FIRST BAPTIST

LOVING THE JOURNEY

Operation Manual

Revised February 2016

Personnel Policies and Procedures

It shall be the responsibility of the Personnel Committee to administer such personnel policies and procedures as are adopted by the church. In carrying out this responsibility, the committee shall at all times, seek divine guidance in applying these policies uniformly, without favoritism, and in the best interests of the staff, employees, and the church. The church must approve any changes, deviations, or exceptions to these policies and procedures. The Personnel Committee shall at all times work closely with the Pastor, other responsible staff members and committees in implementing these policies.

CONDUCT

All persons employed by the church are, to the best of their ability, expected to demonstrate by word and deed those principles taught by our Lord and Savior, Jesus Christ. In conducting their assigned tasks they are expected to:

I. Hold in strictest confidence information concerning church members, such as financial contributions, attendance records, church related work activities, personal problems, and any other matter to which an employee may have knowledge of due to his or her assigned duties, which is of a personal or confidential nature.

II. Respect the church as their employer and be responsive to the staff member under whom they work.

III. Be loyal to the church and its policies and the programs of the church.

IV. Work Schedule/ office hours

The church office is open from 8:30 AM – 5:00 PM Monday through Thursday and 8:30 AM til Noon on Friday.

Full-time secretaries' work schedule is 8:30 AM – 5:00 PM (with one hour off for lunch) Monday through Thursday and 8:30 AM to Noon on Friday. The Office Manager schedules lunch hours. Any changes to the schedule must be approved by the Office Manager and/or Business Administrator.

Comp time should be pre-approved by your supervisor and kept to a minimum. Comp time will be taken during the week earned and is not allowed to be carried over unless it occurs on Friday.

V. Office Accountability

The Office Manager will handle questions related to lunch hours, days off, etc. Direct supervision for each secretary is defined in the job description of that position. Although each secretary has primary responsibilities, teamwork is essential!

Personality conflicts and/or difference of opinions should be dealt with scripture, openly and honestly between the parties involved and a mutual third party. (Possibly the Office Manager or Business Administrator). Building on strengths and praying over weaknesses create an atmosphere of love and harmony in church offices. **Gossiping or backbiting create discord**, disunity, and tear down what God is trying to build up.

VI. General Guidelines

Telephone use – Personal calls must be kept to a minimum. Except for family emergencies, personal calls should not exceed 3 minutes in length nor more often than twice daily. Personal calls are defined as any phone call not directly related to your job description.

Dress/Appearance—Dress shows a reflection of our respect for the Lord and each other; therefore, we suggest the following dress codes for our office: coordinated shirts, blouses, and pants; suits; dresses (no inappropriate or low-cut sun dresses); appropriate makeup, jewelry, etc.; no sweat pants. **Jeans may be worn as long as they are appropriate –** no tears, rips, fraying, or fading. This includes, but is not limited to: "Hipster" (low on waist) jeans, excessively baggy or tight fitting jeans, and any others deemed inappropriate by the office managerial staff. Jeans are to be worn with appropriate blouses, shirts or sweater tops. No flip-flops, shorts or Capri pants allowed.

In cooperating with the staff, we will find that our work will be more efficient for the Lord and that the atmosphere in the office will be more professional.

EMPLOYEE CLASSIFICATIONS

I. Employees shall be classified according to the nature of their vocation as follows:

A. Ministerial staff - The ministerial staff are those who by special religious education, training, and experience are uniquely qualified to fill specific positions on the church staff.

B. Other Employees - All other employees are hired for their particular skill or ability and do not necessarily have formal religious education or training.

II. Employees are also classified according to time worked or duration of employment as follows:

A. Full Time Employees - Full time employees include all personnel who have been employed to fill a permanent position and regularly work the total hours of the established work week.

B. Part-Time Employees - Part-time employees include all personnel who fill a position but work a regular or irregular schedule which is less than the total hours of the established work week.

C. Temporary Employees - Temporary employees are those employed for short and/or irregular periods for such purposes as to assist during periods of unusually heavy workloads, during emergencies, or for short-term special projects.

EMPLOYMENT PROCEDURES

I. Pastor - The Pastor is called and elected by the church after having been recommended by a pulpit committee elected by the church.

II. Other Ministerial Staff - the church elects other ministerial staff after having been recommended by the Personnel Committee and Pastor. The Personnel Committee will work with the Pastor and other appropriate committees in making selections.

III. All Other personnel - All other personnel will be employed by the Personnel Committee upon the recommendation of the Pastor or other appropriate staff member. Before bringing such recommendations to the Personnel Committee, the Pastor or staff member shall have secured concurrence from any church committee having responsibility for the activity or function involved.

EMPLOYEE EVALUATION

Employee evaluations will be done at least annually for all employees using the self-evaluation forms. The immediate supervisor for each employee will do evaluations.

SALARIES

Salary ceilings are fixed annually in the church budget. In carrying out its responsibilities of hiring new employees, the Personnel Committee shall not exceed the salary ceiling applicable at that time. Salaries for new employees may be adjusted within established ceilings at the discretion of the Personnel Committee.

If during a budget year the Personnel Committee feels a need to increase any salary above the established budget ceiling, the committee shall make such recommendation to the Stewardship Committee, who will present the recommendation to the church along with any additional recommendation the Stewardship Committee deems appropriate.

The Personnel Committee shall review salaries annually and recommend any necessary adjustments to the church Budget Committee for their consideration in preparing the next year's budget. Cost of living adjustments shall be considered for all employees. Merit increases may be considered during the year and recommended as above.

EMPLOYEE BENEFITS AND WAGE AND SALARY ADMINISTRATION WORKING HOURS

The regular established work week will consist of forty (36) hours, normally five (4) days of eight (8) hours each and (1) day at (4) hours. The responsible staff member will establish work schedules for clerical, secretarial, custodial, and other full-time and part-time employees with concurrence of the appropriate church committee and notification to the Personnel Committee. Temporary employees' work schedules will be established by the responsible staff member with concurrence of the appropriate church committee, according to the requirements of the activity involved.

Ministerial staff is not assigned specific work hours in view of their diversified services but are subject to call at any time. However, they shall be expected to give themselves unstintingly to the requirements of their particular ministry.

INSURANCE

Health, dental, long-term disability and life insurance are available as follows:

I. Ministerial Staff - A group insurance plan is provided to employee and dependents at the employer's expense.

II. Full-Time Staff - A group insurance plan is provided for all regular full-time employees at the employer's expense. Dependents may be included at employee expense.

III. Part-Time Staff - A group insurance plan is available to part-time employees who average thirty (30) hours per weekBat the employee's expense.

IV. Temporary Staff - Not eligible for insurance benefits.

PAY PERIODS

Employees are paid every other Thursday at 3:00 p.m. (26 pay periods per year). If the payday is a holiday, checks will be disbursed the previous working day.

REIMBURSEMENT POLICY

Mileage

Mileage will be reimbursed up to the current IRS allowed rate for church-related business. "Business" purpose to be defined by IRS regulations. A monthly report listing date, number of miles, and church-related purpose will be required before reimbursement is approved.

Phone

Long-distance phone charges for church-related business will be reimbursed monthly. A copy of the telephone bill showing date, time, and amount will be required.

Moving Expenses

Moving expenses will be reimbursed only upon prior approval of the Personnel Committee.

Covered expenses are limited to the following:

1. Fee for packing, transport, and shipment of household goods, subject to approval of bid.
2. Travel expenses, for two (2) house-hunting trips, not to exceed three (3) nights lodging, with reimbursement not to exceed IRS per Diem rate.
3. Travel expenses, for one (1) trip related to closing on home purchase, with reimbursement not to exceed IRS per diem rate.
4. Travel expenses, excluding meals, for transport of family and belongings to final destination, with reimbursement not to exceed IRS per diem rate.
5, Expenses for meals are considered personal and will not be reimbursed.

VACATION

I. Vacations are earned and accrued during a calendar year (January 1 through December 31), and must be taken during the following calendar year. Unused vacation time will not be cumulative and cannot be carried over.

Vacation time earned by new employees during an initial fraction of a year's employment should be taken during the next full calendar year of employment.

II. All vacation schedules shall be set up as early in the year as possible, coordinated on the church calendar and approved by the immediate supervisor. The smooth and efficient operation of the church program must be assured in establishing the vacation schedule. If conflicts arise between two or more employees in scheduling vacations, seniority shall determine first choice.

III. Vacation Policy:

A. Full-time employees shall be entitled to a base of ten (10) days vacation each calendar year. The pastor shall be entitled to a base of fifteen (15) days of vacation each year, subject to items B or C.

B. Full-time employees who have completed ten (10) years of service at the First Baptist Church or (15) years in the Southern Baptist convention are eligible for fifteen (15) days vacation per calendar year.

C, Employees who have completed twenty (20) years of service at the First Baptist Church or twenty-five (25) years in the Southern Baptist Convention are eligible for twenty (20) days vacation per calendar year.

D. Part-time personnel averaging twenty (20) or more hours per week are given ten (10) days paid vacation time, according to average weekly hours worked.

E. Paid musicians other than the Minister of Music shall earn two (2) Sundays and two (2)

Wednesdays vacation per year.

F. Temporary employees, except in the above, will not earn vacation time.

IV. Vacation earned and taken according to the above shall be with full pay to the employee at the salary rate in effect at the time the vacation is taken.

V. An employee will not be permitted to use vacation in advance of being earned. Neither can vacation time be forfeited in exchange for additional pay.

VI. Any salary which becomes payable during the vacation period of any employee will be paid on the last work day preceding the start of the vacation of such employee, providing a request is made at least one week in advance.

VII. In all cases of employment termination, either voluntary or involuntary (except during probation period), any earned and unused vacation will be paid at the time of separation.

VIII. Any exceptions to the vacation policy due to emergencies or other unusual circumstances will be handled by the Personnel Committee on an individual basis as recommended by the immediate supervisor and approved by the Business Administrator.

TIME AWAY FOR MINISTERIAL STAFF

I. Pastor

A. Revivals or other meetings - The Pastor will be permitted to be absent for a total of three (3) weeks per year, including not more than three (3) Sundays, for the purpose of conducting revivals or other meetings. Such absences shall not exceed one (1) week at any one time. During such absences, the church shall be responsible for payment of the pulpit supply,

B. Conventions, Meetings, Etc. - The Pastor will be permitted to be absent for conventions, board meetings, and other associational state, or convention functions, at his own discretion, upon advance notification to the Deacon Chairman, but he shall not be absent more than two (2) Sundays per year for such purposes. All related expenses for these types of absences shall be borne by the church.

C. Such time as required for attendance at the above-mentioned revivals, conventions, meetings, etc., will not be counted against vacation time.

II. Other Ministerial staff

A. Revivals, study courses, or Meetings in other Churches - Other Ministerial staff will be permitted to be absent for a total at two (2) weeks per year, including not more than two (2) Sundays for the purpose of participating in revivals, study courses or other meetings in other churches. Such absences shall not exceed one (1) week at any one time unless otherwise approved by the Personnel Committee.
During such absences, the ministers shall be responsible for arranging for any necessary replacements, but the church will be responsible for any payment required for such replacement.

B. Conventions, Meetings, Etc. - Other ministerial staff will be permitted to be absent for attendance at conventions, meetings, workshops, and other such functions that are a part of the program of an association, a state convention, or the Southern Baptist Convention, if his attendance at such meeting is provided for in the

church budget. Absence for such purposes shall not exceed two (2) Sundays per year. The church shall pay expenses for all such meetings, which are considered necessary and/or beneficial to the church programs.

III. In planning absences for the above purposes, the staff should make every effort to minimize any adverse effect on the overall church program. Such absences should be scheduled so at least two (2) of the ministerial staff will be present at all times. The church on recommendation of the Personnel Committee should approve any exception to this provision.

SICK LEAVE

I. Any employee who finds it necessary to be absent because of illness should inform the Business Administrator or their immediate supervisor prior to the beginning of each work day which will be missed.

II. Full-time employees shall be granted sick leave for absences of not more than ten (10) days at any one time. Absences for longer periods than ten (10) days will be considered by the Personnel Committee on the individual merits of each case and within budgetary allowance for the employee concerned as recommended by the immediate supervisor. In extreme or unusual cases, the Personnel Committee will submit recommendations to the church for action.

III. Sick leave is for the purpose of giving the employee a degree of protection from financial hardship when ill or incapacitated. Sick leave is not Aearned@in the sense of earning vacation or other benefits, and therefore, is not accrued or accumulated. Neither is an employee entitled to any pay or extra vacation time if sick leave is not used.

IV. New employees who have completed the ninety-day probationary period will be eligible for sick leave on a pro-rata basis of one day per month until January 1 of the year following the date of employment, at which time they become eligible for ten (10) days per year.

V. A doctor's certification may be required when absence is to be charged to sick leave.

VI. Time-off sheets must be completed upon return from sick leave and submitted to the financial secretary.

HOLIDAYS

I. The following holidays will be observed: New year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

If a holiday falls on a Saturday or Sunday, the prior Friday or the following Monday will be taken. Christmas Eve and the Friday following Thanksgiving will also be observed.

II. Holiday pay is considered time worked for the calculation of overtime.

III. To be paid *for* a holiday, an employee must be in active pay status the day before and the day after a holiday. Employees are not eligible to receive any pay for any holiday during a period of leave of absence.

IV. Employees required to work on an established holiday will be allowed (1) one compensating day off within the same work week.

TERMINATION OF EMPLOYMENT

All personnel employed by the church serve at the pleasure of the church. It is the policy of the church, however, to offer maximum possible job security to its employees~ consistent with satisfactory job performance and budgetary restraints.

I. Probationary Period

All new employees, except ministerial staff, will be subject to a 90-day probation period. If, during the first ninety (90) days of employment, it is determined that the employee's work is not satisfactory, this person shall be terminated immediately without severance pay. All employees who satisfactorily complete the probation period shall participate in all applicable benefits for such employees.

II. Dismissal

Any employee will be subject to dismissal for any of the following reasons:

A. Conduct unbecoming a person in his or her type of work or which reflects on or is embarrassing to the church.

B. Failure to perform the duties for which employed in a satisfactory manner.

C. Incompatibility or lack of harmony with fellow employees, other church staff, or church members.

D. Insubordination or refusal to follow job related instructions.

E. Dismissal of employees shall be accomplished only according to the procedures outlined below. Each employee being considered for dismissal shall have ample opportunity to meet with the Personnel Committee and present his or her views without fear of prejudice or reprisal.

III. In the event an employee's work or conduct is unsatisfactory or in violation of any of these Personnel Policies and Procedures or any other church policies, this shall be brought to the attention of the Personnel Committee by the Pastor, responsible ministerial staff, or the church committee involved. The Personnel Committee will immediately meet with the person or persons involved to review and discuss the problem. If, in the judgment of the Personnel Committee, it appears that the problem can be satisfactorily resolved, the employee may be placed on probation for a period of thirty (30) days. At the end of the specified time, the case will again be reviewed and the Personnel Committee will take final action. If the decision of the Personnel Committee is to dismiss the employee, the termination shall become effective immediately with two (2) weeks severance pay plus payment for any accrued, unused vacation time.

If a dismissal action involves one of the ministerial staff, the recommendation of the Personnel Committee will be presented to the church for final action. In all other cases, the action of the Personnel Committee will be final.

IV. Resignation

Any staff member or employee who plans to leave the employment of the church will be expected to give at least two (2) weeks notice. Ministerial staff should inform the Personnel Committee prior to formally submitting a resignation to the church. Other employees shall submit resignation directly to the Personnel Committee. Upon voluntarily leaving the employment of the church, each person shall be paid for any accrued, unused vacation. No additional severance pay will be received.

V. Retirement

Retirement of any church employee may be deferred on an annual basis, up to age seventy (70), upon recommendation of the Personnel Committee

At the time of adoption of these Personnel Policies and Procedures, all existing employees and staff of the church shall be furnished a copy and shall sign a statement of acknowledgment that they have been read and are understood (See below). All new employees, following the adoption of these Personnel Policies and Procedures, at the time of employment, will be furnished a copy of the policies and procedures and shall sign the acknowledgment statement.

(Please sign and return to Church Office)

ACKNOWLEDGMENT STATEMENT

I have read and agree to abide by the Personnel Policies and procedures of the First Baptist Church, Ada, Oklahoma

_____
(Name)

_____
(Date)

JOB DESCRIPTION OF THE PASTOR

PRINCIPAL FUNCTION:

Responsible for leading in worship services and prayer meetings; for leading members to witness and to grow in Christian maturity; to participate in Christian ministries and serve as administrator of the church staff.

SPECIFIC RESPONSIBILITIES

1. Plan and conduct worship services, prayer meetings and revivals.
2. Encourage and visit members and prospects.
3. Be available to provide spiritual assistance to those needing it, as well as conducting funerals, weddings, etc., as needed.
4. Advise and assist the Chairman of Deacons in training deacons for their responsibilities.
5. Serve as administrator and supervisor of the church staff.
6. Serve as ex-officio (non-voting) member of all church committees.
7. Lead church to cooperate with associational, state and denominational leaders and programs.
8. Notify Chairman of Deacons of absences and inform him of the person obtained to supply in preaching in his absence.
9. Lead the church to fulfill Matthew 28:18-20.

JOB DESCRIPTION OF THE SENIOR ADULT MINISTER

PRINCIPAL FUNCTION:

The Senior Adult Minister is responsible to the Pastor for the development, promotion, and coordination of Senior Adult ministries, and assisting in pastoral care ministries. This is a part-time position.

SPECIFIC RESPONSIBILITIES:

1. Plan and coordinate senior Adult Ministries, working with lay senior adult leadership.

2. Assist the Pastor with pastoral care ministries, including hospital visitation and funerals.

JOB DESCRIPTION OF ASSOCIATE PASTOR

I. EDUCATION/ EVANGELISM

PRINCIPAL FUNCTION:

The Minister of Education/Evangelism is responsible to the Pastor for the development, promotion, and coordination of program ministries in education and evangelism.

SPECIFIC RESPONSIBILITIES:

1. Lead the church in planning, organizing, conducting, and evaluating a comprehensive program of Christian education and evangelism.

2. Serve as educational resource person and advisor to the leaders of the following church program and service organizations: Sunday school, Discipleship Training, WMU, Brotherhood, and church media library.

3. Serve as resource person, advisor, and ex-officio member of church committees and Church Council as assigned.

4. Lead the church to be aware of educational needs and curriculum material available and lead the church to choose the most suitable.

5. Supervise the work of assigned paid educational staff.

6. Work with the Nominating Committee, Sunday school, and Discipleship Training leaders in discovering, enlisting, and equipping persons for places of leadership and service in the church.

7. Keep informed on principles, methods, materials, and promotions as related to the education and evangelism ministries of the church.

8. Perform other responsibilities as assigned by the Pastor.

II. CHURCH BUSINESS ADMINISTRATOR

PRINCIPLE FUNCTION:

The Business Administrator is responsible for the administration of the business affairs of the church, answerable to the Personnel committee The Business Administrator will carry out the responsibilities of 1-11 A Specific Responsibilities@ as approved by the deacon body on 12-14-95.

SPECIFIC RESPONSIBILITIES:

1. Advise the church in planning, organizing, conducting, and evaluating the business operations of the church.

2. Supervise the work of assigned paid staff, *Financial* assistant, Food Services Director and Building Superintendent. Ensure that staff, subject to the workload assigned by their designated ministerial supervisor, adheres to the office policy and procedures.

3. Give general direction to operation of the church office, the maintenance program of the church, and the food service program of the church.

4. Work with the Personnel Committee in developing and implementing policies and procedures for all church employees.

5. Work with the Stewardship Committee in developing and administering an annual church budget.

6. Direct a purchasing and financial record system for the church.

7. Work with program organization leaders, Properties Committee and architects in evaluating current building needs and projecting future needs.

8. Work with the leaders of church organizations and appropriate committees to assign church facilities for regular meetings and special activities.

9. Evaluate periodically the insurance needs of the church, in cooperation with proper committees.

10. Keep informed on principles, methods, materials, and promotion as related to the administrative services of the church.

11. Issue and approve purchase orders/check requests for less than $500.

JOB DESCRIPTION OF WORSHIP/MEDIA PASTOR

PRINCIPAL FUNCTION:

The Worship/Media Pastor is responsible to the Pastor for the development and promotion of the total worship/media program of the church.

SPECIFIC RESPONSIBILITIES:

1. Direct the planning, organizing, conducting and evaluating of a comprehensive music program including choirs, vocal groups and instrumental ensembles.
2. Plan and conduct the worship services of the church jointly with the Pastor and staff.
3. Supervise the work of assigned paid staff workers.
4. Enlist and train leaders for the church music ministry, including graded choir workers, song leaders, and accompanists for church education and organizations.
5. Lead in planning and promoting a graded choir program; direct and coordinate the work of lay choir directors; direct adult, youth and other choirs as needed.
6. Serve as a member of the Church Council; coordinate the music program with the organizational calendar and emphasis of the church.
7. Give direction to a music ministry plan of visitation.
8. Plan, organize, and promote choir tours, festivals, workshops, clinics and programs for the various choirs.
9. Supervise the maintaining of the music library, materials, supplies, musical instruments, and other equipment.
10. Keep abreast of new music methods, materials, promotion, and administration.
11. Jointly prepare an annual music budget with the Music and Communications committees. Administer the approved budget.
12. Cooperate with associational and state leaders in promoting activities of mutual interest.
13. Oversee the Media Director and all aspects of the media department.

JOB DESCRIPTION OF ASSOCIATE STUDENT/COLLEGE PASTOR

PRINCIPAL FUNCTION:

The Associate Student/College Pastor is a member of the Pastoral Staff. He is accountable to the Lead Student Pastor, and the Senior Pastor for the development, promotion, and coordination of a comprehensive ministry to Junior High, High School & College students that will build disciples of Jesus Christ.

SPECIFIC RESPONSIBILITIES:

1. Work with the Lead Student/College Pastor in developing a sound educational approach in Bible study.

2. Coordinate all student/college ministry activities that incorporate fellowship, foster spiritual growth, and actively encourage evangelism of Junior High, High School & College Ministry

3 Organize, plan, and enlist students and sponsors for student/college camps & conferences.

4. Visit weekly with students on the High School, Junior High and College campuses.

5. Meet regularly with appropriate committees in relationship to job responsibilities and help in the administration of the annual budget to provide ministry for Junior High, High School & College students.

6. Maintain a close working relationship with the Lead Student/College Pastor in the coordination of ministry philosophy, teaching, and programming.

7. Oversee an effective ministry to parents of students.

8. Keep informed on methods, materials, principles, procedures, promotion, and administration as related to student/college ministry.

9. Assist the staff in hospital visitation and perform other duties assigned by the Pastor.

JOB DESCRIPTION OF LEAD STUDENT/COLLEGE PASTOR

PRINCIPLE FUNCTION:

The Lead Student Minister is responsible to the Church, supervised by the Pastor, for the development, promotion, and coordination of a comprehensive ministry to Junior High, High School & College students that will build disciples of Jesus Christ.

SPECIFIC RESPONSIBILITIES:

A. Development, Implementation, and Coordination of Junior High, High School & College Ministries and Programs

1. Develop and oversee the overall Student Ministry of First Baptist Church Ada.

2. Actively participate in small group programs by giving direct leadership.

3. Develop a comprehensive plan to provide ministry to Junior High, High School & College students which will include evangelism, discipleship, outreach, and fellowship.

4. Actively participate in the planning of the Junior High Youth Ministry of First Baptist Church Ada.

5. Prepare & Administer an annual budget as related to Student Ministry.

6. To meet regularly with the appropriate committees in relation to job responsibilities and all aspects of Student Ministry.

7. Assist the staff in hospital visitation and perform other duties as assigned by the Pastor.

B. Recruitment and Training of Volunteer Student Ministry Staff & Interns

1. Oversee the recruiting of volunteers for the Student Ministry..

2. Develop Counselor training materials and participate in Counselor training sessions.

3. Participate in the evaluation of counselors for the purpose of encouragement and direction.

4. Coordinate, supervise and evaluate interns in student ministry responsibilities.

C. Student Ministry Discipleship

1. Actively participate in the discipleship of Junior High, High School & College students in both one-on-one and in small groups.

2. Select the curriculum to be used in the Christian Education and Discipleship programs of the entire Student Ministry.

3. Encourage all of the Student Ministry counselors of First Baptist Church Ada to participate in discipleship and actively participate in one-to-one and small group discipleship.

JOB DESCRIPTION OF THE CHILDREN & YOUNG FAMILY PASTOR

QUALIFICATIONS:

1. A committed Christian who has responded to God's call for ministry in this area.
2. One who by specific training and/or development, arid other factors enabling him/her to deal effectively with children grades 1-6.
3. One who exhibits the skills and desire to relate to and work with others, i.e., parents, paid workers, volunteer workers, church committees, and church staff.

PRINCIPAL FUNCTION:

The Children/Young Family Pastor is responsible to the Pastor for assisting church program organizations to develop a comprehensive program of children/family ministry. He/she consults with other staff members concerning activities, policies, and procedures that relate to their areas of responsibility.

SPECIFIC RESPONSIBILITIES:

1. Cooperate with church program organization leaders in discovering, enlisting and training workers and in determining the organization, space, equipment, furnishings, and supplies needed for all preschool and children's ministries.

2. To develop a Children & Family Ministry.

3. Coordinate church activities related to the children's area, including but not limited to the bus ministry, children's worship, extended session, Vacation Bible School, and camps.

4. Work with organization leaders to coordinate visitation for the children divisions, and lead workers to visit and minister to active

JOB DESCRIPTION OF THE MEDIA DIRECTOR

PRINCIPAL FUNCTION:

The Media Director is directly responsible to the Worship/Media Pastor

SPECIFIC RESPONSIBILITIES:

1. Provide leadership in media ministry to enhance the overall ministry of the church.
2. Produce and edit quality audio, video, on-line, and printed materials that will support the ministries of the church.
3. Prepare and administer an estimated budget to provide media ministry.
4. Develop leaders within the church to provide effective media ministry.
5. Work with the Pastor and staff to coordinate effective media ministry.
6. Keep informed on methods, materials, principles, procedures, promotion and administration as related to the media ministry.
7. Assist the staff and perform other duties as assigned by the Pastor.

JOB DESCRIPTION OF THE OFFICE MANAGER/ADMINISTRATIVE ASSISTANT

Principal Function:

The Office Manager/Administrative Assistant is responsible to the pastoral staff for performing administrative duties related to pastoral ministries, as well as, overseeing general office operations & secretarial personnel.

Specific Responsibilities:

1. Overseeing all projects and tasks that the Ministerial staff requests and delegating those tasks to the secretaries as needed
2. Supervising & Overseeing the Financial Secretary & Secretarial Staff
3. Maintain two databases for membership records & committee information.
4. Coordinate committee meetings on an as needed basis and keep digital records of all minutes received.
5. Facilitate Church Conference minutes and other related items, such as Membership Changes and Baptist Messenger changes.
6. Keep up-to-date weekly/annual Sunday School attendance, visitor information and all reports, as well as, outreach "gift bags"
7. As Officer Manager, coordinate secretarial lunch hours insuring coverage in the office and that either the Office Manager or Financial Secretary is in the office at all times to receipt any funds as needed
8. Maintain & update all church publications, website, facebook & email accounts as needed.
9. Oversee and assist other secretaries as needed in answering the phones etc.
10. Assist the Financial secretary in receipting all funds, placing them in a locked box to be deposited every Thursday.
11. Maintain/update the church calendar and send out reminders regarding committee meetings etc.
12. Receive and process requests for use of the church building/tables etc. and sending out invoices for monies due
13. Issue Purchase Orders for requests under $200
14. Order supplies as needed for the general church area and office
15. Keep files/lists for the Ada Lodge at Falls Creek, which includes sending contracts to churches, ensuring payment/contract is received prior to the use of the Lodge.
16. Weekly Update & Print the Ada Baptist, Bulletin, Focus & Wednesday Night Prayer guide and email/upload them to the designated people/areas
18. Copy dvd/cd's of past services as needed upon request.
19. Assist the Business Administrator/Ministerial Staff as needed

JOB DESCRIPTION OF THE FOOD SERVICES DIRECTOR

QUALIFICATIONS:

A person who has a commitment to the Lord, a ministry to people, exhibits the attitude of a gracious hostess, and has adequate past experience in food service

PRINCIPAL FUNCTION:

The Food Service Director is responsible to the church Business Administrator for planning and coordinating all food service functions of the church.

SPECIFIC RESPONSIBILITIES:

1. Coordinate all food services using church facilities and Falls Creek (including Wednesday night suppers, fellowship meals, youth activities, or other church activities involving age groups, i.e., all adult, youth, etc.). Supervision to include cooks, clean-up personnel, etc.

2. Keep calendar of all food service requests.

3. Plan menus, purchase food and other supplies to achieve effectiveness in cost and use of food and other supplies.

4. Prepare and maintain an inventory of all food-service related materials and supplies (including table decorations, etc.), and make lists available for groups requesting use.

5. Schedule and supervise use of equipment for weddings and receptions (including cleaning and replacing silver and linens).

6. For activities or meals away from the church building, make available supplies other than food.

7. Be available for requests when needed or called upon.

8. Work with Hostess Committee in establishing policies and procedures and carrying out responsibilities with greatest efficiency.

JOB DESCRIPTION OF THE FINANCIAL ASSISTANT

PRINCIPAL FUNCTION:

Serve as Financial Secretary and Secretary to the Church Business Administrator.

SPECIFIC RESPONSIBILITIES:

1. Receipt & record contributions and other funds to general budget and designated funds and balance with bank deposits weekly.

2. Write checks after proper approval (as specified in Financial Policies), including accounts payable and payroll

3. Issue purchase orders for budget expenditure requests under $100.

4. Complete general ledger computer posting procedures for contributions, accounts payable expenditures, and purchase orders so that there is always up-to-date information concerning the cash situation and obligations.

5. Prepare monthly financial report for stewardship meeting & church conference. Also, attend monthly stewardship meeting.

6. Match invoices with purchase orders daily in preparation for monthly report.

7. Reconcile bank statement monthly, insuring that financial report balances with bank statement.

8. Prepare all quarterly/yearly tax reports and returns to include Contribution statements, W-2's and 1099's.

9. Deposit payroll taxes promptly.

10. Maintain a calendar noting due dates for all federal and state reports.

11. Maintain personnel records and files including employment information, payroll information, vacation and days off on all support staff.

12. Typing and filing as requested.

13. Update hospital report daily and send out Men's Prayer Group Prayergrams to all persons on the hospital report weekly.

14. Assist other secretaries, Business Administrator & Ministerial staff as needed.

JOB DESCRIPTION OF THE WORSHIP MINISTRY ASSISTANT

Principle Function:

The Music Assistant is responsible to the Worship/ Media Pastor and Business Administrator.

Responsibilities:

1. Maintain music library; order new music, catalogue, stamp and file for orchestra and choir.
2. Collect orchestra folders, remove and file previous week's music. Pull, download, copy or purchase music for orchestra folders and choir music for each rehearsal and services weekly and place in folders.
3. Maintain Planning Center Online database, schedule choir, orchestra, praise team and pastors for services each week. Put in new songs, copy or download pdf's, purchase or download mp3's.
4. Maintain ProPresenter for Sunday service, choir and orchestra rehearsals. Input the services and rehearsals, adding new songs and proofing the words for the overhead weekly.
5. Communicate with choir and orchestra through emails and phone calls. Send out weekly reminders to Praise Team, Orchestra and Choir as to schedules, pray requests and other correspondence as necessary.
6. Set up Orchestra Pit and Choir Room for rehearsals and Sunday Worship service.
7. Prepare and distribute half sheets of the rehearsal order and Sunday worship order weekly.
8. Purchase music and supplies for Choir and Orchestra
9. Take attendance weekly for the Orchestra and Choir rehearsals.
10. Assist the Worship Leader/Pastor and Media Director in all areas of the Worship Ministry.
11. Other duties as assigned by the Worship Pastor.
12. Assist answering the phones and directing to appropriate staff or take messages as needed.
13. Assist the other secretarial/ministerial staff as needed.

JOB DESCRIPTION OF THE ASSOCIATE SENIOR ADULT/INTERNET MISSIONS PASTOR

Principal Function:

To assist the Senior Adult Pastor with ministry to senior adults and provide Bible study and discipleship material over the internet.

Specific Responsibilities:

1. To develop and maintain an internet missions that will enable people to access Bible study and discipleship material.
2. To encourage internet users, when possible, to become involved in a local body of believers.
3. To keep First Baptist Church, Ada, OK informed about the ministry.
4. To serve as a pastor to people who have no access to a church or Christian fellowship.
5. To work with Senior Adult Pastor to develop senior adult ministry.
6. Other responsibilities as assigned by the Pastor.

JOB DESCRIPTION OF THE PRESCHOOL DIRECTOR

QUALIFICATIONS:

1. A committed Christian who has responded to God's call for ministry in this area and agrees with the Statement of Faith of the Ada First Baptist Church.
2. One who by specific training and/or development, and other factors enabling him/her to deal effectively with children ages birth-Kindergarten.
3. One who exhibits the skills and desire to relate to and work with others, i.e., parents, paid workers, volunteer workers, church committees, and church staff.
4. One who exhibits the imaginative skills to develop crafts/ideas as pertain to Lessons, Games, Programs, etc.

PRINCIPAL FUNCTION:

The Preschool Director is responsible to the Pastor & Children's Director for assisting church program organizations to develop a comprehensive program of the preschool ministry. He/she consults with other staff members concerning activities, policies, and procedures that relate to their areas of responsibility.

SPECIFIC RESPONSIBILITIES:

1. Cooperate with church program organization leaders in discovering, enlisting and training workers and in determining the organization, space, equipment, furnishings, and supplies needed for all preschool ministries.

2. To develop Preschool Ministry modeled after the Children's Ministry.

3. Work with the Children's Director and coordinate church activities related to the preschool area, including but not limited to the Nursery, Parent's Night Out, Vacation Bible School, Bible Studies, church fellowships, etc.

4. Work with the Preschool and Children's committees in establishing and carrying out policies and procedures in worker enlistment.

6. Seek to stay abreast of the best methods and principles of childhood education by continued study, evaluation, and attendance at special training opportunities.

7. Assist the staff in hospital visitation and perform other duties as assigned by the Pastor.

JOB DESCRIPTION OF THE BUILDING SUPERINTENDENT

Principal Function:

The Building Superintendent is responsible to supervise and insure the maintenance of the buildings and grounds.

Responsibilities:

The Building Superintendent will schedule and supervise the custodians and insure that these responsibilities are met:

1. Sweep, mop, buff, clean and wax floors and windows and vacuum carpets as scheduled; dust furniture and equipment; wash walls and windows as scheduled.
2. Maintain clean rest rooms; replenish tissue and towels; empty waste cans.
3. Request cleaning and maintenance supplies and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instruction.
5. Open and close building daily as scheduled.
6. Oversee mowing grass, trim shrubbery, maintain clean church entrance, sidewalks and parking areas.
7. Check with church office daily for special assignments.
8. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; set up meeting areas for regular and special activities.
9. Make minor electrical, plumbing and equipment repairs as requested.
10. Paint walls, furniture and equipment.
11. Perform other duties as assigned by the business administrator.

BUILDING USE POLICIES

1. All facilities of the church shall be confined in use to religious, character building, or community enrichment activities. The worship center auditorium and Rinard Chapel are restricted to church functions or other distinctively Christian activities. Other groups at the discretion of the Properties Committee Chairman and Church Business Administrator may use the Education Building, Activities Building, and Gym, and Senior Adult Conference Center. For any outside group, a First Baptist Church member must be responsible for seeing that policies are followed and proper procedures are used.

2. Arrangements for the use of any of the church property shall be made with the church secretary who will then consult with the staff before scheduling any event on the church calendar. Signed application and fees for the use of the facilities shall be paid for at the time arrangements are made,

3. Any party scheduling in any area of the church for private use will be responsible for damage to furniture, equipment, furnishings, etc.

4. (a) Furniture, pianos, equipment and other accessories are to be moved within the church facilities only with the approval of the church staff.

   (b) The Properties Committee Chairman or the church Business Administrator may authorize use of church property (i.e., tables, chairs, audio-visual equipment, etc.) at locations other than the church.

   A record of each authorization is to be entered in a register maintained by the Business Administrator in the church office.

5. Any meals, refreshments or affairs requesting food or drink will be under the supervision of the Church Business Administrator and Church Hostess. No silverware, utensils or equipment in the kitchen will be used or borrowed without permission.

6. No rice, confetti, or other such items shall be thrown in any of the church buildings

7. Smoking will not be permitted in any of the buildings or any room at any time.

Keys:

A key register is to be maintained in the office of the Receptionist.

The Church Business Administrator shall design a register that permits the recording of the name of each person entrusted with a key, the entry location for which the key permits access, the date of entrustment, the return date, and authorization for entrustment.

Keys entrusted to ministerial and the Church shall return paid staff upon termination of ministry or employment.

Entrusting keys to others is to be temporary with a specified return date and time.

SCHEDULE OF CHARGES FOR BUILDING USE (by non-church groups)

Use of Activities Building & Gym	$100.00
Use of Worship Center	350.00
Use of chapel	200.00
Use of Reception Area (Dining Room)	35.00
Use of Reception Area (S.A.C.C.)	100.00
Use of glassware (punch bowl &/or 100 cups & plates (plus breakage)	6.00
Use of tablecloth	6.00
Use of silver table appointments	10.00

These charges do not include the services of custodians, Food Services Director, or church staff. The services of a custodian are required for all after hours schedules. The services of the Food Services Director are required unless the Church Business Administrator agrees upon other arrangements. Fees may be waived at the discretion of the Properties Committee Chairman or Business Administrator.

FUNERALS

1. No charge shall be made for the use of the chapel or sanctuary for funerals.

2. Funeral equipment and flowers shall be removed from the church as soon after the service as possible.

3. Cooperation of funeral directors is asked in scheduling services as far in advance as possible.

WEDDINGS

1. Scheduling weddings will be on a first come, first served basis. Couples who desire the use of the church facilities for the services of someone other than the minister, or member of the church staff, are asked to consult with the Pastor before proceeding with plans. The bride and groom shall arrange for the pre-marital conference with the Pastor. This conference should be held before the announcements are made or invitations are printed.

2. FLORAL DECORATIONS
Florists are required to check with the Wedding Coordinator before decorating the church for the ceremony of reception. Only drip-less candles may be placed in the candelabra, and some floor covering must be used to prevent the wax from dripping on the carpet. In the event of drippings, the florist shall be responsible for cleaning up the wax. If this cleaning is left for the custodian, the florist will be charged for the additional work. No makeshift candleholders are to be used to put on the pews, in windows or on the rostrum. Only those provided by church or rentals from the florist may be used. Decorations may not be attached to pulpit furniture or walls in either the worship Center or the Chapel. Flowers may not be placed where there is danger of water damage or stains. No flowers may be placed on any musical instrument. Pulpit furniture is to be moved only by permission of the church staff. Floral decorations are to be removed immediately following the ceremony unless other arrangements have been made with the church staff. The church requests the right to restrict florists who violate the regulations.

B. MUSIC
Music used in connection with the wedding ceremony should be in keeping with the sacredness and dignity of the service. The church will furnish only the instruments permanently installed in the worship center or chapel. Any additional instruments used will be with the consent and supervision of the Minister of Music. The fee for the church organist is $50.00. The Minister of Music must approve any other musician.

C. PHOTOGRAPHS
The taking of pictures will be restricted to processional, recessional and after-service times. No photographs are to be taken during the wedding service proper.

D. SCHEDULE FOR FEES FOR NON-MEMBERS (see page 22)

E. SCHEDULE OF FEES FOR CHURCH MEMBERS

While there is no charge for the use of the church facilities to members, some charges are required for the services and care of the equipment

Custodian	Time and one-half for all hours at his regular rate (services of custodian not to be scheduled during regular working hours)
Hostess	$50.00 minimum $6/hour after 3 hrs.
Coordinator	$100.00
Sound Technician	$25.00

In addition to the above charges, a refundable $25 deposit is required to cover unusual expenses (breakage, extra custodial or hostess time, etc.).

F. RESTRICTIONS:

None of the table appointments (cloths, silver, or glassware) shall be removed from the church for use by members or non-members. NO EXCEPTIONS.

COFFEES, TEAS, AND SHOWERS

A. Church groups wishing to use the silver, cloth, or glassware should call the church office And make arrangements to do so.

B. All private parties within the church will be expected to pay hostess and custodial fees.

FIRST BAPTIST CHURCH

521 S. Broadway
Ada, OK 74820
(405) 332-4121

CHURCH PROPERTY CHECKOUT FORM

Today's Date: _____

Date Needed: _____ Date to Return: _____

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____

Item(s) Loaned:

_____
_____
_____

I agree to return the above named items in good condition. In case of loss or damage, I agree to pay replacement or repair costs.

Signature of Borrower: _____

Office Use Only
Date Picked Up: _____ Staff initial: _____
Comments: _____
Date Returned: _____ Staff initial: _____
Approval: _____
Date: _____

Exhibit 1

First Baptist Church
521 S. Broadway
Ada, OK 74820

Vehicle Information Read Carefully

Keys Return in the envelope to church office (after hours 8:30 a.m. - 5:00 p.m. put in mail slot on front porch of office). Please complete all information below.

Driving

1. Drivers name must be on Van Request form prior to picking up van. IF not previously reported, provide Church Office with birth date and driver's license number.

2. A valid driver's license must be on the person of the driver at all times.

3. Only persons age 21 through 65 are allowed to drive church vehicles due to insurance restrictions.

4. Drive with extreme caution, always remembering passenger safety.

Parking

1. Park in line with other vans in Activities Building parking lot.

2. Close all windows and lock all doors.

3. If it is necessary for you to purchase gas, etc., leave the receipt in this envelope. You will be reimbursed.

4. **Do not leave anything in the vehicle. Clean the interior.**

Emergency Instructions

Accident or breakdown procedure:
1. Call Church office, (580-332-4121)
After church hours, call John Haynes 580-399-5602. If unable to contact, call other staff members.

DESCRIBE ANY VAN PROBLEMS

_____

THE FOLLOWING INFORMATION **MUST** BE RECORDED

Keys: Time to be issued_____ Time to be returned_____

Mileage: Beginning_____ Ending_____

Driver's Name:_____

Description/purpose of Trip:_____

I. POLICY FOR RESERVING VEHICLES

1. Each trip must be approved, entered on the main church calendar and an Vehicle Request form completed prior to use.
2. Each driver is responsible to check water and oil at each fill up.
3. The driver is responsible to read and complete the trip log envelope and comply with all requirements:

II. REPAIR AND MAINTENANCE PROCEDURES

1. The Building Superintendent will perform regular maintenance on all vehicles. A log will be kept and maintained to track usage of vehicles, millage and maintenance records. This log will be presented to the Transportation Committee at each meeting.
2. Repairs will be approved by the Church Administrator/Transportation Committee Chairman. Repairs exceeding $500 must be approved by the Transportation Committee and the Stewardship Committee or chairmen as directed by church operation procedures.

III. USE OF VEHICLES

1. Church vehicles will be reserved through the church office. Vehicles will be reserved on a first come first serve basis upon completion of church vehicle reservation form.

2. Vehicles will not be loaned to non-church groups. The BSU at ECU will be an exception **and the local FCA chapters that have FBC, Ada members**.. In the event of an emergency, other churches may use the vehicles if they are available, at the discretion of the Administrator and/or Transportation Committee Chairperson.

3. All state and federal laws governing licensing of drivers will be complied with.

4. Groups using the vans for recreational use (see below) are expected to return the vehicles with a full tank of gas.

Recreational use of vehicle is defined as any trip that is not directly related to an on-going ministry of the church. Trips like, but not limited to, fall foliage tours, to Branson, MO, Sunday School parties, trips to 6-Flags, Ski Trips, etc. The Transportation Committee will make the determination should there be a question.

5. No smoking or use of any tobacco products is allowed on church vehicles.

Falls Creek Procedures

1. An employee of First Baptist Church, Ada, OK will be present during all retreats and encampments. Should any problems with the Lodge occur, please inform the Host/Hostess and he/she will contact the appropriate personnel. The Host/Hostess will have his/her own sleeping quarters separate from the campers in the Family Room located on the 3rd Floor. We request that he/she eat with the campers who are using the Lodge that week.

2. Kitchen facilities are adequate for 224 people. The **kitchen is furnished with cooking utensils.** Those using the Lodge are to furnish their own plates, cups, forks, spoons and knives.

3. First Baptist Church, Ada, **provides toilet tissue** and **cleaning supplies.**

4. Bedding consists of only beds and mattresses. Those using the Lodge must provide their own sheets (extra long), pillows and other linens. The Lodge will sleep **56 on the first floor, 136 on the second floor** and **32 on the third floor.** The Host quarters do not affect the total number per floor. Each floor is divided into boys and girls sides, so roughly half of the occupancy per floor is for boys and half for girls.

5. Keys for the Lodge may be secured from and returned to the **Church Host/Hostess, 580-332-4121,** or the Falls Creek office at 580-369-2101.

6. The Lodge is to be cleaned <u>daily</u> as follows:
   a. The kitchen and bathrooms are to be mopped.
   b. Bathrooms are to be cleaned daily with disinfectant. This includes toilets, urinals, sinks and floors mopped.
   c. Floors are to be swept.
   d. Trash is to be emptied into outside containers.
   e. The kitchen stove is to be scoured and drip pans cleaned.
   f. The grill is to be cleaned with grill bricks and oil for the grill (**DO NOT** use Crisco or water). Bricks and oil will be provided.
   g. Grounds are to policed and kept neat and tidy.

7. No food or drink is to be allowed in the sleeping dorms at any time. Food attracts rodentsand insects.

8. All windows and exterior doors are to remain closed while using air-conditioning or heating.

9. On the last day of rental a representative of the rental group, along with First Baptist Church Ada's Host/Hostess, shall inspect the Lodge and its condition using a prepared check list. If the Lodge is found in unacceptable condition by First Baptist Church Ada's Host/Hostess, lessee will have an opportunity to bring the Lodge up to expected condition or forfeit security deposit for cleaning and/or repair purposes.

10. In order to provide a positive experience, each spring representatives from First Baptist Church Ada, will conduct a workshop providing orientation for youth workers and sponsors who have reservations during the summer camp. This workshop will be to provide training and instruction for the various features of the Lodge.

11. The Great Room is to be enjoyed by all who use the Lodge. The fireplace is a gas log fireplace and may not be used to burn wood. Only trained adults may operate the fireplace.

12. There are places in the Lodge that are not to be accessed. Everyone is expected to use common sense while in the Lodge. Anyone who climbs on or hangs over a wall or wooden beam or intentionally drops anything into the Great Room will be sent home immediately.

13. The third floor kitchen may be used by sponsors only. An adult sponsor will be present when the kitchen is being used.

14. Use of the sand volleyball and basketball courts and tether ball poles is limited to the campers who are renting the Lodge and guests.

15. Do not allow students to go behind the retaining wall. This is a particularly dangerous area and is not to be accessed by anyone.

16. Do not use push pins, thumb tacks, stales, tape or similar fasteners on the walls or doors. Posters and other decorations may be displayed only in designated areas.

Falls Creek Policies

1. All applications and reservations for use of the Ada Lodge at Falls Creek will be made through our church office and approved by the Business Administrator or the Falls Creek Committee. Organizations within First Baptist Church Ada will be given first choice of dates, but the Lodge is available for rent to groups outside the church. No use by groups other than First Baptist Church Ada will be allowed, with the exception of use during summer Falls Creek camp sessions, until the primary representative of the group signs an agreement acknowledging the Church's Articles of Faith and agrees that there will be no activities or communication or advocacy of positions contrary to such Articles. Further, the Church reserves the right to preclude use of the Lodge by any person or group, whom the Pastor and the pastoral staff determine are not seeking to use the Lodge for Christian ministry purposes in accordance with the Church's Articles of Faith. Other than the summer weeks, all reservations must be made at <u>least two weeks</u> in advance but not more than <u>six months in advance</u> of the desired date.

2. Charges for us of the Ada Lodge at Falls Creek for groups outside of First Baptist Church Ada will be based on the following:

   a. Over-night rentals <u>per night</u> $2,750.00 (entire lodge)/$2,250.00 (1st/2nd floor) & 1,750.00 (1st floor only)
   b. Week encampments $13,000.00
   c. Security deposits must be paid at time of booking.
   d. Encampment fee must be paid in full Ninety (90) days prior to date of use.
   (Encampment fees must be paid with reservation when reservation is made less than 90 days prior to date of use.)
   e. Cancellations made within 90 days of the reservation will result in forfeiture of the camp fees.

Over-night retreats	$500.00
Week encampments	$2500.00

Security deposits will be refunded after an inspection of the Lodge by the Host and Hostess prior to departure shows that the premises are clean and that no damage other than ordinary wear and tear has occurred. If First Baptist Church, Ada, has costs to clean or to make repairs, those costs will be deducted from the deposit, and the balance of the deposit will be refunded.

3. Any group using the Ada Lodge will be required to pay for any property damages or destroyed.

4. Expenses incurred by the church for repair of the building or equipment, due to negligence will be the financial responsibility of the using group.
   a. Groups within the church will be required to reimburse the church for any repairs or janitorial services necessary.
   b. Rental groups will be billed for payment of the repairs and janitorial service required for putting the Lodge in

shape for the next group. Failure to comply with this request will automatically deprive this group of future use of the Lodge.

c. Disfiguring the Lodge by carving on wood walls, beams or any surface will result in that group being denied any future use of the Lodge.

d. The Host/Hostess and church representative will inspect the Lodge together to agree on condition before departure from Falls Creek.

5. A copy of the signed contract must be on file in the First Baptist Church Ada office before authorization of use.

6. To secure keys for the Lodge and coordinate arrival time you, the lessee, must contact **First Baptist Church, Ada, OK 580-332-4121** or the Falls Creek office.

7. A church must have a minimum of 150 people to rent the Lodge for a week during the summer. The church may combine their group with another youth group to reach the minimum of 150. If more than one church group is using the Lodge, the largest group will be responsible for the total deposit and rental fees. They may determine the fees for any other groups staying in the Lodge. The group that rents the Lodge is responsible for the Lodge. Menus and kitchen operation will be the responsibility of the largest group staying in the Lodge. Occupancy limits may not be exceeded.

8. A **Certificate of Insurance** must be provided to the First Baptist Church, Ada office at least 90 days prior to the day of use. The Certificate will name First Baptist Church of Ada as Additional Insured on your insurance policy. The policy must contain at a minimum the following limits of coverage:

Bodily Injury/Property Damage Liability . . . . . .$1,000,000 per Occurrence Products/Completed
Operations Liability . . . . . $1,000,000 per Occurrence
Medical Payments . . . . . $5,000 per person
Personal Injury Liability . . . . . .$1,000,000 per Occurrence
Sexual Misconduct Liability . . . . . .$300,000 per Occurrence
Fire Legal or Non-owned Property Damage Liability . . . . . .$3000,000 per Occurrence
Liability Aggregate (Annual) Limit . . . . . .$3,000,000 Annual Limit

FINANCIAL POLICIES

1. All organizations, committees, staff or individuals shall abide by the financial policies and procedures of the church.

2. All budgeted expenditures shall be approved by the appropriate committee chairman or staff member and the Administrator or Stewardship Committee Chairman.

3. All budgeted expenditures over $500.00 must have the approval of the Stewardship Committee Chairman before the expenditure is made. Exceptions to this policy are utilities, debt retirement, literature, cooperative program, emergency breakdown in mechanical equipment, payroll checks, and other routine recurring expenditures.

4. The Stewardship Committee will make decisions and/or recommendations concerning all non~budqet expenditures. The church will have final authority concerning non-budgeted expenditures.

5. The church will be responsible only for authorized expenditures, which include approval as mentioned above and properly issued check requests or purchase orders.

COMMERCIAL CARDS:
First Baptist Church of Ada Commercial Cards are issued to the Ministerial Staff.

The Commercial Card is provided for the sole purpose of conducting Church related business: **No personal charges of any kind will be allowed on the Commercial Card.**

In accordance with existing church purchasing policy, expenditures of any kind will require a Purchase Order number secured prior to incurring the expense. Procedure for securing a Purchase Order number is outlined in the Policy and Procedures Manual.

The monthly Commercial Card bill will be forwarded to the staff member for his review. A Purchase Order number will be assigned to every charge. The Commercial Card bill is to be returned to the Financial Business office no later than two weeks prior to the due date. The staff member will be responsible for reimbursing the Church for any interest charges that accrue due to the late return of the Commercial Card bill to the Financial Business office.

A lost or stolen Commercial Card is to be reported to the Business Administrator immediately.

The Commercial Card remains the property of the issuing bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The issuing bank or FBC, Ada may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Commercial Card upon request to the Business Administrator.

Spending Limits: Each Commercial Card has pre-set spending limits which may not be exceeded. The Commercial Card should be used wherever and whenever possible for charging materials and selected services. (Including shipping, handling and any tax,, if applicable.) NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE COMMERCIAL CARD.

Commercial Card Abuse: Abuse of the Commercial Card may result in revocation of the Card and appropriate disciplinary action taken. Policy violations include, but are not limited to:
Purchasing items for personal use.
Exceeding bank credit line limit.
Using the Commercial Card for personal travel and entertainment purposes.
Failure to secure purchase order numbers or to adhere to existing church policy.

Receipts: It is the Commercial Cardholder's responsibility to obtain transaction receipts/invoices from the merchant or vendor each time the Commercial Card is used. These receipts must show the sales tax charges as a separate line item, if a tax is to be paid. It is the Cardholder's responsibility to check with the vendor if the purchase is tax exempt. If so the receipt would reflect this. Each month, the Cardholder will receive an activity statement from the Financial Office. Individual transaction receipts are to be attached to this monthly activity report and submitted to the Business Administrator for review and approval.

Protecting the Commercial Card: The Commercial Card is valuable property which requires proper treatment by the Cardholder to protect it form misuse by unauthorized parties.

Validation/Safekeeping: Sign the Commercial Card immediately upon receipt. Turn in the Commercial Card to the Business Administrator upon the expiration date. Make sure the Commercial Card is returned to you after each charge and verify that the returned card has your name on it. Carbon sheets should be obtained and destroyed.

Lost/Stolen Commercial Cards: If the Commercial Card is stolen, contact the Bank's 24 hour toll free number at _____. The Cardholder is also required to contact the Business Administrator at (580)332-4121.

The Undersigned Commercial Card Cardholder applicant and supervisor request that a Commercial Card be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

_____ _____

Commercial Card Cardholder Applicant Date

Please keep a copy for your records

Financial Office will keep originals on file.

PURCHASE ORDERS

POLICIES

1. All purchase order requests will need to be turned in to the church office 24 hours previous to purchase. The church financial secretary will approve those under $100; over $100, the Business Administrator must approve; $500 or more must be approved by the Stewardship Committee An approved written purchase order must be issued for any purchase or order of $100.00 or more. A purchase order number may be obtained from the church office by telephone (all information in policy #2 below must be included). If the exact amount of the purchase is not known in advance, an estimated amount may be entered initially and updated when the exact amount is known. (The estimate should be within approximately ten percent of the actual amount.)

2. Purchase order requests must include appropriate budget account numbers, vendor, purpose of request and person making request.

3. If a purchase or order is made without a properly authorized purchase order, the person responsible shall be required to pay for the unauthorized purchase personally.

4. Only the Administrator, Financial Secretary, Stewardship Committee chairman, or a person designated by them may authorize purchase orders.

PROCEDURES FOR TELLER COMMITTEE

The Teller Committee shall be responsible for the collection and deposit of all funds received by the church. In carrying out this responsibility, the Teller Committee shall adhere to the following procedures.

1. SUNDAY SCHOOL OFFERING/SUNDAY MORNING SERVICE:
   All offerings shall be collected by the Committee. All offering envelopes will be opened and the proceeds counted. Envelopes containing cash shall have that indicated on the envelope. There will be a separate list of loose cash received. Envelopes containing cash and checks will be noted on two separate lists and will be reconciled against the envelopes, which will in turn be reconciled against bank deposit lists.

   All checks and cash will be placed in locking bank bags and deposited in the night depository of Citizens Bank.

2. SUNDAY EVENING SERVICE:
   All offerings shall be collected by committee members and placed in a locking bank bag. This locked bank bag shall be immediately placed in the safe in the committee=s office.

3. WEDNESDAY NIGHT MEALS:
   All receipts shall be collected by a designated party. Proceeds shall be placed in a locking bank bag and immediately placed in the safe in the committee=s office.

4. MONIES RECEIVED AT THE CHURCH OFFICE OR BY STAFF MEMBERS:
   All funds received by staff members during the week shall be immediately delivered to the Church Receptionist who will handle these proceeds as other funds received at the church office. (The practice of giving funds to staff members by church members should be discouraged as much as practical and possible.)

   All church mail should be opened by the Church Receptionist in the presence of at least one other person, not to include the Financial Secretary. All funds (cash and checks) should be separated from the rest of the mail. The Church Receptionist shall write a receipt in triplicate, for all funds not received in an offering envelope. The original shall be given to the donor, if present, or the staff member, if it has been received by a staff member. The receipt shall indicate what account is to be credited with the funds. The first copy of the receipt shall be placed with the fund in an envelope. All envelopes containing funds shall be placed in a slotted lock box, which is to be kept in the church safe. The second copy of the receipt will periodically be delivered to the Financial Secretary for safekeeping. This same procedure will be followed for funds that are personally delivered to the church office.

   The Church Receptionist will see that this is done on a daily basis with no funds left overnight outside of the slotted lock box inside the church safe. Only committee members will have possession of keys to this lock box.

   Once each week the committee will collect this lock box and prepare the deposit of those funds as well as proceeds from the Wednesday night supper.

All of the above-described duties of the committee shall be performed by not less than two (2) committee members at the same time.

General Budget Receipts/Deposit
First Baptist Church,
Ada, Oklahoma

Date

Offering	Deposit
Loose Cash	Loose Cash Deposit -~
Cash Envelopes	Cash & Checks Deposit
Checks in Envelopes	
Loose Checks	
Total Offering	Total Deposit

Checks not in envelopes:

	Name	Amount	For/Memo
1			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
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PLEASE ATTACH COPY OF DEPOSIT SLIP

Exhibit 2

FIRST BAPTIST CHURCH
ADA, OKLAHOMA

COMMITTEE POLICIES AND PROCEDURES
Revised 1993

I. TYPES OF COMMITTEES

All committees shall be classified as Regular Committees or Special Committees. A Regular Committee has a standing list of duties that require regular performance, and serve on a rotating basis. A Special Committee has a unique job to do that terminates at a specific point in time. When the special job is completed, the Special Committee is dismissed. Church Councils are not a part of the Church Committee structure.

II. MEMBERSHIPS

Each committee will be composed of members in multiples of three (3). Nominations for all committees will be as recommended by the Committee on Committees, and submitted to the church in November of each year for church approval. New members of the Committee on Committees will be elected annually by the church by written ballot no later than the second Sunday night in December of each year.

Regular committee members will be elected on a rotation plan with one-third (1/3) of the membership rotating off each year. No person may serve more than three (3) years on any committee until a period of one year has lapsed before re-election. Terms run from January through December of each year.

No person may serve on a key committee if that person or their spouse has served on a key committee within one year. (Key committees are the Committee on Committees, Personnel Committee or the Stewardship Committee).

Vacancies occurring during the church year will be filled by the recommendations of the Committee on Committees at the beginning of each year, unless there is an apparent need to fill the vacancy at the time it occurs.

In order to utilize as many of our people as possible, no one person will serve on more than one (1) regular committee. No exceptions.

III. MEETINGS AND OFFICERS:

All committees shall meet during January of each year. The past chairperson will preside to elect a chairperson, vice-chairperson, and secretary. Unless unusual circumstances exist, the chairperson elected should have served at least one (1) year on the committee before being elected as chairperson. The committee will agree on a time and place for all future meetings. Each committee will meet as often as necessary to accomplish the work assigned to it, or a minimum of once each quarter.

IV. MINUTES AND REPORTS:

Each committee will maintain permanent minutes of all meetings. One copy of the minutes shall be submitted to the staff advisor and the committee secretary will keep copies during his/her term of office and pass them on to the new secretary at the beginning of the following year.

All regular committees shall make a report to the church at least once each quarter. Written reports shall be

submitted to the Church Clerk (or Pastor's Secretary) at least one week prior to each quarterly Church Conference. See format for the written report attached hereto.

V. BUDGETING AND PURCHASING:

Each committee responsible for the expenditure of funds shall submit a budget request to the Budget Planning Committee annually. All committees shall abide by the policies and procedures for requisitioning purchases of supplies, equipment and other expenditures as adopted by the church.

VI. STAFF ADVISORS:

Each committee shall have a staff member assigned by the Pastor as a staff advisor. The staff advisor will be responsible for any input and assisting the committee in fulfilling their responsibilities.

VII. COMMITTEE INPUT:

Any changes (amendments, additions or deletions) originating from input in any committee shall be forwarded through the Committee on Committees for their approval and adoption by the church.

COMMITTEE REPORT

Date: _____

TO: Church Clerk (submitted one (1) week prior to each church conference, may be brought to church office).

COMMITTEE: _____

CHAIRPERSON: _____
(Name)

STAFF ADVISOR: _____
(Name)

COMMITTEE ON COMMITTEES LIAISON: _____
(Name)

REMARKS: (Briefly review the past ~ work. Include any needs or recommended changes for your team.) If no meetings were held, so state. Attach minutes of meetings conducted.

_____

_____

_____

_____

_____

_____

_____

AVERAGE NUMBER OF MEMBERS ATTENDING EACH MEETING DURING THE QUARTER _____.

NUMBER OF NON-ATTENDANCE MEMBERS DURING THE QUARTER _____

_____
(signed) secretary and/or Chairperson

Exhibit 3

I. BAPTISM COMMITTEE (6)

1. Purpose - The Baptism Committee is responsible for the arrangements for the Ministry of Baptism.

2. Duties:
   (1) Assign robes and dressing rooms to those who are to be baptized, and assist them with any need they may have.
   (2) Check periodically to be sure that all robes are in good repair, and that there are an adequate number of towels, and that all necessary supplies are available.
   (3) Assist the Pastor as needed or required.

II. CHILDREN=S DAY OUT COMMITTEE (6)

1. Purpose - The Children=s Day Out Committee is responsible for developing a program for the implementation of the CDO which includes budget development, budget administration, policy development and oversight.

2. Duties:
   (1) Recommend and publicize CDO policies and procedures.
   (2) Coordinate with the Personnel Committee in selecting a Children=s Day Out Director.
   (3) Assist the director in establishing and implementation of church policy governing the CDO.
   (4) Meet monthly with the CDO Director to discuss budget, attendance, and all other concerns affecting the CDO. Providing monthly financial statements and attendance reports.
   (5) Recommend the purchase of furnishings and supplies.
   (6) Coordinate space assigned to CDO.
   (7) Work with the CDO Director and the Church Business Administrator to insure good stewardship practices.
   (8) Provide monthly financial statements to the Stewardship Committee/Church.
   (9) To present a budget request to the Stewardship Committee yearly to fund the CDO.

III. COMMITTEE ON COMMITTEES (9)

1. Purpose - The Committee on Committees is responsible for evaluating all committee functions, selecting people to serve, filling committee vacancies, and submitting to the church their recommendations for church approval.

2. Duties:
   (1) Review policies, procedures and responsibilities, and make recommendations to the church on an annual basis if needed.
   (2) Review all regular committee and special committee duties, and make recommendations for revisions to the church for approval.
   (3) Enlist and nominate all regular committee and special committee members and present to the church for approval.

   (4) Each Committee on Committee member will coordinate with the Committee Chairperson he is assigned to at least once each quarter and submit a written report to the Vice-Chairperson of the Committee on Committees, who will coordinate this requirement for the Committee on Committees.

IV. COMMUNICATIONS/MUSIC COMMITTEE (3)
(Includes TV, Radio, In-house sound, videotape and all related lighting.)

(1) Communications Purpose - The Communications Committee is responsible for effectively presenting the Gospel message over TV and radio, and to establish policy guidelines for the use and maintenance of all equipment used by this ministry.

(2) Duties:
- (1) Establish a working organization, which will carry out this purpose.
- (2) Study and evaluate the contracts with TV and radio networks on an annual basis, and coordinate with the Stewardship Committee as it pertains to the church budget.
- (3) Tape any/or all church events as requested through the staff advisor and this Committee.
- (4) Establish an adequate training program in all areas.
- (5) See that all policies and procedures for the church ministries in the General Information Section of the Policies and Procedures Manual are adhered to.
- (6) Develop and publicize for use of the audio-visual equipment.
- (7) Formulate, publicize and maintain library policies and procedures.

(3) Music Purpose - The Music Committee is responsible for the planning and the implementation of the overall music ministry. That is, to work toward pointing people to Jesus Christ through the exalting of His name in praise and worship.

(4) Duties:
- (1) Meet with the music staff on a regular basis to help plan and carry out music ministry actions.
- (2) Keep account of the music ministry facilities and equipment, its maintenance and need for replacement.
- (3) Recommend the hiring of music ministry personnel in coordination with the Personnel Committee.

V. EVANGELISM COMMITTEE (3)

1. Purpose - The Evangelism Committee is responsible for maintaining a spirit of evangelism and witnessing throughout the church.

2. Duties:
- (1) Work with the Pastor in planning and promoting revivals and other spiritual emphasis of the church, setting dates and selecting personnel for those occasions.
- (2) Assist Pastor in securing the services of personnel to supply the pulpit when the Pastor is absent.
- (3) Recommend to the church personnel for supply and/or interim pastor when church is without a pastor.
- (4) Determine set honorariums and expenses; host and make comfortable all guests in paragraphs (2) and (3) above.

VI. FALLS CREEK COMMITTEE (9)

1. Purpose - The Falls Creek Committee is responsible for all Falls Creek Lodge property (physical plant), both improved and unimproved, and equipment.

2 Duties:
(1) Maintain and improve, as required, the general appearance of the Lodge. Recommend appropriate insurance coverage.
(2) Develop and recommend policies, procedures and rental agreement regarding the use of all Lodge property and equipment. Set Falls Creek Lodge rental rates.
(3) Provide leadership in the use of space, making alterations and/or additions as approved by the church.

VII. HOSTESS COMMITTEE (9)

1. Purpose - The Hostess Committee is responsible for church social functions that promote Christian fellowship.

2. Duties:
(1) Plan and direct church-wide receptions as needed.
(2) Plan and direct church-wide fellowships as requested.
(3) Be responsible for the serving equipment, along with the Church Hostess, and be of assistance to her when requested.

VIII. MISSIONS COMMITTEE (9)

1. Purpose - The Missions Committee is responsible for coordination and leadership in all areas of missions, including local benevolence ministry.

2. Duties:
(1) Be the liaison between the church and its missions.
(2) Provide leadership in creating and promoting a spirit of missions and world concern.
(3) Promote the annual state, home and foreign missions offerings in our church.
(4) Promote the Cooperative Program of world missions among Southern Baptists.
(5) Recommend aid as needed to individuals or families who need temporary assistance.
(6) Supervise the type of assistance to be given, with an emphasis on food, clothing, and shelter.
(7) Work with the WMU and other organizations in providing assistance to those in need.
(8) Study and determine the availability of community agencies.

IX. OFFERTORY/GREETERS (3)

1. Purpose - The Offertory/Greeters are responsible for working closely with the Pastor (or a designated staff advisor) in planning the general usher, greeters, and offertory responsibilities and procedures.

2. Duties:
(1) Designate a sufficient number of men and/women to greet the members/visitors, and receive the tithes and offerings.
(2) Tactfully greet and seat the people.
(3) Work with staff and security patrol on Sundays to ensure building and grounds safety procedures by:

a). Having a general knowledge of the church programs

b). Having a general knowledge of the physical facilities of the church in order to assist or direct **(physically escort if necessary)** any visitors or new members when necessary.

c.) Being alert to the needs of the people, watch for illness, signs of discomfort, security issues and the source of any unnecessary noise or disturbances and correct accordingly.

(4) Prior to each service, insure that visitor=s cards, envelopes, and church bulletins are available and distribute accordingly. Also check the heating and air conditioning and maintain an average comfort zone for all of the people.

X. PASTORAL CARE COMMITTEE (9)

1. Purpose - The Pastoral Care Committee is responsible for providing a ministry to our church families in time of bereavement by furnishing meals from the church.

2. Duties:

(1) Maintain a list of persons to call for preparation of food.

(2) Arrange for meals as needed for the bereaved families.

(3) Return for a visit to the bereaved family approximately thirty (30) days after the memorial services, and communicate any further needs to the appropriate church staff member.

(4) In the event of death, call senior adult pastor and church office so proper personnel can be notified.

XI. PERSONNEL COMMITTEE (9)

1. Purpose - The Personnel Committee is responsible to assist the church in matters relating to personnel administration and management.

2. Duties:

(1) Work with the Pastor and/or Administrator in recommending person(s) for employment.

(2) Cooperate with all other church committees in related personnel matters.

(3) Review and update job descriptions, organizational charts, and worker evaluations as needed.

(4) Develop and recommend policies and procedures for all the church staff and employees.

XII. PRESCHOOL/CHILDREN COMMITTEE (3)

1. Purpose - The Preschool/Children Committee is responsible for coordinating all activities and ministries of the organizations related to children-birth through sixth grade.

2. Duties:

(1) Recommend and publicize preschool and children policies and procedures.

(2) Coordinate with the Personnel Committee in selecting employed preschool teachers.

(3) Train and supervise all employed preschool teachers.

(4) Recommend the purchase of furnishings and supplies.

(5) Coordinate space assigned to Preschool/Children=s area.

XIII. PROPERTIES COMMITTEE (9)

1. Purpose - The Properties Committee is responsible for all church-owned real estate property (physical plant), both improved and unimproved, and equipment.

2 Duties:

(1) Maintain and improve, as required, the general appearance of all the property. Recommend appropriate insurance coverage for all church-owned property and vehicles.

(2) Develop and recommend policies and procedures regarding the use of all property and equipment.

(3) Provide leadership in the use of space, making alterations and/or additions as approved by the church.

(4) All new construction will be handled by a Special Committee as elected by the church.

(5) Make recommendations to the personnel Committee in regard to all of the custodial staff.

XIV. STEWARDSHIP COMMITTEE (9)

1. Purpose - The Stewardship Committee is responsible for developing a financial program, which includes budget development, budget administration and stewardship.

2. Duties:

(1) Coordinate and receive budget requests from all units of the church

(2) Prepare an annual budget for the church, considering the requests of all the committees and departments.

(3) Take action on budget expenditures within the framework of the approved church budget, and the current financial condition of the church.

(4) Recommend to the church any needed changes in the financial policies and/or procedures.

(5) Develop and publicize a financial policy relating to expenditure of funds, purchase orders, etc.

XV. TELLERS COMMITTEE (12)

1. Purpose - The Tellers Committee is responsible for counting and depositing funds received by our church.

2. Duties:

(1) Receive and count receipts through Sunday School, worship services, and all other special services.

(2) Deposit receipts to the designated bank in a timely manner, being sure that monies are secured in either the church safe, or the bank night depository until deposited in the church's account.

(3) Verify amounts recorded on the offering envelopes with the contents of the envelope. Also, make a list of the contributions not enclosed in the offering envelope, so the proper credit can be given to the donor.

XVI. TRANSPORTATION COMMITTEE (6)

1. Purpose - The Transportation Committee is responsible for seeing that all church-owned vehicles are maintained in proper operating condition and for recommending additional or replacement vehicles as needed.

2. Duties:
   (1) Insure that all vehicles are serviced and maintained properly
   (2) Develop and maintain in a current status, written policies on all church-owned vehicles. Be responsible in seeing that the policies are complied with..

XVII. YOUTH/RECREATION COMMITTEE (6)

1. Purpose - The youth/Recreation Committee is responsible for effectively carrying out the ministry of the youth of our church.

2. Duties:
   (1) Meet with the Youth Minister on a regular basis.
   (2) Coordinate with the Youth Minister in all areas of programming the youth activities.
   (3) Help develop and administer a program of recreation using our activities building and other resources.
   (4) Develop the criteria for scholarship eligibility.
   (5) Publicize the availability and the requirements for scholarship assistance.
   (6) Assess the qualifications, and award scholarships.
   (7) Work with the BCM Director, together with representatives from all BCM supporting churches in our local Baptist Association.

AMMENDMENTS TO THE CHURCH OPERATIONS MANUAL APPROVED BY THE CHURCH SEPTEMBER 28, 2003:

Committee Policies and Procedures, section II, paragraph 2:
"Regular committee members will be elected on a rotation plan with one-third (1/3) of the membership rotating off each year. No person may serve more than three (3) years **consecutively** on any committee until a period of one year has lapsed before re-election. Terms run from January through December of each year."

Committee Policies and Procedures, section II, paragraph 3:
"No person or their spouse may serve on **more than** one key committee **simultaneously**. (Key committees are the Committee on Committees, Personnel Committee, or the Stewardship Committee). No person may serve on a key committee if that person or their spouse has served on a key committee within one year."