patience.

Policy and Procedures Committee,
September 1996

REVISED AUGUST 2008

I. MISSION STATEMENT & VISION

MISSION STATEMENT

We exist to glorify God and to serve with gladness by **proclaiming** and **teaching** God's word, **ministering** to people's needs, and **nurturing** growth and service.

VISION

Our vision is to proclaim God's Word and to communicate His desires for us in a clear and concise manner. We seek to do this in a way that explains the heart of God, His plan for our lives, and the good news of Jesus Christ. We are to live our lives and operate our church in a manner that reinforces this message. We seek to gain a reputation within the community as a church that strives to reach man's heart through God's heart, utilizing the various avenues available to us, whether it be preaching, music, prayer, drama, public relations, advertising, or any other method.

We seek to provide comprehensive and strategic teaching which is founded on the Word of God. We will endeavor to perform acts of service that will bring our church family and others in our community into connection with Jesus Christ, who alone can meet human need.

We further desire to create a church environment that will promote the nurturing of each and every person, and that will encourage us to demonstrate the love of Jesus Christ to everyone with whom we come in contact. Above all, we aspire to be known as a church that proclaims God's Word without compromise and serves our community with compassion and understanding; as a place where people are loved and everyone is welcome.

II. CONSTITUTION

ADOPTED MAY 29, 1994

PREAMBLE

For the more certain preservation and security of the principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted doctrines of the Southern Baptist denomination, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this Constitution.

I. NAME

This body shall be known as the *Community Fellowship Baptist Church* of Scott County, Virginia.

II. OBJECTIVES

- To be a dynamic and spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
- To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- To experience an increasingly meaningful fellowship with God and fellow believers.
- To help people experience a growing knowledge of God and man.
- To be a church which ministers unselfishly to persons in the community and in the world in Jesus' name.
- To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Jesus Christ.

III. STATEMENT OF BASIC BELIEFS

1. THE SCRIPTURES

The Holy Bible was written by men, divinely inspired, and is the record of God's revelation of Himself to man. It is a treasure of divine instruction. It has God for its author, salvation for its end, and truth for its matter. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinion should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ.

2. GOD

There is one, and only one, living and true God. He is an intelligent, spiritual, and personal being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purpose of His grace. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with mankind, yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of man, and in whose person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

God the Holy Spirit

The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination, He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the spiritual gift by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

3. MAN

Man was created by the special act of God in His own image, and is the crowning work of His creation. In the beginning, man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence; whereby his posterity inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore every man possesses dignity and is worthy of respect and Christian love.

4. SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, sanctification, and glorification.

A. *Regeneration* - or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward Christ. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

B. *Sanctification* - is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

C. *Glorification* - is the culmination of salvation and is the final blessed and abiding state of the redeemed.

5. GOD'S PURPOSE OF GRACE

Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Holy Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal judgments on themselves, yet they shall be kept by the power of God through faith unto salvation.

6. THE CHURCH

A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and the fellowship to the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His word, and seeking to extend the gospel to the ends of the earth.

This church is an autonomous body, operating through the democratic process under the Lordship of Jesus Christ. In such a congregation members are equally responsible. Its Scriptural officers are pastors and deacons. The New Testament speaks also of the church as the body of Christ.

7. BAPTISM AND THE LORD'S SUPPER

Biblical baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, and the burial of the old life in Christ Jesus. It is a testimony to His faith in the final resurrection of the dead.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

8. THE LORD'S DAY

The first day of the week is the Lord's Day. It is a Christian institution for regular observance, commemorating the resurrection of Christ from the dead. If possible, a believer should set this day aside for worship, both public and private, and rest from their labors in order to be both physically and spiritually renewed to better serve our Lord.

9. THE KINGDOM

The Kingdom includes both God's general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly, the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus and the end of this age.

10. LAST THINGS

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth, the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

11. EVANGELISM AND MISSIONS

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.

12. EDUCATION

The cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian schools, colleges, and seminaries is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the preeminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

13. STEWARDSHIP

God is the source of all blessings, temporal and spiritual; all that we have and are, we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are, therefore, under obligation to serve Him with their time, talents, and material possessions, and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

14. COOPERATION

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objectives of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

15. THE CHRISTIAN AND THE SOCIAL ORDER

Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. The Christian should oppose in the spirit of Christ every form of greed, selfishness, and vice. He should work to provide for the orphaned, the needy, the aged, the helpless, and the sick. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends, Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

16. PRIESTHOOD OF THE BELIEVER

We adhere to the doctrine of the priesthood of the believer, wherein all those who are in Christ have direct access to God, may read and interpret the Scriptures with the aid of the Holy Spirit, and accept the responsibility to act as Christ's Ministers to meet the needs of others and witness in His name.

17. RELIGIOUS LIBERTY

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom, no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

IV. POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as practical, this church will cooperate with and support the local association, the Baptist General Association of Virginia, and the Southern Baptist Convention.

V. CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body of Christ.

For the Advancement of This Church

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines.

As Christian Stewards

To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

Alone at Home

We also engage to maintain family and secret devotions, to religiously nurture our children, and to seek the salvation of our kindred and acquaintances.

Before the World

To walk circumspectly in the world; to be just in our dealing, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of intoxicating drinks as a beverage, to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

Toward One Another

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

When We Move

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

III. BYLAWS

Article I: Membership

Section 1. Members - This church is composed of persons who profess a personal faith and belief in the Lord Jesus Christ, have received baptism according to the New Testament, and actively follow the Lord Jesus Christ in discipleship.

Section 2. Reception - A person shall be considered a member upon approval of the church membership. A person may be received for membership by:

1. Profession of faith. Public profession of faith in the Lord Jesus Christ as personal Savior followed by baptism by immersion.
2. Statement. Statement that one has trusted Christ as personal Savior and was baptized into a Baptist church and the record of membership is not available.
3. Letter. Transfer of membership from another Baptist church.
4. Testimony of believers baptism. Having been immersed as a believer by another denomination.
5. Special circumstances. Other individual circumstances that may arise will be decided upon on a case by case basis by the church membership.

Section 3. Rights of Members - Every member has the right and obligation to make informed decisions and to vote in all elections and on all questions submitted to the church in/for conference. Every member is eligible for consideration as a candidate for the elected offices.

Section 4. Termination of Membership - Membership shall be terminated in the following ways: (1) death, (2) transfer of letter to another Southern Baptist church, (3) acknowledgment when a member has joined a church of another denomination and requested such action, (4) exclusion by action of this church.

Article II: Church Officers

All church officers and staff, excluding non-elected staff, must be members of the church. The officers of the church shall be as follows:

1. Pastor
2. Minister of Music
3. Other Elected Staff
4. Deacons
5. Moderator
6. Clerk
7. Trustees
8. Treasurer
9. Financial Secretary

Duties, responsibilities, and personnel requirements and procedures shall be in accordance with this manual.

Article III: Church Meetings

Section 1. Worship Services - The church shall meet regularly each Sunday morning and Wednesday evening for preaching, instruction, evangelism and worship. These meetings will be open to everyone and shall be conducted under the direction of the Pastor.

Section 2. Special Services - All church meetings that are essential to the promotion of the church shall be placed on the church calendar, announced in the church publication at least once prior to the meeting being held, and announced at all services on the Sunday prior to the special service being held.

Section 3. Regular Business Meetings - Regular business meetings will be on the **third Sunday at the end of each quarter** immediately after the morning service. All ***significant matters*** involving personnel changes, budgets and budget revisions, special expenditures (greater than \$1000), policy, and ministry focus will be publicized as described in Section 4.

Section 4. Special Business Meetings - Special business meetings will be held at the discretion of the Pastor, Chairman of the Deacons, and/or Church Council to consider any pressing, ***significant matter*** (see Section 3). A special meeting may also be called upon presentation of a petition signed by 25 or more members, or 10% of the resident members, whichever is greater.

Meeting notification will be made ***at least*** one week before the meeting. The notification will include an announcement in the Sunday morning worship service and publication in the church bulletin. Included in the announcement will be the date, time, and agenda. For each ***significant matter***, the subject, explanation, recommendation, and description of benefits and consequences will also be included.

It is always important for members to attend business meetings, and to listen, discuss, ask questions, and participate in the decision making process. If a member cannot attend because of illness, vacation, or other extenuating circumstances, voting may be by absentee ballot on ***significant matters***. Instructions for absentee voting will be available through the church office. In all cases, the member will be responsible for voting at least 24 hours before the business meeting. Members should make limited and prudent use of this process.

Section 5. Quorums - A quorum shall consist of the members who attend the business meeting, provided it is a regular meeting or one that has been properly called.

Section 6. Parliamentary Rules - All questions of procedure not provided for in these By-Laws shall be determined according to the most recent edition of *Robert's Rules of Order*.

Article IV: Ordinances

Section 1. Baptism - Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- (1) Pastoral counseling for Baptism will immediately follow the profession of faith.
- (2) Baptism shall be by immersion in water.
- (3) Baptism may be administered by the Pastor or whomever he or the church shall authorize.

(4) Baptism shall be administered as an act of worship during any worship service.

Section 2. The Lord's Supper - The Lord's Supper is a symbolic act of obedience commemorating the death of Jesus Christ and anticipating His second coming.

(1) The Lord's Supper shall be observed at least quarterly.

(2) The Pastor, Ministerial Staff, and Deacons shall be responsible for administration of the Lord's Supper.

(3) The celebration is open to all believers.

Article V: Ministries and Program Organizations

To fulfill the mission and vision of the church, ministries and organizations are provided as follows:

1. Sunday School
2. Mission Groups
3. Music Ministry
4. Youth and Children=s Ministry
5. Women's Ministry
6. Men's Ministry
7. Deacon-Led Ministry Teams
8. Parish Nurse
9. **Upward Soccer**
10. **Operation Christmas Child**

In addition, the church shall evaluate, plan, organize, and implement **any** such **additional** ministries and/or organizations as the church deems necessary.

Article VI: Committees

The church shall elect such committees as deemed necessary **for the orderly conducting of the ministries of the church. The responsibilities and policies of each committee shall be set forth in the organizational manual of the church.**

Article VII: Church Council

A Church Council shall be composed of all elected ministerial staff, the Chairman of the Deacons, the Directors of all program organizations as indicated in Article V, and the chairperson of each committee. Unless otherwise indicated, all committee chairpersons and Ministry Directors will attend meetings of the Church Council on an as-needed basis. The Pastor, or his designee shall serve as Chairman of the Church Council. The Church Council shall meet regularly to calendar and coordinate the work of the church.

Article VIII: Amendments

Changes to the Constitution, By-Laws, or Policies and Procedures contained in the **organizational** manual may be made in the following manner:

1. All proposals for amending the Constitution, By-Laws, or Policies and Procedures must be referred to the Policies and Procedures Committee by Ministerial Staff, Deacon Body, Church Council, a church committee, or the church body.
2. The Policies and Procedures Committee shall make a recommendation to the church regarding the requested change within sixty (60) days of receiving such a request.
3. Changes in the Constitution, By-Laws, or Policies and Procedures may be made at any regular business meeting *or special called business meeting (see Article III Section IV)* provided the proposed change has been presented to the church for its consideration at least one week in advance of the vote. Amendments to the Constitution require approval by three-fourths (3/4) majority of the voting members. Amendments to the By-Laws require approval by a simple majority vote of the voting members. Changes to other Policies or Procedures require approval by a simple majority vote of the voting members.

IV. MINISTERIAL STAFF

A. OVERVIEW

1. ELECTION OF MINISTERIAL STAFF

Ministerial Staff will be chosen and called by the church whenever a vacancy occurs or additional staff is deemed necessary. The election shall take place at a meeting called for that purpose, after at least one week's public notice has been given, pursuant to the CFBC Bylaws, Article III Section 4. The staff member, thus elected, shall serve until the relationship is terminated by his or her request or by the request of the church.

2. TERMINATION OF MINISTERIAL STAFF

The staff member may relinquish the position by giving at least thirty (30) days notice of resignation to the church, unless otherwise agreed upon by the parties. The church may declare the office to be vacant by action at a special business meeting called for that purpose. The Moderator for this meeting shall be the Chairman of the Deacons. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds (2/3) of the resident membership is required to declare the office vacant. The Stewardship and Personnel Committees shall jointly make a recommendation for the payment of any compensation to a departing staff member to the church body for consideration. Said recommendation shall be presented to the church body for a vote to approve the recommendation, as set forth in the Bylaws, Article III.

3. EVALUATION OF MINISTERIAL STAFF

The Personnel Committee will evaluate the performance of salaried staff members on at least an annual basis.

4. STAFF POSITION DESCRIPTIONS

Any member of the staff:

- Must be a Christian with a strong calling from the Lord to the area of service under consideration.
- Must support and endorse the Statement of Beliefs contained in the CFBC Constitution, Section III.
- Must have an educational background sufficient to successfully fulfill the duties expected by the church.
- Must have the ability to work with and motivate the church family in areas of service and growth.
- Must have a knowledge of Southern Baptist history, structure, and how the local congregation relates to SBC issues.
- Must be physically able to perform all duties of the job.

B. PASTOR

1. GENERAL REQUIREMENTS

- Must have pastoral experience, with counseling skills.
- Must have experience in Southern Baptist work and be a person with the initiative to stay abreast of changes in Southern Baptist life and how it affects the church.
- Must support the church in all ministries.

2. RESPONSIBILITIES

The Pastor is the leader of ministries of the church. As such, he works in cooperation with the Deacons, Ministerial Staff, and Church Council to lead the church in the achievement of its mission, proclaim the gospel to believers and unbelievers, care for church members and other persons in the community, and administer the church ordinances, *with the assistance of* the Deacons. The Pastor shall:

- Be available for visitation of the sick, needy, infirmed, and new prospects for the church.
- Proclaim the gospel through preaching ministry at worship services.
- Be available to conduct weddings, funerals, baby dedications, *as well as other special services, as may be needed.*
- Be available for crisis ministry.
- Contribute financially to the support of the church.
- Represent the church at the Clinch Valley Baptist Association Executive Committee meetings and participate in the Scott County Ministerial Association.
- Attend regional, state, and national Southern Baptist meetings as deemed necessary.
- Lead congregational activities at worship services.
- Plan church services and activities with Ministerial Staff.
- Be responsible for the overall administration and management of church business, including coordinating staff responsibilities, work of committees, and budget management *as Church Administrator, unless and until a separate entity is needed and specifically created by action of the church body (in accordance with the financial policies outlined in the Organizational Manual, Section VIII, Church Finances).*
- Direct the efforts of all Church Staff Members, or delegate such responsibility as deemed appropriate.

PASTOR PERFORMANCE EVALUATION
Community Fellowship Baptist Church

Name: _____

Evaluation Period: _____

Evaluation Conducted By: _____

Signature of Chair: _____ Date: _____

A. Pastoral Ministries and Spiritual Leadership	Committee Comments
Conducts worship by preaching and being the spiritual leader of the congregation during services.	
Prepares adequately for sermons delivered.	
Is readily accessible and available when needed for counseling and special services.	
Attends church functions in support of other ministry activities.	
Effectively represents the church in the organizations identified in Pastor Duty Statements.	
Provides leadership in the observance of church ordinances.	
Achieves through his ministry evidence of spiritual and congregational growth.	

B. Pastor and Congregation Relations	Committee Comments
Motivates the congregation to actively work for the Lord.	
Fosters harmony and unity in the church.	
Effectively relates the adopted vision to the church through discussions and special emphasis during sermon topics.	
Works toward achieving the vision of the church.	

Effectively leads the Church Council as chairman.	
Conducts on-going visitation with church congregation as needed and participates in unchurched visitation.	
Attends and participates in Deacons' meetings to facilitate the role of the Deacons.	
Holds in strict confidence communications with and concerning the congregation and/or community.	

C. Pastor and Ministerial Staff Relations

Committee Comments

Participates in planning meetings with the church staff to coordinate services and topical themes for sermons and music.	
Participates in meetings with Ministerial Staff to formulate goals and objectives that meet congregational needs.	
Works with Ministerial Staff in scheduling office hours and church office equipment.	
Effectively communicates with staff and holds in confidence any counseling or personal problem brought to his attention.	
Effectively directs and motivates the Ministerial Staff to actively work for the Lord	

D. Pastor and Administrative Relations

Discharges administrative responsibilities with tact and accountability.	
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Recommendations of the Personnel Committee:

C. MINISTER OF MUSIC AND EDUCATION

1. GENERAL REQUIREMENTS

- Must be a Christian
- Must have ability to cooperate with other staff members
- Must have musical ability with education sufficient to carry out responsibilities
- Must have initiative to provide creative worship opportunities for the congregation
- Must have the ability to motivate and educate others

2. RESPONSIBILITIES

The Minister of Music and Education must make every effort to work in cooperation with local churches in ministry to maintain respect as a Christian witness in our community.

MUSIC

- Plan with the Pastor and conduct the musical portion of worship services for involvement of the entire congregation.
- Conduct a graded choir program to provide training and worship experiences for children, youth and adults. These groups will be an active part of the worship experience on a regular basis.
- Work to develop the talents of individuals within the congregation to lead in worship through vocal or instrumental solos, small ensembles, and drama.

YOUTH

- Conduct Bible study, service projects, fellowship and spiritual growth opportunities for the youth on a regular basis.
- Lead youth to participate in worship through drama and/or music.

CHILDREN

- Conduct a weekday summer ministry of Bible study and recreation for children of members and of the community.

EDUCATION

- Guide church organizations in planning, conducting and evaluating educational programs.
- Serve as resource person, offering a variety of suitable educational and curriculum options and materials to leaders of church organizations, such as Sunday School, Children's Church, WMU, etc.
- Coordinate to avoid conflict, duplication or overlapping services.
- Promote special short term training opportunities
- Assist in selection, enlistment and training of workers.
- Recommend suitable educational building space and equipment.

- Ensure an adequate system of records is maintained.
- Assist preparation of annual budget requests to the Stewardship Committee.

MINISTRY

- Take part in visitation of prospects, bereaved and ill, especially as pertaining to the music, youth and children's program.

3. PERFORMANCE EVALUATION

**MINISTER OF MUSIC AND EDUCATION PERFORMANCE EVALUATION
Community Fellowship Baptist Church**

Name:

Evaluation Period:

Evaluation Conducted By:

Signature of Chair: _____

Date:

A. Music, Children, and Youth Ministry	Committee Comments
Plans with the Pastor and conducts the musical portions of worship services for involvement of the entire congregation.	
Conducts a graded choir program to provide training and worship experiences for children, youth and adults, involving these groups as an active part of the worship experience on a regular basis.	
Works to develop the talents of individuals to lead in worship through vocal or instrumental solos, small ensembles, and drama.	
Conducts a weekday summer ministry of Bible study and recreation for children of members of the church and the community.	

B. General Ministry	Committee Comments
Takes part in visitation to hospitals, shut-ins, bereaved and prospects.	
Makes every effort to work in cooperation with local churches in ministry to maintain a respected Christian witness in our community.	
Conducts appropriate youth oriented ministry activities, including devotionals, community service projects, youth participation in worship services, and special outings focused on youth spiritual development.	
Overall effectiveness of ministry	

****Deleted evaluations of general ministry regarding administrative/secretarial functions that have now been delegated to the church secretary. Inserted evaluation for youth ministry and overall ministry.****

Recommendations of the Personnel Committee: (continue on back if needed)

D. YOUTH DIRECTOR (Part Time)

1. GENERAL REQUIREMENTS

- Must be a Christian with a strong love and burden for youth.
- Must have experience working with youth and conducting Bible studies.
- Must have the ability to cooperate with other staff members in coordinating activities and scheduling events.

2. RESPONSIBILITIES

This is a part-time position of approximately seven (7) hours per week for 42 weeks per year. *If the youth director is a school teacher*, during the 10 weeks of the Summer Children's Ministry program, the position will be considered full-time at 40 hours per week. The Youth Director shall:

- Conduct Bible study opportunities for the youth on a regular basis.
- Lead youth to participate in worship through music and/or drama.
- Arrange for the youth to participate in retreats and ministry opportunities.
- Conduct opportunities for spiritual and social growth.
- Coordinate the work of volunteers to aid in this ministry.
- Provide special activities for the youth during the summer ministry program.
- Work with all ages during the summer ministry program.
- Perform assigned responsibilities under the direction of the Pastor or his duly appointed designee.

3. PERFORMANCE EVALUATION

**YOUTH DIRECTOR PERFORMANCE EVALUATION
Community Fellowship Baptist Church**

Name:

Evaluation Period:

Evaluation Conducted By:

Signature of Chair: _____

Date:

A. Youth Ministry	Committee Comments
Conducts Bible study opportunities for the youth on a regular basis.	
Leads youth to participate in worship through music and/or drama.	
Arranges for the youth to participate in retreats and ministry opportunities.	
Conducts opportunities for spiritual and social growth.	
Coordinates the work of volunteers to aid in this ministry.	
Provides special activities for the youth during the summer ministry program. <i>(If applicable)</i>	
Works with all ages during the summer ministry program. <i>(If applicable)</i>	

Recommendations of the Personnel Committee:

E. SECRETARY

1. GENERAL REQUIREMENTS

a. Qualifications: The secretary shall be hired by the Personnel Committee and ministerial staff. There will be no discrimination on the basis of race, color, sex, national origin, age, disability or marital status in the hiring decisions for this position. The church reserves the right to seek applicants who are committed to serving Jesus Christ as Savior and Lord.

b. Confidentiality: The maintenance of confidentiality is essential and is an absolute requirement of employment. The secretary will have knowledge of those seeking pastoral counsel, benevolent assistance or other matters that must remain confidential.

c. Accountability: The secretary will be directly accountable to the pastor or, in his absence, first to his designee, and finally to the Personnel Committee for supervision and work assignments. The first six months of employment will be considered probationary. After the first three months, an evaluation will be done to determine if either party have concerns. Any training or instruction needed will then be given. Upon the completion of six months, another evaluation will be given to determine progress.

d. Salary: Salary for the secretary will be established by the church body through the recommendation of the Personnel Committee and the Stewardship Committee.

2. RESPONSIBILITIES

The Church Secretary will:

a. Type letters, minutes, reports, agenda, outlines, and keep records and files as requested by the ministerial staff, church directors, or committee chairpersons;

b. Gather information, produce all church bulletins, newsletters, prayer lists, membership lists, prayer chains, and church directories (unless any of these are performed by volunteers);

c. Maintain current mailing lists;

d. Maintain a working church calendar for the year at the direction of the church council and the ministerial staff;

e. Serve as receptionist receiving all telephone calls and visitors. Communicate information to the proper person, organization or committee. The secretary will answer telephone inquiries of which she has knowledge and which are not confidential in nature;

f. Process outgoing and incoming mail to the proper organization, committee and/or person(s);

g. Order office supplies and contact service people as needed;

h. Assist in ordering curriculum materials as directed by the ministerial staff and/or organizational leaders;

i. Prepare new membership packets and maintain an adequate supply of the same;

j. Maintain and balance a petty cash fund;

k. Perform other duties as appropriate to the job and assigned by the pastor or ministerial staff.

F. CUSTODIAN

1. HIRING

The Personnel Committee and ministerial staff shall hire the custodian. There will be no discrimination based on race, color, sex, national origin, age, disability or marital status. The church reserves the right to seek applicants who are committed to serving Jesus Christ as Savior and Lord.

The custodian shall be responsible for the neatness and cleanliness inside the church buildings, outside walkways, and steps. The custodian will report to the Pastor and the Personnel Committee.

2. RESPONSIBILITIES

Monday:

- Inspect building to determine any damage or needed repairs to specific areas and report to the office. This inspection should enable the custodian to prioritize responsibilities.
- Thoroughly clean all restrooms, including, but not limited to, cleaning commodes and urinals, mopping floors, and replenishing paper products and soap.
- Pick up papers, straighten rooms, empty trash, clean tabletops, and put chairs in correct arrangement.
- Dust all rooms. Wet mop areas where there are spills. Wet mop kitchen.
- Check nursery and preschool department for cleanliness.

Wednesday:

- Vacuum all carpets and stairs.
- Check restrooms for cleanliness and supplies. Check with Pastor for any special assignments.

Saturday:

- Vacuum, dust, mop foyers, pick up papers, and straighten books in auditorium.
- Thoroughly clean and vacuum nurseries and preschool department.
- Dust furniture as needed in all other rooms.
- Check for and clean cobwebs.
- Check for and clean marks on walls.
- Thoroughly clean all restrooms, including, but not limited to, cleaning commodes and urinals, mopping floors, and replenishing paper products and soap.
- Sweep sidewalks.

General:

- Report any equipment malfunctions and request any service as needed.
- Perform other related duties as required, requested, or assigned.

G. EMPLOYEE BENEFITS

1. SALARY

- ~~All employees (salaried and hourly) will be paid on a semi-monthly basis. Pay period is monthly, with employee checks issued.~~ **Salary advances will not be given for any reason.** ~~Salary may be received in advance if the normal date of issue falls within vacation time. Otherwise, checks are not given in advance.~~
- Salary should be based upon individual merit, regional cost of living index, and be comparable to that of area churches. The Personnel Committee will use these criteria as they consider recommendations to the Stewardship Committee for annual compensation.
- All non-ordained employees shall participate in Social Security contributions. The church will pay its share and automatically deduct the employee's share. The church will pay, each December, to all ordained employees an amount equal to the church's share of Social Security. This amount will be pro-rated when an employee has served for only part of the year.

2. FULL TIME EMPLOYEE BENEFITS

a. Holiday and Vacation

- **The Church offices will be closed on all Legal Holidays, as defined in the Code of Virginia Section 2.2-3300, which includes:** New Year's Day, **Lee-Jackson Day, Martin Luther King, Jr., Day, George Washington Day,** Good Friday, Memorial Day, Independence Day, Labor Day, **Columbus Day and Yorktown Victory Day, Veteran's Day,** Thanksgiving (two days), and Christmas (two days). A holiday which falls on the weekend will be observed on the following Monday. The Pastor may alter dates or determine other days in order to maintain operational requirements.
- Vacation with pay is provided annually for each full-time employee. Employees working at least 30 hours per week are considered full-time. Employees will arrange to take regular vacations on a scheduled basis. Vacation time may be taken by the week or by the day, but no more Sundays should be taken than the number of annual vacation weeks accumulated. No more than two consecutive Sunday absences may be scheduled without prior approval of the Personnel Committee. Employees shall receive two weeks annual vacation (after one year of service, one week during the first year). Vacation received during an employee's first year shall be prorated based on the employee's hiring date. Each employee who has completed more than five years service will be entitled to three weeks annual vacation. Each employee who has completed more than ten years service will be entitled to four weeks annual vacation. The church, in its discretion, may consider additional annual vacation with pay for new employees who have many years experience in ministry at other churches. An employee may accrue a maximum of three weeks vacation. An employee may choose to receive one week's pay in lieu of one week of vacation. **For purposes of this section, a "weeks vacation" is defined as five business or working days.** Vacation schedules must be coordinated among the ministerial staff to prevent simultaneous long term absences by staff members.
- **Accrued vacation leave, up to three weeks, shall be paid upon resignation or termination.**

b. Sick Leave

- Two weeks annual short term sick leave is provided for each full time employee.
- Long term sick leave begins accruing at the time of employment at the rate of one day per month for each month employed up to the beginning of any long-term disability payments. Employees will not receive pay for unused accumulated sick leave days upon termination or resignation.

c. Bereavement Leave

- Up to three working days with pay are allowed for the funeral service of an immediate family member (mother, father, child, spouse, sister, brother, or a member of the household). One day is allowed for other family members. Additional time off may be arranged with the Pastor or Chairperson of the Personnel Committee.

d. Days Off

- Employees are encouraged to take two days off each week. The church recognizes that the staff is constantly “on call” and must often rearrange activities around crises that occur in the church family.
- *All salaried employees shall report all vacation and sick days used each quarter to the Personnel Committee. The Personnel Committee shall maintain a record of the total number of vacation and sick days accrued and used for each salaried employee for future reference.*

e. Health Insurance

- The church shall provide an individual coverage group hospitalization plan for all full-time employees, to include hospitalization and major medical coverage.

f. Life and Disability Insurance

- Full-time employees are covered under the life and disability insurance plan of the Annuity Board of the Southern Baptist Convention. Both life and disability premiums are paid by the church.

g. Retirement

- Retirement benefits will be in accordance with recommendations of the Annuity Board of the Southern Baptist Convention and the Virginia Baptist General Board Pension Plan. The church will annually contribute to full-time employees’ retirement funds an amount equal to 10% of the employee’s annual salary.

h. Revivals and Educational Meetings

- Each full-time employee is entitled to two weeks leave per year for revivals, assisting other churches, or leading conferences, and two weeks for self-improvement conferences, in addition to annual vacation time.

i. Vehicle Expenses

- Reimbursable vehicle expenses shall be determined each year by the Personnel Committee and recommended to the Stewardship Committee for payment. This will be administered through an accountable reimbursement arrangement.
- *The mileage reimbursement rate shall be based upon the IRS business reimbursement rate applicable at the time when the expense is incurred.*

j. Housing Allowance

- A housing allowance is provided by the church by designating a portion of any ordained staff member’s base salary for this purpose. This amount is determined from an itemized estimate of housing expenses provided by the ordained employee and included in the annual budget for church approval.
- *The Pastor shall submit an annual estimate of housing expenses to the Stewardship Committee to be included in the annual budget.*

k. Moving Expenses

- The church shall pay all costs for moving the household goods of a new professional staff member. In addition, the church shall provide mileage reimbursement for the new worker who drives his or her vehicle

to relocate from a prior position. Other *reasonable* moving expenses will be determined by the Ministerial Staff Search Committee.

I. Jury Duty

- Full-time employees on jury duty will receive full pay in addition to jury service fees. If jury service ends before the end of the work day, employees must report to work *for the remainder of their regularly scheduled work day.*

V. DEACONS

A. OVERVIEW

In accordance with the meaning of the word and practice of the New Testament, Deacons are servants of the church and are to use I Timothy 3:8-13 as a guideline for their lifestyle and conduct.

⁸Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. ⁹They must keep hold of the deep truths of the faith with a clear conscience. ¹⁰They must first be tested; and then if there is nothing against them, let them serve as deacons. ¹¹In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. ¹²A deacon must be the husband of but one wife and must manage his children and his household well. ¹³Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus. NIV

B. NOMINATION AND ELECTION OF DEACONS

The number of Deacons may vary and shall always be based on need. The need for additions shall be considered at least once each year during the regular May Deacon's meeting. The Deacon body shall develop and maintain a list of viable candidates. Each candidate must complete an **internship** process before being recommended by the Deacon body for election by the Church. The **internship** process will include a training program led by the Pastor and familiarization and evaluation by attending six regular Deacon meetings. The Deacon body must be unanimous in recommendation of candidates for election. All Deacons shall agree to the terms of the Deacon Covenant **contained herein.**

ELECTION BY CHURCH

When the need arises to add to the Deacon body, a nomination and election process may begin. The Deacon body shall recommend a slate of nominees for election at a Church business meeting. This recommendation must include a statement of qualifications and the nominee's acceptance of the Deacon Covenant. The election shall take place by secret ballot the following week during a **regular or special called business Meeting in accordance with the Bylaws, Article III, Section 4.** The church shall ordain deacons who have been elected.

DEACON COVENANT

Recognizing that the office of Deacon is a responsibility and not an honorary office, and recognizing that the primary task is ministry, and recognizing that we need to be further equipped for our particular ministry, we will gladly avail ourselves of opportunities for training as we attempt to carry out the following covenant. We agree to enter this covenant with the church, with the understanding that the church enters into a covenant of prayer and support of those elected to the office of Deacon.

1. The Deacon should be able to clearly tell of his conversion and be willing to witness to the lost of the saving grace of God available through faith in Jesus Christ as Lord and Savior. The Deacon shall avail himself of training that will equip him to be an effective witness for the Lord.

2. The Deacon shall be committed to the worship, witness, and ministry of Community Fellowship Baptist Church of Gate City. Any active Deacon who finds that he is unable to attend church services and/or regular Deacon meetings shall after a period of six months absence may request a status change to “In Reserve” or “Emeritus”. Deacons shall encourage each other to be in regular attendance.
3. The Deacon shall demonstrate his commitment to the ministry of the church by his willing participation in the places of service, which include (but are not limited to) teaching, witnessing, visitation, pastoral aids, and other individual opportunities for ministry in the church community or elsewhere as needs become apparent which he can fulfill.
4. The Deacon shall demonstrate his acceptance of the scriptural plan for the family by being the head of his household and leading the family in Christian commitment and conduct. He will lead in developing family worship and encourage personal devotional time for each member of his family, by precept and by his example. He shall rear his children in the discipline and teaching of the Lord. He shall not permit work, church commitment, or other commitments to prevent him from spending time with his family.
5. The Deacon shall demonstrate his commitment to Christ as Lord and Community Fellowship Baptist Church of Gate City through faithful stewardship of material possessions. This faithfulness shall be demonstrated through his endorsement of the church’s program of finance and he shall support that program through tithing or some other systematic program of proportionate giving.
6. The Deacons shall support each other in prayer and encouragement and shall support each other by keeping in confidence the work and issues discussed in Deacons meeting, excepting those issues of a general nature which are not discussed in confidence of the body.
7. The Deacon shall support the Pastor and elected church leaders as long as they are leading in such a manner that the Deacon can, with good conscience, support their leadership. If it becomes apparent that he cannot support the leadership, then he shall approach said leadership in love and, if necessary, bring the issues to the attention of the Deacon body in a meeting for the purpose of trying to resolve the problem.
8. Deacons are to be zealous in guarding and protecting the unity and harmony of the church fellowship.
9. If for any reason a Deacon finds himself unable to perform the functions of the office of Deacon, he shall request placement on “In Reserve” or “Emeritus” status. This action shall take place only after the Deacon has received the counsel of the Pastor and two Deacons from the active body.

C. DEACON STATUS

Definitions of the status *Active*, *In Reserve*, and *Emeritus*:

1. ***Active*** is defined as those Deacons, duly elected by the church and whom are willing and continue to have a desire to serve.
2. ***In Reserve*** is defined as those Deacons duly elected by the church and whom no longer desire to serve in an active role as a Deacon in the church. Once “In Reserve”, a request can be made to return to an “Active”

status. The “In Reserve” Deacon must also agree to a reinstatement process *in order to return to Active status, which is the same as the internship process for new Deacons described above in Section B.*

3. *Emeritus* is defined as those Deacons, who by reason of age or infirmities, shall, after honorable service, be no longer able to render active service. Deacons in this status may also be reinstated to “Active” status by undergoing a reinstatement process, *which is the same as the internship process for new Deacons described above in Section B.*

D. QUALIFICATIONS AND DUTIES OF DEACONS

1. Qualifications:

- Must be an active member of the church for one year.
- Must be qualified according to *I Timothy 3:8-13 and the stipulations contained in the Deacon Covenant contained above.*

2. Duties:

- Deacons are servants of the church.
- Deacons shall protect the church fellowship, promote church harmony and unity, and be guided by the principles set forth in I Thessalonians 5:12-14.
- Deacons shall assist the Pastor and the church to provide for the physical and spiritual welfare of the church membership.
- Deacons shall assist the church in order to provide a more effective witness of the Gospel in Christ. With the Pastor, they shall consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- The Deacons shall serve as a general pulpit supply committee. In case of absence or inability of the Pastor, subject to advice from and counsel with him, they will provide for pulpit supply. In any period, when the church is without a Pastor, unless the church shall otherwise provide, the Deacons will arrange the temporary ministry until a Pastor search committee is elected. When the pulpit becomes vacant because of the death or resignation of the Pastor, the church will elect a Pastor search committee at the next regular scheduled business meeting.

3. MEETING TIMES

Deacons will hold a meeting on the first Monday of each month. This time can be changed upon agreement by the Chairman of Deacons, the Pastor, and consensus of the other Deacons.

The Pastor or Chairman of Deacons may call a special Deacons Meeting whenever such a need arises.

4. CHAIRMAN

The Deacons shall elect annually a chairman.

V. CHURCH OFFICERS

A. CLERK

1. Qualifications

The abilities to listen, write, record, preserve, and report essential information from and to the appropriate church business meetings are the most important considerations when selecting a Clerk. Church attendance and reliability for essential facts are needed to contribute to the effective functioning of the church.

2. Election

The Clerk shall be nominated by the Nominating Committee and elected by the church. The term of office for the Clerk shall be three years.

3. Responsibilities

The Clerk is responsible for the accurate and objective recording and processing of all business transactions conducted in church business meetings. The Clerk will be responsible for all official church communications. Part of these responsibilities may be assigned at the Clerk's discretion.

When keeping minutes, the Clerk should record the motions with exact wording. The Clerk should request that motions be put in writing. The Clerk shall repeat the motion as it is being recorded before the motion is seconded or voted on. The Clerk should record only necessary items of discussion and should not attempt to include every statement presented in discussion.

The Clerk is responsible for keeping a register of the names of members of the church, including dates of admission, dismissal, death, transfer, and baptism, and shall correspond with other churches for membership changes. The Clerk shall preserve on file all communications and official written reports. The Clerk shall provide duplicates of all important documents for storage at the church office to guard against possible loss or destruction. The Clerk's records are official property of the church and, as such, are accessible to all members. When no longer needed by the Clerk, the records shall be digitally preserved for permanent storage.

The Clerk shall be responsible for preparing the Annual Church Profile and forwarding it to the local association.

B. FINANCIAL SECRETARY

1. Qualifications

The Financial Secretary should be knowledgeable in bookkeeping and accounting procedures. He or she should have moral integrity, be honest, and have a high regard for accuracy. He or she must be regular in attendance, faithful and prompt in the discharge of duties, and able to maintain strict confidentiality regarding any contributions received by the Church.

2. Method of Election

The Financial Secretary shall be recommended by the Nominating Committee and elected by the church. The term of office for the Financial Secretary shall be three years.

3. Responsibilities

- Receive the church offering envelopes, special offering envelopes, receipts, other evidences of money received, and a Summary of Receipts from the Counting Committee.
- Record individual records of gifts and furnish an annual contribution statement to all contributors by the third week in January of the following year.
- Procure and distribute offering envelopes for each new calendar year. *(This task may be delegated by the financial secretary to the church secretary.)*
- Assume the duties of the Treasurer during brief absences, *whose duties are described in Section D below.*

C. MODERATOR

1. Qualifications

The Moderator should possess the ability to effectively preside at church business meetings, and should have or obtain a functional knowledge of *Robert's Rules of Order*. The Moderator should have the skills to lead group discussion and clarify the opinions and statements of others. Attendance at all business meetings is a high priority.

2. Election

A Moderator and a Vice-Moderator shall be nominated by the Nominating Committee and elected by the church, with each term of office to be one year. In the absence of the Moderator, or at his request, the Vice-Moderator shall preside.

3. Responsibilities

The Moderator, in cooperation with the Church Council shall develop an agenda for each business meeting. The Moderator should become familiar with all agenda items prior to the meeting in order to effectively moderate the discussion and follow the agenda throughout the meeting.

In order to maintain the church fellowship, the Moderator should resolve as many potential conflicts as possible outside of the church business meeting. The Moderator also should maintain unity with people of different views, ideas, and convictions. The Moderator should treat all persons fairly.

The Moderator should conduct church business in an objective and orderly manner, using *Robert's Rules of Order* as the accepted guide for parliamentary procedure. During the discussion, the Moderator should make sure members understand exactly the nature of their choices. The Moderator shall direct the Clerk to reread all motions prior to taking a vote.

D. TREASURER

1. Qualifications

The Treasurer should be knowledgeable of bookkeeping and accounting procedures. He or she should have moral integrity, be honest, and have a high regard for accuracy. He or she must be regular in attendance and faithful and prompt in the discharge of duties.

2. Election

The Treasurer shall be recommended by the Nominating Committee and elected by the church. The term of office for the Treasurer will be three years.

3. Responsibilities

- Receive a copy of the Summary of Receipts and a copy of the bank deposit slip from the Counting Committee each week.
- Maintain ***and organize*** a record of receipts. The receipts shall be classified as directed by the congregation or the contributor.
- Pay by check the salaries and other expenditures as provided in the budget or by special approval of the church.
- Post the record of all disbursements to the disbursement journal. Disbursements shall be classified in accordance with items in the budget, supported by proper documentation (invoices, etc.) that have written approval by the proper person, and include the check number and date paid. Non-budget items shall be clearly identified.
- All disbursements shall be assigned to the appropriate budget line item, even if a negative balance results.
- Reconcile the bank statement at the end of the month.
- Make quarterly and annual financial reports at the regular business meetings and provide such financial information as may be requested.
- Maintain bonded status through a reputable bonding company in an amount to be determined by the church. The cost of such bond is to be paid by the church.
- Submit the records for annual review at the end of the church year.
- Provide duplicates of critical financial information for storage at the church office to guard against possible loss or destruction. The Treasurer's records are official property of the church. Records no longer needed by the Treasurer, after a retention time of five years, shall be destroyed.
- Provide assistance to the Stewardship Committee with preparation of the annual budget.

- The Treasurer shall be an ex-officio member of the Stewardship Committee.
- The Treasurer shall assume the duties of the Financial Secretary during brief absences.

E. TRUSTEES

1. Qualifications

Trustees must demonstrate Christian character and integrity and be actively involved in the church. Evidence of excellent business judgment and a working knowledge of Virginia laws are preferred.

2. Election

Trustees shall be nominated by the Nominating Committee and elected by the church. Trustees are elected for life, or until such time as they or the church determine the necessity of resignation or removal. There shall be at least three Trustees.

3. Responsibilities

Trustees may act only at the discretion and direction of the church, and are therefore considered to be church officers rather than a committee. Trustees serve as legal representatives in all transactions of the church. They hold title to church property and sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval of the church in business session.

Trustees can never act independently of the church. If a trustee acts without the authority of the church, he is personally responsible for the actions. Trustees must clearly understand their function and act according to the prescribed content of the documents with which the church is established and in accordance with State law.

Trustees shall maintain an inventory of all legal documents, including mortgage loans, property deeds, and insurance. Documents shall be kept on file in the church office or in a safe deposit box, as appropriate.

Trustees shall counsel with other committees or organizations concerning legal matters, **after consultation with an attorney, as appropriate.** Trustees can inform these groups concerning legal matters only.

VII. MINISTRY PROGRAMS

A. MINISTRY DIRECTORS AND COMMITTEES

Committees and Ministry Directors are established to complete specific tasks and perform specific ministries as needed by the church. They are essential to the operation and health of the church and are accountable for timely and effective performance of their duties. Accountability is applicable both jointly as a group and as individuals. Election as a committee member or Ministry Director is a high honor and allows members to serve as good stewards of the Church. This responsibility should not be taken lightly. Therefore, any person elected to serve on a committee or to serve as a Ministry Director must be committed to taking an active role in the committee or ministry

1. Membership and Term of Office

The number of members for each committee and their term of office shall be determined when the committee is established. The number of members may vary from time to time based on need. . No more than one member of any household may serve on the same elected committee at any time. Recommendations to the Nominating Committee for changes in the number of members shall be made by the committees or Deacons. Unless otherwise noted, all committee members and Ministry Directors shall be nominated by the Nominating Committee and elected by the church to serve for a period of one year. The church year shall begin September 1 and end on August 31 of the following year. Committees will be classified at the time they are established as either permanent or short term. Permanent committees are further divided into those made up of a rotating membership and those composed of a non-rotating membership. The designation of ex-officio members and the chairperson's standing on the Church Council shall also be determined when the committee is established.

2. Attendance

Regular attendance and participation is not only an expectation but also a requirement. If a committee member becomes unable to attend at least 50% of the yearly meetings or fails to attend three consecutive meetings, that member should submit their resignation. Upon consideration of individual circumstances, the committee may excuse an absence. Excused absences shall be duly recorded in the minutes.

If a resignation is not given, the committee shall initiate the process of removing and replacing the member. Action to replace the individual can take place only after two (2) committee members (appointed by the full committee) have met with the individual and it is apparent that he/she is unable to fulfill their duties. Committee recommendation to remove a member shall be voted by the committee and recorded in the minutes. Any committee recommendation to remove a member shall be reported to both the Nominating Committee and the Pastor. The committee shall also recommend nominees to replace the inactive members.

3. Vacancies

When a committee or Ministry Director vacancy occurs, the vacancy shall be reported to the Nominating Committee. The Nominating Committee takes action to enlist and nominate a replacement who is then presented to the church for election.

4. Rotating and Non-Rotating Committees

Rotation of committee members enhances the possibility of using people where their talents and skills can make a maximum contribution. When the rotation system is used, all members are not replaced every year. This provides both continuity and freshness on the committee. It also allows different members to serve as chairperson. Members of any committees may succeed themselves to a position on the committee if so elected by the church.

5. Reporting

Attendance records and accurate minutes of committee meetings must be kept. The chairperson and secretary should review the minutes and provide them to committee members for approval. Committee activities and recommendations will be reported regularly at church business meetings.

6. Organization

Election of chairpersons and secretaries, unless otherwise indicated, will be by the committee members on an annual basis.

7. Budget Policy

All committees and Ministry Directors must submit budget requests the Stewardship Committee during budget planning time. Committees must abide by the church policy regarding the expenditure of funds.

8. Responsibility and Authority

Persons and committees designated by the church to perform certain functions are held accountable to the church for producing results and therefore, must be given authority and freedom within the area of their work to act according to their best judgment. They must work and communicate with the Ministerial Staff, Church Officers, Deacons, and other committees. Unless otherwise indicated, all committee chairpersons and Ministry Directors will attend meetings of the Church Council.

B. MINISTRY DIRECTORS

1. Benevolent Food Ministry Director

The Director will coordinate the preparation and delivery of food for a church family who has experienced the loss of an immediate family member or other household member. Normally, the wife of the Chairman of Deacons shall serve as Director of this ministry. In the event of a death, the family will be contacted and food will be prepared if deemed appropriate. The Director will enlist teams to prepare the food and will notify team captains at the time of need to arrange for preparation and delivery of the food.

2. Blood Ministry Director

The Director of this ministry shall be responsible for administering the church blood program and will serve as liaison with Blood Bank personnel. The Director will keep records of blood donations and blood usage. A copy of these records will be maintained in the church office. The Director will be responsible for scheduling the annual mobile blood drive and will schedule prospective donors for a specified time prior to the date of the drive. Volunteers will be enlisted to assist as needed.

3. Children's Church Director

The Director shall see that proper and adequate equipment and teaching materials are available for the children's church class during Sunday worship services. Adult supervision will be provided by the Director for each Sunday worship class. This will be an outreach program to lead children to accept Christ as Savior and to become active members of the church. This ministry will help apply biblical principles to life that will help children grow in their Christian witness.

4. Greeting Director

The Director will enlist others to assist in welcoming members and visitors to Sunday School and morning worship, to include distributing bulletins, offering directions, and providing assistance as needed.

5. Library Director

The Director will enlist staff to select, purchase, process, promote, and circulate all media and equipment belonging to the Media Library, and to establish and carry out policies for accepting donations and disposing of media no longer needed.

6. Nursery Director

The Director shall see that proper and adequate furniture and equipment are provided for the nursery, and that workers are enlisted, with adult supervision, to staff the nursery during Sunday services and at all special services as requested by the Pastor.

7. Operation Christmas Child Director

The Director will coordinate the collection of items for donation to the Operation Christmas Child project throughout the year, maintain an inventory of items received, and periodically update the church regarding the status of donations received for this project. The Director will also coordinate an annual "wrap and pack day" for packaging of shoeboxes from donations received at the church as well as coordinate the annual collection week for shoeboxes delivered to the church from other area churches and organizations. The Director will further coordinate delivery of all collected shoeboxes to the Samaritan's Purse processing center in Boone, North Carolina, and coordinate volunteer days for participation of church members at the processing plant.

8. Pre-School Children's Church Director

The Director shall see that proper and adequate equipment and teaching materials are available for the children= church workers to use during Sunday worship services. He or she will be responsible for scheduling adult volunteers to teach biblical principles for each Sunday worship class.

9. Sunday School Director

The Director of Sunday School shall be acquainted with the program and methods outlined by the Sunday School Board of the Southern Baptist Convention and shall endeavor to adopt programs appropriate to this church=s needs. The Director shall become acquainted with and apply the best methods of religious education. The Director will counsel with teachers and officers in the work of the Sunday School, giving advice and receiving suggestions from co-workers. The Director shall identify needs for additional Sunday School classes or divisions and make suitable recommendations to the church.

The Sunday School Director shall make a full and accurate report of the work of the Sunday School in the regular business meetings of the church and shall attend all meetings of the Church Council.

10. Upward Soccer Director

The Director will coordinate the Upward Soccer program, which includes ordering materials, recruiting volunteers, recruiting participants, training coaches, scheduling practice and games, conducting end of the year awards, in addition to other tasks as may be deemed necessary.

11. Usher Director

The Director will enlist others to assist in seating members and visitors, collect offerings, and distribute materials during Sunday School and morning worship.

12. Vacation Bible School Director

The Director will schedule time and location for Vacation Bible School, will enlist workers, and will publicize the event. This will be an outreach program to lead children to accept Christ as Savior and to become active members of the church. This ministry will help apply biblical principles to life that will help them grow in their Christian witness.

C. COMMITTEES

1. Audio-Visual Committee

This permanent, non-rotating committee is composed of three members elected annually. The committee will choose others to assist as needed. Vacancies will be filled by members with a strong background or interest in audio-visual techniques, media, and equipment. **The Minister of Music shall be an ex-officio member of this committee.**

Responsibilities:

- Identify and obtain (purchase, rent, lease, borrow, etc.) the audio-visual equipment and media necessary to support and enhance the ministries of the church.
- Operate and maintain the audio-visual equipment.
- Maintain photographs, video, and/or audio tape as a historical record of services and other special functions.
- Coordinate audio-visual support through the church office.
- Provide back-up training and support for absences.
- Maintain an inventory and warranty record of audio-visual equipment and media, with copies to be filed in the church office.
- Store and maintain equipment and media to assure high quality results.
- Ensure that equipment is operated only by trained personnel.
- Discourage non-church related use of church equipment.

2. Lord's Ordinance Committee

This permanent, non-rotating committee is composed of six members elected annually.

Responsibilities:

Baptism Services

- Ensure that all baptismal equipment, facilities, and supplies are ready for use prior to each baptismal service.
- Assist the Pastor and candidates at baptismal time.
- Establish procedures to ensure that clean up duties are accomplished following the baptism, and that all equipment and supplies are properly cleaned and stored.
- Keep a record of baptisms and report at regular business meetings.
- Make an annual inspection of baptism equipment and facilities.

Communion Services

- Assist the Pastor and Deacons in scheduling observance of the Lord's Supper.
- Maintain an inventory of all equipment and supplies for the Lord's Supper.
- Ensure that all necessary equipment and supplies are in place prior to each observance of the Lord's Supper.
- Gather, clean, and properly store all Lord's Supper equipment and supplies after each observance.
- Report Lord's Supper observances at regular church business meetings.

3. Building and Grounds Committee

This permanent, rotating committee is composed of six members elected annually to non-concurrent three-year terms.

Responsibilities:

- **Routinely inspect all buildings and grounds for needed repairs.**
- **Coordinate completion of all routine repairs to church buildings and grounds.**
- **Ensure all landscaping is properly maintained, according to the appropriate time of year.**
- **The responsibilities of the building and grounds committee to ensure that all buildings and grounds are properly cared for, maintained, and repaired as needed includes Ewing Chapel and the Columbarium.**

4. Building Study Committee

This temporary, non-rotating committee is composed of eleven members. Members will serve for the duration of any building project, or until terminated by church vote. The committee shall enlist others from the congregation to serve on sub-committees (short term, specific action) as needed.

Responsibilities:

- Identify community and church opportunities.
- Develop a comprehensive master building and grounds program.
- Develop a general financial plan for building and grounds.
- Secure architectural and other support services.
- Develop, review, and secure action on preliminary architectural plans, working with staff, committees, and membership.
- **Develop and organize** fund-raising campaign(s).
- Develop, review, and secure action on final plans, working with Staff, committees, and membership.
- Secure construction drawings.
- Enlist additional congregational members and other support for construction phase.
- Select construction method, select contractor(s), and award contract(s) (approved by church).
- Facilitate financial arrangements for the building and grounds **project in conjunction with the Stewardship committee.**
- Furnish, inspect, and occupy building.

5. Church Council

This permanent committee shall consist of all Ministerial Staff, the Treasurer and Clerk of the church, the Chairman of the Deacons, the WMU Director, the Directors of all program organizations as indicated in Article V of the By-Laws, and the chairperson of all church committees. The Pastor or his designee shall serve as Chairman of the Church Council. The Church Council shall meet regularly to calendar and coordinate the work of the church. All matters agreed upon by the Church Council calling for action not already authorized by the church shall be referred to the church for a vote.

Responsibilities:

- Coordinate church, associational, and denominational activities.
- Coordinate church calendar.
- Coordinate periodic evaluations of church programs.
- Study the needs of the church and make recommendations to the church or to the proper officer or committee.

6. Counting Committee

This permanent, rotating committee is composed of five members elected to three-year terms. At least three members must always assist in counting the money.

Responsibilities:

- Receive all contributions from the Sunday School secretaries, church offering plates, and other sources.
- Open all church offering envelopes and verify the amount written on the face of the envelope. If the amount is not written on the face of the envelope, record and circle the amount.
- Prepare the money for deposit. Deposit it in the bank on the next business day and forward a copy of the deposit slip to the Treasurer.
- Prepare a Summary of Receipts, give copies to the Treasurer, the Financial Secretary, and retain one copy in the records of the Counting Committee. **The church secretary shall also receive a copy for inclusion of the summary in the weekly church bulletins.**
- Maintain strict confidentiality regarding all contributions.

7. Floral and Interior Design Committee

This permanent, non-rotating committee is composed of four members elected annually.

Responsibilities:

- Prepare and maintain a schedule for the provision of flowers for congregational services on every Sunday during the year, and work with the ministerial staff in planning the decoration of the church for special times of the church year, such as Easter, Christmas, etc.
- Work in cooperation with the Hospitality Committee for special events that require both serving of a meal and decoration of the facility.
- Work with the ministerial staff and/or the Building and Ground Maintenance Committee when such needs arise that would change the function and decoration of the interior of the facility.

8. Financial Review Committee

This permanent, non-rotating committee is composed of three members elected to three-year terms. Committee members cannot concurrently serve in a capacity with responsibility for the receipt or disbursement of funds.

Responsibilities:

- Review the records of the church annually or as instructed by the church, to assure that all funds have been handled according to the instructions of the church. The review will be completed no later than March 31.
- Provide an appraisal of the effectiveness with which the accounting responsibilities are being performed. The Committee will prepare a written report of the findings to the Administrator and the Treasurer, with a copy to the Chairman of the Deacons. The annual report will include a summary of findings, any deficiencies or problems found, and recommendations.
- Minimum requirements for the annual review are detailed in Church Finances, Section 4, 14.

9. Hospitality Committee

This permanent, rotating committee is composed of six members elected to non-concurrent, three-year terms.

Responsibilities:

Make arrangements for and supervise all church events where food is to be consumed, including

- Ensure that paper products are provided

- Arrange for the setup of tables, etc. as needed
- Arrange for the food to be served
- Ensure that the church facilities are cleaned up after the event
- Work with ministerial staff to plan and arrange for the lodging, meals, and general comfort of persons who lead revivals, conferences, and/or Bible studies
- Serve as a resource for other groups in the church who desire to plan their own activities.

10. Long Range Planning Committee

This permanent, rotating committee is composed of seven members elected to non-concurrent three-year terms. Terms shall be rotated so that no more than three members are elected each year.

Responsibilities:

- Establish a clear and compelling mission and vision to provide direction and growth. The mission and vision must be shared and understood by the membership.
- Identify and establish long term goals that are consistent with the mission, vision, and opportunities for the church and the community.
- Develop concise strategies for achievement of long term goals.
- Develop and follow a timetable for implementation of the long term goals.
- Develop and initiate detailed annual objectives with implementation plans, consistent with the vision, long term goals, timetable, and resources available.
- Establish and implement a process to monitor and evaluate the progress toward goals and objectives.
- Make the vision, goals, timetable, and objectives highly visible to the membership (business meeting reports, bulletins, informal discussions, newsletters, etc.)
- Recognize and share achievement of major milestones.
- Coordinate implementation of objectives among committees, officers, and members.
- Utilize resources fully to maximize progress in achieving the vision.

11. Memorial Committee

This permanent, rotating committee is composed of three members elected to non-concurrent three-year terms.

Responsibilities:

- Keep records of all gifts given in memory/honor.
- Acknowledge the gifts to the giver, to the family of the honoree, and to the church office.
- Contact families to determine if there is a designated use of the gifts.
- Decide upon use of undesignated gifts.

12. Ministerial Staff Search Committee

This committee is composed of six members elected to fill specific ministerial staff vacancies. Terms will normally expire one year after the vacancy has been filled. The committee members will be elected by the church from a

ballot of fifteen members nominated by the church. Only one member from each immediate family or household shall be included in the list of nominees. The committee must include at least two men and at least two women.

Responsibilities:

- Conduct a self study with church members.
- Evaluate results of the study with respect to the staff job description and assemble a list of possible candidates.
- Determine the most promising candidates and conduct job interviews, evaluate candidate qualifications, and thoroughly discuss job requirements and church expectations. Interviews will be conducted by the full committee.
- Negotiate, within the limitations established upon formation of the committee, a salary and benefits package with the candidate.
- Make at least two visits to the candidate's church to evaluate the candidate's suitability for the position.
- Present the recommended candidate to the church upon reaching unanimous agreement among committee members.
- Facilitate the relocation and transition of the new staff member to the church and community.
- Evaluate the new staff member's performance at three, six, and twelve month intervals to assist in meeting the job requirements and church expectations. The twelve-month evaluation will be a joint evaluation conducted with the Personnel Committee and in accordance with the guidelines of that committee.

13. Ministerial Staff Welcome Committee

This committee is composed of six members elected after the appointment of a new ministerial staff member. Terms will normally expire one year after the vacancy has been filled. The committee will consist of six members and must contain at least two men and at least two women. In the church's discretion, this committee may consist of the same members who are serving on the current Ministerial Search Committee.

The Ministerial Staff Welcome Committee has the responsibility to help new staff adjust to the church and community. The committee will continue to function for a period of one year after the newly selected person has been approved and hired by the church. The purpose of this one year extension is to make the transition period for the staff person and their family as short and complete as possible and also to reduce difficulties. At the end of one year, the committee will disband. The committee will select and use other ministerial staff and members to assist in these obligations. During this period the committee will:

- **Assist in relocation** - This will include identification and selection of temporary or permanent housing and facilitation of the moving process.
- **Assist in familiarization with the community** - The committee will provide assistance in familiarization with community services such as hospitals, physicians, schools, city and county offices and services, shopping, post office, banks, other churches, etc.
- **Assist by introduction to key people and organizations** - The committee will identify key people in the community and other significant organizations what will be important for the new person to know. The committee will arrange visits and introductions to these people.

- **Assist by introduction to other community churches and associations** - The committee will identify other churches and associations that will be important to know. The committee will arrange contacts and introductions to these people.
- **Assist in speaking opportunities** - The committee may also seek speaking opportunities at other churches or organizations.
- **Review expectations and provide performance feedback** - The committee will always be available to assist in clarification of expectations and to provide feedback for the new staff. At three months, six months, and after one year the committee will provide a formal evaluation and feedback based on staff duties and established evaluation forms.

14. Nominating Committee

This permanent, rotating committee is composed of three members elected to non-concurrent three-year terms.

Responsibilities:

- Identify the needs for Ministry Directors, members of all rotating and non-rotating committees, and Sunday School teachers, and develop and maintain a list of qualified candidates from which the positions could be filled.
- Identify from that list those willing to serve, and after interviewing and counseling with those candidates, make recommendations to fill the positions identified.
- Present the names of those nominated to serve to the church at a business meeting.
- Consider including a Deacon on committees, especially where that committee's work will involve regular interactions with the Deacons.

15. Personnel Committee

This permanent, rotating committee shall be composed of five members. The Deacon Chairman or his designee will serve on this committee as an ex-officio member, with the remaining four members elected to non-concurrent three-year terms. For this committee, terms will be on a calendar year basis.

Responsibilities:

- Be thoroughly familiar with the job descriptions and evaluation forms in this manual for evaluation of salaried staff members.
- Conduct a thorough, objective annual evaluation of salaried staff performance, or as otherwise needed.
 - Prepare preliminary recommendations for corrections of any deficiencies, establishing reasonable time limits in which to accomplish corrections. A time period of 90 days should be considered standard unless deemed otherwise.
 - Complete a performance discussion with the staff member.
- Maintain evaluation records for at least five years.
- Report and/or make recommendations to the church on any personnel related matters..
- Prepare request for salary and/or benefits modifications for consideration in the annual budget.

16. Policies and Procedures Committee

This permanent, rotating committee is composed of three members elected to non-concurrent three-year terms.

Responsibilities:

- Compile all written copies of policies and procedures the church has previously approved.
- Conduct a review, as needed, of all policies and procedures to determine if changes or new policies are needed.
- **Consult** program leaders, committee chairpersons, Ministry Directors, and staff to determine what policies and procedures are being used that have not been written as policies, **as deemed necessary.**
- Prepare draft documents for evaluation by the appropriate committees.
- Make necessary changes to each section of the document.
- Present the completed document to the church for approval and implementation.
- Changes to the Constitution, By-Laws, and Policies and Procedures may be made as described in Article VIII of the By-Laws.

17. Stewardship Committee

This permanent, rotating committee is composed of six members elected to non-concurrent three-year terms. The Treasurer shall be considered an ex-officio member of this committee.

Responsibilities:

- Prepare a proposed unified budget annually, including all departments and organizations of the church, as well as denominational and other causes. The budget will be prepared from requests submitted by the committees, Ministry Directors, Church Officers, and Ministerial Staff. The budget shall be for the fiscal year beginning January 1.
- Present the budget to the church for adoption at a business meeting in November. The proposed budget shall be made available to the church members at least one week prior to the vote.
- Recommend action on proposals for unbudgeted expenses.
- Be available to study and advise on church activities that involve financial matters.

18. Sunday School Committee

This permanent, non-rotating committee shall consist of five members elected annually, one of which shall be the Sunday School Director, who shall serve as Chairman.

Responsibilities:

- Keep accurate records of weekly attendance.
- Keep accurate records of weekly offering through Sunday School.
- Keep literature orders up to date and distributed.
- Assess needs for additional classes or new study areas.

19. Transportation Committee

This permanent, non-rotating committee is composed of three members elected annually.

Responsibilities:

- Keep routine maintenance up to date on all church vehicles.
- Secure all needed repairs, replacements, and inspection stickers.
- Keep a schedule of maintenance on church vehicles.
- Evaluate transportation needs of the church membership and make appropriate recommendations to the church to address those needs.

Policies:

- Drivers of church vehicles must be at least 21 years of age.
- Church vehicles will only be used for church-related activities.
- Use of church vehicles will be scheduled through the church office.

20. WEDDING COMMITTEE

This permanent, rotating committee is composed of six members elected to non-concurrent three-year terms.

Responsibilities

- **Schedule wedding related events in conjunction with the Church Secretary.**
- **Meet with prospective wedding couples to discuss wedding plans, review guidelines, sign all appropriate documents for use of the facilities, and coordinate opening/closing of the church for wedding related events.**
- **A committee member shall serve as Church Hostess at all wedding related events held on Community Fellowship grounds.**
- **As Church Hostess, the committee member shall be present at all times while wedding related activities are conducted in the buildings or grounds of Community Fellowship.**
- **The Church Hostess shall ensure that all policies and procedures contained within the Wedding Guidelines contained herein in Section X are adhered to.**
- **Coordinate with custodians to clean facilities before and after any wedding related event.**
- **Document the condition of facilities upon opening for wedding related events and immediately document and report any damages caused by the wedding party to the Pastor as soon as possible.**

D. MINISTRY PROGRAMS

1. CHURCH BLOOD MINISTRY

The blood program is a ministry aimed at assuring that adequate blood supplies are available for church **families** and their blood dependents when needed. Blood will be provided for the member, the spouse, children less than 18 years of age, and parents. Those individuals who worship with us who are not members of Community Fellowship Baptist Church may participate in the program if they so desire. They may enroll by filling out a Blood Bank Membership Form followed by making their blood donation when scheduled.

Donor suitability will be determined on the day of donation. Donors must be at least 18 years of age (17 with written parental consent), must be in good health and weigh at least 110 pounds. A prospective donor on medication will be evaluated and acceptability will be determined by the examiner. Donors must eat prior to blood donation.

A mobile blood drive is held annually. The membership will be notified of the date, time, and place by the Ministry Director. A sign-up sheet will be provided for prospective donors to select the most convenient time for their donation. It is important for members to respond when the mobile drive is scheduled. Individuals who have signed for donation will be contacted to remind them of their appointment.

Those donors unable to make their donation when the mobile drive is scheduled may donate at their convenience at the Marsh Regional Blood Center, 914 Broad Street, Kingsport, Tennessee.

2. LADIES' FELLOWSHIP CIRCLES

A number of different ladies' fellowship circles have been organized by the ladies of the church to further enhance the ministries, mission, and outreach of CFBC in our community. Contact the church secretary for more details about the circles currently in organization at the church.

3. OPERATION CHRISTMAS CHILD

Operation Christmas Child is a project of Samaritan's Purse International, which "brings joy and hope to children in desperate situations around the world through gift-filled shoe boxes and the Good News of God's love. Since 1993, more than 61 million shoe boxes have been packed, shipped, and delivered across the globe. People of all ages can be involved in this simple, hands-on missions project while focusing on the true meaning of Christmas—Jesus Christ." (This information was obtained from www.samaritanspurse.org. More detailed information is also available at this website.)

The church participates in this mission project throughout the year by collecting items for the shoeboxes and hosts an annual "wrap and pack day" when all the shoeboxes are packed. The church also acts as a local collection point for the Scott County area. After collection week each year, the church delivers the shoeboxes to the processing center in Boone, North Carolina. Groups of volunteers from the church also volunteer at the processing center each year to assist in processing and packaging the shoeboxes for international delivery.

4. PARISH NURSE

The Parish Nurse operates under the supervision of the Wellmont Healthcare System. The Parish Nurse is available to assist parishioners in medical questions and referrals. On Sundays, the Parish Nurse may conduct blood pressure checks and answer simple questions. In addition, the Parish Nurse includes brief health related updates and tips in the church's monthly newsletter.

5. UPWARD SOCCER

Upward Soccer "is an evangelistic sports ministry specifically designed for K5 through sixth grade boys and girls that promotes salvation, character, and self-esteem in every child. In addition to basketball, Upward offers cheerleading, soccer and flag football programs to complete your Upward ministry. Upward provides

opportunities for all believers, no matter what denomination, to become meaningfully involved in the ministries of your church. They will have the opportunity to pray for your program, coach a team, referee a game, share a devotion, and develop relationships in order to open avenues of ministry to the people of your community who will participate in your program.” (This information was obtained from www.upward.org. More detailed information is also available at this website.)

The church participates in Upward Soccer in conjunction with the Gate City United Methodist Church. Soccer fields, equipment, and storage buildings are located at the church.

VIII. CHURCH FINANCES

A. Budget

The Stewardship Committee shall prepare and submit to the church for approval an annual unified budget indicating, by item, the amount needed for all anticipated local and worldwide expenses of the church.

B. Stewardship of Members

Members of this church are all encouraged to financially support the church and its ministries with regular proportional tithes and offerings.

C. Fiscal Year/Church Year

The fiscal year of the church shall run from January 1 through December 31.

D. Financial Policies:

1. The church shall use tithes and offerings as its financial plan, and shall encourage every member to give at least a tithe to the support of the church.
2. The church shall use the Unified Budget System as the method of finance. Any group operating a separate treasury, other than a sympathy fund, shall ensure that adequate controls are in place and that reports of the account's status are made to the group on a regular basis.
3. The church shall use an envelope system to facilitate personal contribution records.
4. The use of special offerings or appeals for money shall be minimized.
5. All bills and obligations shall be paid by the Treasurer, by check, in accordance with policies set forth in the duties of the Treasurer, set forth herein in Section VI. D.
6. All offerings shall be counted by the Counting Committee, in accordance with policies set forth in the duties of the Counting Committee, set forth herein in Section VII. C. 5.
7. To provide proper controls, the Treasurer, Financial Secretary, and disbursing officer are excluded from serving on the Counting Committee.
8. The church shall distribute records of annual contributions to each contributor.
9. There shall be no expenditure of funds for non-budgeted items without prior approval of the church.
10. Gifts:

- (a) All monetary designated gifts given to or for a specific project not in the budget will be held in a holding account pending approval and plans for the project by church action. The project will be brought before the church by the staff and/or the appropriate committee(s) within a six month period. If the church approves the project, a fund will then be established for such project. If the project is not approved, the gift will be placed in the general fund to help promote the purpose and mission statement of the church.
 - (b) All non-monetary gifts given to the church for its use will become church property. The church may use and/or dispose of said property at the staff's discretion in a manner that will most fulfill the mission statement of the church.
11. The Treasurer shall meet regularly with the Stewardship Committee and shall be responsible for the preparation of a financial statement to be presented at each regular church business meeting.
 12. Purchases - The following shall precede purchases of supplies, equipment, and services:
 - (a) The purchase shall be approved by the appropriate committee chairman, Ministry Director, or staff member. The purchase shall be authorized only if there is sufficient money available in the appropriate budget item, or
 - (b) If sufficient funds are not available in the appropriate budget item, the Stewardship Committee shall be consulted to determine whether sufficient funds are available in the overall budget to permit the purchase.
 13. The signature of the Treasurer of the church shall be sufficient evidence of authority to transfer, convey, or to sign stocks and/or securities in the name of the church, provided approval is obtained from the Stewardship Committee.
 14. The Financial Review Committee shall provide for an annual review of all books and accounts. The review shall include sufficient analyses by random sampling so that the Financial Review Committee concludes that:
 - (a) Donations are promptly and correctly deposited into each bank account.
 - (b) Deposit amounts agree with the Counting Committee reports
 - (c) Payments are backed up by proper documentation (invoices, etc.) that have written approval by the proper person, and include the check number and date paid.
 - (d) Transactions are mathematically accurate
 - (e) Bank statements are reconciled promptly each month.
 - (f) Transfers between bank or investment accounts are tracked to see that they stayed within Church amounts.
 - (g) Payroll amounts agree with approved rates based on budget, minutes, or other documentation.
 - (h) Expenses are tracked by budget categories to compare budget to actual expenditure.
 - (i) Donations are posted to each individual for year-end record reporting and must list each donation by date and amount.
 - (j) The Treasurer's reports concerning cash receipts and disbursements agree with the bank statements.
 - (k) If expenditures for any budget categories were over budget, the over budget amounts were properly reviewed by the Stewardship Committee.
 15. An accounting system shall be adopted which provides sufficient internal control for the protection of those who handle the funds and for the protection of the funds themselves. Those persons receiving and depositing the funds shall not disperse the funds. This is strengthened by having the records of the various officers which must balance against each other and by having regular reviews by the Financial Committee or audit by public accountants. As a further safeguard, all who handle church funds shall be bonded.

IX. MISCELLANEOUS POLICIES

A. AIDS GUIDELINES

Acquired immunodeficiency syndrome (“AIDS”) is a disease for which there is no known cure. The disease is touching the lives of people from all walks of life.

Christians should minister compassionately to all; therefore, we believe that God expects His church to serve those who test positive for the *Human Immunodeficiency Virus (“HIV”)*. The Bible is clear that when we help those who are considered “the least of these” it is as if we have helped Jesus Himself. Every loving act involves an element of risk. That risk should be recognized and minimized. Fear of infection from normal social interaction with AIDS victims or persons who are HIV positive does not have scientific backing. In addition, Christians should trust in God to deliver them from fear and to protect them as they faithfully proclaim the Word and serve in His name.

For the present time, the following guidelines will govern our common life together in Christ. These policies will provide the AIDS/HIV victim protection from additional infectious diseases as well as provide the uninfected protection from possible transmission of AIDS/HIV.

- Minister to those who suffer from AIDS/HIV and to those who will interact with AIDS/HIV victims.
- Nursery: Children with symptoms of contagious diseases should remain at home or with their parents or guardians. Nursery workers with contagious diseases should likewise excuse themselves from the nursery. Because children from birth until toilet trained often share bottles and teething implements and occasionally bite each other, children who have AIDS/HIV should remain with their parents or guardians during church services. Older children testing positive are encouraged to participate fully in church activities.
- Kitchen and Food Preparation: All individuals who work directly with food preparation and serving should remove themselves from such tasks when there is evidence of illness. Individuals with AIDS/HIV will not assist with food preparation and service.

As more is learned about this disease, we will fashion our response accordingly. Real solutions to the issue of AIDS start by getting involved and ministering to suffering individuals. When we attach real people to the problem, we can develop a compassionate approach to the AIDS crisis.

B. HONORARY AND MEMORIAL GIFTS

The Church will provide a book, appropriately placed in the worship center, to record all Honorary and Memorial Gifts. The names of the donor and the one being memorialized will be listed in the book. This policy will be administered in keeping with the Church philosophy “not equal gifts, but equal sacrifice”.

All gifts, past and future, will be recorded. The gift amount will not be included.

All Honorary and Memorial Gifts will be recognized within one week in the Sunday School Bulletin. The gift amount will be included in the year-end tax statements furnished by the Financial Secretary. Cards acknowledging the gifts will be sent to those who do not regularly attend the Sunday Services. Anyone making a gift can request an acknowledgment card in addition to the listing in the Church Bulletin.

No plaques honoring gifts will be placed in the building with the following exceptions, which had prior approval:

1. A plaque on the steeple reading “Given anonymously for the Glory of God”.
2. A plaque identifying the nursery as the “Charles Broadwater Nursery”.

The only record of the amount will be maintained by the Financial Secretary. The remaining portions of this policy will be administered by the Memorial Committee.

All Memorial and Honorary Gifts become the property of the Community Fellowship Baptist Church.

C. LIBRARY POLICY

Materials for the church library should be chosen that satisfy the following criteria:

1. All materials should express Christian principles and viewpoints.
2. The items selected should be compatible with the church's vision and mission statement and support and carry out the goals and purposes of the church and the library program.
3. People, places and events should be presented honestly and accurately.
4. Factual books about other religions or about controversial issues should be accurate and objective, not argumentative and persuasive.
5. In fiction, the story should be credible.
6. In nonfiction, the information should be current, well organized and accurate.
7. Materials should be attractive, durable and of good quality.
8. Materials should be appropriate in terms of age level and content for the intended users.
9. Gifts of materials to the library should be accepted only with the understanding that they will be judged by the above standards; those that are not added to the church library will be disposed of at the Library **Director's** discretion.

D. BUILDING AND GROUNDS USE

The building, chapel, picnic shelter and grounds are available for the use of the church family. All events and activities should be of a nature that would give glory to the Lord. Fundraising events (examples: yard sale, car

wash, bake sale, etc.) may only be sponsored by the church with all proceeds being applied to ministry needs. No individual shall be allowed to hold a fundraising event for personal profit.

E. BUILDING SECURITY

This section is provided to ensure that access to all CFBC facilities and equipment is provided when needed, to ensure that confidential church information and records are maintained in a secure manner, to ensure that all facilities, equipment, and records are secured when the building is not in use, and to provide for the safety and protection of individuals using the facilities.

Policy:

1. At least one staff member or designated church member shall be present during regular open hours. During regular hours when other areas of the building are not in use, the main entrance door adjacent to the offices will be unlocked, while the doors to the hallways and stairwells will remain locked. The door to the office area can be either locked or unlocked to meet personal safety needs. The staff member or designated church member will be responsible for checking and securing all doors, windows, and the office security gate prior to leaving the church building.
2. The Church Administrator or their designee will maintain authority over key assignment. A record of key assignments will be maintained, and all spare keys will be kept in a secure location. An audit of all keys will be performed no less than once per calendar quarter.
3. Keys will be assigned on a permanent basis to all individuals needing access to the building on a frequent basis. This will include all staff members, the church treasurer, the financial secretary, and the chairman of deacons. It is recognized that other permanent keys assignments will be necessary; these assignments will be made at the discretion of the Church Administrator or their designee.
4. The Church Administrator or their designee will distribute keys to individuals needing a key for short term use. A log of these assignments will be kept that will include "in" and "out" dates for all keys.
5. All individuals accepting keys from the church do so with the understanding that they will not have the key duplicated. Every effort should be made to avoid loaning of assigned keys.
6. The Church Administrator or their designee may duplicate keys in the event that a key is lost or damaged. Care shall be taken to investigate losses and to verify to the extent possible that unauthorized entry will not occur. In situations where building security is questionable due to a lost key, the Church Administrator or their designee may authorize a change of locksets and reissuance of keys.
7. When not in use, file cabinets containing membership data will be kept locked.
8. Personal computer files and diskettes containing membership data will either be locked in a file cabinet or the files will be encrypted with password protection. The Administrator will be responsible for the assignment of passwords and for maintaining a list of those with passwords. All passwords will be changed no less than once per year.
9. All key assignments and computer passwords will be recorded in the *Membership Plus* software module or its equivalent.

10. A master set of keys, critical computer files, and other important church data will be kept in a safe deposit box.

X. EWING CHAPEL
WEDDING POLICY & PROCEDURES

The Ceremony

The wedding ceremony is one of the most sacred rites of the church. It is a religious ceremony in which two people seek the blessings of God on their marriage. It is the desire of the church to make every such ceremony a beautiful and worshipful event and to extend to each wedding party every possible courtesy. In that attitude these suggestions are offered.

The Wedding as Worship

The wedding service conducted in relation to this church is a Christian wedding - characterized by dignity, reverence, joy and the very spirit of Christ Himself. The wedding ceremony becomes an act of worship as the bride and groom offer special thanks and praise and ask God's blessing upon their lives together as husband and wife. The Christian wedding is a public act of corporate worship as the congregation praises God on behalf of the couple, implores God's blessing on the new family unit, and commits the church's ministries to the husband and wife. Both the couple and the congregation should participate in this act of worship. The atmosphere of the entire wedding experience should be one of Christian celebration and worship.

The Church Calendar and Reservations

More than one wedding on any given day ***is not permitted***. It is imperative that arrangements be made with the ***Church Hostess***, in conjunction with the church secretary, for rehearsals and for the ceremony so that neither shall conflict with the scheduled activities of the church. Since the ministry of our church depends on our membership, holiday weekend weddings are difficult simply because our members are often traveling. For this reason, all holiday weddings require at least a two-month deadline for forms and reservation to ensure that we are able to enlist the people necessary for your wedding.

Any use of the chapel must be discussed with and approved by the ***Church Hostess in coordination with CFBC staff***. If for any reason cancellation of a reservation is necessary, it must be made at least 30 days prior to the event in order to get a full refund of reservation fees and deposit.

Fees

All fees must be paid in full within two weeks before the scheduled event.

<u>Description of Use</u>	<u>Member</u>	<u>Non-member</u>
<u>Chapel</u>	<u>\$100</u>	<u>\$150</u>
<u>Use of church facilities for dressing</u>	<u>\$25 per room</u>	<u>\$25 per room</u>
<u>Use of church facilities for reception</u>	<u>\$50</u>	<u>\$100</u>
<u>Minister</u>	<u>\$100</u>	<u>\$150</u>

<u>Church Musicians</u>	<u>\$100</u>	<u>\$150</u>
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Custodian Fees (same for member/non-member)

<u>Chapel</u>	<u>\$35</u>
<u>Chapel + Dressing rooms</u>	<u>\$50 total</u>
<u>Chapel + Reception</u>	<u>\$100 total</u>

Clergy

If it is desired that the pastor of Community Fellowship Baptist Church officiate the wedding ceremony, arrangements shall strictly be between the bridal party and the pastor. However, the decision to perform the ceremony is at the discretion of the pastor.

Non-Members of Community Fellowship Baptist Church

Those who are not members of this church and who desire to use the facilities of the church and chapel are permitted to reserve the buildings no more than 12 months prior to the wedding date in order to give priority to our church members.

Note: Member refers to one of the two persons getting married, or the son, daughter, or close relative of the church member.

Reception Facilities

The use of reception facilities are governed under the policy and procedures of Community Fellowship Baptist Church.

Decorations

Florists should check with a member of Church Hostess prior to decorating any portion of the chapel for the ceremony. Only Paradise dripless candles are to be used, and they should be placed in candelabras to prevent drippings on the floor. All planned decorations must be approved by the Church Hostess so as not to damage any furniture or fixtures. Decorations should not be placed on the pulpit or attached to the furniture by pinning or nailing, nor to the woodwork in the chapel. No nails, tacks, tapes or other means shall be used to attach flowers or other decoration to chapel furniture, walls, ceilings or fixtures. If the church or the chapel has been decorated for a holiday, a member of Church Hostess in coordination with the Decorating Committee Chairman must approve movement of any decorations. Movement and replacement of the pulpit and rail must be approved and arranged with the Church Hostess.

A copy of the "Information for the Florist" page should be given to your florist. It is the responsibility of the florist to schedule a delivery and decorating time with the Church Hostess in advance.

Wedding Music

Music used in connection with the ceremony should be in keeping with the sacredness and dignity of a Christian wedding. The bridal party should consult with the Minister of Music concerning the choice of music to be used. Any organist/pianist for the chapel other than our church organist/pianist must be approved. Practice times are to be arranged with our church's Minister of Music. If the bridal party wishes to ask an organist/pianist or soloist from the church, the fee arrangements are private and arranged in advance and are not the church's responsibility. The Minister of Music must approve any musical instruments other than those provided by the chapel and music selections chosen by the bride and groom.

Smoking

Smoking is not permitted in any part of the church or the chapel. There are no areas designated for smoking except outside the buildings.

Alcohol or Illegal Drugs

Alcoholic beverages or illegal drugs are not permitted in any part of the church or chapel.

Other Ceremonies

The chapel may be used for ceremonies other than weddings and must be approved by the Pastor. The fee schedule associated with these ceremonies is the same as for weddings, as listed above.

Reserved Parking

The parking circle in front of the chapel is reserved for the bridal party

XI. Ewing Chapel Columbarium Policies & Procedures

Ewing Chapel Columbarium

Community Fellowship Baptist Church

I. Introduction

The word columbarium comes from the Latin name for the dwelling place of a dove (Columba), which Christians believe is the symbol of the Holy Spirit.

We believe that inurnment on Church grounds is a statement of our faith in the resurrection, the life everlasting, and the church triumphant. We further believe that the inurnment within the Church grounds is an appropriate last resting place for the earthly remains of those who in life loved *Christ*.

The Columbarium becomes a contemporary setting for the old-time church cemetery. It allows for *minimal* maintenance and ease of visitation. It also can be a serene spot for meditation and prayer.

At all times, the Columbarium will be a dignified place of peace and beauty, an asset to our Church, and a fitting memorial to our departed loved ones.

Urns containing the cremated ashes of loved ones are placed in a wall of niches to create a Columbarium. The purchase of niches, like the purchase of a cemetery plot, makes the Columbarium self-perpetuating and permanently maintained. The design of *Ewing Chapel Columbarium, Inc.*, is beautiful and includes an initial development including forty-eight (48) niches. The design will also permit for future expansion consistent with the original development.

The operating policies and purchaser agreement forms contained herein should be carefully read prior to purchase. These policies are subject to change without notice to the purchaser, upon approval by the Church body of Community Fellowship Baptist Church.

II. Definition and Operating Policies

The Columbarium of *Community Fellowship Baptist Church, Inc.*, is created on the premises of the Church for the inurnment of the cremated remains of eligible deceased persons. It will *also* include “In Remembrance” and “Memorial” plaques dedicated to the memory of eligible persons whose cremated remains are scattered in the columbarium garden and those persons whose remains are buried or scattered elsewhere.

The Columbarium Committee shall determine the policies and procedures which will govern the use of the Columbarium. The Committee shall consist of five (5) members, to include the chairperson of the Policies and Procedures Committee, and the Pastor, who shall serve as an *ex officio* member without vote. The members of said committee shall consist of two (2) members to serve three (3) year rotating terms, two (2) members to serve two (2)

year rotating terms, and one (1) member to serve a one (1) year rotating term.

The Operating Policies are established to *ensure* that the procedures for inurnment and memorializing are carried out in an orderly and reverent manner and explain the services provided by the Church in connection with these activities. Any manner not covered in this policy will be *submitted to the Columbarium Committee and Pastor for review and decision. These procedures and policies shall not be suspended, repealed, annulled, altered, or amended unless such change is submitted in writing, presented to the Committee, and approved by the Church.*

III. Description

The Columbarium shall consist of niches, uniform in *shape, size, and color* for the inurnment of the ashes of cremated *remains*. Each niche shall be covered with a *black granite plate, uniform in shape, size, and color*, which shall be engraved with the name(s), dates of birth and death of the deceased, *and an approved symbol selected from Appendix _____, if desired.* The Memorial and Remembrance plaques will also be engraved with the name(s), dates of birth and death of the deceased, *and an approved symbol selected from Appendix _____, if desired.*

IV. Eligibility

An Inurnment Agreement will be executed *by each purchasing party* for each Columbarium niche. This instrument *sets forth the rights and responsibilities of each party to the agreement, including both the purchaser and CFBC.* The Columbarium niches shall be available to any *person* who pays the full purchase price, *as set forth in the attached appendices.*

V. Purchases of Niches and Memorial Plaques

Niches are available to anyone desiring inurnment of cremated remains on the grounds of CFBC. The reservation of a niche and the payment of the *purchase price in full gives the purchaser the right to be inurned therein, but does not convey ownership of the niche nor the property whereupon it is located to the purchaser.* CFBC provides only the niches and engraved plaques. *CFBC is not responsible for any additional costs (i.e. urns) or funeral expenses.*

The family or estate of a decedent desiring utilization of a niche where a reservation was not made prior to death may also purchase a niche for the inurnment of cremated remains if any unpurchased niches remain at that time, upon payment of the fees currently in effect.

The rights to use a niche may not be sold and are non-transferable. Designation of the *remains* to be inurned may be changed via a request submitted in writing *to the Columbarium Committee for approval by the purchaser or the executor of the purchaser's estate after death.* A niche may be surrendered back to CFBC by the purchaser via written notification. *The purchaser will receive a full refund, less an administrative legal fee of \$200, upon acceptance and approval of the purchaser's surrender request.*

Legal title to all niches and plaques shall at all times remain the sole property of CFBC.

CFBC retains full authority to move or relocate niches, remains inurned therein, and memorial plaques at anytime if for any reason the Columbarium must be relocated. Any move or relocation shall be at the expense of CFBC.

Each columbarium niche *shall be* assigned a specific number. The Church Secretary, the Pastor, and the Columbarium Committee Chairperson shall each *retain* a copy of *these numbers*. Specific niches for the inurnment of cremated remains may be purchased or reserved by eligible persons upon payment of designated fees and execution of required documents. *A reservation request may be altered or changed to a different niche number upon written request of the purchaser to the Columbarium Committee for review and approval.*

A schedule of current fees is attached *hereto* as *Appendix A*. *Said fees are subject to change upon the recommendation of the Columbarium Committee and approval by the Church*. A contract for the purchase of the use of a Columbarium niche is attached *hereto* as *Appendix D*.

VI. Cancellation

If a niche remains unused *for more than five (5) years* after the death of the *purchaser*, the niche *shall* revert to CFBC without refund *to the estate of the purchaser*. However, within the *same five (5) year* period after the *purchaser's death*, the Committee will honor the first request from any eligible next of kin or *person designated by the original purchaser's estate* and the contract will be reissued in *said person's* name.

The Committee shall send written notification of reversion by certified mail, return receipt requested, to the estate of the original purchaser after five (5) years from the death of the original purchaser. Said notification shall be sent to the most recent address provided by the original purchaser. The estate of the original purchaser must make a request to substitute use by a person other than as stated on the original contract or for surrender within seven (7) days of receipt of notification of reversion from the Committee. CFBC shall not be liable for non-receipt of said notification due to any change of address not provided to the Committee. The Committee may immediately offer for resale any reverted niche where said notification is returned to CFBC by the United States Postal Service as undeliverable.

VII. Management and Recordkeeping

The Columbarium Committee, with the assistance of the Church Secretary and/or Treasurer, will receive all payments for the purchase of niches and will recommend all expenditures *related to the management and expansion of the Columbarium* to the Church *for approval*. The Columbarium fund *shall be a separate line item on the Church budget* and, therefore, *shall be* under the control of the Church. Appropriate annual audits and reviews will be performed in accordance with the Church's regular accounting procedures.

The Committee will maintain a record of each inurnment in the Columbarium and inscription of names on the Memorial and Remembrance plaques. The name(s) of the deceased in each niche, the deceased's date(s) of birth and death, the deceased's next of kind or legal representative, *as well as a copy of the deceased's death certificate* shall be *maintained within those records*. The Committee shall also maintain a diagram of the niches *which indicates any reserved niche and the names of the purchaser and next of kind/legal representative*.

It shall be the *sole* responsibility of the purchaser to keep the Columbarium Committee advised at all times of their current mailing address, the person for whom the niche is reserved, and of the next of kin or legal representative of the person to be inurned. The purchaser will be the person whom the Columbarium Committee shall contact for any reason *associated with the Columbarium and/or niche reservation*. Notification of any nature shall be sent to the last address supplied to the Columbarium Committee, which shall then be relieved of the any notice obligations

contained within these policies.

VIII. Inurnment

A. Memorial Services

Memorial services for the inurnment of cremated remains will be designed and conducted by a Pastor *or designated person* in consultation with the decedent's family, *which shall be subject to approval by the pastor of CFBC. The use of any CFBC facilities (i.e. Ewing Chapel) shall be governed by the policies and payment of any associated fees in existence at that time. Any person desiring use of CFBC facilities shall contact the Church Secretary for more details. No additional fee shall be required for conducting a memorial service at the Columbarium site.*

B. Urns

Urns containing cremated remains in the Columbarium niches shall be provided by the deceased's family or legal representative, who shall be responsible for the cost of *said* urn. A niche may inurn one or two urns of cremated remains. The interior dimensions of each niche shall be 11 ½" high by 11 ½" wide by 17 ½" long. *Any urn utilized must fit within these dimensions.*

C. Costs

The cost of cremation is not covered by any fee paid to *CFBC* pursuant to these policies and procedures. *CFBC does not and will not offer or endorse any cremation services. No expenses other than those prescribed herein are covered by the payment of fees to CFBC. A list of available area crematories is attached hereto for the convenience of purchasers and family members as Appendix H.*

D. Niche Covers and Memorial Plaques

Engraving of niche covers will be of uniform size and style as *proscribed* by the Committee. Engraving is included as part of the fees contained in *Appendix A*. Each niche will only be inscribed with the name, dates of birth and death of the each deceased contained therein, *and an approved symbol if desired*. Niches containing the remains of two persons will be inscribed with such information for both persons. No other inscriptions *are* permitted.

In Remembrance plaques for persons whose remains are scattered in the scattering garden may be purchased for display in the Columbarium area. Memorial plaques in memory of persons buried, inurned, or scattered elsewhere may also be purchased for display in the Columbarium area. Said plaques will be inscribed in conformity with niche covers, as described above.

E. Decorations and Maintenance

The Committee is responsible for suitable plantings, landscaping, and upkeep in the Columbarium area. No other flowers, plants, or other decorations may be placed in the Columbarium area without prior approval of the Committee.

Any damage to the structure of the Columbarium niches shall be repaired by CFBC. Any damage to the niche, in

remembrance, or memorial plaques shall be repaired by CFBC upon request of the estate or family of the deceased, who shall bear the cost of said repairs.

F. Opening and Reopening of Niches

The opening and closing of a columbarium niche shall be conducted by a person designated by the Columbarium Committee.

Reopening and removal of an urn from a niche may be done upon the submission of a written request to the Columbarium Committee and Pastor. Such request shall be accepted by the Committee from the executor of the decedent's estate or the closest related next of kin should the executor also be deceased at that time. Said reopening and removal shall be conducted by a person designated by the Committee at a time mutually agreeable by the parties.

G. Niche Specifications

The niches in the CFBC Columbarium were constructed by _____, who provided the following specifications for the niches contained within the Columbarium:

1. High strength reinforced 9000 PSI concrete
2. Honeycomb pre-cast technology
3. #3 grade 60 rebar
4. ACI approved producer

IX. Authority

A. Supervision

The use, management, and maintenance of the Columbarium shall be supervised by the permanent Columbarium Committee of CFBC. The Committee shall consist of five (5) members, who shall be nominated by the Church Nominating Committee and approved by the Church. The Pastor shall serve as an *ex officio* member without voting rights. The Chairperson of the Columbarium Committee shall be elected by the members of the committee. The Committee shall function under the general supervision of the Church and shall report to the Church annually or more often if deemed necessary.

The Columbarium Committee will retain the authority to amend, change, or modify these policies and procedures, which shall govern all activities and services related to the Columbarium. Said amendments are, however, subject to the final approval of the Church.

B. Liability

The Church assumes no liability of any kind for the maintenance or preservation of the urns or remains contained within the Columbarium niches or for any loss or damage to the urns. **Persons using the Columbarium area and/or church grounds assume the risk of using said areas and agree to hold harmless CFBC in the event of any injury, accident, or damage to themselves and their property. CFBC assumes no liability of any kind for any activity conducted on its grounds.**

Appendix A

Community Fellowship Baptist Church, Inc. Columbarium Price List

The prices contained herein were approved upon recommendation of the Columbarium Committee by the Church body, as ratified on _____. Said prices are subject to change at any time, upon ratification by the Church body of a recommendation by the Columbarium Committee.

A. Columbarium Niche

1. Single Occupancy \$2,000

2. Double Occupancy \$3,000

B. Inscribed Granite Scattering Garden Plaque or Inscribed Granite Memorial Plaque

Per Inscribed Name \$500

Appendix B

I Ewing Chapel Columbarium

Application for Purchase of Columbarium Niche

****NOTE:** *Please complete a separate application form for each single niche to be purchased.*

Full Name of Applicant _____

Mailing Address _____

Physical Address (if different) _____

City _____ **State** _____ **Zip** _____

Telephone (Home) _____ **(Work)** _____

Item Purchased: ___ Niche ___ Unit ___ Number
 ___ Single ___ Double

Name of Person to be Interred _____

Relationship to Applicant _____

Please provide the following information for the person to be interred (if still living) or two closest living relatives (if deceased):

Name _____

Address _____

Telephone (Home) _____ **(Work)** _____

Name _____

Address _____

Telephone (Home) _____ **(Work)** _____

Appendix C

**I Ewing Chapel Columbarium
Community Fellowship Baptist Church, Inc.
184 Broadwater Avenue
Gate City, Virginia 24251**

Vital Information Record

Niche Number _____

Contract Date _____

Paid in Full _____

Partial Payment _____

Full Name of Person to Be Inurned

Address _____

Phone _____ **(Home)** _____ **(Work)**

Full Name of Spouse or Next of Kin (state relationship)

Address _____

Phone _____ **(Home)** _____ **(Work)**

Death Certificate

Upon death of the applicant or person to be inurned, a copy of the decedent's death certificate shall be filed with the church. Said death certificate shall be attached to this form and maintained with the applicant's original application and vital information record.

Date Received: _____

Appendix D

*Ewing Chapel Columbarium of
Community Fellowship Baptist Church, Inc.
184 Broadwater Avenue
Gate City, Virginia 24251*

Contract for Purchase and Maintenance

This contract for purchase and maintenance is made and entered into this _____ day of _____, 20_____, by and between *Community Fellowship Baptist Church, Inc.*, hereinafter referred to as “the Church,” and _____, hereinafter referred to as “the purchaser.”

WHEREAS the Church designated a plot of land on its grounds known as “the Columbarium,” which is designated as a repository for the cremated ashes of eligible persons;

WHEREAS the Church established Policies and Operating *Procedures*, hereinafter referred to a “policies,” which are attached hereto and are incorporated by reference into this contract, which shall govern eligibility and use of the Columbarium;

WHEREAS the Church desires to sell and purchaser desires to purchase the use of a niche contained within the Columbarium;

NOW, THEREFORE, for and in consideration of the foregoing recitals, the mutual promises and covenants contained herein, and other good and valuable consideration received by the Church, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree to each of the following:

1. The Church agrees to provide to the purchaser and the purchaser agrees to purchase from the Church the use of a niche located within the *Ewing Chapel Columbarium* for the cremated remains of one (1) or two (2) persons;
2. The Church agrees to provide an inscribed granite niche cover, as specified on the attached inscription certificate, and to provide perpetual maintenance of said niche and Columbarium grounds;
3. The total purchase price shall be payable to the Church upon *the execution of this contract*. This price includes use of one (1) niche and engraving of one (1) granite niche cover. This price *does not include* the purchase of an urn, which is required in order to house cremated remains within the niche. The purchaser understands it is his responsibility to provide an urn prior to the designated date for inurnment of cremated remains;

4. The Church shall retain the full legal title to the Columbarium, grounds, and each individual niche. This contract conveys only the right to the use of the niches contained within the Columbarium, pursuant to the policies attached hereto and incorporated by reference;
5. The Purchaser acknowledges that he has received and read the policies, is familiar with the contents thereof, and agrees to be bound by each *provision therein*. The Purchaser further agrees to be bound by any future changes, *either additions or deletions*, to said policies. *The Church agrees to notify the purchaser of any changes to said policies by certified delivery, return receipt requested, to the last address provided by the purchaser within ten (14) days of the ratification of said changes by the Church body. The purchaser must submit a written request for a refund, subject to the policies, within fourteen (14) days of receipt should the purchaser not agree to be bound by any of the amendments;*
6. The purchaser authorizes the Church to relocate the Columbarium, his or her niche, and any cremated remains contained therein to another proper location should it become necessary for any reason, including, but not limited to a relocation or modification of the Church facilities. This authorization shall be binding upon the purchaser's heirs, executors, legal representatives or administrators, and assigns. The purchaser shall be notified of any relocation pursuant to the policies;
7. The purchaser warrants that he or she has all the legal rights, title and interest in and to the mortal remains of the person(s) anticipated to be inurned *within* the Columbarium and further warrants that he or she has the full *legal* right and authority to execute this contract. The Church has and assumes no responsibility to further inquire into the authority of the person executing this contract;
8. The purchaser and/or his or her legal representative shall furnish the Church with the *required* information on the *Columbarium Application and Engraving Form, which is attached hereto and incorporated by reference into this contract, at the time this contract is executed;*
9. This contract constitutes the entire agreement between the parties hereto and it is understood and agreed that all undertakings, negotiations, representations, promises, inducements and agreements entered into between the parties are *merged and contained herein*. *It is further agreed and understood that the policies attached hereto are incorporated by reference into this contract and that the Church and the purchaser are bound by each of said policies*. No waiver of any of the provisions in this contract *or in the attached policies* shall be valid unless *they are attached hereto in writing* and signed by the party against whom the waiver is sought to be enforced. The provisions of this contract shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, personal representatives, successors, and assigns. The provisions of this contract shall be governed by and construed and enforced in accordance with the laws of the *Commonwealth of Virginia*. The parties further agree that jurisdiction and venue of any dispute arising from this contract shall be in *Scott County, Virginia;*

10. Arbitration Clause: The parties agree that any dispute related to this contract and the attached policies shall be submitted to binding arbitration, and all costs associated thereto, including attorney's fees for the successful party, shall be borne by the unsuccessful party.

Ewing Chapel Columbarium
Community Fellowship Baptist Church, Inc.

Church Official

Purchaser

NOTARIZATION:

My commission expires _____ day of _____, _____.

Notary Public

Copies distributed:

_____	Committee File
_____	Church File
_____	Purchaser copy

Appendix E

Community Fellowship Baptist Church

**Receipt for Purchase
Ewing Chapel Columbarium**

Date of Receipt: _____

Received from _____

Purchase of:

_____ **Niche(s) #** _____

_____ **“In Remembrance” plaque** _____

_____ **“In Memory of” plaque** _____

Total Amount Due _____

Payment plan requested: _____ **Yes** _____ **No**

10% Down payment required _____

Payment Due each month _____

Payments due on the _____ **day of each month, beginning on the date of the contract execution and continuing for a period of twenty-four (24) months, to** _____.

Total Received _____

Received by:

Ewing Chapel Columbarium
Community Fellowship Baptist Church, Inc.

Church Official

Copies distributed:

_____ Committee File
_____ Church File
_____ Purchaser copy

Appendix F

**Ewing Chapel Columbarium
Community Fellowship Baptist Church, Inc.
184 Broadwater Avenue
Gate City, Virginia 24251**

Certificate of Right to Use

The Community Fellowship Baptist Church, Inc., incorporated in Gate City, Virginia, *owns and maintains a Columbarium on the grounds of the Church, located at the address listed above; and in consideration for the payment of fees in accordance with the contract executed by the purchaser* hereby grants the sole and perpetual use of Niche _____ as shown on the diagram *attached hereto* and on file in the office of Community Fellowship Baptist Church, Inc. to _____ (purchaser).

This *Certificate of Right to Use* is subject to the provisions, conditions, limitations and privileges set forth in the *Ewing Chapel Columbarium Policies and Procedures, as adopted by the Church body of Community Fellowship Baptist Church, Inc.*

This *Certificate of Right to Use* is valid only for the inurnment of the created *remains of the purchaser or as designated by the purchaser as further described in the Policies and Procedures governing the Columbarium. This Certificate of Right to Use may not be transferred for use by any other person and may not be sold, also as described in the Policies and Procedures.*

Community Fellowship Baptist Church, Inc., reserves the right to enlarge, remodel, move, remove, or replace the Columbarium subject to the recommendation of the Columbarium Committee and ratification of the Church body. If the niche listed herein is affected by any relocation, Community Fellowship Baptist Church, Inc., shall substitute another niche of substantially like size and character, in which event the purchaser named herein shall have the rights in such substituted niche as are granted hereby.

***Ewing Chapel Columbarium
Community Fellowship Baptist Church, Inc.***

Church Official

Dated: _____

Copies distributed:

_____ Committee File
Church File
Purchaser copy

Appendix G

I Ewing Chapel Columbarium

Engraving Authorization Form

Note: A separate engraving authorization form must be completed for each item to be inscribed.

Please check the item to be inscribed below:

_____ (1) Niche _____ Unit _____ Number (___Single ___Double)

_____ (2) "In Memory" plaque

_____ (3) "In Remembrance" plaque

Desired Inscription

(1) _____ Name of Deceased Person

(2) _____ Date of Birth

(3) _____ Date of Death (supplied at later date)

(4) _____ Symbol (if desired)

Information for Second Name (complete only if inscribing a double niche)

(1) _____ Name of Deceased Person

(2) _____ Date of Birth

(3) _____ Date of Death (supplied at later date)

(4) _____ Symbol (if desired)

Engraving Authorization: I hereby authorize engraving of the Niche or *Memorial Plaque* as described above. *Community Fellowship Baptist Church, Inc., and the engraving company will not be responsible for any errors contained within information provided by the purchaser on this engraving authorization form.*

Date

Purchaser

Appendix H

List of Local Crematoriums

*****Note: Community Fellowship Baptist Church, Inc., provides this list of local crematoriums solely for the convenience of persons desiring information about local cremation options. Inclusion on this list does not constitute endorsement by Community Fellowship Baptist Church, Inc., of the services provided by the businesses named herein.***

*****We'll get these addresses & complete before presentation to the church for approval******