

Preamble

The purpose of this constitution is to preserve and secure the principles of our faith and remove anything that might hinder our mission, while protecting the rights, privileges and freedoms of the body and its individual members.

ARTICLE I: GENERAL

SECTION 1. NAME

This family of faith shall be known as the Fifteenth Avenue Baptist Church of Meridian, Mississippi, an incorporated, non-profit organization, located at Fifteenth Avenue and Fourteenth Street.

SECTION 2. MISSION STATEMENT

Based on Christ's teachings in Matthew 22:34-39, and Mark 12:28-31, Fifteenth Avenue Baptist Church exists to Love God and to Love Others.

SECTION 3: VISION STATEMENT

Fifteenth Avenue Baptist Church seeks to fulfill its mission of "Loving God and Loving Others" by Worshipping the Lord in a corporate setting which introduces people to God, invites them into a personal relationship with Christ, and inspires them toward transformational living through the person and power of the Holy Spirit; Connecting to the truth of God's Word, on another and the world through Sunday School; Deepening our faith, relationships with one another, and testimony before the world through in-depth Bible Study; and Impacting Lauderdale County, North America, and the world with the Gospel of Jesus Christ through ministry and missions.

SECTION 4: 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 in 2000, which states. . . "The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the Supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation." We band ourselves together as a body of 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.

SECTION 5: COOPERATIVE RELATIONSHIPS

Fifteenth Avenue Baptist Church is an autonomous, local family of faith. The governance of this body is vested solely with those members which compose it. However, the church does recognize the need for cooperation with other like minded congregations and therefore, insofar as it is practical, will cooperate with and support the Lauderdale County Baptist Association, the Mississippi Baptist Convention and the Southern Baptist Convention.

ARTICLE II: MEMBERSHIP

SECTION 1. GENERAL

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

Because this is a sovereign and democratic Baptist church, the membership reserves the exclusive right to determine who shall be members of this church.

SECTION 2. CANDIDACY

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- A. By profession of faith and for baptism according to the policies of this church.
- B. By promise of a letter of recommendation from another Baptist church.
- C. By restoration upon a statement of prior conversion experience and baptism by immersion when no letter is obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and the deacons for investigation and the making of a recommendation to the church within thirty days. A three-fourths vote of those church members present and voting shall be required to elect such candidates for memberships.

SECTION 3. VOTING RIGHTS OF MEMBERS

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or special provision has been made for absentee balloting.

SECTION 4. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

- A. Death
- B. Joining another church
- C. By request of the member
- D. Exclusion by action of this church

ARTICLE II: MEMBERSHIP

SECTION 5. DISCIPLINE

- A. It will be the basic purpose of Fifteenth Avenue Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church Staff, and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.
- B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a three-fourths vote of the members present at a meeting called for this purpose exclusively; and the church may proceed to declare the offender to be no longer in the membership of this body.
- C. Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him, may upon his request be restored to membership by a vote of the church upon evidence of his repentance and reformation.

ARTICLE III: MINISTERIAL STAFF

SECTION 1. JOB DESCRIPTIONS

A. PASTOR

1. The Pastor's principle responsibilities are to:
 - a. Lead members to grow in Christian maturity
 - b. Lead members to become effective witnesses
 - c. Participate in Christian ministries
 - d. Serve as church and staff administrator
2. As minister, the Pastor is to readily assist members in times of sickness and sorrow; and to provide pastoral counseling.
3. As preacher, the Pastor is to proclaim the Gospel and give leadership to all corporate worship experiences. The Pastor maintains primary responsibility for funeral and wedding sermons. The Pastor is encouraged to preach for revivals, conventions, conferences and other meetings.
4. As administrator, the Pastor is to provide leadership for the total church program. He may, and should, choose to delegate certain areas of responsibility to staff or church members. But, ultimately he maintains final responsibility. The Pastor serves as the church moderator. The Pastor is an ex-officio member of all committees, councils, and boards.

ARTICLE III: MINISTERIAL STAFF

SECTION 1. JOB DESCRIPTIONS

B. ASSOCIATE PASTOR OF WORSHIP/MUSIC AND CHILDREN

I. Music Minister:

He shall direct the planning, organizing, conducting and evaluation of a comprehensive music program including soloists, choirs, ensembles, and congregational singing. Specifically:

- A. Give direction to all age graded choir programs.
 - 1. Assist the Nominating Committee in enlisting workers for children's choirs and train and coordinate all choir directors.
 - 2. Plan opportunities for children to share music in worship and special events.
 - 3. Enlist and involve teenagers in the music ministry, both vocally and instrumentally.
 - 4. Give direction to Adult Choir ministry.
 - a. Enlist new people to be involved in the music ministry.
 - b. Direct the adult choir in worship and special musical events/ministry opportunities.
- B. Give guidance in planning for all worship services.
 - 1. Work with the Pastor and musicians in planning for worship. 2. Be responsible for all special music in worship.
- C. Train and supervise a Media team for worship.
 - 1. Design and oversee maintenance of the church's website.
 - 2. Ensure the weekly services are recorded and are available online.
- D. Additional music-related responsibilities:
 - 1. Organize, maintain, and supervise the music library, instruments, and other equipment.
 - 2. Provide music for funerals, weddings, and special events upon request.
 - 3. Prepare an annual budget for approval and administer the approved budget.
 - 4. Organize various ensembles that can lead the congregation to worship through music.
- E. Organize and maintain a Choral Ministry Team for the purpose of meeting the music ministry needs of the congregation, as well as assisting in the planning, preparation and production of music events.
- F. Develop and maintain a vision/mission which coincides with the mission and vision of FABC as a whole.
- G. Assist the Senior Pastor upon his request.

ARTICLE III: MINISTERIAL STAFF

SECTION 1. JOB DESCRIPTIONS

B. ASSOCIATE PASTOR FOR WORSHIP/MUSIC AND CHILDREN

II. Children's Ministry:

- A. Provide oversight and direction for all areas of FABC's children's ministry in coordination with Associate Pastor of Education.
- B. Provide opportunities for children to engage in activities and events which promote spiritual growth, leading to a more mature, responsible faith in Jesus Christ as Savior and Lord.
- C. Counsel with church staff and organizational leaders in formulating, organizing and facilitating a children's education philosophy for ministry.
- D. Assist in enlisting appropriate workers for the children's ministry.
- E. Advise in the use of program materials, equipment, supplies and space in all children's ministry areas.
- F. Organize and staff monthly children's ministry activities.
- G. Take advantage of teachable moments to help children understand and grasp concepts dealing with God and humanity.
- H. Seek out opportunities to share the Gospel with children and/or parents.
- I. Organize and coordinate the FABC summer children's program.
 - 1. Planning, organizing, and staffing weekly Wednesday night children's activities in coordination with Associate Pastor of Education.
 - 2. Work with church secretaries and others to prepare for and accompany children to Summer Camp.
 - 3. Provide spiritual and physical leadership for adults and children while at camp.
 - 4. Organize, facilitate and staff Vacation Bible School.
- J. Meet with volunteer children workers to plan budget requests for children program and to obtain approval for budgeted and other children purchases and expenses.
- K. Other duties as assigned by pastor.

ARTICLE III: MINISTERIAL STAFF

SECTION 1. JOB DESCRIPTIONS

C. ASSOCIATE PASTOR FOR STUDENTS AND EDUCATION

1. Youth Ministry

- A. Develop and maintain a Student Ministry vision/mission which coincides with Mission & Vision of FABC as a whole.
- B. Provide opportunities for youth to engage in activities and events which promote spiritual growth, leading to a more mature, responsible faith in Jesus Christ as Savior and Lord.
- C. Advise in the use of program materials, equipment, supplies and space by youth/college groups in all church program organizations.
- D. Plan and conduct special projects (such as camps and retreats) for Student Ministry.
- E. Work with organization leaders to coordinate outreach for the Student Ministry.
- F. Work with program leaders, teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in the Student Ministry.
- G. Organize and maintain a Student Ministry Team for the purpose of meeting the ministry needs of students as well as assisting in the planning, preparation and production of youth events.
- H. Seek to provide training opportunities for Student Ministry Team members to better equip them for leading, ministering to, counseling and evangelizing youth.

2. Education Ministry

- A. Serve as a resource person and advisor to various Church organizations such as Sunday School, Discipleship Training and Missions Education.
- B. Work with the Nominating Committee to select, enlist, and train qualified Church leaders.
- C. Work with the Pastor in maintaining a systematic approach to outreach.
- D. Develop special training opportunities for Church leaders as necessary.
- E. Plan a systematic method of discipling new believers.

3. Assist the Pastor upon his request.

*See appendix 1 for detailed ministry outline.

ARTICLE III: MINISTERIAL STAFF

SECTION 1. JOB DESCRIPTIONS

D. SENIOR ADULT MINISTRY DIRECTOR

1. Direct and lead the planning, coordination, operation, and evaluating of a comprehensive Senior Adult Ministry, including the “Young at Heart” ministry and work with the Associate Pastor of Education in developing a discipleship strategy for senior adults.
2. Keep the church informed of senior adult needs and ministry plans through all appropriate channels.
3. Lead and direct a senior adult ministry program of visitation and outreach to those who are lost or unchurched and a visitation ministry focused on those who are homebound, hospitalized or confined in a nursing home.
4. Personally visit with senior adult members who are hospitalized, who are confined because of sickness or who have had deaths in their immediate family.
5. Plan trips and special ministry events for senior adults.
6. Enlist, lead and supervise senior adults to do volunteer work in the ministries of the church.
7. Meet with senior adult volunteers to plan budget requests for senior adult programs and to obtain approval for budgeted and other senior adult purchases and expenses.
8. Schedule and maintain an accurate and up-to-date calendar of activities.
9. Develop and maintain a vision and mission statement for the senior adult ministry which coincides with the Mission and Vision of FABC as a whole.
10. Assist the Senior Pastor upon his request.

ARTICLE III: MINISTERIAL STAFF

SECTION 1. JOB DESCRIPTIONS

E. COLLEGE MINISTRIES DIRECTOR:

(answers directly to Senior Pastor)

1. Develop and maintain a vision and direction for FABC's Collegiate Ministry which coincides with the Mission & Vision of FABC as a whole.
2. Provide opportunities for college students to engage in activities and events which promote spiritual growth, leading to a more mature, responsible faith in Jesus Christ as Savior and Lord.
3. Counsel with church program organization leaders in planning, conducting, and evaluating a college education ministry and in enlisting appropriate workers.
4. Advise in the use of program materials, equipment, supplies and space by college groups in all church program organizations.
5. Plan and conduct special projects (such as camps and retreats) for Collegiate Ministry.
6. Work with organization leaders to coordinate outreach for the Collegiate Ministry.
7. Work with program leaders, teachers and appropriate staff members to resolve philosophical, procedural, and scheduling problems in the Collegiate Ministry.
8. Organize and maintain a Collegiate Ministry Team for the purpose of meeting the ministry needs of college students as well as assisting in the planning, preparation and production of events.
9. Seek to provide training opportunities for Collegiate Ministry Team members to better equip them for leading, ministering to, counseling and evangelizing college students.
10. Assist the Pastor upon his request.

ARTICLE III: MINISTERIAL STAFF

SECTION 2. MINISTERIAL STAFF POLICIES

A. WORK WEEK

The regular work week at Fifteenth Avenue is a five-day, forty-hour schedule that basically conforms to the regular business hours of the community. Full time, salaried employees are expected to work forty hours a week, including break time. Ministerial work that takes place on weekends and after normal business hours is considered a part of this forty hour per week requirement. Ministerial Staff are off on Fridays.

B. VACATIONS

The vacation year is a twelve-month period that begins with each employee's date of employment and ends a year later. Vacation is earned each year as of the anniversary date of each employee.

Full-time employees/staff members earn two weeks vacation after one full year of employment; three weeks after five years of employment, and four weeks after 10 years of employment. Four weeks is the maximum vacation that can be earned, and vacation entitlement cannot be carried over from one vacation period to another. Unused vacation will not be paid for except in the event of resignation, when the customary two weeks notice is given.

Employees or staff members who work less than the full work week (defined elsewhere) earn vacation on the same basis, except that entitlement accrues on a fractional basis determined by the ratio of their prescribed hours per week divided by the regular work week of forty hours.

If authorized holidays fall within scheduled vacation periods, these shall not be counted as vacation days. Vacations should be scheduled in advance since time off from work is subject to approval by the Pastor.

C. REVIVAL, CONFERENCES, AND TRAINING OPPORTUNITIES

The Pastor is entitled to two weeks per year for revivals and an additional two weeks for conferences, seminars, clinics, or retreats. The other ministerial staff are entitled to two weeks per year for revivals, conferences, seminars, etc. Revival time is allotted to ministerial staff only.

Any additional time away from the church for revivals, conferences, etc. must have prior approval from the deacons.

D. BEREAVEMENT LEAVE

In the event of a death in the immediate family (spouse, parents, brother/sister, child), the ministerial staff will be given 3 days paid bereavement leave. In the case of the death of an extended family member, employees will be given 1 day of paid bereavement leave. Questions or disputes concerning the nature of relationships for bereavement leave will be referred to the pastor and/or the personnel committee.

ARTICLE III: MINISTERIAL STAFF

SECTION 2. MINISTERIAL STAFF POLICIES (Continued)

E. HOLIDAYS

Certain holidays will be observed by the ministerial staff during the year. These are: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thursday and Friday of Thanksgiving week, Christmas Eve and Christmas Day. If the holiday falls on Saturday or Sunday, it will be observed on the week-day following or before. A notice of any holiday will be stated in the preceding bulletin.

F. SICK PAY PLAN

The Sick Pay Plan provides for regular earnings to continue when employees are unable to work because of injury or illness and in no way implies any entitlement to time off for any other reason. The church allows twelve days per year for employment, with pay, for absenteeism because of illness or injury of an employee. This time may be accrued from year to year, if not used, up to a maximum of forty days, but will not be paid for in the event of termination of employment. Payments under the Sick Pay Plan will be adjusted if payments are received under any law providing payments for lost time and/or salary. If the onset of an injury or illness occurs between employment anniversaries, each month of employment entitles the employee to one day of sick leave subject to the limitation in Sentence 3 of this paragraph. The church will comply with all federal requirements as spelled out in the Federal Family Medical Leave plan included in the appendix of this document.

G. BENEFITS

Ministerial Staff:

1. Health Insurance for minister and minister's family
2. Provide minister with life insurance at 4x their salary.
3. Provide minister with AD&D Insurance.
4. Pay 3.5% x their salary to the Annuity Board toward Retirement.
5. Pay Long Term Disability.

H. TERMINATION POLICY

I. SEVERANCE POLICY**

The policy stands for any person that is an employee at Fifteenth Avenue Baptist Church, including pastoral and administrative staff, shall not receive severance pay. A love offering may be received and a reception may be given. This includes those who resign to accept another job elsewhere, does not have another job, is terminated, or is relieved of their job.

Should a pastoral or administrative staff have to resign due to a personal illness that is not related to moral issues, that prevents that person from performing assigned job duties; a severance pay may be

considered. The personal illness must be confirmed by a letter to the church for the Chairman of the deacons from the primary care physician. This consideration shall be given to the finance committee to review the church finances to see if the church can financially do that at the current time. Once the finance committee has made their recommendation it shall be presented to the Deacon body for consideration. Then this would be presented to the church body for final approval.

- J. All ministerial staff will abide by the Articles of Faith of Fifteenth Avenue Baptist Church as outlined in the Constitution, expressed in the Baptist Faith and Message (Adopted at the 2000 Southern Baptist Convention in Orlando, Florida) and the Word of God, the Bible.

(** I & J presented on 1/21/15 and approved on 2/18/15)

ARTICLE III: MINISTERIAL STAFF

SECTION 3. MINISTERIAL STAFF SELECTION

- A. Whenever a vacancy occurs on the ministerial staff, the deacons shall nominate fifteen (15) members of the church as prospective members of a selection committee. Any person considered for this nomination shall not have served on an immediate selection committee, or within the past seven (7) years. From such a list of nominees, the church membership, in business session, voting by secret ballot, at a meeting of which notice has been in the church bulletin, shall approve **elect** seven (7) members for the selection committee. The seven (7) individuals receiving the highest number of votes shall be elected.
- B. It shall then be the duty of the Ministerial Staff Selection Committee to recommend candidates to the church for consideration. The committee shall bring to the church for its consideration only one candidate at a time.
- C. Election by the church of a ministerial staff member is to be by secret ballot. The Ministerial Staff Selection Committee will conduct the election. This includes ballot preparation, distribution, collection, and counting.
- D. In the event the church shall not, by three-fourths vote of those present and voting in a meeting called for such purpose, extend a call to any prospective ministerial staff candidate recommended by the committee, it shall continue to be the duty of the Ministerial Staff Selection Committee to seek out other prospective candidates.
- E. Prior to an individual being called as a ministerial staff member, the selection committee will meet with the finance and personnel committee to identify salary and benefits to be recommended to the church body. In a called business session, the church body shall approve the salary and benefits recommendation by a 3/4 vote.

SECTION 4. INTERIM MINISTERIAL STAFF SELECTION

- A. Whenever a need occurs on the ministerial staff, the deacons shall nominate five (5) members to serve on an Interim Ministerial Staff Selection Committee. These five members must then be approved by a simple majority vote by the membership in a called business meeting.
- B. It shall then be the duty of the Interim Ministerial Staff Selection Committee to recommend interim ministerial staff to the membership of the church for its consideration.
- C. The Interim Ministerial Staff Selection Committee may on a weekly basis fill immediate or emergency needs without church approval.
- D. In the event the church shall not, by a simple majority of those present and voting in a meeting called for such purpose, extend a call to any prospective interim ministerial staff candidate recommended by the committee, it shall continue to be the duty of the Interim Ministerial Staff Selection Committee to seek out other prospective candidates.

ARTICLE IV: DEACONS

SECTION 1. QUALIFICATIONS FOR DEACONS

A. The third chapter of I Timothy presents a list of deacon qualifications. The office is clearly established in the Scriptures. The Scriptures say that only qualified men are to serve. Every deacon candidate will want to measure himself against these requirements. I Timothy 3:8-13 states the following:

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

B. An individual must be a member of Fifteenth Avenue Baptist Church for a period of two years prior to being submitted to the church as a candidate for deaconship.

SECTION 2. DUTIES OF DEACONS

A. Administrative deacons serve on a three year rotation basis. After three years, deacons become non-administrative for one year. After this one year, they may come back on for another three year rotation as an administrative deacon. The administrative deacon's council handles spiritual aspects of church work, as well as giving consideration to church business matters as necessary. Other individuals, such as committee chairpersons, may attend council meetings if needed for presentations or special spiritual matters. After these have been resolved, all persons will be excused except for administrative deacons and the Pastor. The Pastor may also be asked to excuse himself in cases of personal embarrassment. All deacons are invited to the deacon meetings, although only current administrative deacons may vote on administrative issues.

1. Roberts Rules of Order shall be used as the guidelines for all deacons meetings.
2. The deacons will meet monthly on the first Tuesday after the second Sunday.
3. Deacons are representatives of the church and are responsible for overseeing all aspects of church operation.
4. Deacons will work with the Pastor in seeing that the church progresses to do God's Will.
5. Deacons will support the programs and activities of the church.
6. Deacons will be cognizant of church member's physical and spiritual needs and endeavor to fulfill same.
 7. Administrative deacons will approve a proposed budget before it is submitted to the church.

ARTICLE IV: DEACONS CON'T

SECTION 3. DEACON SELECTION

- A. A Selection Committee of eight (8) from among the administrative Deacons will be appointed in July of each year by the chairman of the deacons. The vice-chairman of the deacons will be the chairman of the committee of eight. The Pastor will be a standing member of this committee.
- B. Each year not later than the November monthly deacons meeting, the deacon chairman shall present to the deacon council the names of all non-administrative deacons eligible to be called back to administrative status. These men will be voted on individually and must receive 75% approval of those administrative deacons present in order to serve another three year term. The non-administrative deacons shall be contacted by the Deacon Selection Committee to ascertain those who return to administrative status.
- C. The Selection Committee will recommend to the administrative deacons ordained men who have not previously served as deacons at Fifteenth Avenue Baptist Church and any men they feel should be ordained as deacons. Those men approved by the administrative deacons will then be presented to the church for approval. The approval or disapproval shall be during a Sunday Morning Worship Service by secret ballot with a 3/4 majority. The selection committee will then compose a list of administrative and non-administrative deacons which will be maintained in the church office to assist in the selection of and maintaining deacon status.
- D. The Deacon Selection Committee may nominate names for Deacon Emeritus status for approval by the administrative council. A nominee for Deacon Emeritus is a Deacon who has previously served on the Administrative Council, but due to age or health conditions is unable to perform the duties of deacons. Individuals nominated for Deacon Emeritus Status have the option to accept such a status or not. Also, if a deacon's circumstances change at a later date, and he wishes to be reinstated as an Administrative Deacon, he may be reinstated by contacting the deacon chairman. If they wish to remain in consideration for Administrative Deacon status, their name will be left on that list. Those who accept such a status will be recognized for their faithful service and made welcome at Deacon Council meetings if they wish to attend. Voting status would be the same as Non-Administrative Deacons.
- E. The Selection Committee will nominate a vice-chairman for the Deacon Council. The deacons will elect a vice-chairman from a slate composed of the aforementioned nominee and any other nominations from the floor. After serving one year as vice-chairman, the vice-chairman will automatically assume the chairmanship the following year. A vice-chairman nominee must have served a 3 year term and have at least two years remaining as an administrative deacon before becoming eligible for vice-chairman.
- F. The chairman and vice-chairman will select the secretary of the Deacon Council each year.
- G. In the event of extenuating circumstances whereby the vice-chairman could not be elevated to the chairmanship, the Selection Committee will nominate a chairman for the Deacon Council. The deacons would then elect a chairman from a slate composed of the aforementioned nominee and any other nominations from the floor.

ARTICLE V: GENERAL STAFF

SECTION 1. CHURCH SECRETARY

The principle responsibilities of the church secretary are:

- A. To serve as a team member with other staff, blending their efforts and abilities to enhance the ministry of the church.
- B. To serve as receptionist to those who call or come into the church during office hours.
- C. The church secretary is responsible to the Pastor for the performance of duties to the pastoral ministry. These include:
 1. Filing of materials, records, correspondence, etc.
 2. Typing of letters and other materials
 3. Maintenance of church membership rolls
 4. Maintenance of church calendar
 5. Maintenance of the Pastor's appointments and calls
- D. The church secretary assists the Associate Pastor for Music & Education for the performance of duties related to the music and educational ministries of the church. These include:
 1. Preparation of material for church publications
 2. Maintenance of mailing list for church publications
 3. Maintenance of Sunday School and Discipleship Training records
 4. Order, receive and distribute literature
 5. File correspondence and other assigned materials
 7. Typing of letters and other materials as assigned
 8. To receive and disburse daily mail, packages, etc., which arrive during office hours
- E. The church secretary assists Associate Pastor for Students for the performance of duties related to the youth ministry. These include:
 1. Answering and routing phone calls during office hours
 2. Typing of materials as assigned
- F. Finally, it is desired that the secretary will assist in whatever manner she can, the staff of the church. This assistance, of course, is limited to time and resources available, but there are many small things which a secretary can handle which ease the burden on the church staff.

ARTICLE V: GENERAL STAFF

SECTION 2. FINANCIAL SECRETARY

A. The Financial Secretary is responsible for maintaining records and for preparing periodic reports. Principle responsibilities include:

1. Receive, supervise counting and depositing all church offerings according to church policy.*
2. Post receipts and disbursements of all accounts according to financial system.
3. Post offerings weekly to individual accounts; file envelopes.
4. Prepare bank reconciliation statements monthly.*
5. Prepare financial reports for church business meetings, prepare copy for monthly and annual financial statements.
6. Make quarterly and annual government reports.
7. Check and total all invoices when approved; inform responsible persons of their budget expenditures.
8. Receive and answer questions concerning financial matters; maintain file of invoices, correspondence, and reports.
9. Prepare and issue checks in accordance to church policy.*
10. Order and distribute offering envelopes to all members annually, during the month of December, and new members as required.
11. Requisition and prepare all forms and records necessary.
12. Perform other responsibilities as assigned.

*See Article I: Financial Procedures

ARTICLE V: GENERAL STAFF

SECTION 3. NURSERY COORDINATOR

A. The principle responsibilities of the paid position of Nursery Coordinator are:

1. To serve as team member with other staff, blending their efforts and abilities to enhance the ministry of the church.
2. To insure the smooth operation of the nursery.
3. To enlist paid workers for those times that they are needed.
4. To enlist volunteer workers for extended sessions on Sunday morning and on Sunday night, and to schedule those volunteers on an equitable rotation of duty.
5. To be available to assist the church by arranging for workers for special events where a nursery is required.
6. To make budget requests of the finance committee for nursery supplies and operation, and to disburse said funds as needed according to the financial procedures of the church.
7. To enforce the established policies. (See Nursery Policies, Page 62.)

ARTICLE V: GENERAL STAFF

SECTION 4. CUSTODIAL STAFF

The custodial staff is responsible to the Church Secretary for maintaining clean buildings and grounds and for making minor equipment repairs.

A. Principle responsibilities are:

1. Maintain floors according to schedule, dust furniture, and equipment, wash walls and windows, and vacuum carpets as scheduled.
2. Maintain clean restrooms and replenish supplies.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Prepare baptistery for use as directed and clean following use.
5. Check with church office or supervisor daily for special assignments.
6. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions, and set up assembly and classroom areas for regular activities.
7. Prepare facilities for special use as requested by supervisor.
8. Make minor electrical, plumbing, and equipment repairs as directed.
9. Paint walls, furniture, and equipment as directed.
10. Assist when facilities and arrangements are needed for special events or weddings. (Extra remuneration according to church policy.)
11. Prepare Wednesday meals. Purchase needed goods.
12. Perform other responsibilities as assigned.

ARTICLE V: GENERAL STAFF

SECTION 5. GENERAL STAFF POLICIES

A. WORK WEEK

The regular work week at Fifteenth Avenue is a five-day, forty-hour schedule that basically conforms to the regular business hours of the community. Full time, salaried employees are expected to work forty hours a week, including break time. The church office closes at noon on Fridays.

B. VACATIONS

The vacation year is a twelve-month period that begins with each employee's date of employment and ends a year later. Vacation is earned each year as of the anniversary date of each employee.

Full-time employees/staff members earn two weeks vacation after one full year of employment, three weeks after five years of employment, and four weeks after ten years of employment. Four weeks is the maximum vacation that can be earned and vacation entitlement cannot be carried over from one vacation period to another. Unused vacation will not be paid for except in the event of resignation, when the customary two weeks notice is given.

Employees or staff members who work less than the full work week (defined elsewhere) earn vacation on the same basis except that entitlement accrues on a fractional basis determined by the ratio of their prescribed hours per week divided by the regular work week of forty hours.

C. HOLIDAYS

Certain holidays will be observed by the staff during the year. These are New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thursday and Friday of Thanksgiving week, Christmas Eve and Christmas Day. If the holiday falls on Saturday or Sunday, it will be observed on the week-day following or before. A notice of any holiday will be stated in the preceding bulletin.

ARTICLE V: GENERAL STAFF

SECTION 5. GENERAL STAFF POLICIES; Continued:

D. SICK PAY PLAN

The Sick Pay Plan provides for regular earnings to continue when employees are unable to work because of injury or illness and in no way implies any entitlement to time off for any other reason. The Church allows twelve days per year of employment, with pay, for absenteeism because of illness or injury of any employee. This time may be accrued from year to year, if not used, up to a maximum of forty days, but will not be paid for in the event of termination of employment. Payments under the Sick Pay Plan will be adjusted if payments are received under any law providing payments for lost time and/or salary. If the onset of any injury or illness occurs between employment anniversaries, each month of employment entitles the employee to one day of sick leave subject to limitation in Sentence 3 of this paragraph. The church will comply with all federal requirements as spelled out in the Federal Family Medical Leave plan included in the appendix of this document.

OTHER

Support staff members who work twenty hours or less per week are not entitled to vacation, sick leave, or other benefits. If unable to perform their regularly expected duties, their pay will be reduced proportionately and the Personnel Committee will arrange for a substitute and prescribe remuneration, if any.

E. BEREAVEMENT LEAVE

In the event of a death in the immediate family (spouse, parents, brother/sister, child), the general staff will be given 3 days paid bereavement leave. In the case of the death of an extended family member, employees will be given 1 day of paid bereavement leave. Questions or disputes concerning the nature of relationships for bereavement leave will be referred to the pastor and/or the personnel committee.

G. BENEFITS

Staff:

1. Health Insurance for employee
2. Provide employee with life insurance at \$30,000.
3. Provide employee with AD&D Insurance.

H. TERMINATION POLICY

I. SEVERANCE POLICY**

The policy stands for any person that is an employee at Fifteenth Avenue Baptist Church, including pastoral and administrative staff, shall not receive severance pay. A love offering may be received and a reception may be given. This includes those who resign to accept another job elsewhere, does not have another job, is terminated, or is relieved of their job.

Should a pastoral or administrative staff have to resign due to a personal illness that is not related to moral issues, that prevents that person from performing assigned job duties; a severance pay may be considered. The personal illness must be confirmed by a letter to the church for the Chairman of the deacons from the primary care physician. This consideration shall be given to the finance committee to review the church finances to see if the church can financially do that at the current time. Once the finance committee has made their recommendation it shall be presented to the Deacon body for consideration. Then this would be presented to the church body for final approval.

(**II & J presented on 1/21/15 and approved on 2/18/15)

ARTICLE V: GENERAL STAFF

SECTION 6. SECURITY POLICIES AND PROCEDURES

A. RESPONSIBILITIES

1. The primary responsibility of Church Security is to disarm alarms and unlock doors.
2. Church will be opened at least 30 minutes prior to scheduled events and secured no more than 30 minutes after.
3. All other activities involving security must be approved by the Pastor or the Deacon Chairman.
4. A 24 hour notice must be given to Church Security for all activities. Preferably, activities should be cleared well in advance through church office.
5. Security will be responsible for turning on hall lights.
6. Security will be responsible for turning air conditioning and heating as weather deems or as requested by church staff.
7. Security will be first person on call list for alarms.
8. Security reports directly to the Pastor.

ARTICLE V: GENERAL STAFF

SECTION 7. CHURCH ORGANIST

A. PRINCIPLE FUNCTION

The organist is responsible to the Minister of Music for assisting in successful execution of all church-related programs/services as music is concerned.

B. RESPONSIBILITIES

1. Play for all services of the church, both regular and special, as assigned.
2. Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and performances as assigned by the Minister of Music.
3. Serve as accompanist for Minister of Music, soloists, ensembles, quartets, trios, or other church music groups at appearances outside the church, upon invitation or assignment and approval of the Minister of Music.
4. Assist the Minister of Music in teaching and rehearsal activities and duties.
5. Maintain a regular weekly schedule of organ practice and study, both along with and separate from the pianist when needed for instrumental duets.
6. Supervise the use of the church organ.
7. Plan, maintain, and use a comprehensive, appropriate, and growing repertoire for the solo instrument used for preludes, offertories, and other service music.
8. Assist in accompanying or directing sectional rehearsals within the Sanctuary choir.
9. Be in attendance for all regularly-scheduled church services that involve the entire church body (i.e. Sundays).
10. Weddings, funerals, anniversaries, or other special events such as these shall function on a personal basis, in that the organist shall be asked to play on an invitational basis by the needy family, and not a required expectation from the church.
11. Assist the Pastor and Minister of Music upon their request.

ARTICLE V: GENERAL STAFF

SECTION 8. CHURCH PIANIST

A. PRINCIPLE FUNCTION

The pianist is responsible to the Minister of Music for assisting in successful execution of all church-related programs/services insofar as music is concerned.

B. RESPONSIBILITIES

1. Play for all services of the church, both regular and special, as assigned.
2. Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and performances as assigned by the Minister of Music.
3. Serve as accompanist for Minister of Music, soloists, ensembles, quartets, trios, or other church music groups at appearances outside the church, upon invitation or by assignment and approval of the Minister of Music.
4. Assist the Minister of Music in teaching and rehearsal activities and duties.
5. Maintain a regular weekly schedule of piano practice and study, both along with and separate from the organist when needed for instrumental duets.
6. Supervise the use of the church piano.
7. Plan, maintain, and use a comprehensive, appropriate, and growing repertoire for the solo instrument used for preludes, offertories, and other service music.
8. Assist in accompanying or directing sectional rehearsals within the Sanctuary choir.
9. Be in attendance for all regularly-scheduled church services that involve the entire church body (i.e. Sundays).
10. Weddings, funerals, anniversaries, or other special events such as these, shall function on a personal basis in that the pianist shall be asked to play on an invitational basis by the needy family, and not a required expectation from the church.
11. Assist the Pastor and Minister of Music upon their request.

ARTICLE V: GENERAL STAFF

SECTION 9. PERCUSSIONIST/DRUMMER

A. PRINCIPLE FUNCTION

The percussionist is responsible to the Minister of Music for assisting in successful execution of all church-related programs/services insofar as music is concerned.

B. RESPONSIBILITIES

1. Play for all services of the church, both regular and special, as assigned.
2. Serve as accompanist for choirs, ensembles, and soloists in regular and special rehearsals and performances as assigned by the Minister of Music.
3. Serve as accompanist for Minister of Music, soloists, ensembles, quartets, trios, or other church music groups at appearances outside the church, upon invitation or by assignment and approval of the Minister of Music.
4. Assist the Minister of Music in teaching and rehearsal activities and duties.
5. Maintain a regular weekly schedule of practice and study.
6. Plan, maintain, and use a comprehensive, appropriate, and growing repertoire for the solo instrument used for preludes, offertories, and other service music.
7. Assist in accompanying or directing sectional rehearsals within the Sanctuary choir.
8. Be in attendance for all regularly-scheduled church services that involve the entire church body (i.e. Sundays). Be at the rehearsal time designated by the Minister of Music.
9. Weddings, funerals, anniversaries, or other special events such as these, shall function on a personal basis in that the percussionist shall be asked to play on an invitational basis by the needy family, and not a required expectation from the church.
10. Assist the Pastor and Minister of Music upon their request.

ARTICLE VI: ORGANIZATIONS

SECTION 1. GENERAL

All organizations of the church shall be under church control, with all officers being elected by the church and reporting regularly to the church.

SECTION 2. SUNDAY SCHOOL

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the direction of the Sunday School director for the study of God's Word.

The tasks of the Sunday School shall be to teach the biblical revelation; to reach persons for Christ and church membership; to perform the functions of the church within its constituency; to provide and to interpret information regarding the work of the church and the denomination.

SECTION 3. DISCIPLESHIP TRAINING

There shall be a Discipleship Training organization, divided into departments for all ages and conducted under the direction of a general director. This organization shall serve as the training organization of the church.

The tasks of Discipleship Training shall be to orient new church members; to train church members to perform the functions of the church; to train church leaders; to teach Christian theology, Christian ethics, Christian history, and church policy and organization; to provide and interpret information regarding the work of the church and denomination.

SECTION 4. WOMAN'S MINISTRY

There shall be a Woman's Ministry with such officers and organization as needed.

The tasks of the Woman's Ministry shall be to teach missions; to engage in mission action; to support world missions through praying and giving; to provide and to interpret information regarding the work of the church and the denomination.

SECTION 5. MEN'S MINISTRY

There shall be a Men's Ministry with such organization as needed. This program shall be directed by a director who shall be elected by the church. The tasks are to teach missions; to engage in mission action; to support world missions through praying and giving; to provide and to interpret information regarding the work of the church and the denomination.

ARTICLE VII: ORDINANCES

SECTION 1. BAPTISM

A person who receives Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be administered by the Pastor or whomever the church shall authorize. The baptismal committee shall assist in the preparation for, and observance of, baptism.
- C. Baptism shall be administered as an act of worship during any worship service.
- D. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor and/or staff and deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

SECTION 2. LORD'S SUPPER

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

- A. The Lord's Supper should be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
- B. The Lord's Supper should be observed in the morning or evening worship services, rotating between the two.
- C. The Pastor, staff and deacons shall be responsible for the administration of the Lord's Supper.

ARTICLE VIII: CHURCH MEETINGS

SECTION 1. WORSHIP SERVICES

The church shall meet regularly each Sunday morning, Sunday evening, Wednesday Noon and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor.

SECTION 2. SPECIAL SERVICES

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar.

SECTION 3. REGULAR BUSINESS MEETINGS

Regular business meetings shall be held monthly on the Wednesday night following the third Sunday.

SECTION 4. SPECIAL BUSINESS MEETINGS

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impractical.

SECTION 5. QUORUM

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called. The determination of a quorum will be subjectively determined by either the Pastor, Associate Pastor, or Deacon Chairman respectively.

SECTION 6. PARLIAMENTARY RULES

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedures for all business meetings of the church.

ARTICLE IX: AMENDMENTS AND REVIEW

- A. Changes to the Constitution, Standing Committees and Rules of Practice, Policy and Procedure may be presented at any regular business meeting of the church. Changes will be made available for review at least thirty days prior to voting at the next regular business meeting. Changes shall be approved by 3/4 majority vote of all members of the church present.
- B. This Policy and Procedures Manual should be reviewed every 3 years by a committee appointed by the Deacon Chairman.

*** 2009/2012/2015/2018/2021**

ARTICLE X: COUNCILS OF THE CHURCH

SECTION 1. PURPOSE

The councils of the church exist to plan, coordinate, and evaluate the work assigned to them by the church. Councils provide support through the Pastoral ministries, educational/program ministries, music ministries, administrative ministries of the church.

SECTION 2. THE CHURCH COUNCIL

The major functions of the Church Council relate to planning, administering, coordinating, and evaluating of the total work of the church, on a continuing basis. An effectively functioning Church Council helps the church to determine the focus and scope of its ministry and mission both now and in the future, use resources wisely, identify priorities, coordinate the church calendar of activities, enhance the administrative process, and enrich fellowship. The Church Council is accountable to the church.

A. DUTIES

1. Help the church understand its mission and define its priorities.
2. Formulate and recommend to the church suggested church objectives and goals in light of church and community needs.
3. Develop and recommend to the church action plans for reaching church goals.
4. Coordinate the church's schedule of activities, special events, and use of facilities.
5. Prepare the annual church calendar of activities.
6. Review and coordinate suggested program plans and actions by the church staff, church officers, organizations, and committees; and provide the adequate communication among staff, officers, organizations, and committees.
7. Serve as the coordinating group for all committee's actions/activities.
8. Review, evaluate, and report, as appropriate to the church, program achievements in terms of church objectives and goals.

B. MEMBERSHIP

1. Active members of the council are:
 - a. All ministerial church staff members.
 - b. Deacon council chairman.

ARTICLE X: COUNCILS OF THE CHURCH

B. MEMBERSHIP (Continued)

- c. Directors of church programs and services embodying significant work of the church which must be correlated and coordinated so that the church may function as a totality. These directors include: Sunday School, Outreach, Discipleship Training, Men's Ministry & Women's Ministry.

- 2. The Pastor serves as chairman of the Church Council and appoints a council secretary.

ARTICLE XI: USE OF BUILDINGS, EQUIPMENT AND GROUNDS

1. GENERAL

Fifteenth Avenue Baptist Church is a non-profit religious society. Use of Fifteenth Avenue Baptist Church owned buildings, equipment and grounds is restricted to activities consistent with the objectives of the Church as outlined in the Church's Constitution, Article I, Section 3: "fifteenth Avenue Baptist Church seeks to fulfill its mission of 'Loving God and Loving Others' by Worshipping the Lord in a corporate setting which introduces people to God, invites them into a personal relationship with Christ, and inspires them toward transformational living through the person and power of the Holy Spirit; Connecting to the truth of God's Word on another and the world through Sunday School; Deepening our faith, relationships with on another, and testimony before the world through in0depther Bible Study; and Impacting Lauderdale County, North America, and the world with the Gospel of Jesus Christ through ministry and mission.

2. WORSHIP SERVICES, MEETINGS AND WEDDINGS

In addition to the daily ministries of Fifteenth Avenue Baptist Church, use of Fifteenth Avenue Baptist Church owned buildings, equipment and grounds for worship services and ministry related meetings shall be approved and coordinated locally by Fifteenth Avenue Baptist Church assigned personnel in accordance with the objects outlined above in policy Article XI, Section 1. Use of the Church owned facilities for wedding ceremonies shall also adhere to the Biblical standards for marriage as stated in the 2000 Baptist Faith and Message, Section XVIII: "Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His Church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to Biblical standards, and the means for procreation of the human race."

(presented 2/18/15; approved 3/18/15)

APRIL DEACON NOMINATING CAUCUS

PURPOSE

This group will be responsible for recommending to the Deacon Council at their regular May meeting persons to fill the following positions for the ensuing church year:

1. Church Clerk
2. Church Outreach Director
3. Discipleship Training Director
4. Sunday School Director

DUTIES

1. To enlist and recommend willing volunteers for all open places of service.
2. To present a slate of workers to the Deacon Council at the regular May meeting.
3. To pray and seek God's guidance as they seek to fill these positions.

MEMBERSHIP

Five (5) members: Deacon Chairman and four deacons

APPOINTED BY

Deacon Council Chairman (he should appoint this group in the regular April Deacon Council meeting.)

TERM

This committee will serve for 1 year beginning in April and members cannot succeed themselves.

*See Appendix 3 for duties of Church Clerk, Outreach Director, Discipleship Training Director, Sunday School Director.

OCTOBER DEACON NOMINATING CAUCUS

PURPOSE

This group will be responsible for recommending to the Deacon Council at their regular November meeting persons to fill positions on the following committees:

1. Nominating Committee
2. Committee-on-Committees
3. Finance Committee
4. Personnel Committee
5. Trustees

DUTIES

1. To enlist and recommend willing volunteers for all open places of service.
2. To present a slate of nominees to the Deacon Council at the regular November meeting.
3. To pray and seek God's guidance as they seek to fill these positions.

MEMBERSHIP

Five (5) members: Deacon Council Chairman and four deacons

APPOINTED BY

Deacon Council Chairman (he should appoint this group in the regular October Deacon Council meeting)

TERM

This committee will serve for 1 year beginning in October and members cannot succeed themselves.

NOMINATING COMMITTEE

PURPOSE

This committee will be responsible for enlisting volunteer leaders for the Sunday School; Discipleship Training (except the director but including the general secretary); Men's Ministry (including Baptist Men and Royal Ambassadors); and Women's Ministry (including, WMU and Girls in Action)

DUTIES

1. To advertise and promote open positions of service for volunteers.
2. To enlist and nominate willing volunteers for all open places of service.
3. To present a slate or workers in report form to the church each year in the September business meeting. These positions are being filled for the period September 1 - August 31.
4. To meet as needed to fill vacancies that may arise throughout the year.
5. To pray and seek God's guidance as they seek to fit people and positions together.

MEMBERSHIP

Five (5) members

NOMINATING BODY

October Deacon Nominating Caucus

TERM

One and Two year terms beginning on January 1st.

First year: 2 members for 2 years; and 3 members for 1 year

Thereafter: 2 members for 2 years; and 1 member for 1 year

FINANCE COMMITTEE

PURPOSE

This committee will be responsible for planning and promoting the annual budget of the church. They will also be responsible for handling all financial matters of the church as they arise throughout the year.

DUTIES

1. To meet each year in the fall and compile necessary information from all sources to begin planning the next year's budget.
2. To prepare a budget proposal for review by the deacons at their November meeting. The deacon approved budget shall be presented to the church by the December business meeting.
3. To promote support of the budget by the membership of the church.
4. To meet monthly to review the monthly financial statement and to make recommendations to the Deacon Council concerning monetary matters.
5. To have supervisory responsibility for the counting, receipting, and depositing of church funds. This includes solicitation of volunteers for the "Money Counting Committee" which functions on Monday mornings.
6. To pray and seek God's guidance as they strive to fulfill these responsibilities.

MEMBERSHIP Five
members

EX-OFFICIO MEMBERS
Financial Secretary

NOMINATING BODY
October Deacon Nominating Caucus

TERM
One and two year terms beginning on January 1st
First year: 2 members for 2 years; and 3 members for 1 year
Thereafter: 2 members for 2 years; and 1 member for 1 year

PERSONNEL COMMITTEE

PURPOSE

This committee is to serve the church in the area of personnel management.

DUTIES

1. To be responsible for the location of qualified personnel, other than ministerial staff, when a vacancy or need is present, and to recommend personnel for approval.
2. To make recommendations regarding salaries, hours, sick leave, vacation and other personnel matters, and to make recommendations to the finance committee prior to budget adoption for the next year.
3. To study relationships among staff members and their relationships with the church body, and to work with the Pastor in handling problems or disputes.
4. To negotiate any changes in current personnel policies with those involved, and to make recommendations to the church regarding any changes.
5. To pray and seek God's guidance as they strive to fulfill these responsibilities.
6. To conduct an annual review of costs associated with benefits. This includes, but is not limited to:
 - a. Health Insurance
 - b. Life Insurance
 - c. Accidental Death and Dismemberment
 - d. Retirement

MEMBERSHIP

Five members

NOMINATING BODY

October Deacon Nominating Caucus

TERM

One and two year terms beginning on January 1st

First year: 2 members for 2 years; and 3 members for 1 year

Thereafter: 2 members for 2 years; and 1 member for 1 year

TRUSTEES

PURPOSE

The Trustees will hold in trust the church property. They will have no power to buy, sell, mortgage, lease or transfer any property without specific vote of the church authorizing such action.

DUTIES

1. It shall be the function of the trustees to affix their signatures to all legal documents when such signatures are required.
2. Should an occasion arise for the church to sue or be sued, the trustees are its legal representatives.

MEMBERSHIP

Three members

NOMINATING BODY

October Deacon Nominating Caucus

TERM

Three years beginning January 1st

One member to go off each year and one new member to come on each year

COMMITTEE-ON-COMMITTEES

PURPOSE

This committee will be responsible for filling all committee positions for the following committees:

1. Baptismal Committee
2. Benevolence & Missions Committee
3. Building & Grounds Committee
4. Direct Mission Support Committee
5. Fellowship Committee
6. Flower Committee
7. Food Service Committee
8. Greeter Committee
9. Insurance Committee
10. Library Committee
11. Long Range Planning Committee
12. Lord's Supper Committee
13. Parking Area Security Committee
14. Scholarship Committee
15. Usher Committee
16. Vehicle Committee

DUTIES

1. To advertise and promote open positions of service for volunteers.
2. To enlist and nominate willing volunteers for all open places of service and designate a chairman for each committee. The designated chairman will be responsible for scheduling meetings as needed.
3. To present a slate of workers in report form to the church each year in the November business meeting.
4. To meet as needed to fill vacancies that may arise throughout the year.
5. To pray and seek God's guidance as they seek to fit people and positions together.

MEMBERSHIP

Five members

COMMITTEE-ON-COMMITTEES

(Continued)

NOMINATING BODY

October Deacon Nominating Caucus

TERM

One and two year terms beginning on January 1st

First year: 2 members for 2 years; and 3 members for 1 year Thereafter: 2 members for 2 years; and 1 member for 1 year

BAPTISMAL COMMITTEE

PURPOSE

This committee is to assist the church by preparing and maintaining the baptistery and all accessories to insure smooth operation for all baptismal services.

DUTIES

1. To insure that all needed robes, towels, etc. are on hand prior to any baptismal service.
2. To prepare the baptismal pool, insuring the water is heated and ready prior to any baptismal service.
3. To assist the Pastor and candidates for baptism in the baptismal service.
4. To see that all used articles are cleaned and returned to the baptismal area after each service. 5. To insure that the baptistery is drained and made ready for the next service.

MEMBERSHIP

Two Couples

NOMINATING BODY

Committee-on-Committees

TERM

Two years beginning on January 1st

One couple to go off each year and one couple to come on each year.

BENEVOLENCE & MISSIONS COMMITTEE

PURPOSE

This committee is responsible for the disbursement of benevolence funds to individuals who make appeal to the church for assistance, or individuals who, this committee feels, need temporary assistance, financially or in other ways.

DUTIES

1. To make budget recommendations for benevolence funds and to disburse said funds to those individuals who, the committee feels, are in need. The chairman should be available for call by the church staff when a need arises.
2. To arrange for other types of help if the committee feels they will better serve the person in need. These might include clothes, lodging, food, transportation, etc.

MEMBERSHIP

Three members

EX-OFFICIO MEMBERS

Pastor
Associate Pastor for Music & Education
Associate Pastor for Students

NOMINATING BODY

Committee-on-Committees

TERM

One year: January 1st - December 31st

BUILDING AND GROUNDS COMMITTEE

PURPOSE

This committee will be responsible to the church for proper upkeep and condition of church facilities, equipment, furnishings and grounds.

DUTIES

1. To inspect all church property periodically making note of needed repair, replacement or other deficiencies. Also, providing for repair of said condition if within budget guidelines and, of beyond the provision of the budget, to secure bids and make recommendations for correction to the church through the administrative deacons.
2. To select color, texture and style of any furnishing, paint and other item which is placed in, on or around the church, both interior and exterior.
3. To maintain an inventory of all church property, and to dispose of unneeded property, as determined by the administrative deacons in a businesslike manner.
4. To be ready to take emergency action in the event of a condition in the church property which is dangerous, or which could result in further damage if not immediately repaired.
5. To receive suggestions from individuals in the church as to needed repair, corrections, or adjustments to buildings or equipment.
6. To work very closely with the church staff in a cooperative effort to keep the buildings and equipment in good repair, clean and functional for the church program.

MEMBERSHIP

Five members with the chairman being a deacon

NOMINATING BODY

Committee-on-Committees (this committee shall designate the chairman) TERM

One and two year terms beginning on January 1st

First year: 2 members for 2 years; and 3 members for 1 year

Thereafter: 2 members for 2 years; and 1 member for 1 year

DIRECT MISSIONS SUPPORT COMMITTEE

PURPOSE

The purpose of the Direct Missions Support budget line item and the Direct Missions Support Fund is to provide FABC a vehicle by which to directly support missions work in which FABC members and others are involved.

Some of the goals are:

- To strive to fulfill the Great Commission by supporting local, state, national and foreign missions.
- To encourage FABC members (with or without financial need) to take an active role in mission work.
- For FABC to regularly increase its involvement in Direct Mission Support through the budget and by contributions to the Direct Missions Support Fund without decreasing its support to the Cooperative Program and Local Associational Missions.
- Minimize the need for special Love Offering collections for missions work.

DUTIES

1. The Direct Missions Support Committee is to evaluate applications for missions work & monetary support, award support and make reports to the church as to who and what is supported and the amounts of funds given to each.
2. The Committee will also make recommendations to the Finance Committee each July for the amount of the next year's budget line item for Direct Missions Support.
3. Help Ministerial Staff coordinate and promote missions activities co-sponsored by FABC on the local, state, national, and international levels.

COMMITTEE MEMBERSHIP

The Direct Missions Support Committee will be composed of a member of the Finance Committee (selected by the Finance Committee each year), the Men's Ministry Director (RA Director if there is no Men's Ministry Director), Women's Ministry Director (GA Director if there is no Women's Ministry Director), and the Vice-Chairman of the Deacons. A chairperson will be elected by the Committee at their first meeting of each new year.

FELLOWSHIP COMMITTEE

PURPOSE

This committee will be responsible for assisting in planning and execution of plans for all church-wide fellowship events not sponsored by a particular group.

DUTIES

1. To assist the church staff in planning fellowship events.
2. To assist in carrying out plans and supervising activities at all church-wide fellowships.
3. To host church-wide potluck suppers not sponsored by any particular group. This involves arranging the food for serving and the preparation of beverages.
4. To host church-wide fellowships, picnics, etc. not hosted by any particular group. This involves preparation of any refreshments for serving.
5. To make recommendations to the Finance Committee concerning budget needs annually.

MEMBERSHIP

Five members

NOMINATING BODY

Committee-on-Committees

TERM

One year: January 1st - December 31st

FLOWER COMMITTEE

PURPOSE

This committee is to assist the church by arranging for floral arrangements in the Sanctuary and elsewhere as needed, suitable for the particular service held.

DUTIES

1. Arrange for flowers to be displayed in the Sanctuary each Sunday.
2. Arrange for flowers for special occasions as needed.
3. Plan for sharing floral arrangements used on Sunday with those who would enjoy them most, and carry the flowers to them after the evening worship service or other times when flowers are not needed at the church further.
4. To use memorial flowers whenever they are placed by individuals in memory of others in place of regular orders.

MEMBERSHIP

Four members

NOMINATING BODY

Committee-on-Committees

TERM

One year: January 1st - December 31st

FOOD SERVICE COMMITTEE

PURPOSE

This committee is to serve the church by assisting the kitchen staff in final preparations, coordination, and serving of food and drink for church-wide functions not sponsored by any particular group. Also, this committee is to monitor the needs and use of the kitchen area for the overall welfare of the church.

DUTIES

1. To host all Wednesday night fellowship meals. This involves early arrival, final preparation of the meal for serving, and the serving of the meal.
2. To make sure the kitchen/dishes/etc are cleaned properly after each use.
3. Oversee the kitchen staff in food preparation/clean up.
4. Make recommendations to custodial staff on how to properly clean and point out to their immediate supervisor instances of non-compliance.
5. Follow-up to be sure that recommendations were followed.
6. To make recommendations, to the appropriate group, that will enhance and facilitate food storage, preparation, and serving.
7. To recommend to the church, for church approval, kitchen use policies that seek to provide for the health and welfare of the church in relationship to the kitchen.

MEMBERSHIP

Twelve members

NOMINATING BODY

Committee-on-Committees

TERM

One year: January 1st - December 31st

GREETER COMMITTEE

PURPOSE

To solicit, train and provide a sufficient number of Greeters so as to enhance the church image of a loving fellowship by extending warm greetings and thoughtful aid to all arrivals, particularly to newcomers.

DUTIES

1. To solicit, train and provide a sufficient number of Greeters to greet all persons coming to Sunday School and Morning Worship.
2. To properly instruct and equip the Greeters to fulfill the greeting tasks assigned to the Greeters by the Greeter Committee, which such tasks would normally include:
 - A. Identifying visitors through greetings and introductions;
 - B. Inviting visitors to register at a place provided for this purpose;
 - C. Escorting (when appropriate) Sunday School visitors to the proper department or class;
 - D. Assisting handicapped, elderly, and others in need, whether visitors or members, particularly during inclement weather.

MEMBERSHIP

Five members

NOMINATING BODY Committee-

on-Committees TERM

One and two year terms beginning on January 1st

First year: 2 members for 2 years; and 3 members for 1 year

Thereafter: 2 members for 2 years; and 1 member for 1 year

INSURANCE COMMITTEE

PURPOSE

This committee is responsible for providing adequate insurance for the church and church properties.

DUTIES

1. To establish and maintain files within the church office of all insurance policies, records, correspondence, recommendations and all other matters in connection with the insurance coverage of the church, church properties, and liability coverage thereof.
2. To correspond with the insurance carrier or its agent and complete necessary forms and other papers, including claim forms, to properly maintain the insurance coverage approved by the church.
3. To recommend to the church additions, changes or deletions in present insurance coverage after careful study.
4. To assure that premiums are paid timely to the insurance carrier to avoid a lapse in coverage.

MEMBERSHIP

Five members

NOMINATING BODY

Committee-on-Committees

TERM

One and two year terms beginning on January 1st

First year: 2 members for 2 years; and 3 members for 1 year

Thereafter: 2 members for 2 years; and 1 member for 1 year

LIBRARY COMMITTEE

PURPOSE

This committee is to assist the church by staffing and supervising the church library. DUTIES

1. To organize and supervise the efficient operation of the church library.
2. To staff and operate the library on a schedule which makes its use convenient to the church.
3. To purchase books, videos and other materials and **or** equipment as needed using funds available for these purposes.
4. To publicize and promote use of the church library.

MEMBERSHIP

Six members

NOMINATING BODY

Committee-on-Committees

TERM

One year: January 1st - December 31st

LONG RANGE PLANNING COMMITTEE

PURPOSE

The purpose of this committee is to work closely with the Pastor and Staff, to study, plan and propose strategies for future facilities, personnel and ministry opportunities at Fifteenth Avenue Baptist Church.

DUTIES

1. Analyze present and future needs of the Church and community.
2. Set Church objectives, goals, and strategies.
3. Maintain communication with Church members throughout the planning process.
4. Present specific long-range plans to Church for study and approval.

MEMBERSHIP

Seven members representing a broad spectrum of the Church.

NOMINATING BODY

Committee-on-Committees

TERM

First year: 3 members for 2 years; 4 members for 3 years Thereafter:
2 year terms

LORD'S SUPPER COMMITTEE

PURPOSE

This committee is to serve the church by preparation of the elements of the Lord's Supper and supervision of supplies and equipment for this ordinance of the church.

DUTIES

1. To insure that all needed supplies and equipment are on hand and in readiness for each observance of the Lord's Supper.
2. To prepare the elements of the Supper and place them in the proper place prior to the service.
3. To collect and supervise the cleaning of used articles, insuring proper storage for readiness at the next observance of this ordinance.

MEMBERSHIP

Two deacons and their wives

NOMINATING BODY

Committee-on-Committees

TERM

Two years beginning on January 1st

One deacon and his wife to go off each year and one deacon and his wife to come on each year.

PARKING AREA SECURITY COMMITTEE

PURPOSE

This committee is responsible for providing parking area security during regular scheduled Sunday and Wednesday services and activities as deemed necessary by the Administrative Deacon body and/or the church.

DUTIES

1. To provide for an orderly schedule of volunteers to patrol the parking areas as needed during Sunday School, Sunday morning worship services, Discipleship Training, Sunday evening worship services, Wednesday noon prayer meetings, Wednesday evening prayer meetings and choir practices. (Parking area security for other services and activities will not be the responsibility of this committee, but will be the responsibility of the person or persons promoting the service or activity unless specifically agreed upon by all parties involved.)
2. To provide an orderly means of notifying or informing volunteers of the date and time they are scheduled to serve.
3. To make church members aware of areas to be patrolled during any given service or activity.
4. This committee may become inactive if it is deemed no parking area security is necessary, but should be prepared to move promptly if parking area security should become necessary again.

MEMBERSHIP

Five members

NOMINATING BODY

Committee-on-Committees

TERM

One year: January 1st - December 31st

SCHOLARSHIP COMMITTEE

PURPOSE

The Scholarship Committee is to assist the church by overseeing and disbursing funds allocated for scholarships to Fifteenth Avenue Baptist Church students beginning or continuing their education.

DUTIES

1. To determine the amount of money available for such scholarships.
2. To select students for the scholarships based on academic achievement.
3. To award the scholarships.

CRITERIA FOR SCHOLARSHIP AWARDS

1. Must be a member of Fifteenth Avenue Baptist Church.
2. Must be attending accredited institution recognized by U. S. Department of Education
3. Financial need.
4. Scholastic record (including SAT/ACT scores).
5. Special Considerations may be voted upon by Committee.

APPLICATIONS

1. Should be made in form of letter to the Committee explaining need, planned use of funds, educational plans, and any special circumstances which should be considered.
2. Application should be made no later than June 1st each year.

AWARDING OF SCHOLARSHIPS

1. Scholarship Committee shall make recommendations and award scholarships by July 1st each year.
2. Interest from the Endowment Fund will be used for awarding of scholarships. Unused interest will be returned to the fund as principle.

OTHER

1. Factors not considered by this set of rules will be determined by majority vote of the Committee.

SCHOLARSHIP COMMITTEE (continued)

MEMBERSHIP Five

members

NOMINATING COMMITTEE

Committee-on-Committees

TERM

One year: January 1st - December 31st

USHER COMMITTEE

PURPOSE

This committee is to assist the church by providing for the orderly operation of the worship service.

DUTIES

1. The ushers will welcome people as they arrive at regular worship services, offering them any available printed matter and offering to help them find seats if the service has started.
2. The ushers will be responsible for the receiving of all offerings during worship services.
3. The ushers will be alert for any problems which may occur during the service and assist in solving the problem or alleviating the disturbance.
4. The ushers will work closely with the church staff to assist in any way that will insure smooth operation of all services.

MEMBERSHIP

Twelve members

NOMINATING COMMITTEE

Committee-on-Committees (this committee shall designate a Head Usher)

TERM

One year: January 1st - December 31st

VEHICLE COMMITTEE

PURPOSE

This committee is responsible for all phases (except insurance) of the operation and use of church owned vehicles.

DUTIES

1. To supervise the use, maintenance and general condition of all motor vehicles owned by Fifteenth Avenue Baptist church.
 - A. Check the general condition of the vehicles.
 - B. Check log books and plan to correct maintenance needs or equipment needs.
 - C. Check first aid kit and all emergency equipment.
 - D. Discuss other matters pertaining to church-owned vehicles.
2. To secure and train an adequate number of approved drivers for church-owned vehicles. (See church-owned vehicle policy.)
3. To schedule use for the Sunday Bus Ministry.
4. Act as an approving agency for:
 - A. All drivers for vehicles.
 - B. All requests by groups outside the church for vehicle use.
5. To Secure a safe parking area for the vehicles and insure their readiness for use.

MEMBERSHIP

Five members

NOMINATING BODY

Committee-on-Committees

TERM

One year: January 1st - December 31st

ARTICLE I: FINANCIAL PROCEDURES

SECTION 1. BUDGET

Each year the Finance Committee shall prepare a revised operating budget. Anyone may make requests to the Finance Committee prior to October 1. The deacon approved budget shall be presented to the church for approval prior to January 1. It shall be presented at a Wednesday night prayer meeting and opened for discussion and comments; however the vote for approval or disapproval shall be during a Sunday Morning Worship Service by secret ballot with a 3/4 majority. Once approved, this budget shall be the operating guideline for all organizations of the church.

SECTION 2. INCOME

Income is received through regular and special offerings. All proper special offerings are designated and are not used for general expenditures. All regular offerings are received for general disbursement according to the current operating budget in effect. Money received on Sunday mornings is collected, checked, and counted by the financial secretary on Mondays. A record of all offerings given by individuals for any cause is kept by the church bookkeeper and sent out annually to all individuals making a contribution during that year (January 1st - December 31st).

SECTION 3. FUND DISBURSEMENT

1. Regularly recurring budget items are approved for payment at time of church approval of the annual budget. These items are typified by salaries, utilities, and other items which occur regularly.
2. All other disbursements which are within the budget but are not regular in nature, require approval for payment by the designated purchasing agent. The Purchasing Agent is the Church Secretary. Purchases must be accompanied by a purchase order with the number being required for payment of the invoice by the Financial Secretary. No purchase made in the name of the church which has not been approved is required to be paid. The purchase order shall include a sequential number, a date, a description of the goods purchased, the quoted price of the goods, the name of the individual making the purchase, the designated budget item from which disbursement is to be made, and a place for approval by the purchasing agent. Each invoice will be matched with the appropriate purchase order and given to the Financial Secretary for payment.
3. Purchases of goods or services not included in any budget item must be approved by the purchasing agent, the financial secretary and the ministerial staff of the church. These purchases must also be assigned a purchase order number.
4. Emergency expenditures shall be authorized by the administrative deacons when immediate damage may be incurred if action is not taken, or if the normal operation of the church is threatened. Examples include wind damage, equipment failures, etc.
5. No member shall be compensated for services rendered other than contracted services, except upon approval of the Personnel Committee.

ARTICLE I: FINANCIAL PROCEDURES (continued)

SECTION 4- SALARY ADMINISTRATION GUIDELINES

1. The salaries shall be at the discretion of the church upon the recommendation of the Finance Committee and Personnel Committee.
 - a. For ministerial staff and employees working twenty hours per week or more, the pastor or his designee shall furnish the personnel committee a performance evaluation report. This shall be done in August of each year and shall be a concise narrative report, in writing, addressing the employees performance of the accountabilities listed in his job description. It shall conclude with a summary evaluation of 1. Exceeds accountabilities, 2. Meets accountabilities and shall become a part of the Church's permanent personnel files. Employees whose evaluation falls below the "meets accountabilities" standard shall not be eligible for a salary increase in the budget year and their performance shall be re-evaluated in 90 days by their supervisor and the Personnel Committee.
 - b. The pastor's yearly evaluation will be done by the deacon chair, vice chair and secretary. It will then be submitted for discussion and approval by the deacon body in the August Deacon's meeting. Upon approval, the recommendation will be given to the Finance and Personnel Committee for budgetary consideration.
2. Remuneration for employees working less than twenty hours per week shall be at the discretion of the personnel committee subject to agreement by the Financial Committee and approval by the church.
3. If the church is without a pastor, salary administration shall be upon the joint recommendation of the Finance and Personnel Committees, subject to church approval.
4. Disparities that arise between the recommendations of the Personnel Committee and the views of the Finance Committee should be resolved before becoming part of the budget proposal to be presented to the Deacons. If needed, the deacons shall become the arbitrator between the two.
5. Remuneration for employees outside of the normal 40 hour work week (Associational/State Events) should be at the recommendation of the Finance and Personnel Committee.

***See Appendix 3 for Salary Administration and Compensation Guidelines *See Appendix 4 for Organizational Chart**

ARTICLE II: USE OF CHURCH FACILITIES

This policy governs the use of all church facilities for all functions except weddings, and all regularly scheduled activities such as Sunday School, Discipleship Training, etc.

- A. Church member groups and individuals have priority over non-church groups or individuals in scheduling the use of any church facility except when use has been approved and placed on the church calendar. To insure no conflict, all groups or individuals must reserve the use of any facility by placing their meeting on the church calendar which is kept by the church secretary according to the policies set forth in this manual.
- B. In order to use church facilities, non-church groups must have prior approval by the ministerial staff.
- C. It is to be remembered at all times that this is a house of worship and study, and no unseemly behavior will be tolerated. There will be no tobacco used inside the church buildings, including the gym facility, and no alcoholic beverages will be allowed.
- D. With the installation of the security system and in order to insure the security of the church buildings, keys and security codes are to be limited to the Pastor and other ministerial staff, security person, church secretary, financial secretary, organist and custodian. Any person/group with a need to utilize the church for a church-related activity will make arrangements for the church to be opened and closed through the church office. Keys are issued to positions rather than persons. Keys are not to be duplicated.
- E. The church wishes to cooperate with the Lauderdale County Baptist Association, the Mississippi Baptist Convention Board, and the Southern Baptist Convention by making its facilities available for denominational meetings when there is no conflict in scheduling on the church calendar.

ARTICLE III: WEDDING POLICIES

SECTION 1. INTRODUCTION

Marriage in the church is a religious ceremony, and all elements of the service have sacred significance. In order that couples may have a sacred and dignified wedding ceremony, they are urged to make thorough preparations, both spiritual and temporal.

SECTION 2. MAKING THE RESERVATIONS

The date of the wedding and rehearsal must be approved by the Pastor with regard to his schedule and the church calendar. Approval of the date is normally given after the couple has had a conference with the Pastor. Wedding invitations should not be printed until the date has been approved on the calendar and confirmed by the Pastor.

After the date has been determined, it must be reserved to insure that the church facilities are available. This is for the protection of the wedding parties, and it is recommended that this be done as early in the wedding plans as possible. Arrangements must also be made if the fellowship hall is to be used for any reason. The Church Secretary maintains the church calendar.

In making arrangements, Wednesday evenings should be avoided. Receptions on Sunday afternoons place undue pressure on the church custodian, and require employment of extra help. Sunday receptions should begin no later than 3:00 p.m.

The Pastor should officiate at all weddings held in this church. For exceptions, a request must be made to the Pastor for his approval of any other minister to perform the ceremony. It is recommended that the Pastor be involved in the ceremony in some capacity.

ARTICLE III: WEDDING POLICIES (continued)

SECTION 3. Fees

Set fees are:

A. <u>Sanctuary Fees</u>	(Members)	(Non-Members)**
Use of Sanctuary	\$0.00	\$700.00
Janitorial Services	\$40.00	\$50.00
Maid Services	\$35.00	\$50.00
B. <u>Fellowship Hall Fees</u>		
Use of Fellowship Hall	\$0.00	\$500.00
Janitorial Services	\$35.00	\$50.00
Maid Services	\$30.00	\$50.00
C. <u>Security Fees*</u>	\$50.00	\$50.00
D. <u>Kitchen/Equipment Fees</u>	\$0.00	\$100.00
E. <u>Personnel Fees:</u>	(Members)	(Non-Members)**
Clergy	\$150.00	\$150.00
Instrumentalists	\$200.00	\$200.00
Sound Personnel	\$100.00	\$100.00

Policies (for non members)**:

1. A non-refundable \$250 deposit is required at the time the facilities are scheduled with the church office. This fee will be applied to the total balance.
2. All equipment/facilities must be in the same condition after usage or the person reserving the facilities will be billed for any necessary repairs.
3. Anyone using the facility is required to use the custodial crew of Fifteenth Avenue Baptist Church to ensure proper set up for church services.
4. Anyone using the kitchen facility must have one member of the housekeeping staff there to show how all equipment works and to ensure that property and equipment belonging to the church is not accidentally intermingled with other's property.

Janitorial and Maid services are doubled for Sunday afternoon receptions. Fees for Security include unlocking for rehearsal, locking up after rehearsal, unlocking prior to wedding and locking up after the wedding. Each time other than the four aforementioned times will be subject to an additional charge. Payment of all fees for the use of the church facilities and services are required at least three days in advance of the wedding. Fees for the church are made payable to Fifteenth Avenue Baptist Church. Fees for janitorial and maid services are made payable directly to the janitor and the maid. Fees for security services are made payable directly to the security persons.

ARTICLE III: WEDDING POLICIES (continued)

SECTION 4. WEDDING MUSIC

The Minister of Music is available to assist the bride in selecting appropriate music for the ceremony, and to locate musicians if necessary. Arrangements for use of the piano and organ by anyone other than the church Organist and Pianist must be approved by the Minister of Music at least two weeks prior to the ceremony. Church members should contact the musicians and sound technician to negotiate fees and responsibilities.

SECTION 5. SECURITY*

It is the bride's responsibility to make arrangements with Church Security for the rehearsal and the wedding. Security needs to be notified at least a month in advance so that arrangements can be made to unlock for the rehearsal and the wedding. Phone numbers for Security may be obtained in the church office. Security fee includes unlocking & locking for rehearsal and the wedding ceremony. Any additional times that the wedding party requests security to unlock/lock will result in an additional charge of \$25 for each time security is called upon to unlock/lock the facilities.

SECTION 6. MISCELLANEOUS

No tobacco may be used anywhere inside church buildings. Alcoholic beverages are not allowed on church property. Candles used in the Sanctuary must be dripless, and when used in candelabra, must have plastic sheets placed under them. Rice should not be thrown inside the church buildings at any time. Rice is very dangerous on tile floors, and presents a cleaning problem on carpet. It is recommended that bird seed, instead of rice, be used outdoors. Hymnals may not be removed from the Sanctuary pews for weddings.

A copy of these Wedding Policies will be given to the bride by the church secretary when a wedding date is reserved on the church calendar. All policies listed should be observed by those in the wedding party, and all guests.

**A non-member is any person who does NOT hold membership at Fifteenth Avenue Baptist Church. Church members who have children who are not members of Fifteenth Avenue are required to pay the non-member fees.

ARTICLE IV: LOAN OF CHURCH-OWNED PROPERTY

This policy shall apply to all transportable property owned by Fifteenth Avenue Baptist Church. Examples are: tables, chairs, baby beds, high chairs, dishes, silverware, etc.

No property owned by the church may be loaned to, or borrowed by, any group or individual which is not directly connected with Fifteenth Avenue Baptist Church.

Requests should be made in the following manner: The person wishing to use Church-owned property must make requests to the church secretary or the financial secretary. A record of borrowed property form will be filled out and signed by the person taking the items and the person checking out the items. A check of all items will be made when they are returned and the person checking in the items will verify the returns and sign the appropriate line on the form.

It is understood that the property must be returned in the same condition in which it is taken. Any damage will be the responsibility of the borrower.

The loan of church owned property cannot interfere with the normal operation of the church.

The church wishes to cooperate with the Lauderdale County Baptist Association, the Mississippi Baptist Convention Board and the Southern Baptist Convention by making its property available for denominational use when there is no conflict in scheduling on the calendar.

ARTICLE V. NURSERY, CHILDREN, AND YOUTH POLICY

SECTION 1. INTRODUCTION

Fifteenth Avenue Baptist Church desires to be a safe place for all children and adults who attend any activity or ministry. This Policy applies to all volunteer and compensated workers of Fifteenth Avenue Baptist Church.

This policy pertains to all activities and ministries of the church which occur within the nursery suite, the children's department and the youth department, all of which are supervised and regulated by the Associate Pastor for Worship/Music and Children and the Associate Pastor for Students and Education of Fifteenth Avenue Baptist Church.

For the purpose of this policy, the term "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and volunteer persons who work with children.

SECTION 2. WHO MAY WORK IN NURSERY, CHILDREN'S MINISTRY OR STUDENT MINISTRY

A. PAID WORKER - paid workers may be hired by the Personnel Committee to work with children at Fifteenth Avenue Baptist Church by meeting the following qualifications:

1. They are at least 21 years old.
2. They fill out an application and give references as to their character and ability.
3. They pass a criminal background check as explained in Section 3 of this policy.
4. They give evidence of Christian conversion

B. VOLUNTEER WORKER - volunteer workers are needed to staff the nursery and work with children and students in all phases of church life. A volunteer may work in these ministries if they meet the following qualifications:

1. They have been a regularly attending member of Fifteenth Avenue Baptist Church for at least six months.
2. They have given evidence that they are able to work with children in the nursery, the children's department or youth department.
3. They complete an authorization to obtain a criminal background check.
4. Teenagers may work in the nursery as long as they are under the direct supervision of a member of the church who is at least 21 years of age and meets all the other criteria above.

SECTION 3. CRIMINAL BACKGROUND CHECK

A criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

1. Those who will be involved in overnight activities with children.
2. Those counseling children.
3. Those involved in mentoring programs/ministries.
4. Those having occasional one-on-one contact such as church sponsored athletic team coaches and vehicle drivers

ARTICLE V. NURSERY, CHILDREN, AND YOUTH POLICY (continued)

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the form, he/she will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Senior Pastor, the Associate Pastor for Worship/Music and Children and the Associate Pastor for Students and Education on a case by case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file in the office at Fifteenth Avenue Baptist Church

SECTION 4. CHECK-IN/CHECK-OUT PROCEDURE

1. When a child is dropped off at the nursery, the parents will be given a pager.
2. A sticker identifying the child will be attached to the child.
3. Before the child can be picked up from the nursery, the pager must be presented.
4. The child will not be released to ANYONE who does not have the pager.

Access to the nursery will be limited to nursery workers. Parents should leave the children with the nursery coordinator or paid worker and not enter the nursery area. Children over three years of age are not permitted in the nursery area. (Exception; Sec 2 Item B#4)

SECTION 5. NURSERY WORKER EXPECTATIONS

1. Nursery workers are not to give children anything to eat or drink except for the approved nursery snack.
2. Nursery workers need to check diapers at least every 30 minutes. They should follow proper procedure in sanitation after checking diapers.
3. Toys are to be sanitized properly after every session.
4. Nursery workers are to provide some activity for children while keeping them in the nursery area.

SECTION 6. POLICY FOR PARENTS OF NURSERY CHILDREN

1. Parents are not to feed children in the nursery (other than the approved snack). Parents wishing to feed their children other than the approved snack should take their child out of the nursery, feed them in the fellowship hall and bring them back to the nursery.
2. Parents should bring a diaper bag with extra diapers, bottles (with formula already pre-mixed), and an extra change of clothes.

ARTICLE V. NURSERY, CHILDREN, AND YOUTH POLICY

3. In order to protect other children in the nursery area, parents are asked not to bring children to the nursery who have had a fever in the last 24 hours, vomiting and/or diarrhea, any unexplained rash, any contagious diseases, or pink eye or other eye infections.

SECTION 7. GENERAL POLICIES

1. It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during a church activity regardless of the number of participants, location or activity. In a Bible Study or similar teaching environment, it is acceptable to have individual classes/groups with only one worker provided there are other adults present in the general area and classroom doors have an uncovered window or remain open to give a clear view of classroom activities.
2. Certain student counseling and ministerial situations may preclude the presence of two adult workers. These general guidelines should not restrict situations where individual counsel and guidance is necessary. In this case the door must be left open or the window of the door shall remain uncovered.
3. When possible, children are encouraged to take care of their own bathroom needs. If this is not possible then children should be taken to the bathroom in groups. No adult should be alone in the restroom with a child with the door closed. Should assistance be required, another adult caregiver should be present or the bathroom door should be propped open.
4. Overnight events that are attended by children of both genders must be chaperoned by workers of both genders.
5. It is the policy of FABC not to administer prescription or non-prescription medications to the children under our care. Exceptions to this policy may be granted for children with life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Associate Pastor for Worship/Music and Children and Associate Pastor for Students and Education to develop a plan of action.
6. It is the policy of FABC not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting or other physical discipline of children. Workers should consult with the Associate Pastor for Worship/Music and Children and the Associate Pastor for Students and Education if assistance is needed with discipline.
7. It is the policy of FABC to require that every child participating in a church sponsored trip or off campus event have a fully completed and notarized FABC Medical Release and Liability form on file with the church. This release is good for one year or until such time as it is rescinded in writing by a parent/guardian.

ARTICLE V. NURSERY, CHILDREN, AND YOUTH POLICY

SECTION 8. RESPONDING TO ALLEGATIONS OF CHILD ABUSE

For the purposes of this policy “child abuse” is any action or lack of action that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.
- Sexual abuse – any sexual activity between a child and adult or between a child and another child at least 4 years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at FABC becomes aware of suspected abuse of a child under his/her care, this should be reported immediately to the Senior Pastor for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at FABC or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified and FABC will comply with the State’s requirements regarding mandatory reporting of abuse as the law then exists. FABC will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Senior Pastor will be our spokesperson to media concerning incidents of abuse or neglect, unless he is alleged to be involved. We will seek the advice of legal counsel before responding to media inquires or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. Any person who is not found innocent of alleged abuse or misconduct will be removed from their position working with children or youth.

(changes presented 2/18/15 and approved 3/18/15)

ARTICLE VI: CHURCH-OWNED VEHICLE POLICY

This policy shall apply to all motor vehicles which are owned or operated by Fifteenth Avenue Baptist Church. The enforcing agent for these policies is a Committee elected by the church, (see job description of the Church-Owned Vehicle Committee).

SECTION 1. DRIVERS

All drivers of church-owned vehicles shall be approved by the Vehicle committee. They shall be active resident members of the church, over 21 years of age, have a valid driver's license, and be in good physical condition. They should be familiar with the vehicle to be driven. Drivers may be replaced at the discretion of the Vehicle Committee.

SECTION 2. VEHICLE USE

Church-owned vehicles shall be used by groups from Fifteenth Avenue Baptist church, first come first serve basis, with transportation for groups to and from religious events to take priority over non-religious travel needs. The vehicle is not to be loaned out, rented, or leased for any purpose except by recommendation of the vehicle committee, and church approval in regular or special business meeting.

SECTION 3. SCHEDULING

Church-owned vehicles will be scheduled on a first come, first serve basis with priority stated above on the official church calendar. The listing must have the group using the vehicle, destination, and approved driver scheduled to drive. Scheduling shall be done at least one week prior to the need. Scheduling for outside groups must be made in time to let the committee act and make their recommendation for church approval.

SECTION 4. LOG BOOK

Church-owned vehicles shall carry a log book. The log book will be maintained by the driver and inspected by the Vehicle Committee. At the beginning of each out-of-town trip, the driver and the church secretary will inspect the vehicle for general condition, note any discrepancies not already noted in the log, and then log mileage, fuel level, and number of passengers at the time of departure. All expenses for fuel and other items shall be logged with mileage, amount, and cost. For trips requiring fuel, the driver will be issued a credit card. All credit charges shall be logged in the book. At the end of the trip, the mileage shall be logged, with any maintenance problems to be noted by the driver and the vehicle fueled. The driver is responsible for leaving the vehicle clear of trash and lost articles at the completion of the trip.

ARTICLE VI: CHURCH-OWNED VEHICLE POLICY (continued)

SECTION 5. OTHER POLICIES

- A. A fee of \$.30 per mile will be collected for every mile in excess of 50 miles from any group which uses the church van. Example: if the van is used to go on a trip to Jackson and the mileage recorded is 200 miles, the group using the van would owe 150 miles x \$.30 per mile = \$45.00, or if a group went 55 miles they would owe 5miles x \$.30 per mile = \$1.50.
- B. On trips over twenty-five miles from the church, or on overnight trips, a complete list of passengers is to be left in the church office, with a copy to be on the vehicle.

ARTICLE VII: MEMORIAL GIFTS POLICY

This policy pertains to any object or funds given to Fifteenth Avenue Baptist Church in memory of a loved one.

Because of the obvious need for coordination of such gifts, the person offering the gift should confer with the pastor or the trustees, to arrange for suitable use to be made of the funds to be given.

If the gift is an object, the Building and Grounds Committee must approve the placement of the object in the church building.

If desired, memorial plaques are encouraged on objects which are permanent in nature. Plaques should be kept small and in good taste.

ARTICLE VIII: KITCHEN USE POLICIES

- A. Use of the kitchen and serving room is to be calendared through the church office to insure accessibility by groups within the church.
- B. When groups use the kitchen, they must leave the kitchen and equipment clean and in proper order.
- C. For health reasons, whenever the kitchen is used, all garbage, trash, and food scraps are to be tied in plastic bags and removed from the kitchen to the outside boiler room for storage.
- D. Food and supplies are not to be left in the kitchen by any group unless they are to be used shortly by that group. In such case, they need to be labeled and stored properly. If not, they may be used or disposed of.