

*Grants Creek Missionary
Baptist Church, Inc.*



Policy & Procedure Manual

Mission Statement of Grants Creek Missionary Baptist Church

*Sharing God's love
with all people
by being the
hands and feet of Jesus*

"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" - Matthew 28:19

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Standing Committees

Standing committees are those committees which are normally active every year. Each committee will be responsible for keeping minutes and records together in a notebook for on-going use by the committee. At a minimum, the information requested on the form following this section must be provided for each conducted meeting.

Policies and procedures related directly to the purpose of each committee are to be kept in the same notebook and be updated as needed. Each policy that is updated shall be submitted to the Policy and Procedure Committee for editing and presentation to the Church for final say.

In order for any committee to conduct official business during any meeting, a quorum shall be present. A quorum is one more than half of the total number of members elected to the committee.

Associational Messengers

- A. **Purpose** – The Associational Messengers represent the Church at New River Baptist Association meetings.
- B. **Composition** –
 - 1. Chairperson or Vice-Chairperson of the Deacons
 - 2. Pastor
 - 3. Eight (8) members at large
- C. **Selection** – The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Attend all Associational meetings.
 - 2. Carry out the stated responsibilities and duties.
 - 3. Report back to the Church at regular Church conference.
- E. **Meetings** – At least quarterly
- F. **Reports** – Quarterly

Audio-Visual Committee

- A. **Purpose** – To enhance worship services and other events through the operation of the audio-visual equipment as needs arise.
- B. **Composition** – The committee shall be comprised of five (5) members to include the Director of Music.
- C. **Selection** – The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Work directly with the Director of Music.
 - 2. All members are expected to be trained in the setup and use of all audio-visual equipment.
 - 3. Assigned technicians are to be present in the sound booth fifteen (15) minutes before each service according to schedule.
 - 4. Attend choir practices according to a schedule agreed upon by the committee and the Director of Music.
 - 5. Properly place and connect equipment needed for services and special events.
- E. **Meetings** – As needed
- F. **Reports** – None needed
- G. **Leadership** -
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Baptismal Committee

- A. **Purpose** – The Baptismal Committee is to assist the Pastor with the candidates for the ordinance of baptism
- B. **Composition** – The committee shall be composed of two (2) Deacons and their spouses.
- C. **Selection** – The committee shall be selected by the Pastor and the active Deacons annually.
- D. **Duties** –
 - 1. Assist in preparing candidates for the ordinance of baptism.
 - 2. See to the preparation of the facilities, baptism gowns, and other materials used for the administration of baptism.
 - 3. Keep baptismal area reverent while other candidates are waiting.
 - 4. Clean-up after baptismal service, collect wet robes and towels and assist candidates with dressing.
 - 5. Launder robes and towels and return to Church.
- E. **Meetings** – As needed
- F. **Reports** – None needed
- G. **Leadership** -
 - 1. Pastor - Organizer
 - 2. Deacon - Chairperson

Benevolence Committee

- A. **Purpose** – The Benevolence Committee is a ministry of care, compassion and outreach to those in our Church and community.
- B. **Composition** – The committee shall be comprised of a minimum of seven (7) members. All efforts should be made to elect members from each of the following areas:
 - 1. White Oak River Road/Hwy 58
 - 2. Grants Creek Road
 - 3. Belgrade Swansboro Road
 - 4. Old 30 Road
 - 5. Rocky Run Road
 - 6. Riggs/Smith Roads
 - 7. Jacksonville.
- C. **Selection and Service** – The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Maintain a current list of providers and their phone numbers.
 - 2. Encourage all members of the Church to become providers.
 - 3. Provide appropriate floral arrangements for funerals of those persons associated with Grants Creek Baptist Church as noted in the guidelines below.
- E. **Meetings** – At least quarterly
- F. **Reports** – None needed
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson
- H. **Guidelines** –
 - 1. Chairperson should be notified of a death or need within the Church or community.
 - 2. Needs will be determined by the Chairperson or Vice-Chairperson in conjunction with the Pastor.
 - a. The family shall be contacted immediately to determine if there is a need.

- b. Benevolence services shall not be limited to Church members. Community members who have been regular attendees in Sunday School or Church shall also be served.
 - c. A Church member may also contact the committee Chairperson or Vice-Chairperson to ask for services for a valid need in the community.
3. Floral arrangements should be provided for the loss of a:
- a. Active Member and local Inactive Members
 - b. Immediate family of Church members to include spouse, children, and parents
 - c. Sunday School member
 - d. Mission Group members
 - e. Regular attending person that is not a member of the Church

Building and Grounds Committee

- A. **Purpose** – The committee oversees the condition, state of repair, and appearance of the building and grounds of the Church and Youth Center.
- B. **Composition** – The committee shall be comprised of nine (9) members.
- C. **Selection** – The committee shall be nominated by the Nominating Committee and elected by the Church.
- D. **Duties** –
 - 1. Authorize all repairs and improvements up to the amount provided for in the Church budget.
 - 2. When the expense of a project exceeds the amount budgeted, the Finance Committee should be contacted about financing before the matter is brought before the Church.
 - a. However, in emergency situations affecting health, safety and welfare of church family such as in case of failure of HVAC systems or plumbing issues, the committee shall proceed to have the necessary repairs completed without the need for a special called business meeting
 - 3. Organize special work days for the Church as needed.
 - 4. Be responsible for the maintenance and upkeep of existing exterior landscaping of the Church grounds.
 - 5. When appropriate and desired, establish new areas for exterior landscaping.
 - 6. Schedule the providing of floral arrangements for the altar each Sunday.
 - 7. Provide an appropriate setting for the altar during special holidays.
 - 8. Provide appropriate plants for decoration of sanctuary and foyer areas.
 - 9. Supply proper care for all plants such as watering, fertilization, etc.
- E. **Meetings** – The committee shall meet a minimum of once per quarter.
- F. **Reports** – The committee shall prepare a report to be submitted at each regular Church conference.
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Children's Church Committee

- A. **Purpose** – Oversee the activities of Children's Church.
- B. **Composition** – The committee shall be comprised of five (5) members, although other members of the church may be invited to participate at the meetings to provide necessary input.
- C. **Selection and Service** - The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Create and maintain a schedule of adult workers to staff Children's Church.
 - 2. Plan and implement a scriptural based, age appropriate curriculum.
 - 3. Provide training and leadership for novice Children's Church workers.
 - 4. The age of the children included in the ministry will be determined by the committee with respect to the availability of volunteers.
- E. **Meetings** – At least quarterly
- F. **Reports** – None needed
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson

Communion Committee

- A. **Purpose** – The Communion Committee is responsible for the preparation of materials for the ordinance of The Lord’s Supper.
- B. **Composition** – The committee shall be comprised of the active Deacons and their spouses.
- C. **Selection and Service** – Committee members shall be selected by virtue of being an active Deacon and the spouse of an active Deacon. Service to the committee shall coincide with the service of the active Deacon.
- D. **Duties** –
 - 1. Prepare linens, including laundering and ironing, used in the ordinance of The Lord’s Supper.
 - 2. Prepare materials to be used in serving The Lord’s Supper.
 - 3. Clean-up to include removing all cups from sanctuary, washing all serving containers and properly storing them.
 - 4. Inventory and order supplies as needed.
- E. **Meetings** – As needed
- F. **Reports** – None needed
- G. **Leadership** –
 - 1. Pastor
 - 2. Chairperson of the Deacons

Couriers

- A. **Purpose** – The Couriers transport Church deposits from the Church to the appropriate financial institution.
- B. **Composition** – Three (3) members at large
- C. **Selection** – The committee shall be nominated annually by the Finance Committee and financially bonded before serving.
- D. **Duties** –
 - 1. To make deposits for the Church on the next business day after such deposits are prepared.
 - 2. Return deposit receipts to the Church.
 - 3. In cooperation with the Finance Committee, secure bonding in an appropriate and agreed upon amount.
- E. **Meetings** – None Needed
- F. **Reports** – None needed

Directory Committee

- A. **Purpose** – To oversee the development of the Church Directory
- B. **Composition** – The committee shall be comprised of a minimum of seven (7) members.
- C. **Selection and Service** – The committee shall be nominated and elected by the Church as needed.
- D. **Duties** –
 - 1. Produce a Church pictorial directory as directed by the Church.
 - 2. Coordinate photography sessions for members and families for use in the pictorial directory.
- E. **Meetings** – As needed
- F. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Homecoming Committee

- A. **Purpose** – The Homecoming Committee shall oversee the preparation of facilities for homecoming.
- B. **Composition** –
 - 1. Six (6) members at large
 - 2. One (1) member from the Social Committee to be selected by the Social Committee.
- C. **Selection and Service** - The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Prepare the appropriate facilities (tables and chairs) for use on homecoming prior to the Sunday morning worship service.
 - 2. Work with the Social Committee in securing supplies needed for Homecoming.
 - 3. Provide cleanup in the necessary areas.
- E. **Meetings** – The committee shall meet a minimum of two (2) times before Homecoming.
- F. **Reports** – None
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson

Nursery Committee

- A. **Purpose** – The Nursery Committee shall oversee all functions and operations of the Church Nursery.
- B. **Composition** – The committee shall be comprised of
 - 1. Four (4) members at large
 - 2. One (1) Nursery Teacher from the Sunday School to be selected by the Nursery Teachers.
- C. **Selection and Service** - The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Create and coordinate a schedule of nursery workers for Sunday morning services and any other services and events in which nursery services are needed.
 - 2. Recruit nursery workers.
 - 3. Provide substitute nursery workers when assigned nursery workers are absent.
 - 4. Purchase and maintain an inventory of supplies needed for the nursery such as diapers, wipes, gloves, etc.
 - 5. Clean linens weekly.
 - 6. Maintain all nursery equipment.
- E. **Meetings** – At least quarterly
- F. **Reports** – None needed
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson

Personnel Committee

- A. **Purpose** – To provide uniform administration of the employment of those individuals paid by the Church (excluding the Pastor and ministerial positions such as Director of Music, Director of Youth, etc.)
- B. **Composition** – The committee shall be comprised of five (5) members.
- C. **Selection and Service** – This committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. To be responsible for advertising, evaluating resumes, interviewing, performing background checks, hiring, position descriptions, job performance evaluations, and terminating employment of all paid positions required within Grants Creek Baptist Church, Inc., with the exception of the Pastor and ministerial positions such as Director of Music, Director of Youth, etc. All decisions of this committee shall involve the Pastor.
 - 2. Maintain all personnel records and files under the jurisdiction of the Personnel Committee.
 - 3. To be responsible for the employment policies and procedures to be included in the Policy and Procedures Manual for Grants Creek Baptist Church, Inc.
- E. **Meetings** – As needed
- F. **Reports** – As needed
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Policy, Procedure and By Laws Committee

- **Purpose** – To oversee the compilation of policies and procedures set forth by the Church. To review and/or revise the by-laws of the Church when a change(s) is needed.
- **Composition** – This committee shall be comprised of seven (7) members of the Church to represent all age groups of the Church.
- **Selection and Service** – Members of this committee shall serve for a two (2) year term. One half of the committee (three (3) members) shall be nominated by the Nominating Committee and elected by the Church annually.
- **Duties** –
 1. Keep in both paper and electronic forms the Policy and Procedure Manual of Grants Creek Baptist Church.
 2. Obtain and include any personal policies on conducting marriages and funerals from the Pastor.
 3. Create and revise policies and procedures through the following means:
 - a. By the direction of the Church at Church Conferences.
 - b. By working with specific committees on policies and procedures or bylaws pertaining to those committees.
 - c. By working with Church Officers and Directors on policies and procedures or bylaws pertaining to their corresponding organizations.
 4. Make available new and revised policies and procedures or bylaws to any member at the time of joining the church or when requested.
- **Guidelines** –
 1. The creation or revision of any policy or procedure or bylaw must be approved by the Church with the exception of the Pastor's personal policies for conducting marriages and funerals.
 2. All efforts should be made to hold joint meetings with the committees or individuals involved before creating or revising policies and procedures. Alternatively, the Policies, Procedures and Bylaws Committee will periodically request the chairperson or director of each committee or council to validate the written document against current practice of the committee or council, and submit the document for approval of the Church body at its next General Business Meeting.

- **Meetings** –At least quarterly
- **Reports** – The committee shall make reports of any pending policies or bylaws to the Church.
- **Leadership** –
 1. Chairperson
 2. Vice-Chairperson
 3. Secretary

Senior Adult Ministry Committee

- A. **Purpose** – The Senior Adult Ministry Committee shall plan and coordinate appropriate activities for the Senior Adults.
- B. **Composition** – The committee shall be comprised of at least seven (7) members with at least four (4) members being from the Senior Adults.
- C. **Selection and Service** – The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Plan and coordinate worshipful activities for Senior Adults.
 - 2. Coordinate Senior Adult fellowship dinners.
- E. **Meetings** – At least quarterly
- F. **Reports** – As needed
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Social Committee

- A. **Purpose** – The Social Committee shall oversee the providing of meals and refreshments for special events and Family Nights.
- B. **Composition** – The committee shall be comprised of a minimum of (7) seven members.
- C. **Selection and Service** - The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Prepare or provide meals for Family Night.
 - 2. Coordinate the providing of refreshments for special events.
 - 3. Maintain the inventory of consumable supplies such as plates, cups, napkins, etc. for Church committees and organizations.
- E. **Meetings** – At least quarterly
- F. **Reports** – The committee shall provide the Finance Committee a quarterly report of expenditures and donations for all functions held during the quarter to be presented at the regular Church conference.
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Tellers

- A. **Purpose** – Tellers shall carefully count and accurately record in duplicate all the money received from regular tithes and offerings of the Church and Sunday School (with the exception of love offerings).
- B. **Composition** – There shall be regular two (2) tellers and two (2) alternates..
- C. **Selection and Service** - The committee shall be selected by the Finance Committee annually and financially bonded prior to serving.
- D. **Duties** –
 - 1. Accurately record all cash and checks received.
 - 2. Document appropriate designation of funds.
 - 3. Complete deposit tickets so that deposit is ready for courier.
- E. **Meetings** – Annually or as needed
- F. **Reports** – None needed
- G. **Leadership** –
 - 1. Church Treasurer

Transportation Committee

- A. **Purpose** – The Transportation Committee shall oversee the transportation needs of any Church group that may need such services.
- B. **Composition** – The committee shall be comprised of a minimum of five (5) members to include at least one member with a CDL driver’s license with a P endorsement.
- C. **Selection and Service** - The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Arrange proper transportation for Church groups when requested.
 - 2. Maintain a vehicle use schedule and log.
 - 3. Be responsible for the upkeep and maintenance of all Church vehicles.
 - 4. Provide certified and licensed drivers for Church vehicles.
 - 5. Provide the names of all individuals licensed to drive any Church vehicles to the current insurance company carrying the policies on Church vehicles.
 - 6. Serve as the committee to research the purchase or donation of any Church vehicle. No vehicle may be bought without the approval of the Church.
- E. **Meetings** – At least quarterly
- F. **Reports** – As needed
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson

Usher Committee

- A. **Purpose** – The Usher committee will oversee and train all ushers.
- B. **Composition** – The committee shall be comprised of a minimum of five (5) members.
- C. **Selection and Service** - The committee shall be nominated by the Nominating Committee and elected by the Church annually.
- D. **Duties** –
 - 1. Provide ushers for all Sunday services and special services.
 - 2. Enlist as many members as necessary to fulfill the duties of the ushers.
 - 3. Provide usher training as needed.
- E. **Duties of the Ushers-**
 - 1. Be in place 20 minutes prior to Church services.
 - 2. Be responsible for orderly seating of the congregation.
 - 3. Seat late-comers and assist persons in finding a seat.
 - 4. Offer a sincere and friendly greeting to all members and visitors as they enter the sanctuary.
 - 5. Receive the Tithes and Offerings at the appropriate times.
- F. **Meetings** – Initial meeting within one month of September Business meeting. Meet as needed afterwards.
- G. **Reports** – None needed
- H. **Leadership**
 - 1. Chairperson
 - 2. Vice-Chairperson

Special Committees

Special committees are convened for specific purposes. The duration of the committee shall be for as long as needed. Special committees are not nominated on an annual basis. The special committees listed in this manual are not exhaustive. Special committees may be created during any regular or special business meeting of the Church for purposes which do not automatically fit within the scope of a standing committee.

Special committees do not have a fixed duration. Depending on the charge given to them by the church, they may exist for a fraction of a year or continue for more than one year. Consequently, members of a special committee are elected for the term of the committee and serve for as long as the committee is in existence. In view of this, if a member of a special committee needs to resign from the committee, then that member shall be replaced by nomination and vote of the Church and shall serve through the remaining term of the committee.

Ministerial Support Search Committee

- A. **Purpose** – The Ministerial Support Search Committee is a “Special Committee” convened by the church and charged with praying and seeking individuals for consideration in support ministry positions of the Church.
- B. **Composition** – The committee shall be nominated by the Nominating Committee and elected by the Church. The committee shall consist of:
 - 1. Three (3) members from representative groups directly related to the position of ministry (i.e. three (3) members from the choir if searching for a Director of Music).
 - 2. Two (2) members at large from the Church membership.
 - 3. One (1) alternate.
- C. **Guidelines** –
 - 1. Have sole authority in the choice of a candidate to be presented to the Church.
 - 2. Work with only one candidate at a time and ensure that the candidate is working only with our committee.
 - 3. Investigate prospective candidates using available resources (i.e. background checks, etc).
 - 4. Work with the finance committee in determining salary and benefit packages for prospective candidates.
 - 5. Utilize the latest resources of the New River Baptist Association and the North Carolina Baptist Convention in defining operational procedures of the committee.
- D. **Positions of Ministry**
 - 1. Director of Music
 - 2. Director of Youth
 - 3. Musicians
- E. **Meetings** - As needed
- F. **Reports** - As needed
- G. **Leadership**
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Committee inactive at this time

Planning Committee

- A. **Purpose** – The Planning Committee is a “Special Committee” convened by the church and charged with overseeing the planning for future expansion and/or construction
- B. **Composition** – The committee shall be comprised of five (5) members.
- C. **Selection and Service** – Two (2) members of the committee shall be selected by the active Deacons. The remaining three (3) members shall be nominated from the Church membership and elected by the Church.
- D. **Duties** –
 - 1. Develop plans for future expansion of existing or construction of new Church facilities.
 - 2. The committee shall not enact or contract any construction without approval of the Church.
- E. **Meetings** – The committee shall meet a minimum of once per month.
- F. **Reports** – The committee shall provide a report at each regular Church conference.
- G. **Leadership** –
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary

Committee Inactive at this time

Other Church Positions

The Church shall elect members to positions for the advancing and sustaining of Church programs and needs.

Outreach Director

Duties:

1. Coordinate an outreach program through the Sunday School.
2. Coordinate all outreach activities in cooperation with the Pastor.
3. Make the Pastor aware of all visitors.
4. Organize the distribution, collection and organization of visitor cards.
5. Coordinate, with the Pastor, a visitation program.
6. Maintain an ongoing file of visitors, visitations and results of visits.

Election: The Outreach Director will be nominated by the Nominating Committee on the recommendation of the Pastor.

Parliamentarian

Duties:

1. Be knowledgeable in parliamentary law and Robert's Rules of Order.
2. Consult and advise the officers, councils, committees and members on matters concerning parliamentary law.
3. Stay informed to changes in parliamentary law according to the latest revision Robert's Rules of Order.
4. Call attention of the Moderator to any error in the proceedings of a meeting that may affect the substantive rights of any member or may otherwise do harm.

Election: The Parliamentarian shall be elected annually by the Church.

Secretary

Duties:

1. Prepare the Church Bulletin for each Sunday.
2. Prepare and print the Church Prayer List for insertion into the Church Bulletin.
3. Prepare and update the Church calendar.

Election: The Secretary may be a salaried or elected position in the Church. If the Secretary is salaried, the Personnel Committee shall have the duty to recommend to the Church a qualified candidate for the position of Secretary. The committee shall follow the guidelines in the Policy and Procedure Manual and create an applicable job description to replace this one. If the Secretary is not salaried, then the position shall be nominated by the Nominating Committee and elected by the Church annually.

Assistant Secretary: If the Secretary is elected by the church, then an Assistant Secretary shall be elected as well. The duties of the Assistant Secretary shall be:

1. Assist the Secretary in all of their duties.
2. Be prepared to assume the duties of the Secretary in their absence.

General Church Policies

The following policies and procedures are general Church policies which are not specific to any committee or Church officer. Policies and procedures are included in this section to be readily accessible to any Church member.

Background Checks for Church Employees and Volunteers

Grants Creek Missionary Baptist Church is committed to the protection of all persons who are associated with Grants Creek including members, staff, volunteers and guests.

1. After prayerful consideration, the ministry staff and deacons of Grants Creek Missionary Baptist Church desire that the church publicly state its position on the potential for instances of sexual abuse or the handling of sexual abuse complaints brought to the attention of one of its leaders as follows:
 - a. Grants Creek Missionary Baptist Church recognizes that churches are not immune from the potential of sexual abuse within their community or in the various activities and education programs sanctioned by the church
 - b. Grants Creek Missionary Baptist Church agrees that there is a need for all churches to be held more accountable for prevention of sexual abuse as well as in the handling of sexual abuse complaints
 - c. Grants Creek Missionary Baptist Church will participate in the Caring Well Challenge initiated by the Southern Baptist Convention (SBC) in 2019 by establishing a “Caring Well Leadership Team” consisting of the positions listed under **Leadership Team Membership** found below.

Scope:

1. As a first step in reducing the risk of Grants Creek Missionary Baptist Church being impacted by an incidence of sexual abuse, criminal background investigations and child abuse registry check will be performed annually at church expense by a reputable organization or agency in the business of providing background checks on the following individuals. To the extent practical, the organization or agency should be drawn from the list of resources maintained by the NC Baptists Association:
 - a. Members of the ministry staff
 - b. Members of the Deaconate
 - c. Members of the Sunday School team including the director, assistant director, and all full time and rotating teachers
 - d. Members of the Youth Council and any volunteers working with the different youth programs of the church
 - e. Members of the Children’s Church Committee and any volunteers called to serve as leaders in the Children’s Church program
 - f. Any member for whom a background check is deemed necessary by the leadership team responsible for implementing this policy and procedure.

Leadership Team Membership:

1. Leadership for activities related to the SBC Caring Well Challenge and the procedures related to the conduct of background investigations and reacting to their findings shall come from individuals occupying the positions listed below:
 - a. Pastor
 - b. Chairman of the Deacons
 - c. Director of Sunday School
 - d. Director of Youth Programs
2. Performing as a member of the leadership team DOES NOT give carte blanche access to background investigation files. The Pastor serves as custodian of the files, and, in the event there is not a permanent Pastor at the church, the Chairman of the Deacons shall serve in that capacity. Access to the files of any particular person shall be limited to the Pastor and the Department Head of the person whose investigation results require further scrutiny due to negative findings.

Procedure:

1. The information supplied by individuals undergoing the background investigation as well as any findings (both positive and negative) will be maintained in a secure manner (locked files for paper documents and encrypted in the case of electronic or digital records) and accessible only by individuals in positions responsible for leading the church in the SBC Caring Well Challenge.
2. Findings of a background investigation that must involve further action by the members listed above shall be as follows:
 - a. Findings of the background investigation that automatically disqualify a potential worker called to work by the church in one of the positions listed above include the following:
 - i. The individual, as an adult, perpetrated any crime of physical or sexual abuse involving a child or a dependent adult, regardless of how long ago the incident occurred, or
 - ii. The individual, as an adult, perpetrated any violent crime within the last 10 years
 - b. Findings of the background investigation that should lead to further discussions with the individual prior to allowing that individual to serve in one of the positions listed above include the following within the past five years:
 - i. physical assault or battery,
 - ii. drugs or controlled substances, or
 - iii. cruelty to animals.

3. In the event the individual fails or has questionable findings from the background investigation, it is the responsibility of the director or, if appropriate, the committee chairperson, together with the Pastor to meet with the individual to discuss the findings of the investigation and the decision made in regards to allowing the individual to fill the position in question.
 - a. Prior to the meeting, the Pastor and the committee chairperson or director shall decide who is to record the minutes of the meeting. At the meeting conclusion, both the Pastor and the committee chairman/director shall sign the minutes as a testament to the record of the meeting.
 - b. The record of that meeting and the outcome will be filed with the results of the investigation and secured as described above.

4. All records related to a background investigation shall be maintained for a period of 40 years from the time of creation in digital format.
 - a. Any paper documents such as application, interview notes, and letters of reference shall be scanned and the digital copy placed in the digital folder.
 - b. Once a paper document has been converted into digital format, the document shall be shredded.
 - c. An encrypted backup copy of all records related to background investigations and associated actions and events shall be maintained in a separate physical location for 40 years from the time of creation.

Vacation of the Pastor

The vacation of the Pastor shall be commensurate with years of experience in full time ministry. The scale of vacation shall be the following:

<u>Years of Experience</u>	<u>Total Vacation</u>
0 – 5	14 days (2 of which can be on Sunday)
6 – 15	21 days (3 of which can be on Sunday)
16+	28 days (4 of which can be on Sunday)

- A maximum of 14 days shall be taken consecutively.
- The Pastor’s vacation will begin accruing on the date of service to the Church. The year runs from anniversary to anniversary of employment.
- The Pastor is eligible to utilize seven days vacation after 3 months of continuous service and the remainder after 6 months of continuous service.
- The Church will pay for the supply preacher while the Pastor is on vacation.
- Unused Vacation Time
 - A maximum of 7 days vacation may be rolled over to the next year if the Pastor has not taken all his vacation during that particular year.
 - OR May be paid for a maximum of 7 days for unused vacation each year. (Special circumstances may make it necessary to suspend these guidelines at the discretion of the Deacons)

Facility Use Policy

All requests for use of any facility or equipment of the Church must be presented to the Church Council. The Church Council will keep the calendar of events.

1. Usage:
 - a. Usage for Church sponsored events shall be scheduled with the Church Council.
 - b. Usage of the Church facilities for baby showers, birthdays, family reunions, etc will be for Church Members and immediate family only.
 - c. Usage by certain civic and governmental groups may be granted by approval of the Pastor and Church Council.
 - d. Usage for weddings must be approved by the Pastor and scheduled with the Church Council. The Church Wedding Policy shall be followed for approved weddings.
 - e. Usage for funerals - out of respect for the families, all efforts will be made to accommodate scheduling of funerals. It is the responsibility of the cooperating funeral home to abide by facility usage policies and agreements.
2. Scheduling:
 - a. Every effort should be made not to plan events when others are already scheduled. Changes must be approved by the Church Council if there is a scheduling conflict.
3. Rules of Usage – Each person or group granted use of facilities shall sign a usage agreement for each area requested.
4. Opening and Closing of Facilities for Events
 - a. The Church Council will designate an individual to open and close the facilities for all events.

Grant's Creek Wedding Policy

1. Who may marry at the Church?
 - a. Members may use the sanctuary and fellowship hall free of charge at a time agreed upon by the Minister and the wedding couple. The bride or groom (or a parent) must be a member of Grants Creek Baptist Church to use the facilities free of charge. Guest ministers may be invited to participate in the wedding ceremony upon approval of the host Pastor. Nonmembers may use the sanctuary and fellowship hall for a fee. The Pastor's fee for nonmembers will be left to the discretion of the individuals involved.
 - b. Marriage is defined as the uniting of one man and one woman. Only marriage ceremonies between a man and a woman may occur.
2. Wedding music, musicians, and audio-visual
 - a. All arrangements regarding music should be discussed with the minister. Appropriate music is required for the wedding ceremony. The Pastor will make the final decision on the music. Guest musicians who are Christians and have a working knowledge of our instruments (piano) may be invited in, if desired. If you desire a soloist or other musicians, it is your responsibility to secure such persons. The musicians and audio/visual fees will be left to the discretion of the individuals involved.
 - b. The Director of Music should be notified at least two weeks in advance of the wedding if the couple desires use of audio/visual equipment. All audio/visual equipment must be operated by one of the Church's audio/visual technicians selected by the Director of Music.
3. Wedding Director
 - a. A wedding director of the couple's choosing should be selected to assist in the wedding. The wedding ceremony itself is to be in the hands of the minister.
4. Florists and Decorations
 - a. Church furniture may be rearranged with the minister's approval, and to be put back after the wedding. Tacks, nails, pins, screws, etc will not be put in the furniture and walls. When candles are used, appropriate measures should be taken to protect the windows and floor. Only artificial flower petals may be dropped on the carpet.

5. Photography

- a. Flash pictures during a ceremony can be disconcerting to the minister, to the bride and groom, to the wedding guests, and can also detract from the solemnity of the occasion. Therefore, no flash pictures will be allowed during the ceremony. Video cameras are accepted when the filming is done in good taste and does not distract from the meaning of the service.

6. Facilities Services

- a. The fellowship hall is available for rehearsal parties and receptions. There is no charge for use of the Church facilities as long as the bride or the groom (or a parent) is a member of Grants Creek Baptist Church.
- b. Reservations for the use of facilities shall be in accordance with policies and procedures governing the particular facility.
- c. The party reserving the facility shall reserve the facility through the Church Council by completing a reservation form and signing the use agreement for the appropriate facility and follow the terms outlined in the facilities use agreement.
- d. Absolutely no illicit drugs or alcoholic beverages are allowed on any Church property.

Facility Use Agreement Sanctuary and Education Building

The following rules apply to the usage of Sanctuary and Education Facilities:

1. No alcoholic beverages will be brought into church buildings or on the church grounds
2. No smoking within the facilities
3. Church equipment such as tables and chairs will not be removed from the church grounds except when used with church related activities and with the approval of the chairman of the building and grounds committee
4. In all areas, both inside and outside, all equipment such as tables and chairs shall be thoroughly cleaned and returned to their proper place before the person(s) responsible for the activity leave the church facility.
5. All trash shall be put in plastic bags and discarded in the dumpster on church grounds or removed from the premises.
6. The person responsible for the activity shall make sure that all lights are out and that all doors are locked before leaving the facilities.
7. The Sunday School classrooms in the education building shall not be used during any event unless specifically requested from the Church Council.
8. If audio visual services are needed for an event, the Director of Music shall be notified. All audiovisual equipment must be operated by one of the Church’s audiovisual technicians selected by the Director of Music.
9. The person signing for use of the building and/or equipment shall be responsible for any damage and shall reimburse the church accordingly.
10. Church furniture may be rearranged with the pastor’s approval and will be returned to its original orientation. Tacks, nails, pins, screws, etc will not be put into the furniture, walls and floor. When candles are used, appropriate measures should be taken to protect the windows and the floor. Only artificial flower petals may be dropped on the carpet.
11. A copy of these rules shall be given to each user of the facilities who will place their signature at the bottom of this form as a statement in agreement with the stated terms for the use of church facilities.

I, _____, agree to the terms and conditions for use of the Sanctuary and Education Building.

Signature

Signature of Church Council Rep

_____ Date of Event

_____ Facility and equipment left as required by rules for use

Facility Use Agreement Fellowship Hall, Pavilion, and Play Yard

The following rules apply to the usage of Fellowship Hall, Pavilion and Play Yard Facilities:

1. No alcoholic beverages will be brought into church buildings or on the church grounds
2. No smoking within the facilities.
3. For all non-church related activities, all napkins, plates, cups, service utensils, etc. shall be furnished by persons hosting the event (e.g., party, reception).
4. Church equipment such as tables and chairs will not be removed from the church grounds except when used with church related activities and with the approval of the chairman of the building and grounds committee.
5. In all areas, both inside and outside, all equipment such as tables and chairs shall be thoroughly cleaned and returned to their proper place before the person(s) responsible for the activity leave the church facility.
6. All trash shall be put in plastic bags and discarded in the dumpster on church grounds or removed from the premises.
7. The person responsible for the activity shall make sure that all lights are out and that all doors are locked before leaving the facilities.
8. The Sunday School classrooms in the education building shall not be used during any event unless specifically requested from the Church Council.
9. If audio visual services are needed for an event, the Director of Music shall be notified. All audiovisual equipment must be operated by one of the Church’s audiovisual technicians selected by the Director of Music.
10. The person signing for use of the building and/or equipment shall be responsible for any damage and shall reimburse the church accordingly.
11. Tables and chairs in the fellowship hall and pavilion may be rearranged to accommodate the event needs, but must be returned to its original orientation at the end of the event. Tacks, nails, pins, screws, etc will not be put into the furniture, walls and floor. When candles are used, appropriate measures should be taken to protect the windows and the floor. Only artificial flower petals may be dropped on the carpet.
12. A copy of these rules shall be posted in the kitchen and a copy will be given to each user of the facilities who will place their signature at the bottom of this form as a statement in agreement with the stated terms for the use of church facilities.

I, _____, agree to the terms and conditions for use of the Sanctuary and Education Building.

Signature

Signature of Church Council Rep

_____ Date of Event _____ Facility and equipment left as required by rules for use

Facility Reservation Form



Grants Creek Missionary Baptist Church Facility Reservation Form

Reservation Details

Requester should obtain copy of appropriate facility use policy and submit signed copy with this reservation form.

Enter Facility Name (Fellowship Hall, Sanctuary, Pavilion, Education Bldg):

Facility Name _____ *Date:* _____ *Time:* _____

Date(s)

Requested: _____ *Single or Repeated Use:* _____

Begin Time: _____ *End Time:* _____

Purpose of Use:

Special Needs
(e.g. Kitchen access):

Name and Contact
Info of Requestor

Signature of
requester

Date:

Note Schedule
Conflicts and
Resolution

Church Council Use:

Requester
provided
facility terms
of use?