

POLICIES AND PROCEDURES
FOR
FIRST BAPTIST CHURCH
619 N. LORD STREET
SOUTHPORT, NC 28461

Adopted: September 27, 2019

Policies and Procedures For First Baptist Church

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- I. **Name** – The name of this Church shall be – First Baptist Church of Southport, North Carolina (hereafter referred to as The Church).

- II. **Statement of Purpose** – The purpose of this statement is to provide policies and procedures that complement and enhance the overall tenets and operation of The Church. It is hoped that through its implementation members of The Church will receive guidance and direction and be drawn together on one accord in their efforts to promote the spiritual and physical growth of this Church and the glorification of God's Kingdom.

- III. **Mission** - The Church is organized –
 - A. To teach and preach the Gospel of our Lord and Savior, Jesus Christ
 - B. To promote and advance the worship of God through the reading and studying of the Holy Bible – The Word of God
 - C. To conduct regular services of worship for the spiritual edification of its members and others
 - D. To convince and persuade souls to choose Jesus Christ as their personal savior
 - E. To carry out the missionary spirit by extending the Gospel out to the world
 - F. The Church believes that every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behaviors are to be repudiated and are not in accord with Scripture nor the doctrines of First Baptist Church. All The Church's property is viewed as a place of worship, praise, and teaching in Christian ministry. Weddings are considered an act of Worship before God, and as such, only traditional marriages of one man and one woman are permitted in accordance to our Biblical teachings, Constitution, and By-Laws.
 - G. To uphold the ordinances, doctrines and ethics embodied in the Holy Bible as explained in The New Directory for Baptist Churches by Edward J. Hiscox . To channel all assets (e.g., personal property - currency, real property, stocks, bonds, vehicles, real property) of The Church to the support of the Kingdom of God

- IV. **Spiritual Conditions of Membership**
 - A. Regenerate Heart
 - B. Profession of Faith
 - C. Reception of Baptism

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D. A Christian Life

V. Modes of Admission to the Membership of The Church

- A. By Baptism – A person may be admitted to The Church on a profession of faith in Christ by baptism. First, he/she makes known his/her desire for baptism and union with The Church to the Pastor, officer or member. He/She will become a member upon completion of baptism.
- B. By Letter – When he/she chooses to use this mode to gain Church membership, a letter of recommendation and dismissal is to be presented from the former Church of the brother/sister. This letter serves as a certificate of Christian character and regular standing, and commends him/her to the confidence of and membership in, the former church. If the Pastor and Deacons are satisfied with the letter, then he/she will become a member of The Church.
- C. By Experience – There are instances in which persons who have been baptized but by some means have lost their membership, desire to unite with a church. They bring no letter, nor are they re-baptized; but give an account of their conversion and Christian life. In such instances, they are to be received into the membership of The Church on their confession.

NOTE: Neither past character, nor conditions in life should serve to keep one out of The Church, if the evidence be abundant and satisfactory that such a person be truly converted.

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VI. Training

- A. It shall be the Pastor's responsibility to provide training for new members that focus on the Baptist doctrine, the Covenant, ordinances of The Church, responsibilities of the membership, etc. The Pastor shall have the authority to appoint someone to assist him with this training.
- B. New Members – When the new members receive the right hand of fellowship, The Church should be responsible for presenting him/her with some basic materials
 - 1. Certificate of Membership
 - 2. Policies and Procedures of The Church
 - 3. Organizational chart and positions/officers and names
 - 4. The Covenant of the Church
 - 5. The Holy Bible
 - 6. Baptist Hymnal

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VII. Duties and Responsibilities of Active Members

- A. Active members who do the following:
 - 1. Obedient to GOD and The Church
 - 2. Adhere to The Church covenant and ordinances
 - 3. Familiarize himself/herself with the Policies and Procedures of The Church
 - 4. Live peacefully with their fellowman
 - 5. Support The Church financially
 - 6. Show signs of a genuine conversation experience and a desire for continued Christian growth
- B. Active members, 18 years old and older, shall have the right to vote on issues during The Church conference or other official Church business meetings
- C. Active members, 18 years old and older, may hold an office in The Church, including Church Auxiliaries
- D. An Active member of this Church may request the use of The Church for non-members of his/her family and/or acquaintances. Such request will be acted upon by the Pastor, Deacon Board, and Trustee Board. It is the responsibility of the Trustee Board to notify the requestor of the final decision.

VIII. Inactive Members

Any member failing to give any financial support to The Church for a period of one (1) calendar year – based upon The Church’s financial records, shall be placed on the inactive roll. A list of Active and inactive members shall be presented in the year end conference report.

- A. Membership may be re-activated by resuming financial support of The Church at any time. However, this must be verified by The Church Treasurer.
- B. Inactive members shall not be eligible to vote on issues during conference or other official business meetings.
- C. Inactive members shall not be eligible to hold any office in the Church. This restriction includes all Auxiliaries.

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D. Persons on the inactive roll of the Church shall have the right to Holy Communion and participation in all Church activities and functions, except those stipulated previously in Section VIII items B. and C. of this document.

IX. Dismissal of Members

A member is dismissed:

A. By Death – The death of a member dissolves the relationship with The Church

B. By Letter – A member may request a letter of commendation and dismissal from The Church, for the purpose of uniting with another church of the same faith. The Pastor and Deacons are authorized to generate this letter on behalf of The Church

C. By Exclusion – The Church, in the exercise of its lawful authority and discipline, has the right to withdraw fellowship from a person proven to be unworthy for membership. Should this happen, his/her connection with the body is dissolved and thenceforth ceases. A two-thirds (2/3) majority vote in an official business meeting of The Church is required for this measure to pass.

X. Church Officers

The Church Officers shall be: the Pastor - ordained, Deacons - ordained, Trustees, Clerk, Treasurer, and Sunday School Superintendent.

A. Pastor – Election and Duties

1. Qualifications for the Ministry

- a. He should be a man of GOD – called by GOD to the ministry
- b. He should be licensed and ordained – written proof is to be presented
- c. He should be a man who prayerfully strives with GOD's help, to have as few faults and as many excellences as possible
- d. He should be a man physically able to perform his pastoral duties.
- e. He should be a Christian gentleman in the best sense of that term, courteous, considerate, gentle, generous, and kind to all
- f. Qualifications detailed in epistles to I Timothy Chapter 3 and Titus Chapter 1 should be insisted on by the Church. (The following is taken from those scriptures – Modern Language)
 - ⇒ Must be above reproach
 - ⇒ The husband of only one wife, temperate, discreet, well behaved, hospitable, qualified to teach

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- ⇒ He must be neither a drunkard, nor a bully, but genial, conciliatory, not after money
 - ⇒ He must preside well over his own home, keeping his children under control with complete respect
 - ⇒ He should not be a new convert, so that he may not become conceited and fall into the condemnation of the denial
 - g. Titus Chapter 1 –
 - ⇒ In addition to those characteristics described in I Timothy Chapter 3
 - ⇒ He must be irreproachable, not self-willed or hot-tempered, or a drunkard or pugnacious, or greedy for dishonest gain
 - ⇒ He must be hospitable, in love with what is good, self-controlled, fair, of holy life and disciplined
 - ⇒ He must hold to the trustworthy message of the doctrine, so he may be able to encourage by his wholesome teaching, as well as to refute those who raise objection
2. Procedure for Electing a Pastor
- a. Should the pulpit become vacant, a Pulpit Committee shall be elected by The Church. The chairman of the Deacon Board shall serve as Chairman of the Pulpit Committee, unless otherwise designated by The Church.
 - b. The committee shall be composed of all Deacons and a cross section of The Church.
 - c. The Committee shall be responsible for securing ministers to preach at worship services.
 - d. The Committee shall bring before The Church ministers it deems capable of being Pastor.
 - e. When The Church decides that it is ready to call a Pastor, the Pulpit Committee shall present the names of the best candidates it can find.
 - f. At least two (2) weekly notices shall be announced at Sunday morning service, giving the time and place the members will meet and the call shall be conducted.
 - g. On the day and time set for the call of a Pastor, the chairman of the Deacon Board, shall announce the matter before the house; that is, ascertain that all present are Active Members. The Pulpit Committee shall present the names of the candidates on which to be voted. If one of the candidates presented receives a majority of votes from the Active Members present, he shall be declared “Called to the Pastorate”.

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- h. The Deacon and Trustee Boards are responsible for sending a written letter of employment to the newly elected Pastor as well as letters to the other interviewees informing them that someone else was chosen for the position.

3. Duties of the Pastor

- a. Minister to the spiritual needs of this congregation and the community and through prayer and study, render effective preaching, teaching, and pastoral ministries.
- b. Assure responsibility to win lost souls to Christ
- c. Be responsible for implementing and conducting religious services on stated and special occasions
- d. Administer the ordinances and minister to the spiritual needs of the members of The Church
- e. Have charge of the pulpit ministry of The Church. In the Pastor's absence, he will be responsible for a replacement. In such instances, financial arrangements are to be coordinated by the Pastor, Deacon and Trustee Boards
- f. Join and be an Active member of the Middle District Association
- g. Be an ex-officio member of all organizations, departments, Auxiliaries and committees of The Church
- h. Call special meetings of The Church, Deacon Board, Trustee Board or any other committee or Auxiliary, as deemed necessary
- i. Assist in revival services and other special services sponsored by The Church
- j. Preside over Church Conferences and all other official meetings as moderator, unless the Pastor otherwise delegates to someone else

B. **Deacon** – Election and Duties

1. Qualifications for Deacons

The following is stated in I Timothy 3:8-12 King James Version and paraphrased in the Modern Language Version of the Holy Bible

- a. They should be born again and baptized believers in Christian principles
- b. They should be worthy of respect and do not gossip; are not addicted to alcohol or illicit substances or 'unchristian' behavior, and are not greedy for gain
- c. They must consistently strive to keep hold of the deep truths of the faith with a pure conscience
- d. Their wives should be worthy of respect, not malicious talkers, but temperate and trustworthy in everything
- e. They should be the husbands of one wife only, managing their children and their household well

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2. Procedure for Electing a Deacon
 - a. Prospective candidates shall be chosen by the Pastor and Deacon Board from those members of The Church who have proven themselves faithful, prudent and devout persons willing to serve GOD and The Church (Acts 6:3 and 6:5; I Timothy 3:8-10)
 - b. At least two (2) weekly notices shall be announced at Sunday morning services, giving the time and place the Active members will meet. All members are invited to attend. Only Active members may vote.
 - c. Such prospective candidates(s) are then presented to the members. If approved by a majority vote in a pre-announced official Church meeting, the status is then changed to candidates for Deacon.
 - d. Candidate(s) is/are then placed on trial during which they will be observed by the officers and members for a time period of no less than six months. During such trial period observers will determine if the candidates are faithful, prudent (capable of exercising sound judgment in practical matters) and devout individual(s). If during the trial period weaknesses are observed, the Pastor and Deacons should confer with the candidate to share this information. In addition, the candidates are expected to participate in training seminars and be placed under the mentorship of present deacons.
 - e. Candidates(s) must agree to undergo a thorough criminal background check by the Pastor and Deacons, who may also perform additional investigation, as deemed necessary.
 - f. At a time deemed appropriate by the Pastor and Deacon Board, the candidate(s) is/are presented to the membership for approval or denial. If approved by a majority vote at a Church conference. Arrangements shall be made by the Pastor and the Deacon Board, jointly, to conduct an official ordination service for the newly elected Deacon(s)
 - g. Candidates may withdraw their candidacy at any time during this process.

3. Duties of the Deacons
 - a. Assist the Pastor in his ministry to The Church and the community by cooperating with him in all phases of Church work.
 - b. Have charge of the sick and needy members and act as advisors and assistants to the Pastor in advancing the general interests of The Church.
 - c. In the absence of the Pastor, it becomes the duty of the Deacons to conduct the devotional meetings, provide for the supply of the pulpit and administer the affairs of The Church, in general; including carrying out communion service
 - d. Assist in the promotion of the evangelistic programs of The Church
 - e. Assist the Pastor in the observance of the ordinances of The Church

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4. Number of Deacons

The number of Deacons shall be determined by the needs and desires of The Church. However, if possible, an uneven number of Deacons should be sought.

5. Time of Service

The time period for which Deacons are chosen is at the discretion of The Church, since no scriptural precept or precedent directs otherwise.

C. **Trustees – Election and Duties**

1. Qualifications for Trustees

- a. Candidates shall be spiritual, trustworthy and interested in the well being of The Church's property and its financial status. It's desirable that candidates have some business, accounting and networking experience.
- b. Candidates for this board shall be nominated by officers or active members of The Church
- c. Members of the Trustee Board are to be elected at a Church conference. The intent to elect Trustee(s) shall be submitted by The Church Clerk and announced at Sunday morning services at least two (2) weeks before the conference.
- d. Trustees are to be elected by a majority vote

2. Duties of the Trustees

- a. Be responsible for all properties owned by The Church, both real and personal. This is inclusive of the interior and exterior of all structures, grounds and properties owned by The Church
- b. Be responsible for the financial affairs of The Church
- c. Hold in trust all property belonging to The Church
- d. Execute all legal papers in the name of The Church as authorized by The Church
- e. Shall buy, sell or transfer property under orders of The Church as prescribed by North Carolina state law
- f. The Trustee Board shall have the responsibility of managing The Church's rental property. To do so, the Trustee Board shall appoint one of its members to be The Church's Property Manager and their responsibilities shall include that:
 - Preparation and maintenance of all documents (e.g. renter's application, lease document, advertisement) needed to rent and maintain The Church's rental property.
 - Prepare The Church's rental property for renting.
 - Advertise The Church's rental property for renting.
 - Receive and evaluate applications from potential renters of The Church's rental properties.

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- On behalf of The Church, manage the relationship between The Church and Renters of The Church's rental properties.
- Manage repairs to The Church's rental properties in a timely manner.
- All monies collected as part of the management of The Church's rental properties shall be given to The Church's Treasurer in a timely manner after it is received.
- Manage evictions and legal situations as needed for The Church's rental properties.
- Provide quarterly written reports to The Trustee Board summarizing the status of The Church's rental properties

3. Number of Trustees

The number of Trustees shall be determined by the needs and desires of The Church

4. Time of Service

Trustees are to be elected for a three-year term and may be re-elected.

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5. Consecration of Trustees

- a. Once approved in an official meeting by a majority, Trustees should avail themselves to workshops and seminars offered by the Middle District Association
- b. Newly elected Trustees are to be placed under the mentorship of experienced board members
- c. A special service of consecration and dedication is conducted for the induction of newly elected trustees. Such service is the responsibility of the Pastor and the Trustee Board.

D. Church Clerk – Election and Duties

1. Selection – this individual shall be nominated from the floor at an official Church meeting. The Clerk shall be elected by a majority vote at an official Church meeting.
2. Duties of the Clerk – The Clerk shall:
 - a. Be responsible for keeping complete and accurate records of Church meetings and proceedings
 - b. Prepare official documents and correspondences on behalf of The Church for the Pastor’s signature or authorization.
 - c. Keep accurate records concerning The Church membership – active and inactive – including relevant dates, method of admission and dismissal, changes in names, correct addresses and telephone numbers and any other important information the members deem appropriate to release.
 - d. Maintain copies of official Church correspondences and preserve a true history of The Church. Maintenance of all The Church’s legal documents is the responsibility of the Trustees.

E. Church Treasurer – Election and Duties

1. Selection – This individual shall be nominated from the floor and elected by a majority vote in an official Church meeting. This individual shall be bonded for a sum set by the Trustees and shall work closely under their directions.
2. Duties of the Treasurer - The Treasurer shall:
 - a. Receive, count and deposit all Church monies in the bank chosen by The Church
 - b. Deposit all monies received on the day its collected or within the next two business days
 - c. Be a member of the Budget and Finance Committee

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- d. Keep the joint boards of Deacons and Trustees continuously abreast of the financial status of The Church and give an official report at each conference meeting or when requested by The Church body

XI. **Parliamentarian**

All official business shall be governed by the Robert's Rules of Order.

- A. Selection – Any Active member can be nominated for this position and any member of the Church may make this nomination
- B. Responsibilities and Duties – The Parliamentarian shall;
 1. Be proficient in the use of the Robert's Rules of Order
 2. Be knowledgeable of The Church's Policies and Procedures
 3. Ensure that the Church's official meetings are conducted in accordance with Robert's Rules of Order and the Church's Policies and Procedures

XII. **Sunday School Superintendent**

- A. Selection – This individual, on recommendation of the Pastor and the Deacon Board, shall be elected by a majority vote in an official Church meeting
- B. Duties of the Sunday School Superintendent – The superintendent shall:
 1. Supervise the Sunday School and administer its affairs
 2. Be responsible for the appointment of staff and teachers
 3. Work closely with the pastor and share pertinent information and resources with the pastor, officers and teachers
 4. Give complete and accurate reports of the work and status of the Sunday School to the Church
 5. Work in cooperation with the pastor in the organizing, recruiting and training of a Vacation Bible School staff
 6. Plan and conduct teachers' conferences and meeting as needed
 7. Seek, review and recommend the best literature and other educational materials available for the Sunday School
 8. Develop the Sunday School's budget and present it to The Church's Finance Committee in time for it to be integrated into The Church's overall annual budget.
 9. Be responsible for the Sunday School expenses
- C. In an effort to coordinate all The Church's youth activities it is proposed that such activities be coordinated under the auspices of the Sunday School Superintendent. This includes the youth activities currently coordinated by the Youth Coordinator, the Missionary and the Pastor.

XIII. **Church Staff**

- A. **Church Musician**
 1. Selection – With consultation and advisement from the Pastor, this individual shall be recommended by the Senior Choir and hired by the Trustee Board.

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2. Responsibilities and Duties – The Church Musician shall:
 - a. Be responsible for providing worshipful music for all Church services
 - b. Be responsible for training and directing choirs as requested
 - c. Cooperate with the Pastor in the selection of suitable and appropriate music for worship services
 - d. Assist the choirs in selecting appropriate music for the Church

B. The Custodian

1. Selection – The Custodian shall be interviewed and hired by the Board of Trustees who shall be responsible for annually evaluating and advising the Custodian.
2. Responsibilities and Duties – The Custodian shall:
 - a. Be responsible for maintaining cleanliness in the entire Church except the Pastor’s office. He/she shall be responsible for keeping an adequate supply of toiletries, cleaners and other supplies in appropriate sites.
 - b. People using the fellowship hall are encouraged to use the Rule of Thumb - “Leave facilities like you find them”

C. Administrative Assistant

1. Selection – With consultation and advisement from the Pastor, the Administrative Assistant shall be interviewed and hired by the Board of Trustees who shall be responsible for annually evaluating and advising the Administrative Assistant.
2. Responsibilities and Duties – The Administrative Assistant shall:
 - a. Create and publish The Church’s bulletins,
 - b. Maintain the following types of information on The Church’s computer: Financial Records, including tithes and other donations by Church membership and vital membership data (e.g. address)
 - c. Produce financial and membership reports as well as directories for The Church.

D. Church Auxiliaries and Committees

1. Standing Church Auxiliaries shall be:
 - a. Senior Choir
 - b. Junior Choir
 - c. L.J. Smalls Gospel Choir
 - d. Usher Board
 - e. Missionary Circle
 - f. Pastor’s Aide Club
 - g. Sunday School
 - h. Young Adult Choir
2. Each Auxiliary shall have the right to elect its own officers
3. Each Auxiliary shall submit written activity reports at the regular business meetings of The Church

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4. Sunday School, Usher, and Missionary Auxiliaries should be represented at district, regional, and General Baptist Convention functions for information and renewal, whenever possible
5. Each Auxiliary is expected to adhere to the church's financial policies and procedures, as defined in this document.
6. All Auxiliary monies received must be given to the Church Treasurer, to be deposited in the Auxiliaries sub-account.
7. Standing Committees shall be;
 - a. Finance
 - b. Kitchen
 - c. Scholarship (if this is approved)

E. Temporary Committees

1. The Church may elect, at any time, temporary committees to perform specific function(s). As implied, once the task(s) has/have been completed, the committee(s) is/are dissolved

XIV. Terms for Elections

A. Elections

1. Pastor and Deacons – There is no term limit for the pastor's employment nor Deacon appointments.
2. Trustees – Trustees shall be elected for three-year terms and may be re-elected for subsequent three-year terms
3. Other Officers - Yearly elections are to be conducted for all other Church officers – i.e. Clerk, Treasurer, Sunday School Superintendent, etc. Such elections are to be carried out by The Church during its year-ending conference or at some other time agreed upon by a majority vote of The Church members in an official meeting. A majority vote is required for each position's approval.
4. Church Auxiliaries and Committees – All Church Auxiliaries and committees are to conduct elections prior to the end of each calendar year. Each Auxiliary is to report its election results at the first conference of the next calendar year.

XV. Participation of Members

- A. Membership in all Church auxiliaries, clubs and organization shall be open to all Church members.

XVI. Meetings

- A. Church Conference – shall be held quarterly on the Saturday prior to the third Sunday in the quarter designated or at other times agreed to by the membership.

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1. The Pastor shall preside over The Church conference and all other Church meetings as the moderator. In his absence, the Chairman of the Deacon Board shall preside.
 2. A quorum is required before official business can be conducted. It shall consist of at least nine active members unless the number is changed by a majority vote. The intent to change the quorum must be announced at two consecutive official business meetings. Minutes for the meetings shall include a list of members in attendance.
 3. Voting for all elections of the Pastor and Church officers shall be by secret ballot.
 4. Parliamentary procedures – Robert’s Rules of Order shall be used as a guide when official business is being conducted by The Church.
- B. Call Meetings – the Church shall have call meetings to conduct specific business that warrants immediate attention. However, only the issue(s) for which the meeting is called shall be addressed and/or officially acted upon. Other issues not listed or announced to be on the agenda may be discussed, but no official actions can be taken on them.
1. Officers – Call meetings to address personnel issues may be called only by a member of the Deacon or Trustee boards. The agenda for such meeting(s) must be openly announced prior to the meeting. However, such announcement are not to include specific names or positions involved.
 2. Members – Active members have the right to request a call meeting that addresses non-personnel issues. The agenda for such meeting(s) must be openly announced prior to the meeting. All Member requests for Call Meetings shall be submitted to the Deacon/Trustee Boards for approval.

In all instances, Church meetings are to be viewed as official gatherings for the purpose of addressing and resolving business matters that are essential to the spiritual welfare and prosperity of The Church.

XVII. Financial Concerns

- A. No member, officer or even the Pastor of The Church shall enter any type of agreement with any person, agency, group or organization that involves money without the Trustee Board’s approval.
- B. Missionary Expenditures
 1. Hospital Fund
 - a. The Church shall give a missionary contribution of fifty dollars (\$50) to its members who are hospitalized for at least 2 nights on a given occurrence. This contribution is limited to two hospitalizations per year.
 - b. The Deacon and Trustee Boards have the authority to spend up to \$750 without the approval of the members. Should circumstances warrant having to do this, the Trustee Board should inform The Church of this expenditure at the next Church conference following the disbursement. Should the recipient of said funds be an individual instead of a business, etc. the recipient should write out a brief statement and sign it to verify he/she received the funds

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- B. Auxiliaries, Clubs, Etc – All funds collected by these organizations are to be turned over to the Treasurer within 24 hours. Seventy-five percent (75%) of the funds collected shall be posted to the Auxiliary, etc. account and twenty-five (25%) shall be posted to The Church's General Fund.
- C. Check Requests – All Check Requests Forms submitted to the Treasurer must have the written approval of the chairperson of the Trustee Board and one other person on the Trustee Board.
- D. Miscellaneous Purchases – Should it become necessary for a member to purchase an item for The Church or a Church related function, reimbursements will be made for amounts not to exceed \$50.00. (Note: Such purchases are NOT encouraged.) Reimbursement requests for larger amounts must be pre-approved in writing by the Chairperson of the Trustee Board and one other member of the Trustee Board.
- E. Salaries – Once the salary for the Pastor, musician, custodian, etc. has been agreed upon by the party and the Trustee/Deacon Boards and approved by The Church, a Letter Of Employment stating the salary and its terms is to be submitted to the employee in duplicate form. If the employee agrees a signed copy will be returned to the Deacon and Trustee Boards signifying approval on the part of the employee and The Church. The Trustee Board shall provide the employee a copy of the signed Letter of Employment.
- F. Invited Ministers – When the pastor extends an invitation to a visiting minister to deliver the message on Sunday morning, it shall be the Pastor's responsibility to provide the honorarium to the visiting minister. In essence, the Church should not be responsible for any form of compensation for Sunday morning guest ministers.

XVIII. Management of Confidential Information

- A. The Pastor, officers and members are expected and encouraged to maintain strict confidentiality concerning The Church business – financial or otherwise. Meaning, business transactions, affairs and concerns are not to be discussed and shared with non-church affiliates or members away from the official meeting sites. The Church is not responsible for any unauthorized release of information by its members and officers.
- B. The Pastor shall be the official spokesperson for The Church and as such is the only person authorized to make public statements on behalf of The Church.

XIX. Insurance Requirements

The Church shall purchase and maintain property, wind, hail, flood and liability insurance, including professional liability.

XX. Security

- A. Possession of a weapon can be authorized by The Church's Trustee Board to allow security personnel or confirmed trained persons to have a weapon on the Church's property when this possession is determined necessary to secure the safety and security of The Church's

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members, guests and properties. As part of this policy the Church's Trustee Board hereby authorizes the Southport Police, Brunswick County Sheriff Department, North Carolina State Bureau of Investigation and the Federal Bureau of Investigation to have weapons on its properties for the purpose of safety, security and official investigations.

- B. Regardless of whether a person possesses a Concealed Weapons Permit (CCW) or is allowed by law to possess a weapon, weapons are not prohibited at The Church. Members who are on any property for the purpose of representing The Church are also banned from carrying and using weapons while in the process of representing The Church.

XXI. Amending Policies and Procedures

- A. It is realized that changing times, circumstances and dynamics, as they relate to The Church or any other organization, often create a need for making amendments or changes to established policies and procedures. Should it be deemed necessary to amend The Church's Policies and Procedures document, the following process shall be adhered to;
 - 1. It is to be announced during the two consecutive Sunday morning services immediately prior to the scheduled conference that an amendment will be considered, discussed and/or proposed. This announcement shall be in written form and a copy shall be provided to The Church's Clerk for the record. The proposed amendment will be available during church services at least two Sundays prior to the meeting where it will be voted upon.
 - 2. Once a quorum has been established and the proposed amendment has been presented, and base upon Robert's Rules of Order, such proposal has progressed to a motion on the floor, voting will be done by roll call based on Active members in attendance. A three-fourths (3/4) majority vote of active members shall be required in order for the document to be amended or changed.

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-- The End --

Policies and Procedures

For

**First Baptist Church
619 N. Lord Street
Southport, North Carolina 28461**