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# CONSTITUTION

## PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

### I. NAME

This incorporated body shall be known as Downsville Baptist Church located at 9371 S. University Parks Dr., Robinson, Texas 76706.

### II. OBJECTIVES AND MISSION

#### THE MISSION PURPOSE OF DOWNSVILLE BAPTIST CHURCH IS...

- To worship and serve God to fulfill the Great Commission of Jesus Christ set forth in Matthew 28:19-20. To commit individually to share the gospel with individuals in families, work, school and community. To witness of the church's ways of ministering to individual needs. To be sensitive to needs of others and share with those who could meet those individual's needs.
- Show the love of Christ to all men and be guided by Jesus in all our endeavors in ministering to our church, community and world. Let others see Jesus in us, touch lives, serve others, faithfully seek God, and to love and accept as God loved us.
- Proclaim the Gospel of Jesus Christ to the world. Teach our members to become mature in Christ and ministering unselfishly to all regardless of race or social standing.
- To provide a meaningful worship experience for all, totally based on God's Word. To disciple new converts and members to grow in their spiritual walk.

### **III. STATEMENT OF FAITH**

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention of 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

### **IV. RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support local associations, networks, and state conventions affiliated with 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 Lord 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 in Christ.

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 doctrine; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church and the relief of the poor, and the spreading of the gospel through all nations.

We also strive to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid gossiping and backbiting, and excessive anger; to abstain from the use of intoxicating drinks as a beverage; and to abstain from the sale of intoxicating drinks if within our control. We strive as a body of baptized believers to take a stand against deeds of the flesh and to live according to the fruits of the spirit as stated in Galatians 5:19-26.

We further strive 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.

We moreover commit 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.

## **VI. MISCELLANEOUS-DISSOLUTION**

We as a Church will conduct all business and activities in line with the general purpose of which it was formed, being; to provide a facility to win lost souls, to provide a facility for evangelical churches to provide Christian education, service, leadership, training and recreational opportunities for persons of all ages and sexes, to promote missions and stewardship and to magnify the calling out of those whom God has called, to provide facilities and equipment for such an outreach program and ministry. This body of believers will direct its endeavors to accomplish the above through a spirit of cooperation with all those interested therein. It is operated in a way that does not result in accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

The Church pledges its assets for use in performing the organization's designated purpose. The church reserves the right upon the affirmative vote of 2/3% of its active members, to provide for the distribution of certain specific assets to a non-profit or charitable organization(s) that is qualified as an exempt organization under Section 501c (3), Internal Revenue Code of 1954. It directs that on dissolution of the church by the vote of 2/3% of the active members or by operation of law, any assets of the church that have not been previously designated for distribution to a specific non-profit or charitable organization shall be distributed and transferred to be used for the furtherance of the gospel.

**By-Laws  
Policies & Procedures**

# I. CHURCH MEMBERSHIP

## Acceptance For Membership

Upon a majority vote of the membership in a regular convened business meeting, applicants for membership may be received as members in the following ways:

- A. **By Experience and Baptism.** This method is dependent upon the following important qualifications:
  - 1. **Spiritual.** There must be repentance of the nature expressed in the New Testament, followed by an outward and inward recognition of faith in Jesus Christ as Savior.
  - 2. **Ceremonial.** This qualification is baptism. According to the scriptures, this is the believer's first public act of obedience to Christ. The mode is immersion of the candidate by an ordained minister of this church or, in his absence, by a duly ordained minister of like faith upon authority of the church.
- B. **By Letter from an existing Baptist church of like faith.**
- C. **By Statement from a Baptist church of like faith.**
  - 1. A member may join from such church by his statement of having been an active member of that church in good standing. Such statement must be made to the pastor or moderator at the time one presents himself for membership to this church.
  - 2. A former Baptist joining from a church of another denomination.
- D. **In Absentia.** This would apply when a church member would be physically handicapped, or providentially hindered from moving his letter in person.
- E. **From Another Denomination.**
  - 1. By statement of their conversion and baptism by immersion after adequate information is given to the church that their beliefs are of like faith and order.
  - 2. If their belief concerning conversion and baptism is different, they must then come by Profession of Faith and the Ordinance of Baptism.

## Acceptance For Watch Care

This church shall accept those persons who present themselves for Watch Care. They shall not, after acceptance, be considered voting members nor teach a class.

### **Classes of Members**

1. Members of the church shall consist of all members who are “actively involved” in the Church, unless such members are transferred to the inactive membership roll.
2. Those members who have had no contact, contribution, or known participation with the Church for a period of one year will be transferred to the inactive membership roll.
3. The Church Clerk shall annually, or as the need arises, inspect the membership roll and determine those members who have not been “actively involved” in the Church as stated in paragraph 2. Upon identification of those members, the Membership Committee shall approve and transfer those members to the inactive membership roll. The determination by the Membership Committee shall be final and conclusive.
4. Any member whose name appears on the inactive membership roll may request that his or her name be transferred back to the active membership roll by making such request in writing to the Membership Committee after becoming “actively involved” in the Church. Such transfer back to the active roll shall be made thirty days after the request if the Membership Committee is able to confirm that the member has become “actively involved” in the Church again.

### **Rights of Members**

1. Every member of the Church who is on the active membership roll is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present. Members of the Church on the inactive membership roll are not entitled to vote. Cumulative voting shall not be allowed on any matter to be voted upon.
2. Every member of the Church on the active membership roll is eligible for consideration by the membership as candidates for the elective offices in the Church. Members on the inactive roll are not eligible for such consideration.
3. Every member of the Church may participate in the ordinances of the Church as administered by the Church.

## **Membership Committee**

The membership committee shall consist of the Deacon Chairman, Deacon Vice-Chairman, and Church Clerk. The Pastor is the ex-officio member of this committee.

## **Dismissal From Membership**

Members of this church may be dismissed only in the following ways:

- A. By letter to join another Baptist church of like faith and order.** A letter of dismissal shall be issued only at the request of the Baptist church of which one is a candidate for membership.
- B. By erasure.** This is done by action of the church for the following reasons.
  - 1. The name of a member joining another church in which a letter cannot be granted will be erased from the roll.
  - 2. The name of a member requesting release from membership shall be erased.
- C. By exclusion.** Such action may be taken through the following procedure only: The Deacons and/or the Pastor shall recommend the exclusion with adequate reason thereof to a regular stated church conference which shall vote thereon with a simple majority prevailing.
- D. Death.**

## **Membership Utilization**

In order to more effectively utilize the membership of the church, the following should be observed:

- A.** A roster of the various church ministry teams should be published in the church publications on a periodic basis.
- B.** The Administrative & Church Care Ministry Team should determine those individual church members having multiplicity of duties and tactfully redistribute a part of those duties to other members, with particular emphasis on assignments for new members.
- C.** A church worker survey should be conducted every year to determine the particular interests of all members and places where they would prefer to serve. This survey should be conducted through the use of a card, which each member would be asked to complete in detail.
- D.** Ministry team leaders should be charged with the responsibility of utilizing the entire personnel of their team rather than acting alone.
- E.** A deacon or a church member should contact all new members and determine their preference of church duties and responsibilities to be used in future assignments. Special consideration should be given to new members of the church to assimilate them into the work and ministry of the church.

## **Church Discipline**

In the belief that the church's fellowship and integrity are essential to the fulfillment of her mission in the Kingdom, the following procedure will be the standard for all attempts to restore fraternal relationship and to administer discipline:

Conditions or grievances, deemed worthy of attention by the church, will be submitted in written form to the chairman of the Deacons over the signature of one or more church members.

The chairman of the Deacons, in conference with the Pastor, will appoint a committee of three church members to investigate the stated situation. Following a careful investigation, the committee will recommend to the chairman of the Deacons what it deems to be the wisest course of action to resolve the problem. The best interest of both the individual and the church will be the object of all recommendations.

The committee and the chairman of the Deacons will exhaust all alternatives for resolving the problem apart from bringing the matter before the Deacons. If the remedies pursued by the committee have failed to accomplish a satisfactory resolution, the committee may bring the matter to the Deacons and, in turn, to the church-at-large for whatever action, by simple majority vote, may be deemed appropriate.

This procedure is based upon our Lord's counsel to the church on such matters, as found in Matthew 18:15-17.

## **II. CHURCH OFFICERS**

The officers of the church shall be the Pastor, the Ministerial staff, a Clerk, a Treasurer, and three (3) Trustees.

### **THE PASTOR**

The church shall respect the view that a Pastor, being called of God, is the under shepherd who leads the church in all matters pertaining to the Kingdom of God. While the Pastor shall be involved in all phases of the church's life, his primary responsibility shall be to proclaim and to make relevant the Word of God as recorded in the Bible. The Pastor's period of leadership shall be for an indefinite duration.

### **CALLING OF THE PASTOR**

The church shall extend the call to the Pastor in the following procedure:

A committee of three (3) shall be appointed by the chairman of the Deacons to assist the chairman in naming a Pastor Search Committee. In turn, the Pastor Search Committee shall be recommended to the church for approval. The responsibility of the Pastor Search Committee shall be to organize itself in the way that will best facilitate the seeking of a Pastor. Upon reaching agreement, the Pastor Search Committee shall present the prospective Pastor's name to the church in a regular or called session for final approval. Election shall be by secret ballot, an affirmative vote of seventy-five percent (75%) of those present and voting being necessary for approval.

### **REMOVAL OF THE PASTOR**

If at any time the church deems it necessary to change Pastors for the betterment of the church and the advancement of the Kingdom of God, the change may be brought about in the following manner:

At any regular or called meeting of the Deacons with seventy-five percent (75%) of the active Deacons present, the Deacons, by a majority vote, may recommend to the church that a change of pastoral leadership be made. The action of the church shall be by secret ballot and approval by seventy-five percent (75%) of the present and voting church body in regular session.

## **THE MINISTERIAL STAFF**

### **MINISTER OF MUSIC & WORSHIP**

The Minister of Music and Worship is responsible for assisting the church in planning, conducting, and evaluating a comprehensive music ministry and meaningful worship services. This position may be volunteer or paid.

### **MINISTER TO CHILDREN**

The task of the Minister to Children is unique and specialized. It requires knowledge and a variety of skills for developing ministry from birth through grade 6. More important, the Children's Minister must love children and desire for God to use him/her to win them to Christ. This position may be volunteer or paid.

### **MINISTER TO STUDENTS**

The Minister to Students is responsible for developing a comprehensive student program, 7-12 grade and college. This person is responsible to the Pastor for the development and promotion of the student ministries of the church. This position may be volunteer or paid.

### **CHURCH CLERK**

The office of church clerk shall be filled by election of the church. The term of office shall be three (3) years commencing after election in a regular or special called conference. They may serve only one (1) term before rotating off this position and are not eligible for re-election for at least one year.

**DUTIES:** It shall be the duty of the church clerk to take or cause to be taken minutes of all church conferences and to prepare or cause to be prepared such minutes in final form to be included in the permanent records of the church; it shall also be the duty of the church clerk to keep or cause to be kept the church roll of membership and to issue or cause to be issued letters of dismissal when authorized by vote of the church; and it shall be the duty of the church clerk to assist the Pastor in receiving new members into the church by helping the party presenting himself for membership to complete the forms provided and to read the form when completed.

### **CHURCH TREASURER**

The office of church treasurer shall be filled by election of the church. The term of office shall be three (3) years commencing after election in a regular or special called conference. They may serve only one (1) term before rotating off this position and are not eligible for re-election for at least one year.

**DUTIES:** It shall be the duty of the church treasurer to serve on the Administrative & Church Care Ministry Team, to present the monthly financial reports to the regular quarterly conference

of the church, and to work closely with the Pastor and ministry team in handling all financial matters of the church.

### **CHURCH TRUSTEES**

Three (3) members of the church shall serve as Trustees. These Trustees shall, when duly and properly authorized by a vote of the majority of the membership in business conference assembled, be authorized to execute any instrument of conveyance of such real estate unto the Grantee designated by the membership in business conference assembled.

The said Trustees shall, furthermore, when duly and properly authorized and empowered to do so by the membership of the church following a majority vote thereof in business conference assembled, make, execute and deliver unto any named payee any note of other evidence of any duly authorized indebtedness of the church and the membership. The said Trustees shall furthermore be authorized to execute deed of trust and security instruments for the purpose of securing any payee in the advancement of any sum of money or the sale of personal property to the church.

The three (3) Trustees or the Pastor and any two (2) Trustees shall have the authority to negotiate any matter of business upon approval of said business by the church in a regular or special called business meeting.

At the time of the election of a Trustee, said individual shall resign, be removed or be re-elected to serve for a three (3) year term. A Trustee shall be elected from the membership of the church at large. The Deacons shall nominate a member to serve as Trustee following which nomination, at the next regular business conference, the church at large shall consider the matter of election. At such regular conference the nomination of the Deacons shall be offered to the membership together with any other nominations, which may be made, by the membership from the floor. After the nominations have ceased, an election shall be conducted. The nominee receiving the greatest number of votes shall be declared a duly elected Trustee.

If any Trustee becomes incapacitated to serve or conducts himself in a manner deemed inappropriate, the Deacons shall consider any such situation in a regular session. Should the Deacons, by a majority vote, decide to remove such Trustee, their decision shall be made known to in a regular or special called church business conference and the membership shall be afforded the right to vote upon the matter of removal or retention of such Trustee. The vote on the proposition of whether or not to remove a Trustee shall be conducted in a manner deemed appropriate by the moderator of such business conference.

## DEACONS

The growing challenge of a church and its natural changes within make necessary occasional appraisals of possible modification in the church's policy concerning the constituency and the method of sustaining Deacons. At the same time, if a sound policy is to be maintained, any changes must be governed by certain basic principles. First, Deacons, as ministers do, experience ordination only once; but their term of office in a particular church is ordinarily dependent upon the expressed will of the church. Second, the welfare of the church requires the preservation of the maturity of judgment of experienced Deacons, while she attempts to utilize and to train potential leadership for her future. Third, the magnitude of the church's ministry requires a deacon possessed of a vitality, which comes only from a constituted membership of Laymen actively committed to their delegated church responsibilities.

In keeping with the foregoing principles, the Downsville Baptist Church adopts the following policy on church Deacons:

- A.** All participating members of the present body of Deacons will continue as active members. The Deacons shall meet quarterly prior to the regular quarterly Business Meeting of the church.
- B.** The number of Deacons to be ordained will be determined by the Deacons and recommended to the church for its approval at a regular or specially called business meeting.
- C.** A deacon who comes for membership from another church of like faith and order may be considered to become a member of the active Deacons, after six (6) months, upon receipt of a favorable letter of recommendation from his church, former Pastor, or former chairman of Deacons. The responsibility of contacting these prospective deacons shall be assigned to the chairman of Deacons and submitted for approval to the Church.
- D.** It shall be the policy of the church to place a deacon on the inactive list of Deacons upon his request or upon his absence from regular Deacon meetings for three (3) consecutive meetings, except for reasons communicated and acceptable to the Deacons.
  - 1.** One who requests inactive status shall be entitled to regain active status upon his request to the chairman of the Deacons and acceptance by the Deacons.
  - 2.** One who is placed on inactive status by reasons of his failure to serve for three (3) consecutive meetings may be reactivated upon approval by the church after recommendation by the Deacons.
- E.** The procedure to elect new Deacons shall be as follows:
  - 1.** Upon approval of the existing Deacon body and the church to ordain new Deacons, a questionnaire will be given to all the men in the church who feel they would like to turn in a questionnaire. The church fellowship and deacons may also submit names of potential deacons to the deacon fellowship.

2. When the questionnaires are completed or names submitted, they will be given to the Pastor or chairman of the Deacons and referred to a committee of four (4). Four (4) of such members shall be selected from the Deacon body by majority vote of the Deacons and recommended for nomination to the church-at-large. The Chairman of the Deacons shall designate the chairman of this committee. The committee should carefully consider every man in the church whose service, character, and potentialities recommend him as worthy of being a Deacon.
3. After selecting the nominees for Deacons, each Deacon nominee will be expected to study the qualifications and duties of the Deacon.
4. After completion of the study, the nominees shall be recommended to the church for approval in a regular or special called business meeting. Upon election by the church, the newly elected Deacons shall be ordained at the time selected by the Pastor and begin their service the meeting after their ordination.
5. The vote of the Deacon shall be made by secret ballot with a simple majority ruling.

### **STANDARD FOR DEACONS**

A church confers upon a layman a high honor when she elects him Deacon. However, this office is not a position of honor alone. Its responsibilities are great, and the Downsville Baptist Church has set the following standards for her Deacons.

- A. He should have the qualifications set forth in 1 Timothy 3:8-13
- B. He should live a consecrated Christian life, bringing no reproach upon the church or the cause of Christ.
- C. He should be a man of spiritual leadership and vision.
- D. He should attend all regular and special meetings of the church, unless hindered by something that the Lord would account a good reason.
- E. He should support the church as a tither.
- F. He should be evangelistic and missionary in spirit, deeply interested and active in the salvation of souls.
- G. He should cooperate with the Pastor and support the church's program to the full extent of his Christian conscience.
- H. He should guard the good name and character of every church member.
- I. He should seek to lighten the load of his Pastor so that the Pastor may give himself to "prayer and to the ministry of the Word."

- J.** His main business should be the expansion of the kingdom of God.
- K.** He must be a member of the church for at least one (1) year or six (6) months in the case of a deacon who comes from the membership of another church of like faith and order.
- L.** In considering the phrase the “husband of one wife”, our church and deacon fellowship renders that to mean totally and completely committed to one woman. It does not necessarily exclude a man who has been divorced. Each case should be rendered on its own merit making sure that there has been adequate time for repentance and renewal to take place in this person’s life.

Our church fellowship does not ordain or consider women for the position of deaconesses.

**III. MINISTRY TEAM ORGANIZATION**  
**(All Ministry Teams must have at least 5 members)**

**MISSIONS & DISCIPLESHIP MINISTRY TEAM**

This ministry team shall be responsible for the following areas of ministry: Audio/Visual, Baptism, Lord's Supper, Worship, Missions/Outreach, and Discipleship in the areas of Children, Student and Adult Ministries.

**FELLOWSHIP & CHRISTIAN CARE MINISTRY TEAM**

This ministry team shall be responsible for the following areas of ministry: Church Wide Fellowships, Decorations, Kitchen and Fellowship Hall area, Benevolence, Flowers/Cards, and Prayer Ministry.

**ADMINISTRATIVE & CHURCH CARE MINISTRY TEAM**

This ministry team shall be responsible for the following areas of ministry: Church budget and finances, personnel, church upkeep, repair and maintenance, and staffing of volunteer officers of the church and ministry teams.

**GENERAL INFORMATION:**

1. Ministry teams consist of at least 5 members (The Team Leader and at least 4 other members). The Ministry Team Leader directs his/her teamwork.
2. Ministry Teams meet as needed to determine direction and plans for their area of ministry. The recommendation is for the teams to meet at least once per quarter. The Ministry Team Leader will set the date and time and lead these meetings.
3. Ministry Teams may enlist others in the fellowship to help carry out their programs and ministries.

## IV. MINISTRY TEAM RESPONSIBILITIES

### Missions & Discipleship Ministry Team

**PURPOSE:** This team will be responsible for developing the church program in the areas of worship, missions and discipleship. The team will be responsible for planning special worship services, enlisting those to serve in the Sunday Morning Bible Study, as well as helping the church reach out in missions and outreach.

#### **SPECIFIC RESPONSIBILITIES:**

##### Worship:

1. Work with the Pastor and other staff in planning for special times of worship during special seasons of the years (Easter, Thanksgiving and Christmas). This will include special decorations, types of services, and other ways to enhance worship during these seasons.
2. Implement any additions or changes to the aesthetics of the church sanctuary and make recommendations to the appropriate ministry teams and the church for approval. This includes audio-visual equipment, music ministry and equipment, and other issues that involve worship.
3. Work with the Pastor and Deacons for the planning and implementation of special services pertaining to the ordinances of Baptism and the Lord's Supper. Suggest any equipment, clothing, or supplies needed to carry out the meaningful observance of the ordinances of the church.
4. Arrange for the seasonal change of floral arrangements and/or live arrangements in the worship center. Be responsible for updating of the foyer area and bulletin board.

##### Missions & Discipleship:

1. Be responsible for publicity and promotion of all mission offerings (Home, State, Associational, World Hunger and Foreign Missions).
2. Lead out in any special mission endeavors in cooperation with church and community and oversee these mission endeavors. (Example: Mission Trips, Associational Mission emphases, and others that may arise.)
3. Oversee the ministries of Children, Student and Adults and calendar any events on the official church calendar.
4. Staff all volunteer teachers and substitute teachers for all Sunday School Classes in each division.
5. Staff any special ministries (Missions, VBS, etc.) with volunteer leadership as the need arises.
6. Plan any special discipleship or worship emphasis in coordination with the pastor. These may include revivals, outreach emphases, special Bible Studies or other emphases.

##### General:

1. Submit to the Administrative and Church Care Ministry team an annual budget for the worship, missions and discipleship ministries by October 1 of each year.
2. Perform other duties as recommended by the Pastor and Church

## **Fellowship & Christian Care Ministry Team**

**PURPOSE:** This team will be responsible for developing the church program in the areas providing fellowships and socials at different times of the year. They will be in charge of the Kitchen/Fellowship Hall and events that utilize these areas. This team will also be in charge of benevolent and crisis needs of our church. They will organize cards and letters, flowers, and meals that essential provide Christian care for members and those outside DBC.

### **SPECIFIC RESPONSIBILITIES:**

#### **Fellowship:**

1. Work with the Pastor in planning for special times of church wide fellowship and socials for the church. Church wide fellowships should follow the guidelines of at least one (1) event each quarter. As much as possible these times of fellowship could be tied with special seasons and holidays during the year.
2. Provide meals suggestions, decorations and activities for these special fellowships.
3. Secure needed supplies and food for the carrying out these activities.
4. Maintain the kitchen and fellowship hall in a clean, orderly fashion and equip the kitchen with paper plates and paper goods as needed.
5. At least quarterly submit a calendar of events to the Pastor and church.
6. Develop policies and procedures for the kitchen and fellowship hall area as needed.

#### **Christian Care:**

1. Provide food for families during times of illness or the loss of family members within our church.
2. Oversee and promote special emphases of benevolence through out church and community. Some of these areas are food and clothing drives, Operation Christmas Child, Toys for Tots and other emphases.
3. Provide flowers and cards from the church for those members who have lost loved ones or need an encouraging word from our church.
4. Oversee the prayer ministry of the church and provide prayer cards that the church may send to those going through difficult times.

#### **General:**

1. Submit to the Administrative and Church Care Ministry team an annual budget for the fellowship, kitchen and benevolence ministries of the church by October 1 of each year.
2. Perform other duties as recommended by the Pastor and Church.

## **Administrative & Church Care Ministry Team**

**PURPOSE:** This team will be responsible for handling the administration of the church as well as upkeep of buildings and grounds. Their chief functions will be to provide good financial practices, personnel issues, and building and equipment issue of the church.

### **SPECIFIC RESPONSIBILITIES:**

#### **Finances:**

1. Work with the Pastor and church treasurer in providing monthly and quarterly reports of the financial health of the church.
2. Develop and present to the church an annual budget prior to the beginning of the fiscal year (January 1 – December 31). Promote and administer the church budget according to the policy and procedures of the church as stated in the Policies and Procedures section of the Church Constitution.

#### **Procedures Related to Budget Planning**

Develop the budget. The Administrative and Church Care Ministry Team has responsibility for developing the church's budget. Once the church has established its annual program of work, a budget can be planned and adopted to implement this program. In budget development, several important areas of work need to be considered.

- Record giving and potential giving of church members
- Analyze current strengths and weaknesses
- Evaluate budget requests from staff, organizations, and ministry teams
- Direct the annual budget preparation
- Present the budget to the church for review
- Present the budget to the church for adoption
- Administer the budget. Once the budget has been planned, adopted and subscribed, the Financial Ministry Team is responsible for administering the budget. Budget administration involves the following procedures.

Approve budget expenditures

- Compare expenditures with allocations
- Recommend needed adjustments to the budget
- Recommend adequate financial systems of accounting and receiving of funds
- Request an annual audit of financial records

Promote stewardship education.

- The ministry team should implement a continuing program of stewardship education.
- The stewardship program should have special stewardship education projects, such as Christian Money Management and estate planning seminars.
- The Administrative and Church Care Ministry Team should also keep the church informed as to the financial stability of the church and regular missions giving.

3. Disburse any funds or checks to the appropriate personnel and businesses as needed or scheduled.

4. File and store a monthly/quarterly church financial report along with a clerks report and minutes of the quarterly business meetings in the historical files of the church.

#### **Personnel:**

1. Maintain personnel records and payroll information on each full-time and part-time minister or employed by the church.
2. File needed reports on a timely basis to the Internal Revenue Service (Form 941) and issue W-2 and income information to ministers, employees, and vendors no later than January 31 of the new year for the previous year.
3. Handle any personnel issues that may arise as well as the hiring and dismissal of employees according to the Policies and Procedure Guidelines.

4. Arrange for recognition of and awarding of any anniversaries or special gifts made to ministers and employees.
5. Develop and recommend employee schedule and benefit increases to the ministry team for the upcoming year of service and submit them for inclusion in the upcoming proposed budget.

**Building & Grounds:**

1. Survey building and grounds at least every 6 months, notate any repairs or maintenance items that need to be corrected, and employ contractors or vendors to correct such issues as needed.
2. Church workdays may also be utilized to make needed repairs and upkeep to the church facilities.
3. Review annually all contracts that the church utilizes in its ongoing ministry. These include, but not limited to, insurance policies, internet service contracts, and other contracts for upkeep and repair.
4. Maintain a schedule for church cleanup with the members of the church and post such schedule on the church bulletin board in the foyer.
5. Maintain custodial supplies and equipment for the cleaning of the church.

**General:**

1. Submit to the Administrative and Church Care Ministry team an annual budget for the Financial, Personnel, and Repair and Maintenance ministries of the church by October 1 of each year.
2. Perform other duties as recommended by the Pastor and Church

## **V. CHURCH MEETINGS**

### **Meetings of the Church**

Unless otherwise specified, the meetings of the church shall be as follows:

- A.** Worship Services and Bible Study shall be held regularly on Sunday mornings and other times as determined by the Pastor.
- B.** Worship services, discipleship, and other training shall be held at other times as determined by the Pastor.
- C.** Quarterly Business Meeting: A regular business meeting (also known as a quarterly review) shall be convened quarterly on the last Sunday of January, April, July and October or soon thereafter as practical. The members present at any regular business meeting shall constitute a quorum.
- D.** Special Called Business Meeting: Other business meetings may be called at the regular services of the church in the following ways:
  - 1.** By the Pastor; or,
  - 2.** By the chairman of the Deacons at the request of the Pastor or by the chairman of the Deacons upon the written petition of seventy-five percent (75%) of the Deacons.
  - 3.** By a written petition signed by at least 25% of the active voting membership of the church.

### **Rules for Regular and Special Called Business Meetings**

- 1.** Resident voting membership of the church shall be defined as those who are active church members.  
In lieu that certain decisions of the church can have great impact on its ministry, its reputation and its service for the Lord Jesus some restrictions must, of necessity, be imposed on the voting rights of its members in order that those important decisions in the life of the church can be carefully and prayerfully made, with full knowledge and understanding of the church's history, its doctrinal position and its ministry.
- 2.** Active church members are defined as being involved in Bible Study, training, or contributing to the Church within the last 12 months.
- 3.** For Special Called Business Meeting, ten percent (10%) of the resident voting active membership of the church shall constitute a quorum.

### **The Church Covenant**

The church covenant commonly used by our sister churches of the Baptist General Convention of Texas and the Southern Baptist Convention shall be the church covenant of this church.

## **Parliamentary Procedure**

Roberts Rules of Order (Revised) shall be used as a guide in all parliamentary procedure.

### **Ordinances**

The two (2) ordinances, Baptism and the Lord's Supper, shall be observed as follows:

- A.** The ordinance of Baptism shall be observed at a service selected by the Pastor.
- B.** The Lord's Supper shall be observed at least once each quarter at a service selected by the Pastor.

## V. BUSINESS MANAGEMENT AND PERSONNEL POLICIES

### A. BUSINESS ADMINISTRATION

1. The Administrative & Church Care Ministry Team, in cooperation with the Pastor, is responsible for job descriptions and salary recommendations for all employees and ministers.
2. The Pastor shall have authority to determine the meaning and render decisions relative to the job description without having to call the Administrative and Church Care Ministry Team or any other committee or ministry team.
3. The normal retirement age for all regular full-time employed personnel shall be seventy years of age (70). Such persons may be allowed to remain on the active payroll beyond that time with the approval of the Administrative & Church Care Ministry Team as formed, but such approval may not extend beyond age seventy-two (72).

### B. CHURCH EMPLOYEE CATEGORIES

Employee categories are defined as follows. These terms will be used throughout this constitution and bylaws in relation to certain practices and benefits. There are two (2) classifications of employees for the Downsville Baptist Church.

#### 1. Called Ministerial Staff -

Ministers called by the church are: the Pastor, Minister of Music and Worship, Minister to Children, and Minister to Students.

- a. Full-Time: Those who are employed and who direct or perform major programs and activities of the church.
- b. Part-Time: Those who are employed to direct a ministry of the church for a specified number of hours each week on a part-time basis.

#### 2. Employees -

- a. Probationary: A period of three (3) months will apply to all categories of employees.
- b. Permanent/Full-Time: Employees who have been with the church more than three (3) months and whose positions are classified as full-time.
- c. Permanent/Part-Time: Employees who regularly work on a part time basis for a specified number of hours per week, but less than the normal full-time schedule.
- d. Temporary/Part-Time: Employees who do not normally work on a regular schedule or who may be employed for a relatively short period of time.

## C. VACATIONS

Vacations are to be scheduled through the Pastor. Consideration will be given to those with longer service.

### 1. Called Ministerial Staff:

- a. Two (2) weeks (normally fourteen (14) days) after one (1) year of continuous service.
- b. Three (3) weeks (normally twenty-one (21) days) after ten (10) years of continuous service.
- c. Four (4) weeks (normally twenty-eight (28) days) after fifteen (15) years of continuous service. Vacation may be taken any time during calendar year of anniversary.

### 2. Permanent Employees:

- a. Two (2) weeks (10 days) after completing one (1) year of employment.
- b. Three (3) weeks (15 days) after ten (10) years of continuous service.
- c. Four (4) weeks (20 days) after fifteen (15) years of continuous service.

### 3. Permanent Part-Time Employees:

A permanent part-time employee will be allowed one (1) week (5 Days) of vacation after one (1) year of service.

### 4. Accumulation of Vacation Time:

Vacations must be taken during the year earned and cannot accumulate.

### 5. Holidays During Vacation:

If a holiday(s) occurs during vacation, a day(s) is added to the vacation allowance.

## D. HOLIDAYS

All ministerial staff and employees are to receive pay for the following holidays: New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (2 Days), Christmas Day, plus two (2) additional days to be used in conjunction with other holidays, as designated by the Pastor. The preceding Friday or following Monday, at the Pastor's discretion, will be taken as a holiday for holidays falling on week-ends. In the event an employee is paid on an hourly basis (permanent and part-time) and is required to work on a holiday observed by the church, he will receive holiday pay in addition to pay for the hours worked at straight time.

**E. PAID LEAVE**

1. Sick leave will not accrue or be paid by the church.
2. Three days leave will be granted for the death of a member of the immediate family. One day of leave will be granted for the death of a grandparent, aunt, uncle, niece, nephew, and first cousin. Leave will be granted whether deceased person was related by blood or marriage.
3. Deductions from salary will be made for leave extending beyond above stated policies unless an extension of leave have been granted by the Pastor and/or Administrative & Church Care Ministry Team.
4. A request for extension of leave should be made to the Administrative & Church Care Ministry Team.

**F. CIVIC DUTIES**

Ministerial staff and employees are to receive regular pay while serving on a jury or as a subpoenaed witness in a hearing or a trial.

**G. MATERNITY**

An expectant mother may continue to work until such reason as health, safety, or mobility dictates that she no longer is capable of performing her job satisfactorily. The supervisor will ask the employee to obtain a statement from the doctor indicating the latest date the employee may safely perform requirements of the job. Employees going on maternity leave will be paid accrued vacation. Maternity leave will not be considered a break in service provided the employee returns to work within six (6) weeks of the delivery date. If recuperation is not complete, the doctor must verify it and an extension of maternity leave is at the discretion of the Administrative & Church Care Ministry Team. No accrued vacation time may be taken until an employee has been back to work for a period of time of no less then three (3) calendar months.

**H. PERSONNEL RECORDS**

A confidential personnel record will be maintained on each ministerial staff member and church employee in the office of the Pastor. This record will include job application, record of pay increases, vacation records, employee benefits, work record, annual job evaluations, and other pertinent information.

**I. TERMINATION AND RESIGNATION**

In the event of resignation, two (2) weeks notice will be required. Employees terminated due to disciplinary reasons will not be given advance notice. Vacation pay will be given for accrued vacation. Any severance pay or continuation of benefits will be at the discretion of the Pastor, Deacons, and the Administrative & Church Care Ministry Team.

**J. RE-EMPLOYMENT**

Depending upon the reason for termination, former employees will be eligible for re-hire. Such hiring will be subject to the same conditions and procedures as hiring a new employee.

**K. LEAVE OF ABSENCE**

The Administrative & Church Care Ministry Team and the church must approve a leave of absence.

**L. SCHOOL ATTENDANCE**

The Administrative & Church Care Team must approve school attendance during normal working hours.

**M. PERSONNEL HEALTH INSURANCE**

1. Pastor and Full-time Ministerial Staff - No health insurance premiums will be paid by the church for part-time ministerial staff and permanent full-time employees unless negotiated upon the beginning of employment.
2. There will be no health insurance premiums paid by the church for part-time ministerial staff and permanent full-time employees unless negotiated upon the beginning of employment.

**N. REIMBURSEMENT POLICY (MONTHLY REIMBURSEMENTS)**

Whereas, income tax regulation 1.162-17 provides that an employee "need not report on his tax return expenses for travel, transportation, entertainment, and similar purposes paid or incurred by him solely for the benefit of his employer for which he is required to account and does account to his employer and which are charged directly or indirectly to the employer..." and

Whereas, income tax regulation 1.162-17 further provides that to account to one's employer means "to submit an expense account or other required written statement to the employer showing the business nature and the amount of all the employee's expenses broken down

into such broad categories as transportation, meals, and lodging while away from home overnight, entertainment expenses, and other business expenses"; and Whereas, Downsville Baptist Church desires to establish a reimbursement policy pursuant to regulation 1.162-17; be it therefore Resolved, that Downsville Baptist Church hereby adopts a reimbursement policy pursuant to income tax regulation 1.162-17, upon the following terms and conditions:

1. Any minister now or hereafter employed by Downsville Baptist Church who reports his or her federal income taxes as a self-employed person, shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church, if the following conditions are satisfied: (a) the minister documents the business nature and amount of each such expense with the same kinds of documentary evidence as would be required to support a deduction of such expenses on the minister's federal income tax return; and (b) the minister documents such expenses by periodically providing the church treasurer with an accounting of such expenses, no less frequently than monthly.
2. The church shall not include in a minister's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and the minister should not report the amount of any such reimbursement as income on his Form 1040.
3. Any church reimbursement that exceed the amount of business or professional expenses properly accounted for by a minister pursuant to this reimbursement policy shall be included in the minister's W-2 and should be included in his income on Form 1040. Such excess reimbursements ordinarily are not deductible either as adjustments to gross income or as itemized expenses.
4. If, for any reason, the church's reimbursements are less than the amount of business and professional expenses properly substantiated by a minister both as to business nature and amount, the church will report no part of the reimbursed expenses in the minister's W-2, and the minister may deduct the unreimbursed expenses as allowed by law.
5. At its discretion, the church may elect to reimburse a minister for business or professional expenses incurred on behalf of the church but that are not properly substantiated according to this policy. If the church elects to reimburse such expenses, the amount of such reimbursements will be included in the minister's W-2, and should be reported as income on his Form 1040.
6. All receipts and other documentary evidence used by a minister to substantiate the business nature and amount of his business and professional expenses incurred on behalf of the church shall be retained by the minister. The church should make copies of such evidence.

## O. MINISTERIAL & EMPLOYEE JOB DESCRIPTIONS

### PASTOR

#### Scriptural Basis

The job description of the Pastor shall have for its basis a scriptural understanding of the work of a pastor-leader. It is understood that the task of the pastor has its origin in a divine call and as such is to be determined by scriptural guidelines.

#### A. Preaching and Teaching

A Pastor is one who speaks for God. His task is to communicate God's Word. As such, primary tasks of the Pastor shall be:

1. To preach the Word (Acts 14:15; 2 Timothy 4:2). It shall be the responsibility of the Senior Pastor to be the principle "preacher" discharging this duty with love, faithfulness, impartiality, and fearfulness, knowing that he will be held accountable for the welfare of the flock (Hebrews 13:17).
2. To teach the Word (2 Timothy 2:2). Seeing that the teaching task of the church is varied and too demanding for one man, the teaching responsibilities of the Senior Pastor shall be limited to:
  - i. The instruction normally occurring in the Sunday sermons.
  - ii. Teaching when called upon.
  - iii. Special instruction in discipleship training and other Bible studies.

#### B. Pastoral Care

A Pastor is one who "stands before." His task is to represent people to God. While it is understood that every Christian is a priest (1 Peter 2:5,9; Revelation 1:6), it shall be the task of the Pastor to represent to God the concerns of the flock. In this regard he shall be the shepherd, given to: watchfulness (Hebrews 13:17; 1 Peter 5:2), gentleness and affection (1 Thessalonians 2:7,8), exhortation, warning and comfort (1 Thessalonians 2:11; 1 Corinthians 4:14,15), and an example to his congregation (1 Peter 5:3). Specifically, the pastoral care functions of the Pastor shall be:

1. Intercessory Prayer (Acts 6:4; Ephesians 6:18)
  - i. Every effort shall be made by the fellowship to assist the Pastor with the work of the ministry so that sufficient time can be give to this responsibility.
  - ii. The Deacons and Ministry Teams shall cooperate with the Pastor further in engaging in and promoting special times of prayer.
2. Calling on the Sick

Priority shall be given to church members. Because of the excessive needs in this area, the Senior Pastor's primary focus will be on those considered ill. Deacons, volunteers and other staff will aid in visiting shut-ins and those who are residents in convalescent homes.

3. Membership Calling
4. Counseling
  - i. Priority shall be given to members of the church.
  - ii. Decisions as to the amount of time and persons counseled shall be at the discretion of the Pastor.
  - iii. Referral funds shall be available at his discretion and with approval of the Pastor and the Benevolence Ministry Team.
5. Public Worship
  - i. The Pastor is responsible for the order of worship and arrangement of special services. He will work closely with the minister in charge of Music and Worship.
  - ii. He is expected to be sensitive to the Holy Spirit, striving to maintain balance between the mental and emotional, the objective and subjective aspects of worship.
6. Administer Ordinances
  - i. The ordinance of the Lord's Supper shall be administered through the direction of the Pastor and shall be given no less than four times a year (at least once per quarter) to the church.
  - ii. Baptism shall be administered by the Pastor or someone approved or designated by him.
  - iii. Dedication of infants shall be administered by the Pastor.
7. Perform Weddings and Funerals
  - i. The Pastor shall have the right to grant or refuse the ceremony of marriage according to his conscience.
  - ii. It shall be his task to develop a wedding policy concerning counseling, etc.
  - iii. Each staff pastor shall consult the Pastor before performing a marriage ceremony within the church.
8. Manage Conflict
  - i. The Pastor shall work to facilitate peace among members of the staff and the congregation, seek to win back the estranged and to reconcile those with broken relationships, particularly when such conflict threatens the welfare of the church.
  - ii. He shall review with the Deacons any problems or concerns of the above and work with them in determining solutions.

### **C. Outreach**

1. Administration (Hebrews 13:17)
  - i. He shall have general oversight of the church acting as a catalyst for the

future direction of the church and facilitator of existing ministries and programs. The Pastor shall have the privilege of forming committees or ministry teams such as he deems necessary for the purpose of researching, brainstorming, etc. Such teams will not have legislative power, but will serve strictly in the advisory capacity.

- ii. He shall be responsible for supervising the ministerial staff both paid and volunteer.
  1. He shall bring recommendations to the Administrative & Church Care Ministry Team for the hiring as well as retirement of all hired personnel.
  2. Any problems concerning the staff or volunteer staff should be reported directly to the Pastor who in turn will review such concerns with the Administrative & Church Care Ministry Team and/or the Deacons, as he deems necessary.
- iii. He shall serve as the ex-officio member of the Deacons. It is his duty to see that the policies and actions of the church and leadership are properly implemented.
- iv. The Pastor shall be considered ex-officio member of all church ministry teams and committees.
- v. The Pastor will serve as moderator of church business meetings or delegate some other person to be in charge.

## 2. Equipping (Ephesians 4:11,12)

- i. The Pastor shall be expected to fulfill his scriptural calling to equip the saints for the work of ministry.
- ii. He shall seek out those filled with the Holy Spirit and train them to minister.
- iii. In this regard, he shall work with the Deacons and the Ministerial Staff to insure spiritual care for the total membership.

## 3. Evangelism (Matthew 28:19-20)

- i. By person to person contact in soul winning.
- ii. By giving an invitation at the main services of the church.
- iii. By conducting revival meetings within the church with either him or other qualified speakers directing such meetings.
- iv. By media outreach such as radio, television, newspaper, etc.
- v. By training others to win souls.

## 4. Denominational and Associational representation as requested and without overloading his personal schedule.

## 5. Pursue continuing education through courses, seminars, and conferences as he finds appropriate and useful.

## **MINISTER OF MUSIC & WORSHIP**

### **A. PRINCIPLE FUNCTIONS:**

The Minister of Music and Worship is responsible for assisting the church in planning, conducting, and evaluating a comprehensive music ministry and meaningful worship services.

### **B. DETAIL OF DUTIES:**

1. Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
2. Coordinate the Church Music Ministry with the calendar and emphases of the church.
3. Work with the pastor and the church in determining music ministry goals, organization, leadership, facilities, finances and administrative process.
4. Assist the Pastor in planning congregational services of the church; be responsible for the selection of the music.
5. Be aware of weddings and funerals to be held in the church, be available for counsel and arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
6. Direct music groups and congregational singing.
7. Supervise the work of all music leaders and instrumentalists in the Music Ministry.
8. Coordinate the rehearsal schedules of music groups and individuals in the functions of the church.
9. Give direction to a Music Ministry plan of visitation and enlistment.
10. Supervise maintenance of and additions to music library and equipment; provide musical materials, supplies, instruments, and other music equipment for use in the church's program.
11. In consultation with the Worship & Discipleship Ministry Team prepare an annual budget to be recommended to the Administrative & Church Care Ministry Team.

### **C. PERSONAL:**

1. In keeping with financial policy and upon approval of his administrative superiors, he shall be encouraged to participate in denominational activities.

2. His participation in opportunities for service away from the church shall be approved by the Pastor, but are never to exceed two (2) weeks per calendar year.
3. He shall be permitted to participate in the Baptist denomination retirement plan.

## **MINISTER TO CHILDREN**

### **A. PRINCIPAL FUNCTIONS:**

The task of the Minister to Children is unique and specialized. It requires knowledge and a variety of skills. More important, the Children's Minister must love children and desire for God to use him/her to win them to Christ.

### **B. DETAIL OF DUTIES**

The responsibilities of the Minister to Children are to:

1. Develop policies for Children's Ministries, in cooperation with the children's volunteer leadership and the other ministerial staff.
2. Coordinate the various educational programs for children into an integrated program of Christian education for each age-level. These programs include Sunday School, Discipleship training, children's church, mid-week programs (Mother's Day Out, Parent's Night Out, etc.), mission education, Vacation Bible School (VBS), camps, retreats, and others.
3. Supervise the entire Christian education program for children from birth through grade six.
4. Establish policies concerning curriculum, in cooperation with the Children's Leadership teams and Sunday School leadership.
5. Develop plans for discovering, recruiting, and training all children's workers. This includes continuing training for experienced workers as well as that for new workers.
6. Give leadership to all outreach and evangelism efforts with children, such as visitation and follow-up of new Christians.
7. Evaluate the effectiveness of all Children's Ministries programs. Suggest needed changes and develop plans for making these changes.
8. Prepare a budget to cover all aspects of the church's ministry to children. Take responsibility for disbursing all funds.
9. Develop special ministry groups such as mission teams, nursing home groups, puppet teams, mission actions and Mission Friends projects.
10. Develop and promote all ministry programs that focus on the family.

### **C. PERSONAL:**

1. In keeping with financial policy and upon approval of pastor, the Minister to Children shall be encouraged to participate in denominational activities.

2. Participation in opportunities for service away from the church shall be approved by the pastor, but are never to exceed two (2) weeks per calendar year.
3. The Minister to Children shall be permitted to participate in the Baptist denomination retirement plan.

### **MINISTER TO STUDENTS**

#### **A. PRINCIPAL FUNCTIONS:**

The Minister to Students is responsible for developing a comprehensive student program, 7-12 grade. This person is responsible to the Pastor for the development and promotion of the student ministry of the church.

#### **B. DETAIL OF DUTIES:**

1. Direct the planning, conducting, and evaluation of student education ministry and in enlisting appropriate youth workers.
2. Conduct special training projects for workers in proper relationship of the training and Discipleship program of the church.
3. Advise in the use of program materials, equipment, supplies, and space by student groups in all church program organizations.
4. Assist with planning and conducting special projects (such as camps and retreats) for the student ministry.
5. Prepare an annual youth budget for approval; administer the approved budget.

#### **C. PERSONAL:**

1. In keeping with financial policy and upon approval of pastor, the Student\_Minister shall be encouraged to participate in denominational activities.
2. Participation in opportunities for service away from the church shall be approved by the pastor, but are never to exceed two (2) weeks per calendar year.
3. The Student Minister shall be permitted to participate in the Baptist denomination retirement plan.

**P. OTHER INFORMATION**

**1. SALARY ADMINISTRATION**

a. Salary administration shall be in accordance to the classification and merit of the employees or ministers. New employees shall be started at probationary status according to the personnel policies of the church unless experience and qualifications indicate differently. The Administrative & Church Care Ministry Team will make this decision. Cost of living and merit increases will normally be given as merited on January 1st of each year at the beginning of the new church budget year. The Team Leader of the Administrative & Church Care Ministry Team will make this recommendation for these increases.

**. b. PAY PERIOD:**

- (1) **WEEKLY FULL TIME AND PART-TIME EMPLOYEES** - Pay periods will be every week with each pay period beginning on Monday and going through the following Sunday. Checks will be written by Monday for the preceding weekly work period.
- (2) **PART-TIME MONTHLY EMPLOYEES** - Pay periods will be monthly for all part-time employees (less than 15 hours per week). Checks will be written on the first Monday after the first Sunday of the month.

**2. DISBURSEMENT OF FUNDS – CHECKS**

- All checks issued by the church are required to contain an authorized signature of the Church Treasurer.
- All unbudgeted expenses are to be approved by the Church Treasure, Pastor, and/or the Administrative & Church Care Ministry Team.

**3. MISCELLANEOUS**

- a. **GARNISHMENTS:** The church office will receive and process garnishments according to legal requirements. The Pastor or other staff member should give guidance to the employee involved. Garnishments are discouraged.
- b. **PERSONNEL RECORDS:** The Pastor or another designated staff member will be responsible for setting up and maintaining a personal file on every regular and regular part-time worker. The file is to include a brief biographical sketch (application), salary record, pension and other records.
- c. **NORMAL RETIREMENT:** Normal retirement date shall be the first of the month following attainment of age 70.
- d. **APPLICATION FOR EMPLOYMENT:** Applicants for employment will be expected to make application by written form and will understand that references will be checked.
- e. **MERIT REPORT:** A yearly evaluation report will be completed on all employees by their supervisors at the time of budget requests and submitted to the Personnel Ministry Team.

**Q. POLICY ON SELLING/ADVERTISING ON CHURCH PREMISES**

All persons or groups wishing to market sell or advertise items or services must request permission from the Pastor or the church. The Pastor will review and based on the guidelines established herein, will approve or deny the request.

1. Materials and services must not conflict or be offensive to the church's or the Southern Baptist's doctrine or teachings.
2. In order to maintain the focus on worship, selling is prohibited in the sanctuary and foyer. Advertising in the sanctuary is limited to announcements by the Pastor or his approved representative. The announcement is limited to making known the availability and location of materials. Prices and promotions will not be allowed.
3. Guest speakers and musicians may sell only their own material. Books, records and tapes of other artists and speakers may not be included in items for sale.
4. Locations and advertising are not to be disruptive to the activities and purpose of the church.

## VI. GUIDELINES FOR USE OF BUILDINGS

1. Requests must be made in writing, on form provided, at least four (4) weeks prior to use. **Complete all information and return it with the deposit attached.** This deposit will be refunded no later than two weeks after the activity, provided that there has been no damage to the facilities or its furnishings and they have been left in satisfactory condition. Cancellation will result in the forfeiting of your deposit.
2. Letter, email, or phone will give approval.
3. The fees for building usage and clean up are NOT charged for church group activities (Bible Study, Class Social, Ongoing Regular Ministries of Downsville Baptist Church).

Deposits	Active Members	Inactive Members Non-Members
	\$25.00	\$100.00

### Building Usage Fees (Only charged to Inactive Members and Non Members)

	Active Members	Inactive Members Non-Members
a. Kitchen/Fellowship Hall	N/C	\$50.00
b. Worship Center	N/C	\$100.00

### Cleanup

Downsville Baptist Church does not charge any cleanup fees and the persons using the church facilities are expected to leave them in a cleaned position. Expected cleanup includes the vacuuming and mopping of floors, wiping and cleaning all tables, and resetting the furniture prior to usage., and washing of dishes or pots and pans. Should the building not be left in a cleaned position, the church shall withhold the original deposit paid to cover cleanup expenses.

**NOTE:** Bridal showers and baby showers given by a Sunday School class, church group, or active church member of Downsville Baptist Church will not be charged a deposit. All other showers of Inactive or Non Members will be charged at the schedule listed above.

4. If kitchen equipment is to be used (i.e. ovens, stove, dishwasher, etc.) an orientation session will be scheduled with a person knowledgeable about kitchen equipment.
5. NO alcoholic beverages are allowed in any building or on church premises.
6. NO smoking is allowed in any building (restrooms included).
7. Care of all buildings is required and the group or individual using church facilities must pay for breakage or damage.
8. When youth or children will be using the facilities, the group using the building must agree to provide adequate adult supervision.
9. All fees are payable to the church office no later than two (2) weeks before its use. Deposits are required when the reservation form is turned in.
10. Air conditioning and heating usage – Federal Government Specifications. No more than two hours before use.
11. Wedding reception guidelines are in the Wedding Policy.
12. Only church sponsored groups and activities may use the buildings on a regular basis.
13. Under no conditions shall decorations be attached to the walls or other furniture by stapling, nailing, pinning or gluing.

## **KITCHEN POLICIES**

The following guidelines are to be observed by everyone who uses the church kitchen so that it will always be clean, presentable, and available for scheduled use.

### **1. GENERAL GUIDELINES**

- A.** Wash and dry all utensils after use and store them in the proper places.
- B.** Empty and wash all coffee machines.
- C.** Dispose of all trash bags, bottles, boxes, etc.
- D.** Dishes brought into the kitchen should be returned to their proper owners and not left in the kitchen.
- E.** No kitchen equipment is to be taken from the church premises.
- F.** Clean up all spills on the counters and floor.

### **2. REFRIGERATOR/FREEZER**

- A. No leftover foods are to remain in the refrigerator when you leave.** Please take your extra food with you.
- B.** Clean up all spills in the refrigerator.
- C.** No food is to be stored in the freezer without the approval of the Director of Kitchen Services.

### **3. STOVE**

- A.** Clean off the grease and spilled foods on top of the stove..
- B.** Clean up spills in the oven.
- C.** Be certain that the stove, oven, and all appliances are turned off after use.

### **4. LEAVING**

- A.** Turn off lights and lock all kitchen doors when leaving.

### **5. DAMAGE**

- A.** Report any damage or equipment problem immediately to the church office.

- 6.** An Inactive Member and Non-Member will be charged for the use of paper goods based on the church's own cost of providing these items.

## REQUEST FOR USE OF CHURCH FACILITIES/EQUIPMENT

Group Making Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Number expected in attendance: \_\_\_\_\_

The following church facilities are requested to be reserved:

\_\_\_\_ Kitchen/Fellowship Hall

\_\_\_\_ Worship Center

I will need the following tables and chairs:

\_\_\_\_ 8' Rectangle Tables, Number needed: \_\_\_\_\_

\_\_\_\_ 6' Rectangle Tables, Number needed: \_\_\_\_\_

\_\_\_\_ Chairs, Number needed: \_\_\_\_\_

Will you require the use of the sound system? \_\_\_\_ Yes \_\_\_\_ No

How many microphones will you need? \_\_\_\_

Will you need paper goods (plates, napkins, cups)?

\_\_\_\_ Yes, I will need \_\_\_\_\_ plates, \_\_\_\_\_ 16 oz. cups, \_\_\_\_\_ 8 oz. Coffee cups, \_\_\_\_\_

Napkins

\_\_\_\_ No, I will provide my own.

Room Arrangement: Please draw a sketch of the room arrangement you desire.

**Please sign:** We have received a copy of the Building Use Policy of the Downsville Baptist Church and we agree to comply with the rules and guidelines regarding the use of the church's facilities and equipment. We have enclosed our security deposit and will forward the total amount of the rental fee for buildings and equipment at least two weeks prior to our usage of the building.

Signed: \_\_\_\_\_

(Group Representative)

Address & Phone: (if not listed above) \_\_\_\_\_

\_\_\_\_\_

## VII. WEDDING POLICY

1. To reserve the sanctuary, the bridal couple must make an appointment for a conference with the pastor. It is important that all materials used on the premises be approved as Christian material and that the service be a Christian one. When the pastor has agreed on the details of the wedding, he will reserve the dates and time on the calendar for the rehearsal and wedding ceremony.
2. The scheduling of Saturday as well as Sunday afternoon weddings shall be at the discretion of the pastor.
3. Appropriate wedding music only may be used at the ceremony. The regular church organist/pianist may be engaged. If the regular church organist is not used, that person to play must be familiar with our type of organ/piano and be approved by the pastor.
4. Pictures of the wedding may be taken only from the rear of the sanctuary. Photographers shall not take any flash pictures during the ceremony, and he should make himself as unobtrusive as possible. The wedding party may return to the sanctuary for pictures after the ceremony.
5. No rice may be used inside or outside the church buildings. Birdseed is an appropriate substitute and should be used outside only.
6. Any damage or breakage to church property must be reimbursed to the church.
7. The floral decorations must not in any way damage the church or the furnishings. Protection must be furnished to insure that no wax is dripped on the carpets. All decorations must be removed from the premises immediately after the wedding. The bride shall be responsible for so informing the florist. If all, or any part, of the flowers are to be left for the use of the church at a later time, please inform the pastor prior to the wedding date.
8. No smoking is allowed in any part of the church buildings.
9. No alcoholic beverages may be used on the premises.
10. No food or beverages are allowed inside the church sanctuary.

**Payment of Fees** – All fees are to be paid at least two weeks in advance of your wedding date.

	<b>Active Members</b>	<b>Inactive Members or Non Members</b>
1. Deposit	\$25.00	\$100.00
2. Worship Center Usage	\$150.00	\$150.00
2. Fellowship Hall Usage	\$100.00	\$100.00

Deposits are required for both active/inactive and non-members. Upon inspection of all or part of the cleaning, the deposits will be refunded within two weeks of the completion of the event.

**REQUEST FOR WEDDING RESERVATIONS**

**Downsville Baptist Church • 9371 S. University Parks Dr. • Robinson, TX 76706 • 254-881-2009**

**NOTE: WEDDINGS MAY NOT BE BOOKED MORE THAN 12 MONTHS PRIOR TO THE WEDDING DATE.**

Date of Application: \_\_\_\_\_

Bride's Full Name \_\_\_\_\_ Groom's Full Name \_\_\_\_\_

Address: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Bride's Email \_\_\_\_\_ Groom's Email \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Church Affiliation \_\_\_\_\_

Has either a parent who is an active member of Downsville Baptist Church? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has either the bride or groom been married before? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If YES, please state who and how long he or she has been divorced: \_\_\_\_\_

Are there any children from the previous marriage (s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Address after Marriage \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Minister(s): \_\_\_\_\_

Please reserve the following facilities for our wedding:

- |  |                       |
|--|-----------------------|
| _____ Worship Center Only (for rehearsal & wedding)            | _____ Church Organist |
| _____ Worship Center for Wedding/Rehearsal                     | _____ Church Pianist  |
| _____ Fellowship Hall for Reception <u>or</u> Rehearsal Dinner |                       |
| <b>(Please circle Reception or Rehearsal Dinner)</b>           |                       |
| _____ Worship Center for Wedding/Rehearsal                     | _____ Church Soloist  |
| _____ Fellowship Hall for Rehearsal Dinner                     |                       |

If wedding will take place at another location, please specify:

Place of Wedding: \_\_\_\_\_

Please return this form to the church office at your earliest convenience as your reservation can be confirmed only upon the receipt of above information, your deposit, and clearing of the official church calendar.

**Please sign:** We have received a copy of the Wedding Policy of Downsville Baptist Church and we agree to comply with the rules and guidelines regarding church weddings and church receptions. **Failure to comply with these rules and guidelines will result in the forfeiture of our entire deposit.**

Bride: \_\_\_\_\_

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

Groom: \_\_\_\_\_

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