PURPOSE OF MANUAL

What does Christ want for His Church?

Policies and procedures in this manual are to provide guidance for committees and teams for the fulfillment of their responsibilities and are to be followed as established (unless amended) by the Church. This manual is intended to provide for the effectiveness of the ministry for which Christ has established Community Baptist Church. (1 Cor. 14:40)

GENERAL INFORMATION

Within this manual can be found the Churches' Articles of Incorporation, By-Laws, Basic Beliefs, Membership requirements, Church Officers, Church Meetings, Quorums, Church Finances including church year and fiscal year, Facilities Use, Teams, Committees, Councils, Ministerial and Non-Ministerial Staff qualifications and job descriptions along with description of staff annual leave.

Forms and other information that may be helpful can be found in the appendix.

POLICIES

Policies define in detail how the church functions. Policies can be changed in any regular business meeting by a simple majority vote.

A. Policies define the following:
   • Authority
   • Boundaries
   • Responsibilities
   • Guidelines

B. Determine who, why, when, and under what circumstances;

C. Allows decisions to be based on situations rather than personalities;

D. Who sets policies?

   1. Most administrative policies are established by the pastor and do not need a vote.

   2. Generally, the authority is delegated by the church as follows:
      a) The Church establishes the church-wide policies by selecting a team to research and write policies;
      b) Policies can be changed at any legally called business meeting by a simple majority vote.
      c) The Personnel Committee establishes the personnel policies for support personnel and presents to church at a business meeting for a vote;
      d) The Stewardship Committee along with the Treasurer sets financial policies and presents to the Church at a business meeting for a vote.
PROCEDURES

Procedures define the execution process of the policies. Procedures can be changed in any legally called business meeting by a simple majority vote.

A. Procedures tell how a task is done.

B. Procedures provide a detailed list of actions to be performed by those elected to serve on teams and committees.

C. Procedures are established or revised using information provided by various teams or committees who are elected to carry out the policies and procedures.

D. Procedures provide guidance for teams and committees as they fulfill their responsibilities.

TEAMS, COMMITTEES, COUNCILS,

TEAMS are groups of members elected by the Church to perform designated tasks as described within this manual or as set forth when the team is selected at a business meeting for a designated task (ad-hoc). Forms used by teams may be found in appendix.

COMMITTEES are groups of members elected by the Church to investigate, discuss, and consider a designated subject as described in this manual or as set forth when the committee is selected at a business meeting for a temporary designated task (ad-hoc) and to report findings to Church at a business meeting for the Church to act upon. Forms used by committees may be found in appendix.

SUB-COMMITTEES may be formed by a TEAM or COMMITTEE which has been duly elected at a business meeting. A SUB-COMMITTEE may be set up with any number of members and does not have to be voted on by the Church but MUST be chaired by a member from the original TEAM or COMMITTEE. This SUB-COMMITTEE may work to accomplish a specific task or do research and present to the original TEAM or COMMITTEE for that TEAM or COMMITTEE to use in assigned task or to present to the Church at a business meeting.

COUNCILS are a body of members designated for consultation, deliberation, advice, and administration.

ALL TEAMS and COMMITTEES that are provided with a budget are responsible for submitting to the Stewardship Team an annual budget request and adhering to the budget requirements.
I. CHURCH MEMBERSHIP

SECTION 1. MEMBERSHIP CANDIDACY

Any person may request membership in this church. All candidates shall be presented for membership consideration to the church membership at any regular church service or meeting based upon the following qualifications:

A. BY PROFESSION OF FAITH: Upon profession of faith in Jesus Christ and request to be baptized according to the church’s policies.

B. BY LETTER: Upon promise of and receipt of a letter of recommendation from another Southern Baptist Church.

C. BY STATEMENT OF FAITH: When no letter of recommendation from another Southern Baptist Church is available, upon a statement of faith of prior conversion experience and baptism by immersion in a Southern Baptist Church.

D. BY EXTRA-DENOMINATIONAL STATEMENT OF FAITH: When the candidate comes from a non-Southern Baptist Church upon statement of prior conversion experience of faith in Jesus Christ as Lord and Savior confirmed through baptism by immersion while agreeing to abide by the doctrines and by-laws of this church.

E. BY RESTORATION: When membership in a Southern Baptist Church has been previously terminated, membership may be returned upon restoration of membership.

The church’s membership shall have and exercise the exclusive right to determine who shall be members of this church and the conditions of such membership subject to the foregoing guidelines.

SECTION 2. MEMBERSHIP RIGHTS AND RESPONSIBILITIES:

Church members shall have the following rights and responsibilities:

A. All members are encouraged to support the Church and its ministries through faithful attendance in worship, Bible study and other ministry opportunities and Biblical stewardship.
   1) Grow spiritually and personally through Bible Study, prayer and participation in spiritual learning and growth activities.
   2) Devote time, energy and resources to sustaining the church, its ministries and services, and reflecting God’s love to those who are encountered within and outside the church.
   3) Be wise and attentive stewards of the time and resources God places at our disposal, making evident a willingness to tithe to God’s kingdom and His Church and to share of his resources with all.
   4) Willingly and prayerfully seek God’s direction in living a Christian life style in regard to decisions made and actions taken that may negatively reflect upon Christ and the ministry of His church.

B. Every member of this church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is personally present.

C. Every member of this church age eighteen (18) years or above shall be eligible for consideration to serve in church leadership or service positions after six (6) months of membership. The exceptions to this are:
   • Deacons must be twenty-five (25) years of age or above.
   • Members between the age of (12) and eighteen (18) may be requested to assist in a service position.

D. Every member of this church is encouraged to participate in the ordinances of the church as administered by the church.

Section 3. MEMBERSHIP TERMINATION

Membership shall be terminated in any of the following ways:

A. Death: Upon the member’s death

B. Transfer: By transfer of membership letter at the member’s request to another Southern Baptist Church

C. Erasure: Upon becoming affiliated with a church of another faith or denomination, being confirmed by written notification by the member or church body with which the new membership has been established.
D. Exclusion: By reason of immoral or unchristian conduct of a member. The Church may terminate the membership by a three-fourths secret ballot vote at a regular or special called meeting, but only after due notice and hearing and after faithful efforts have been made to bring such member to repentance and amendment (see Matt. 18:15ff).

II. CHURCH MINISTERIAL STAFF

SECTION 1. PASTOR

A. QUALIFICATIONS

To be eligible for consideration to be called and serve as pastor of Community Baptist Church, an individual under consideration to be so called shall:

1) Meet the requirements as set forth in 1Timothy 3:1-7.
2) Be a licensed and ordained minister by a Southern Baptist Church.
3) Demonstrate a deep sense of God's calling to the Gospel Ministry.
4) Be sound in Southern Baptist doctrine and polity.
5) Be a supporter of Southern Baptist life and programs.
6) Be a member of Community Baptist Church, or become a Church member upon accepting the Church's call to minister.

B. SELECTION

THE VOTE TO CALL: A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose. A notice of at least two weeks shall be given for the called meeting by means of the church bulletin and any other sources the church has for communicating with members.

A search committee of no less than three (3) or more than five (5) shall be elected by the church to seek out a suitable pastor, and their recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one man at a time. Election shall be by secret ballot, and affirmative vote of three-fourths of members present is necessary for choice. The pastor, thus elected, shall serve until the relationship is terminated.

C. TERMINATION

The Pastor's term of service shall be terminated by:

1) DEATH: The Pastor's death, in which event the Pastor's surviving widow may, at the discretion of the church, continue to receive the Pastor's designated compensation for up to two months.
2) RESIGNATION: The Pastor's resignation, given in writing and accepted by the church members, provided that such resignation may be effective not less than 14 days following the acceptance of the resignation.
3) DISABILITY: If the pastor's physical or mental condition is such that it effectively impairs or prevents his fulfilling his pastoral duties, or in the event the Pastor is legally declared to be a disabled adult for whom a legal representative is appointed, the Pastor shall become disqualified to continue serving and shall be terminated. A pastoral vacancy shall then exist. Under such circumstance, at the Church's discretion, the disabled Pastor may be granted severance pay. (See Policies and Procedures for details)
4) NOTICE OF DISMISSAL: When under extraordinary circumstances it seems advisable to remove the Pastor, such information as shall form the basis for such potential action shall be presented to the Deacons for clarification, investigation and action. It will be the responsibility of the Deacons to present the matter to the church in the following manner:
   a. If the Deacons determine that the substantiated facts and circumstances are inadequate to pursue termination, the Deacons shall decline to recommend termination, and close the matter without further action.
   b. If the Deacons determine that the substantiated facts and circumstances are adequate to recommend that the Pastor be terminated, the Deacons shall:
      1. Discuss decision with the Pastor and give him the opportunity to resign, effective immediately. If resignation is not tendered by the Pastor immediately, the Deacons shall:
      2. Give written notice of this recommendation to remove the Pastor to the Church two weeks in advance of a meeting called for this purpose.
   c. A favorable vote by three-fourths (3/4) of the church members present at the meeting shall constitute an affirmation of the Deacon's recommendation to
terminate the Pastor and such termination shall create an immediate pastor vacancy.
d. Though the position of pastor shall be immediately vacated, under such circumstance, at the Church's discretion, the dismissed worker may be granted severance pay.

SECTION 2. INTERIM PASTOR

If the need should arise during a pastoral vacancy, an Interim Pastor may be called by the Church upon the recommendation of the Pastor Search Committee, provided that such interim call shall be extended in substantial compliance with the call vote procedures outlined in Article II, Section 1, Item A, Numbers 1-5 and Item B above. Once called, the Interim Pastor shall fulfill, as fully as possible, the duties of the Pastor as specified above unless varying responsibilities are agreed to by the prospective interim and the church.

SECTION 3. MINISTERIAL STAFF

A. MINISTERIAL STAFF GENERAL

The ministerial staff shall be called to lead particular church ministry areas under the guidance and supervision of the Pastor. Those ministry areas may include but are not limited to Music, Senior Adults, Children, Youth and Education. Other specific ministry areas needing ministerial staff may be determined and specified, and ministerial staff called to lead same as the church members shall determine and approve at a lawful meeting.

B. CALL

The ministerial staff shall be called in a procedural method closely following the procedures for Article II, Section 1, Item B.

1) The Pastor shall have the privilege to recommend individuals for consideration by the Search Committee.
2) The Search Committee shall obtain recommendations from available sources.

C. QUALIFICATIONS

1) Each ministerial staff member should have an exemplary Christian lifestyle.
2) Each ministerial staff member should be able to relate to all church members regardless of members' age or circumstance.
3) Each ministerial staff member should actively participate in supporting Worship Services, Sunday School, Discipleship Training and all other church activities.
4) Each ministerial staff member shall be a member of Community Baptist Church, or become a Church member upon accepting the Church's call to minister.

D. DUTIES

The specifics of each ministry area and the duties and responsibilities of each minister are detailed below. The ministerial staff member shall further be expected to support and enhance the various other ministries and activities of the Church and to provide aid and support to the Pastor in his ministerial endeavors. Ministerial staff will be under the supervision and direction of the Pastor.

E. TERMINATION

A ministerial staff member shall be terminated in accordance with the provisions of Article II., Section 1, Item C) above.
SECTION 4. MINISTERIAL STAFF INDIVIDUAL JOB DESCRIPTIONS

A. PASTOR

Principal Functions:
The Pastor is responsible to the Church for providing administrative and spiritual leadership for the congregation and the Church Staff; for leading the Church Staff and organizations to perform their assigned tasks; for overseeing the equipping of the membership for service ministries; and, for using his skills in the proclamation of biblical truth and pastoral care.

Responsibilities:
1) Serve as spiritual leader and overseer of the congregation.
2) Provide administrative leadership for the total church ministry.
3) Serve as chairman of the Church Leadership Council, or delegate and share the leadership with other staff members as he may, from time to time, designate.
4) Proclaim the Gospel and lead the Church in proclaiming the Gospel to the Church and community.
5) Lead the staff and the Church in a caring ministry for persons in the Church and the community.
6) Lead or delegate the leadership of the congregational services. Plan, coordinate and evaluate congregational services.
7) Deliver Biblically based sermons at all worship services or arrange for someone else to conduct this function in the event of special events, vacations, or other scheduled leaves. In case of emergencies, the Chairman of the Deacons will see that the position is covered.
8) Serve as moderator of the Church.
9) Recommend and advise on the selection of all staff members. Recommend and advise in determining their duties.
10) Give supervision to other members of the Church Staff.
11) Plan for and provide leadership in the observance of the Church ordinances.
12) Conduct funeral services and wedding ceremonies as feasible, sharing and delegating to others on the staff responsibilities in this area as needed.
13) Recommend committees and/or ministry teams as set forth in the Policies and Procedures Manual and other such special committees or task forces as the Church may request or the Pastor may deem advisable from time to time.
14) Counsel with and assist in training Deacons for their responsibilities.
15) Perform other duties as assigned by the Church.
16) Serve as ex-officio member of all church committees/teams/councils.
17) If Pastor is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities.
   When a church calls a bi-vocational pastor, there are some special considerations that should be understood.
   • The Church should exercise tolerance and be willing to assist the bi-vocational pastor in the performance of ministerial duties;
   • Recognizing the limitations placed upon him due to his employment in addition to the Church.
   • These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Pastor and Church Clerk shall sign and date agreement.)
18) Pastor shall sign Community Baptist Church’s (CBC) Code of Ethics Agreement.
B. MINISTER OF EDUCATION

Principal Function:
The minister of Education is responsible to the Pastor for assisting the Church educational ministry organizations in planning, conducting and evaluating comprehensive educational ministries.

Responsibilities:
1) Lead the Church in planning, conducting and evaluating a comprehensive ministry of Christian education.
2) Serve as educational resource person and advisor to the leaders of all the church ministry and service organizations to avoid conflict, duplications and overlapping.
3) Develop special training, educational, and discipleship projects.
4) Lead the Church to be aware of suitable educational materials available.
5) Guide in the selection, enlistment and training of workers.
6) Recommend suitable educational building space and equipment.
7) Develop and administer a Sunday School outreach ministry.
8) Maintain an adequate system of attendance records.
9) Direct and promote workers’ meetings.
10) Perform other duties as assigned by the Pastor.
11) Prepare and submit to Stewardship Committee an annual budget that will provide for materials and equipment necessary for the success of the various ministries. Adhere to budget requirements.
12) Minister of Education shall sign Community Baptist Church’s (CBC) Code of Ethics Agreement.
13) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
   • The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
   • Recognizing the limitations placed upon him due to his employment in addition to the Church.
   • These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)

C. MINISTER OF OUTREACH

Principal Function:
The Minister of Outreach is responsible to the Pastor and Minister of Education for leading the Church to reach out to people for participation and membership and to share Christ.

Responsibilities:
1) Work with staff in developing and implementing a strategy for outreach.
2) Coordinate and unify the outreach efforts of the various organizations.
3) Develop training opportunities for outreach for various age groups within the church.
4) Develop and administer a Sunday School visitation program.
5) Maintain an adequate system of records of visitor contacts.
6) Perform other duties as assigned by the Pastor.
7) Prepare and submit an annual budget to Stewardship Committee. Adhere to budget requirements.
8) Minister of Outreach shall sign CBC’s Code of Ethics Agreement.
9) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
• The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
• Recognizing the limitations placed upon him due to his employment in addition to the Church.
• These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)

D. MINISTER OF MUSIC

Principal Function:
The Minister of Music is responsible to the Pastor for assisting the Church in planning, conducting and evaluating a comprehensive music ministry.

Responsibilities:
1) Direct the planning, coordination, operation and evaluation of a comprehensive music ministry.
2) Coordinate the Church music ministry with the calendar and emphases of the Church.
3) Work with the worship committee (various music leaders ie: preschool, children, youth, senior adults) in determining music ministry goals, organization, leadership, facilities, finances and administration process for the music ministry.
4) Assist the Pastor in planning congregational services of the Church; be responsible for the selection of music.
5) Arrange and provide music when requested. Arrange and provide music for special projects, ministries and other church-related activities in cooperation with appropriate individuals or groups.
6) Direct congregational singing or arrange for someone else to do so for scheduled absences such as vacation. Direct music groups or arrange for someone else to do so.
7) Recommend the enlisting and training of leaders for the Church music ministry in cooperation with the Pastor and Nominating Committee.
8) Coordinate with the appropriate persons including the Nominating Committee in selecting, enlisting, and training with song leaders, accompanists, and other musicians and technicians who serve in the church ministry organizations.
9) Coordinate with church staff in scheduling music groups and individuals for worship services, special services and events of the church.
10) Give direction to a music ministry plan of outreach.
11) Supervise the maintenance of and additions to the music library and equipment; provide musical materials, supplies, instruments and other equipment within budget for use in Church’s ministry.
12) Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
13) Perform other duties as assigned by the Pastor.
14) Prepare and submit annual budget to Stewardship Committee. Adhere to budget requirements.
15) Minister of Music shall Sign CBC Code of Ethics Agreement.
16) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
   • The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
   • Recognizing the limitations placed upon him due to his employment in addition to the Church.
   • These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)
E. MINISTER OF YOUTH

Principal Function:
The Minister of Youth is responsible to the Pastor for assisting church ministry organizations to develop a comprehensive educational ministry for youth in grades 6-12.

Responsibilities:
1) Assist in enlisting, training and giving guidance to youth workers.
2) Make sure all youth workers have proper background checks.
3) Minister of Youth may at his/her discretion develop a leadership team for the youth.
4) Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church organizations.
5) Maintain an active ministry of personal witnessing and ministry.
6) Promote a regular ministry of outreach for the youth division of the Church’s plan of outreach.
7) Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to youth; plan and conduct special projects (such as camps and retreats) for youth ministry organization groups.
8) Work with the Minister of Education in providing resource materials for youth and youth workers.
9) Keep informed on the latest materials and methods related to youth work.
10) Maintain an updated calendar and keep parents or legal guardians and youth informed in a timely manner of activities that are forthcoming and of any changes to scheduled activities.
11) Provide appropriate information to parents of youth related to parenting teenagers and supporting Youth Ministries.
12) Perform other duties as requested by the Pastor.
13) Prepare and submit an annual budget to Stewardship Committee. Adhere to budget requirements.
14) Minister of Youth shall sign CBC’s Code of Ethics Agreement.
15) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
   • The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
   • Recognizing the limitations placed upon him due to his employment in addition to the Church.
   • These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)
F. MINISTER OF COLLEGE AND CAREER (YOUNG SINGLE ADULTS)

Principal Function:
The Minister of College and Career and Young Single Adults is responsible to the Pastor. Minister is to oversee, care for and facilitate all aspects of the college age and young single adult ministry.

Responsibilities:
1) Be knowledgeable and competent in the Bible and in understanding the Christian worldview.
2) Be able to demonstrate the propriety of and practices for personal growth-spiritually, mentally, emotionally, physically and relationally.
3) Minister at his/her discretion may develop a leadership team for this ministry.
4) Be able to model and demonstrate unconditional love in practical ways to the diversity of students who attend the church.
5) Be qualified and willing to counsel or consult with the pastor regarding a referral for counseling of young adults who struggle with a variety of serious issues including identity issues, gender identification, substance abuse, mental illness, sex, broken families, hurting souls, and alternative lifestyles.
6) Be involved in the process of mentoring and discipling students who don’t fit into other campus ministries, to support them in unique ways and encourage them in their faith.
7) Be willing to enter into the unique living environment and culture of students.
8) Invite and encourage students to enter into the church life and to become active participants.
9) Be able to clearly communicate and teach the Bible.
10) Be willing to work with and partner with the college campus ministries.
11) In addition to the duties implied above, the duties of the Minister of College and Career and Young Single Adults will also include but not be limited to:
   • Facilitate community-building activities for college age students and young single adults
   • Recommend or provide personal Bible studies for college students and young single adults
   • Participate on the Pastoral Team which may include the performance of pastoral duties such as preaching, hospital visits, performing weddings and funerals and etc.
12) Perform other duties as assigned by Pastor.
13) Prepare and submit annual budget to Stewardship Committee. Adhere to budget requirements.
14) Minister of College and Career and Young Single Adults shall sign CBC’s Code of Ethics Agreement.
15) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
   • The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
   • Recognizing the limitations placed upon him due to his employment in addition to the Church.
   • These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)
G. MINISTER OF CHILDREN

Principal Function:
The Minister of Children is responsible to the Pastor for planning, coordinating, directing and evaluating the children’s educational ministry of the church.

Responsibilities:
1) Give guidance and coordination through enlistment, education, and motivation of the key leadership of children’s work in grades 1-5.
2) Advise in the use of ministry materials, equipment, supplies, and space for children groups in all church ministry organizations.
3) Maintain an active ministry of personal witnessing and ministry.
4) Promote outreach for the children’s division in cooperation with the Church’s plan of outreach.
5) Provide appropriate activities for special projects.
6) Cooperate with the music ministry in providing music activities related to children.
7) Provide appropriate information to parents of children related to parenting children and in supporting Children’s Ministries.
8) Work with the Minister of Education in providing resource materials for children’s workers.
9) Keep informed on the latest materials and methods related to children’s work.
10) Make sure the Refuge room is staffed and well equipped.
11) Minister of Children may at his/her discretion develop a Children’s leadership team.
12) Make sure all children’s workers have proper background checks.
13) Maintain an updated calendar and keep parents or legal guardians of children informed in a timely manner of activities that are forthcoming and of any changes to scheduled activities.
14) Perform other duties as requested by Pastor.
15) Prepare and submit an annual budget to Stewardship Committee. Adhere to budget requirements.
16) Minister of Children shall sign CBC’s Code of Ethics Agreement.
17) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
   • The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
   • Recognizing the limitations placed upon him due to his employment in addition to the Church.
   • These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)
H. MINISTER OF PRE-SCHOOL CHILDREN

Principal Function:
The Minister of Pre-School Children is responsible to the Pastor for planning, coordinating, directing and evaluating the preschool's educational ministry of the church.

Responsibilities:

1) Give guidance and coordination through enlistment, education, and motivation of the key leadership of children's work in ages 3-5 years of age.
2) Minister of Pre-School Children may at his/her discretion develop a leadership team for Pre-School.
3) Advise in the use of ministry materials, equipment, supplies, and space for preschool children groups in all church ministry organizations.
4) Maintain an active ministry of personal witnessing and ministry.
5) Promote outreach for the pre-school children’s division in cooperation with the Church’s plan of outreach.
6) Provide appropriate activities for special projects; cooperate with the music ministry in providing music activities related to children.
7) Make sure all pre-school children's workers have proper background checks.
8) Provide appropriate information to parents of preschool children related to parenting pre-school children and supporting Pre-School Children's Ministries.
9) Work with the Minister of Education in providing resource materials for pre-school children’s workers.
10) Keep informed on the latest materials and methods related to pre-school children’s work.
11) Maintain an updated calendar and keep parents or legal guardians of pre-school children informed in a timely manner of activities that are forthcoming and of any changes to scheduled activities.
12) Perform other duties as assigned by Pastor.
13) Prepare and submit an annual budget to Stewardship Committee. Adhere to budget requirements.
14) Minister of Preschool Children shall sign CBC’s Code of Ethics Agreement.
14) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
   - The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
   - Recognizing the limitations placed upon him due to his employment in addition to the Church.
   - These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)
I. MINISTER OF SENIOR ADULTS

Principal Function:
The Minister of Senior Adults is responsible to the Pastor for assisting church ministry leaders in the planning, coordination, operation and evaluation of total ministry of education, activities for and ministry with senior adults.

Responsibilities:
1) Survey the needs and determine the areas of concern to be included in a ministry to senior adults.
2) Keep church informed of senior adult needs and ministry plans through all appropriate channels.
3) Work with Nominating Committee and education staff to secure leadership for the ministry.
4) Participate in a continuous visitation ministry of senior adult members, particularly those in hospitals, nursing homes, and homebound shut-ins.
5) Plan trips and special events for senior adults.
6) Enlist and supervise senior adults to do volunteer work in the ministries of the church.
7) Minister of Senior Adults may at his/her discretion, develop a leadership team.
8) Maintain an updated calendar to keep senior adults informed in a timely manner of activities that are forthcoming and of any changes to scheduled activities.
9) Perform other duties as assigned by the Pastor.
10) Prepare and submit an annual budget to the Stewardship Committee. Adhere to budget requirements.
11) If Ministerial staff member is bi-vocational, the Church should be sensitive to his limited time and availability due to outside employment and secular work responsibilities. When a church calls a bi-vocational ministerial staff member, there are some special considerations that should be understood.
   - The Church should exercise tolerance and be willing to assist the bi-vocational ministerial staff member in the performance of ministerial duties;
   - Recognizing the limitations placed upon him due to his employment in addition to the Church.
   - These understandings should be placed in writing with both parties giving signature approval before the pastoral ministry begins with the Church. (Ministerial Staff Member and Church Clerk shall sign and date agreement.)
III. CHURCH NON-MINISTERIAL STAFF

SECTION 1. THE CALL FOR POSITION AND HIRING PROCESS

The Personnel Committee, along with the Ministerial Staff acting in an advisory role as deemed by the position affected, shall study and recommend the need for church staff positions; determine the job description to be applied to non-ministerial position; and will work with the Pastor in determining how needs can be met before making recommendations to the church body. They shall then inform the church at a business meeting of the need for a new staff member. If the church approves the motion, this committee shall move forward with the search and filling of staff position for a:

A) Vacated non-ministerial staff position by:
   1) Updating job description;
   2) Working with Stewardship Committee to develop and recommend a salary program;
   3) Working with Administrative Document Team to develop and recommend policies and procedures for non-ministerial staff members;
   4) Recruiting, interviewing and hiring new personnel.
B) New Non-Ministerial staff position by:
   1) Researching the need;
   2) Preparing a job description;
   3) Working with Stewardship Committee to develop and recommend a salary program;
   4) Working with Administrative Document Team to develop and recommend policies and procedures for non-ministerial staff members;
   5) Recruiting, interviewing and hiring new personnel.

SECTION 2. TERMINATION OF NON-MINISTERIAL STAFF

Termination may occur for church Non-Ministerial Staff through:

A. DEATH: The employee's death. Church may choose to give compensation to the widow if applicable.
B. RESIGNATION: The employee's resignation must be given in writing. The church requests a 14 day notice prior to leaving.
C. DISABILITY: If the employee's physical or mental condition is such that it effectively impairs or prevents his fulfilling his duties, or in the event the employee is legally declared to be a disabled adult for whom a legal representative is appointed, the employee shall become disqualified to continue serving and shall be terminated. Under such circumstances, the employee may be granted severance pay.
D. DISMISSAL:
   1) Dismissal with cause. After consultation with and a recommendation from the Personnel Committee, the Pastor may dismiss non-ministerial staff for conduct or work ethics which adversely affect the church.
   2) Dismissal without cause.

SECTION 3. NON-MINISTERIAL STAFF JOB DESCRIPTIONS

The duties of current church non-ministerial staff members are set forth in the job descriptions following.

A. CHURCH CUSTODIAN
Principal Function:
The church custodian is under the supervision of the church pastor to insure that building and properties are suitably prepared for church activities.

Responsibilities:
1. Ensure cleanliness of church facilities prior to regularly scheduled activities.
2. Coordinate with staff or ministry teams regarding non-regularly scheduled activities requiring clean-up.
3. Notify the Building and Grounds Team regarding needed repairs.
4. Coordinate cleaning with individuals who may reserve church facilities for private activities i.e., weddings, anniversaries, birthdays, showers according to the Policies and Procedures Manual.
5. Supervise contractors scheduled for building maintenance and clean-up.
6. Purchase cleaning supplies and equipment within approved budget guidelines and provide church secretary with receipts in a timely manner.
7. Develop a weekly cleaning schedule to be filed with the church secretary.
8. Other responsibilities may be negotiated by the Personnel Committee as need arises.
9. Cleaning responsibilities include but may not be limited to the following:
   - Using proper cleaning solutions and equipment: sweep, mop, scrub and vacuum floors
   - Place proper signage in areas recently mopped or cleaned
   - Clean inside of glass exit doors
   - Clean restrooms with proper cleaning solutions
   - Re-stock restroom supplies
   - Gather and empty inside trash containers into outside trash bins
   - Take large trash bins to road on appropriate day to be emptied by city garbage
   - Sweep walkways, blow leaves from parking area and steps regularly
   - Performs necessary room set-up for regular and special activities
10. Adhere to OSHA standards regarding work environment related to cleaning supplies and other chemicals used in cleaning and maintaining church facilities.
11. Hours and days of work discussed during time of interview and confirmed prior to hire.
12. Hours of work may increase due to work load and responsibility.
13. Custodian may be contracted to do additional duties such as lawn care.
14. Evaluations, work reviews and merit raises will be at 3 months and 9 months and be conducted by the Personnel Committee.
15. Perform other duties as assigned by Pastor.
16. Prepare and submit annual budget to Stewardship Committee. Adhere to budget requirements.
17. Custodian shall sign CBC’s Code of Ethics Agreement.

B. CHURCH FINANCIAL/ADMINISTRATIVE SECRETARY

Principal Function:
Church Financial/Administrative Secretary under the supervision of the church pastor will strive to provide secretarial, clerical, and financial support to the Ministries and Membership of Community Baptist Church. The incumbent is expected to understand and to perform a wide variety of clerical, accounting and financial duties.

RESPONSIBILITIES:
1) Will keep part-time office hours as scheduled
2) Maintain confidentiality of privileged information
3) Compute and compile information
4) Develop reports, bulletins, memos, financial spreadsheets, newsletters, correspondence
5) Post and maintain financial records and accounts
6) Perform clerical work of above average difficulty with accuracy and speed
7) Acts as receptionist; taking and delivering messages, provide general information as requested
8) Prepare and submit requisitions, purchase orders and their follow through to delivery if required
9) Process all mail in accordance with Pastor’s recommendation
10) Maintain Church calendar
11) Knowledge and skill to operate a variety of office equipment
12) Is able to work independently with interruptions while maintaining work load with accuracy and
QUALIFICATIONS:
1) Ability to work under pressure, meet deadlines and establish priorities
2) Knowledge and understanding of general bookkeeping and accounting principles
3) Type 55 WPM
4) 10-key a plus
5) Functions and operations of general secretarial and clerical procedures, office methods, and equipment including but not limited to:
   - filing systems,
   - receptionist and telephone technique,
   - letter and report writing
   - Correct English usage, spelling, grammar and punctuation
6) Learn, interpret and apply administrative and ministry policies with good judgment
7) Deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise and firmness
8) Develop and maintain cooperative relationships with those contacted during the course of work

EDUCATION AND EXPERIENCE:
1) High School graduate or GED equivalent
2) Minimum three year’s increased clerical/secretarial/financial responsibilities
3) Three references with contact information

WORKING CONDITIONS
1) Office / church environment
2) Frequent interruptions

PHYSICAL ABILITIES
1) Seeing to inspect records and reports
2) Hearing and speaking to exchange information
3) Sitting for extended periods of time
4) Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
5) Dexterity of hands and fingers to operate standard office equipment
6) Bending, stooping, squatting and lifting, climbing step stools

ADDITIONAL INFORMATION:
1) Selected candidate will need to successfully pass a background check and drug test
2) Selected candidate will need to sign a Confidentiality Statement
3) Hours and days of work will be discussed during time of interview and confirmed prior to hire
4) Hours of work may increase due to work load and responsibility
5) Evaluations, work reviews and merit raises will be at 3 months and 9 months and be conducted by the Personnel Committee
6) Perform other duties as assigned by church pastor
7) Secretary shall sign the CBC Codes of Ethics Agreement

IV. ANNUAL LEAVE

SECTION 1. PASTOR

The Pastor shall be entitled to the following periods of vacation, personal leave, ministry periods and sabbatic periods:

A. VACATION:
1) During each of the first five years of the Pastor’s collective service, he shall be entitled to not less than two (2) weeks of paid vacation per year, which period may include three (3) Sundays and two (2) Wednesdays.
2) During each of the Pastor’s sixth (6th) through tenth (10th) years of collective service, he shall be entitled to not less than three (3) weeks of paid vacation, which may include four (4) Sundays and three
3) During each of the Pastor’s eleventh (11th) through twentieth (20th) years of collective service, he shall be entitled to not less than four (4) weeks paid vacation per year, which period may include five (5) Sundays and four (4) Wednesdays.

4) During each of the Pastor’s twenty-first (21st) years and above of collective service, he shall be entitled to not less than five (5) weeks of paid vacation per year, which period may include six (6) Sundays and five (5) Wednesdays.

5) Collective service would include a pastor who has been called to service at CBC from another Southern Baptist Church or entity where he is actively serving as Pastor with no break in his service years. If the called Pastor was not actively serving in another church or entity as pastor, there would be no collective accumulation of paid vacation except with the following exceptions:
   - illness of self or immediate family member;
   - higher education for self;
   - personal sabbatical.

6) Vacation days are not to accumulate from year to year. If not taken, they will be lost.

B. PERSONAL LEAVE:
To enable the Pastor to deal with personal or family illness, medical needs or care, and family deaths:
1) the Pastor shall be entitled to up to ten (10) days of paid personal leave time each year, provided that they are used for such purposes only. This leave may include two (2) Sundays and two (2) Wednesdays.

2) personal days will not accumulate year to year. Additional such personal/sick days that may be needed during a year may be authorized by the Church at a properly called meeting.

C. SABBATICAL LEAVE:
As an aid to the Pastor’s growth, restoration and sustenance, during each seventh (7th) year of continuous service at CBC, he shall be entitled to undertake a month-long sabbatic leave with pay. During this month, he should devote time to areas such as personal study, counseling and spiritual growth to aid in a personal revival and a family time of restoration, all while being relieved of church ministerial duties and responsibilities. This leave should be scheduled in the year in which it is earned unless extraordinary circumstances prevent this. His sabbatical plan should be discussed with the Chairman of the Deacons.

SECTION 2. MINISTERIAL STAFF
The Ministerial Staff shall be entitled to the following periods of vacation, personal leave, ministry periods and sabbatic periods: See Article IV. Items A, B, and C. Ministerial Staff entitled to and planning to take a sabbatical shall discuss plan with pastor prior to scheduling leave.

SECTION 3. NON-MINISTERIAL STAFF
The non-ministerial staff will be entitled to vacation and personal days as agreed upon in their individual job descriptions when called by the church. Such paid vacation and personal days should follow closely to those of Ministerial staff. (The Sunday and Wednesday notations should not apply). In addition to vacation and personal days, the following days will be allowed off with pay after the first year for non-ministerial staff if the day actually falls on a regularly scheduled day of work:
- New Year’s Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
V. CHURCH OFFICERS

The officers of the church shall be members of Community Baptist Church.
Pastor -- See description in MINISTERIAL STAFF—PASTOR Article V., Section 1.

- Deacons
- Moderator
- Church Clerk
- Church Treasurer
- Trustees
- Messengers

SECTION 1. DEACONS

A. GENERAL

The Church members shall, in accordance with this section, call into ministry service such deacons as shall be qualified to lead and serve the church members. The office of deacon is not hierarchical, and no spiritual graces and no particular authority are bestowed upon those who are called to serve, other than any expressly authorized in this Section. Further, the office of deacon is one of example, as are all other leadership positions in the Church. In accordance with this Section, church members shall affirm the call of deacons by secret ballot at regular business meetings of the Church or a special meeting called for that purpose, as outlined below.

B. QUALIFICATIONS

1) Deacon candidates shall have been a currently active member of the Church for at least six (6) months preceding the date of the initial nominating vote. The determination of a possible candidate's "active" status for eligibility qualification purposes shall lie wholly within the reasonable discretion of the then-serving Deacons.

2) Deacons shall further possess the qualities required by Acts 6:14 & 1 Timothy3:8-13.

3) Deacons should be selected from those who have proven themselves faithful to Christ and the Christian calling in the ministry of the Church.

4) There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another Church. Yet, in such instances as one might be chosen by this Church to serve as a Deacon, his previous ordination by another Southern Baptist church may suffice for this Church.

C. CHRISTIAN PURPOSE

The Deacon must be serious in pursuing his spiritual walk and drawing close to God. A Deacon should
possess Christian purpose so that persons coming into a Deacon's presence should perceive is reverence for spiritual matter.

D. SPIRITUAL INTEGRITY
Deacons should possess a confident feeling that their relationship with God and their relationship with others in the Church are worthy of their commitment to them.

E. PROVEN SPIRITUAL MATURITY
Deacons should be persons who demonstrate their spiritual qualifications through conduct, speech and commitment to the ministry. They should be individuals who support the Church, its programs and its Pastor.

F. CHRISTIAN FAMILY LIFE
If married, the deacon should be the husband of one wife, ruling his children and his household well. Despite endless arguments over the interpretation of this statement, it is clear that it insists on at least three things:
1) It demands that a deacon maintain a healthy view of the home.
2) There must be no "pagan" practices in regard to marriage and family life.
3) There must be a commitment to the sanctity of the marriage covenant.
4) As presented in 1 Timothy 3:11, wives, too, must also be worthy of respect, not slanderers, self-controlled, faithful in everything.

G. HONEST IN SPEECH
A deacon must be a person of Integrity and above reproach.

H. TEMPERATE IN LIVING
Deacons should be conscience of 1Timothy 3:8, "Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain." (NIV) Furthermore, a deacon should not be given to illegal activities, immoral conduct and any matters that could cause someone to stumble.

I. GOOD STEWARD
A deacon's stewardship must be unquestioned, making evident a willingness to tithe to God's kingdom and His Church and to share of his resources with all.

J. SELECTION AND CALL
The church shall select, call and ordain its Deacons as follows:

1) SERVICE TERM
Deacons shall serve for three (3) years on a rotation basis with at least one year between terms of office. Each year the assigned term of office of one-third (1/3) of the number of deacons shall expire. Deacon term years shall be calendar years, beginning January 1st and ending December 31st. In the event a Deacon leaves office for any reason at any time before the expiration of his term, the Chairman of the Deacons on behalf of the Deacon body, may nominate a qualified candidate to the Church members at a business meeting to fill the balance of the Deacon's unexpired term.

2) SELECTION PROCESS
a) Deacon candidates shall be affirmed by the Church to fill vacancies and to add to the deacon body such numbers as the size of the Church warrants. It shall be preferred that the ratio of deacon-per-Church family be no more than one (1) to ten (10).
b) The procedure for affirmation of the call of deacons shall be as follows:
   1. Nominations for deacons shall be conducted no later than the third (3rd) Sunday in October.
   2. The members of the Church will prayerfully consider and nominate in writing the names of men to serve as deacons.
   3. The Pastor and Deacons will prayerfully consider the candidates nominated by the Church members to discern if the candidate meets the needs of the Church and New Testament qualifications.
   4. The Deacon body will then consult each prospective candidate concerning the candidate's work, qualifications, suitability and willingness to serve as Deacon, as well as his spouse's willingness and suitability to serve.
   5. The Deacon body, after prayerful consideration, will prepare and submit to the church members a list of candidates who are believed to be qualified and willing to serve. By secret ballot, the members of the congregation will affirm the call of the deacons. The candidates must be affirmed by at least 75% of those casting ballots.
6. Upon being called, the newly called Deacons shall be ordained or ratified in a service devoted to that purpose before the beginning of the new Deacon service year.

3. MEETINGS
The active deacons shall meet monthly at such time and place as is best suited to the program of the Church. Special meetings may be called by the Chairman of the Deacons or by the Pastor, as necessary.

4. DUTIES
In accordance with the meaning of the work and practice in the New Testament, Deacons are to be servants of the Church. Their duty is to serve with the Pastor and staff in performing the pastoral ministries such as:
   a) Leading the Church in the achievement of its mission
   b) Proclaiming the gospel to believers and unbelievers
   c) Caring for the members of the Church and community, and, most especially the church families in his care.
   d) Assisting in conducting the ordinances of the Church

SECTION 2. MODERATOR
The Pastor shall act as moderator at church business meetings. In the Pastor's absence, the Chairman of the Deacon body shall preside. In the absence of both the Pastor and Deacon Chairman, the Church Clerk shall call the Church to order and preside for the election of an acting moderator.

SECTION 3. CHURCH CLERK
The Church shall annually elect a clerk. The Church elected clerk shall keep in a suitable book a record of all the actions of the Church, except as otherwise herein provided. All Church records are Church property and should be filed with the Church Clerk.

   A. The Church Clerk or in the absence of the clerk a designated member, shall attend all regular or special church business meetings to record all motions and matters of discussion or any actions taken by the church at such meetings.
   B. Keep a register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms, marriages and transfers to another Southern Baptist Church.
   C. Issue letters of dismissal granted by the Church; request letters for membership from other Southern Baptist churches; issue letters of notification of membership to churches of other denominations.
   D. Preserve on file all annual profiles and reports

SECTION 4. TREASURER
The Church shall elect annually a treasurer and an assistant treasurer.

It shall be the duties of the treasurer to:
   a) To work with the Church Stewardship Committee to develop and recommend to the church such policies and procedures that relate to receiving and disbursing all church funds;
   b) The treasurer shall keep at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the Church at each regular business meeting a financial statement of all receipts and disbursements for the preceding month. Upon rendering the monthly statement and its acceptance by the Church body, the statement shall be delivered by the treasurer to the church clerk who shall keep and record the statement as a part of the permanent records of the Church;
   c) Oversee the proper handling of all monies received by the church.

The duty of the assistant treasurer shall be to:
   a) record all contributions;
   b) prepare contribution statements.
SECTION 5. TRUSTEES
a) There shall be a team of not less than three (3) trustees who shall be affirmed by Church action.
   1) They shall serve on a three year rotating basis with one member rotating off each year.
   2) Trustees may serve for consecutive terms.
b) The duty of the trustees shall be to serve as legal representative officers on behalf of the Church.
   They shall:
   1) 1) complete, execute and maintain such documents as shall be necessary to transact all
   2) legal matters on behalf of the Church;
   3) 2) have no power to buy, sell, mortgage, lease or transfer any property without the prior
   4) approval of the Church body authorizing such action at a lawful meeting.

SECTION 6. MESSENGERS
The Church members may nominate and elect church messengers who shall be empowered to represent the Church at
Associational and Convention functions including the right to act on issues in the best interest of the Church. The
maximum number of messengers will be determined by the appropriate Association or Convention. The number of
members to actually be sent shall be determined by the Church members at a business meeting.

IV. TEAMS-COMMITTEES-COUNCILS

A. MINISTRY TEAMS
All Ministry Team members shall be selected by the Nominating Committee and affirmed annually by Church action
unless otherwise indicated in the descriptions below. All teams with an annual budget shall submit a budget request to
Stewardship Committee and adhere to the budget requirements.

1. ADMINISTRATIVE DOCUMENT TEAM
   This team shall consist of five (5) members, serving three (3) year terms. Rotation of members shall be as follows:
   a) Initial membership shall serve:
      1) two members shall serve a three year term; two members shall serve
         a two year term; one member shall serve a one year.
      2) Members elected following initial team shall serve for three years with at least a
         one year absence before being elected again to serve on this team
   b) This team is responsible for maintaining and updating the following documents in
      keeping with actions taken by the church membership:
      1) Articles of Incorporation
      2) By-laws
      3) Policies and Procedures

2. BAPTISM MINISTRY TEAM
   The Baptism Ministry Team consists of at least six (6) members, both male and female. The purpose of this Ministry Team
   is to assist the Pastor in preparing the baptistery and to insure all candidates for baptism are ministered to and that
   baptism is a joyful experience. This team is responsible for:
   a) maintaining the towels, mats and robes used during the baptismal service.
      Towels, mats and robes must be laundered after use and returned to proper
      storage in Baptistry area .
   b) seeing that the baptistery is ready for the baptisms by being filled with heated
      water and that the baptistery is drained after the worship service and make sure
      floors and stairs are dried after use.
   c) assist candidates at baptism times
      1) be available in baptistery area at appropriate time
      2) make sure appropriate size robes are provided for each candidate
      3) make sure dressing rooms are properly equipped with robes, towels, hair
         dryer and floor mats
      4) assist candidates before and after baptism but offer as much privacy as
         candidate needs
5) assist candidates in proper order of baptism
6) assist candidates in and out of baptistery
7) make sure floors and stairs are dried after use
8) provide plastic bags for wet towels, rugs, and candidates wet garments

d) assist pastor by:
   1) making sure pastor’s robe, waders and handkerchiefs are available
   2) coordinating with pastor proper order for candidate’s baptisms and name placements on board
   3) providing assistance to pastor as requested.

3. BENEVOLENCE MINISTRY TEAM
This team will be composed of six (6) members. These members shall serve a two year rotating term with three (3) members rotating off each year with at least one year’s absence before re-nomination.

a) Responsibilities of this team toward Church members are to:
   1) investigate and determine any need that might exist among the Church body and to act on behalf of the Church body to address such needs;
   2) assist in coordinating and organizing ministry responses;
   3) be familiar with and be able to refer individuals to other assisting agencies;
   4) collect necessary information and fill out appropriate forms;
   5) act within the allotted budget and guidelines;
   6) in the case of insufficient funds, bring the matter(s) to the Church body with a recommendation for each case of benevolence. In an emergency regarding a Church member, this Ministry Team will survey the Pastor, Church Ministerial Staff and Chairman of the Deacon body for directions;
   7) to review and evaluate procedures regarding qualifications for those receiving benevolent care, types of needs that will be met, how the needs will be met, and any other areas of the care ministry of the Church;
   8) report to the Church regularly about the care ministry;
   9) submit an annual budget request to the Stewardship Committee.

b) Responsibilities of this team toward the community may include but not limited to:
   1) investigate and determine any cases of need that might exist in the community and to act on behalf of the Church body in such cases;
   2) be familiar with and be able to refer individuals to other assisting agencies;
   3) act within the allotted budget and guidelines;
   4) collect necessary information and fill out appropriate forms
   (See appendix for further guidelines and forms.)

4. BUILDING AND GROUND SERVICE TEAM
The Building and Grounds Ministry Team shall be composed of not less than three (3) members or more than five (5) members. Members of this team will be nominated annually by the Nominating Committee and may serve for a three year period before rotating off. Members should have one year off before being nominated for this team again after the third year of service. This Ministry Team assists the Church in:
   matters related to maintaining all Church properties for ready use. (see appendix for list of areas needing regular maintenance) Team may enlist and organize church members into sub groups to meet the various building and property maintenance needs. (i.e. groups for lawn care, carpentry, electricians, plumbing, etc.) A member of the Building and Grounds Team must be the chairman of each sub group:
   b) maintaining a list of authorized vendors for regular maintenance and emergency service needs;
   c) authorizing staff members to contact team chair or co-chair for guidance regarding financials, service vendors, etc. in order to handle issues needing emergency repair;
   d) reporting to the Church during regular business meeting with information regarding projects handled or those needing attention;
   e) organizing work days for church-wide clean-up as needed;
   f) submitting an annual budget request to the Stewardship Committee and adhering to the budget requirements.

5. CHILDREN’S MINISTRY TEAM
The Children’s Minister may at her/his discretion form a Children’s Ministry Team to be composed of at least three (3) adult members, but no more than ten (10) members.

a) This Ministry Team will at the Children’s Minister’s request (but not be limited to):
   1) assist the Children’s Minister in planning and promoting children’s events,
   2) meet the needs of our children;
3) assist with projects and travel;
4) be responsible for providing help with Children’s Church
5) assist the VBS Director as needed;
6) along with the Pastor, will also act in an advisory role to the Children’s Minister when questions or disputes arise concerning the Children’s Department.

b) This ministry team will provide in a Christ-like and loving manner a safe, secure environment to teach and care for the children attending Community Baptist Church in this department who should be 6 years old on or before September 1 and in the first grade up through fifth grade by:
1) teaching the Word of God in an age appropriate manner using age appropriate resources in order to provide a solid foundation for growth physically and spiritually;
2) providing that only authorized workers will be allowed in the rooms;
3) requiring parent or legal guardian to sign child in/sign out at the registration desk;
4) providing badges to be worn by child and matching badge for parent or legal guardian to return when child is signed out. Both badges will be returned to desk when child is signed out by parent, legal guardian or person pre-authorized by parent or legal guardian.

c) This team may help assure that all adult volunteer workers are a member of Community Baptist Church, age 18 and older, and screened through a background check and see that:
1) Principle adult volunteer must be at least 21 years of age and a member of Community Baptist Church;
2) Youth volunteer workers with children must be in at least 7th grade or above and a member of Community Baptist Church; (Limit of one youth worker per class, per service, serving only once a month.)
3) No unscreened family member, friend or guest of volunteer worker may assist with children or be in classroom.

d) This team may help assure that the Refuge Room is maintained for children attending Community Baptist Church with special needs or children needing positive redirection.

e) This team may periodically help with special events such as but not limited to, Vacation Bible School, Fallapalooza, Spring Fling, etc.
f) This team may assist the Children’s Minister if needed in preparing and submitting an annual budget to Stewardship Committee and in adhering to the budget.

(See appendix for forms)

6. Community Baptist School of Fine Arts Ministry Team
This team shall consist of at least three (3) members with the Music Minister as a member. The aim of this ministry is to help serve the community by equipping students in ways to serve the Lord in church by teaching music and voice lessons. The types of music offered are Classical, Pop, Christian, Hymns, and Broadway.

a) There will be a registration fee and a monthly fee. Amount is determined by number of lessons per year and length of lessons. No refunds for missed lessons. Missed classes will be made up if possible. See schedule of fees and other forms in appendix.
b) There will be offered a minimum of two (2) recitals per year with options to be in additional music festivals.
c) Teachers will be degreed with experience.
d) Students should enter through the door at the rear, (creek side of church) by the playground.
1) Most lessons are offered in rooms by this entrance.
2) Parents and siblings who stay in building must remain quietly in hallway by this entrance as there may be other lessons in progress or other events such as Bible study happening in other areas of the church.
3) Student must arrive and be picked up on time.

7. Community Baptist Men Ministry Team
This Team shall consist of at least three (3) members who shall meet at least quarterly. The responsibilities of this team are to:
1) Implement functions for fellowship;
2) Provide opportunities for spiritual growth;
3) Develop mission strategies to respond to unmet needs;
4) Help provide support for the RA’s;
5) Prepare and submit an annual budget request for the Stewardship Committee and adhere to budget requirements.

8. Community Women Connecting Ministry Team
The Community Women Connecting Leadership Team (Women’s Ministry) should consist of no less than four (4) members. A Support Team to assist the Leadership Team is recommended with members of this team varying throughout the church year as needed.

a) The women on the Leadership team should be women called and equipped to coordinate the following jobs:
   1) Leader/Director
   2) Assistant Leader/Director
   3) Audio/Video/Music Coordinator
   4) Events/Retreat/Speaker Coordinator
   5) Finance/Records/Registration Coordinator
   6) Hospitality/Food/Decorating Coordinator
   7) Prayer/Bible Study/Missions Coordinator
   8) Promotions/Publicity Coordinator

   (See appendix for job descriptions)

b) The Women on the support Team should be called and equipped to support, serve and carry out the various jobs lead by the Leadership Team.

c) These teams (Leadership and Support) are essentially to connect women of faith together in order to build stronger Christian relationships while ultimately connecting them to God as well as reaching those who don’t know Christ. Those serving should have a servant leadership style, which is influential in nature, rather than authoritative, feel called by God to encourage women in their many roles and set the tone of servant hood. These teams are designed to be Leaders which prayerfully plans, coordinates, schedules and accomplishes the following programs and opportunities (but not limited to) for the women of Community Baptist Church:
   1) Bible Studies
   2) Prayer Groups
   3) Activities/Events
   4) Retreats
   5) Mission Projects

d) These teams should:
   1) Meet a minimum of once a quarter or as needed to plan and coordinate all activities/events for each church year.
   2) Make sure the team leader assigned to the various jobs coordinate with all ministerial staff Schedules all meeting, events, retreats, etc. with church secretary.
   3) Follow proper procedures for securing buildings, fellowship hall, etc for each event/activity held on campus.
   4) Coordinate with Security; Audio/Video; Media, etc.
   5) Work together to prepare an annual budget to present to the Stewardship Committee and adhere to requirements. (See appendix for forms)

9. COUNTING MINISTRY TEAM

a) The Counting Ministry Team shall consist of two (2) teams with four (4) members each with two (2) alternates to fill vacancies as needed. This Ministry Team shall respect the confidentiality of all persons and records. They will serve with the Church Treasurer, Assistant Treasurer and Church Secretary by:
   1) counting all Church monies;
   2) making deposits and recording Church receipts in a timely manner;
   3) providing contribution information to the Assistant Treasurer;
   4) The team members are responsible for keeping in confidence the offerings given to the church
   5) by members and visitors.

b) The process for accounting for church monies shall be to:
   1) verify that the amount on the envelope matches its contents;
   2) provide envelope and record information for checks given without an envelope;
   3) count and record all general and designated funds on the CF17 form;
   4) make deposit slip out to show name on each check along with the amount of each check;
   5) take record of receipts sheet (CF17) to church secretary;
   6) take deposit to bank;
   7) return copies of deposit slip(s) to church secretary for verification;
   8) place a rubber band around offering envelopes and then place in a sealed envelope, labeled for Assistant Treasurer and
   9) place in designated location.

10. DOVES - INREACH MINISTRY TEAM
The number of members on this team shall be no less than two (2) adult members.
a) This ministry team works with the Outreach Ministry Team, however, the main purpose is to reach inward to members and regular attendees to remind them that because God is love, we at CBC love them, appreciate them and will be there to share joy and comfort when needed. This is done by:
- sending cards,
- emails,
- visits, and
- phone call;
b) Hearthside, the Homebound Ministry where members, who are permanently homebound or homebound for an extended period of time, may be provided with materials and visits to keep them up to date on current studies being used at CBC and to assist in travel to and from doctor appointments when a team member is available;
c) providing other appropriate reading materials if requested by the member when possible.
d) Preparing and submitting an annual budget to the Stewardship Committee and adhering to budget requirements.

11. EAGLES- Senior Adult - MINISTRY TEAM
This ministry team shall consist of at least three (3) members. The purpose of this ministry is to help the senior adults remain an active and vital part of CBC by:
- planning projects and special events for Senior Adults and others who wish to participate;
- encouraging them to fellowship with others;
- offering opportunities for senior adults to mentor and minister to others;
- providing mission opportunities for them to participate in;
- prepare and submit an annual budget to Stewardship Committee and adhere to budget requirements.

12. EDUCATION MINISTRY TEAM
This team will consist of at least three (3) members but no more than six (6). The team will assist the Minister of Education in:
- ensuring that all ages of the Sunday School, Discipleship, Youth and Children’s Ministry (RA’s GA’s and Mission Friends) are adequately staffed and adequate resources provided;
- assisting the Minister of Education in developing a yearly calendar of educational opportunities;
- assisting the Minister of Education in promoting and marketing the Education Ministry within the church;
- helping to ensure the Education Ministry functions in the absence of the Minister of Education;
- help prepare an annual budget if Minister of Education requests the help.

13. EXECUTIVE MINISTRY TEAM
The number of members of this team will be set by the Association. The executive Ministry Members will be elected annually by the Church body. This team is responsible for attending all Associational Executive Member meetings, unless providentially hindered, and to report information affecting the Church body to the Church body. This team has the authority to vote in the church’s behalf on matters presented at the meetings.

14. FELLOWSHIP/EVENTS TEAM
This team will consist of at least six (6) members who will be assigned various responsibilities by the team leader. The Team Leader of this Ministry Team shall serve as Church Hostess. This Team will:
- work with the Pastor and other ministry teams by coordinating and planning all social events;
- maintain and purchase adequate supplies for these functions in accordance with the budget;
- plan and prepare the foods for events;
- staff the kitchen and serving areas for church-wide functions;
- work with other ministry teams to ensure the success of the social events (ie. Decorating team).
- prepare and submit annual budget to Stewardship Committee and adhere to budget requirements.

15. FELLOWSHIP/ KITCHEN TEAM
This team should have at least three (3) no more than five (5) members (recommended that this team should be composed of the Fellowship Chair, Wednesday Night Supper Team Chair and one other member at large).
This Ministry Team is responsible for:
- formulating safe practices and procedures for the kitchen and;
- communicating these safe practices and procedures to the Church body;
- any major purchases and to coordinate any repairs and maintenance that are needed in the kitchen;
16. FELLOWSHIP/WEDNESDAY NIGHT SUPPER TEAM
The Fellowship - Wednesday Night Supper Ministry Team shall consist of not less than four (4) members. This team should coordinate with the Fellowship team in the purchase of supplies.
This Ministry Team is responsible for:
   a) planning and preparing menus for Wednesday night suppers and communicating these to the Sunday School Classes responsible for preparation, serving and cleaning afterwards;
   b) working with the Pastor by coordinating dates when there will be no Wednesday night suppers;
   c) maintaining adequate supplies for the preparation and serving of these meals in accordance with the budget;
   d) prepare and submit annual budget to Stewardship Committee and adhere to budget requirements.

17. FLOWER/DECORATING MINISTRY TEAM
The Flower Ministry Team shall consist of at least six (6) members. This Ministry Team shall be responsible for:
   a) contacting family with condolences and by sending flowers or a charitable donation in the amount approved by the church in the event of the death of a Church member, member’s spouse, member’s parent, sibling, member’s child, member’s step-parent or step-child;
      1) sending flowers to members. Flower arrangement not to exceed $100 plus taxes and delivery charges
      2) remembering member’s spouse, parent, child, step-parent, step-child, or sibling with a $25 donation to the Gideons for purchasing Bibles.
   b) the decoration of the Church for special occasions;
   c) planting and watering church potted plants inside and outside;
   d) making recommendations to Building and Grounds Ministry Team for the addition or replacement of outside plants;
   e) preparing and submitting annual budget to Stewardship Committee and adhering to budget requirements.

18. GREETERS MINISTRY TEAM
The Greeters Ministry Team number of members will vary as to needs. Members will be elected annually. Schedules are to be made quarterly and each member given a copy. This Team shall be responsible for:
   a) making sure visitors are shown to the sanctuary, appropriate Sunday School Class or nursery as needed;
   b) handing out Church bulletins and other information pertinent to our Worship services;
   c) providing at least one greeter in the hallways before Sunday School and during the scheduled Sunday School hour.

19. LORD’S SUPPER MINISTRY TEAM
The Lord’s Supper is a ministry of the deacons. The Deacon Chairman or in his absence the Co-Chairman is responsible for selecting and making sure the deacons necessary for the observance of the Lord’s Supper are available. The Deacon Chairman or in his absence the Deacon Co-Chairman is responsible for coordinating with the Pastor and a designated team of six (6) church members elected annually to:
   a) make the necessary physical preparations for the observance of the Lord’s Supper;
   b) insure that all supplies for this ordinance are purchased or prepared in advance for this event;
   c) assist the Pastor in making this ordinance meaningful;
   d) arrange for all Lord’s Supper equipment to be gathered, cleaned, and stored after the observance;
   e) maintain an inventory of equipment and recommend purchase of additional equipment as needed;
   f) prepare and submit annual budget to Stewardship Committee and adhere to budget requirements.

20. MULTI-MEDIA MINISTRY TEAM
This team shall consist of adult members nominated annually. This team is responsible for the maintenance and upkeep on all physical devices needed for the creation of worship materials and outreach for the church. The number of members elected will be determined by the current needs. They shall be responsible for:
   a) providing knowledgeable and qualified operators for regular services and for special events;
   b) provide a maintenance program for all audio/visual equipment, including (but not limited to):
      1) making sure all mics have fresh or recharged batteries
      2) having periodic repair and maintenance schedule of sound boards and computers
      3) cleaning mics and headsets regularly
   c) provide knowledgeable and qualified operators for multi-media church outreach, including (but not limited to):
1) web hosting
2) web streaming and podcasts
3) social media
d) providing a training program for new team members and Worship Production Ministry Team members to operate equipment;
e) maintaining equipment and remotes making sure each is ready for use in class room used for education and discipleship ministries;
f) making recommendations for updating equipment and/or software;
g) prepare and submit an annual budget to the Stewardship Committee and adhere to the requirements;

21. MISSIONS MINISTRY TEAM
This team shall consist of at least four (4) and no more than six (10) adult members which will seek out, plan, promote, and organize ministry opportunities locally, regionally, nationally, and internationally. Help the church body find their place in fulfilling the great commission. This may be done through:
- Annie Armstrong Missions
- Lottie Moon Missions
- Local Missions
- Mission trips and opportunities

22. NURSERY/TODDLER MINISTRY TEAM
The Nursery Ministry Team will consist of no less than 4 members who will strive to maintain a safe and clean environment for children to enjoy their church time as they learn about Christ by insuring that:

- Needs of children will be met in a Christ like and loving manner;
- The Word of God will be taught in an age appropriate manner using age appropriate resources in order to provide a solid foundation for growth physically and spiritually;
- The infant and toddler classroom will open 10 minutes prior to the beginning of church service and will promptly close 15 minutes after dismissal;
- Age guidelines are followed:
  1) Nursery – birth through 18 months
  2) Toddlers- 18 months to 3 years

f) Sign-in and sign-out procedures are followed:
  1) Babies and Toddlers must be signed in and out at their classroom door by a parent or legal guardian.
  2) At no time will a child be allowed to leave the room except in the care of authorized worker or parent or guardian unless pre-authorized by parent or legal guardian.
  3) Parent or legal guardian will be given a pager at the time of sign in for use in the event parent/guardian is needed. Pagers should be turned in when child is signed out.

g) Child safety will be ensured by the following:
  1) Only authorized workers will be allowed in the rooms.
  2) Diaper bags left with children should include only the following items:
      - Diapers
      - Wipes
      - Change of clothes
      - Feeding supplies
  3) The following items are not to be left in diaper bags:
      - Medicines
      - Personal toys, ie stuffed animals, dolls, etc.
      Nursery/Toddler workers may page parent to pick up such items.
  4) Beds will be changed between services if used. Special laminated sign will be placed on beds when clean and removed when in use. Sheets should be Changed before another infant uses the bed;
  5) Toys shall be sprayed with disinfectant cleaning spray between each service;
  6) Changing tables will be cleaned with disinfectant cleaner after each use;
  7) Toys will be checked weekly by workers for hazardous or broken toys and will be discarded immediately. Any toy that will fit through a toilet paper roll is hazardous;
  8) Workers should notify director when clean sheets, diapers, wipes etc. are running low.

h) Feeding safety procedures are as follows:
  1) A nursery worker will page parents if there is a special feeding need. All personal containers should be labeled with child’s name.
2) All snacks will be given only while child is properly seated.
3) Spill-proof cups should be provided by parent and labeled for child to drink from.

i) Medical safety procedures are as follows:
   1) Parents/legal guardians are responsible to list any child allergies and or medical concerns on the registration form as well as the sign-in sheet each visit to the nursery or toddler room.
   2) Parents/legal guardians should verbally alert the nursery/toddler workers of any medical concerns.
   3) Health guidelines require for parent/legal guardians to inform workers of any medical symptoms currently or recently experienced by child that is being signed in. (Example: fever, rash, cough, etc.) See appendix for complete list.

j) Safety and Security procedures are as follows:
   1) All adult volunteer workers, age 18 and older, will be screened through a background check performed by local authorities.
   2) No one under the age of 16 may be alone in the nursery/toddler room.
      Principal care giver must be at least 21 years of age and a member of Community Baptist Church.
   3) Youth volunteer workers with toddlers must be in at least 7th grade or above and a member of Community Baptist Church. (Limit of one youth worker per class, per service.
   4) No unscreened family member, friend or guest of volunteer worker may assist with children or be in classroom.
   i) Prepare and submit annual budget to Stewardship Committee and adhere to budget requirements.

23. OUTREACH MINISTRY TEAM
The Outreach Ministry Team shall consist of not less than four (4) members or more than six (6) members. This Ministry Team will be responsible for:
   a) planning and coordinating a comprehensive outreach ministry in our community with the purpose of saturating our area with the gospel of Jesus Christ;
   b) creating and maintaining a visitor file for the purpose of assuring that all visitors are contacted by appropriate teams or Sunday School classes;
   c) providing information regarding visitors and member needs to the DOVES Team.

24. PRE-SCHOOL MINISTRY TEAM
The Pre-School Team will consist of no less than seven (7) members who will strive to maintain a safe and clean environment for children to enjoy their church time as they learn about Christ.
   a) Needs of children will be met in a Christ like and loving manner;
   b) The Word of God will be taught in an age appropriate manner using age appropriate resources in order to provide a solid foundation for growth physically and spiritually. The ages of children in this department should be 3-5 years of age. Children should be 3 years old on or before September 1 to move up to this department from toddlers. Children should be 6 years old on or before September 1 to move from this department to the children's department.
   c) Child safety will be ensured by the following:
      1) Only authorized workers will be allowed in the rooms.
      2) Parent or legal guardian will sign child in at sign-in desk and receive a badge that is to be worn by child and one for the parents to present when they return to pick up their child. Both badges will be returned to desk when child is signed out by parent or legal guardian.
      3) At no time will a child be allowed to leave the room except in the care of authorized worker or parent or legal guardian.
      4) Toys shall be cleaned and checked periodically by workers. Hazardous or broken toys shall be discarded immediately.
   d) Medical safety procedures are as follows:
      1) Parents/legal guardians are responsible to list any child allergies and or medical concerns on the registration form as well as the sign-in sheet each visit to pre-school room.
      2) Parents/legal guardians should verbally alert the pre-school workers of any medical concerns.
      3) Health guidelines require for parent/legal guardians to inform workers of any Medical symptoms currently or recently experienced by child that is being signed in. (Example: fever, rash, cough, etc. See appendix for complete list.)
   e) Safety and Security procedures are as follows:
      1) All adult volunteer workers must be a member of Community Baptist Church, age 18 and older, will be screened through a background check.
2) No one under the age of 16 may be alone in the pre-school room. Principle care giver must be at least 21 years of age and a member of Community Baptist Church.

3) Youth volunteer workers with pre-school must be in at least 7th grade or above and a member of Community Baptist Church. (Limit of one youth worker per class, per service.

4) No unscreened family member, friend or guest of volunteer worker may assist with children or be in classroom.

f) Feeding safety procedures are as follows:
   1) A pre-school workers should be notified by parents or legal guardian if there is a special feeding need. All personal containers should be labeled with child’s name.
   2) All snacks will be given only while child is properly seated.

g) Pre-school children will not be transported on field trips by Community Baptist Vehicles. Parent or legal guardian must transport their own children to and from events away from the Church. Parent or legal guardian must remain with child while at event.

h) Prepare and submit annual budget to Stewardship Committee and adhere to budget requirements.

25. PROMOTION MINISTRY TEAM
This team shall consist of at least two members plus the church secretary.

   a) Responsibilities in the area of Promotion:
      1) This Ministry Team shall be responsible for messages on the Church marquee.
      2) This Ministry Team shall also be responsible for sending information to the Alabama Baptist, local newspapers, and other media outlets regarding important events and happenings in the life of Community Baptist Church with the exception of emergency announcements or comments to the news media regarding events that affect CBC, which are to be made by the pastor or his designee only.
      3) This ministry team shall be responsible for the gathering of information and the publishing of the Church newsletter.

26. SECURITY TEAM
   a) The number of members will vary for this team. This team is responsible for making sure grounds are secure and for providing a safe environment for participants. This will be done as follows:
      1) Maps to show emergency evacuation and weather preparedness directions will be made and posted at designated areas;
      2) Security members will be present and patrol various areas of church campus:
         • during regular scheduled church services;
         • during special church-wide events, and;
         • when requested by staff or team leaders for special events or meetings.

   b) Team member should:
      1) be a mature Christian;
      2) be a member of Community Baptist Church for at least one year, or less if authorized by the Security Team Leader and/or Pastor;
      3) be physically able to perform the duties required (walking and standing, possibly running a short distance);
      4) have the ability to remain calm in the event of an emergency;
      5) be able to communicate clearly to other team members, authorities and/or the congregation should the need arise;
      6) keep the Guiding Verses and Purpose in mind as they perform their duties, (Hebrews 13:5b, Nehemiah 4:9);
      7) remember to operate with a spirit of grace and love at all times;
      8) remember they are doing their duties for God, and not for men and all actions should be accomplished with a sacrificial, Godly attitude;
      9) remember we are not Police, but a Volunteer Security Team;
     10) use their level of authority in an approved manner and not abuse this trust placed in them. Any improper actions toward a member or visitor will be addressed and will not be tolerated;
     11) understanding and following the procedures set forth in the handbook provided for all Security Team Members.

   c) In the event an emergency situation occurs, safety procedures will be handled as follows:
1) Lockdown:
A “lockdown” will take place whenever a threat is perceived or known in order to protect all attendees. During a “lockdown” emergency the following procedures should be adhered to.
- All children must be brought into the classroom as quickly as possible and the doors must be closed, locked if possible, and windows covered. No person is to leave the classroom until authorized to do so by the Security Team leads/Head Usher or Church Leadership;
- Adults should close and lock the door if possible to their classroom, cover windows and stay there until notified by security team that it is safe to exit;
- If, in the sanctuary, security team members will secure the sanctuary doors and advise when attendees may exit;
- No door should be opened to allow someone to enter after it is originally closed/locked;
- Bathrooms are to be checked by security team for people who did not get original instructions. Security Team should place those persons in a secure area;

2) Evacuation:
In the event that evacuation of the entire building/facility becomes necessary, due to such circumstances as fire, chemical spill, electrical issues, bomb threat, etc., procedures will be:
- Security Team members will help in the directing of members to the proper location;
- All members should meet on the southwest corner of the parking lot, if safe to do so. If not safe to meet at the primary evacuation point, seek guidance from Security Team leads or Church Leadership;
- Do not gather children near the road, driveway or creek;
- Each family/teacher should account for members in their care and notify the Security Team in event anyone is missing;

The decision for evacuation will be initiated by Church Ministerial staff and/or Event leader based on the recommendations of the Security Team.

3) Weather Emergency:
If threatening weather is in the area, the procedure is for the Team to monitor weather radar and local emergency weather broadcast if a threat is noted, they will notify Security team Lead. The Team will then take appropriate action which will include but is not limited to:
- Notifying the Pastor and other ministry leaders;
- With Pastors approval, notifying members of church and other activities cancellation if services have not begun;
- Moving attendees to a safe location if during a service time.

4) Medical Emergency
If an individual experiences a medical emergency, Team Leader or Ministry Leader will:
- Call 911 if necessary;
- Locate and notify designated persons present at church who are trained to handle medical/first aid situations.

27. SPECIAL EVENTS TEAM
The Special Events Ministry Team shall consist of not less than six (6) members made up of representatives from the following ministries plus the ministerial staff.
- Fellowship Team
- Media Teams
- Men’s Ministry
- Women’s Ministry - CWC
- Children’s Ministry
- Youth Ministry
This team is responsible for coordinating event(s) and planning for and assigning responsibilities for the fulfillment of the event(s).

28. TRANSPORTATION MINISTRY TEAM
28a) The number of members of this team will vary as needed. This team’s responsibilities shall be to insure that:
   a) there are at least two (2) adult members riding in the vehicle at all times when it is picking up or taking home persons attending church functions or being used for a field trip;
b) no driver should drive more than 3 hours without a 20 minute break or by changing drivers;
c) make sure that there is an adult at the residence before a child under the age of 12 is dropped off;
d) A form with emergency contact information must be in the vehicle at all times when child is on vehicle. All youth and adults should have emergency information form also. (Registration Form and Release to Transport Notebook);
e) In the absence of an adult at the residence, the child will remain on the van, while adult rider tries to contact the parent. If not successful in contacting the parent/guardian or emergency contact, the appropriate law agency will be contacted to pick up child and contact parent/guardian or DHR;
f) The adult rider should also contact the appropriate ministry leader;
g) The driver and adult rider must stay with child until parents pick up child or law agency takes child into their custody;
h) make sure all team members have a valid Alabama Driver’s license with a good driving record that the insurance company will approve;
i) make sure that All driver’s must be the legal age determined by the insurance company. As of 2015, the current age for drivers is 25-70 years of age. The exceptions being that a Youth Minister may be 21 years of age and have no moving violations in the prior three (3) years and a person age 70 or above may have their doctor fill out the insurance’s medical form which states they are medically fit to operate a vehicle. The insurance agency still has the option to approve these candidates;
j) make sure that All drivers driving a church vehicle, where a CDL license is required, are licensed accordingly and have a good driving record that the insurance company will approve;
k) make sure all team members and drivers are aware of Alabama safety laws and that no cell phones, tablets, etc. are used by driver while driving. Electronic devices used for GPS purposes must be used by the adult not driving vehicle. In like manner, the driver shall not be eating while operating the moving vehicle;
l) make sure driver’s are aware that speed limits are the law. There will be no tolerance for speeding. If a driver is issued a speeding ticket or moving violation ticket while driving a church vehicle, his/her driving privilege will be suspended for operating Church vehicles;
m) working with Vehicle Maintenance Team in keeping on board a first aid kit, body fluids clean-up kit and other items needed to help keep vehicle and riders clean and safe;
n) to make sure tag is current and registration papers and proof of insurance are on board;
o) to make sure vehicle is cleaned of all trash after each trip;
p) to make sure vehicle is locked and secure with windows closed and emergency door locked;
q) to maintain a log book of all trips and mileage use (pre-trip/post trip form);
r) provide the Stewardship Committee with an annual budget request and adhere to budget requirements.

28b) Use of ministry vehicles operation procedures:
The loan of vehicles to another church organization or group will be in compliance with our insurance policy requirements and the borrowing entity must provide a statement of insurance coverage from their insuring agency that meets our policy requirements and copies of operator’s valid driver’s license. Rules from item a) above must be adhered to at all times.

1) Van
   a. The rear seat must be out at all times with no luggage or persons occupying the empty space;
   b. There should not be more than 10 passengers plus driver on the van at any time and all passengers must use seat belts;
   c. Van should not tow trailers or travel more than 60 miles per hour;
   d. No luggage or cargo may be placed on the top of the van.

2) Bus
   a. Total number of passengers should be only as specified by bus size;
   b. Chaperones on bus should be a 5-1 ratio of children per adult. Youth should have a 10-1 ratio of youth per adult.
   c. Driver should not be counted in this number;
   d. Seat belts should be used if available;
   e. Loose luggage and cargo should be secured in safe manner at all times.

3) The loan of vehicles to another church organization or group will be in compliance with our insurance policy requirements and the borrowing entity must provide a statement of insurance coverage from their insuring agency that meets our policy requirements and copies of operator’s valid driver’s license. Rules from item a) above must be adhered to at all times. (See appendix for vehicle use forms)

29. Usher Ministry Team
This Ministry Team shall consist of at least eight (8) members.
   a) Two members each week shall be responsible for selecting at least four (4) ushers for the early service and eight (8) ushers for the second service for the receiving of the tithes and offerings each week during Worship services and other special events. At least two adult members of this team shall place the offerings in the church safe or lock box.
   b) Ushers must be constantly aware of the location of empty seats so visitors or late attendees may be escorted to available seats.
   c) Ushers may respectfully ask seated attendees to move over in order to seat visitors or late arriving attendees.
   d) Usher must be prepared to respond to call from Ministry Leader to pass out visitor cards.
   e) Ushers may be asked by security team to help secure the sanctuary during an emergency.

30. VEHICLE MAINTENANCE MINISTRY TEAM
   This team shall consist of at least three (3) but not more than five (5) adult members qualified to oversee the upkeep of church owned vehicles. At least one member of the Transportation Team should be a member of this team. This team’s responsibilities shall include but not be limited to:
   a) Keeping the maintenance of the vehicle current, including oil changes, anti-freeze check, water levels, windshield wiper fluid levels, brake fluids, tire pressure and wear, including spare tire, etc.;
   b) Making sure the current tags/vehicle licenses and insurance information are on vehicles;
   c) Making repairs as needed when within budget;
   d) Presenting at regular church business meeting any repair matters not covered in budget;
   e) Recommending when a vehicle is beyond repair and a new vehicle is needed;
   f) Working with Transportation Team in keeping on board a first aid kit, body fluids clean-up kit and other items needed to keep vehicle clean and safe;
   g) Provide the Stewardship Committee with an annual budget request and adhere to budget

31. WORSHIP PRODUCTION MINISTRY TEAM
   This team shall consist of adult members, trained by the Multi-Media Ministry Team. The team shall consist of at least eight (8) members using the power of technology to enhance the worship experience and outreach of our congregation by:
   a) using software to project worship songs, scriptures, videos, pictures, etc. to better the worship experience;
   b) assisting the Multi-Media Ministry Team in maintaining the media systems, ie microphones, amplifiers, speakers, and digital output devices;
   c) assisting the Multi-Media Ministry Team in the creation of content related to outreach;
   d) providing team members to operate media equipment for all regular church events;
   e) providing team members to operate media equipment for all special church events;
   f) providing team members to operate media equipment for private events when notified of the need by Church hostess or pastor.

31. YOUTH MINISTRY TEAM
   The Youth Minister may at her/his discretion form a Youth Ministry Team to be composed of at least three (3) adult members and two (2) youth members, but no more than ten (10) members. All team members must be members of CBC.
   This Ministry Team will at the Youth Minister’s request (but not be limited to):
   a) assist the Youth Minister in planning and promoting youth events;
   b) help meet the spiritual and physical needs of our youth;
   c) assist with projects and travel;
   d) help with Youth activities;
   e) along with the Pastor, act in an advisory role to the Youth Minister when questions or disputes arise concerning the Youth Department;
   f) provide in a Christ-like and loving manner a safe, secure environment to teach and care for the youth attending Community Baptist Church;
   g) help prepare and submit an annual budget to the Stewardship Committee and adhere to budget requirements if Youth Minister asks for the assistance.
See appendix for forms.

AD-HOC SPECIAL MINISTRY TEAM/COMMITTEE
The Church body will call an Ad-Hoc Special Ministry Team/Committee when the need arises. Such Teams/Committee will be responsible for:

a) a specific task and will be dismissed from responsibilities and disbanded upon the completion of their ministry;
b) this Team/Committee will consist of not less than three (3) members or more than five (5) members and will be designated by the Pastor or Church action and be voted on at a regular scheduled business meeting of the church.

COMMITTEES

B. MINISTRY COMMITTEES
All Committee members shall be selected by the Nominating Committee and affirmed annually by Church action unless otherwise indicated in the descriptions below. All committees with an annual budget shall submit a budget request to Stewardship Committee and adhere to the budget requirements.

1. ADMINISTRATIVE MINISTRY COMMITTEE
This committee shall consist of not less than three (3) nor more than five (5) members. Their responsibility is to manage all business administration needs for CBC. This includes but is not limited to:

a) monitoring, managing and negotiating purchasing contracts;
b) assessing risk management concerns;
c) monitoring and reviewing insurance policies;
d) helping to establish and maintain digital copies of important church documents and files for business continuity purposes;
e) helping establish and maintain an inventory tracking systems of Church assets for business continuity purposes;
f) gathering quotes for services, and

g) price comparisons for a large purchase.

2. NOMINATING COMMITTEE
The Nominating Committee shall be composed of six (6) members plus the Education Minister. The six Team members shall serve a two-year (2) rotating term. If all six members are new in a year, three will be designated to serve one year and the remaining three shall serve two years in order to accommodate the rotation. This Ministry Committee is to act on behalf of the Church to:

a) staff each position of the Church leadership and its ministries;
b) strive to place persons whose spiritual gifts, natural desires, potential and commitment match the requirements of the position;
c) fill vacancies occurring during the Church year;
d) present all nominations to the Church at a regular business meeting.

3. PERSONNEL COMMITTEE
The Personnel Committee shall consist of three (3) members. The Ministerial Staff shall act in an advisory role as deemed by the position affected. This committee shall be an advocate for the church staff. The relationship of the Personnel Committee to the church employees such as custodial and secretarial staff is to work with the Pastor in the area of personnel managements. The recommended duties of the Personnel Committee are:

a) to meet annually ‘q1 (the month of May is recommended) with non-ministerial staff to discuss and review areas of interest, needs or concerns in their position and how it can be addressed by the church;
b) to work with the Pastor in determining how needs can be met before making recommendations to the church body;
c) study and recommend the need for additional church staff positions;
d) prepare and update job descriptions;
e) recruit, interview and recommend new personnel when vacancy occurs;
f) work with Stewardship Committee to develop and recommend a salary program;
g) work with Administrative Document Team to develop and recommend policies and procedures for non-ministerial staff members.

4. STEWARDSHIP COMMITTEE
The Stewardship Ministry Team shall be composed of the Church Treasurer and six (6) members, each member serving a three (3) year rotating term with at least one year’s absence from service before nomination for this team again. Two members will rotate off each year. This Ministry Team will be responsible for the following:

a) to promote education and training in stewardship for the Church body;
b) to consult with each Team Leader when considering the annual Church budget or matters of finance relative to each Ministry Team;

c) to promote the financial program of the Church;

d) to prepare and submit to the Church body for approval by the August business meeting an inclusive budget using sound principles of financial management.

COUNCILS

C. COUNCILS

1. Church Leadership Council

a) The Church Leadership Council shall consist of the Pastor who will serve as chairman, all Ministerial Staff, Church Treasurer, Chairman of the Deacon body, CBC Men’s Director, CWC Director, Sunday School Director, Discipleship Training Director, Church Clerk and other ministry team chairpersons that the pastor shall appoint to this council.

b) This Leadership Council shall meet at least semi-annually to:

1) Recommend to the Church body suggested objectives and goals;

2) Discuss future Church programming and give dates of church events to be placed on church calendar;

3) Develop ideas to implement future programs and activities of the Church;

4) Evaluate the programs and activities of the Church;

5) This Church Leadership Council should then inform the Church body of said evaluations.

VII. CHURCH MEETINGS

Section 1. WORSHIP SERVICES AND EDUCATIONAL STUDIES

a) Sunday shall be considered the “Lord’s Day” for the Church body to gather for the worship of Almighty God, the proclamation of God’s word, biblical instruction, and evangelism. The Church body shall also meet Wednesday evening for prayer, Bible study and other activities. Holiday services and other special services and activities may preclude regularly scheduled services. Changes to the scheduled services and activities are at the discretion of the Pastor and approval of the Deacon body.

b) Pastor may cancel regular scheduled services and events if inclement weather warnings or accumulations of rain or snow pose a threat to the safety of the members.

Section 2. BUSINESS MEETING AGENDA

For the purposes of properly managing and proper notification of any business matters that are to be considered for action at any business meeting, all new business matters that are intended to come before any church business meeting shall be communicated to the Pastor and he shall communicate such items to the Church Clerk. The Clerk shall then place such items on the Agenda of the approaching meeting. For any regular periodic business meeting, agenda items shall be made available at least 3 days prior to the meeting via electronic media. For any specially-called business meeting, the call must come from the pastor or Chairman of the Deacons. The purpose of the specially-called meeting and thereby, its primary agenda shall be contained in the written or electronic call of the meeting, tendered to the Church Clerk. Additional items may be placed on the specially-called meeting’s Agenda at least 3 days prior to the date of the meeting. All new business that may arise at a meeting but which has not been previously and timely placed on the meeting’s Agenda may be considered at the meeting but a vote may not be taken upon it until the next meeting.

Section 3. Regular Business Meetings

a) Regularly scheduled business meetings will be held monthly on the Wednesday following the second Sunday of each month. These meetings will take place during the regularly scheduled Wednesday evening activities. If this scheduled meeting must be moved to another date for the month in which it is scheduled, notice must be given to members via pulpit, bulletin and electronic media at least one week prior to regular scheduled meeting.

b) If an emergency event such as weather is the cause for the change, the one week notice will be suspended and meeting will be re-scheduled by the pastor.

Section 4. Special called business meetings
a) A special business meeting may be called by the Pastor or Chairman of the Deacons. At least two weeks’ notice must be given from the pulpit, in church bulletins and via electronic media.
b) If an emergency exists causing the need for the meeting, Pastor or Chairman of the Deacons may call a special meeting in to order at the end of a regularly scheduled service of the church.

Section 5. NON-BUSINESS SPECIAL MEETINGS
Revival services and other church meetings essential to the advancement of the Church’s objectives shall be placed on the Church calendar as the Holy Spirit leads the Pastor and the Church Leadership Council to schedule such events. The Pastor shall have final approval of such events.

Section 6. QUORUM

a) The quorum consists of those who attend the business meeting, provided it is a regular meeting or one that has been properly called.

b) To conduct business concerning the sale of Church property, purchase of additional real estate, additions to Church buildings, and the calling of a Pastor, a quorum shall consist of ten percent (10%) of resident Church members.

c) The quorum for an emergency meeting that is called to follow a regular scheduled church service such as worship, shall consists of those who attended the worship service.

SECTION 7. VOTING
Members of Community Baptist Church have the right to vote at business meetings and special called meetings:

a) No absentee voting will be allowed.

b) All Members of CBC may vote in all regular and special called meetings

SECTION 8. PARLIAMENTARY RULES
Roberts Rules of Order, Revised (Current Edition), is adopted as the authority for Parliamentary Rules of procedure for all business meetings of the Church body, deacon body, and various Ministry Team/Committee meetings.

VIII. CHURCH FINANCES

SECTION 1. CHURCH YEAR AND FISCAL YEAR

a) The Church Year shall be from September 1 through August 31.

b) The Fiscal Year shall be from January 1 through December 31.

SECTION 2. CHURCH FINANCES

a) Purchasing Procedures - The following purchasing procedures are provided for guidance:

1) All Ministerial Staff, Support Staff, and Ministry Team/Committee Leaders MUST work within their designated budget. When a purchase is deemed necessary by said Ministerial Staff, Support Staff, or Ministry Team Leaders, then the purchasing guidelines as set forth in this Policy and Procedures Manual must be adhered to. When funds are available in both the General budget and the individual Staff or Team Leader budget, then said purchase is authorized without prior approval of the Church body. It is expected that said Staff and Team/Committee Leaders will be frugal and exercise wisdom with the funds God has entrusted us with.

2) Any Ministerial Staff, Support Staff, or Ministry Team/Committee Leader recognizing the need for a non-budgeted item should make a written request to the Stewardship Ministry Committee for
approval of said purchase. The Stewardship Ministry Team will consider the request and after due consideration and consulting the Church Treasurer, will either reject or present the item to the Church body for approval at the next business meeting.

3) In the event of a severe shortage of funds, the Stewardship Ministry Committee will establish priorities for purchases of approved requests as funds become available. Priorities for fixed costs will be in the following order:
   a) bond and interest;
   b) salaries;
   c) utilities;
   d) indebtedness;
   e) insurance;
   f) literature.
If the Stewardship Ministry Team is unable to resolve the problem, the matter will be referred to the Church Body at the next business session.

4) Reimbursement for any cash purchases must be made through the church secretary and accompanied by a Request Check Form signed by Ministry Team/Committee Leader and the original receipt.

b. Selling Procedures - Any equipment or Church property declared excess and to be sold shall be presented by the Trustees to the Church body for decision on sale.

c. Cooperative Program/Associational Missions - The Church will give through the Cooperative Program not less than ten percent (10%) of all general funds received by the Church. Likewise, not less than five percent (5%) of all general funds received by the Church will be given to the Shelby Baptist Association.

d. Unified Budget Control

   1) All funds, for any purpose, shall be accounted for by the Church Treasurer and be properly recorded in the books of the Church.

   2) All disbursements of funds will be by check. The checks will require signatures from two (2) of the designated members affirmed by the Church body.

   3) Church debit cards will be available through the church secretary for purchases to be made by church staff or team leaders. Original receipts must be returned with card to secretary within 24 hours unless other arrangements have been made with secretary such as trips or multi-day.
IX. USAGE OF CHURCH PROPERTIES

Section 1. Usage of Church Furnishings

a) It shall be the policy of this Church that only active members may borrow furnishings from the church. Those furnishings shall consist of tables and chairs only. Members must request to use church furnishings through Fellowship Chairperson/Church Hostess and usage shall be cleared on the Church calendar through the Church secretary. Priorities will be in order of requests. In case of a dual request for the same date, an amicable solution will be sought between all parties involved. Church members using the furnishings of this Church for any special reason shall have the responsibility of seeing that the furnishings are clean and returned in a timely manner in their original conditions to the areas from which they were borrowed.
b) It is also required that no church furnishings be used to sell, advertise, serve or consume alcoholic beverages or anything illegal in any manner.

Section 2. Usage of Church Facilities

a) It shall be the policy of this Church to request that all Church members requesting use of the facilities of this Church for any special reason shall:
Be responsible for requesting use through the Fellowship Team Chairperson/Church Hostess.
Pastor must approve requests
Request must be cleared on the Church calendar through the Church secretary.
Priorities will be in order of requests. In case of a dual request for the same date, an amicable solution will be sought between all parties involved.
Proper forms should be filled out and deposits should be left with the Church secretary prior to event.
Forms can be found in the appendix or in the Church office.
b) It shall be the policy of this Church to require all non-Church members requesting the use of Church facilities to strictly abide by the aforesaid policy. However, it is further required that all non-Church members leave a damage deposit according to wedding fee schedule due at the time of scheduling use of facilities on the Church calendar. Furthermore, it is required that all non-Church members strictly adhere to all policies of this church concerning rental or use of facilities.
c) Moreover, it is required that the Church facilities are not to be used at events where alcoholic beverages or anything illegal are being sold, served, consumed, or used in any manner. Also, smoking is not allowed in the church facilities.
Wedding Guidelines

The following statements govern all weddings at Community Baptist Church of Maylene, Alabama. We believe these guidelines to be the most suitable and practical for all concerned.

Due to our belief in the biblical teachings that marriage is a union between one man and one woman, (Gen. 2:19-24, Lev. 18:22, Matt. 19:4-6, Rom. 1:18-27, Eph. 5:22-23. Heb. 13:4) we therefore believe that same sex couples will not be married in any facilities or on any properties owned by Community Baptist Church. Ministers of Community Baptist Church will not perform any same sex marriages or civil unions whether on or off church owned properties.

Setting the Time of Your Wedding

Careful planning is necessary for ALL weddings. Make arrangements as far in advance as possible to avoid any conflicts with church scheduling. Normally scheduled church services and events will always take precedence. Please remember that major holidays are usually a busy time for church activities. Wedding, rehearsal, or decorating, etc. should be scheduled between the hours of 8 a.m. – 8 p.m. (Receptions after a wedding beginning at 8 p.m. should be over and the area cleaned by 10 p.m.) Events lasting beyond those hours will be charged a fee of $25.00 per hour.

Reserving Your Date

You will need to set up a consultation date with the Church Hostess or Pastor to review guidelines and to set your wedding date and time. Any questions you have will be answered at this time. You will be asked to fill out a Wedding Application Form agreeing to comply with all guidelines and regulations stated in this form. Your request will be reviewed and you will be contacted to confirm your date/time/plans if they have been approved and arrangements will be made for any necessary conferences with the pastor of CBC. Please do not make any final plans or announcements until this confirmation is made.

Check List

1. Return your wedding request reservation and the Responsibility Agreement ASAP. Your wedding date is not calendared until sheets are returned and your deposits are paid.
2. All remaining fees are due to the church no later than 14 days prior to the wedding.
3. If our pastor is to perform your ceremony, an appointment must be made with him immediately after the wedding reservations are confirmed. Appointments for the pastor are made through the pastor himself.
4. Your music selections are due to the Sound Engineer no later than 10 days prior to the wedding.
**Flowers and Decorations**

When planning for decorations, keep in mind that CBC is a place of worship and inform your florist or wedding party of the following rules concerning the decoration of our church.

The pulpit and communion table may be moved, but must be returned to original location after ceremony. Wedding party is responsible for returning them to original locations.

Under NO circumstance is the piano to be moved.

Whenever candles are used, they must be dripless ones and be placed in candelabras which will catch and contain all drippings. The floor must be protected. In the event of wax spill, the wedding party is responsible for the cost of cleaning and an additional charge will be applied to cover the cost of removing wax from floor, carpet and furniture.

Under No circumstance are decorations to be attached to walls, pews, windows or furniture by pinning, gluing, tacking or nailing. Masking tape may be used on furniture and pews only. Plastic-Tac may be used if necessary in place of tape.

When facilities are used on Saturday night, all decorations, flowers, plants and other equipment must be removed from the church building immediately following its use.

All facilities must be left “broom clean” after removal of decorations. In the event this is not done, and the church is required to put facilities back into their usual conditions, the janitorial amount will be deducted from the deposit.

Air conditioning or heating will be turned on only at a reasonable time before any scheduled event (never to exceed 4 hrs in advance) Florists should note this and not bring flowers too early. If earlier operation of air conditioning or heating is desired, it may be provided at an extra charge to you of $25.00 per hour.

Use of any church equipment for decorating, must be approved by the Church Hostess.

If church plants are to be moved, Church Hostess must be contacted and arrangements made prior to event. No plants shall be moved without permission.

All of the above provisions apply to anyone decorating the sanctuary, fellowship hall and halls/breezeways of the building/facilities.

**Caterer(s)**

If you choose to have an after rehearsal dinner or reception following your ceremony, it will be your responsibility to secure a professional caterer or individual. Your caterer will be responsible for cleaning up kitchen area and fellowship hall after the event.

All trash must be bagged and removed from inside the facilities. Trash may be placed in the large trash containers outside. If the containers are full, the trash must be removed from church property and not left lying on the ground, porch, in kitchen, fellowship hall or in inside kitchen or fellowship hall trash containers.

There is no extra charge for use of the kitchen area if it is only used for set-up and serving purposes. If caterer needs use of equipment to prepare food onsite or to heat food, there is an additional charge for kitchen use. Any equipment used must be left clean. All surfaces must be wiped off and the sinks and floor left clean.

If kitchen is used, no disposable items such as paper plates, cups, cutlery, etc belonging to CBC are to be used. No consumable food items belonging to CBC are to be used. This includes coffee, tea, sugar, creamer, etc. You must furnish your own.

**Photographer/Videographer**

Wedding pictures are treasured mementos, but the sacredness of the service must not be disturbed by the activity of photographers/videographers and guest at the wedding. It is your responsibility to instruct the photographer/videographer and guest in these matters.
No one may stand on or use pews or other church furnishings to secure additional height for their equipment or photos. Check with your photographer/videographer prior to the wedding day concerning the use of flash by your guests who wish to take personal photos before or after the ceremony so they will not interfere with the lighting, time or space the professional(s) needs.

**Musician(s)**

You may hire your own pianist or request the church pianist to assist you. The church pianist is not required to accept. There is a fee if the church pianist is used. If you choose to use other type instruments, please remember that this is a sacred ceremony being held in a sacred place. Music and musicians must reflect this.

**Sound Engineer**

The use of the church’s sound engineer is mandatory if the sound system is to be used. No one other than a church appointed individual may run the church sound equipment. (See Wedding Fee Schedule)

Music must be reverent and approved by the church’s sound engineer. Selections, when possible, should be submitted at least 10 days prior to ceremony.

No promise is made to the quality of the sound system. There are times when equipment failures are beyond CBC’s control. CBC will try at all times to have quality equipment, however if problems arise, and can not be solved before your wedding day, you will be notified and you will receive a refund for this area.

**Wedding Coordinator**

The church has a wedding coordinator you must use. You may select your own director to work with the CBC Coordinator. This individual must be willing to cooperate with the pastor and staff of CBC and should be aware of church guidelines.

**Minister**

If you wish for the pastor of CBC to perform your ceremony, an appointment must be made with him to confer with the bride and groom. The pastor’s requirements are for the bride and groom to meet with him for counseling as he sees necessary.

If a minister other than that of CBC is to officiate, it must be cleared through our pastor. The officiating pastor may be asked to meet with the pastor of CBC.

Gratuity for the pastor is left to the discretion of the bride and groom.

**Janitorial Basic Service**

This service only includes:
- Taking out the trash
- Sweeping, mopping, vacuuming as necessary
- Re-staging equipment to original location in fellowship hall area and dressing areas
- Basic kitchen clean-up that includes cleaning floors (not washing dishes) and the return of equipment to proper locations.
- Cleaning of bathrooms

This does NOT include the relocation of furniture in the sanctuary or the removal of floral arrangements and other decorations. If you move it, you MUST return it to its original location. Floral arrangements and equipment must be removed by florist or wedding party immediately following wedding activities.
Community Baptist Church
8254 Hwy 17     PO Box 159    Maylene, AL  35114   (205-664-1675)

Wedding Fee Schedule
(Max capacity of sanctuary 350)

<table>
<thead>
<tr>
<th>Deposit:</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Refundable Use Deposit</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Damage Deposit</td>
<td>100.00</td>
<td>200.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Refundable if no damage occurs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Fee:                         |               |                 |            |
| Wedding Day (6 hrs)          | none          | $200.00         | $400.00    |
| Rehearsal (2 hrs)            | none          | $100.00         | $200.00    |
| Use of Kitchen (*for cooking)| $50.00        | $100.00         | $200.00    |
| Use of facilities beyond designated hrs will be $50.00 per hour . *(no consumable items to be used from kitchen) |

| Musician:                    | $75.00        | $100.00         | $200.00    |
| (You may furnish your own musician or use one from CBC. Musician, at his/ her discretion, may or may not require any charge other than gratuity for an active member) |

*Sound Engineer:               | $75.00        | $100.00         | $200.00    |
(Required if sound system is to be used. Sound Engineer, at his/her discretion, may not require any charge other than gratuity for an active member) |

*Wedding Coordinator:         | $75.00        | $100.00         | $250.00    |
(Wedding Coordinator, at her discretion, may or may not require any charge other than gratuity for an active member. Coordinator may charge extra for additional wedding director duties. See rules for Wedding Director.) |

| Nursery:                     | $50.00        | $100.00         | $100.00    |
This is a per room charge and for children up to age 18 months. This is for the first 1½ hr and is $25 per additional hour. |
Nursery Dir./worker
Per hour fee per child | $10.00        | $15.00          | $25.00     |

| Total Amount Due             |               |                 |            |

*Denotes a required fee.

Make checks out to Community Baptist Church. Deposit due at time of reservation. Complete amount due 14 days prior to event.

49
Total charges $___________________ Deposit in the amount of $________________
Received on date__________________ Check #______________ Dated____________
Received by _____________________ Church Position_________________________

Community Baptist Church
8254 Hwy 17 P O Box 159 Alabaster AL 35114 (205-664-1675)

Small Wedding Fee Schedule
Use of sanctuary only (not to exceed 50 people)

<table>
<thead>
<tr>
<th>Deposit</th>
<th>Active Members</th>
<th>Inactive Members</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Refundable Use of Facility</td>
<td>$75.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Refundable if no damage occurs</td>
<td>100.00</td>
<td>150.00</td>
<td>200.00</td>
</tr>
</tbody>
</table>

* * * * * * * * * * * * * * * * * * * * * * * * * *

<table>
<thead>
<tr>
<th>Fee</th>
<th>Active Members</th>
<th>Inactive Members</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wedding Day (2 hrs)</td>
<td>none</td>
<td>$150.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Rehearsal (1 hr)</td>
<td>none</td>
<td>75.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

$50.00 per hour for extra time

Musician: $75.00 $100.00 $200.00
You may furnish your own musician or use one from CBC. (Musician, at his/ her discretion, may or may not require any charge other than gratuity for an active member)

*Sound Engineer: $75.00 $100.00 $100.00
(Required if sound system is to be used. Sound Engineer, at his/her discretion, may not require any charge other than gratuity for an active member.)

*Wedding Coordinator: $75.00 $100.00 $200.00
(Wedding Coordinator, at her discretion, may or may not require any charge other than gratuity for an active member. Coordinator may charge extra for additional wedding director duties. See rules for Wedding Director.)

Total Amount Due

*This is a required fee.

Make checks out to Community Baptist Church. Deposit due at time of reservation. Complete amount due 14 days prior to event.

Total charges $___________________ Deposit in the amount of $________________
Community Baptist Church
8254 Hwy 17  P O Box 159  Maylene, AL  35114  (205-664-1675)

Use of Fellowship Hall for Private Parties Guide
(Birthdays, Anniversaries, Showers, etc.)

Active Member

Deposit:
Use of Kitchen for cooking $25.00
Use of Facilities (3 hrs) $50.00 (Monday – Saturday)
$25 per hour additional time used

Total amount due:

Janitorial Fee: $100.00 (Please write separate check noted for Janitorial fund)

Facilities may only be reserved by active members. Members may sponsor friends and relatives but are ultimately responsible for all clean up, damages, costs, etc. and must be present at event. No keys will be issued to non-members or inactive members.

Use of facilities must be placed on the church calendar and may not take place during regular scheduled events or special events on the calendar. ALL church events will take precedence over private use.

Children are NOT to be left unattended in a classroom or to roam the facilities freely. An adult MUST be in the same room with children at ALL times.

No food or drink allowed in Sanctuary or office area.

Reset thermostat to 75 degrees before leaving in summer or Reset to 65 degrees in winter

Make checks out to Community Baptist Church. Complete amount due 14 days prior to event.

---------------------------------------------------------------

Total charges $_________ Received on Date __________

Check #____________________ Dated__________________

Received by:____________________ Church Position________________________
## Community Baptist Church

8254 Hwy 17  PO Box 159  Maylene, AL  35114  (205-664-1675)

### Janitorial Fees

#### Regular Wedding Day

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300.00 for 6 hrs</td>
<td></td>
<td>$600.00 for 6 hrs</td>
</tr>
<tr>
<td>$25.00 per hour over 6 hours</td>
<td></td>
<td>$50.00 per hour over 6 hours</td>
</tr>
</tbody>
</table>

#### Rehearsal for regular wedding

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00 for 3 hrs</td>
<td></td>
<td>$300.00 for 3 hrs</td>
</tr>
</tbody>
</table>

#### Small Wedding (sanctuary only with no more than 50 guests)

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.00 for 3 hrs</td>
<td></td>
<td>$300.00 for 3 hrs</td>
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</tbody>
</table>

#### Rehearsal for small wedding

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00 for 1 hr</td>
<td></td>
<td>$100.00 for 1 hr</td>
</tr>
<tr>
<td>$25.00 for each additional hr</td>
<td></td>
<td>$50.00 for each additional hr</td>
</tr>
</tbody>
</table>

#### General Use of Facility

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary</td>
<td></td>
</tr>
<tr>
<td>$100.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

**If food is served in sanctuary, an additional charge of $200.00 will be charged.**

This includes church opened and closed, thermostat set, general help and cleaning. This does not include the moving of furniture.

--------------------------------------------------------------------------------------------

Make checks payable to Community Baptist Church (noted for Janitorial fund)

Complete amount due 14 days prior to event.

--------------------------------------------------------------------------------------------

Total charges $___________________     Deposit in the amount of $________________
Community Baptist Church  
8254 Hwy 17  PO Box 159  Maylene, AL  35114  (205-664-1675)

General Use of Sanctuary and Classrooms Fees
Not including Fellowship Hall or Kitchen.

Sanctuary  (Maximum capacity 350)
Member $100.00 per hour  Non-Member $300.00 per hour

If rented by member, member must be on location at all times during event. Sound Equipment may only be operated by a trained member of the CBC Media Team. (Extra fee may be charged for operator. See wedding fee schedule)

Classroom $25.00 per hour $50.00 per hour

Funerals  
No charge $100.00

Fees may be waived at the discretion of the Pastor or Benevolence Team Chairperson in which case a donation to CBC may be made if renter so desires.

Janitorial fees will apply for general use of facilities but may be waived for funerals.

If a cost is incurred, please make checks out to Community Baptist Church. Checks for Janitorial service should be made out to Community Baptist Church noted for janitorial fund.

Deposit in the amount of 10% of total charge is due at time of reservation. Full amount is due 14 days prior to event. No deposit for funerals.

Total charges $___________  Deposit in the amount of $___________

Received on date___________  Check #___________  Dated___________
Received by:______________________ Church Position_________________________
Community Baptist Church
Wedding Application Form

To be completed and return to Pastor or Church Hostess

Wedding Date Requested: ____________________________  Time: __________________

Alternate Date Requested: ____________________________  Time: __________________

Rehearsal Date Requested: ____________________________  Time: __________________

Facilities Request for Wedding: ____________________________  Date Confirmed: ____________

Number of persons to be invited: ____________

Bride: ____________________________________________

Address: __________________________________________

Home Ph: _______  Work Ph: _______  Cell Ph: _______

Christian _______  Church Member? _______  Where? _______

Parents Name: _______________________________________

Church Membership of parents: _________________________

If not members of CBC give reason for choosing this location: ____________________________

Number of persons to be invited: ____________

Groom: ____________________________________________

Address: __________________________________________

Home Ph: _______  Work Ph: _______  Cell Ph: _______

Christian _______  Church Member? _______  Where? _______

Parents Name: _______________________________________

Church Membership of parents: _________________________

Number of persons to be invited: ____________

Rehearsal Date: ____________________________  Time: __________________

Wedding Date: ____________________________  Time: __________________

Church Facilities Desired:

<table>
<thead>
<tr>
<th>Wedding</th>
<th>Reception</th>
<th>Rehearsal Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]  Sanctuary</td>
<td>[ ]  Fellowship Hall</td>
<td>[ ]  Fellowship Hall</td>
</tr>
<tr>
<td>[ ]  King's Palace</td>
<td>[ ]  Kitchen</td>
<td>[ ] Kitchen</td>
</tr>
</tbody>
</table>

Name of Minister Requested: ____________________________________________

Minister's Church: ________________________  Phone #: ________________________
Fellowship Hall Reservation Form
CBC Ministry Teams

Ministry Team: ____________________________________________________

Contact Name: _____________________________ Phone: ________________

Email: ___________________________________________________________

Event Date: _______________ Time__________ Number Attending: _________

Areas/Items needed for use: Please mark areas that apply.

- Kitchen
- Tables - # round_____ long______ Chairs_________
- Tablecloths (you must wash)

The following will be based on number above
- Cups
- Plates
- Utensils
- Napkins
- Coffee
- Tea
- Sugar/cream

Use of Fellowship Hall must be placed on the calendar and may not take place during regular scheduled events or special events on the calendar. ALL church events will take precedence over private use.

Ministry team leader is responsible for all normal clean up and to return the area as they found it. Cleaning of non consumable supplies in the kitchen (ie. Dish towels, etc.) is the responsibility of the team that used them.

Children are NOT to be left unattended in a classroom or to roam the facilities freely. An adult MUST be in the same room with children at ALL times.

No food or drink allowed in Sanctuary or office area.

**In Summer Reset thermostat to 75 degrees before leaving**
**In Winter Reset to 65 Degrees**

Form must be turned in to Fellowship Chairman 14 days prior to event.

*******************************************************************************

Received by: ____________________________ Date: ____________________

Approved by: ____________________________ Date: ____________________
X. OFFICE POLICIES AND PROCEDURES

Section 1: General:
A. Office Hours: M-Th. 9:00 a.m.-3:00 p.m.
B. Holidays: See IV. ANNUAL LEAVE, SECTION 3.
C. Emergency phone numbers: Published in church bulletin and posted in church office

Section 2: Communications:
A. Telephone
1) Incoming calls:
   • During office hours – church secretary
   • After office hours – voice mail
2) Outgoing calls:
   • Calling post:
     • Information relating to emergencies
     • Church activities
3) Correspondence:
   • Regular mailings
   • Bulk mailings
   • E-blast
   • Prayer blast
   • E-mail
4) Routine tasks and schedules:
   ▪ Church Calendar
     • Posted in church office
     • Posted on website
   ▪ Church bulletin
   ▪ Updating church directory, email lists
   ▪ Mailing letters to new members
   ▪ Maintaining files and records
   ▪ Order office supplies
5) Office machines:
   ▪ Copy machine for church use only
   ▪ Office computer for church related use only
   ▪ Maintenance scheduling by secretary
# XI Appendix

## FORMS

<table>
<thead>
<tr>
<th>Ministerial Forms</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Ethics</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benevolence Forms</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benevolence Service Provided Form</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children’s Department Forms</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background check Authorization</td>
<td></td>
</tr>
<tr>
<td>Community Baptist K.I.D.S Registration</td>
<td></td>
</tr>
<tr>
<td>CBC School of Fine Arts Child Protection Form Procedure</td>
<td></td>
</tr>
<tr>
<td>CBC School of Fine Arts Instructions Form</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of Facilities Forms</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fellowship Hall Reservation for Ministry Teams</td>
<td></td>
</tr>
<tr>
<td>Fellowship Hall for Private Parties</td>
<td></td>
</tr>
<tr>
<td>Wedding Fee Schedule</td>
<td></td>
</tr>
<tr>
<td>Small Wedding Fee Schedule</td>
<td></td>
</tr>
<tr>
<td>Wedding Application Form</td>
<td></td>
</tr>
<tr>
<td>Responsibility Agreement</td>
<td></td>
</tr>
<tr>
<td>Your Ceremony Form</td>
<td></td>
</tr>
<tr>
<td>General Use of Sanctuary and Classrooms Fees</td>
<td></td>
</tr>
<tr>
<td>Janitorial Fees occurring from Private Use</td>
<td></td>
</tr>
</tbody>
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<thead>
<tr>
<th>Use of Church Vehicle Forms</th>
<th>Page Number</th>
</tr>
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<tbody>
<tr>
<td>Vehicle Procedures</td>
<td></td>
</tr>
<tr>
<td>Local Vehicle Ministry - Release to Transport/Medical Release Form</td>
<td></td>
</tr>
<tr>
<td>Local Vehicle Pick-up and Drop-off Form</td>
<td></td>
</tr>
<tr>
<td>Extended Travel Event Registration/Reservation Form</td>
<td></td>
</tr>
<tr>
<td>Extended Travel General Release from Liability &amp; Medical Authorization</td>
<td></td>
</tr>
<tr>
<td>Vehicle Pre-Trip Inspection Form</td>
<td></td>
</tr>
<tr>
<td>Vehicle Post-Trip Inspection Form</td>
<td></td>
</tr>
</tbody>
</table>
COMMUNITY BAPTIST CHURCH  
Maylene, Alabama

CHURCH STAFF CODE OF ETHICS

The Code of Ethics establishes a set of principles and core expectations related to the conduct, deportment and behaviors that apply to all Church Staff who conduct business for or on behalf of Community Baptist Church. The Code of Ethics requires individuals to demonstrate an unrelenting level of commitment to the values of accountability, fairness, honesty, integrity, respect and responsibility in regard to all business affairs. Acceptance of this pledge acknowledges your commitment to follow these principles.

I pledge that to the best of my knowledge and ability:

1. I will at all times, act with honesty and integrity, regarding my work and business dealings on behalf of Community Baptist Church. I will exhibit sensitivity as it relates to any activities, interests or relationships that may interfere with my ability to act in the best interest of the Church.
2. I will not accept any gifts or gratuities above normal value from a third party or any person attempting to engage in business relationships with Community Baptist Church.
3. I will exercise sound judgment in professional and business practices by demonstrating unbiased decision making and seeking morally justifiable outcomes.
   - I will operate with credibility and a willingness to be held accountable.
   - I will consistently model the proper behavior and conduct, and commit to avoiding the appearance of actual or apparent conflicts of interest and relationships for personal gain in my dealings with or on behalf of Community Baptist Church.
4. I will communicate in a fair and straightforward manner, and encourage open, honest communication.
5. I will, at all times, act responsibly and in good faith, with due care, confidence and diligence.
6. I will, at all times, respect confidential information entrusted to the Church, except when authorized or otherwise legally required to disclose the information, and will never use confidential information for my own personal advantage or the detriment of another.
7. I will, at all times, promote high moral and ethical standards for myself and others in my work environment, including those persons whom I may contact when conducting business on behalf of Community Baptist Church.
8. I will, at all times refrain from inappropriate behavior relating to electronic or social media.

As an employee of Community Baptist Church, I am responsible for knowing and adhering to the letter and spirit of this Code of Ethics.

Print Name______________________________

Signature______________________________

Date____________________________________
COMMUNITY BAPTIST SERVICES PROVIDED FORM

8254 Hwy 17, Maylene, Al 35114, 205-664-1675

Client Name: __________________________ Date __________________

Client Address ____________________________________________________________

Staff Name ________________________________________________________________

Client and/or family members’ employment status is: ____________________________

__________________________________________________________________________

Client’s income is ___________ than expenses. (Greater/less)

Special considerations: ______________________________________________________

__________________________________________________________________________

Required proofs verified: Social Security #s ____ 911 Address _____

Employment ______

Assistance: Needs

Food

Personal Items/Clothing

Household Items

Financial Assistance: Amount

Alabama Power $________________________

Alagasco $________________________

Propane $________________________

Water/Sewage $________________________

Rent/Mortgage $________________________

Other $________________________

Client MUST provide the following information for future assistance:

SS#s for all persons in house Proof of 911 address Income/Expense info

Visit # ___________ Last Visit Date ____________________________
CONFIDENTIAL

Background Check Authorization

Print Name: ________________________________
(First) (Middle) (Last)

Former Name(s) and Dates Used: ________________________________

Current Address Since:
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From:
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From:
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: ________________________________

DOB: ________________________________

Telephone Number: ________________________________

Drivers License Number/State: ________________________________

The information contained in this application is correct to the best of my knowledge. I hereby authorize Community Baptist Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Community Baptist Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

Community Baptist Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: ________________________________ Date: ________________________________

Notice to California, Minnesota and Oklahoma Residents:
Please check the box below if you wish to receive a copy of a consumer report that is requested.
☐ I wish to receive a copy of any Background Check Report on me that is requested.
Community Baptist K.I.D.S. Registration

First Name__________________________________________

Last Name__________________________________________

Street Address______________________________________

City __________________________ State ________________

Zip Code __________ Date of birth _______________________

Father’s Name_______________________________________

Mother’s Name_______________________________________

Father’s Cell_______________________________________

Mother’s Cell_______________________________________

Father’s email_______________________________________

Mother’s email_______________________________________

Home Phone_________________________________________

CHURCH MEMBER:____Yes____No

Medical Conditions_________________________________

__________________________________________________________________________

__________________________________________________________________________

Allergies___________________________________________

Notes:______________________________________________
Child Sickness Guidelines

We are doing everything we can to keep a healthy environment for the children. We ask that you help by following the guidelines below.

When should I keep my child at home?

- Fever of 100 or above within the previous 24 hours. Meaning no fever and no use of fever reducing medication has been used in the last 24 hours.

- Vomiting and/or Diarrhea within the last 48 hours.

- Any undiagnosed rash or skin infections. Open sores, blisters, impetigo, ringworm, etc. Diaper rash is not considered to be contagious.

- Pink Eye or any other Eye Infections having any type of abnormal discharge or irritation of the eye(s).

- Head Lice or Scabies – children must be free of all lice, nits (eggs), and scabies before returning to nursery.

- Runny nose with green or yellow mucous or persistent runny nose accompanied by other viral symptoms such as cough or sore throat.

- Severe persistent coughing and/or sneezing

- Any symptom of Flu or flu-like illness requires a child to be symptom free for at least 7 days.

- Any symptom of childhood diseases such as scarlet fever, measles, mumps, chicken pox, or whooping cough.

- Unwell appearance / behavior resulting in being unusually tired, pale, lack of appetite, confused, irritable, or lethargic as well as complaints of headache.
* If being treated with antibiotics, child must be on the medication for at least 24 hours before entering the nursery. This includes ear and eye infection treatment.

* A child that becomes visibly ill or presents any of the above will immediately need to return to the care of their parent.

* To prevent accidental overdose or other complications, nursery volunteers will not administer any type of medications. **No medications are allowed in the nursery rooms.** This includes any oral, topical, or drop medication that may be in your child’s diaper or clothing bag. General first aid, such as band-aids to minor scrapes, will be administered.

The Nursery Ministry Team reserves the right to ask you to keep your child in your care if illness is apparent and/or the child is unable to appropriately participate due to illness.

We care greatly for the health of all of our children in the CBC Nursery as well as our entire church body. We will do everything we can by maintaining a healthy environment with frequent cleaning and sanitizing.

Your cooperation and willingness to help us preserve the health of the children and volunteers is greatly appreciated.
COMMUNITY BAPTIST CHURCH SCHOOL OF FINE ARTS
CHILD PROTECTION PROCEDURE PARENT RELEASE FORM

Due to the nature of one-on-one private lessons, parent must consent in writing that the student/child can be alone with the music teacher.

I give my written permission for my child ________________________________

To be alone in a classroom with ________________________________, teacher for music lessons.

Date: ________________, Parent’s Signature ________________________________
COMMUNITY BAPTIST CHURCH
SCHOOL OF FINE ARTS
INSTRUCTION

Please enter the door by the playground near the creek.

Students and parents must remain quiet in hallways and Restrooms due to ongoing classes and Bible studies.

Please be prompt in picking up your children as other students will be starting. Also, there are times the music teachers have to leave the church to attend other places to teach.

Please don't allow your children to play on the playground. This is for insurance purposes.

Please don't allow your children to go past the restrooms in the church. We are blessed to be able to use the God-given facility and don't want to abuse it in any way.

Student's Signature

Parent's Signature

Thank you so much for allowing us to teach your children/students. It is truly a privilege and blessing. For further assistance, please feel free to contact me.
Lisa Etheridge
Director
(205) 410-7964
Fellowship Hall Reservation Form
CBC Ministry Teams

Ministry Team: ____________________________________________________

Contact Name: _____________________________ Phone: ________________

Email: ___________________________________________________________

Event Date: _______________ Time__________ Number Attending: _________

Areas/Items needed for use: Please mark areas that apply.

- Kitchen
- Tables - # ____
- Tablecloths (you must wash)

The following will be based on number above

- Cups
- Plates
- Utensils
- Napkins
- Coffee
- Tea
- Sugar/creamer

Use of Fellowship Hall must be placed on the calendar and may not take place during regular scheduled events or special events on the calendar. ALL church events will take precedence over private use.

Ministry team leader is responsible for all normal clean up and to return the area as they found it.

Cleaning of non consumable supplies in the kitchen (ie. Dish towels, etc.) is the responsibility of the team that used them.

Children are NOT to be left unattended in a classroom or to roam the facilities freely. An adult MUST be in the same room with children at ALL times.

No food or drink allowed in Sanctuary or office area.

In Summer Reset thermostat to 75 degrees before leaving
In Winter Reset to 65 Degrees

********************************************************************************************

Received by: ____________________________ Date: ____________________

Approved: __________________ Date: ____________________

68
Use of Fellowship Hall for Private Parties Guide
(Birthdays, Anniversaries, Showers, etc.)

Active Member

Deposit:
Use of Kitchen for cooking $25.00
Use of Facilities (3 hrs) $50.00 (Monday – Saturday)
$25 per hour additional time used

Total amount due: __________

Janitorial Fee: $100.00 (Please write separate check noted for Janitorial fund)

Facilities may only be reserved by active members. Members may sponsor friends and relatives but are ultimately responsible for all clean up, damages, costs, etc. and must be present at event. No keys will be issued to non-members or inactive members.

Use of facilities must be placed on the church calendar and may not take place during regular scheduled events or special events on the calendar. ALL church events will take precedence over private use.

Children are NOT to be left unattended in a classroom or to roam the facilities freely. An adult MUST be in the same room with children at ALL times.

No food or drink allowed in Sanctuary or office area.

Reset thermostat to 75 degrees before leaving in summer or Reset to 65 degrees in winter

Make checks out to Community Baptist Church. Complete amount due 14 days prior to event.

--------------------------------------------------------------------------------------------

Total charges $___________ Received on Date _____________

Check #_________________ Dated___________________

Received by:______________________ Church Position________________________
Community Baptist Church  
8254 Hwy 17  PO Box 159  Maylene, AL  35114   (205-664-1675)

Wedding Fee Schedule  
(Max capacity of sanctuary 350)

<table>
<thead>
<tr>
<th>Deposit:</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Refundable Use Deposit</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Damage Deposit</td>
<td>100.00</td>
<td>200.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Refundable if no damage occurs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee:</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wedding Day (6 hrs)</td>
<td>none</td>
<td>$200.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Rehearsal (2 hrs)</td>
<td>none</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Use of Kitchen (*for cooking)</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Use of facilities beyond designated hrs will be $50.00 per hour. *(no consumable items to be used from kitchen)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Musician:</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

(You may furnish your own musician or use one from CBC. Musician, at his/ her discretion, may or may not require any charge other than gratuity for an active member)

<table>
<thead>
<tr>
<th>*Sound Engineer:</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

(Required if sound system is to be used. Sound Engineer, at his/her discretion, may not require any charge other than gratuity for an active member)

<table>
<thead>
<tr>
<th>*Wedding Coordinator:</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75.00</td>
<td>$100.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

(Wedding Coordinator, at her discretion, may or may not require any charge other than gratuity for an active member. Coordinator may charge extra for additional wedding director duties. See rules for Wedding Director.)

<table>
<thead>
<tr>
<th>Nursery:</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

This is a per room charge and for children up to age 18 months. This is for the first 1½ hr and is $25 per additional hour.

Nursery Dir./worker  
Per hour fee per child $10.00 $15.00 $25.00

<table>
<thead>
<tr>
<th>Total Amount Due</th>
<th>Active Member</th>
<th>Inactive Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Denotes a required fee.

Make checks out to Community Baptist Church. Deposit due at time of reservation. Complete amount due 14 days prior to event.

Total charges $_________  
Deposit in the amount of $_________

Received on date_________  
Check #_________  Dated_________

Received by ___________  
Church Position_________________________
**Community Baptist Church**  
8254 Hwy 17  
P O Box 159  
Alabaster AL 35114  
(205-664-1675)

**Small Wedding Fee Schedule**  
Use of sanctuary only (not to exceed 50 people)

<table>
<thead>
<tr>
<th></th>
<th>Active Members</th>
<th>Inactive Members</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Refundable Use</td>
<td>$ 75.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>of Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refundable</td>
<td>100.00</td>
<td>150.00</td>
<td>200.00</td>
</tr>
<tr>
<td>With no Damage</td>
<td></td>
<td></td>
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* * * * * * * * * * * * * * * * * * * * * * * * * * * *

**Fee**

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<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wedding Day (2 hrs)</td>
<td>none</td>
<td>$ 150.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Rehearsal (1 hr)</td>
<td>none</td>
<td>75.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

$50.00 per hour for extra time

You may furnish your own musician or use one from CBC

**Musician:**  
$75.00  
$100.00  
$200.00

**Sound Engineer:**  
$75.00  
$100.00  
$200.00  
(Required if sound system is to be used)

**Wedding Coordinator:**  
$75.00  
$100.00  
$200.00

**Total Amount Due**

_______  
_______  
_______

*This is a required fee.

---

Make checks out to Community Baptist Church. Deposit due at time of reservation. Complete amount due 14 days prior to event.

Total charges $__________  
Deposit in the amount of $__________

Received on date__________  
Check #__________  Dated__________

Received by:__________  
Church Position:__________
社区卫理公会
8254 高速公路 17 PO 盒 159 Maylene, AL 35114 205-664-1675

婚礼申请表

此表由完成并返回给牧师或教会女主人

婚礼日期请求_________________________ 替代日期______________________

为使用社区卫理公会 Maylene, AL: 确认由:____________________

婚礼设施: ________________________ 日期确认:____________________

发出的邀请数量:____________________

新娘:________________________________________________________________________

地址:________________________________________________________________________

家庭电话:__________工作电话:__________手机号:__________

基督教 _______ 教会会员?__________地点?____________________________

父母姓名:_____________________________________________________________________

教会会员:__________________________

如果不是 CBC 成员，请给出选择此位置的原因:______________________________

新郎:________________________________________________________________________

地址:________________________________________________________________________

家庭电话:__________工作电话:__________手机号:__________

基督教 _______ 教会会员?__________地点?____________________________

父母姓名:_____________________________________________________________________

教会会员:__________________________
Rehearsal Date: ___________________ Time: ___________________

Wedding Date: _______________ Time: ___________________
Rehearsal date: _______________ Time: ___________________

Church Facilities Desired:

<table>
<thead>
<tr>
<th>Wedding</th>
<th>Reception</th>
<th>Rehearsal Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Sanctuary</td>
<td>[ ] Fellowship Hall</td>
<td>[ ] Fellowship Hall</td>
</tr>
<tr>
<td>[ ] Fellowship Hall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Minister Requested:_______________________________________________________

Minister's Church:___________________________________ Phone #___________________

---

Your Ceremony

Minister:__________________________ Director:____________________________

Florist:________________________________ Ph________________________

Caterer (Wedding)________________________ Ph________________________

Caterer (Rehearsal)________________________ Ph________________________

Pianist________________________________ Ph________________________

Musician (Other than pianist)________________________ Ph________________________

Vocalist________________________________ Ph________________________

Vocalist________________________________ Ph________________________

Photographer________________________________ Ph________________________

Videographer________________________________ Ph________________________

Music Selections:

1. ___________________________________________________ artist ___________________
2. ___________________________________________________ artist ___________________
3. ___________________________________________________ artist ___________________
4. ___________________________________________________ artist ___________________
The name of your minister is needed now. You may let us know the other names, numbers and information as soon as available.

**Responsibility Agreement**

I hereby agree to comply with the Community Baptist Church of Maylene, Alabama’s Wedding Guidelines and other policies and procedures governing the use of church buildings, equipment, and facilities. I agree to pay all rental fees regarding the use of church or facilities and any set fees for musicians, custodian, sound engineer, wedding director, or other agreed upon fees no later than 14 days prior to date for wedding. I also agree that it will be my responsibility to cover the cost of any damage of any kind to CBC buildings, equipment or facilities caused by anyone involved in the preparation of or attendance of our ceremony and/or other activities related to this event.

I further understand and agree that Community Baptist Church is not responsible for accidents that may occur to me, my guest or hired professionals, or their equipment while using CBC building, equipment or facilities.

Signature of Bride Elect ____________________________________ Date:___________

Signature of Groom Elect: __________________________________ Date:___________

Witness: _________________________________________________ Date___________

Address _________________________________________________ Ph ____________
Community Baptist Church  
8254 Hwy 17   PO Box 159    Maylene, AL  35114    (205-664-1675)  

Janitorial Fees  

<table>
<thead>
<tr>
<th>Regular Wedding Day</th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300.00 for 6 hrs</td>
<td>$600.00 for 6 hrs</td>
<td></td>
</tr>
<tr>
<td>$25.00 per hour over 6 hours</td>
<td>$50.00 per hour over 6 hours</td>
<td></td>
</tr>
</tbody>
</table>

Rehearsal  

| $150.00 for 3 hrs | $300.00 for 3 hrs |

Small Wedding (sanctuary only with no more than 50 guests)  

| $150.00 for 3 hrs | $300.00 for 3 hrs |

Rehearsal  

| $50.00 for 1 hr | $100.00 for 1 hr |
| $25.00 for each additional hr | $50.00 for each additional hr |

General Use of Facility  

Sanctuary  

| $100.00 | $150.00 |

If food is served in sanctuary, an additional charge of $200.00 will be charged.

This includes church opened and closed, thermostat set, general help and cleaning. This does not include the moving of furniture.

--------------------------------------------------------------------------------------------
Make checks payable to Community Baptist Church (noted for Janitorial fund)  
Complete amount due 14 days prior to event.  
--------------------------------------------------------------------------------------------

Total charges $___________________    Deposit in the amount of $________________
Community Baptist Church  
8254 Hwy 17  PO Box 159  Maylene, AL  35114  (205-664-1675)

General Use of Sanctuary and Classrooms Fees
Not including Fellowship Hall or Kitchen.

Sanctuary
Member  Non-Member
$100.00 per hour  $300.00 per hour

If rented by member, member must be on location at all times during event.
Sound Equipment may only be operated by a trained member of the CBC Media Team. (Extra fee may be charged for operator)

Classroom
$25.00 per hour  $50.00 per hour

Funerals
No charge  $100.00

Fees may be waived at the discretion of the Pastor or Benevolence Team Chairperson in which case a donation to CBC may be made if renter so desires.

Janitorial fees will apply for general use of facilities but may be waived for funerals.

If a cost is incurred, please make checks out to Community Baptist Church.
Checks for Janitorial service should be made out to Community Baptist Church noted for custodial fund.

Deposit in the amount of 10% of total charge is due at time of reservation. Full amount is due 14 days prior to event. No deposit for funerals.

Total charges $___________  Deposit in the amount of $___________

Received on date_____________  Check #_____________  Dated___________
COMMUNITY BAPTIST CHURCH (CBC)
8254 Hwy 17, MAYLENE, AL 35114

VEHICLE PROCEDURES

Luke 14.23 “And the Lord said unto the servant, ‘Go out into the highways and hedges, and compel them to come in, that my house may be filled.’ ”

1. CBC vehicle ministry is a service provided for those who need transportation to and from CBC sponsored events.
2. Registration is required for EVERYONE requesting transportation on a CBC Vehicle. Valid Driver’s License of Parent or Legal Guardian required for identification.
3. All required forms must be completed and on file with CBC before transportation is available.
   a. Vehicle Procedure Form
   b. Release to Transport/Medical Release Form
4. Once a child/adult rider is registered to ride a Community Baptist Church Vehicle to Church, it will be the PARENTS/LEGAL GUARDIAN’S/ADULT RIDER’S responsibility to call Chairman of Transportation (_________________________________________________ phone#__________________________) two hours prior to pick up and advise him to cancel pick up of rider if they are not in need of transportation. Failure to notify of cancellation without required notification may subject participant to removal from Vehicle schedule.
5. Riders will be returned to REGISTERED ADDRESS OF PICK UP ONLY. (In case of emergency please notify the above Chairman of Transportation to leave rider at the alternate drop off address on the Release To Transport Form.) Driver will ensure that rider is returned to register address and inside home safely prior to departing. In the absence of an adult at the residence for children under the age of 12, the child will remain on the van, while adult rider tries to contact the PARENT/LEGAL GUARDIAN. If not successful in contacting the PARENT/LEGAL GUARDIAN or EMERGENCY CONTACT, the appropriate law agency will be contacted to pick up child and contact PARENT/LEGAL GUARDIAN OR DHR.
6. NO FRIENDS may ride CBC Vehicles without following registration requirements. NO EXCEPTIONS!
7. Rider will wear a seat belt, if available, and remain seated at ALL times.
8. Rider will be courteous and respectful to Vehicle driver, workers and other riders.
9. NO Food or Drink allowed on vehicle due to food allergies.
10. In case of Severe/Inclement weather, Mechanical Failure, or Unforeseen Problems that may prevent Vehicle from transporting rider home, notification by phone will be made as soon as possible.
11. FAILURE TO COMPLY WITH VEHICLE PROCEDURES MAY RESULT (following consultation with Parent/Legal Guardian or adult in question) IN CHILD/ADULT BEING REMOVED FROM CBC VEHICLE.

I _________________________________________ and my child________________________________________

Agree to ALL Procedures as noted above, have received a copy of these Procedures and release Community Baptist Church and any sponsor/member of Community Baptist Church from any liability.


Rider’s Name (Print) ________________________________________________

Rider Signature_____________________________________ Date_____________________

Parent/Legal Guardian Name (Print) ________________________________________________

Parent/Legal Guardian Signature_____________________________________ Date_____________________

COMMUNITY BAPTIST CHURCH (CBC)
LOCAL VEHICLE MINISTRY
RELEASE TO TRANSPORT / MEDICAL RELEASE FORM 2015-2016
8254 HWY 17, MAYLENE, AL 35114, PHONE - 205-664-1675

Rider's Full Name ___________________________________________ Date _____________
(If rider is a minor, parent/legal guardian must complete form)

Address ____________________________________________________

City/State/Zip ___________________________ Phone ______________________________

Gender ______ Gender _______ Birth Date __________ Age ____ School Grade ______

Parent/Guardian ___________________________________________ Driver License #.

Phone # (day) ____________________ (evening) ________________ (cell) __________

Pick up Address ___________________________________________ City/State/Zip __________

In case of emergency alternate address _________________________________________
City/State/Zip ____________________________

If parent/legal guardian is not available in an emergency, notify:

Name ___________________________ Relationship ___________ Phone ___________

Name ___________________________ Relationship ___________ Phone ___________

OPTIONAL: Currently prescribed medications of rider:

List Allergies, Disease, Illnesses, Operations, Physical Limitations (asthma, diabetes, etc.)
Rare blood or Contact lenses _____________________________________________________

Physician ___________________________ Phone ______________________________

Insurance Agency & Address __________________________________________
Ins. Phone ___________________________ Policy # ___________ Group # ____________

I, ___________________________________, give the sponsors of Community Baptist Church the authority
(Parent/guardian if minor)
to seek medical treatment for __________________________ __________________________
(Rider's Name)

I hereby authorize the release of this information to any physician, hospital, or clinic as needed for
medical care. I do not hold Community Baptist Church liable for injuries, accidents, or illnesses
incurred during a Ministry event. This form shall be kept on file and only be valid from
____________________ to _______________________. If any information on this form changes during this time
period I will complete a new form and turn it in to the Vehicle Ministry team of Community Baptist
Church. I understand that I am responsible for the expense of my child’s medical care and that my
family insurance is primary. In the event that I do not have any medical insurance, I will assume all
expenses incurred to seek medical treatment for ___________.

I hereby release Community Baptist Church (CBC) and all members or sponsors from all liabilities
and give permissions to transport ____________________________ on any CBC vehicle.

Print Full Name _________________________________________________________

Signature ___________________________ Date ________________________________
## Local Vehicle

### Pick-Up and Drop-Off List

<table>
<thead>
<tr>
<th>Date</th>
<th>Vehicle Used</th>
<th>Purpose of Trip</th>
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<table>
<thead>
<tr>
<th>Pick-up Driver</th>
<th>Beginning Mileage</th>
<th>Drop-Off Driver</th>
<th>Ending Mileage</th>
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<th>Start Time</th>
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### Adult Rider/Assistant

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<tr>
<th>Name</th>
<th>Pick-up Location</th>
<th>Drop at Church</th>
<th>Pick-up at Church</th>
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Pre-trip Inspection by ____________________________

Post trip Inspection by ____________________________
Community Baptist Church
Extended Travel Event Registration/Reservation Form

Please complete the following form to verify your intent to participate in and register (if required) for a church-sponsored event. Please provide the information necessary for the event you plan to attend.

Ministry Event Sponsor (i.e., Children, CWC, etc.) __________________ Date(s) __________________

Name ________________________________________________________________

Address ______________________________________________________________

Contact info: Phone __________________________ Email __________________________

Reservation (If required):
Make reservation amount payable to Community Baptist Church. Memo: note the specific event.

Event Cost __________ Deposit Cost (if any) $ _______ Refundable ___ Non-refundable ___

Date Paid ________ Paid by Check # ___________ or Cash ________________

Amount Due (if known) __________________ Date Due _______________________

Specify rooming requests (if applicable):

Roommate request __________________ Single Occupancy __________________

Other rooming/sleeping info, (i.e., Snore, light sleeper, C PAP, hot/cold-natured, etc.) ________________________________

___________________________________________________________

Signature ____________________________ Date ____________________________
COMMUNITY BAPTIST CHURCH
8254 HWY 17, MAYLENE, AL35114

EXTENDED TRAVEL
GENERAL RELEASE FROM LIABILITY & MEDICAL AUTHORIZATION

I, ________________________________, do hereby release Community Baptist Church and all others attending ____________________________ Event/Retreat sponsored by ____________________________ Ministry of Community Baptist Church on (Date) ____________________________ from any and all liability during my travel and stay to ____________________________ and agree to being transported on a vehicle owned or leased by Community Baptist Church if needed. In the event of a medical emergency under circumstances where I am personally unable to make informed decisions concerning my health care, I also give permission to any member of Community Baptist Church to seek medical treatment on my behalf. I hereby authorize the release of this information to any physician, hospital, or clinic as needed for medical care. I do not hold Community Baptist Church liable for injuries, accidents, or illnesses incurred during this Ministry Event. I understand that I am responsible for all expense of medical care that is not covered by my health insurance.

Name (printed) ________________________________

Signed ________________________________ Date ________________________________

List Allergies, Disease, Illnesses, Operations, Physical Limitations (asthma, diabetes, etc.)
Rare blood or Contact lenses ________________________________

Emergency Contact Information

1.Name ________________________________ Phone ________________________________
Address ________________________________

2.Name ________________________________ Phone ________________________________
Address ________________________________

ACKNOWLEDGEMENT

The foregoing individual appeared before me and, being duly sworn by me, deposes and says that the statements set forth are true and correct. Subscribed and sworn before me this ______ day of ____________________________, ____________________________.

________________________________________
(Notary Signature)

Notary Public for ____________________________ County, Alabama
My commission expires ____________________________

(Please attach a photocopy of your Driver License and Insurance Card)
VEHICLE PRE-TRIP FORM

Date_________ Destination______________    Vehicle _______    Mileage________   Fuel level ______

Group using vehicle_____________________ Number on board less driver: ___ Children ____Youth _____Adults

Pre-trip Inspection

The following must be checked before loading vehicle:
- Tires
- Windshield wipers
- Mirrors
- Horn
- Headlights
- Tail lights
- Signal lights
- Emergency lights/flashers
- Gauges (oil, temp. etc)
- Tag has current stickers
- Look under vehicle (for any obstruction and for oil leaks etc.)
- Windows
- Doors
- Seats are secured to floor
- Seatbelts (If available) are in good condition and not tangled
- Cleanliness
- Fire extinguisher
- First aid kit
- Body fluids kit
- Insurance and Registration papers
- Emergency list for occupants
- Vehicle No Passengers on Board sign placed in front of bus with driver

Driver may check oil and water but is not required to unless destination is more than 200 miles away in which case it should be checked before leaving CBC and before leaving destination to return to CBC.

Driver must use seatbelt when in motion.  Driver is to remove key from ignition if he/she leaves bus for any reason.

If malfunction of any kind occurs, and help is needed, stop and call head of Transportation or Vehicle Maintenance for instructions.

Transportation ____________________________ ph# ______________________

Vehicle Maintenance ______________________ ph# ______________________

If gas is purchased, receipt must be returned with debit card to church secretary within 24 hours of returning to church. If purchased by driver with personal card or cash, return receipt to church secretary within 72 hours of returning to church along with a request for reimbursement form.  Church secretary must OK any extensions of time for this procedure.

__________________________
Driver’s Signature
VEHICLE POST-TRIP FORM

Date_____  Vehicle _____  Mileage_______  Fuel level ______  Arriving from_____________

Group using vehicle______________  Number on board less driver: ___Children  ____Youth _____Adults

Post Trip Inspection

Driver must check to make sure that:
  o Seats are Secured to floor
  o There are No damages to seats that need reporting, ie: torn seat covers, loose bolts
  o Seat belts are in good condition and not tangled
  o Seats are Unoccupied
  o Nothing personal left in seat or on floor that needs to be returned to owner
  o No spills that need cleaning
  o Windows are closed and secured
  o Doors are closed and locked
  o Floor is clean or driver should sweep it.
  o No trash is left on vehicle
  o Vehicle  No Passengers on Board   sign returned to back of bus
  o Lights are off
  o Key is out of ignition

Vehicle key must be returned immediately to church office if possible. Transportation Chairperson or Ministry Chairperson may hold key until next day if vehicle returns late at night.

Driver’s comments for bus concerns to Transportation Chairperson or Vehicle Maintenance:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________

Driver’s Signature