

**MEADOWBROOK  
BAPTIST CHURCH  
OF OXFORD, INC  
OXFORD ALABAMA**

**CONSTITUTION & BYLAWS  
POLICIES AND  
PROCEDURES  
MANUAL**

Revision 5, March 9, 2016

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# **POLICIES AND PROCEDURES MANUAL**

**Baptist Meadowbrook Church  
1125 Meadowbrook Court  
Oxford, Alabama 36203**

## **PREFACE**

This Policies and Procedures Manual has been prepared as a guide for all members and employees of the Meadowbrook Baptist Church, Oxford, Alabama. Its purpose is to aid in the efficient performance of employees and volunteer workers in accomplishing the tasks of the church.

This manual does not give all the answers to the many questions that arise in the operation of the program of the church. Its intent is to serve as a guide.

It is understood that this manual may be revised from time to time by action of the church. A current revised manual shall be maintained in the church office.

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**CONSTITUTION AND BY-LAWS  
OF THE MEADOWBROOK BAPTIST CHURCH OF OXFORD, INC., OXFORD, AL**

**PREAMBLE**

For the more certain preservation and security of the principles of our Faith, and to the end that this body may be governed in an orderly manner consistent with the precepts and examples of the Church of our Lord Jesus Christ as set forth in the New Testament and with the Baptist Faith and Message as currently adopted by the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we declare and establish this constitution.

**ARTICLE I  
NAME**

This organization shall be known as the Meadowbrook Baptist Church of Oxford, Inc., Oxford, Alabama -- a Southern Baptist Church working in cooperation with the local, state and Southern Baptist associations or conventions. All property titles are to be held by the Body of Believers constituting Meadowbrook Baptist Church.

**ARTICLE II  
OBJECT**

This church, believing in the Bible as the inspired Word of God and as the authority for faith and practice, and acknowledging its adherence to the teachings of Jesus Christ, declares its purpose:

- (1) To proclaim earnestly the Gospel message and urge its personal acceptance.
- (2) To cooperate heartily by prayer, gift, and service, in the effort to establish the kingdom of Christ throughout the world.
- (3) To maintain regular services for worship and fellowship.
- (4) To promote systematic Bible study and training for Christian service.
- (5) To urge our members and others to live daily according to the principles that are set forth in the Scriptures.

**ARTICLE III  
STATEMENTS OF FAITH**

Meadowbrook Baptist Church fully subscribes to the latest adopted "Baptist Faith and Message" of the Southern Baptist Convention as our official statement of faith.

## ARTICLE IV

### CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and on the profession of our faith, having been baptized in the name of the Father, Son and Holy Spirit, we do now, in the Presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines and discipline; and to contribute cheerfully and regularly to the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our behavior; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the promotion and use of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; and to be slow to take offense, always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other church in which we can carry out the spirit of this covenant and the principles of God's Word.

## ARTICLE V CHARACTER

### Section I - Polity

The government of this church is vested in the body of believers who compose it under the Lordship of Jesus Christ. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual council and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support all organizations as may be affiliated with the Southern Baptist Convention. Scriptural officers are to be in sympathy with beliefs of the Southern Baptist convention, as stated in the Baptist Faith and Message currently adopted by the Southern Baptist Convention.

### Section II - Doctrine

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of Southern Baptist churches as indicated in the Statements of Faith, Article III, and with the Baptist Faith and Message currently adopted by the Southern Baptist Convention.

## ARTICLE VI AUTHORITY OF THIS DOCUMENT

Upon adoption of this Constitution, all previous Constitutions and Decorums binding this body shall be superseded. This document is to serve as an instrument directing this church to do its work decently, orderly, and in a way that shall recognize the supreme authority of Jesus Christ our Lord, as He works in the lives of the members of this church and in the corporate life of this body. Under no circumstances shall this Constitution become a document that would divide, hamper the work of the Holy Spirit, or hinder the freedom of each member and the church to follow the leadership of the Holy Spirit.

## BY-LAWS

### ARTICLE I MEMBERSHIP

#### Section I - Admission to Membership

Any individual who has accepted the Lord Jesus Christ as his/her personal Savior and has been baptized may be received into the fellowship of the Church. Members may be received in the following ways:

- a. Any person who publicly professes faith in Christ and follows Him in baptism by immersion may be admitted.
- b. Members of other Baptist churches may be received on transfer of membership.
- c. Members of other denominations who were formerly members of a Baptist church may be received by statement.
- d. Members of other denominations who have experienced salvation and believer's baptism by immersion may be received by statement.
- e. Members of a church in which all records have been lost may be received by statement of their faith in the Lord Jesus Christ and of their having experienced believer's baptism by immersion.
- f. Members who have been removed from the roll for disciplinary reasons may be restored to membership after giving satisfactory evidence of having confessed and corrected (where possible) any sin committed for which dismissal was exercised.

#### Section II - Voting on Members

All action regarding the receiving and dismissing of members shall be voted on by the church.

#### Section III - Duties

Members are expected, first of all, to be faithful in all duties essential to the Christian life and church membership as expressed in the Church Covenant. (Article IV of Constitution)

#### Section IV - Termination of Membership

Members may be terminated in the following manner:

- a. Upon the death of a member.
- b. Upon request of another Baptist church for a letter of dismissal.
- c. Upon the occasion of a member joining a church of another denomination, whether or not a request for transfer is made.
- d. Upon written request by a member to have his name dropped; however, letter of dismissal shall not be granted to an individual, but only to a church making requests.
- e. Upon withdrawal of fellowship by the church from a member as provided in God's Word, particularly as indicated in Matthew 18:15-17 and I Corinthians 5. Termination as such would require a secret ballot vote with a 3/4 vote of those in attendance.

## ARTICLE II ORGANIZATION

### Section I - Policies and Procedures

A policies and procedures manual shall be maintained by the church as a guide for the efficient functioning of individuals and groups in the operation of the church. The guide shall include, but is not limited to, the following: the Constitution and By-Laws; organizational chart; job descriptions and personnel policies for employees; programs of the church, composition and responsibilities of committees; and policies on use of buildings, handling of money, weddings, etc.

### Section II - Officers of the Church

#### **1. Pastor**

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The pastor is leader of pastoral ministries in the church. As such, he works with the deacons and church in the following manner: (a) to lead the church in the achievement of its mission, (b) to proclaim the Gospel to believers and unbelievers, and (c) to provide overall guidance and directions for all staff members. The pastor shall, with the counsel and advice of the deacons, coordinate all ministries of the church and all absences from the pulpit. He shall be an ex-officio member of all committees. He shall preside at meetings of this church and serve as moderator in all business meetings in keeping with the rules of order authorized in these By-Laws (Article IV, Section IX). In his absence, the chairman of deacons will serve in the capacity of moderator.

A pastor shall be chosen and called by the church whenever a vacancy occurs. A pastor-search committee, as defined in By-Law Article II, Section 7, paragraph 3, shall seek out a suitable pastor; and its recommendation will constitute a nomination. The election shall take place at a meeting called for that purpose, of which at least one week's notice has been given. Any church member has the privilege of making other nominations according to the policy established by the church. Election shall be by secret ballot, an affirmative vote of three-fourths of those present and voting being necessary for approval. The pastor, thus approved, shall serve until the relationship is terminated by his request, or the church's request. Any recommendation for termination of pastor shall be made only by the deacon body. Church action to terminate the pastor's employment shall be by secret ballot and shall carry by simple majority of those present and voting.

#### **2. Ministerial Staff**

The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written and updated as required by the Personnel Committee for all ministerial staff positions when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Personnel Committee and called by church action by a vote of three-fourths of those present and voting. All ministerial staff personnel are responsible to the pastor for discharge of their assigned duties and responsibilities. Ministerial staff personnel may relinquish their position by giving a written notice to the church through the pastor. The church may vote to vacate such positions upon recommendation of the Personnel Committee.

#### **3. Nonministerial Staff**

Nonministerial staff members shall be employed as the church determines the need for their services. The Personnel Committee shall recommend nonministerial staff personnel for church approval. Upon approval of the church, they are to be assigned to the guidance and direction of the pastor in the performance of their duties. A job description will be presented along with recommendation.

Nonministerial staff personnel may resign their position to the pastor with a two week notice, and the pastor or the Personnel Committee may terminate nonministerial staff employment.

#### 4. Deacons (Acts 6:1-6; I Timothy 3:8-13)

**The qualifications for deacons and (if married) wives are:**

- a. The deacon and wife shall be faithful members and supporters of the entire church program.
- b. The deacon and wife shall be regular in attendance at all services of the church.
- c. The deacon and wife shall be tithers. (A tithe constitutes at least one-tenth of one's income given to the church budget.)
- d. The deacon and wife shall be cooperative with the ministerial staff and other deacons.
- e. The deacon and wife shall be total abstainers of alcoholic beverages and narcotics (except as prescribed by a physician).
- f. Let the deacon (if married) be the husband of one wife, ruling his children and his house well (I Timothy 3:12). Because of God's intention for the deacon's family to be an example of family life, this requirement is interpreted as meaning that neither the deacon nor his wife shall have been divorced.
- g. The examiner shall ask the candidate, "Do you know of anything that would disqualify you as a deacon?"
- h. The examiner shall ask any other questions deemed necessary.

**Duties:**

In accordance with the meaning of the Word and practice of the New Testament, deacons are to be servants of the church.

- a. They are to be zealous to guard the unity of the Spirit within the church in the bonds of peace and to actively support the work of the church.
- b. They shall serve as a council of advisors and confer with the pastor in all matters pertaining to the welfare and work of the church. With the pastor, they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- c. By proper organization and method among themselves, they are to establish and maintain personal, fraternal relations with, and inspiring oversight of, all the members of the church. Especially are they to seek to know the physical needs, and the moral and spiritual struggles of the brothers and sisters, and to serve the whole church in relieving, encouraging, and developing all who are in need.
- d. In counsel with the pastor and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to oversee the discipline of the church. In administering the discipline of the church, they are to be guided always by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13, and I Thessalonians 5:12-14. The deacons shall be free to call upon any member of the church to aid in disciplinary action.
- e. The deacons shall arrange for regular meetings and such committees as are necessary to the discharge of their duties. They shall elect annually their own chairman, vice-chairman, and secretary. The pastor, or the chairman of deacons, may call into special session whenever need for such arises. Deacons' business sessions will be conducted using Robert's Rules of Order. A quorum will be constituted by one person over half being in attendance.
- f. The chairman of deacons shall appoint a Baptismal Committee and Lord's Supper Committee each year. They shall assist the pastor in preparing for and observing the ordinances.
- g. The deacons will assist the pastor in family ministry.

**Number and Election:**

- a. the number of deacons shall be a minimum of six. The maximum number of deacons shall be determined by church approval based on recommendation from the deacon body. Deacons shall be elected to serve a term of three years beginning October 1, with terms ending on different years, so that one one-third of the number will be rotated off each year. Active deacons and ministerial staff will not be eligible for nomination.
- b. Each year, beginning on the first Sunday of August through the third Sunday of August, church members may nominate male church members whom they believe to be scripturally qualified (in accordance with Acts 6:1-6; I Timothy 3:8-13) and whom they believe would serve faithfully as deacons. These men should have proven themselves qualified for this office by being active in all phases of church activities, being good leaders, tithers and Christian examples in all of their dealings.

They must be at least twenty-one years old by October 1 and have been a member of Meadowbrook Baptist Church for one year by October 1. A nomination form listing the ineligible deacons and ministerial staff members will be developed and distributed for use in nominating deacons.

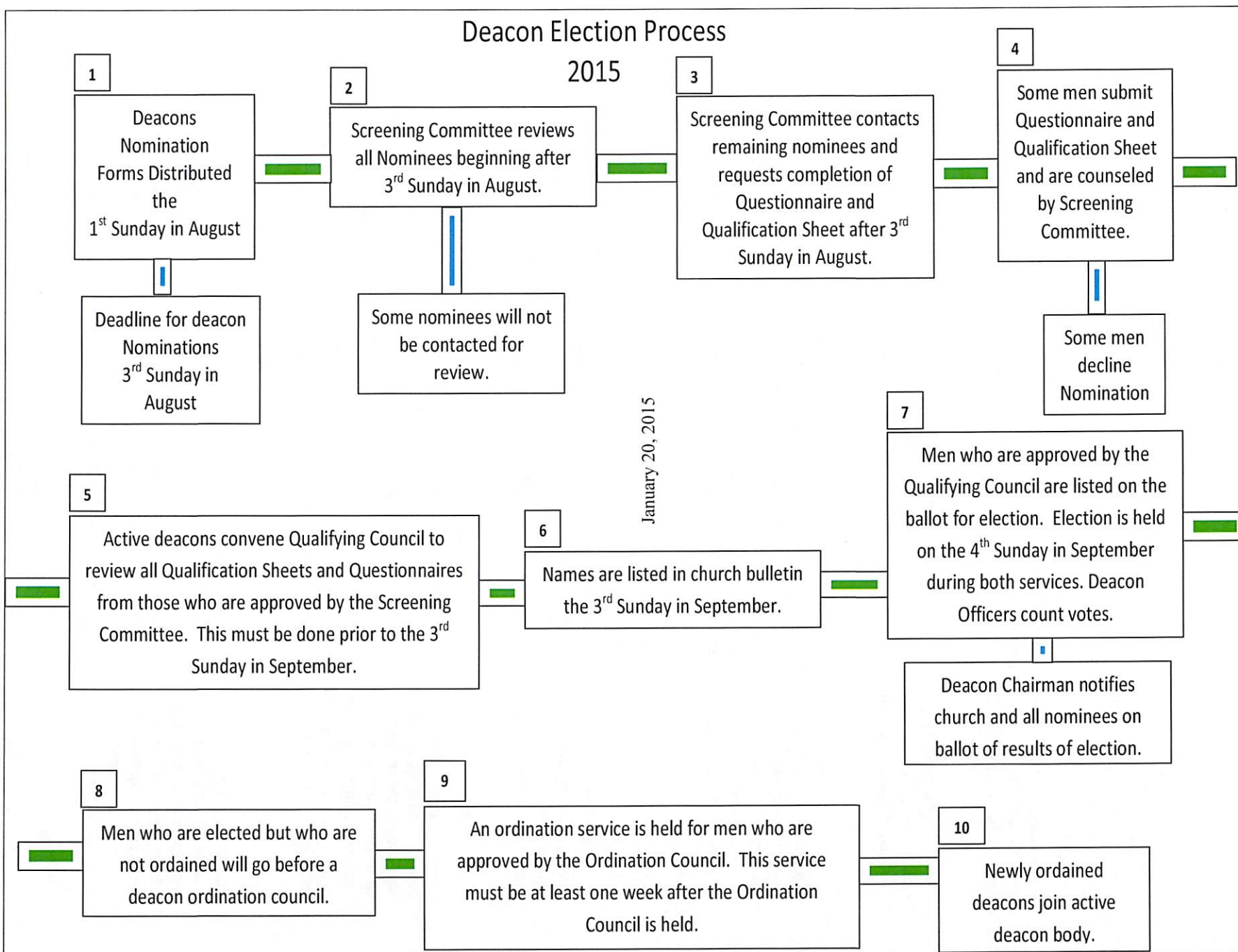
c. Each church member may nominate men from the church membership up to the number of vacancies being filled. Nominees will be counseled by a Screening Committee consisting of the pastor and deacon officers. The Screening Committee will not counsel with any nominee that they know to be unqualified (i.e. lack of faithfulness, marital status, etc.) Each man nominated and counseled with by the screening committee will sign and return the deacon questionnaire and qualification sheet, indicating whether he believes himself qualified for election to the office of deacon or that he eliminates himself from nomination and the deacon questionnaire.

The active deacon body will convene a Qualification Council for the purpose of examining the qualification sheet and deacon questionnaire of each screened nominee prior to election. Nominees determined to be spiritually qualified by the deacon body will be presented to the church for election. The names of the nominees will be placed in the church bulletin at least one week prior to the election date. The church will elect by secret ballot the number of deacons needed on the fourth Sunday in September. Each member shall vote for the number needed or up to the number needed. Voting will be permitted in both the morning and evening services. A church member may only vote once and must be present to vote. The active deacon officers will be responsible for counting the ballots and the chairman of deacons shall inform those elected and the church. Non-ordained men elected shall be ordained within thirty days from the date of election. The Ordination Council shall be held on a date prior to the date of ordination – preferably one week prior. Newly ordained men take office as an active deacon after ordination.

In the case of death, removal, resignation, or inability to serve of an active deacon, the deacon body may select a deacon to fill the unexpired term if the unexpired term has six or more months remaining. Method of selection will be to select the non-elected candidates with the highest number of votes from the last regular election. If there are vacancies at the time of the annual deacon election, the method of selection will be to fill the vacancies based on the number of votes the candidates receives, example: there are five vacancies to fill at the election- three full terms, one unexpired 2 year term and one unexpired one year term. The three with the most votes would fill the full terms, the next highest the two year term and the next highest the one year term.

## Deacon Election Process

2015



**5. Clerk**

The clerk shall keep an accurate record of all church business which takes place at regular or called business meetings. Also, he or she shall keep an up-to-date record of the church membership, with date and manner of member's admission and/or dismissal. In the regular business meeting the clerk shall make a monthly report of all business that has been transacted since the last monthly business meeting. Also, the clerk will assist the church secretaries in the compilation of data for the Annual Church Profile -- its preparation, presentation to the church, and delivery to the local association. Assistance and support for records, minutes, etc. will be available from the church secretary. Records will be maintained in the church office. The clerk shall be presented by the Nominating Committee and elected by the vote of the church for a three-year term.

**6. Treasurer**

The church shall use the standard, double-entry bookkeeping system, and the treasurer shall oversee the receipt and disbursement of all funds such as is designated in the church budget. He or she shall pay only those bills approved by the church. The church at its discretion shall appoint as many committees as it sees fit and may invest in them the authority to spend whatever amount of money is approved by the church. In such case, the treasurer would be justified in paying whatever bills the committees make, as long as the bills are within the limits as set forth by the church. The treasurer shall make a monthly report of the church's financial condition. He or she shall be presented by the Nominating Committee and elected by the church for a three-year term. The treasurer, the assistant treasurer, and the financial secretary shall be bonded with the bond cost covered by the church.

**7. Trustees**

Three trustees, one-third of who shall be elected at the beginning of each church year, shall serve for three year terms. Until their successors shall be elected, they will hold in trust the property of the church. They shall have the actual care of the place of worship but shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing such action. One trustee shall be nominated by the Nominating Committee and approved by the church each year.

**8. Other Church Officers**

The other officers of the church, such as the Sunday School Director, Discipleship Training Director, W.M.U. Director, Brotherhood Director, and Media Library Director, shall be guided in their duties as established in the Policies and Procedures Manual (Article II, Section I) and by the suggested methods as found in the different manuals that are published by the Sunday School Board of the Southern Baptist Convention and the Women's Missionary Union. These officers and all others deemed necessary shall be presented by the Nominating Committee and elected by the vote of the church. All officers and elected teachers shall be members of this church.

**Section III - Programs of the Church**

The church shall establish the following programs: Pastoral Ministries, Bible Teaching, Discipleship Training, Music Ministry, Brotherhood, and Women's Missionary Union. The tasks of each program and duties of workers shall be approved by the church and included in the Policies and Procedures Manual (Article II, Section I).

**Section IV - Service Programs**

The following service programs shall support the congregation and the church programs in doing their work: Media Services, Recreation Services, and Administrative Services. The tasks of each service program and duties of workers shall be approved by the church and included in the Policies and Procedures Manual (Article II, Section I).



**Section V - Abundant Child Care**

This is a ministry of the church to provide Christian care for children and to minister to families of enrolled children. Experiences which seek to help a child grow spiritually, emotionally, physically, intellectually, and socially in a Christian atmosphere are provided. The director is recommended by the Personnel Committee and elected by the church and is responsible to the pastor or to his designee.

**Section VI - Church Council**

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations. The primary functions of the church council shall be to recommend to the church suggested objectives and church goals: to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals. Regular members of the Church Council shall be the pastor, other ministerial staff members, directors of church program organizations, Media Library Director, Chairman of Deacons and other persons that the pastor may invite. All matters agreed upon by the council which call for action not already approved shall be referred to the church for approval.

**Section VII - Committees**

1. The church shall elect such standing committees and special committees as it may deem necessary to efficiently carry out the various phases of the program of the church. No husband and wife shall serve on the same committee with the exception of the Student Ministry Support Committee, the Children's Ministry Support Committee, the Missions Committee, the Host and Hostess Committee and the Welcome Committee. No husband or wife shall serve on any committee which influences pay or benefits to his or her spouse.

**2. Nominating Committee**

The basic three members of the Nominating Committee are to be appointed by the pastor in consultation with the deacons during April, and the church so informed. At least one of these nominees will be a woman, and at least one shall be a man. If possible, one of these three shall have served the previous year. The first report of the committee shall consist of nominations for the office of Sunday School Director, Discipleship Training Director, Women's Missionary Union Director, and Brotherhood Director. Upon their election by the church, these officers shall be added to the Nominating Committee to assist in the selection of nominees for their respective organizations. They shall so organize themselves as needed with a chairperson, vice-chairperson, and secretary. The committee shall have responsibility through the year for nominating to the church persons to serve in the various capacities, vacated from time to time by removal, death, expiration of term of office, or failure to function. The reports of the Nominating Committee shall be suggestive only, and any member of the church will have the privilege of nominating from the floor.

**3. Pastor-Search Committee**

Whenever a vacancy in the office of pastor occurs, the church shall elect a Pastor-Search Committee to lead the church in calling a pastor. The committee shall consist of five members, of which at least two must be men and at least two must be women. On an announced Sunday, members may nominate up to five individuals to be considered. All nominees who agree to serve shall be placed on a ballot for election the following Sunday. Those receiving the highest number of votes shall constitute the committee. They shall organize themselves as needed with a chairperson, vice-chairperson, secretary, etc. This committee will set the salary package of a new pastor within the budget range established by the church. (If outside the established budget range the Budget and Finance/Stewardship Committee would become involved according to Church By-Laws).

#### 4. Personnel Committee

This is to be a committee of six recommended by the nominating committee, with one-third of the committee elected for a three-year term each year. This committee shall have the responsibilities of recruiting, interviewing, and recommending to the church the personnel for all employed positions of the church other than the pastor. Neither employee nor member of his family may serve on this committee. As the church authorizes additional salaried personnel, this committee shall have the responsibility of recommending the personnel to fill these authorized positions. Job descriptions shall be prepared prior to hiring of personnel. The committee shall be familiar with the function and work of all personnel including the pastor. The committee shall recommend proposed salaries of ministerial and nonministerial personnel. It shall also study and make recommendations where needed on such items as hospitalization, insurance, retirement pension plans, vacations, and holidays for employed personnel. This committee shall be responsible for providing and maintaining job descriptions for all personnel.

#### 5. Pulpit Supply/Interim Committee

When there is a need to fill the pulpit due to not having a pastor available, the deacons shall elect a committee for this purpose. The committee shall consist of five members.

If the committee recommends an interim pastor, the election shall take place at a meeting called for that purpose, of which at least one week's notice has been given. Any church member has the privilege of making other nominations according to the policy established by the church. Election shall be by secret ballot, an affirmative vote of three-fourths of those present and voting being necessary for approval. The interim pastor, thus approved shall serve until the relationship is terminated by his request, the church's request or upon employing a full-time pastor. Any recommendation for termination of interim pastor shall be made by the Deacon body at a special called business meeting of the Church. Church action to terminate the interim pastor's employment shall be by secret ballot and shall carry by simple majority of those present and voting.

#### 6. Standing Committees

All standing committees, except where designated, shall consist of multiples of three (i.e., 3, 6, 9) members, each serving a three-year term with one-third rotating off each year. The chairperson shall be designated by the Nominating Committee. The tasks of each committee shall be approved by the church and included in the Policies and Procedures Manual.

- a. Abundant Child Care
- b. Abundant Life Center/Recreation
- c. Baptismal (appointed by chairman of deacons--See Article II, Section 4 "Duties")
- d. Benevolence
- e. Bereavement
- f. Budget and Finance/Stewardship
- g. Buildings and Grounds Maintenance
- h. Bus and Van
- i. Constitution and By-Laws
- j. Missions
- k. Flowers and Memorials
- l. Historical
- m. Host and Hostess
- n. Lord's Supper (appointed by chairman of deacons, See Article II, Section 4 "Duties")
- o. Nursery
- p. Sound
- q. Ushers
- r. Volunteer Youth Ministry Team
- s. Wedding Hostess
- t. Student Ministry Support Committee
- u. Children's Ministry Support Committee
- v. Parlor Committee
- w. Security Committee
- x. Welcome Committee

### ARTICLE III MEETINGS

#### Section I - The Lord's Day

This church shall have Sunday School Discipleship Training and two worship services each Lord's Day, unless approved otherwise by the church.

#### Section II - Prayer Meeting

This church shall have prayer services each Wednesday evening, unless changed by the church.

#### Section III - Monthly Business Meeting

This church shall have a regular monthly business meeting on the second Wednesday night of each month, unless changed by the church.

#### Section IV - Special Business Meeting

This church may conduct called business meetings to consider matters of special nature and significance. A one week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, date, time, and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting. (see Article IV, Section I)

#### Section V - The Lord's Supper

This church shall observe the Lord's Supper at least once each quarter, with at least one observance each year being held on a Sunday morning service.

#### VI - Baptism

This church shall observe baptism as often as it is necessary.

### ARTICLE IV GENERAL

#### Section I - Quorums

In all regular business meetings and special business meetings, the members present at the established meeting place of the Meadowbrook Baptist church shall constitute a quorum. The church moderator must conduct all business meetings. The moderator is the church pastor or, in his absence, the chairman of deacons.

#### Section II - Budget and Finance/Stewardship

Annually, prior to January 1, the Budget and Finance/Stewardship Committee shall submit to the church for approval at a regular or called business meeting an inclusive budget, indicating by items the amount needed and sought for all local expenses and purposes, and in like manner for all denominational or other approved nonlocal causes. Anyone authorized to spend church monies other than fixed expenditures will check with the church treasurer prior to making an obligation in the name of Meadowbrook Baptist Church over \$200.00.

#### Section III - The Will of the Church

The will of the church on any given matter fully expressed by its vote shall be carried out by all committees, officers, and organizations of the church.

#### Section IV - Church Affiliation with Associations and Conventions

The Meadowbrook Baptist Church pledges itself to work cooperatively with the Calhoun Baptist Association, Alabama Baptist Convention, and the Southern Baptist Convention. We further pledge to support our local church program and cooperate with the above named organizations through our local church program and by gifts to support world missions through the Cooperative Program. We pledge to give not less than ten percent of our undesignated receipts to the Cooperative Program and purpose to increase the percentage as rapidly as possible.

## **Bylaws**

### **Section V - Licensing and Ordaining to the Gospel Ministry**

Any member who in the judgment of the church gives evidence of his piety, zeal and aptness to teach, and who is called of God to the work of the ministry may be licensed to preach the Gospel of Jesus Christ. At the request of another Southern Baptist Church of like faith and order, or upon its own desire, the church may ordain one of its members, providing that the church has called a council or presbytery, and that this body has examined the candidate as to fitness, and has recommended to the church that he be ordained.

### **Section VI - Auditing Books**

The trustees shall be responsible for auditing the church resources, with at least a cash-flow audit once each year.

### **Section VII - Fund Raising**

No organization or members of Meadowbrook Baptist Church will engage in any fund-raising activities, (i.e., selling, soliciting, etc.) outside of church membership, in order to raise funds to support any church sponsored activity. NOTE: This does not prohibit the borrowing of capital funds or selling of bonds. There shall be no utilization of church facilities or its name for personal or private gain.

### **Section VIII - Designated Offerings**

All designated offerings except for approved church programs and activities must be approved by the church before being dispensed by the treasurer.

### **Section IX - Rules of Order**

All church business shall be conducted by current Robert's Rules of Order. The chairman of deacons or his designee shall serve as church parliamentarian.

### **Section X – Marriage Statement**

Meadowbrook Baptist Church believes that marriage is a union between one man and one woman, following biblical principles (Gen 2:19-24, Lev. 18:22, Matt. 19:4-6, Rom. 1:18-27, Eph. 5:22-33, Heb. 13:4). Meadowbrook Baptist Church believes that God sanctions only the union in marriage of a man to a woman, including civil unions. Therefore, Meadowbrook Baptist Church sanctions only a ceremony compatible with those standards.

## **ARTICLE V AMENDMENTS**

Changes in the Constitution and By-Laws may be made in any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the Constitution and By-Laws shall be by two-thirds vote of church members present and voting.

## **ARTICLE VI RATIFICATION**

This Constitution and By-Laws as amended was ratified and approved by vote of the church on the ninth day of March 2016.

**BASIC CHURCH PROGRAMS**

There are six established church programs. Each of the six has a cluster of tasks that are basic, continuing, and of primary importance to the total work of a church. Each has significant organization and seeks to involve the total church in its work. These programs form the foundation of church structure. They are now referred to as basic programs.

Listed below are the tasks which have been grouped for assignment to each of these six programs:

1. Pastoral Ministries
  - a. Lead the church in the accomplishment of its mission.
  - b. Proclaim the gospel to believers and unbelievers.
  - c. Care for the church's members and other persons in the community.
  - d. Interpret and undergird the work of the church and the denomination.
2. Bible Teaching
  - a. Reach persons for Bible study.
  - b. Teach the Bible.
  - c. Witness to persons about Christ and lead persons into church membership.
  - d. Minister to Sunday School members and nonmembers.
  - e. Lead members to worship.
  - f. Interpret and undergird the work of the church and the denomination.
3. Discipleship Training
  - a. Equip church members for discipleship and personal ministry.
  - b. Teach Christian theology and Baptist doctrine, Christian ethics, Christian history, and church polity and organization.
  - c. Equip church leaders for service.
  - d. Interpret and undergird the work of the church and the denomination.
4. Music Ministry
  - a. Provide musical experience in congregational services.
  - b. Develop musical skills, attitudes, and understandings.
  - c. Witness and minister through music.
  - d. Interpret and undergird the work of the church and the denomination.
5. Brotherhood
  - a. Engage in missions activities
  - b. Teach missions
  - c. Pray for and give to missions.
  - d. Develop personal ministry.
  - e. Interpret and undergird the work of the church and the denomination.
6. Women's Missionary Union
  - a. Teach missions.
  - b. Engage in mission action and personal witnessing.
  - c. Support missions.
  - d. Interpret and undergird the work of the church and the denomination.

## **PROGRAMS OF THE CHURCH**

## **Programs**

### **SERVICE PROGRAMS**

Three service programs encompass tasks that support the congregation and the six basic programs in doing their work. A service program has organization. It contains some characteristics similar to basic programs. These three service programs are media services, recreation services, and administrative services.

Listed below are the tasks of each of these service programs:

#### **1. Church Media Library**

The church Media Library supports all programs of the church by providing books and media and the services needed to utilize them. It also ministers to individuals through the loan of its materials. The Media Library shall be under the supervision of a director who is selected by the nominating committee and elected by the church. The Media Library Staff, as needed, is chosen by the director with approval of the nominating committee and elected by the church. The Media Library is organized and maintained under the guidelines published by the convention's Church Media Library Department. It is supported through the regular budget of the church and the Director is responsible for the request and expenditure of allotted funds.

#### **2. Recreation Services**

Recreation Services shall provide recreation methods, materials, services and experiences that will enrich the lives of persons and support the total mission of the church. The Abundant Life Center Committee and the Recreation Committee shall work with any volunteer or paid employee, with recreation responsibilities, to provide these services.

#### **3. Administrative Services**

The pastor, or designated employee, shall assist the church in planning its program managing its resources, and governing its life and work.

## COMMITTEES OF THE CHURCH

The members of each committee, the term of office of committee members, and method of appointment are stipulated in By-Laws Article II, Section VII, paragraphs 1-6.

Committees are designed to do the work of the church clearly and effectively. Committees are to operate within the realm of authority determined by the church but never so as to cause the church to lose its authority over programs and activities of the church.

Following church approval of the Nominating Committee's Report in August for the new church year, all committees will meet within 30 days in order to give all members copies of the "Purpose of the Committee" and the "Duties of the Committee", which are stated in the Constitution and By-Laws. The committees will also establish a schedule for future meetings to include at least one meeting per quarter during the September-August church year

Nominating Committee - See By-Laws Article II, Section VII, Paragraph 2.

Pastor Search Committee - See By-Laws Article II, Section VII, Paragraph 3.

Personnel Committee - See By-Laws Article II, Section VII, Paragraph 4.

Standing Committees - See By-Laws Article II, Section VII, Paragraph 5.

A description of the purpose and duties of each standing committee is listed below. They are arranged in alphabetical order.

### ABUNDANT CHILD CARE COMMITTEE

#### Purpose of the Committee

To administer the program of weekday child care by serving as a liaison group between the director(s) of the program(s) and the church members.

#### Duties of the Committee

1. Determine policies and procedures for operating and administering the program(s).
2. Determine with the Personnel Committee qualifications and salaries for the employees and Director (s) for the program(s).
3. Determine a budget for the program (s).
4. See that the program(s) and facilities comply with legal and licensing requirements.
5. Direct public relations efforts to inform, involve, and educate church members about the Program (s).
6. Coordinate work of the program(s) with other church activities.
7. Review reports and records to ensure proper operation of the program(s). Report regularly this information to the church for awareness and approval.

### ABUNDANT LIFE CENTER/RECREATION COMMITTEE

#### Purpose of the Committee

This committee shall assist the church in providing recreational opportunities for its members. The committee shall be responsible for leading the church in establishing and enforcing guidelines for utilization of the Abundant Life Center and shall lead in planning and scheduling activities in the Abundant Life Center (ALC).

#### Duties of the Committee

1. Recommend and enforce guidelines for use of the Abundant Life Center.
2. Work with church administration to approve requests for reservations of ALC.
3. Work with church administration to handle any conflicts in scheduling.
4. Approve Volunteer Staff Personnel (VSP) for supervision of activities in ALC.
5. Plan, promote and conduct regular recreational activities using the ALC, including league participation.

**(ALC/Recreation Committee continued)**

6. Develop policies for use, storage and maintenance of recreational equipment and supplies.
7. Maintain an inventory of recreational equipment and supplies and recommend purchase of equipment.
8. Organize itself into subcommittees in order to better carry out its duties.
9. Recommend and administer budget allocations.
10. Enlist volunteers to lead planned activities.
11. Report any maintenance requirements to Buildings/Grounds Maintenance Committee.
12. Work cooperatively with church staff and program directors in utilizing ALC.

**BAPTISMAL COMMITTEE**

The chairman of deacons shall appoint a Baptismal Committee each year. The committee will consist of deacons and wives.

**Purpose of the Committee**

The committee shall assist the pastor and the candidate(s) for baptism in preparing for and administering the ordinance.

**Duties of the Committee**

1. See that the baptismal facilities are clean and ready for use. This includes filling and heating of the baptistry and checking the dressing rooms.
2. See that the lighting in baptistry area is turned on.
3. See that each dressing room is equipped with towels and bags for wet clothing.
4. Assist candidates in moving in and out of the pool and to their dressing rooms.
5. See that towels and baptismal robes (if used) are properly cleaned after use.

**BENEVOLENCE COMMITTEE**

**Purpose of the Committee**

The committee shall lead the church in meeting the benevolence needs of church families, community residents and transients.

**Duties of the Committee**

1. Develop ministry guidelines to follow in rendering assistance. These guidelines should include kinds of assistance, limit(s) of assistance, and criteria for individuals to be assisted.
2. Work closely with the pastor, deacons, and mission organizations in locating and meeting needs.
3. Determine available community agencies that provide various types of assistance. Refer persons to appropriate agencies.
4. Request and administer budget allocations.
5. Work cooperatively with other churches, the Calhoun Baptist Association and the Baptist Service Center South in coordinating benevolent ministries.
6. Involve church members in benevolent ministries when possible.
7. Make reports to the church during business meetings, remembering to respect the dignity of those assisted by not revealing names publicly.



## BUDGET AND FINANCE COMMITTEE

No one may serve on this committee if a member of his or her family is a paid staff member of the church. The church treasurer shall be a member of this committee. Financial secretary shall serve as a non-voting adviser to this committee.

### Purpose of the Committee

The committee shall assist the church in administering the financial affairs of the church.

### Duties of the Committee

1. Submit to the church for approval an annual budget at least one month prior to the beginning of the new fiscal year. This shall be done after consulting with staff members, program directors and committee chairmen regarding their requests for allocations.
2. Oversee the expenditure of funds in relationship to offerings received and allocations. Make recommendations for changes in budget allocations during the year as needed.
3. Consider and recommend to the church for approval methods of financing special projects and/or purchases not included in annual budget.
4. Consider and recommend to the church for approval the allocation of any special donations of money and/or property received by the church, which are not previously designated.
5. Consider and recommend to the church for approval the allocation of any money received from the sale of church property.
6. Advise the treasurer, when requested, regarding the paying of bills and the investing of money in savings accounts.
7. Give guidance, when requested, to any member or organization of the church engaging in fund raising activities to see that they comply with By-Law Article IV, Section 7 "Fund Raising".
8. Take steps to see that sound procedures are used for receiving, counting, safeguarding, disbursing and accounting for all funds.
9. Work cooperatively with the trustees in conducting an annual audit.

## BUILDING GROUNDS MAINTENANCE COMMITTEE

### Purpose of the Committee

The committee shall assist the church in the care and utilization of its buildings, furnishings and grounds as they relate to church programs and activities.

### Duties of the Committee

1. Organize itself into subcommittees in order to more effectively carry out its duties.
2. Enlist church members to assist in carrying out its duties.
3. Maintain an inventory of all church properties. Original should be filed in a safe place.
4. Maintain all properties, buildings, and equipment. This work may be done by committee members, other church members or contractors outside the church.
5. Develop and maintain a service record of all operational equipment such as air conditioning units.
6. Inspect all church properties periodically.
7. Recommend policies for loaning of equipment to individuals, churches, schools, or civic organizations.
8. Inspect and maintain all fire-fighting equipment and exit plans.
9. Recommend the need for hiring maintenance personnel or for contracting custodial services.
10. Represent the church in contracting for custodial services in regards to cost and services to be rendered.
11. Develop and recommend an adequate insurance plan to protect all buildings and property.
12. Recommend and administer budget allocations for maintenance and repair of church buildings and property.
13. Provide supervision and inspect all work done by outside contractors.
14. Work with the church council in space utilization.
15. Report to the church as needed concerning the status of buildings, equipment and expenditures.
16. Report to the church as need concerning the status of buildings, equipment and expenditures.

**BUS/VAN COMMITTEE**

**Purpose of the Committee**

The committee shall assist the church in the purchase, maintenance, insuring and scheduling for use of all vehicles. The committee shall also approve all drivers.

**Duties of the Committee**

1. Develop and recommend for approval by the church guidelines governing the scheduling and use of vehicles and the approval of drivers.
2. Maintain and repair all vehicles as required.
3. Develop and maintain a service record for all vehicles.
4. Recommend an adequate insurance plan to cover vehicles, passengers and the church.
5. Recommend for purchase vehicles needed for the ministry of the church.
6. Recommend and administer budget allocations.
7. Report to the church as needed regarding status of vehicles and expenditures.
8. Keep a current file of approved drivers having Commercial Driver's License (CDL).
9. Recommend that at least one-half the committee members have a current and valid CDL.

**BUS MINISTRY COMMITTEE (Bus/Van Sub-Committee)**

**Purpose of the Committee**

The committee shall assist the Bus Minister and the church in planning and implementing an effective ministry of providing transportation to and from church activities for persons otherwise unable to attend.

**Duties of the Committee**

1. Work with the Bus Minister to develop an effective Bus Ministry.
2. Enlist and train members of the church to assist in this ministry.
3. Assist the Bus Minister in planning, implementing and evaluating special promotions for attendance, evangelism, or benevolence directed toward those being reached through the bus ministry.
4. Recommend and administer budget allocations.
5. Report to the church regularly on the accomplishments, plans and needs of the bus ministry.

**CONSTITUTION AND BY-LAWS COMMITTEE**

**Purpose of the Committee**

The committee is responsible for leading the church to keep its Constitution and By-Laws current and to make copies of it available to the congregation.

**Duties of the Committee**

1. Meet periodically to review Constitution and By-Laws for possible revision.
2. Take steps to ensure that revised copies of the Constitution are made available as changes are approved by the church. Old copies should be discarded so as not to cause confusion.
3. Take steps to ensure that current editions of the Constitution and By-Laws are made available to all members.
4. Review any proposed amendments to the Constitution and By-Laws so as to assist the church with information needed in considering an amendment.

## FLOWERS AND MEMORIALS COMMITTEE

### Purpose of the Committee

This committee shall arrange for appropriate flowers and decorations for congregational worship services in the church sanctuary and other church activities as called upon. They shall assist the church office and library staff in expressing sympathy by either sending flowers or by the placing of memorials (books, etc.) for use in the church library upon the death of members, members' immediate family (spouse, parents and children), former staff, etc.

### Duties of the Committee

1. Develop and recommend for church approval policies and procedures for securing, arranging and disposing of flowers and decorations used for worship services and other church activities.
2. Recommend policies for sending of flowers or donation of memorials in the case of death. Considerations for such policies should include but are not limited to cost range, persons to be included and types of memorials.
3. Recommend and administer budget allocations.
4. In coordination with the church office, the committee is to provide a means for individual members to schedule and contribute flowers on occasions special to the individual(s). Dates can be chosen except during Christmas and Easter or other special church events.
5. Report to the church as needed.

## HISTORICAL

### Purpose of the Committee

The committee shall assist the church in making and keeping accurate records safeguarding all historical records, and in helping members to appreciate their church's history and their larger heritage as Baptists.

### Duties of the Committee

1. Organize itself into subcommittees to more effectively carry out its duties.
2. Develop and recommend for church approval guidelines for recording and safeguarding records of its current life and work.
3. Work cooperatively with the church clerk, the media-library director and church staff in locating and maintaining historical information.
4. Lead the church to know and celebrate its heritage.
5. Provide statistical information and historical information as called upon by the church and/or its staff.
6. Recommend and administer budget allocations.
7. Report to the church as needed.

## HOST AND HOSTESS COMMITTEE

### Purpose of the Committee

The committee shall work with the church administration in providing for meals and/or transportation of individuals and groups visiting the church. They shall also assist with fellowships as called on.

### Duties of the Committee

1. Work with the church hostess and church council in providing lodging, meals and transportation for individuals or groups visiting on church invitation. This would include but is not limited to evangelists, musicians, choirs, Associational or State Convention meetings hosted by our church, and community activities hosted by our church, and community activities hosted by our church.
2. Assist the Church hostess and church council in providing for church fellowships and social activities.
3. Assist the Church Hostess in securing and maintaining items needed for social activities (i. e., table cloths, serving trays, etc.).
4. Recommend and administer budget allocations.
5. Report to the church as needed.

## LORD'S SUPPER COMMITTEE

The chairman of deacons shall appoint a Lord's Supper Committee each year, consisting of deacons.

### Purpose of the Committee

The committee shall assist the pastor in preparing for observing the Lord's Supper and shall care for all equipment and supplies used in observing this ordinance.

### Duties of the Committee

1. See that all necessary equipment and supplies are available and in place for the observance of the Lord's Supper.
2. See that all equipment is gathered, cleaned and stored after each observance of the ordinance.
3. Work with the pastor in planning and evaluating the observance of the ordinance and make suggestions as to how it may be improved.
4. Recommend to the church the purchasing of equipment as needed.

## MISSIONS COMMITTEE

### Purpose of the Committee

The committee shall assist the church and its program leaders in determining and coordinating the mission work of the church.

### Duties of the Committee

1. Work through the church council to coordinate the mission work of the church.
2. Lead the church to make a study of church and community needs.
3. Recommend plans for ministering to the church and community in light of recognized needs.
4. Maintain communication with the Calhoun Baptist Association and other appropriate groups regarding missions development.

## PARLOR COMMITTEE

### Purpose of the Committee

This committee shall assist the church in furnishing, maintaining and scheduling the use of the Church Parlor.

### Duties of the Committee

1. Develop and recommend to the church for approval guidelines regarding the furnishing and use of the parlor.
2. Work with the Church Hostess in scheduling the use of the parlor in compliance with approved policies.
3. Approve all furnishings to be placed in or removed from the parlor.
4. Recommend and administer budget allocations for furnishings and maintaining the parlor.
5. Report to the Buildings and Grounds Maintenance Committee when any repair work needs to be done.

## SOUND COMMITTEE

### Purpose of the Committee

The committee will supervise the operation and ensure proper maintenance of the equipment in the church.

### Duties of the Committee

1. Enlist, train, and schedule operators of audio and video equipment for all church events that require operators. This includes but is not limited to worship services, weddings, funerals, banquets, fellowships, special music presentations, revival services, etc.
2. Inventory and secure all equipment.
3. Maintain all equipment.
4. Assist media library staff, when called upon, in establishing and maintaining a library of films, filmstrips, audio cassettes, and other visual aids deemed necessary.
5. Record worship services and other events as called upon.
6. Work with program directors in seeing that classrooms are equipped with needed audio-visual aids (chalk boards, maps, record players, etc.).
7. Request and administer budget allocations for audio/visual equipment purchase and maintenance.
8. Review system operations and make recommendations for improvement.
9. Recommend and administer policies regarding the loaning of audio/visual equipment to individuals, churches, schools or civic clubs.

## USHER/WELCOME COMMITTEE

### Purpose of the Committee (Ushers)

The committee shall be responsible for properly greeting and seating those attending the worship services and supervising the gathering of the offering and shall be responsible for the comfort of those present.

### Duties:

1. Greet and seat members and visitors.
2. Provide information about church services, programs and facilities.
3. Distribute Sunday bulletins and other printed material as requested.
4. Receive the offering.
5. Be attentive to comfort and needs of members, visitors and worship leaders before during and after congregational services.

(continued)

**(USHER/WELCOME COMMITTEE continued)**

**Purpose of the Committee (Welcome)**

The committee shall be responsible for properly greeting members and/or visitors to Sunday School; for distributing bulletins and other information; making sure visitors feel welcomed to Meadowbrook Baptist Church and directing visitors to various areas of the church.

**Duties:**

1. Arrive early before Sunday School, report to assigned station and greet members and/or visitors to the church.
2. Distribute Sunday bulletins and other printed material as requested.
3. Provide information concerning Sunday services, programs and facilities.
4. Direct visitors to the Welcome Center and/or appropriate Sunday School classes.
5. Inform church administration concerning first-time visitors to the church.
6. Maintain the Welcome Center to make sure everything is provided for those visiting the church; i.e., church and/or program literature, visitor information sheets, refreshments, etc.

**STUDENT MINISTRY SUPPORT COMMITTEE  
(formerly the Volunteer Youth Ministry Team)**

**Purpose of the Committee**

To be used by the Lord in the lives of Meadowbrook young people. To love, encourage, and become closely involved with them. To do everything possible to make Meadowbrook Baptist's student ministry excellent.

**Duties of the Committee**

1. Assist the Student Minister in the planning and implementation of a calendar of activities for students to include, but not limited to, fellowships, Bible studies, recreation, retreats, trips, youth revivals and evangelistic outreach activities.
2. Assist the Student Minister in preparing the annual budget for student activities.
3. Work cooperatively with other ministries of the church to avoid conflicts of scheduling or overlapping of activities.
4. To build lasting relationships with the students.
5. To be a spiritual model for the students. To be available to them for prayer or counsel.
6. In the absence of a Student Minister, to fulfill the activities of the student calendar and provide for leadership in the ministry until a suitable replacement is hired by the church.

**Membership on the Committee**

1. The number and term of committee members to serve will be determined by the nominating committee in accordance with the dictates of the Constitution.
2. The Student Minister is a permanent member of the committee.

## **CHILDREN'S MINISTRY SUPPORT COMMITTEE**

### **Purpose of the Committee**

To be used by the Lord in the lives of Meadowbrook's children. To love, encourage, and become closely involved with them. To do everything possible to make Meadowbrook Baptist's children's ministry excellent.

### **Duties of the Committee**

1. Assist the Children's Minister in the planning and implementation of a calendar of activities for children to include, but not limited to, AWANA, fellowships, Bible studies, recreation, retreats, camps, trips, revivals and evangelistic outreach activities.
2. Assist the Children's Minister in preparing the annual budget for Children's activities.
3. Work cooperatively with other ministries of the church to avoid conflicts of scheduling or overlapping of activities.
4. To build lasting relationships with the children.
5. To be a spiritual model for the children. To be available to them for prayer or counsel.
6. In the absence of a Children's Minister, to fulfill the activities of the children's calendar and provide for leadership in the ministry until a suitable replacement is hired by the church.

### **Membership on the Committee**

1. The number and term of committee members to serve will be determined by the nominating committee in accordance with the dictates of the Constitution.
2. The Children's Minister is a permanent member of the committee. 7/15/2009.

## **COSTUME AND PROPS COMMITTEE**

### **Parameters of Committee:**

1. To collect and catalogue costumes and props and other items used as props in church productions and events so that they might be better maintained and efficiently used.
2. To maintain designated areas as a costume room and a prop room.
3. To nominate and support an official costumer and, later, a props master who can oversee the distribution and return of costumes and props.
4. To recommend and/or cause the purchase or creation of needed costumes, props and scenery pieces needed for church productions and events.
5. To assist the various committees involved in musical, youth or missions activities of Meadowbrook Baptist Church by providing support in the area of costumes, props and scenery.
6. To in no way replace the efforts of any group or individual who has volunteered or will volunteer in the future to give their time, talents, gifts and hard work in any music, youth, Eternity House or mission project. This committee will only assist with the costuming and props as requested.
7. To operate under the supervision of the Minister of Music. This committee will request a budget amount from the Budget and Finance Committee and maintain its own budget.

## **DIRECTOR OF DRAMA MINISTRIES**

### **Parameters of Position:**

1. To coordinate the drama activities of Meadowbrook Baptist Church as requested. The director would be available to all ministries of the church to assist with the selection of scripts, rehearsal and directing the performance of dramatic activities of the church, or any related function.
2. To act as the initial and primary contact in response to requests for drama presentations within our church as well as requests from outside of the church for dramatic ministry and evangelistic opportunities.
3. To function under the supervision of the Minister of Music.
4. To request a budget from the Budget and Finance Committee, as needed, and manage that budget to support the drama ministry outreach for Meadowbrook Baptist Church.
5. To serve on the Costume and Props Committee (contingent on approval of that committee). August 2002.

## INTERNAL CONTROLS COMMITTEE

As per church action on February 9, 2005, the Internal Controls Committee is established with the following mandate:

The Internal Controls Committee is to be composed of at least 3 church members of whom one member will be from the Budget and Finance Committee. This Internal Controls Committee is to be appointed by the Budget & Finance Committee and is charged with conducting at least one internal control audit per year and others as needed or requested. The committee will consist of individuals who have experience or training in financial and auditing matters. This committee will make sure that the integrity of the church relative to financial matters is held to the highest standards possible; this committee will review all aspects of money handling within the church. The reports and recommendations from this committee will go to the church trustees, the Budget and Finance Committee, the Day Care Committee and the Personnel Committee as well as the Pastor or his designated administrative person for implementation.

The policies and procedures guiding this committee shall come from the document "Internal Control Practices for Baptist Churches" as compiled by Jim Swedenburg of the Alabama Baptist Convention, Montgomery, Alabama. This is a portion of the notebook entitled: Financial Issues for Treasurers and Church Financial Leaders. This compilation comes from "Fifty Internal Controls Practices for Every Church: A Test"; The Church Guide to Internal Controls: Richard Vargo; Church Law and Tax Report: Springville, MO.

## SECURITY COMMITTEE

### Purpose of the Committee

This ministry serves the church by providing the congregation a safe and secure place to worship.

### Duties of the Committee

1. Patrol church buildings and grounds during services to ensure that these are protected from unauthorized visitors.
2. Recruit non-committee members to serve as needed.
3. Notify police in case of emergency, including but not limited to break-ins, vandalism, theft, assault.
4. Escort members, visitors and staff members to parking areas upon request.
5. Provide information and direct people to sanctuary and other meeting areas.
6. In cooperation with the Building and Grounds Committee, make recommendations to the church regarding security needs of the facilities.

### Membership on the Committee

The number and term of committee members to serve will be determined by the nominating committee in accordance with the dictates of the Constitution. 7/15/2009.



**General Policies**

The policies on the following pages cover the following matters:

Sanctity of Marriage  
Handling of Money  
Use of Building  
Abundant Life Center  
Weddings  
Church Parlor  
Church Bus  
Kaufman Media Library  
Youth Game Room  
Adult & Youth Mission Trips  
Audio Visual Policy  
Bus Ministry Policy

These policies are not a part of the Constitution and By-Laws and may be changed at any time by action of the church. It is expected that all members will adhere to these policies. They enable us to be better stewards of the resources God has given us to serve Him. 10/14/92

## SANCTITY OF MARRIAGE POLICY

### Meadowbrook Baptist Church of Oxford, Alabama

Meadowbrook Baptist Church of Oxford, Alabama (MBC) believes the Holy Bible is the inerrant and infallible Word of God. The Scriptures teach that the origin of man and his relationships to creation were through the sacred union of a man and a woman. God has ordained marriage as a union of one man and one woman. Scripture condemns unnatural relationships between man and man and woman and woman. The policies of MBC have been and continue to be in submission to this stated Word of God. The purpose of this policy is to clearly state this church's position.

The teaching and ministries of MBC shall recognize only the sanctity of marriage between a man and a woman. No ministry of this church shall recognize the validity of any position that condones any same sex relationship, whether marriage or a union replicating marriage, or advocates the legalization of any homosexual activity.

Meadowbrook Baptist Church of Oxford, Alabama facilities shall only be used in compliance with this policy. Church facilities or any properties owned or maintained by this church, may not be used by any person, group, or organization that advocates, endorses, or promotes homosexuality as an alternative or acceptable lifestyle. This policy applies to any use of church facilities, including but not limited to, weddings, community or civic meetings, Bible studies, birthday parties, anniversaries, wedding or baby showers, or meeting for any other purpose.

Meadowbrook Baptist Church of Oxford, Alabama employment policies, including hiring and terms and conditions of employment, conform to the scriptural requirements of one man and one woman relationships. The church will not hire or continue employment of any person who engages in homosexual conduct or advocates the homosexual lifestyle in any of its variations.

Adopted by MBC at regular business meeting on June 11, 2015

### The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15, 17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8, 14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

## HANDLING OF MONEY

The Budget and Finance Committee in cooperation with the church treasurer, the financial secretary, chairman of deacons and pastor shall take steps to see that sound procedures are used for receiving, counting, safe-guarding, disbursing and accounting for all funds.

Procedures for handling of money shall include but are not limited to the following:

1. The church shall use the standard double entry bookkeeping system.
2. Offerings received through the Sunday School and/or first worship service shall be carried to the church office along with attendance records.
3. Offerings received during the Sunday School and Sunday worship services shall be deposited uncounted in the church safe by the Sunday School leadership and/or deacons of the week. These offerings are to be counted on Monday morning by a counting committee *selected* and approved by the finance committee. There must be at least three members of the counting committee present to count offerings. The financial secretary may not be involved in counting of offerings by recommendation of auditor.
4. Any weekday special offerings (i.e. revivals, etc) will be deposited in the church safe by deacons of the week and counted the following day by the appointed counting committee. There must be at least three members of the counting committee present to count offerings.
5. An offering report (count sheet) shall be completed and signed 'by all the counters. The counting committee (at least two members) will make deposits on the day of the count. An offering report (count sheet) shall be completed and signed by persons making deposit. Midweek contributions/money (if any) shall be deposited in the church safe to be counted after the next Sunday.
6. The treasurer shall disburse funds only in accordance with the church budget and for other expenditures *as* approved by the church.
7. Anyone authorized to spend church monies other than fixed expenditures will check with the Church Treasurer prior to making an obligation over \$200.00 in the name of the church (By-Laws, Article IV, Section 2).
8. No organization or member of Meadowbrook Baptist Church will engage in any fund raising activities (e.g. selling soliciting, etc.) outside of church membership in order to raise funds to support any church sponsored activity (By-Laws Article IV, Section 7).
9. The church insurance policy will contain a section to cover financial theft from employees and church members who handle money for the church.
10. A monthly financial report shall be presented to the church at its regular business meeting.
11. An annual audit shall be conducted.
12. All checks issued on all Meadowbrook Baptist Church checking/savings accounts (including payroll account) must have two signatures which would consist of two of the following: Treasurer, Assistant Treasurer, or member from Budget and Finance Committee so designated by the Budget and Finance Committee to sign checks. The Budget and Finance Committee will submit annually to the church three committee members who will have authority to sign checks if the Treasurer or Assistant Treasurer is not available.
- Para 13. Church funds will not be used for rewarding volunteers by any spending authority

**COUNTING COMMITTEE GUIDELINES  
HANDLING OF OFFERING MONEY**

- All members of the counting committee (CC) must be approved by the Church Budget and Finance Committee and must agree to these guidelines in order to serve as member of the counting committee. The Church Budget and Finance Committee will appoint a Head Counter to coordinate and recommend others to serve on the Counting Committee.
- All Monies collected in regular Sunday services will be deposited by the deacons of the month in the church safe following each service. The total will be counted on Monday and deposited at the bank. Any special or weekday offering will be deposited in the church safe and counted the following Monday at the Church. This too will then be taken to the bank and deposited.
- Three (3) Members of the Counting Committee must be present to count on Monday Mornings
- All information or activities discussed within committee (especially during counting) will remain strictly confidential Contributions to the church are to be held in the strictest of confidence. The Church Financial Secretary is the **only** person, outside the members Counting Committee that can discuss financial matters within Committee. Please discuss matters behind closed doors for confidentiality sake. Please do not discuss who gives and how much with anyone, even your family members.

Counting procedures as established by the Church Policy dealing with Handling of Money must be followed.

**I understand these guidelines and I agree to follow these guidelines as I serve on the Counting Committee:**

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Chairman of Finance Committee indicating  
that the Finance Committee has approved this individual

\_\_\_\_\_  
Date Approved

## USE OF BUILDING AND PROPERTIES

### General Guidelines

1. Any use of buildings and properties will be guided by the fact that they are dedicated to worship, Bible teaching, evangelism, character building and related activities.
2. Regularly scheduled meetings have priority over any request for special use of facilities and equipment.

### Scheduling

1. A request for using buildings or equipment is to be made with the church office so as to be coordinated with the church calendar.
2. The pastor, or his designee, will handle conflicts in scheduling.
3. All scheduling and utilization of facilities and equipment must follow existing guidelines (e. g., ALC Policies, Parlor policies, etc.)

### Use of Buildings

1. No use of the building shall distract from the purpose and spirit of the church.
2. No smoking or consumption of alcoholic beverages shall be permitted.
3. The use of decorations, posters, etc. shall not be used if they damage the building or furnishings.
4. The erection of temporary structures (platforms, etc.) shall first be approved by the pastor, or his designee.
5. The moving of furniture shall be done only with approval of the pastor, or his designee, and shall be returned to its proper place in time for regular meetings.

### Equipment

1. Audio-Video equipment shall be loaned only as it complies with existing policy of Media Library and/or Audio-Visual Aids Committee.
2. All equipment (not assigned to Media Library) shall be checked out/in through the church office.
3. Person using equipment is responsible for its care and is to see that it is properly relocated when returned.

### Musical Instruments

1. Persons will be allowed to play the organ or piano(s) only with the permission of the minister of music or his designee.
2. The organ or piano(s) shall not be moved except as approved by the minister of music or his designee.

## ABUNDANT LIFE CENTER

### Membership or Eligibility

1. Members of MBC, or any member of its Sunday School, Church Training, RA's, GA's, choirs and other church sponsored organizations are eligible for participation privileges.
2. Any minor must be accompanied by an adult at all times while using the ALC for organized activities.
3. Visitors for recreation activities must sign in the following: name, date, whose guest they are and what church they attend.

### Reservations

1. All groups requesting reservations must provide adequate adult supervision with children and youth activities.
2. Reservations should be made one month in advance. The facilities will be relinquished upon termination of reserved time. Reservations should be promptly canceled if plans are changed.
3. Reservations that require the use of the recreation facilities will require that a volunteer staff person be present. Each group or organization is encouraged to designate a VSP for their activities. Any temporary VSP must be cleared by the pastor or his designate.

**(ABUNDANT LIFE CENTER continued)**

4. All requests for reservations, with the exception of the pastor and/or associate pastor should be made one month in advance to the church secretary to be considered by the ALC Committee at regular monthly meetings. After the first Wednesday of each month, the church secretary will notify persons as requests are approved.
5. Quarterly reservations may be made for specific activities, such as exercise classes, etc., but must be renewed and reviewed quarterly. In case of conflict of requests, representatives of both groups will be requested to meet with the ALC Committee to work out a compromise. Decision of the ALC Committee will be final.
6. Any worship or church-wide service will always take precedence over quarterly scheduled activities.
7. Late requests made for use of facilities needed before meeting of the ALC Committee may be approved by the pastor or his designate as long as they do not conflict with already scheduled activities and if game type activities are involved, a member of the VSP must be present to see that all ALC rules are enforced.
8. Only MBC groups and organizations may make reservations and the only outside (non-church members) groups who may have access to use of the facilities for recreational purposes must be sponsored by the Calhoun Baptist Association or the Alabama State Baptist Association with fees and supervision to be determined by the ALC Committee. These groups renting the facilities will not be subject to guest registration rules and limitations.

**Guest of Members of Non-Organizational Activities (Free Play)**

1. A member may bring no more than one guest at any time unless approved before-hand by the ALC Committee.
2. A guest for recreational activities will be requested to complete fully a Guest Registration on each visit to the ALC.
3. The sponsoring member is responsible for his guest(s) at all times in the ALC. The member is required to remain in the facility with his guest(s). If the member leaves, the guest(s) must leave also at the discretion of the VSP.
4. The ALC will be open for free play only when a member of the VSP is available to supervise activities and insure that all rules for participation are observed. Times and groups involved will be published in the weekly bulletin. (Example: Free play – Friday 7:00-10:00 P.M. Men 16 and Up) The facility will be closed during all major church emphases, revivals, Bible study, etc. and will be closed one hour before all services.

**General Guidelines for Participation**

1. The ALC is part of the MBC and those participating and enjoying the activities should conduct and dress themselves accordingly. Any violations of dress and conduct can result in discipline.

**Girls**

- a. No halter tops
- b. No short shorts
- c. No mesh jerseys

**Boys**

- a. Wear shirts at all times
- b. Appropriate clothing at all times

2. The snack area is for eating and drinking refreshments. No food or drink is allowed in the rest of the facility during a recreation activity.
3. Unauthorized entrance into the ALC may result in the suspension of participating privileges. The front door should be used for all entering and exiting for recreational activities. All other doors are for emergency exiting only.
4. No tobacco of any kind allowed in any area of the ALC.
5. Participants are requested to remain inside the facility. No loitering outside the front entrance or in the parking lot will be permitted.
6. No pets or animals are allowed in the ALC unless approved by the ALC Committee.
7. Discipline and suspension policies are at the discretion of the VSP, ALC Committee and Pastor.
8. Only authorized recreation staff members are allowed in the equipment room or office.

**(continued)**

(Abundant Life Center, continued)

9. The use of personally owned sports equipment in the ALC is discouraged. This regulation will allow more effective control of equipment.

Telephones

1. The phone in the recreation office is for administrative use only.
2. The phone may be used with permission from VSP or paid staff person(s) on duty.

Volunteer Staff Personnel for Recreational Activity

1. VSP must be a regular attending member of all worship services at MBC or satisfactory explanation as to lack of attendance explained to ALC Committee before being approved.
2. They may volunteer for supervision of activities involving any age group or time slot when the gym is available for use, but should schedule activities one month in advance.
3. VSP will be responsible for opening and closing of the gym, supervising activities, enforcing visitation rules and must remain present for the entire time activity is in progress.
4. All those interested in serving in this capacity should submit a VSP form to the ALC Committee. All names submitted will be reviewed and volunteers selected after interview with the ALC Committee.
5. VSP will be issued a key to the ALC through the church office as scheduled activity approaches. The key is to be returned to the church office at the earliest possible time.
6. VSP must wear badge at all times when supervising activities in the gym. (3-13-85)

## **WEDDING POLICIES** **(Revised February 16, 2014)**

According to our beliefs and based on the scripture in Romans 1:26 - 32 in the Bible, Meadowbrook Baptist Church recognizes marriage as being the joining together of one man and one woman. It is against our belief to have any ceremonies or celebrations for people with affection for the same sex. We believe that marriage is a union between one man and one woman, following biblical principles (Gen 2:19-24, Lev. 18:22, Matt. 19:4-6, Rom. 1:18-27, Eph. 5:22-33, Heb. 13:4). We believe that God sanctions only the union in marriage of a man to a woman, including civil unions. Therefore, Meadowbrook Baptist Church sanctions only a ceremony compatible with those standards. Due to our belief in the biblical teaching about marriage, same sex couples will not be married in any facilities or on any properties owned by Meadowbrook Baptist Church. Ministers, or employees of Meadowbrook Baptist Church will not perform, participate in, or advocate for any same sex marriages or civil unions whether on or off church owned properties. Doing so would be grounds for termination. The bride or groom must have been a member (in good standing) of Meadowbrook Baptist Church for at least six (6) months before the wedding date. The administrator and/or pastor will define the term "in good standing" if clarity is needed. Parents who meet the above requirements may request that their child be married at Meadowbrook Baptist Church. The Wedding/Hostess committee will review the request and make a recommendation to the pastor.

Marriage at Meadowbrook Baptist Church is a service of worship. This is a sacred time and needs careful spiritual and material planning. The Pastor is anxious to give you time to discuss your wedding plans and wants to help.

1. **Setting the Date:** When you have made a decision about marriage, please contact the church office to arrange for a date. The date of the wedding and consultation with the Pastor can be set at this time.
2. **Working with the Pastor:** Our Pastor wants your wedding to be a good experience as you begin your life together. Therefore, he will discuss the wedding ceremony and seek to fulfill your wishes. Our Pastor will officiate unless another clergyman is desired, (this request must be made through the Pastor).
3. **Wedding Hostess Committee:** Upon completion of the scheduling, our Wedding Hostess Committee will be notified and assume the responsibilities to assist the wedding party, while they are using our facilities.
4. **Wedding Fees:** You are required to pay \$100.00 custodial fee. The custodial fee does not include cleaning the kitchen. The custodian will clean all other floors, return pulpit furniture, and clean bathrooms.
5. **Damage Deposit:** A damage deposit of \$100.00 will be paid to the church secretary before the date can be placed on the church calendar. This damage deposit will be returned one week after the wedding once the Wedding Hostess Committee has inspected and approved the facilities and equipment. If anything is damaged, the full deposit may not be returned.
6. **Service Equipment:** Punch bowls, plates, china, silverware, cups are available for members for use, in the church only, at no charge. The church Wedding Hostess Committee is responsible for checking in and out equipment. The person in charge of the reception is expected to leave the equipment clean, in order, and stored in its proper place.
7. **Planning the Music:** If someone other than the church organist or pianist is playing in the wedding, this person must meet with the Minister of Music. Since a church wedding is a religious experience, only music acceptable to our church shall be used. All wedding music must be approved by the Minister of Music or Pastor.
8. **Miscellaneous Fees:** (Not included in wedding fee or damage deposit)  
You will make arrangements with the sound technician if you wish to use the sound system. Only qualified operators who have been trained and elected by our church will be permitted to operate sound equipment belonging to the church.

(continued)



**(Wedding Policies, continued)**

All tapes for audio will be supplied by the wedding party (see Planning the Music).

Anyone desiring to hire the Church Pianist or the Church Organist must contact them personally to discuss their availability and fees. Sound Technician - \$20.00 per hour

9. Wedding Rules:

- A. Because we are interested in proper maintenance of church property and avoiding damage to the same, any damage done by the decorator, the florist, photographer, caterers, or others, must be repaired to the satisfaction of Hostess and Pastor.  
**Note: No nails, tacks, tape or screws shall be put in walls, furniture or pews.**
- B. Only drip-less candles may be used and plastic must be placed under all candles. Only votive candles in votive cups may be placed in the windows. All candles must be put out as soon as possible after the ceremony. Candles may be used at the end of pews, however, they are not to be clamped or attached in any way to the pew.
- C. Any moving of furniture or equipment must be done under the supervision of the Hostess or the Custodian. Choir chairs and partition walls may not be removed. Any furniture or equipment that is moved must be re placed in its original position on the day of the wedding.
- D. All flowers and decorations must be removed on the day of the wedding unless other arrangements have been made. Those wishing to leave flowers in the church building to be used on Sunday must notify the Hostess or the church Secretary.
- E. Only bird seed (no rice, confetti, etc.) can be used in weddings. It cannot be thrown inside the buildings. All wrappings, ribbons, etc., that are scattered outside as the bride and groom are leaving will be removed by the wedding party.
- F. No food or beverages are allowed outside the Fellowship Hall.
- G. No tobacco products or alcoholic beverages will be allowed on church property at any time. If communion is to be held during the wedding, only grape juice will be served.
- H. No wedding or rehearsal will be conducted when any member of the party is under the influence of alcoholic beverages or illegal substances.
- I. Any decoration used in the Fellowship Hall or on the walls of the Fellowship Hall must be secured by straight pins or tape only. No nails or screws are allowed.
- J. No hymnals or other items in the pew racks are to be removed.
- K. The dress attire of the wedding party should be in good taste and should conform to suitable clothing for a religious ceremony.

10. Planning the Reception: The Fellowship Hall and the kitchen must be reserved through the church office at the time the wedding date is set. If a caterer is to be used, he/she should be informed of all church rules and responsibilities for equipment used. He/she may be given a copy of these policies.

- A. Rules for Abundant Life Center and Kitchen
  - 1) Wash all dishes and replace them in proper containers, cabinets, etc.
  - 2) Put church dish towels and cloths used on top of the washing machine.
  - 3) Sweep and mop kitchen floor.
  - 4) Empty all trash cans and replace trash can liners with those available in the janitorial closet.
  - 5) Use only church side of refrigerator for storage. Do not use foods in storage room, refrigerator or freezer unless approval is granted by the Hostess Committee. Any food left must be properly stored with labels and lids.
  - 6) All dishes brought from home, caterer, etc. must be returned to owners.
  - 7) Tables and chairs must be returned to storage if used.
  - 8) Stove sinks, and counter tops must be cleaned.
  - 9) Dishwasher must be emptied and cleaned. The Wedding Hostess will show the person(s) in charge how to use the dishwasher.

- 10) Church pots, pans, kitchen equipment, new tables and chairs are not to be loaned out to groups or individuals.

(Note: Older tables and chairs may be loaned by signing a loan agreement through the church office.)

**(continued)**

(Wedding Policies, continued)

B. Parlor Rules:

The church parlor is a formal setting for gatherings such as teas, pastoral counseling, gathering of families prior to funerals or any other formal function. The gym is available for large gatherings and the Ellen Ford Sunday School classroom is available for smaller gatherings such as adult bible studies, meetings etc. The work room next door is also available. The parlor provides the church family with a formal room that is set aside and ready when needed.

1. Children and youth activities are limited to those listed above.
2. Parlor will be scheduled on a first-come basis.
3. Rearranging of furniture is prohibited without approval of Church Hostess or Wedding Hostess Committee.
4. Parlor furnishings will not be removed from the parlor to be used in other areas of the church without approval of the committee or church office.
5. Additions such as posters, wall-hangings, etc. must be approved.
6. Decorations used for any activity will meet a minimum fire and safety code.
7. Because of limited space, no wedding receptions will be scheduled in the parlor.
8. Only dripless candles will be used.
9. Church office will schedule events for the parlor and will maintain the key.
10. The parlor may be used as a place to make formal portraits, but is not to be used as a dressing room for weddings.
11. No non-member use.

Any exceptions to the above must be approved by the Church Hostess or Wedding Hostess Committee. Suggested activities, but not inclusive formal activities are: Bridal Teas, Mother-Daughter Teas, Baby Showers or Teas.

11. Designated Dressing Areas for Wedding Party

Men - Rooms 507 & 508

Ladies (including Bride) - Ellen Ford SS Room (Second door on right in main hallway from West doors)

**WEDDING FEES**

Use of Building	\$ 0.00
Custodial Fees (Paid to custodian)	\$ 100.00
Damage Deposit (Refundable)	\$ 100.00
Sound Technician (Paid to Technician)	\$ 20.00 per hour

Parlor and Garden Weddings fees will be adjusted.

**CHURCH PARLOR  
(Revised 02/12/03)**

The church parlor is a formal setting for gatherings such as teas, pastoral counseling, gathering of families prior to funerals or any other formal function. The gym is available for large gatherings and the Ellen Ford Sunday School classroom is available for smaller gatherings such as adult bible studies, meetings etc. The work room next door is also available. The parlor provides the church family with a formal room that is set aside and ready when needed.

1. Children and youth activities are limited to those listed above.
2. Parlor will be scheduled on a first-come basis.
3. Rearranging of furniture is prohibited without approval of Church Hostess or Wedding Hostess Committee.
4. Parlor furnishings will not be removed from the parlor to be used in other areas of the church without approval of the committee or church office.
5. Additions such as posters, wall-hangings, etc. must be approved.
6. Decorations used for any activity will meet a minimum fire and safety code.
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9. Church office will schedule events for the parlor and will maintain the key.
10. The parlor may be used as a place to make formal portraits, but is not to be used as a dressing room for weddings.
11. No non-member use.

Any exceptions to the above must be approved by the Church Hostess or Wedding Hostess Committee. Suggested activities, but not inclusive formal activities are: Bridal Teas, Mother-Daughter Teas, Baby Showers or Teas.

**CHURCH BUS POLICY  
(Revised July 18, 2012)**

1. The church vehicles will only be used by official church organizations and/or for official church functions.
2. For reservation purposes, the 29 passenger bus will be known as bus #1 and the 25 passenger bus will be known as bus #2., and the 15 passenger bus will be known as bus #3.
3. Reservations are to be made at least two weeks in advance, when possible for bus #1, bus #2 or bus #3.
4. Reservations are to be made through the Church Secretary. Use of the vehicle should not be assumed until you have confirmation from the Church Secretary.
5. The buses can only be used for trips with 8 passengers or more including the driver.
6. A list of authorized drivers with a valid CDL and passenger endorsement driver's license is maintained by the church office. Only those names on this list have authority to operate these vehicles. This is an insurance company requirement. Only the 15 passenger bus can be driven without a CDL license but those drivers must still be on church insurance and be approved by the Bus Committee.
7. Church organizations desiring that a name be put on the authorized drivers list should submit same to the Bus Committee through the church office for approval.

The Bus Committee has also established rules regarding the maintenance of the buses and the safety of the passengers:

1. On each trip with passengers, the driver will completely fill out the trip log and maintenance sheet provided on a clip board in the buses.
2. Before starting the vehicle, each driver will determine that adequate engine oil is in the engine, adequate coolant is in the radiator, adequate air in the tires, and before leaving the parking lot of the church, determine that the vehicle has adequate stopping ability. The vehicle is not to leave the church parking lot until the above requirements are met. Tires are also to be checked by the driver every time the vehicle is fueled.
3. Smoking is prohibited by the drivers and passengers.
4. The driver is responsible for making certain the vehicle is cleaned (inside) before returning the vehicle to the parking garage. The church prefers no eating on the buses, but when time is a factor, the driver and the leader of the event are responsible to see that the passengers clean up after themselves.
5. All operating problems are to be reported to the church office in writing by the operator noticing same.
6. All keys are to be returned to the church office by the driver.

Meadowbrook Baptist Church members are to be given preference when there are more passengers than space available.

Two responsible adults are required when transporting children under the age of 18.

These vehicles represent a source of recreation and outreach for our church. It is our responsibility to see that they are maintained in a clean and safe condition.

## KAUFMAN MEDIA LIBRARY (Revised 08/10/04)

**Purpose:** The church media library supports each area of the church program by providing materials, both printed and non-printed, to strengthen and expand the program's ability to serve the members who attend. The church media library also provides the services necessary to maintain and use the materials which are housed in the library. The materials are also available to individual members of the church for their personal and leadership enrichment.

1. Library Hours:    Sunday Mornings 9:15 A.M. - 11:00 A.M.  
                              Sunday Afternoons 5:30 P.M. - 6:00 P.M.  
                              Wednesday Evenings 6:15 P.M. - 8:00 P.M.

The library is also open 15 minutes after the Sunday morning and evening worship services, and upon request. There is an adult staff member on duty each time the library is open.

2. The Media Library Staff consists of a Director and Associate Director and other staff as the Director designates in order to carry on the library's functions. The staff is recommended by the Church Nominating Committee and elected by the church. The Media Library is considered a supporting program of the church, not as a committee. Therefore, those people making up the staff are not limited by designated periods of service.

3. Printed materials in the library consists of books, vertical file items, and periodicals. Non-print materials include projected and nonprojected learning aids, compact disks, and audio and video cassette tapes. Printed materials may be checked out for a period of two weeks unless specified by the librarian. Non-printed materials may be borrowed for a time period as agreed upon by the librarian and the patron according to the need(s) or proposed use. Video tapes and certain reserved materials may only be checked out by adults because of their replacement value.

- a. Due to the high purchase and replacement costs, the following rules apply only to video tapes, Nintendo cartridges and boxed games:

1. These items are checked out for one week at a time. Only Nintendo game cartridges require a 50 cent rental fee each time they are checked out and may not be renewed on the day they are returned. To renew any other materials the patron must have the item with him/her at the time of the request.

2. These materials may be checked out by any member of Meadowbrook or anyone attending a program of the church, but children in grade 6 and under, must be accompanied prior approval of the Bus Ministry Director. Non-member persons must give information such as address and/or phone

3. Lost or damaged tapes, must be replaced at the current available price.

4. Only one item is permitted per person. Persons with overdue items may not check out another until the overdue item is returned or paid for. A fine of 50 cents per day (excluding Saturday) will be assessed on all materials which are not returned on their due date (with a maximum fee to be determined by the Media Staff)

5. Fines are not charged for overdue books; however, individuals who lose or damage materials are asked to pay for or replace the materials.

6. Kaufman Media Library Selection Policy (see below).

7. An integrated online card catalog is maintained in the Media Library as an index to both printed and audiovisual materials.

8. Budget monies are spent at the suggestion of the Library Staff with the approval of the Library Director. Recommendations for materials from interested persons are welcomed.

(continued)

(Kaufman Media Library, continued)

**KAUFMAN LIBRARY SELECTION POLICY**

For all materials secured for the Kaufman Library of Meadowbrook Baptist Church to be of the greatest benefit to our leaders and members, the following selection guidelines will be followed:

1. All materials should be accurate in facts, scriptural interpretation and doctrine.
2. All materials related to denominational groups and other religions should be objective in content.
3. All materials should reflect Christian standards of conduct and morality and should be free of racial and religious prejudice, political bias, social injustice and other evidences of unchristian attitudes and actions.
4. All materials should include and reflect sound educational methods and should aid in learning.
5. Gifts to the library are encouraged. It is suggested that gifts be money and the giver discuss with the library staff to determine the specific item desired and that item be purchased through the library's procedures.
6. All gifts to the library must meet the same standards as purchased items. No provisional items will be accepted.
7. Final approval of all materials rests with the library staff.

**YOUTH GAME ROOM**

1. Youth of MBC, grades 7-12, are eligible for participation privileges.
2. Any youth must be accompanied by an adult at all times while using the YGR for organized activities.
3. Scheduling by another adult church group can be made through the person in charge of Youth activities.
4. ALL youth activities take precedence over any other group scheduling.
5. The YGR will not be open during regularly scheduled church services or any other special services.
6. The YGR is part of the MBC and those participating and enjoying the activities should conduct and dress themselves accordingly. Any violations of dress and conduct can result in discipline.
7. Unauthorized entrance into the YGR may result in the suspension of participating privileges. The Youth Sunday School Department should be used for entering and exiting - exception: Youth Fellowships.
8. Misuse of equipment in the YGR will result in suspension of participating privileges.

**ADULT AND YOUTH MISSION TRIP EXPENSES POLICY**

**I. Adult Chaperones with Youth Trips**

1. Adults who accompany youth on youth trips will be expected to pay at least one-half of the housing costs on the trip (more may be required depending on the circumstances of the trip). The church will pay for food costs, transportation and the remainder of the housing costs for adult chaperones from budgeted accounts set up for this specific trip.
2. Adults who are asked to accompany youth trips will do so for the purpose of providing supervision and/or assistance with the program(s) as directed by the Minister of Youth/Students.
3. Adult chaperones for youth trips will be defined as individuals chosen at the discretion of the Minister of Students and as approved by the Pastor, who have shown maturity necessary to provide for a proper relationship with young people and who will be an identified member of the adult staff on the trip.
4. Adults who are asked to accompany and help with the youth trip and cannot afford to pay for associated costs will be allowed to act as chaperones if sufficient funds are collected prior to the trip from donors.

**II. Adult Mission trips**

1. Adults on Adult mission trips will be expected to pay for at least one-half of the housing cost on the trip (more may be required depending on the circumstances of the trip). The church will pay for food and transportation costs as well as the remainder of the housing costs for adults from budgeted accounts set up for the specific trip.
2. Adults who attend mission trips will be expected to be a functioning part of the adult team and participate in the planned activities.
3. Adults who are asked to accompany and help with the mission trip and cannot afford to pay for associated costs will be allowed to participate if sufficient funds are collected prior to the trip from donors.
4. Adults for mission trips will be defined as individuals over the age of 19 who have shown maturity necessary to participate and who will be an identified member of the adult team on the trip.
5. Youth (Grades 9-12) may participate in an Adult mission trip provided at least one parent of the youth accompany the youth on the trip. A youth that does not have a parent or a youth of a single parent or a youth whose parents are disabled may go provided he/she has an adult sponsor also going on the trip. The adult sponsor must obtain Power of Attorney for the youth during the time of the trip and will be totally responsible for this youth on the trip.

## **General Policies**

### **AUDIOVISUAL POLICY**

In order to be good stewards of the resources provided by our Heavenly Father through the faithful giving of tithes and offerings of His Servants, the audiovisual equipment and any software designed for use on the aforementioned equipment, shall be handled as follows:

**1. The purchase of audiovisual equipment and software shall be approved by or coordinated through the Minister of Education (or approved designee) in conjunction with the Media Library Director (or approved designee).** This procedure helps to prevent unnecessary duplication of already existing items and ensures the purchase of quality items appropriate for church-wide use. (It does not include software items that are acquired as part of program resources in a packet or kit.). This is presently a part of the Job Description of the Minister of Education and is part of the concept of the services of the Church Media Library.

Items specific to the Music Ministry shall be coordinated through the Minister of Music, a qualified interim person or in the absence of either, the Minister of Education or Media Library Director.

**2. All purchased equipment and software shall be inventoried (accessioned) before its use through the Minister of Education (or approved designee) in conjunction with the Media Library Director (or approved designee).**

Information in the inventory shall include item description, model number and serial number, purchased price, date purchased, and vendor name, address, and phone number. This information shall be kept in a secure location, reviewed annually, updated as needed, and be part of the records of items covered by insurance.

To help ensure proper return, all items shall be properly identified as belonging to Meadowbrook Baptist Church, by engraving if possible.

**3. The use of these resources shall be coordinated through the Media Library in conjunction with the Minister of Education (or approved designee) on a per use basis.** If a prolonged use is needed under a permanent loan agreement, the following guidelines must be in place:

- \* A designated person must accept responsibility for the distribution, upkeep, and return of the item(s)
- \* A secure (lockable) storage must be provided

The Media Library shall have in place a reservation system in order to allow preplanning of use in order to avoid conflicts.

**4. Since the Abundant Day Care Ministry is a separate entity apart from the church, this policy does not apply to its program and equipment.** However, the Day Care personnel must follow this policy should they desire to use "church" audiovisual equipment and software.

Approved March 13, 2002



**BUS MINISTRY POLICY**

1. The normal function of the bus ministry is to transport persons to and from their homes and Meadowbrook Baptist Church.
2. Bus drivers and chaperones will be recruited and scheduled by the bus ministry subcommittee.
3. In order to transport children, an adult driver and adult chaperone must be present on each bus.
  - a. Bus chaperones shall keep an accurate roll to include children's first and last names, school grade, address, and phone number. Chaperones shall also escort children to their classes when necessary.
  - b. Taking children to a place other than Meadowbrook Baptist Church will be considered a "special event." All special events will require:  
<sup>1</sup>signed parental consent for each child for and prior to the event, and <sup>2</sup>bus subcommittee approval prior to the event.
4. The Bus Ministry Director shall assist the bus ministry subcommittee in generating a schedule of special events.
5. The Bus Ministry Director shall attend church council meetings in order to avoid scheduling conflicts.

**12/12/12**

**PERSONNEL POLICIES  
MEADOWBROOK BAPTIST CHURCH  
(Revised October 9, 1991)**

**I. HIRING OF PERSONNEL**

All personnel shall be hired in compliance with guidelines set forth in the Constitution and By-Laws. All personnel shall be approved by the Church. References given by the applicant will be checked. No person shall be hired until a job description, submitted by the Personnel Committee, has been approved by the Church.

For the purposes of these policies, a full-time employee is defined as one who works a minimum of forty (40) hours per week.

These policies do not apply to employees of the Abundant Child Care. Those employees are covered under separate policies adopted by the Abundant Child Care Committee.

**II. WORK SCHEDULE**

The Church Office will maintain regular hours Monday through Friday, 8:00 A.M. to 4:30 P.M. Recognizing that ministers are on twenty-four hour call, their office hours will be maintained as workload dictates. Ministerial staff will be permitted a day off during the Monday through Friday schedule, as agreed upon by pastor.

Part-time employees will maintain a work schedule determined by their supervisor.

**III. ABSENCES**

1. Due to Death in Immediate Family: Full-time employees will be allowed up to three (3) calendar days off without loss of pay due to the death of the following family members: parents, spouse, children.
2. Due to Death of Other Family Members: Full-time employees will be allowed one (1) day off without loss of pay due to the death of family members other than those set forth in paragraph 1 above.
3. Sick Leave: Each full-time employee will be allowed one-half (1/2) day of sick leave per calendar month. Each employee may accumulate up to thirty (30) days sick leave, but will not be paid for accumulated sick leave at the time of termination of employment. Sick leave may be used for personal illness or illness of spouse or children, and doctor/dental appointments. Part-time employees will be allowed (if possible) to shift their work schedule in case of illness in order to work their allotted hours. They will not be paid for sick leave.
4. Maternity Leave: All accumulated sick leave may be used. Additional time needed will be considered excused leave without pay. Employee will be expected to return to work within six (6) weeks from date of delivery.
5. Jury Duty: Employees are encouraged to fulfill this citizenship responsibility. Full-time employees will receive the difference between their regular pay and any jury fees earned.

**IV. HOLIDAYS**

The following paid holidays shall be granted to all full-time employees: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. In the event a holiday falls on an employee's day off, another day may be taken as compensation.

Part-time employees will be allowed to shift their work schedule (if possible) to be off on the stated holidays, but will not be paid for holidays.

(continued)

**Personnel Policies**  
**(Personnel Policies, continued)**

**V. VACATION**

Full-time employees will earn vacation with pay according to the following schedule:

First 5 years of employment: 1 day per month

6 to 15 years of employment: 1 and 1/2 days per month

16 years and above of employment: 1 and 3/4 days per month

Maximum accrued leave shall never exceed more than five days above the amount earned during a year as per schedule above. Vacation leave must be taken in a minimum of one-half day increments (4 hours).

Full-time Ministerial staff will be given credit for previous full-time ministry, on a year to year basis, in determining their vacation allowance.

Employees shall be paid for all accrued vacation upon termination of employment.

Part-time employees shall be paid for two (2) weeks of their scheduled hours as vacation leave each year, after one (1) year of employment. This is non-accumulative.

**VI. REVIVALS AND CONFERENCES**

All Ministerial staff will be permitted to lead and/or participate in revivals and conferences outside Meadowbrook Baptist Church. Full-time ministers shall be allowed a maximum of fifteen (15) days, but not exceeding two Sundays, each year. Part-time ministers shall be allowed to be absent up to two (2) weeks from regular work schedule, but not exceeding 2 Sundays, each year. The staff member's regular pay shall continue during this period. Scheduling of outside revivals and conferences must be coordinated with the Church's calendar of activities. The pastor will have the responsibility of approving absences for revivals and conferences.

Secretarial staff shall be permitted to attend seminars or conferences up to a maximum of five (5) days per year with pay. Attendance at a local Church Secretary's Associational meeting during working hours shall be permitted.

**VII. CONVENTIONS**

Attendance at the annual State Convention and Southern Baptist Convention including travel time to and from those meetings, are to be considered as part of work schedule for ministerial staff.

**VIII. TERMINATION OF EMPLOYMENT**

Termination of employment for all employees shall follow guidelines set forth in the Church's Constitution, Article II, "Organization."

All employees shall give at least a two-week notice upon resigning. Exceptions must be approved by the Personnel Committee, but do not require Church approval.

In the event that the Church terminates an employee's employment (through no fault of the employee) a notice of at least thirty (30) days shall be given. Otherwise, two weeks severance pay will be given.

All employees will be paid for any accrued vacation time at termination of employment. There will be no compensation for accrued sick leave for any employee.

**(continued)**

**Personnel Policies**  
**(Personnel Policies, continued)**

**IX. PERSONNEL RECORDS**

A personal file shall be maintained in the Church Office for every employee. This file will include but is not limited to the following:

1. Biographical sketch for ministerial staff
2. Employee's Application for employment.
3. Record of vacation accrual and usage.
4. Record of sick leave accrual and usage.
5. Periodical evaluation form by Supervisor.

**X. GRIEVANCES**

Any employee shall have the right to express a complaint for circumstances thought to be unjust. The following order is to be followed:

1. Immediate Supervisor
2. Pastor, if he is not the supervisor
3. Personnel Committee
4. Chairman of the Deacons, who may call a deacon's meeting
5. Congregation in session for business

**XI. SALARY AND BENEFITS**

The Personnel Committee shall review all salaries, expense allowances and other benefits on at least an annual basis and prior to formulating recommendations to the Church for its annual budget. The following shall be included as a part of the employee's total compensation:

1. MINISTERIAL STAFF (Full-time)

A. Direct Income

1. Salary
2. Housing Allowance

B. Protection Benefits

1. Social Security

If Minister is ordained, the Church shall pay what would be the employer's part (i. e. 1986 - 87 - 7.15%) on salary and housing. The Minister must list this as Direct Income and it likewise is subject to Social Security and Income Taxes. If Minister is unordained, the church shall pay Social Security on the same basis as it does for any non-ministerial employee. If an ordained minister has elected to request an exemption from self-employment tax (part of Social Security and will require the minister to verify this money is being used to establish a retirement fund. Failure to verify this to the Personnel Committee will mean a forfeiture of this benefit.

2. Retirement

The Church shall match twice the amount of the employee's contribution (by salary reduction) with the Church's contribution not to exceed 6.67% of direct income, to the Church Annuity Plan of the Southern Baptist Convention.

3. Insurance

The Church will provide medical coverage for the Minister and his family, equivalent to or greater than the policy available through the Annuity Board of the Southern Baptist Convention. In addition, the church will also provide disability and the minimum term life plan (required) equivalent to or greater than that available through the Annuity Board of the Southern Baptist Convention. (Revised October 24, 2004)

\* NOTE: Equivalent to or greater than refers to the coverage offered not the cost of the insurance.

**Personnel Policies**  
**(Personnel Policies, continued)**

**4. Workmen's Compensation**

**C. Business Expense**

1. Auto Allowance
2. Conventions/Conferences

**D. Moving Expenses**

The Church shall pay for moving the household goods of Minister to the Church field.  
Method of moving such goods shall be agreed upon between the staff person and the  
Personnel committee.

**2. ALL OTHER EMPLOYEES**

1. Salary
2. Social Security
3. Workmen's Compensation
4. Car Expense and Conference Allowance, if applicable (i. e. Secretary).

Note: Any employee hired prior to adoption of these policies may opt to continue with policies under which they were hired, by signing a statement to do so within 30 days.

**Meadowbrook Baptist Church  
Medical Insurance Policy**

In accordance with Internal Revenue code Section 105, the church shall provide medical insurance coverage for full-time ministerial staff employees (hereafter referred to as an FTMSE) and their families equal to but not greater than the policy provided through the Annuity Board of the Southern Baptist Convention. (\* See Note) If the FTMSE is single, that employee will be covered by the medical insurance currently provided by the church. An FTMSE is defined as any employee who works a minimum of 40 hours per week.

\* NOTE: Equivalent to or greater than refers to the coverage offered—not the cost of the insurance.

If an FTMSE is, or chooses to be, covered by a spouse's employer-provided family medical insurance plan, the church will reimburse that FTMSE the amount of the family's obligation for his/her portion of the spouse's employer-provided family health insurance coverage an amount of compensation not greater than the policy provided through the Annuity Board of the Southern Baptist Convention. (\*\* See Note)

\*\* NOTE: If the FTMSE chooses to obtain medical insurance provided by his/her spouse's employer, this medical insurance must first be approved by the Personnel Committee in order for the FTMSE to be reimbursed.

To be reimbursed the FTMSE shall submit appropriate documentation to the church financial secretary for approval by the church treasurer. The church treasurer shall then reimburse the properly reported and approved expense after first verifying the appropriate documentation (proof of insurance via insurance card and evidence of payroll deduction). The FTMSE shall provide documentation monthly in order to receive reimbursement. Such documentation shall be filed alongside any other reported reimbursable expense documents currently on file for the FTMSE.

Any discrepancies shall be brought to the Personnel Committee who, shall consult with the church treasurer to reach a final decision concerning the reimbursement.

This policy, when approved, shall replace the current resolution entitled "Meadowbrook Baptist Church Resolution Adopting Medical Expense Reimbursement Plan."

Approved by the church in regular business meeting on Wednesday, September 11, 2013

**REIMBURSEMENT POLICY FOR MINISTERS AND EMPLOYEES**  
**(Adopted September 12, 2001,**  
**by Budget and Finance Committee)**

In accordance with IRS regulations 1.162-17 and 1.274-5(e), the Meadowbrook Baptist Church hereby establishes a reimbursement policy [effective January 1, 2002] for all ministers and employees with the following terms and conditions:

1. The church will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. **Subject to budget limitations**, such expenses will include:

- " Business use of automobiles is set at \$0.40 per mile.
- " Business travel away from home: transportation, lodging and meals on overnight trips;
- " Convention conference and workshop expenses;
- " Entertainment/hospitality expenses, if business connection requirement is met. [Ordained staff only]

2. The minister or employee will account for each allowable expense in writing at least every 30 days. Documentation will include the amount, date, place, and business purpose and business relationship of each expense using a Finance Committee approved *Business Expenses Summary Form*. An expenditure receipt will accompany the documentation or else payment will be withheld.

3. The minister or employee will return advances that exceed actual business expenses within 60 days.

4. Under this accountable arrangement the church will not report reimbursed amounts as taxable income on the minister or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on Form 1040.

[NOTE: This policy does not include Child Care Employees.]

**FINANCIAL SECRETARY**  
**(Adopted August 2001)**

**PRINCIPAL FUNCTION**

The Financial Secretary is responsible for maintaining the church financial records and for preparing periodic financial reports.

The Financial Secretary is administratively responsible to the Pastor. The Financial Secretary will perform as directed by the Church Treasurer to facilitate the accomplishment of the specific Church Treasurer's designated responsibilities as outlined in the Constitution and By Laws, Article II, Organization, Section II 6. TREASURER

**RESPONSIBILITIES:**

1. Post contributions to individual records on a weekly basis. Prepare and distribute contribution statements.
2. Receive/safeguard monies received during the week and deposit.
3. Post all receipts to proper accounts.
4. Process all invoices and other requests for check/payment, verify for correctness, proper approval, etc.
5. Prepare monthly financial report for Business Meeting.
6. Prepare and submit spreadsheet to Accountant biweekly for payroll.
7. Prepare and submit monthly spreadsheet to Accountant to balance payroll account.
8. Prepare and submit earning data for Daycare and Church personnel to Insurance Company for the Workman's Compensation Program.
9. Post and maintain leave records for administrative and ministerial staff.
10. Assist Finance Committee member to balance checkbook, research any discrepancies.
11. Acknowledge memorial gifts and other special contributions in writing.
12. Maintain files, records and other documentation to provide a reliable audit trail and to protect the church's assets/financial interests.
13. Close out annual financial records. Establish records for new year.
14. Maintain historical records in accordance with Records Retention Schedule Alabama Baptist Convention and Alabama Department of Industrial Relations.
15. Maintain disk backup of all appropriate material.
16. Submit time/attendance sheet for work hours and/or leave hours for each pay period.
17. Maintain the security/confidentiality of all sensitive financial data.



## CHURCH SECRETARY

### Required Skills and Personal Traits:

A personal commitment to Jesus Christ as Savior and Lord and strong desire to serve within a church  
Outstanding “I care” people skills  
Excellent clerical, communications, computer and organizational skills  
Effective verbal, writing, editorial and publishing skills  
An attitude toward role as “another minister” of the church—not just “office help”  
Ability to protect the reputation and integrity of others through strict confidentiality  
Wisdom to refrain from indiscriminately sharing information  
Willingness to learn new skills, work as a team player, and display dependability and accessibility  
Be an actively involved member of a Southern Baptist Church

### Needed Skills for the Church Secretary (stated but not limited to the following):

Proficiency in the Microsoft Office Suite  
Ability to operate general office machines  
Copiers  
Laminating Machine  
Folding Machines  
Ability to learn to use applications such as Membership Management Application, Worship Media Application, Calendar Creator Application, and Phone Tree

### Additional Requirements for the Church Secretary:

Be Bonded  
Be a Notary Public  
Pass a Criminal and Financial Background Check

### Duties of the Church Secretary (stated but not limited to the following):

1. Provide pastor and other ministerial staff with administrative support.
2. Maintain church membership records and Sunday School attendance in a timely manner.
3. Maintain online calendar of church events and activities, and prepare calendar for distribution.
4. Answer telephone calls and route/assist callers as needed.
5. Receive all office guests, determine their need, and route to appropriate destination.
6. Sort and distribute incoming mail on a daily basis. Process outgoing mail as required.
7. Maintain the Hospital and/or Prayer list/board notifying appropriate personnel, i.e., Staff/Deacon/Sunday School teacher of situation. Provide ministerial staff with hospital ministry list.
8. Prepare monthly business meeting material.
9. Prepare and fold weekly bulletin, and mail bulletin or other multimedia items as needed.
10. Prepare and duplicate Wednesday night prayer list.
11. Prepare material for church organizations as requested, i.e., Deacons, WMU, Brotherhood, etc.

(Continued)

**(Church Secretary, Continued)**

12. Prepare and mail letters to congregation and visitors as needed.
13. Prepare and mail bulk mail outs.
14. Maintain and order supplies for the church office.
15. Maintain disk backup of all appropriate material.
16. Schedule appointments for Pastor, keep up with his calendar, make sure he knows of the appointments, make travel arrangements, etc.
17. Transcribe outline and/or sermon notes and transfer to tech team for worship use.
18. Attend weekly staff meeting.
19. Prepare Annual Church Profile (ACP) for State Board of Missions.
20. Monitor signing out/in of church keys, bus keys, etc.
21. Order and distribute Sunday School material.
22. Type and mail quarterly nursery schedule.
23. Prepare, cut, and insert fliers into bulletin (when necessary).
24. Maintain Lifeway envelope service list (online manager).
25. Perform other duties as assigned.

This job description, when approved, shall replace the two current position descriptions in the “General Policies” portion of the “Policies and Procedures Manual” entitled “Church Secretary” and “Secretary/Office Administrator.”

Approved by the church in regular business meeting on Sunday, **February 16, 2014.**

## CHURCH PIANIST

**Principle Function:** The Church Pianist is called by the church to support and work with the Minister of Music as he leads the church in its ministry through music. He/she will seek to musically enhance and spiritually enrich the worship services of our church.

**Responsibilities:**

1. Play for services of the church as assigned.
2. Assist, as requested, in planning congregational services, choir rehearsals, and special music events.
3. Assist in reviewing and selecting music when requested.
4. Assist the Minister of Music, as requested, in teaching and rehearsal activities.
5. Be responsible for overseeing the regular maintenance of church pianos (inform the Minister of Music when repairs or tunings are needed).
6. Work with other instrumentalist in planning, maintaining, and using appropriate repertoire for preludes, offertories, and postludes for worship services as requested.

As an accompanist:

1. Serve, as assigned, for choral and instrumental groups and soloists' rehearsal and services.
2. Serve, as assigned, for choral and instrumental groups and soloists for appearance outside the church.

**Expectations:**

1. The Church Pianist must be a Christian with a background of active participation in a Southern Baptist Church.
2. He/she must be competent in music principles and concepts, keeping up-to-date on changing musical styles.
3. He/she is expected to become a member and to participate actively in the programs of the church.
4. He/she is expected to be neat in appearance and Christ-like in conduct in order to project a good image of the Lord and His Church.

**Relationships:** The Minister of Music will serve as immediate supervisor.

**Work Schedule:**

1. Regular hours will be determined by scheduled church services and as agreed upon by supervisor.
2. Maintain a regular schedule of piano practice.
3. Meet with the Minister of Music as requested.

**Remuneration:** As established by the Church in the annual budget.

**Termination of Employment:** As established by the current Church Policy

## CHURCH ORGANIST OR OTHER ACCOMPANIST

**Principal Function:** The Church Organist *or Other Accompanist* is called by the church to support and work with the Minister of Music as he leads the church in its ministry through music. He/she will seek to musically enhance and spiritually enrich the worship services of our church.

### Responsibilities:

1. Play for services of the church as assigned.
2. Assist, *as requested*, in planning congregational services, choir rehearsals, and special music events.
3. Assist in reviewing and selecting Music when requested.
4. Assist the Minister of Music, as requested, in teaching and rehearsal activities.
5. Assist the Minister of Music in supervising the use of the church organ *or other instrument* by persons other than church organist *or other accompanist*
6. Be responsible for overseeing the regular maintenance of church organs or *other instruments* (inform the Minister of Music when repairs or adjustments are needed).
7. Work with other instrumentalists in planning, maintaining, and using appropriate repertoire for preludes, offertories, and postludes for worship services as requested.

### As an accompanist:

1. Serve, as assigned, for choral and instrumental groups and soloists' rehearsals and services.
2. Serve, as assigned, for choral and instrumental groups and soloists for appearances outside the church.

### Expectations:

1. The Church Organist *or other accompanist* must be a Christian with a background of active participation in a Southern Baptist Church.
2. He/she must be competent in music principles and concepts, keeping up-to-date on changing musical styles.
3. He/she is expected to become a member *of Meadowbrook Baptist Church* and to participate actively in the programs of the church.
4. He/she is expected to be neat in appearance and Christ-like in conduct in order to project a good image of the Lord and His church.
5. *He/she must be competent organist or other accompanist as seen fit by Minister of Music for the needs of the church.*

**Relationships:** The Minister of Music will serve as immediate supervisor.

### Work Schedule:

1. Regular hours will be determined by scheduled church services and as agreed upon by supervisor.
2. Maintain a regular schedule of (piano practice) *individual practice in one's instrument to improve one's ability to meet the needs of the church*
3. Meet with the Minister of Music as requested.

**Remuneration:** As established by the Church in the annual budget.

**Termination of Employment:** As established by current Church Policy.

Approved by Meadowbrook Baptist Church in business meeting on 09/17/08

**PAID NURSERY WORKER POLICIES**

1. Nursery workers are hired as needed by the Nursery Coordinator.
2. Nursery workers are considered employees of the church when they are on duty.
3. Nursery workers are paid for hours worked. In the event a worker has been authorized to work and is not needed, they will be paid a minimum of one hour's pay.
4. Nursery workers will sign in and out on time sheets provided and kept in the church nursery. Payment will be made only after time sheet is signed by Nursery Coordinator.
5. Nursery workers, from an approved list, will be provided for all church-wide activities. Individual classes and groups may secure nursery workers only from the approved list to work for their activities.
6. A minimum of 2 workers, with one being an adult, must be in each room used. When the number of children exceeds 10, the ratio of 1 worker per 5 children must be maintained. Any exceptions must be approved by the Nursery Coordinator.
7. An adult nursery worker is considered to be any approved worker at least 19 years of age. Youth workers must be a minimum of 15 years old.
8. Adult nursery workers will be paid according to the approved personnel budget, and youth workers will be paid the current minimum wage.

## TECHNICAL WORSHIP COORDNATOR

**Principal Functions:** To coordinate all technical/multimedia aspects of weekly worship services, special worship events, revivals, guest artists, etc., at Meadowbrook Baptist Church.

**Responsibilities:**

1. Work with the staff and church leaders to coordinate the multimedia ministry of the church. This should include, but not be limited to, the audio, video, internet, and other multimedia ministries of MBC.
2. Work under the supervision of the Minister of Music as the herein proposed responsibilities relate to weekly worship services, special worship events, revivals, accommodating guest artists.
3. Communicate with the appropriate committees (i.e., Buildings and Grounds, Sound Committee) as well as church staff members to continually assess the technical/multimedia needs of the worship facilities.
4. Communicate with staff on a weekly basis to coordinate multimedia function of church service.
5. Solve technical challenges and offer recommendations to/advise the church on solutions to technical/multimedia challenges .
6. Enlist, supervise and facilitate training of volunteers to serve as primary and secondary operators of equipment and facilities.
7. Ensure that all regularly scheduled services, scheduled special services and revivals have a sufficient number of trained personnel to provide adequate technical/multimedia support.
8. Request a budget allowance from the Budget and Finance Committee, as needed, to (1) manage the technical/multimedia needs of the church, to (2) adequately train personnel to provide technical/multimedia support to the church and to (3) purchase needed material, software and equipment to meet the technical/multimedia needs of the church.

Perform other duties as assigned by the Pastor or his designee

**Expectations:**

1. Technical Worship Coordinator must be a Christian.
2. Technical Worship Coordinator is expected to become a member and to participate actively in the programs of the Church.
3. Technical Worship Coordinator is expected to be neat in appearance and Christ-like in conduct.
4. Must possess legitimate certification and training or a technical degree in Computer Technology or a closely related degree/certification.
5. Must be proficient in Windows® 2000 OS, Microsoft Office applications, and be willing to learn SongShow® and SongSelect® software and new software as implemented into the multimedia ministry.
6. Must have prior experiences with web applications (design or maintenance), as well as video, audio and/or studio productions.
7. It should be emphasized that the multimedia ministry of the church will continually grow and evolve to keep current with new technology as it evolves.

## MINISTER OF MUSIC AND ADMINISTRATION

## Job Descriptions

06/19/05

**Principle Function:** The Minister of Music and Administration is responsible to the Pastor for leading the Church in planning, conducting and evaluating the music ministry and administration programs of the Church.

### **Responsibilities with Music:**

1. Assist the Pastor in planning, conducting and evaluating the worship services of the Church, utilizing music that is evangelistic, biblically sound, and that conveys a message enabling the worship participant to both worship God and to be spoken to by God through the music.
2. Lead in selecting and directing appropriate music for worship services and other occasions where music is needed, including Christmas and Easter presentations.
3. Plan for and conduct rehearsals of the adult and youth choirs.
4. Supervise the work of the accompanists/instrumentalists and technical worship coordinator.
5. Enlist, train and supervise workers with pre-school and children's choirs.
6. Enlist vocalists and instrumentalists as individuals or in groups to provide music and schedule their rehearsal and performance time.
7. Supervise the maintenance of the music library and music equipment.
8. Be available as a consultant for music in weddings, funerals and special projects of the Church.
9. Recommend an annual budget for the music ministries of the Church.
10. Lead the Church to participate in music activities of the association and convention.
11. Maintain an accurate roll and attendance check of all participants in musical groups and activities.
12. Assist the Pastor in ministering to the needs of the congregation as called upon.
13. Serve as member of the Church Council.
14. Serve as ex-officio member of committees related to music program.
15. Performs other related duties as assigned

### **Responsibilities In Administration:**

1. Serve as resource person and advisor to the leaders of the following church ministry and service organizations: Sunday School, Discipleship Training, WMU, Men's Ministries, Church Media Library Services and Day Care. Coordinate and unify the various organizations to avoid conflict, duplications and overlapping.
2. Give general direction to the weekday operation of the church office; supervise ministry assistants, administrative assistants and other secretarial-clerical workers as assigned.
3. Direct the food service ministry of the church; supervise the Food Service Committee and Church Hostess.
4. Work with the Long Range Planning Committee on projecting and evaluating future needs.

## **Job Descriptions**

5. Work with the leaders of the church organizations and age divisions to recommend suitable educational building space and equipment and to assign classrooms and church facilities for special activities.
6. Evaluate periodically the insurance needs of the church, in cooperation with the Trustees.
7. Maintain an inventory of church property and equipment.
8. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to me personnel committee.
9. Plan and produce general church publicity and promotion materials.
10. Work with the Benevolence Committee in assessing needs.
11. Performs other related duties as assigned.

### **Expectations:**

1. The Minister of Music and Administration must be a Christian and have a background of active participation in Southern Baptist work.
2. Minister must have a knowledge of music and administration gained through experience and/or training.
3. Minister is expected to become a member and to participate actively in the programs of the Church.
4. Minister is expected to keep informed of the trends in Christian music and administration through journals and conferences in order to provide the best leadership possible.
5. Minister is expected to be neat in appearance and Christ-like in conduct in order to project a good image of *the* Lord and His Church.



## ABUNDANT CHILD CARE CENTER DIRECTOR

### **GENERAL**

The director of the Meadowbrook Baptist Church Abundant Child Care Center is a born again believer and a member of a Southern Baptist Church. He/she has an abiding love and passion for children. The director pledges to make a positive difference in the lives of both children and their families through Early Childhood Education. The ability to work well with the MBC church staff is essential to the quality of his/her leadership style. He/she is required to meet with the child care committee on a monthly basis and with the ministerial staff weekly, as deemed by the pastor. Additionally, the director will schedule a time at the beginning of each week (or more often if possible) to meet with the child care staff for a time of brief devotional and prayer.

The director of the Abundant Child Care Center will

1. be responsible to the pastor or his designee for administrative matters, as well as the child care committee, for policies and procedures.
2. educate, encourage, and foster happy, healthy children.
3. provide responsible leadership for management of the MBC child care staff.
4. promote positive relationships with members of the congregation, children's ministries of the church, MBC church staff, and community.
5. possess a working knowledge of Early Childhood Education (ECE) concepts and theories.
6. ensure the child care center meets exempt licensing standards for the state of Alabama and with the Association for Early Learning Leaders.
7. recruit, select, hire, and retain quality administrative, teaching, and support staff.
8. create and sustain a Christian education program that is designed to enrich the lives of children and their families.
9. abide by the ideals and standards set forth in the Abundant Child Care Center Personnel Handbook.
10. ensure the maximum safety and welfare of all children entrusted to the Abundant Child Care Center.

### **AREAS OF RESPONSIBILITY**

#### **Human Resources**

The director of the Abundant Child Care Center will

1. announce child care center job openings per guidance from the personnel handbook, making recommendations for employment of individuals to the child care committee, with final approval authority by the MBC church body.
2. schedule and conduct interviews of potential employees.
3. request background checks on all viable candidates.
4. participate in the orientation of all new employees.
5. effect the release from employment of any employee for cause, unacceptable performance, or violation of policies as defined in the personnel handbook.
6. conduct exit interviews for resigning or retiring staff members of the child care center.
7. hold monthly staff meetings with the following purposes:
  - Convey vital center information, policy updates, or policy changes
  - Address critical concerns
  - Promote appropriate staff celebrations and/or public recognitions
  - Provide education opportunities
8. delegate responsibilities appropriately.
9. monitor schedules of employees for maximum efficiency and required child-to-staff ratios as outlined in Alabama Minimum Standards for Day Care Centers and Nighttime Centers Regulations and Procedures prescribed by the state of Alabama Department of Human Resources.
10. manage appropriately all personnel issues, concerns, and needs; necessary corrections must be approved by the child care committee.
11. arrange ongoing educational training opportunities for staff and parents.

### **Relationship Expectations With Parents**

The director of the Abundant Child Care Center will

1. promote a professional image in answering telephones, greeting visitors, and conducting tours for potential families.
2. listen and respond in a timely manner to the concerns and needs of parents and staff.
3. work alongside staff and parents to promote solutions for matters of child development and disciplinary concerns.
4. uphold the confidentiality of all MBC child care center families and staff, excepting threat of danger posed to any person.
5. evaluate children's illnesses and injuries, and make appropriate recommendations with timely notifications to parents and/or emergency contact. See personnel handbook for further instruction.
6. participate in MBC Child Care Center staff and parent functions.
7. consult with staff and parents when assessing a child's progress in order to maintain a program that adequately meets family needs.
8. update the parent handbook with the child care committee involvement as necessary, implementing all required changes.

### **Financial Systems**

The director of the Abundant Child Care Center will

1. work with members of the child care committee in the creation of an annual budget.
2. authorize expenditures within budgetary guidelines.
3. make responsible decisions for all financial distributions and monetary collections.
4. manage the salary and hourly wages of all staff members to meet budgetary compensation guidelines. Child Care Committee approval is necessary.
5. design and implement standards for staff pay and advancement. Child Care Committee approval is necessary.
6. provide clear, concise, monthly financial reports to the child care committee every thirty days.

### **Quality Control**

The director of the Abundant Child Care Center will

1. monitor classroom activities for program quality to maintain a professional Christian atmosphere.
2. uphold policies and procedures as outlined in the personnel handbook.
3. develop and evaluate curriculum.
4. review and monitor menu planning, as well as ensure that menus meet standards set forth by Alabama minimum standards for day care centers. Also, the director will review and monitor food purchasing, nutritional quality, and sanitation practices.
5. encourage and provide information for staff training/development.
6. develop a monthly calendar that includes programs for the children, parents, and staff. Calendars can be accessed by hard copy, newsletter, announcements, etc.
7. work with MBC ministerial staff and the child care committee to coordinate and maximize the use of all shared space and activity scheduling.

### **Building and Grounds**

The director of the Abundant Child Care Center will

1. evaluate and maintain MBC's equipment, the condition of each classroom, transporting bus, playground, and gym area for safety and cleanliness.
2. take immediate action to identify, repair, or replace any potential hazards to children.
3. plan and coordinate center bus service, sponsored field trips, and other special events.
4. work with the child care committee to achieve a safe, secure environment for children. This includes emergency procedures, protected entry systems, etc.

The MBC Abundant Child Care Center Director is a vital member of the MBC staff. He/she coordinates and works with ministerial staff, and is under direct supervision of the child care committee and pastor, or his designee. Any decisions or issues that go beyond the day to day operation of the center, that may draw unwanted attention to the church, or that involve the safety of any child, will be coordinated with the child care committee and the pastor.

This job description as approved in MBC Business Meeting on Wednesday, **January 13, 2016**, supersedes all other job descriptions for the position of MBC Child Care Director.

# **Job Description**

## **Minister of Students**

### **General**

The Minister of Students is a born again believer, with a background of active participation in Southern Baptist work. He and his family (if married) will become members of and participate actively in the programs of the church. The primary purposes of the Minister of Students is to introduce young people to Jesus Christ; to disciple them in spiritual growth; and to train them in serving Jesus Christ in a missional lifestyle. Of equal importance is to assist parents and guardians in rearing their young people to become dedicated followers of Jesus Christ in their daily lives. His primary focus in doing so is to lead the church in planning, conducting, and evaluating the student ministry—which includes the development of a strategy for evangelism, discipleship, missions, and fellowship. His primary focus will be in the area of students in grades seven through twelve, while giving leadership and direction in the area of the college-and career-aged ministry of the church.

### **Responsibilities**

The Minister of Students will

1. work with the Student Ministry Support Committee, as well as other Student Ministry leadership, to develop a ministry plan for students through Bible study, church attendance, outreach activities, missions activities, counseling, and fellowship.
2. work with the Nominating Committee to enlist, train, evaluate, and cultivate leadership for student organizations such as Sunday School, discipleship, etc.
3. assure all student ministry workers have been properly trained and have passed background checks.
4. be responsible for student ministry in the areas of, but not limited to, Sunday School, VBS, discipleship, outreach, mission trips, retreats, school and community activities, and other areas as assigned.
5. build and maintain quality relationships with parents and guardians of students through regular communication via personal contact, electronic communication, etc.
6. develop a calendar of activities/events, making it available to staff, students, and parents in a timely fashion: ensure that conflicts with other church programs do not occur by attending Church Council meetings.
7. prepare an annual budget for the student ministry and present it to the Budget and Finance Committee at the committee's request.
8. be responsible for expenditures and oversight of the student ministry budget according to church policy.

### **Expectations**

The Minister of Students will

1. stay informed of the latest trends in student ministry, as well as attend SBC conferences, seminars, and workshops as approved by his supervisor in order to provide the best leadership possible.
2. be actively involved in associational, state, and national work of the SBC.
3. adhere to the doctrines expressed by the Southern Baptist Convention in the currently adopted rendering of The Baptist Faith and Message, the MBC Constitution and By Laws, and the MBC Personnel Policy.
4. attend weekly staff meetings as coordinated by his supervisor.
5. notify his supervisor in a timely manner of planned absences.
6. maintain a neat appearance and be Christ-like in conduct.
7. be completely committed to the mission statement and vision of the church.
8. obtain a Commercial Driver's License (CDL-P) to operate all church vehicles.
9. pass all required background checks.

**Work Schedule**

The work schedule will be governed by the supervisor of the Minister of Students and comply with the Personnel Policies of MBC.

**Remuneration**

This will be established by the Church.

**Termination of Employment**

This will be established by current Personnel Policies.

This job description as approved in MBC Business Meeting on Wednesday, **February 10, 2016**, supersedes all other job descriptions for the position of MBC Minister of Students.

**CHURCH HOST**

**Principal function:** The Church Host will work with the church administration in providing for meals of individuals visiting the church. They will also assist with fellowships as called on.

**Responsibilities:**

1. Work with the Church Council and host/hostess committee in providing meals for individuals or groups visiting the church on invitation.
2. Direct the host/hostess committee providing items needed for church fellowships and social activities.
3. Direct the host/hostess committee in securing and maintaining items needed for social activities (i.e., table cloths, serving trays, etc.).
4. Recommend and administer related budget activities.
5. Supervise host/hostess committee in preparation and serving meals at social activities.
6. Supervise host/hostess committee in cleaning of the kitchen.
7. Set menu for social activities and purchase items as needed. Insure all receipts are signed and turned in to church financial secretary.
8. Contact proper individual (s) concerning equipment needing repair.
9. Maintain proper level of items needed for activities. ((i.e., paper goods, plates cups, serving utensils, etc.)
10. Insure that the kitchen is maintained in accordance with state health regulations.

**Relationships:** Pastor, or other designated staff member, to serve as immediate supervisor