



NORTH ORANGE BAPTIST CHURCH

Policy Manual

July 2014

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Approved:
Revised: July 2014

I. INTRODUCTION, CONSTITUTION, BY-LAWS

INTRODUCTION

The policies contained in the following sections of this manual represent the guidelines approved by North Orange for the proper and uniform operation of all church functions. All church business, functions of staff, committees, and other organizations of the church should adhere to these guidelines unless revised, excepted by church vote, or deemed necessary due to unforeseen emergency conditions.

When deviations to a church policy is made, it should be made clear to the church body whether the deviation is a one-time exception or if the policy should be revised to reflect the desire of the church body. Church policies are to be reviewed annually to insure that timely revisions have been made.

Committees and Ministry Teams are to review and revise the policies governing the functions of their respective committees/teams, and the policy committee should subsequently review all policies.

The Policy Committee is responsible for the Policy Manual being updated with revisions, following church approval.

A hard copy of the individual policies may be produced for members not owning a computer, but the governing version shall be a computer resident file maintained by the Church Secretary and available on the church website.

Approved: June 2014
Revised: January 2014

Constitution North Orange Baptist Church

Preamble

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the Church in an orderly manner while pursuing its ministry. This constitution will guide this Church in conducting the Lord's ministry locally, nationally or across all borders as He leads.

I

Name

This Church shall be known as North Orange Baptist Church, Orange, Texas.

II

Objectives

To be a dynamic spiritual body empowered by the Holy Spirit to teach, baptize and disciple as many people as possible (Matthew 28:18-20).

To help members realize their spiritual gifts and encourage them to use these gifts in the sharing of Christ (I Corinthians 12).

To be a Church whose purpose is to be Christ-like in our daily living by emphasizing total commitment to the Lordship of Christ (I Thessalonians 2:1-13).

To help members grow in the knowledge of God and man through Church programs of Bible teaching, training and education (Acts 2:42-47).

To encourage members to support the ministry of this Church through personal stewardship (Luke 6:38).

III

Statement of Basic Beliefs

We affirm the Holy Bible as the inspired infallible word of God and the basis for our beliefs. This Church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention of 1963. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind and to minister to all. The ordinances of the Church are Believer's Baptism and the Lord's Supper.

IV Polity and Relationships

The government of this Church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership (see Article II of the Bylaws). All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action.

This Church is subject to the control of no other ecclesiastical body, but it enjoys mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this Church will, in a democratic sense, cooperate with and support the association, the state convention, and the Southern Baptist Convention.

V Amendments

Changes in the Constitution may be made by any 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 or upon request. Amendments to the Constitution shall be adopted by two-thirds vote of Church members present.

ByLaws

North Orange Baptist Church

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 and for the purpose of preserving the liberties inherent in each individual member of North Orange Baptist Church, Orange, Texas (the "Church") and the freedom of action of this body with respect to its relation to other churches of like faith and order, we do declare and establish these bylaws.

Article I

Name and Purpose

Section 1. Name

The name of the Church shall be North Orange Baptist Church, Orange, Texas.

Section 2. Purpose

The Church is formed to support public worship and to proclaim the Gospel of Jesus Christ through such ministries as may be determined by The Church.

Article II

Church Government and Membership

Section 1. Government

This sovereign Baptist Church under the Lordship of Jesus Christ retains unto itself the exclusive right to govern this Church. The membership, and/or its ministerial staff, reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership. This Church is a democracy, its authority vested in the members. Every member has the right to a voice in the Church's government, plans and discipline. The church is subject to the control of no other ecclesiastical body, but enjoys mutual counsel and cooperation with other churches of like faith and order.

Section 2. Candidacy

Any person may become a candidate for membership in this Church in any of the following ways:

- (1) By profession of faith and Believers Baptism.
- (2) By promise of a letter of recommendation from another Baptist Church.
- (3) By restoration upon a statement of prior conversion experience and Baptism in a Baptist Church where no letter is obtainable.
- (4) By statement of faith and prior Baptism after review by the staff.

Should there be any dissent as to any candidate, a three-fourths vote of those Church members present shall be required to elect such candidates to membership.

Section 3. Rights of Members

- (1) Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the Member is present or special provision has been made by the Church for absentee balloting. Cumulative voting shall not be allowed on any matter to be voted upon.
- (2) Every member of the Church on the membership roll is eligible for consideration by the membership as candidates for elective offices in the Church.
- (3) Every member of the Church may participate in the ordinances of the Church as administered by the Church.

Section 4. Termination of Membership

Membership shall be terminated in the following ways: (1) death of the member, (2) dismissal to another Baptist Church, (3) exclusion by action of this Church, or (4) erasure upon request of proof of membership in a Church of another denomination.

II. COUNCILS AND DEACONS

CHURCH COUNCIL

GENERAL DUTIES

- To be a sounding board for and provide input to the church ministerial staff on church related issues and programs.
- To work with the ministerial staff to insure alignment and consistency with church leadership and church policies, in the resolution of issues and the development of future plans and programs.
- A chairperson and a secretary will be elected by the council at the first meeting of each year. Minutes of each meeting will be kept in the church office.
- Any council recommendation that affects a church committee or team will be conveyed to that committee chairperson or team leader by the chairperson of the church council. If the church body is affected without committee or team involvement, the council chairperson will present the recommendation at the next church conference.
- The church council will meet monthly or when deemed necessary to meet by the staff or any church council member.

MEMBERSHIP

Church Staff

All Committee Chairpersons

All Ministry Team Leaders

Life Group (Sunday School) Organization

- Director
- Division Directors (3 people)
- Adult Department Directors (7 departments)

Chairman of Deacons

Two at large church members selected by the nominating committee for a 1-year term.

If a council member is unable to attend a meeting, he/she should designate a representative.

Others may be invited by existing members on an as needed basis.

Revised: January 2014

MUSIC AND WORSHIP ARTS COUNCIL

GENERAL DUTIES

The music and worship arts council will assist and advise the Music and Worship Arts Pastor in the administration of the worship ministry of the church.

SPECIFIC DUTIES

- Assist and advise the Music and Worship Arts Pastor in the administration of worship, specifically with regard to music and other arts.
- Be responsible for care and maintenance of music, equipment and instruments.
- Help enlist and train new people to lead and participate in music and worship arts.
- Work with the Music and Worship Arts Pastor to submit to the budget planning committee each year budget items needed in the music and worship arts ministry.

MEMBERSHIP

The music and worship arts council shall be composed of children's choir and praise team leaders, instrumentalists and singers who lead worship, leaders from the adult choir, and any others whom the Music and Worship Arts Pastor and this council may choose. The Music and Worship Arts Pastor will serve as the chair.

FREQUENCY OF MEETINGS

The music and worship arts council will meet as often as needed.

Approved: June 2014
Revised: January 2014

YOUTH COUNCIL

GENERAL DUTIES

- Work with the Student Pastor and youth guidance team to assist in planning, coordinating, and promoting youth events and ministry opportunities.
- To give input and suggestions regarding youth events for the year.
- To actively promote youth events.
- To be an active participant in youth events.
- To grow spiritually mature and gain an understanding of the purpose for planning specific events as well as to understand the Student Pastor's philosophy of ministry.
- The youth council will meet monthly.

MEMBERSHIP

The youth council will be composed of a male and female representative from each grade. Students will be nominated by their respective Sunday school (Life Group) teachers and will then be selected by the youth guidance team. Each student will be a member of the council for one year.

Approved: September 1, 2003
Revised: January 2014

DEACON POLICY

1. PURPOSE

The purpose of the deacon body will be to discharge faithfully the duties of a deacon of a New Testament Baptist church as set forth in Acts 6:1-7 and I Timothy 3:8-13.

2. DEACON YEAR

The deacon year will be September 1 through August 31.

3. DEACON OFFICERS

During the month of July, the deacon chairman will appoint a committee of three deacons to nominate a chairman, associate chairman, and secretary for the new year. These nominations will be made at the August meeting. The chairman will not serve consecutive terms in that capacity.

4. ACTIVE AND INACTIVE DEACONS

The church will maintain a list of both active and inactive deacons. A deacon who is not on the inactive list will be considered an active deacon. A deacon may be placed on the inactive list by:

- His own request.
- By three unexplained consecutive absence from the regular monthly deacons' meeting or by six unexplained absences from regular monthly deacon's meeting over a period of one year.
- By action of the deacon body when a majority of those active deacons feel that a deacon does not meet the qualifications as set forth in the above scriptures. This action will only be taken after efforts for reconciliation have been made.
- Consideration may be given to a deacon with health problems or special circumstances, which limit active participation, so they may remain on the active deacon roll and serve when possible. This action will be approved on a case to case basis by a majority vote of active deacons.
- An inactive deacon may achieve active status by a majority of vote of the deacon body after the following procedure has been observed:
 - The inactive deacon informs the chairman of deacons of his wish to achieve active status.
 - The pastor and chairman of deacons will counsel with the inactive deacon and jointly make a favorable recommendation to the deacon body.

The chairman of deacons will report to the church at the succeeding church conference the wishes of a deacon to become inactive.

5. QUALIFICATIONS

All deacons of the church will to the best of their ability meet the following qualifications:

- That he meets the scriptural qualifications of a deacon.
- That he is grounded sufficiently in the doctrines of the Bible as our church interprets them.
- That he tithes regularly.
- That he has been a member of this church for at least one year and will have been a Christian for at least five years.

6. RESPONSIBILITIES

- That if elected, he is willing to attend each meeting of the deacon body.
- That he will accept and fulfill to the best of his ability any responsibility accepted by him as a deacon, and furthermore, that after his election, should he find that he is no longer able to meet these qualifications he will resign voluntarily.
- That he will assist in resolving problems which arise within the North Orange Baptist Church fellowship and work toward unity.
- That he understands that three consecutive, unexplained absences or six unexplained absences over a period of a year, from a regular deacon's meeting shall effect an automatic resignation as an active deacon.
- That he will support all activities of the church including Sunday School (Life Groups), Wednesday night service, and any other special activities to the best of his ability.
- That he abstains from the sale and use of intoxication drinks as beverages.
- That he will support the Deacon of the Week, hospital visitation program, and other programs that shall be set forth by the deacon body. (see Appendix A)

All deacons presently serving the church as of the date of this policy are expected to conscientiously strive to meet these qualifications. If they feel they cannot do this they should request to be placed on the inactive list.

7. SELECTION OF DEACONS

METHODS: Church members may be elected to the office of a deacon either by (1) election by the church or (2) by transfer of church letter. In either case, the selection and ordination processes will be carried out in accordance with the attached Deacon Selection and Ordination Procedure with the Deacon Screening committee bearing the primary responsibility for this process.

FREQUENCY: Selection of new deacons will begin in February of every even numbered year.

DEACON SCREENING COMMITTEE: A committee of five deacons will be appointed by the pastor and chairman of deacons to serve as a standing committee to review candidates for deacon throughout the year. Four new members of the committee shall be appointed in July to serve for the coming year. One member of the committee will

have served the previous year and will become the carry-over member to provide continuity and direction to the committee. A deacon will not serve more than two consecutive terms on the committee.

Approved: November 29, 2006
Revised: January 2014

Appendix A

DEACON OF THE WEEK MINISTRY

1. Be available to pray, read scripture or participate in the services for the week at the request of the Lead Pastor or Worship and Arts Pastor.
2. Meet for prayer prior to morning worship, if not precluded by other service duties.
3. Be available to the Lead Pastor or staff to serve and meet special needs that may arise.
4. Pray daily for the church staff and their families.
5. Visit the members of our church that are in the hospital according to your assignments in our semi-annual visitation list.
6. Participate in church security when your rotation comes or when you are able.
7. Visit new members during the week following their joining the church. These new members will be assigned to one of the deacons of the week for a minimum of six months. The deacon will make himself available to that family to answer any questions that they may have and serve as a minister to them for special needs that may arise.

Approved:

Revised: February 2014

III. COMMITTEES AND MINISTRY TEAMS

A. COMMITTEES

There are two types of committees: "on-going" or permanent, and temporary. Both types of committee members are nominated by the Committee on Committees and elected by the church body, except for Committee on Committee members themselves, who are nominated by the Nominating Committee. The Committee on Committees will also nominate a chairperson for each committee. There are two exceptions to this procedure: 1) the temporary Staff Search Committees, whose members are nominated and presented by the Deacon Body, and 2) sub committees that are appointed to work within a committee to perform a specific task, such as updating a church policy. Any committee member may be replaced prior to the end of their term for cause, upon the recommendation of the Committee on Committees and approval of the church body.

Each committee is encouraged to select a Vice-chairperson from their committee membership for continuity reasons.

The normal process is for "on-going" or permanent, committees to rotate their membership, each member serving a three-year term; these terms will begin January 1 and end December 31 of the appropriate year. Special cases may occur that lend themselves to successive three-year terms. Terms other than three years could become prudent when filling a position vacated before the expiration date. The goal is to promote continuity of operation by preventing the replacement of a large number of committee members in any year. New committees should be established by selecting an appropriate number of members to serve for one year, another group for two years and the remainder for three years.

Temporary committees are formed to fill a specific need. Their members serve until the need is met and the committee is then dissolved. If a member should resign, they are replaced by a new nomination and church vote, unless it is recommended they not be replaced (because of length of time remaining, etc.); non-replacement also requires a church vote. An example of a temporary committee is a Building Committee.

Committee recommendations should represent the majority of the committee. Members are therefore expected to have an active part in committee functions and should ask to be replaced if they are unable to complete their term. They should share in the responsibility of duties that occur outside of committee meetings.

Guidelines should exist for all committees and be reviewed annually to maintain committee stability. Revised guidelines should be presented to the Policy Committee for review of potential overlap of duties with other committees; the Policy Committee will then present the revised guideline to the church body for approval.

When a new committee is proposed, written guidelines will be presented to the church body along with the committee request.

Any committee found to be unnecessary, non-functioning, or otherwise obsolete is dissolved by church vote upon recommendation by the Committee on Committees.

At any time, the church body may vote to eliminate any committee, reconstitute any committee to "Ministry Team" status, or otherwise change the relationship of the committee as a part of the church's function.

Revised: February 2014

Approved: June 2014

Background Check

- Perform criminal background checks as needed.
- Perform a criminal background check on all prospective staff, other paid employees, and volunteer workers in the youth, children and preschool divisions, as prescribed by the Background Check Policy (IV.N.).
- The committee may reserve the right to recommend acceptance of a person "with reservation" if that person was charged with a crime, but additional evidence resulted in the charges being dropped.
- Present recommendations to the appropriate committee (search, personnel, or nominating). Recommendations must be unanimous.
- All information obtained in every background check is strictly confidential and must remain within the committee. There must be no exceptions.
- This committee will be composed of two laypersons and one staff member.
- This committee will meet as often as necessary to perform their duties, or at least semi-annually.

Approved: May 11, 2005

Revised:

Buildings and Grounds

- This committee will be responsible for the maintenance, repair, and improvement of all church owned buildings and buildings/grounds associated equipment.
- To administer policies concerning use of buildings, facilities and equipment with the exception of the kitchen and CLC.
- To work with the appropriate staff members in preparing the annual budget requests for funds needed to carry out this committee's function.
- To manage the building and grounds and air conditioning permanent funds in a way that ensures adequate are available to carry out this committee's function.
- To promote the proper use and care of all church buildings and grounds.
- Membership will be eight members and a chairperson.
- The committee will meet at least three times each year.

Approved: September 1, 2003

Revised:

Committee on Committees

- Nominate committee members and a chairperson for all church committees, including committee members scheduled to rotate off existing committees and any new committee as requested by the church. The exception is the Committee on Committees as mentioned below.
- Recommend dissolution of any committee found to be unnecessary, non-functioning, or otherwise obsolete.
- The committee will consist of five members nominated by the Nominating Committee and approved by the church. Members will serve a three-year term with no more than three members rotating off each year.
- The committee will meet as often as necessary to staff all church committees before January 1 each year and as needed during the year to replace members or meet with various committees.

Approved:

Revised: August 2013

Finance Committee

- To oversee the budgetary financial matters of the church.
- To examine the current financial report before the report is presented to the Deacons and the Church and to present appropriate recommendations as may be necessary.
- To advise other committees in keeping expenditures within budget limitations.
- To advise the church financial analyst in regard to the bookkeeping system of the Church and insure policies keep up to date with general accounting procedures.

- To keep the Church fully informed on all financial matters pertaining to the Church programs.
- To organize and participate in the planning and promotion of the Church budget.
- To be primarily responsible for the maintenance of the Church Financial Policy (IV.L.) to reflect current Church-approved operating procedures.
- Upon review of the financial report, authorize or approve all budgeted expenditures and in the case of emergency situations approve non-budgeted expenditures for the repair or replacement of equipment in accordance with the Church Financial Policy.
- This committee shall consist of 7 members, each of which is elected for 3-year terms, except for the chairperson as noted below. Terms will be staggered so that no more than 3 members are replaced each year. The chairperson shall be recommended by the Committee on Committees for a 3-year term and shall have served on the Finance Committee for at least one year prior to becoming chairman.
- This committee shall meet monthly or at such times as called by the chairman. Effort will be made to contact each member about all meetings of the committee. A quorum shall consist of a majority or committee members.

Approved: September 1, 2003

Revised: February 2014

Long Range Planning Committee

- This committee will assist the church in achieving its goals and objectives by planning ahead to identify and address the future needs of the church.
- Work with the church staff, deacon body, or any other appropriate committee or team to help:
 - Identify the long-term needs of the church and to initiate plans to address those needs.
 - Maintain an up-to-date list of the potential future needs of the church. This could involve additional facilities in addition to any other items the committee identifies that are necessary for the church to continue to meet its goals and objectives.
 - Monitor trends in worship, teaching, outreach, ministry, and any other church functions to ensure that the church is actively and purposefully fulfilling its mission.
 - Present recommendations to the deacon body or to the appropriate committee for their input and endorsement and then to the church for approval.
- This committee will be comprised of nine adults and two representatives of the Jr. High and/or Sr. High Sunday School (Life Groups) departments.
- This committee will meet as often as necessary to perform its duties. This committee will meet at least once each quarter.

Approved: September 1, 2003

Reviewed: September 2013

Missions

- The Mission Committee is to be a liaison for the mission needs of individuals or groups and our church family in order to keep North Orange Baptists informed of opportunities for Local, State, National and International service.
- Inform North Orange Baptist Church of mission opportunities.
- Work alongside women's mission and other organizations with mission projects when needed. Organize major mission projects involving the North Orange Baptist Church family.
- This committee will be composed of 10 members.
- This committee will meet at least quarterly and as often as necessary to perform its duties.

Approved: June 23, 2004

Revised:

Nominating Committee

- This committee will nominate and recommend all Sunday School (Life Group) officers and workers and church organizational leaders, and the Committee on Committees to the church for approval. Church elected committee members are nominated and recommended by the Committee on Committees.
- This committee will consist of one chairperson, two members, and the Sunday School (Life Group) Director.
- The staff member responsible for the education program will serve as advisor.
- This committee will meet as often as necessary to perform its duties.

Approved: September 1, 2003

Reviewed: July 2013

Personnel Committee

- Serve the church, the staff, and employees in all matters related to personnel policies and procedures.
- Keep open lines of communication with staff members and employees. Hear proposals and requests and issue written recommendations.
- Serve as liaison between church members and staff or employees. Maintain lines of communication church members in matters related to personnel.
- Develop and recommend salaries and benefits for staff and employees.
- Maintain a current job description for each staff member and employee.
- Maintain current and detailed statements of benefits for staff and employees.
- Conduct periodic evaluation of needs related to staff and employee positions.
- Review the personnel policies and procedures manual (IV.M.) annually for needed updating.
- This committee will consist of four members and one chairperson.

- This committee shall meet at such times as called by the chairman. Effort will be made to contact each member about all meetings of the committee. A quorum shall consist of a majority of committee members

Approved: September 1, 2003

Revised:

Policy Committee

- To coordinate an annual review of all church policies by the appropriate committee or council and request they submit their results to the Policy Committee for final review and possible conflict resolution.
- To review all new church policies for form and possible conflict before that are presented to the church for approval.
- To author and submit for church approval the policies not specifically defined and assigned to other committees or teams.
- To promote the concept of quarterly committee reports to the church body by all committees.
- To be responsible for maintaining a current copy of all church policies in the church policy manual to be located in the church office.
- This committee will consist of the chairman of the deacons or another designated deacon (such as vice chairman), and six members elected by the church. The church elected members will serve on a 3-year rotational basis.
- This committee will meet at least quarterly and as often as necessary to perform its duties.

Approved: June 23, 2004

Revised: March, 2014

B. MINISTRY TEAMS

Ministry Teams are formed on a volunteer basis and elect their own team leader. The process is repeated annually. Sign-up sheets are normally posted in a well trafficked area for a time period determined by church staff to allow members to select the teams(s) on which they wish to serve.

An annual organizational meeting of all team members will be planned by the Executive Pastor or other member of church staff as early in the calendar year as feasible, and a space provided for each team to meet, elect a team leader and review guidelines/goals. A staff member is assigned as liaison to each team and may call the first meeting if the organizational meeting did not produce a team leader.

When a new team is proposed, written guidelines will be presented to the church body along with the request to form the team.

At any time, the church body may vote to eliminate any team, reconstitute any team to "committee" status, or otherwise change the relationship of the team as a part of the church's function.

Baptism

- Assist the pastor in preparing for and conducting the baptismal service.
- Assist the pastor in preparing for the ordinance of baptism.
- Assist the candidates during baptism.
- Assure that all facilities are clean and that the robes and towels are in good condition and are properly laundered and sorted.
- Furnish a cake to celebrate the baptism of new church members.
- Prepare and submit to the budget committee each year budget items needed by this team.
- This team will meet as often as necessary to perform its duties.

Revised: June 2014

Bereavement

- Work with the entire church to provide a meal for and to minister to church member families who have experienced the death of a family member. This meal is usually provided on the day of the funeral.
- Communicate with each other as often as necessary to perform its duties.
- Meet once each year to divide the church role into groups for team member responsibility.

Children's Guidance

- Work to support and strengthen the ministry of the church to children (grades 1-6) and their families. This will include, but is not limited to, providing special activities and events for children during the summer months.
- Meet quarterly and additionally as often as necessary to perform its duties.

Evangelism

- This Ministry Team will work with the Staff and any Committee or Ministry Team to plan and implement evangelistic strategies that will help each Committee and Ministry Team spread the Good News of the gospel of Jesus Christ through their own particular plans.
- This Team will work with the Staff to plan evangelistic strategies and to train the membership in ways to win the lost of Orange and beyond.

Approved: July 2014

Flower

- Maintain the flowers, etc. on the Lord's Supper Table, Sanctuary, and foyer on a weekly basis with emphasis on special holidays such as Christmas and Easter or as directed by the church.
- Clean and organize the flower room and to make adjustments to the flower arrangements and seasonal decorations.
- Meet at the discretion of the team leader on an as needed basis to plan for special events and for budget preparation.

Greeters

- Provide a warm, welcoming atmosphere for all visitors.
- Provide information about our opportunities to study and worship, including schedules.
- Guide visitors to their small group and/or worship center, discussing safety measures.
- Guide families in locating children's classes and/or nursery,.
- Prepare welcome bags.
- Provide welcome bags to guests.

Approved: July 2014

Historical

- Responsible for the gathering, compiling, and storage of information of a church historical nature.
- To manage a system of collection and storage of historically significant documents, photographs, etc. for the purpose of preserving the history of North Orange Baptist Church.
- Lead the church to observe and celebrate historically significant church anniversaries such as the 50th Anniversary Celebration in 1989.
- Meet when necessary in order to carry out its duties.

Home Ministry

- Minister to special needs of church members who cannot attend church services. because of health issues.
- Deliver Life Group (Sunday School) literature and magazines.
- Maintain contact using telephone and cards.
- Provide Christmas gifts when possible.
- Recognize birthdays with cards, candy, or flowers.

Approved: July 2014

Host/Hostess

- Help promote a spirit of Christian Fellowship among the church family by assisting in the planning and implementing of church-wide fellowships, snack times, appropriate receptions, and any other all church-wide fellowship functions except church picnics.
- Plan for and provide food, decorations, etc. for all-church fellowship events.
- Coordinate selected special meal preparation activities with the Kitchen Ministry Team (other than Wednesday night fellowship meals).
- Oversee the use and maintenance of certain church owned equipment related to fellowships, receptions, showers and similar events. This will include keeping a written inventory of serving pieces, tablecloths and table skirts, etc. It will also include overseeing a system whereby appropriate parties will sign out and sign in the items they use.
- Make hospitality arrangements for personalities or groups visiting our church in an official capacity.
- Make appropriate recommendations to the budget planning committee related to the functions of this team.
- Meet as often as necessary to perform its duties, but not less than twice each year.

North Orange Baptist Church Host/Hostess Team

Date requested _____

Date and name of Occasion _____

Requested by _____ Telephone _____

<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>	<u>Item</u>
_____	Tablecloths –large	_____	Punch bowl crystal
_____	Table skirts with snaps	_____	Ladle, crystal
_____	Punchbowl, silver	_____	Mint bowls, crystal
_____	Ladle, silver	_____	Cake plates
_____	Cups, punch	_____	Serving plate, large, crystal
_____	Platter, silver	_____	Forks, silver
_____	Coffee Urn, large	_____	Cake knife/server, silver
_____	Mint bowl, silver	_____	Tablecloth, large, Ecru lace

OTHER ITEMS (DESCRIBE)

I agree to return all of the above items to the designated member of the Host/Hostess Team within one week of the occasion. I agree to replace any item damaged through misuse.

Requestor _____

Host/Hostess Team Member _____

Approved: September 1, 2003
Revised:

Kitchen

- Provide food for the Wednesday night meal and for other selected special occasions.
- Prepare Wednesday night fellowship meals and coordinate clean up. This includes planning the menu and procuring the items to be cooked. A team of workers will normally be responsible for each Wednesday night meal on a rotating basis.
- Prepare a schedule for the cooking teams.
- Prepare food for other selected special occasions in coordination with the Host/Hostess Team.
- Maintain a sufficient level of supplies.
- Report malfunctioning equipment to the person responsible for repair (church office, Building and Grounds Committee, etc.).
- Work with the appropriate staff members in preparing a yearly budget, which will help the team fulfill its purpose and present that budget to the budget planning committee.
- Maintain and execute the Kitchen Policy (IV.I.).
- At least one member of each "cooking team" is expected to be an active member of this team.
- Meet a minimum of twice yearly.

Library

The team's Mission Statement is to give direction to the Library/Media Center ministry of our church.

Our duties are to:

- Provide and promote the use of library materials for the spiritual and mental growth of the congregation.
- Work with the church staff in the selection of books, visuals, audiotapes and various other materials.
- Establish and administer policies governing the library and have policies adopted by the church.
- Work with the appropriate staff members in preparing budget request to be submitted to the budget committee needed for this team function.
- Meet a minimum of twice yearly.

Revised: August 2013

Lord's Supper

- Assist the pastor in preparing for and conducting this church ordinance.
- Coordinate with the church staff in preparing the elements necessary for observing the ordinance on a bi-monthly basis plus the Christmas Candlelight Service and other special observances as approved by the church.
- Clean and store all equipment necessary for observing this ordinance.
- Work with appropriate staff members in preparing budget requests (which are needed for this team to function) to be submitted to the budget planning committee.

- Meet as often as necessary to perform its duties, but not less than twice per year.

Marriage and Family

- Purpose: Encourage Christian marriage and parenting through retreats, special programs, couples activities, date nights, etc.
- Utilize budget funds to reach team purposes.
- Present budget to Budget Planning Committee.
- Meet monthly or as needed.

Approved: July 2014

Memorial Fund

- Give directions to the use of memorial funds not specifically designated by the contributor(s). However, first consideration of the team should be given to designation requests made by member relatives of the person(s) in whose memory the gift is given.
- Meet a minimum of twice yearly to review memorial funds available and consider requests for purchases. In addition, this team will meet as the need arises to review funds and consider requests for expenditures.

Men's Ministry

- This team will be responsible for helping the men of NOBC develop ministry to men, for men and with men of all ages and to strategize ways in which men outside the church can be reached for Jesus Christ. They will develop plans for outreach strategies such that will bring men to saving faith as well as help men to become better church members.
- This team will also plan a program of helping those who need help with projects that they are unable to accomplish by themselves.

Approved: July 2014

Prayer Ministry

- This Ministry Team will be responsible for the implementation of prayer strategies as well as disseminating information about and education of prayer for NOBC and its plans. The team will be responsible for conducting prayer plans as well as the National Day of Prayer held each year. Prayer being one of the most important actions of a church, this team will constantly monitor and produce action plans that will enhance the spiritual growth of the church in prayer.

Approved: July 2014

Preschool

- Work to support and strengthen the ministry of the church to preschoolers (babies through preschool 5) and their families. This will include, but is not limited to, providing special events and activities for preschoolers at appropriate times of the year.

- Responsible for maintaining and executing the Preschool and Childcare Policy (IV.A.).
- Meet as often as necessary to carry out its duties, but should meet at least quarterly.

Recreation

- Assist the Youth Pastor in giving direction to the total recreation ministry of the church.
- Responsible for maintaining and executing CLC policies (IV.G. & IV.H.).
- Maintain a working list of volunteers to staff the CLC building for recreation.
- Plan, promote, and oversee certain all-church recreational and fellowship events such as church picnics, tournaments, etc.
- Meet quarterly and additionally as is necessary to perform its duties.

Safety and Health

- Provide oversight to North Orange Baptist Church regarding the health and safety of its membership.
- Research, discuss, and make recommendations to the church concerning medical devices and/or equipment that could be of potential benefit to NOBC. It will also provide guidance on any other issues about health and safety that affect the church membership as needed.
- Meet twice annually, with extra meetings to be called from time to time as needed.

Senior Adult

- Responsible for planning and implementation of events and Ministry opportunities for North Orange Baptist Senior Adults (NOBS).
- Scheduling and securing programs for the monthly NOBS meetings.
- Setting-up the tables and decorating for the monthly NOBS meetings.
- Promoting Senior Adult Week (normally the first week of May).
- Promoting Ministry opportunities, such as the annual Christmas party for rest home Occupants.
- Search for additional Ministry/Mission opportunities to be involved in.
- Planning, implementing and promoting trips.
- Submitting an annual budget request to the Budget Planning committee.
- Meet monthly or as often as necessary to perform its duties.

Stewardship

- Assist the church in achieving its stewardship goals.
- Communicate stewardship vision to the church.
- Develop continuous stewardship awareness.
- Encourage all members to practice biblical stewardship.
- Educate congregation on biblical truths concerning all forms of stewardship, such as talents, time, resources and tithe.
- Meet as often as necessary to perform its duties, but no less than once per quarter.

Transportation

- Oversee the purchase, use, upkeep, and sale of any and all church owned transportation vehicles.
- Perform and/or supervise all necessary preventive maintenance (including required state inspections) and repairs on church vehicles.
- Provide general oversight to vehicle conditions and guidance in developing and overseeing vehicle use policies.
- Exercise oversight to vehicle insurance policies and advise the church office of renewal dates. This team will also recommend changes in coverage as needed.
- See that all drivers meet State qualifications as well as meet the requirements of the Insurance company with whom the church has a policy at the time of the person driving. Drivers must also be recommended by the appropriate Staff person and be at least 25 years of age.
- Some of the members should have familiarity with vehicle maintenance and upkeep.
- Meet at least twice per year but also as often as necessary to perform its duties.

Revised: July 2014

Ushers

Women's Enrichment (BLING)

- The team's desire is to minister to women by providing opportunities for spiritual growth and service to one another and to encourage women to build meaningful relationships within the church and community. Our motto is "Honoring God, Building Relationships, Serving One Another" and our scripture is Psalm 37:4.
- Promote the vision of our church
- Be Christ-like examples for our church and community
- Equip and empower women for effective ministry to others
- Plan and schedule events for the year that will interest all age women
- Coordinate all events with church calendar
- Provide a positive atmosphere at all events and ensure that each woman feels welcomed at events
- Encourage everyone involved, pray for others, and keep church informed of prayer needs
- Enlist speakers/musicians who will be encouraging and uplifting, and challenging to women to grow spiritually in their walk with the Lord
- Reach out to the community to involve the unchurched
- Keep church body informed of what the WEM is doing as well as the response from each event
- Include other women as needed to be a sub-team member in planning events- they will serve only for a short-term basis
- Prepare and submit to the Budget Planning Committee each year budget items needed by this ministry team

- **The team should be composed of at least 12 members (preferably two representatives from each adult department).**
 - Each team member will be assigned as a coordinator for a particular area — the assignment will be matched to the area where they feel most comfortable serving.
 - Each coordinator will be responsible to recruit other church members to help them as needed to plan a particular event. These sub-team members will serve only for a short-term basis.
- Meet at least once a month (on the first Wednesday) and as often as necessary to plan Women's Enrichment Ministry events.

Worship Drama

- This Ministry Team will work with the Music and Worship Arts Pastor in accentuating the worship services with Drama and Mime.
- The Team Leader will plan with the Staff to bring productions that will enhance the meaning and theme of the services at appropriate times.

Approved: July 2014

Worship Technologies

The Team will consist of individuals wanting to use their time and talents to take an active role in technical support of the services, events, and ministries of the Church, and report to Pastor of Music and Worship Arts, Church Staff, and Church Congregation. They will:

- Allow for life-changing moments through the fusion of technical and creative arts
- Advocate the use of technology to further the message and mission of the Church
- Insure a sustainable future for Worship Technology through:
 - Recruiting and training volunteers to become competent technicians
 - Staying up-to-date on methods and mediums used to communicate the message and mission of the Church
- Insure proper stewardship of all applicable assets
- Maintain and update current equipment and capabilities
- Oversee/participate in any and all upgrades and/or new installations of equipment under the care of Worship Technologies

Approved: July 2014

Youth Guidance

- Work with the Student Pastor to serve an advisory role as well as to assist in planning, coordinating, and promoting youth events and ministry opportunities.
- Give input and suggestions regarding youth events for the year and to aid in promoting and planning these events. They will serve as sponsors at events whenever possible.
- Provide feedback on events and ministries.

- Work with the Youth Council to share ideas on what activities should be purposefully planned and conducted each year.
- Assist in the selection of the individuals who will serve on the youth council.
- Grow spiritually mature and gain an understanding of the purpose for planning specific events as well as to understand the Student Pastor's philosophy of ministry.
- Be Christ-like examples to the youth.
- There should be a mixture of youth Sunday school (Life Group) teachers, youth workers, and parents of youth, who will represent both junior and senior high school.
- Meet monthly, but may also meet more frequently whenever it is necessary.

IV. POLICIES

IV.A.



Approved: April 6, 2005
Revised: February, 2014

North Orange Baptist Church Preschool and Childcare Policy

This policy is designed to meet the needs of children, and to provide high quality teaching each time the child comes to church. It is set forth by the Preschool Guidance and Children's Guidance Team and approved by the church, and will be upheld and followed by all volunteer and paid teachers and parents.

North Orange Baptist Church provides childcare for children from birth through preschool four classes during worship services and other regular church activities.

Extended Teaching, Mission Friends, and Choir is provided for Preschool 2 - K. For adult choir rehearsals, childcare will be provided for up to Preschool 5. Child care from birth through Preschool 5 will be provided for department and church functions only (as workers are available.) Appropriate teacher/child ratios will be adhered to, according to the ages of the children and the number of teachers available. Parents are expected to sign up for childcare IN ADVANCE and to remove the child from childcare roster if unable to attend.

Orange 252 is available for K – 6th grade on Wednesday nights. Children's Church is provided for grades Preschool 2 – K.

PURPOSE

The purpose of the Preschool and Children's Ministry at North Orange Baptist Church is...

- 1.** To help each child:
 - a.** Associate God, Jesus and the Bible with happy feelings.
 - b.** To know that the Bible is a special book that tells about Jesus and God.
 - c.** Think of church as *my* church – a happy place where people love me.
 - d.** Develop a sense of trust.
 - e.** Think of home as a place of love and security.
 - f.** Develop positive feelings of self-worth.
 - g.** Begin to show love, respect and acceptance for others.
- 2.** To encourage the growth of each child, spiritually, emotionally, mentally, physically and socially.
- 3.** To provide a safe, clean and happy Christian environment for preschoolers and children while they are at church.
- 4.** To teach preschoolers and children each time they come to church. This teaching is to be age appropriate and child-centered.
- 5.** To provide a web of support and ministry to the entire family.

***"Train up a child in the way he should go,
and when he is old, he will not depart from it."
Proverbs 22:6***

SECURITY

The security matching wristbands are to be used each time preschoolers attend a regular church function, and will be given to parents of preschoolers through Kindergarten. When the child is brought to the room, the teacher will give the parent or other adult a wristband. When the adult returns for the child, the wristband must be presented to the teacher in order to retrieve the child. No person under the age of 16 will be allowed to pick up a child. The parent or other adult who brings the child and receives the wristband will be responsible for picking up the child. The teacher will release the child to the adult who presents the wristband.

A preschool or child information sheet will be required for all children through Grade 6 at North Orange Baptist Church. This allows all teachers to know parental wishes for release of the child, and where the parent or guardian is located during church functions.

Guests

After the parent or guardian fills out the guest information form in the classroom, the teacher will give the security wristband to the parent and explain the security system. The parent will present this wristband to pick up the child. The teacher will get as much information as possible from the parents in as short a time as possible.

Releasing

The child may be released only to the person who presents the security wristband. In the event the teacher is unsure about releasing the child (even to the person with the wristband), another teacher or the Director of Childhood Education must be contacted and a decision will be made whether to release the child. Do not ever release a child if there are ANY doubts regarding authority of the person requesting release. Again, no child will ever be released to anyone under the age of 16.

Lost Wristband

If a parent loses a child's security wristband, the two teachers in the classroom must agree to release the child only to a parent (without the wristband we will not release the child to ANYONE else but the parent or guardian). If the wristband is lost by someone who is our guest, ONLY the person who brought the child to the classroom may pick the child up.

Pagers

The security wristband is meant to be used by all preschoolers, birth through five years, and should be used during all church functions when preschoolers are left in the care of the church (exception is the weekday education program). However, in addition to the

wristbands, pagers will be offered to all parents of preschoolers through age four when the parents will be staying on the church grounds.

GENERAL POLICIES

Transfer/Promotion

1. Babies, creepers and toddlers are sometimes transferred to the next department within the preschool division. Transfer is made at the discretion of the Preschool Division Director and Director of Childhood Education following consultation with the parents. All transfers will be based on the age of the children and the space available.
2. Two, three and four-year-old children are graded according to birthday (age before September 1) and transfers in and to these departments are made only at promotion time.

Use of Childcare by Sunday School Departments

1. When departments require childcare, it must be arranged by contacting the Director of Childhood Education and/or the Childcare Coordinator not less than five (5) days prior to the scheduled event or meeting. This much time is needed for acquiring prepared teachers.
2. The church provides childcare for church wide or departmental activities only. No childcare will be provided for individual Sunday school class functions.

PARENTS' POLICIES

Parents are expected to adhere to all General policies also.

Leaving and Picking Up Children

1. No one will leave a child for any reason other than attending a church-sponsored function.
2. To avoid congestion in the preschool areas, it is suggested that only one parent or other responsible person bring and call for the child.
3. When the children's building is locked, ring the bell at the East entrance (fronting Highway 87) and stand in front of the door for visual recognition.
4. Once inside the preschool area, please knock on the door and wait for your child's teacher to come to the door. The teacher will take your child at the door. If you have special instructions for the teacher, please give them quickly outside the door. When picking up the child, please knock on the door and show your security wristband at the window of the door. This will allow the teacher to gather your child and his belongings and bring him to the door.
5. Except for designated times (such as an open house) parents are requested not to enter the child's classroom area before, during or after any session. This keeps the floor and room more sanitary, helps to not upset the other children, and does not interrupt the teaching in progress.

6. Only authorized personnel, paid or volunteer, will be allowed in any preschool room (whether or not the room is being used). No visitors will be allowed in any preschool or children's department room except those invited as special guests for the children (ex. – special music, portray a character in a Bible lesson, etc.). Individuals waiting for someone must do so in the hall outside the preschool area.
7. Children will be called for immediately at the close of each church activity. A child can become fearful or anxious if he or she is left after the others are gone.
8. For evening activities, children must be picked up no later than the end of the event! Childcare will not be provided after that time.

Children's Belongings

1. All belongings should be brought in a bag. Please label the bag, bottles and pacifiers and all other items brought for your child.
2. An extra change of clothing should be brought for small children, especially those who are being toilet trained. It is also helpful for you to discuss your child's habits with the teacher in charge.
3. Children are asked not to bring toys from home. This sometimes causes problems with teaching children to share. Toys will be provided during each session.

Health

1. For the protection of your child and the other children, parents are requested not to bring a child who appears ill to church or church activities. Upon the recommendation of the *Committee on Control of Infectious Diseases of the American Academy of Pediatrics*, a child should not be taken from home when any of the following exist:
 - a. Fever within the last 24 hours
 - b. Vomiting or diarrhea
 - c. Common cold
 - d. Symptoms of the usual childhood diseases (chicken pox, scarlet fever, etc.)
 - e. Sore throat
 - f. Croup
 - g. Any unexplained rash
 - h. Any skin infection (boils, ringworm, impetigo)
 - i. Pink eye or other eye infection
 - j. Lice
2. Teachers will notify parents to pick up their children immediately if they show signs of illness. This is for the welfare of not only your child but for the other children in the department.
3. Teachers are not allowed to give any type of medication. If a child needs medication, the parent must come to the preschool area, take the child from the room, and administer the medication.
4. If your child requires a special powder or ointment, please provide it in the child's bag and be sure the teachers are aware.

Food

1. Feeding children is a serious responsibility. Please feed your child meals before attending a session. A snack will be provided during some sessions, but teachers will not feed your child meals unless the meal is a planned activity of the class. Again, please do not bring meals for your child to the classroom.
2. Infants will be fed items (formula, juice, milk, cereal, water) in bottles or cups provided by the parents. Time and circumstances do not allow for spoon-feeding.
3. Parents of infants must leave clear written instructions for feeding their child.
4. Food tasting activities are a common occurrence in the preschool/children's division. If your child has a food allergy or a special need related to food, please tell the teachers. This information should also be included on the Preschool/Child Information Sheet which is kept in each classroom.

Additional Suggestions for Parents

1. Bring your child regularly. Talk to your child about happy experiences at church.
2. Become familiar with the Policies/Procedures and be cooperative.
3. Take advantage of parent-teacher meetings and activities so that you may be better informed concerning your child and the teaching your church provides for him or her.
4. If you have any questions or problems concerning any of our policies please contact the Director of Childhood Education.

TEACHERS' POLICIES

Teachers are expected to adhere to all General Policies and Parents' Policies where applicable.

Childcare Guidelines for all Volunteer, Paid and Weekday Education Teachers:

1. Only authorized personnel, paid or volunteer, will be allowed in any preschool room (whether or not the room is being used).
2. All teachers will be 18 years of age or older. Youth helpers, as needed, will always work with an adult teacher. Youth helpers may not lift, feed or change children. Teachers must have the physical stamina required to work with children and be able and ready to perform all duties.
3. Teachers are expected to read and study the preschool leadership books and curriculum and to participate in continuing teacher training.
4. Teachers are expected to teach from the provided curriculum.
5. Teachers who are church members are encouraged to attend church services when possible.
6. Teachers' dress should be conducive to and appropriate for working in a church childcare environment. Shorts are permitted only when an activity is to take place outdoors. Modesty is expected at all times.

7. Only URGENT phone calls will be received by teachers on duty. Likewise teachers may not make phone calls from the preschool area or from cell phones unless it is urgent that they do so.
8. Teachers are not allowed to have food or drink in the preschool areas except when children are eating (unless medically necessary).
9. The outdoor playground or indoor playroom should be utilized when children have been in childcare for several consecutive hours.

Health/Welfare

1. Assign each baby a crib upon arrival.
2. As a child enters the room, check immediately to see if a diaper change is needed or if any older child needs to go to the restroom. Continue to monitor the child for other needed changes.
3. Make sure the diaper is dry when a child leaves. A changing table, pad or crib must be used when changing a diaper. Waxed paper is also provided to put under the child during changing. When a changing table or pad is used, wipe the area with disinfectant after each diaper change.
4. Teachers are required to wear disposable gloves when changing diapers. After each change, dispose of gloves by encasing the soiled diaper in the gloves, wrapping gloves and diaper in waxed paper and discarding this in the trash.
5. After removing gloves, teachers are to wash their hands with soap and water after each diaper change.
6. Any time a teacher deals with bodily fluids (blood, urine, feces, saliva, vomit) gloves should be worn. Attend to the child first, and after the child has been cared for, clean the contaminated surfaces with the supplied disinfectant. Wash hands after throwing gloves away.
7. Teachers are required to use individual burp cloths supplied by parents for babies.
8. TEACHERS WILL NEVER LEAVE CHILDREN UNATTENDED!!!!!!!
9. A teacher will never discipline a child by hitting, slapping, pinching, biting, shaking or OTHER physical or verbal abuse of any kind. Discipline problems should be discussed with the Director of Childhood Education, Weekday Education Director or Preschool/Children Division Directors.
10. If a child is hurt or injured while at church, the teacher will fill out an accident report form immediately (attached copy). The form should be signed by the teacher, teacher's supervisor and the child's parents. Any other adult witnessing the injury should also sign the form and insert pertinent information. The form will be filed in the Director of Childhood Education's office.
11. All teachers will leave the rooms and the bathrooms in a clean and orderly condition after each session. Specifically, each of the following should be done:
 - a. Used bed sheets removed and put in the washing machine;
 - b. Used toys cleaned and disinfected;
 - c. Tables wiped, no food or toys left out or on the floor;

- d. Toilets flushed and lights off in all rooms, blinds closed and lowered.

Failure to comply with the above policies will be grounds for dismissal at the discretion of the Director of Childhood Education, Weekday Education Director or other Staff Member.

Policies for Rooms

1. All rooms are to be kept in the following state:
 - a. Only basic equipment in the rooms;
 - b. Nothing left sitting on the counter tops or tables;
 - c. All supplies cleaned and put away.

Several groups use each of our rooms; if you teach Sunday school, for example, you may use the bulletin board to "landscape" the room or for your teaching pictures and other items needed for your session. Then remove these items so the next group can use the board and walls for their teaching time.

2. Basic supplies such as crayons, scissors, glue sticks and markers can be kept in the rooms. All other supplies must be kept in the resource room so that they may be shared.
3. Teachers are to gather needed equipment from the resource room. After the session, please return and PUT EQUIPMENT IN THE APPROPRIATE PLACE.
4. When a teacher notices that consumable supplies of any item are getting low, please use the form supplied in the resource room to let the Director of Childhood Education know what is needed.
5. Puzzles will be returned to the resource room and filed correctly on the shelf after each session.
6. When a child leaves something in the room, the teacher should label the item with the child's name and place it where it can be retrieved the next time the child returns. If an item is found and you do not know to whom it belongs, leave it in the room until the next week, and then turn it in to the main desk in the preschool area.
7. Keep cabinets neat and orderly. Make sure that the next teacher will find adequate supplies. NEVER keep food in the rooms. Store all food items (sealed) in the kitchen. Never keep open foods.

POLICIES FOR PAID CHILDCARE TEACHERS

1. Consideration of preference of work assignments will be given to teachers at the time of employment; however, at the discretion of the Director of Childhood Education, teachers will work where assigned.
2. During regular church functions, the church will provide at least two teachers in each preschool and children's room.
3. Teachers are to provide a place where the child feels God's love and feels secure.

4. A paid teacher should be ready to report to work according to the schedule of church activities; needed materials and curriculum should be pulled and the room should be ready when the first child arrives.
5. After the children are picked up, clean-up should take place including toys and materials returned to the proper places, tables wiped down, dishes washed and put up, trash taken to dumpster and liner replaced in garbage can, and each room vacuumed or swept if needed and each room restocked with gloves, paper towels, Kleenex, and proper disinfectant solutions. Blinds should be closed at the end of each session.
6. Teachers should arrive at least 15 minutes early and be in the assigned rooms when children arrive.
7. Teachers are to receive pay for one hour of service when they come to work and no children attend.
8. If you are ever called and asked to come to work immediately (with less than 4 hours notice), you will be paid time and a half for your work that session.
9. Each teacher should be responsible for seeing that her time is recorded accurately upon departure.
10. A paid childcare teacher is expected to be consistent and punctual in attendance. Reasons for absence are personal illness, death in the family, and emergencies. In the event of unexpected illness or absence, the paid childcare teacher should immediately replace herself and call her supervisor.
11. Routine doctor appointments will not be acceptable reasons for absence. These appointments can be made on non-work days.
12. Childcare workers are expected to be available for all church functions.
13. All childcare teachers should be available for CPR training and refresher training when it is offered by the church; weekday education teachers will attend training twice a year.
14. Weekday education teachers' children shall be allowed to attend the program free of charge.

Disciplinary action will be taken if any employee uses physical force in disciplining a child, is chronically late or absent without prior proper notification, or consistently fails to comply with the regulations. Use of physical force or harming a child in any way is grounds for immediate suspension. For other infractions, the employee will be given a verbal reprimand first, then a written reprimand and finally a probation with termination if the action occurs again. These forms of reprimand will be documented, with signatures of the employee, Director of Childhood Education and one other church staff member. However, suspension can be immediate at the discretion of the church staff while the incident is investigated and then action taken by the church Personnel Committee.

PLAYGROUND POLICIES

1. **Purpose** – The purpose of these policies is to allow our children to fully enjoy use of the playground while insuring their safety.
2. **Ages Allowed** – Toddlers to two year olds may use the swings and smaller structures. This age group is not to use the larger structure with the ladder and slide. Age 3 through Kindergarten may use all the playground equipment. Children above these ages may be allowed to play on the equipment when they are in childcare.
3. **Maximum Number of Children at any Time** – The maximum number of children allowed on the playground is 20. When playground is at or near capacity and/or others are waiting to use the playground, teachers should limit their time to 20 minutes.
4. **Supervision Required** – The playground must have a minimum of two teachers present anytime the playground is in use. All teachers must accompany their own class. Teachers are to be actively involved with the children while on the playground. Please do not sit and visit while children are on the equipment! Children cannot be properly supervised from only one position on the playground.
5. **Scheduling for the Playground** – Regularly scheduled church activities will always have scheduling priority for use of the playground. Preschool through Grade 6 may schedule the playground for activities. The playground may NOT be scheduled for parties or activities outside of North Orange Baptist Church ministries.
6. **Reporting Accidents on the Playground** – If a child is injured while playing on the playground and an injury results that requires more than TLC (a hug and wiping off the area slightly injured), an accident report must be filled out immediately by the adults who witnessed the incident. The report must be signed by the adults on duty, the parents or guardian, and filed in the office of the Director of Childhood Education. Accident report forms are available from the Director of Childhood Education’s office.
7. **Playground Maintenance** – If an adult supervising children on the playground notices anything needing repair or maintenance (ex. broken swing, exposed nails, ants or wasps, etc.) the adult should report the problem to the Director of Childhood Education.

.....

I HAVE READ ALL THE POLICIES AND GUIDELINES OF NORTH ORANGE BAPTIST CHURCH, ORANGE, TEXAS, PRESCHOOL & CHILDREN’S MINISTRIES. I UNDERSTAND AND AGREE TO FOLLOW ALL THE POLICIES AND GUIDELINES SET FORTH IN THIS DOCUMENT.

Name _____

Date _____

IV.B.**EQUIPMENT USE POLICY**

All church owned equipment is to be used for church activities only, except for designated "loaners."

Musical instruments may be used by persons other than church elected or appointed instrumentalist only if approved by the Music & Worship Arts Pastor.

Audio-visual equipment may be used by any church member who has been instructed in its procedures. The equipment may not be removed from church premises without approval of the Worship Technologies Team.

Kitchen equipment may be used off-premises for church sponsored activities provided arrangements have been made with the Kitchen Team.

Equipment related to fellowships, receptions, showers, and similar events may be used only by arrangements with the Hostess Team. Tablecloths, table skirts, or other cloth items may be taken off-premises for cleaning. All other items may not be taken off premises.

Recreation equipment may be used off-premises for church sponsored activities provided arrangements have been made with the Student Pastor, or in his/her absence, the Recreation Team.

Certain equipment is to be used on church premises only, including:

- Lawn maintenance equipment,
- Outdoor cooking equipment,
- Permanently installed equipment,
- Non-cloth items related to Church Hostess functions (see above), and
- Office equipment.

Exceptions must be approved by the church body.

The Van Use Policy (IV.J.) defines vehicle and trailer use.

All other equipment may be used off premises only by permission of a staff member.

Approved: January 12, 2005

Revised:

SPECIAL MEETINGS POLICY**NOBC GROUPS**

All meetings not regularly scheduled will be cleared with the church office and, if necessary, put on the church calendar.

If nursery attendants and/or facilities/or grounds are desired, they must be coordinated with and approved by the appropriate staff member.

If the Christian Life Center is used, the *Christian Life Center Policy* (see item IV section G, table of contents) and *Christian Life Center-Use Policy* (see section IV section H, table of contents) must be followed.

Events that are unprecedented will require staff approval and, and in some instances, a church vote of approval.

NON-NOBC GROUPS

Permission for use of church facilities for meetings of non-member groups will be granted by church vote. In rare instances, where no time exists to have a church vote, staff approval is necessary with a follow-up report to the church.

Meetings should be scheduled on the church calendar and should not compete for space with NOBC scheduled events.

No non-member meetings will be permitted to charge admission, and any donation requests must be approved by church vote.

North Orange Baptist Church may, if approved by church note, charge a fee for use of its facilities to recover costs for the non-member meetings.

If Nursery facilities and attendants are desired, they must be coordinated with and approved by the appropriate staff member. Any and all costs involved will be the responsibility of the group holding the meeting.

If the Christian Life Center is used, the *Christian Life Center-Use Policy* (see item IV section G table of contents) and *Christian Life Center-Use Policy* (see item IV section H of table of contents) must be followed.

Under Consideration

WEDDING POLICIES **North Orange Baptist Church**

Introduction

Your wedding is a sacred occasion. It will be most meaningful to you, your families, and your friends when you do careful planning. These policies are intended to help you in your planning of your wedding at North Orange Baptist Church. We believe that these policies are the most suitable and practical for all concerned. There will be no exceptions to these provisions. Please read these policies carefully before you sign the NOBC wedding application.

The buildings of North Orange Baptist Church are to be used only in the service and ministry of our Lord Jesus Christ. Therefore, to be sure that we are providing a true ministry (and not just a facility), no wedding will be scheduled which does not involve the ministry of North Orange Baptist Church through at least one of our staff ministers.

For the purpose of this policy... Members are defined as the applicant or parent of the applicant.

Setting the Time of Your Wedding

You will want to plan as far in advance as possible so the use of church facilities can be arranged with no calendar conflicts. The date for your wedding may be tentatively set in consultation with the pastor through our church office. Then, after carefully reading these policies, you should fill out and sign the wedding application. Your wedding date will be placed on the church calendar after you have returned the completed application, submitted ½ of all fees and deposits, met with the pastor, and he has approved your application.

If you plan to use church facilities for a wedding reception you must make arrangements for this through the church office at the time your wedding date is put on the church calendar. Receptions may be held only in the Christian life center (CLC) or church parlor.

Weddings of non-church members will be scheduled no more than ninety days in advance in order to give church members first choice of dates. Persons who have been members for less than one (1) year at the time of application, will be considered non-church members.

It is extremely important that the exact times for the rehearsal and wedding be observed. Members of the wedding party must be in their places at the instructed times.

Planning for Your Wedding Expenses

Weddings are expensive. You will make plans to pay for the wedding dress, the attendant's dresses, tuxedo rental, flowers, decorations, cakes, the photographer and many other expenses. Understand that there are also some expenses that come with using the church facilities. Here is what you need to plan for:

SEE SCHEDULE OF FEES

Clean-Up responsibilities

It is your responsibility to leave all building and facilities in a clean and neat condition. Please understand that your wedding may precedes our Sunday school and morning worship service by only a few hours. But in any event the sanctuary should be returned to its as found condition the same day and shortly following the wedding and reception (ie: choir chairs, Lords Supper table and any floral arrangements). Carpets are to be left vacuum clean. If you use the church reception facilities, you must leave it the way you found it; this includes replacing tables and chairs to their "as found" location in the CLC. A Church host/hostess "required" will provide equipment, direction, and assistance for accomplishing these tasks, but the host/hostess are not responsible for any clean up. Also, the host/hostess will make the necessary arrangements for appropriate heating and cooling and will be on duty one hour before the rehearsal and the wedding unless an earlier time is required by the wedding party or wedding coordinator.

Flowers and Decorations

The sanctuary is a setting for a sacred wedding ceremony, which is dignified and beautiful. Any decorations you wish to add should be planned for very carefully. It is normally the responsibility of the bride's family to arrange for flowers and decorations.

If candles are used, they must be "dripleless" and must be in candleholders, which catch and contain all drippings. Also, the floor under the candles must be thoroughly protected. The wedding party will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case.

Under no conditions will candles be placed on Church furniture. Decorations shall not be attached to railings, walls, pews or furniture by pinning, nailing, gluing or any other method, which might cause damage. Nor will any church arrangements be disassembled or altered for wedding use. Church furniture shall not be moved from its location. However; choir loft chairs may be removed but must be replaced immediately following the wedding. If the Lords Supper Table and/or the Pulpit are in the sanctuary, they may also be removed but must be replaced in its found location.

Air conditioning or heating will be activated for a reasonable time before the ceremony. In any case this will not be more than four hours prior to the wedding or rehearsal unless previously arranged and appropriate added fees have been paid. Florists should be aware of this so as not to bring flowers too early.

All flowers and decorations must be removed from church buildings immediately after the wedding and or reception. There are no facilities for storage.

Property Damage

The wedding party is responsible for any damaged caused to the church or church owned property. If the cost to repair or replace damages exceed deposit balances, the wedding party will be required to reimburse North Orange Baptist Church the amount of the deficiency.

Wedding Music

Please keep in mind that your church wedding is a sacred service. Music should be reverent and appropriate for the house of the Lord. The church maintains the right to disallow any musical selections deemed inappropriate at the discretion of the presiding minister. It is your responsibility to contact the vocalist(s), the accompanist(s), the sound technician, and to see that they coordinate their responsibilities.

If you plan to make use of the church sound and music system(s), you must have a NOBC sound technician.

Wedding Rehearsal

To help insure a beautiful and dignified ceremony, all participants in the ceremony (all male and female attendants, candle lighters, ushers, ring bearers, flower girls, musicians, etc.) must be present for the rehearsal. Any exception to this must be cleared in advance with the presiding minister.

Wedding Photography

Pictures may be taken of the wedding party before and after the wedding ceremony. No flash or other self-contained camera or video camera lighting are allowed once the ceremony begins, except of the bride as she enters and exits. A time exposure of the ceremony itself may be taken unobtrusively. Video cameras are allowed at appropriate places in the sanctuary. It is your responsibility to make sure your photographer and family members understand and follow these guidelines.

Proper Wedding Behavior

It is expected that all members of the wedding party will recognize that the church building is the house of the Lord and will conduct themselves appropriately at all times.

All members of the wedding party and guests will refrain from using alcoholic beverages during, or immediately prior to the rehearsal, wedding or reception. No rehearsal or wedding will proceed if any members of the wedding party or their guests are under the influence of alcohol or drugs. No alcoholic beverages or drugs may be served or consumed on church property. Violation of this policy may result in complete or partial forfeiture of all fees and deposits.

Smoking is prohibited on all Church property, inside or outside.

Confetti, rice or birdseed may not be thrown inside any church building. Outside, we allow only birdseed.

Dressing Rooms

Facilities are provided so the bride and her attendants may dress at the church. A similar courtesy will be extended to the groom upon request. It is your responsibility to arrange for the care of the wedding party's personal property before, during, and after the ceremony. The church does not take responsibility for lost property. Nor is the church prepared to provide any items or furnishings other than those already in the buildings.

Statement of Responsibility

It is your responsibility to inform all members of your wedding party, florists, caterers, etc. of these guidelines.

Approved: January 20, 2008
Revised: October 24, 2007

WEDDING APPLICATION North Orange Baptist Church

NOTE: Please do not fill out and submit this application until Both the bride and groom carefully read and understand the Attached NOBC wedding policies. If you have questions, call the Church office at 883-5678.

Bride	Groom
Wedding Date _____	Time _____
Wedding Location: Sanctuary _____ Chapel _____ Other _____	
Reception (place) _____	Time _____
Rehearsal Date _____	Time _____
Rehearsal Dinner (place) _____	Time _____
Presiding Minister _____	Phone No. _____
Musical Accompanist(s) _____	_____
Vocalist(s) _____	_____
Sound Technician _____	
Florist _____	
Caterer _____	
Photographer _____	
Wedding Coordinator _____	
Person of Responsibility _____ (Other than Bride or Groom)	
Bride's: Present Address _____	
Present Phone No. _____	
Church Affiliation _____	
Parents _____	

Parents Address _____

Church affiliation _____

Groom's:

Present Address _____

Present Phone No. _____

Church Affiliation _____

Parents _____

Parents Address _____

Church affiliation _____

Couple's Address after Wedding _____

We have carefully and completely read the wedding policies of North Orange Baptist Church. We agree to abide by these policies in every case. We also agree that we are responsible to see that all of our wedding participants and guests will do likewise.

Bride's Signature

Date _____

Groom's Signature

Date _____

Application approved by _____
Minister

Date _____

Approved: January 8, 2008
Revised: October 24, 2007

Schedule of fees

Non-church Member Fees

Use of buildings

Sanctuary	\$625.00
CLC for reception	\$200.00
Chapel	\$150.00
Chapel/CLC	\$300.00

Clean up / Property Deposits

Sanctuary	\$600.00
CLC / Chapel	\$400.00

Host / Hostess	\$300.00	200 or less on guest list
Host / Hostess	\$500.00	201 or more on guest list
Sound Technician	\$200.00	

The following fees apply if the wedding party request the Church to Furnish:

Musical accompanist(s) (each)	\$250.00
Vocalist(s) (each)	\$150.00
Presiding minister	\$500.00

Optional building clean up fees for those not wanting to clean up after Wedding

Sanctuary	\$300.00
Chapel	\$200.00
CLC	\$700.00

The balance of all fees are due in the church office thirty (30) days prior to the wedding day.

The furnished musical accompanist will be NOBC's Music & Worship Arts Pastor if available and the Presiding minister will be NOBC's Lead Pastor or Executive Pastor.

All or a portion of the deposit fees are refundable under the conditions outlined in **CLEANUP RESPONSIBILITIES** and **Property Damage**.

The church makes the final decision on deposit refunds.

Schedule of fees**Church Member Fees**

Use of buildings	
Sanctuary	None
CLC for reception	None
Chapel	None
Chapel/CLC	None

Clean up / Property Deposits

Sanctuary	\$600.00	
CLC / Chapel	\$400.00	
Host / Hostess	\$300.00	200 or less on guest list
Host / Hostess	\$500.00	201 or more on guest list
Sound Technician	\$200.00	
Presiding minister	see note ♦	

These fees apply if you request the Church to furnish the following :

Musical accompanist(s) (each)	\$250.00
Vocalist(s) (each)	\$150.00

Optional building clean up fees for those not wanting to clean up after wedding

Sanctuary	\$300.00
Chapel	\$200.00
CLC	\$700.00

- ♦ There is no set fee for NOBC members to pay the minister. As you consider what you will give the minister in appreciation for his wedding ministry to you and your family, please remember that your wedding will require several hours of his personal time. He will counsel you, advise you, perform the wedding ceremony and, in most cases, direct the wedding rehearsal. You will benefit much from his experience with weddings. He will be making adjustments in his personal schedule to accommodate your wedding plans.

The balance of all fees are due in the church office thirty (30) days prior to the wedding day.

All or a portion of the deposits are refundable under the conditions outlined in **CLEANUP RESPONSIBILITIES** and **Property Damage**.

The church makes the final decision on deposit refunds.

ACKNOWLEDGEMENT

Building and service fees / Deposits:

Sanctuary Deposit	\$_____	Minister	\$_____
CLC/Chapel Deposit	\$_____	Musical Accompanist	\$_____
Sanctuary Fee	\$_____	Vocalist(s)	\$_____
CLC / Reception	\$_____	Sound Technician	\$_____
Chapel	\$_____		
Chapel / CLC	\$_____		
Host/Hostess	\$_____		

Optional Clean-up fees:

Sanctuary	\$_____
CLC	\$_____
Chapel	\$_____

TOTAL FEES \$_____

I have read the wedding policy and understand my responsibilities and do hereby appoint:

To act on my behalf before, during, and after the wedding ceremony. I do furthermore take full responsibility for all damages or losses to the Church property, furniture, and equipment used by my wedding party or anyone performing a service for my wedding.

Signature of Bride Dated_____

Signature of Groom Dated_____

Witness

Witness

REVIVAL POLICY**SELECTION:**

The selection of minister or evangelist and singer will be at the discretion of the pastor with a final vote by the church.

DISTRIBUTION OF LOVE OFFERING:**Evangelist (Full Time)****Singer (Full Time)**

If one envelope is used the offering will be divided 60/40. If the evangelist has personal envelopes, a separate envelope will be provided for singer.

Evangelist (Full Time)**Singer (Staff-visiting)**

The distribution of the love offerings will be 70/30.

Minister (Visiting)**Singer (Full time)**

The distribution of the love offering will be 55/45.

Minister (Visiting)**North Orange Staff Singer**

The love offering will go to the visiting minister unless predetermined by church vote. (All designated money goes as designated).

Approved:

Revised:

OFFERTORY AND USHER TEAMS

GENERAL DUTIES

These teams will usher and pass the offering plates in the morning worship services.

SPECIFIC DUTIES

On Sunday mornings, following a monthly rotating schedule, these teams will:

- greet worshipers
- hand out worship bulletins
- help to find seats for latecomers
- pass the offering plates

NUMBER OF TEAMS AND NUMBER ON TEAMS

There will be four usher/offering teams with one captain per team. Each team will consist of a minimum of fifteen volunteers, and more as they are available. The effort will be made to keep the teams fairly equal in the number of members.

Following an announcement by a member of church staff, volunteers are secured by signing an enlistment card during the morning worship service. This occurs once a year or as needed.

FREQUENCY OF MEETINGS

No regular meetings will be required. Occasional training sessions may be needed.

Approved: September 1, 2003
Revised:

CHRISTIAN LIFE CENTER POLICY**PURPOSES**

1. To acknowledge Jesus Christ as our Lord and Savior and to share the gospel with the lost and unchurched of our community.
2. To provide recreational activities in a Christian setting for members of North Orange Baptist Church and their guests.
3. To work with and support all of the organizations and ministries of the church.
4. To provide the members of North Orange Baptist Church with an opportunity to develop confidence and leadership skills.
5. To encourage Christian relationships and fellowship through participation in recreational activities.

PARTICIPATION

1. All members of NOBC and its sponsored organizations (5th grade and up) are eligible to use the recreational facilities during designated and supervised building use times. Eligibility to participate will depend on an individual's willingness to abide by the policies and procedures approved by the church governing the use of the facilities.
2. Children in the 4th grade and below must be accompanied by an individual 16 years of age or older. EXCEPTION: special functions for this particular age group where adult supervision is provided by the church.

GENERAL REGULATIONS

1. The facilities are to glorify God and each person participating should, "Do all things to glorify Him."
2. When entering and exiting the building for recreational purposes, please use the main entrance.
3. Smoking will not be allowed in the facility.
4. The recreational facility will be closed 15 minutes prior to regularly scheduled church-wide meetings, and will remain closed during such meetings.

5. When one comes to participate he will be required to stay in the facility. There will be no loitering around outside.
6. No pets will be allowed in the facility.
7. No food or drink will be allowed in the gym, racquetball courts, or exercise room.
8. The Student Pastor and/or Recreation Ministry Team will be responsible for the interpretation and enforcement of the rules and policies.
9. Policies and procedures may be altered or added to only with the approval of the Recreation Ministry Team.

GUESTS AND VISITORS

1. All members of NOBC and its sponsored organizations (1st grade and up) may bring guests. Guests must fill out a guest card each time they come. They must wear a guest identification badge while in the building. EXCEPTION: Teams and spectators from other churches do not have to comply with this rule. These are classified as visitors.
2. A member must accompany the guest. The guest may leave without the member but if the member leaves, the guest must leave also. The member is responsible for the conduct of his/her guest.
3. Each member is allowed two guests. EXCEPTION: If bringing more than two guests is desired, call the Student Pastor for approval.

BEHAVIOR AND DRESS CODE

1. The recreational facilities are a part of our church. Because of our interest in influencing others for Christ, participants will conduct themselves and dress with high Christian standards.
2. There will be no profanity or coarse language.
3. Public display of affection is out of place in the center.
4. These things will not be brought into the center: anything considered a weapon, animals, tobacco, alcohol, or any controlled substances.
5. Shirts and shoes must be worn at all times.
6. Gym clothing can be worn only in the gym, racquetball court, and fitness center.

7. Warm-ups are acceptable in all areas. Cover-ups should be worn over leotards enroute to and from workouts.
8. Please refrain from wearing half-shirts, fishnet jerseys, short shorts, and body gloves.

DISCIPLINE

1. Willful violations of any rule could lead to loss of eligibility to participate.
2. Minor infractions will be handled with written reports as follows:

FIRST INFRACTION: Warning and explanation of regulations.

SECOND INFRACTION: Second warning and a reminder of regulations. Notification to parents of high school age and below.

THIRD INFRACTION: Two-week suspension with a call to parents of school age and below. A conference with parents will be necessary before the participant is allowed to use the center again.

FURTHER INFRACTIONS COULD LEAD TO LOSS OF ELIGIBILITY TO PARTICIPATE

AREA REGULATIONS

CONTROL CENTER

Only persons assigned to the control center will be allowed behind the counter.
NO EXCEPTIONS!

GYMNASIUM

1. Team practice must be reserved through the Student Pastor and should not exceed 90 minutes in length.
2. Equipment is to be used only for its intended purpose.
3. This room is for developing personal physical fitness and should be used with that in mind.

RACQUETBALL

1. Reservations for the court may be made no further than one week in advance.

2. Reservations are for one hour beginning at the top of the hour.
3. There is a ten-minute waiting period before the court becomes a free court.
4. Players can remain on the court for consecutive hours only if no one is waiting.
5. Only participants wearing tennis shoes are allowed on the court. Black-soled shoes will not be allowed.
6. Each player will be issued protective eye gear at the control center to be worn while playing.
7. Racquets and balls may be checked out from the control center.

ARTS AND CRAFTS

1. Only those with permission may enter this room when class is not in session.
2. Only authorized personnel may use the kiln.
3. Do not handle any article unless it is your own.
4. Only items worked on by participants of NOBC craft classes during the ceramics class will be fired in the church kiln.

Approved:
Revised: October 2000

CHRISTIAN LIFE CENTER USE POLICY

In the event a church member uses the NOBC Christian Life Center for a birthday party, anniversary reception, or family reunion, the follow policies will apply:

1. Time and date of the event must not conflict with any church sponsored event. Private events will not be put on church calendar more than 90 days in advance. Any exception to this requires approval.
2. All normal CLC use policies apply. These include, but are not limited to appropriate dress, proper shoes, and food and drink area restrictions.
3. All activities will be restricted to first floor of the building. No activities upstairs.
4. Clean up is the responsibility of the group using the building. All areas, including restrooms, will be left as clean as they are found. Vacuum and cleaning supplies are available upon request.
5. No red or grape drinks anywhere in the building.
6. Charges to cover the building use expend are a follows:

The kitchen, fellowship hall and game areas - \$25 for the first 2 hours plus \$15 for each additional hour.

Kitchen, fellowship hall, game area and gym - \$50 for the first 2 hours plus \$25 for each additional hour.

Wedding and Anniversary receptions are exempted from any charges.

7. A deposit (check only) of \$35 will be required to cover any damage to the building, equipment or building left uncleaned. Deposit will be returned after a satisfactory building inspection. Damages not covered by the amount of deposit will be the responsibility of the using group.

Approved:
Revised:

APPLICATION FOR USE OF

CHRISTIAN LIFE CENTER

(BIRTHDAY PARTY AND FAMILY REUNION)

I have read, understand and will abide by the policies which applies to my use of the NOBC Christian Life Center for the following event:

Event: _____

Date: _____

Signed: _____

***This form will be signed by the person responsible for the event at the time the event is put on the church calendar.**

KITCHEN POLICY

All activities that involve the use of the kitchen and dining areas (other than regular scheduled functions) will be scheduled through the church office.

The person who schedules the activity will be issued a key and is responsible for leaving the kitchen clean and in order. (See Church Security Policy III.F.7)

Whenever a piece of equipment is damaged through misuse, the party responsible will provide for the repair or replacement.

For use of kitchen equipment off premises, see Equipment Use Policy (IV.B).

The Kitchen Team will decide all matters concerning the kitchen not covered in this policy.

Approved:
Revised:

VAN USE POLICY

Any group constituting a part of the ministries of North Orange Baptist Church may use the van. Any group which is not a part of the ministries of NOBC will not be allowed to use the van.

The van is for passenger transportation only. Seats may not be removed for cargo.

A van reservation calendar will be kept in the church office. Reservations must be made in person and completion of a reservation sheet will be required before the reservation is placed on the calendar. Reservations will normally be made on a "first come, first served" basis. Groups should make reservations as far in advance as possible to avoid last minute scheduling conflicts.

The primary (or responsible) driver listed on the reservation sheet is responsible for the following policy items

- All drivers must be at least 25 years old, be in good health, have a valid Texas driver's license, and have a good driving record. The primary driver is responsible for any traffic violation citations!
- Before trip departure, the driver should check the records folder for proof of insurance and make a cursory inspection of the tire inflation pressure.
- Drivers are responsible for the safe operation of the van and the safe conduct of all passengers. All traffic laws must be obeyed. Driver and all passengers must wear seat belts. No exceptions. Drivers are not to use cell-phones while the van is in motion. An adult other than the driver will be required to see after younger passengers (18 years and under) and to enforce vehicle rules.
- On extended trips the driver is to be aware of the necessity to check the oil and other fluid levels on some periodic basis. (For example: every other fuel stop).
- Drivers are responsible to see that the van is clean, refueled, and locked in garage upon return to the church. Any damage or mechanical problems are to be reported to the transportation team immediately.

A copy of all records should be kept in a folder that has been placed in the van.

Approved:

Revised:

DEACON SELECTION AND ORDINATION POLICY

NORTH ORANGE BAPTIST CHURCH

Step 1.

Ballots are handed out to church membership for two Sundays with a list of the active and inactive deacons. The scripture references in the Bible are:

I Timothy 3: 8-13

Acts 6:1-7

The Pastor will speak both Sundays about the seriousness of the deacon nominating process. A deadline will be set for the ballots to be returned.

Ballots are to be signed by the person making the nominating

A sufficient number of nominations must be received for a nominee to be considered.

The deacon screening committee will canvas the ballots and determine those that are to be carried to the deacon body for final consideration.

The final list will be determined and first letters will be mailed.

Step II.

A letter is mailed to the nominee notifying him of his nomination. He then decides if he is interested in proceeding with the selection process. He replies by returning the post card that is included with his letter. The deacon screening committee will review the list of affirmative replies.

Step III:

The nominee that gives a yes reply will then be mailed a copy of the deacon policy of NOBC along with a letter of instruction. A reply card is included to register the nominee's decision to proceed.

Step IV:

The nominees replying in the affirmative will be visited by at least three members of the Deacons Screening Committee and will receive a reply card.

Step V:

Those nominees that reply yes, along with their wives will then have a joint meeting with the pastor and the active deacons and their wives. The pastor will review for the nominees and deacons the role of a deacon at N O B C.

Step VI:

An ordination service will be planned and scheduled by the pastor.

II: DEACONS BY TRANSFER OF CHURCH LETTER

Any previously ordained deacon who joins the church and has been a member for one year will be contacted by the chairman of the deacons to determine the new member's interest in continuing to serve as a deacon. If interested, the deacon screening committee will meet with him to present and discuss the deacon policy - including deacon qualifications. If interested and qualified, a recommendation will be made to the deacon body that the candidate be invited to attend all deacon meetings. After he has attended three consecutive meetings, except for excused absences, a recommendation will be made by the deacon body to the church concerning his active status.

Approved:
Reviewed: October 2013

FINANCIAL POLICIES AND PROCEDURES**Introduction**

These policies are written to insure faithful, responsible and orderly management of the financial resources God makes available to North Orange Baptist Church.

The congregation of NOBC gives the Finance Committee and the Executive Pastor, hereafter referred to as the Business Administrator, responsibility for the financial stewardship of church financial resources.

These specific financial policies have been created by the Finance Committee and voted upon by the church. These policies and procedures may be amended upon recommendation of the Finance Committee and approval of the church in business meeting.

Approved: July 15, 2007
Revised: April 2007
Reviewed: August 2013

Policies and Procedures

Controls and Church Accounting

NOBC utilizes a number of controls and safeguards to insure the safety and security of funds given and the good name of those volunteers and paid staff who handle those receipts and disbursement thereof.

1. There is a clear division of responsibilities with several different persons handling receipts and disbursements.
2. All financial transactions are recorded through the church's computerized accounting system, which is a standard double entry bookkeeping system. A fund accounting system is utilized and generally accepted accounting procedures are followed.
3. All receipts from Sunday's offering are counted with two persons present. This money will be counted and deposited within two business days of its collection. (See attached procedure. Appendix A.)
4. Members' giving records are kept confidential.
5. All budget expenditures are to be controlled by line item not the total.
6. All expenditures over \$250 require the approval of the Business Administrator, as approved through the operating budget.
7. The Finance Committee reviews detailed financial reports monthly, followed by the deacons and the church body.

Cash Management

All monies are deposited as soon as possible. The cash flow is monitored by the Business Administrator and the Finance Committee weekly. Cash management of idle funds is the responsibility of the Financial Analyst and Business Administrator, under the direction of the Finance Committee. Idle funds are kept in interest bearing accounts that are limited to insured or U.S. government securities.

General Fund Annual Budget

The General Fund budget of NOBC is a ministry-based budget. The budget is a comprehensive financial plan, which reflects the specific amounts of money allocated from anticipated income for supporting the church's ministries. The General Fund Budget is prepared for the church's fiscal year, which is January 1st – December 31st. The church budget must be prepared and voted upon by the church before the fiscal year begins. The budget is the major control device used to ensure that the church's resources have been wisely spent.

Procedures for Receiving and Securing Receipts

NOBC receives moneys in three ways: offerings in Sunday school and Worship, monies mailed or delivered to the church office and monies collected by specific ministry areas. While on the premises all cash and checks are kept in the main church safe.

Receipts are posted weekly by the Financial Analyst and reported to the Business Administrator and the Finance Committee.

Yearly, the church office mails end-of-year statements to church contributors by January 31st.

Collecting Funds for Participatory Events or Activities

Income and expenses for participatory events are accounted for according to if they will affect the General Fund Budget. If all expenses are being paid by the participants, the money collected and expended by the group is deposited into a designated fund. If the church budget will expend any amount towards the activity or ministry, the funds will be deposited into that line in the budget and dispersed as needed.

During the General Fund budget process, ministry areas with a designated account with a balance shall be used as part of their next years budget and those designated funds are to be spent first.

Accounts Payable

Accounts Payable Disbursement

NOBC uses a Cash/Accounts Payable Disbursement Voucher System. This procedure applies to disbursements from the General Fund Budget, designated special accounts, or designated accounts.

1. All disbursements from the General Fund over \$250, other than day to day operating expenses, require approval from the Business Administrator prior to the expending of funds and shall be documented on the NOBC Cash/ Accounts Payable Disbursement Voucher. (See attached voucher. Appendix B)
2. The purpose of this voucher is for the verification of available funds.
3. In the absence of the Business Administrator, the Pastor or Finance committee is authorized to approve budgeted expenditures.
4. Only money that is approved by the church through the church budget or other church provisions will be spent or reimbursed.
5. Charge accounts may only be opened by the Business Administrator with finance committee approval.
6. Cash advances for church approved projects or budgeted items may be given to authorized ministry leaders, up to a ceiling of \$500. Expenditures over that amount must be made with either traveler's checks or by use of the church credit card.
7. All checks require two authorized signatures.
8. Any person making unauthorized purchases in the name of the church shall be responsible for the bill until the Financial Analyst receives authority to pay the bill.

Large Church Purchases

All church purchases of goods and services over \$500 require three bids. In situations where bids are not a part of the process, three prices must be obtained from three different suppliers. This process assures that the church is making the best decision with each expenditure. The bid that best fits our needs will be chosen by the Business Administrator.

Payroll

1. The church, upon recommendation from the Personnel Committee after finance committee review, approves all salaries.
2. The Finance Committee, along with the Business Administrator and Financial Analyst, oversee all payroll account activities.
3. Ordained staff members are responsible for submitting to the church office their estimated housing allowances for payroll purposes. This information is due to the church office by December 1st of each year and the church office will provide a form for recording this amount. (See attached form Appendix C)
4. Payroll checks are issued on the 1st and 15th of each month.

Spending Priorities during Times Where the Cash-Flow is Low

The administrator and/or committees/teams appointed by the church will to the best of its ability attempt to be a good steward of the churches resources but understands that in a cash-flow crisis decisions have to be made according to a previously decided set of priorities. These priorities are as follows in order of importance.

1. Payroll
2. Utilities
3. Insurance
4. Church Ministries
5. Retirement
6. Cooperative Program

Spending priorities during emergency situations, i.e.; hurricane, flood.

During emergency situations the administrator, pastor and/or finance committee will make every effort to pay the employees. All other financial decisions will, if possible, wait until operations have returned to normal or the finance committee can meet.

Receiving Church Contributions

Church Contributions

NOBC recognizes that the primary way that the Lord provides financially for ministries of the church is through the faithful giving of its members of their tithes and offerings. All undesignated offerings will be assigned to budget receipts.

Contribution Records

Contribution records are kept by the church for all moneys that are counted and recorded in the church office. Each January the church office will issue each giver a record of their contributions for their own tax records.

Designated Funds and Accounts

General Fund Designated Sub-Accounts

Designated accounts, separate from the General Fund account, may only be established by the Finance Committee as deemed necessary for the financial operations of NOBC. The finance committee may allocate money from the General Fund to General Fund Designated Sub-Accounts or Designated Accounts, Separate from the General Fund, as needed.

Expenditures over \$250 from Designated Funds must be approved by the Business Administrator and follow the Accounts Payable Disbursement Procedures.

Interest from all designated funds will be distributed as designated by the Finance Committee.

Designated Accounts, Separate from the General Fund

Designated accounts, separate from the General Fund, will only be established by the Finance Committee to facilitate cash management of funds collected and disbursed which are not parts of the General Fund.

The Business Administrator must approve expenditures from Designated Accounts.

All disbursements follow the Accounts Payable Disbursement Procedures.

The Finance Committee reviews these accounts monthly.

Solicitation of Funds

Solicitation of funds is understood to include all offerings, fund raising activities and scholarship designations and includes cash and non-monetary donations. All solicitations of funds require the approval of the Finance Committee and the church.

Acceptance of Designated Donations

The church recognizes that some may desire to make contributions to different areas of ministry. In order for these gifts to be tax deductible, the church must have an established account and the Finance Committee must approve the amount of the gift and the purpose for which the gifts are given. Designated donations to specific individuals are not tax deductible. (See IRS Publication 526) Staff members are instructed not to solicit contributions to their ministry area above and beyond the regular budget amounts without the prior approval of the Finance Committee and the church. The Finance Committee has the authority to refuse a donation and its designated purpose if the donation does not fit the ministry goals of NOBC.

Non-Cash Contributions

1. Individuals desiring to make a non-cash donation shall be directed to contact the Chairman of the Finance Committee, who will explain this policy.
2. Donated property must be free of encumbrances.
3. Non-cash donations valued in excess of \$250, excluding marketable securities, will be received by NOBC only after approval of the Finance Committee.
4. All donations will be considered for general church use unless otherwise designated and approved by the Finance Committee.
5. Church contribution records will only list the description of the property and the date of the donation, but not the monetary value. For contribution substantiation purposes, the donor shall furnish the following information to the church office: name, address, Tax ID#, and a description of the donated property.
6. IRS rules and regulations regarding non-cash donations will be followed by NOBC. These include but are not limited to the following:
 - a. Donor is responsible for ascertaining fair market value of the item or property at the time of the donation for IRS reporting purposes.
 - b. Donor is responsible for completing IRS forms necessary for tax deduction substantiation. It is encouraged that the donors consult an accountant in these matters.
 - c. The Business Administrator is authorized to sign IRS forms and receipts for non-cash donations on behalf of the church, after approval by the Finance Committee.
 - d. NOBC staff or Finance Committee members do not make appraisals of donated property.
 - e. IRS form 8282 will be filed by NOBC if resale of donated property occurs within 2 years of donation.
7. Contributions of securities will be liquidated immediately upon receipt through a qualified broker.

Special Love Offerings

A Love Offering is generally understood to be a special offering taken for the benefit of a specific individual or ministry. All special love offerings shall have prior approval by the Finance Committee and the church.

Special Love Offerings for an individual or a ministry given in recognition of past services are taxable to the recipient.

Love offerings taken for church staff and written to NOBC, are deductible to giver, and written as payroll with taxes deducted to staff.

The Finance Committee will make the final decision on tax reporting.

Donations by family members of the recipient cannot be tax deductible.

Generally speaking, special love offerings are meant to be non-recurring activities.

Gifts to Staff

Donations of cash or gifts-in-kind designated for individual staff members will not be accepted by NOBC.

Staff members may accept gifts from church members or attendees. These gifts will not be tax deductible to the donor. The staff member will report such gifts to the Finance Committee, if their value is over \$250.

Memorials

A memorial gift is a contribution to the church in memory or in honor of a specific individual or individuals. These contributions may be made in one of two ways:

1. You may make a contribution to a designated account.
2. You may make an undesignated contribution to the memorial account that will be spent on church approved projects at the discretion of the memorial fund team.

Appendix A

Bank Deposit Policies

In order to protect those individuals who give their time to assist the church with the collection and administration of received funds from liability, the following procedures are hereby considered church policy.

- All offerings or other collections will be secured in either the main church safe or the safe in the church office.
- Two people will be present as the offerings are collected from the offering plates and secured in the church safe.
- Each usher captain will have access to the church safe. If no captains are present, the church administrator will place the offering in the church safe.
- After the church secretaries count the weekly offering, the money will be placed in a locked bank bag prior to the deposit to the bank.
- In the absence of one church secretary, a church member will witness/assist in the counting of the church offering.
- Checks made out to the church will not be held for more than 10 days before they are deposited.

Appendix B

Approved: _____

NORTH ORANGE BAPTIST CHURCH
Cash/Accts. Payable Voucher

Date: _____

Check to: _____

OR

Credit card purchase: _____

\$ _____

Account # _____

Comments:

Submitted by _____

Appendix C

HOUSING/PARSONAGE ALLOWANCE EXCLUSION
WORKSHEET

Name: _____

Position: _____

A. Housing Allowance

Home Owned or Rented

1. Amount designated as housing allowance by church _____

2. Amount actually used to provide a home:

Rent _____

House Payments _____

Furnishings _____

Repairs _____

Insurance, Taxes _____

Utilities _____

Other Expenses _____

(include down payment, interests, etc.-
but not food/ servants/entertainment) _____

3. Fair rental value of home, including furniture, utilities and garage

B. Parsonage

Parsonage provided

Fair rental value of parsonage _____

Based on the above figures (either A or B), the amount of the minister's housing allowance excludible from income tax liability is _____

The entire designated ministerial housing allowance is subject to self-employment tax unless the minister has "opted out" of social security or the minister is retired.

This form is taken from the IRS Audit Guidelines for Ministers (<http://www.irs.gov/pub/irs-mssp/minister.pdf>).

NORTH ORANGE BAPTIST CHURCH
PERSONNEL POLICIES AND PROCEDURES MANUAL

(Revised July 2013)

NORTH ORANGE BAPTIST CHURCH
PERSONNEL POLICIES AND MANUAL

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1. Personnel Committee Policy

Principle Purpose of Committee:

Serve the church, the staff and employees in all matters related to personnel policies and procedures. Specific directives in this manual serve as a guide to the committee for carrying out its duties.

General Description of Responsibilities and Procedures:

1. Committee will consist of four members and one chairperson.
2. Keep open lines of communication with staff members and employees. Hear proposals and requests issue written recommendations.
3. Serve as liaison between church members and staff or employees. Maintain lines of communication with church members in matters related to personnel.
4. Develop and recommend salaries and benefits for staff and employees.
5. Maintain a current job description for each staff member and employee.
6. Maintain current and detailed statements of benefits for staff and employees.
7. Conduct periodic evaluation of needs related to staff and employee positions.
8. Review the personnel policies and procedures manual annually for needed updating.

2. Job Descriptions

Job Description for the Lead Pastor

Job Title: Lead Pastor

Responsible: To the Church

Purpose: Lead the church in functioning as a New Testament Church. Lead the congregation, the committees, the teams, the organizations, and the church staff in performing their tasks. Perform worship, proclamation, and administrative responsibilities. Lead the church staff in education and pastoral ministries.

Job Status: Full time, Exempt

Qualifications:

The Lead Pastor of North Orange Baptist Church shall be a minister of the Gospel of Jesus Christ, ordained by this church or a Baptist Church of like faith and beliefs. He shall meet the spiritual qualifications as set forth in 1 Timothy 3:2-7. He shall be chosen by a vote of the congregation, giving full consideration to his spirituality, missionary zeal, purity of doctrine, spirit of cooperation, and agreement with the policies of the church.

Responsibilities:

The Lead Pastor may delegate the following responsibilities, on occasion.

A. Worship

1. Serve as the leader of worship, proclaiming the Gospel to believers and non-believers.
2. Evaluate and direct the worship experiences of the church.
3. Administer the ordinances of Baptism and the Lord's Supper.
4. Conduct weddings and funerals.

B. Proclamation

1. Perform role of preaching – which includes study, preparation, and delivery of sermons.
2. Witness through personal visitation and evangelism.
3. Teach the Bible in mid-week worship, weekday study groups, retreats, conferences and at other special times.

C. Pastoral Ministries

1. Minister to persons through counseling. (Long-term counseling situations may be referred to a professional counselor at the pastor's discretion.)
2. Minister to families through home visitation, telephone conversation, outreach visitation, hospital visitation, and other means of contact.

3. Minister to persons in times of illness, death, birth, marriage, divorce, emotional stress, and benevolence needs.

D. Administration

1. Oversee the total program and ministry of the church.
2. As team leader, supervise and delegate duties to the paid church staff and lead staff meetings.
3. Work with the Deacon fellowship in planning and coordinating deacon ministries.
4. Work with various committees and teams, as needed, in fulfilling their functions. Serve as ex-officio member of committees – both standing and ad hoc.
5. Work with the Personnel Committee in interpreting the church's personnel policies.
6. Work with the trustees of the church on civil matters, e.g., legal and binding church contracts, church insurance, and interpretation of state, county, and city legal requirements for property and programs.
7. As overseer, interpret and carry out all printed policies, and the bylaws approved by the church. Pastoral interpretation is subject to correction by the church body.

E. Education

1. Lead the staff in the enabling and equipping of Christians for ministry, working closely with the Executive Pastor.
2. Promote and/or lead in doctrinal study, family life emphasis, Bible studies, missions emphasis, and other special educational studies.
3. Lead in the training of deacons and other groups in evangelism, pastoral ministries, worship and spiritual growth.
4. Teach various topical studies to special interest groups.

F. Miscellaneous

1. Lead the church in cooperation with Baptist groups that directly aid the ministry of NOBC, e.g. associational, state, and national Baptist groups.
2. Participate in civic roles that compliment the concerns, ministries, and witness of the church.
3. In both the above, discussions should be held with the Personnel Committee with regard to time commitment required for leadership roles in those organizations prior to accepting those responsibilities.
4. Work closely with Pastor Search committees in selecting new Pastors and with the Personnel Committee in selecting other non-professional staff.
5. Perform other duties as outlined and agreed upon with the Personnel Committee and the Church, as required.

Job Description for Executive Pastor

Responsible to: Lead Pastor, Personnel Committee, and Church

Educational Responsibilities:

Guide the church to plan, promote, conduct and evaluate a comprehensive religious education program.

Working through appropriate persons, serve as a trainer and encourager for all education organizations and programs.

Serve as the helper and encourager to all Sunday School (Life Group) teachers and workers with particular attention to their consistent weekly preparation and outreach.

Serve as guide and example in the use of sound educational methods and practices for all ages, preschool through adults.

Participate in periodic training opportunities.

Oversee an ongoing outreach program with primary emphasis through the Sunday School organization.

Administrative Responsibilities:

Serve as supervisor to all Directors and non-staff level church employees.

Serve as editor of church publications.

Serve as church office manager and church purchasing agent.

Serve as evaluator of church insurance coverage and make appropriate recommendations.

Serve as helper, coordinator and encourager of church committees and teams under appropriate areas of responsibility.

Working through employees, committees and teams, serve as general overseer of church grounds, buildings and equipment and overseer of all building and ground contracts.

Serve as coordinator of the church calendar.

Serve as general planner and coordinator of the annual budget planning and promotion process. Serve as budget overseer to encourage the adherence, as closely as possible, to the church's budget intentions.

Hear local needs requests. Make decisions in accordance with budget and other available monies.

Job Description for Music & Worship Arts Pastor

Responsible to: Lead Pastor, Personnel Committee, and Church

The Music and Worship Arts Pastor develops the ministries of music, drama, and the visual arts, and incorporates these in the worship of the church so that the worship of the congregation is enhanced to the glory of God. This ministry ultimately helps the church fulfill her God-given vision.

Qualifications:

The Music and Worship Arts Pastor should have a demonstrated record of leadership in both music and ministry. A college degree is required, as well as formal music and seminary or graduate studies. The Music and Worship Arts Pastor should demonstrate a mature Christian faith and a commitment to Baptist doctrine.

Qualities we desire in an ideal candidate are:

1. **Leadership ability**—able to work collaboratively with musicians, artists and other leaders, and pastorally within a diverse congregation.
2. **Theologically grounded**—able to articulate a theology of worship that demonstrates a solid grasp of historic principles and contemporary issues in Christian worship
3. **Musically trained**—understands music from a variety of genres and generations. Ability to read music, direct and guide large groups in support of seasonal choral programs.

Principal Function:

The Music and Worship Arts Pastor is responsible to the Lead Pastor for assisting the church in planning, conducting, and evaluating a comprehensive music ministry, and is responsible to the local church body through the church personnel committee for employment requirements and responsibilities.

Job Classification:

This position is an exempt (salaried) and full-time position.

Working Relationships:

The Music and Worship Arts Pastor coordinates with all the church staff in planning, scheduling, and directing the music program and ministries of the church.

Responsibilities:

- Direct the planning, coordination, operation, and evaluation of a comprehensive Music, Worship, and Fine Arts Ministry.
 - Coordinate the Church Music Ministry with the calendar and emphases of the church.
 - Work with the Music & Worship Arts Council in determining music ministry goals, organization, leadership, facilities, finances and administrative process.
 - Oversee and resource all worship services at the church.
 - Coordinate the performance schedules of music groups and individuals.
 - Plan Sunday morning services in consultation with staff and a worship planning team.
 - Plan special and seasonal programs in MWFA in conjunction with pastoral and church emphases.
 - In consultation with the Music & Worship Arts Council, prepare an annual budget to be recommended to the Budget Planning Committee.
- Develop MWFA programs by guiding, mentoring, encouraging, and leading volunteer staff, musicians, and vocalists in support of this ministry to the church and local community.
 - Personally direct some of the Music, Worship & Fine Arts areas, dependent upon his/her gifts and talents.
 - Recruit, support, train, and resource additional group leaders as needed to fully support all areas of the ministry in cooperation with the church nominating committee.
 - Support and promote the training and use of diverse instrumentalists and vocalists, whether in groups or as individuals, in support of broadening opportunities for fellowship, discipleship, and evangelism among the congregation and community.
 - Be responsible for and accountable to all paid and volunteer staff within the Music, Worship & Fine Arts programs, such as:
 - Hand bell Choir
 - Children's Choir
 - Youth Choir
 - Sanctuary Choir
 - Senior Adult Choir
 - Worship Technologies (Audio-Visual)
 - Drama Team
- Supervise the maintenance of and additions to the music library, music equipment, supplies, instruments, and audio-visual equipment.

- Be available for occasional nights and weekends in support of music ministry events, as well as for working with the pastor and staff in making emergency pastoral care visits as required.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Serve as Staff Advisor for church committees and teams as assigned by the Lead Pastor.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.

Revised and adopted: 4-08-10

Job Description for Student Pastor

Responsible to: Lead Pastor, Personnel Committee, and Church

Youth Responsibilities:

Organize, plan, promote and conduct a comprehensive youth ministry for junior and senior high students utilizing youth Sunday school and other volunteer staff as much as possible.

Assist youth Sunday School (Life Group) workers, other volunteers, and youth guidance team in goal setting and evaluation of youth ministry programs.

Conduct spiritual and recreational activities to create a balanced atmosphere of Christian growth and enjoyment. Such activities will include retreats; fellowships, mission projects and trips designed to meet spiritual and social needs of youth.

Serve as trainer and encourager for the youth Sunday School (Life Group) staff and other volunteers in youth ministry.

Spend time with youth in their environment and be available for parent and youth counseling.

Assist church organizations in youth involvement.

Oversee the youth ministry budget.

Assist educational ministry in areas related to youth education.

Remain current in youth ministry and education by attending periodic training opportunities.

Serve as an example in the areas of teaching techniques, personal student ministry, and spiritual growth.

Recreation Responsibilities:

Organize, plan, promote and conduct a comprehensive church-wide recreation program utilizing volunteer staff as much as possible.

Maintain and schedule an accurate and up-to-date calendar of activities for the Christian Life Center.

Supervise proper maintenance of the CLC recreational facilities and equipment.

Other Responsibilities:

Serve as general coordinator for certain church-wide recreational events such as banquets, picnic, etc.

Serve as helper, coordinator and encourager of church committees and teams under appropriate areas of responsibility.

Work with single adults in developing a comprehensive ministry.

Job Description for Part-time Director of Preschool / Children's Education

Responsible to: Executive Pastor for day-to-day direction. Also responsible to Personnel Committee and Church

Qualifications: Minimum of five years experience working with children and preferably a Bachelor Degree relative to education and/or children. Ability to relate to, train, and delegate volunteer workers.

Job Duties:

Working with the Executive Pastor, children/preschool division directors and appropriate committees and teams, lead the Children's Bible Study (Life Group) Program to do quality age-appropriate education (teaching, outreach and ministry) for preschoolers and children. This will include:

- Administration and coordination to provide child care for any scheduled church activity as needed.
- Formulate and lead a comprehensive and consistent training program for preschool and children's Bible Study (Life Group) teachers, RAs/GAs, and Mission Friends.
- Be an encourager and mentor for preschool and children's Bible Study (Life Group) workers. Model good age-appropriate teaching, outreach and ministry.
- Facilitate parent involvement and actively pursue parent/children classes to educate parents on improving child care and education.
- Attend weekly Staff Meetings and participate in church planning
- Involvement with church policies concerning safe care of children, children's programs, and workers assigned to working with children.
- Administer the children's resource rooms and the distribution of curriculum.
- Promote the effective use of preschool and children's curriculum materials and resources.
- Cooperatively work with Mother's Day Out Director for resource utilization and planning.
- Guide in the wise use of available children's space and material (resources).
- Working with the nominating committee, give guidance to the search for and enlistment of quality preschool and children's Bible Study (Life Group) workers.
- Any other duties as assigned by Executive Pastor.

Assist in the administration of the Sunday morning and Wednesday evening volunteer preschool/ child care schedule.

Administer the Extended Session program for bed babies through five year olds.

Serve as coordinator to the church in conducting VBS, coordinating Children's Camps, and other activities.

Work with staff members and appropriate committees and teams to formulate budget requests for preschool and children's Bible Study (Life Group) and associated activities.

Attend annual association training events so as to remain current in methodology and philosophy of children's education.

Work with appropriate persons, committees and teams in providing occasional events for preschool and children (examples: VBS, summer camps, Fall Festival, Easter Event, holiday events, and day trips). Seek and institute new programs for encouraging local children involvement for the spiritual growth of these children.

Job Description for Part-Time Mother's Day Out (MDO) Director

Responsible to: Executive Pastor for day-to-day direction. Also responsible to Personnel Committee and Church

Qualifications: Minimum of five years experience and a high degree of competence in preschool/children education. Ability to relate to and train volunteer workers.

Job Duties:

Trains and supervises all MDO employees.

Employment issues of interviewing and hiring will require approval of the Executive Pastor or Personnel Committee.

Prepare initial annual MDO budget and review with Executive Pastor and the annual budget committee.

Work with the Executive Pastor and Finance Committee to manage MDO within the approved budget.

Purchase supplies, teaching materials and equipment for MDO.

Prepare and maintain MDO personnel records and a MDO manual to fairly administer policies.

Organize any field trips, other functions and graduation ceremonies for MDO.

Accept telephone inquiries concerning MDO registration. Facilitate the enrollment process including deciding the most appropriate class for each child. Advertise MDO to the public.

Communicate frequently with Director of Children/Preschool for potential families needing ministry, counseling, or seeking church home.

Be present each MDO day to oversee all aspects of MDO and to answer questions from parents and teachers.

Remain knowledgeable about new materials and curriculum advances. Encourage MDO teachers to attend area preschool conferences and CPR classes.

Prayerfully strive to maintain the highest quality MDO program possible at the very lowest cost possible in order to provide this ministry to the most families in our community.

Originated: February 2011

Revised: October 2011

Job Description For Financial Analyst

Responsible to: Executive Pastor

Financial and Contribution Records: Will write checks, keep all financial records, and prepare monthly financial statements for church approval. Will maintain confidential weekly records of all contributions and issue appropriate statements of giving. Will oversee the purchase and distribution of envelopes to all NOBC contributors.

MDO Financial Records: Will write checks, keep all financial records, prepare monthly financial statements for review by the Finance Committee and for church approval.

Printing: Will occasionally be responsible for lay out and printing of church publications.

Literature and Supplies: Will be responsible for efficient ordering and timely distribution of literature and supplies for all church organizations with appropriate input from staff and organizational leaders.

Purchase of Office Supplies: With appropriate input from staff, will handle the purchasing of certain office supplies such as paper, printing and copy supplies, and computer supplies.

Equipment Repair: With appropriate input from staff, will handle the necessary steps regarding the repair of all office equipment.

Miscellaneous: Will occasionally do tasks other than those listed above, as requested by staff. Will fill in for receptionist-secretary in times of absence.

Revised: October 2011

Job Description for Receptionist/Secretary

Responsible to: Executive Pastor

Receptionist: Responsible for answering telephone, greeting and directing visitors to the church offices. This is the receptionist's first line of responsibility and will, with few exceptions, take precedence over other areas of responsibility. Every effort will be made to center the receptionist's work around the front office so she can maintain control of the office entrance and incoming telephone calls.

Word Processing: Will do word processing jobs such as letters, cards, and special projects as directed by staff. Will do word processing for NOBC Bulletin and other projects as directed by staff and will assist with layout of it.

Church Communications: Will generate, process and mail reminder cards to various committees, teams, persons and volunteer groups as requested by staff and appropriate committee and team leaders. Coordinate activities with Church Calendar by reviewing activities request forms and running the phone tree application to remind appropriate church members of the activities.

Records: Will keep weekly records for Sunday School (Life Groups) and other organizations as requested by staff. Assist in keeping a current prospect file.

Money Counting: Will assist financial analyst in counting receipts on Monday mornings.

Promotion: Will implement promotions relating to various church organizations and programs as requested by staff. This includes managing the phone tree requests.

Miscellaneous: Will occasionally do tasks, as requested by staff, other than jobs related to above areas of responsibility. Will occasionally fill in for financial analyst when necessary.

Revised: October 2011

Job Description for Part Time Custodian

Responsible to: Executive Pastor

The custodian will:

Following a weekly schedule, maintain main building in a clean and neat condition. This includes maintaining hard surface floors, vacuuming carpet, cleaning restrooms, dusting furniture and equipment, cleaning walls and windows, cleaning around entry areas, and the Baptismal area.

Order, within budget guidelines, supplies needed for building maintenance.

On occasion, be present for those church functions where custodial services may be needed. These tasks will include, but will not be restricted to: opening, closing, and operating the heating, cooling, and lighting systems.

Do necessary touch up cleaning in CLC building between Friday contract cleanings.

Occasionally perform other miscellaneous tasks as requested by supervisor.

Revised: October 2011

Job Description for Part Time Maintenance Person

Responsible to: Executive Pastor

The maintenance person will:

Change light bulbs and maintain light fixtures except for sanctuary and gym ceilings.

Perform light plumbing and electrical tasks as needed.

Do occasional outside and inside painting and caulking.

Do occasional cleaning of outside windows and spray washing of buildings.

Assist custodian with the moving of tables and other furniture as needed and as schedule allows.

Fill in and do the "must do" tasks of the custodian when custodian is absent.

Maintain (stripping, waxing, buffing) of tile floors.

Do occasional spraying of herbicide and application of ant poison on parking lots and around buildings and grounds.

Help with opening and closing of building on workdays as schedule allows.

Occasionally perform other miscellaneous tasks as requested by supervisor.

Revised: October 2011

3. General Statement of Staff and Full-time Employee Benefits & Guidelines

As of July 2013, staff level insurance benefits are limited to full-time staff members only and shall include 100% of group health, life, dental, disability, and worker's compensation. Group health and dental may be offered to staff dependents and the cost will be the responsibility of the staff member. Full-time staff members employed before this date shall continue to have group health benefits for dependents.

Part time employees are covered under worker's compensation.

Annuity:

Pastoral Staff level annuity is ten percent of salary and housing.

Other full time employees are ten percent of base salary.

Leaves:

Vacation

All full time employees receive two weeks paid vacation per year plus one additional week after three years of service and one additional week after ten years of service (maximum of four). Initial hiring date prior to July 1 entitles employee to one week of vacation in that year. All vacations are scheduled by approval of immediate supervisor. Church will pay for supply when one is required. Recognition will be given to Southern Baptist service for new staff level employees.

Funeral Leave

All full time employees will be excused for up to three consecutive workdays for the death of an immediate family member or spouse's immediate family member. The personnel committee may approve additional time off with pay. Immediate family includes spouse, child, parent, brother, sister, brother or sister-in-law, grandparent, grandchild, dependent living in household.

Jury Duty

Full time employees will receive pay while serving.

Sick Leave

Full time employees may be absent, because of illness, twenty workdays per year with pay. Further consideration will be upon recommendation of the personnel committee and church approval. Sick leave cannot be carried over into a new year. In the event of the illness of an employee's immediate family, the Executive Pastor may authorize the use of sick days (maximum of five per year). Request for additional leave of this type subject to approval of personnel committee.

Pastoral Revivals and Conferences

Staff level employees are permitted two weeks away from church each year, exclusive of vacation, for leading revivals. Further consideration is subject to church approval. Supply, if necessary, is the responsibility of staff member. Two additional weeks per year is permitted for self-improvement and continuing education subject to supervisory approval. Church will pay for supply when one is required.

Self Improvement / Continued Education Conferences or Seminars

Staff level employees are encouraged to participate in conferences or seminars that enhance their area of ministry. Two weeks are permitted away from church in one church year, exclusive of vacation and subject to supervisor approval. The Denomination Fund is a small budgeted fund to enable the spouse and/or children to accompany them. This small budgeted fund allows each staff member to spend up to \$1500 each church year to encourage their spouse and/or children to accompany them. This Denomination Fund does not have to be consumed each year and does not roll over from year to year. The utilization of expenses from this fund should be discussed at the staff meeting prior to approval. It shall be the responsibility of the staff member attending the seminars or convention for supply in their absence.

Updated: July 2013
Updated: March 2006

Holidays:

Ten holidays will be observed. If a holiday falls on a normal day off, another day off will be given. Choice of additional day to be made by the Lead Pastor. Holidays are:

New Year's Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	Floating Christmas holiday
Thanksgiving	Good Friday

Pastoral Staff Living Arrangements:

The church will pay the expenses of moving household and personal effects of pastoral staff members to the church area.

The staff member will be given a monthly allowance as provided in the church budget.

Book Allowance:

The pastor will receive an annual book allowance per budget.

Severance Pay:

Full time employees, upon resignation, will be paid for all accrued vacation.

Work Schedules:

Staff members are encouraged to take one office day off each week. These days will be scheduled so as to have one staff member on duty at all times.

Secretaries will work 8:00 AM to 4:00 PM, Monday through Friday with 30 minutes off for lunch.

Custodian and maintenance person will work according to a schedule to be prearranged with these employees and supervisor. One of these employees will be on duty during office hours and for all general church activities where custodial services may be needed.

Additional help will be paid on an hourly basis as needed.

SUGGESTED SERVICE AWARDS **FOR PASTORAL STAFF**

It is appropriate for our Church to recognize Staff members for their years of service to North Orange Baptist Church. The following guidelines are to be applied based on accumulative years of full-time service at North Orange.

SERVICE AWARDS FOR FULL TIME EMPLOYEES:

5 YEARS

Presentation of a plaque denoting service at a Sunday Morning recognition and a one-time one (1) week time off renewal allowance will be awarded. This one-week time off allowance must be used within one-year from the 5-year anniversary date or will be lost.

10 YEARS

Presentation of a plaque denoting service and a \$150 gift from the church. A love offering will be collected and a reception will be held where the plaque, gift, and love offering will be presented. A one-time one (1) week time off renewal allowance will also be provided and must be used within one-year of the anniversary.

15 YEARS

Same as for 10 years, except the gift will be \$300.

20 YEARS

Same as for 15 years, except the gift will be \$400.

25 YEARS

Same as for 20 years, except the gift will be \$500.

30 YEARS

Same as for 25 years, except the gift will be \$750.

The personnel committee shall recommend awards, for approval by church, with respect to employee resignations and retirements.

Updated: April 2004

SUGGESTED SERVICE AWARDS **FOR DIRECTOR STAFF**

It is appropriate for our Church to recognize Staff members for their years of service to North Orange Baptist Church. The following guidelines are to be applied based on accumulative years of full-time service at North Orange.

SERVICE AWARDS FOR FULL TIME EMPLOYEES:

5 YEARS

Presentation of a plaque denoting service at a Sunday Morning recognition.

10 YEARS

Presentation of a plaque denoting service and a \$150 gift from the church. A love offering will be collected and a reception will be held where the plaque, gift, and love offering will be presented.

15 YEARS

Same as for 10 years, except the gift will be \$300.

20 YEARS

Same as for 15 years, except the gift will be \$400.

25 YEARS

Same as for 20 years, except the gift will be \$500.

30 YEARS

Same as for 25 years, except the gift will be \$750.

The personnel committee shall recommend awards, for approval by church, with respect to employee resignations and retirements.

Updated: February 2005

SUGGESTED SERVICE AWARDS **FOR SUPPORT STAFF**

It is appropriate for our Church to recognize Staff members for their years of service to North Orange Baptist Church. The following guidelines are to be applied based on accumulative years of full-time service at North Orange.

SERVICE AWARDS FOR FULL TIME EMPLOYEES:

5 YEARS

Presentation of a plaque denoting service time and a cake to celebrate, in the church office, with other representatives from the Church Staff, the Personnel Committee, and family.

10 YEARS

Same as 5 years, except in addition the employee will receive a \$150 gift. As an option, the employee may also choose to have the gift and plaque presented in a Sunday Morning Worship Service.

15 YEARS

Same as for 10 years, except the gift will be \$300.

20 YEARS

Same as for 15 years, except the gift will be \$400. The employee may also choose to be honored at a church-wide reception in the Christian Life Center.

25 YEARS

Same as for 20 years, except the gift will be \$500.

30 YEARS

Same as for 25 years, except the gift will be \$750.

The personnel committee shall recommend awards, for approval by church, with respect to employee resignations and retirement.

Updated: April 2004

4. Procedure of Calling Staff Members and Employees

Procedure for Calling a New Lead Pastor

Upon the resignation or retirement of the Lead Pastor, the deacons with church input will select and present to the church for approval a group of NOBC members to serve as a Lead Pastor search committee. The search committee will be responsible for recommending an interim pastor and pastor to the church. The search committee will also be responsible for inviting other ministers to preach during the interim period, as needed.

This will be a standing committee which will be active until the new Lead Pastor is established in the church and community.

Search Committee Selection Process

The committee will be made up of eleven adult members with representation from both genders, the Deacon Chairman or other deacon representative and a representative from both the Finance and Personnel committees.

- The goal in selecting committee members will be to have church representation from the following areas of ministry:
 - Children
 - Youth
 - Young Adults
 - Middle Adults
 - Senior Adults
- Church members wishing to suggest persons for the Search Committee should submit names to a deacon. Each deacon, in turn, will use this input to help compile a list of five or more names to be submitted in priority order at a called deacon's meeting. The attached form "A" should be used by a deacon to submit their list of names.
- Prospective candidate names will be tallied per the above distribution and discussed at a deacon's meeting. Deacons will vote on the final list.
- The final list should include more than the required 11 in case some are not interested in serving.
- The 11 recommended candidates will be talked to by the Deacon Chairman, or his representative(s), as to interest. If some are unable to serve, then others, in order, on the list will be asked.
- The recommended search committee will be voted on by the church, but will not start actively searching for a Lead Pastor until after the pastor's retirement date. Timing on selection of an interim pastor will be the committee's responsibility.
- The chairperson will be selected by the Search Committee.

Search Committee Guidance

The church will pay the expenses of the Lead Pastor search committee.

The Lead Pastor search committee will develop a selection process for the interim and pastor. Upon completion of the selection process for interim and pastor, the process should be reviewed with the deacon body before an active search begins.

Only one prospective Lead Pastor at a time will be invited to preach so that a final decision is reached before another prospective Lead Pastor comes before the church. No prospective Lead Pastor will come before the church while the church is waiting for an answer from another prospective Lead Pastor.

In no case will the Lead Pastor search committee present a prospective pastor to the church without sufficient investigation. This investigation will include a background and credit check with the candidates' approval.

A standing vote on the same Sunday the prospective pastor comes before the church will be used to make the decision regarding a call of the church. This vote is to be taken after the report of the Lead Pastor search committee is given. The results of the vote will be communicated to the prospective Lead Pastor, and in the event the church has voted to call with a divided opinion, these results will be communicated. However, there will be an effort to make the call unanimous.

The prospective Lead Pastor will be notified immediately of the action of the church.

Procedure for Calling Staff Members and Selecting Employees

Executive Pastor

Music & Worship Arts Pastor

Student Pastor

Director of Childhood Education

Upon the resignation of the Executive Pastor, Music & Worship Arts Pastor, or Student Pastor, the deacons will select and present for election a group of six persons to serve with the Lead Pastor as a search committee to acquire a replacement. A member of the finance committee will be included on this committee because of familiarity with finances. A member of the personnel committee will be included on this committee because of familiarity with personnel policies.

The committee should meet together prior to talking with a candidate and decide upon a list of questions for the candidate. The committee should be equally prepared to answer the questions of the candidate.

Only one candidate will be invited before the church at a time, so that a final decision is reached before another is invited.

The call of the church will be extended on the same Sunday by standing vote. The vote will be taken after the report of the search committee. The results of the vote will be communicated to the prospective pastor and in the event of that the church votes to call with a divided opinion, the result will be communicated to the candidate. However, there will be an effort to make the call unanimous.

The prospective pastor will be notified immediately of the action of the church.

Secretaries

A committee composed of a personnel committee member, Lead Pastor, Executive Pastor, chairman of deacons and chairman of finance committee will be authorized to select and employ church secretaries, subject to approval by the church.

Custodian and Building & Grounds Maintenance Person

A committee composed of a personnel committee member, Lead Pastor, and Executive Pastor, chairman of finance committee and chairman of buildings and grounds committee will be authorized to select and employ custodial personnel, subject to approval by the church.

Additional Help

The Executive Pastor may hire temporary help. Temporary employees will be paid on an hourly basis with no additional benefits.

Updated: June 2005

Termination of Employment

Note: Employment with North Orange Baptist Church is "at will" in that it may be terminated at any time, at the option of either North Orange Baptist Church or the employee, except as otherwise provided by law.

Resignation

The church asks any employee to give the church two weeks written notice of intent to resign. The employee should continue to work for the two-week period unless he or she wishes to use any portion of unused vacation. Employee will be paid for any unused vacation earned in that calendar year. The personnel committee may choose to recommend, for church approval, additional severance allowances when appropriate.

Forced Termination

The church retains the right to terminate an employee for any reason not prohibited by law. This includes employee misconduct, impropriety, and marginal or unsatisfactory job performance. Employment at North Orange Baptist Church is taken at the pleasure of the church.

Forced termination for marginal or unsatisfactory job performance should be considered only as a last resort and after genuine attempts at redemption has proven unsuccessful. These attempts will include documented performance reviews by the supervisor for the purpose of counseling and encouraging the employee toward the desired job performance.

Forced termination of any employee (pastor, secretary or custodian) will require the consideration and action of the personnel committee (4/5ths quorum required) in consultation with the employee (if employee desires consultation) and appropriate supervisor. The personnel committee is empowered to terminate secretarial and custodial employees without church action. Termination of pastor or other ministerial staff will require the following in this order:

1. Recommendation to terminate from personnel committee.
2. The informing of deacon body of the recommendation.
3. A vote by the church in conference to terminate.

In the event of any forced termination, the employee will cease job performance immediately. The employee will be paid for all unused vacation earned in that calendar year. The personnel committee may choose to recommend, for church approval, additional severance allowances when appropriate.

5. Nursery Staff Requirements and Procedures

Job Description for Nursery Workers

Nursery workers will arrive fifteen minutes before event is scheduled to begin. This will allow for room preparation and greeting of early arrivers.

Workers will greet parents and especially children in a warm and friendly manner making every attempt to make the child's transition from parent to nursery a smooth one.

Nursery workers will maintain a clean, orderly, appearance and will dress appropriately as an example to the children they mentor.

Workers will attentively meet the child's physical and social needs for the duration of the event. Regular cleaning and changing of diapers is a must. Bottle-feeding will be done according to parent's instructions. Interaction such a playing with, reading to, and singing with the children will be considered part of a good nursery worker's responsibility.

Workers will remain until parents have picked up all children. Workers should make every effort to make the transition from nursery to parents a smooth one.

Workers will return room to a reasonably clean and neat condition.

Nursery coordinator will make specific assignments for various events for which nursery care is provided. Coordinator will communicate regularly with the Executive Pastor as to progress or problems in the work of the nursery.

Compensation for nursery workers is as shown in annual budget with a small premium for coordinator.

Nursery Staff Procedures

The regular nursery worker group will consist of a minimum of four persons with one classified as coordinator of the group.

The personnel committee as required will make selection of workers. Selections will be made from satisfactory recommendations made by the director of preschool/children education and the Executive Pastor. The Executive Pastor will maintain a file of qualified applicants. Applicants will be solicited through church publications. Should extended efforts to find qualified NOBC applicants fail to provide an adequate number of applicants, applicants may be sought outside of the church.

Regular nursery workers will be employed subject to annual reassignment or replacement. The personnel committee will evaluate this annually.

Temporary or extra workers will be assigned for a specific, designated time.

General supervision of nursery workers will be by Executive Pastor. The nursery coordinator will make assignments and supervise the details of the work. The coordinator will also serve as the contact with church organizations.

Qualifications of Nursery Workers:

Maximum age of 69 and minimum age of 18.

Must be in reasonably good health and have a loving and caring attitude toward children.

Must have no criminal record.

Must be willing and cooperative in service and faithful in assignment.

NOTE: Please reference the North Orange Baptist Church Preschool and Children's Childcare Policies Manual for further description and details of the procedures required for preschool children.

Updated: May 2005

6. Health Re-Imbursement Arrangement (HRA)

Account Policy

An amount to be determined by the Personnel and Finance Committees at budget planning time will be put aside each month into an NOBC HRA account during the upcoming budget year. This fund will be the property of NOBC and is to be used to assist with full time staff members and group medical insurance participating dependent's medical expenses. The following guidelines will be used for the administration of this fund.

- The fund will only be used by staff members and dependent's who participate in one of the Annuity Board's medical deductible plans unless an exception is made.
- The fund will only be used for hospital, doctor and prescription drug related expenses which are over and above the normal co-pay amounts. The total reimbursement is not to exceed \$10,000 in a given year for each family.
- Payments will be made to the hospital or doctor based on the bills submitted to the church per the following procedure:
 - 1) The staff member will pay co-pay & up front expenses before submitting a bill to the church.
 - 2) Payment should not be made with a church check or credit card by the staff member.
 - 3) Bills should be submitted (less co-pay) to the Executive Pastor for review of policy & approval.
 - 4) The Executive Pastor will submit a request for payment with supporting documentation to the financial analyst.
- Any excess money in the fund will carry over from year to year and is the property of NOBC. Budget money going into the fund will stop if the fund exceeds \$30,000 in a given year and resume when it drops below \$30,000.
- If the fund is depleted in a given year reimbursements will be delayed until funds are available or the budget is adjusted. Budget amounts will be adjusted each year based on the carryover balance.
- If a staff person is added or leaves the church the HRA account will be adjusted accordingly.

Updated: July 2013
 Originated: April 2010
 Revised: April 2011

7. Staff Mileage Reimbursement Policy & Guidelines

The church practices an "Accountable" Mileage Reimbursement Arrangement according to present IRS rules concerning business miles traveled. The following rules guide the administration of the plan:

1. The employee is responsible for keeping a daily business mileage log on which their actual driving records are kept.
2. This daily business mileage log should include the trip's beginning mileage, ending mileage, and total miles for that business related trip as well as the reason for the trip.
3. On the first day of each month the employee is responsible for filling out and submitting the Staff Mileage Reimbursement Form for approval. This Staff Mileage Reimbursement Form is for recording the total miles traveled for business purposes for the previous month. Once this request is approved, the church office will reimburse the staff member accordingly.
4. The employee is to attach a copy of their daily business log records for that month to the Staff Mileage Reimbursement Form for substantiating their records.
5. The church reimburses staff mileage according to the current rate established by the IRS.
6. When a staff member goes on a trip associated with a conference or training and the church pays for the gas, the church shall reimburse the staff member half the established rate, according to the miles driven. This amount is meant to help the staff member with the wear and tear on their work related vehicle.
7. The church will reimburse the staff member for business miles over and above their regular commute to work. If work schedules dictate a second trip from home, it should be recorded and will be reimbursed.
8. A record shall be kept in the Church Records and a copy provided to the staff member submitting the Staff Mileage Reimbursement Form and another copy provided to church accounting for reimbursement.

Adopted 1/10
Revised 5/11

NOBC Mileage Reimbursement Internal Guidelines

North Orange Baptist Church practices an "Accountable" mileage policy and reimburses church staff for automobile mileage incurred while conducting the business and ministry of the church, such as family visitation, hospital visitation, church related travel, etc. and does not include mileage incurred as a result of paid invitations from other churches or organizations. The following guidelines apply and give guidance to how staff will work with the finance office in receiving their reimbursement.

- Staff members are to keep a detailed mileage log documenting their monthly mileage for church ministry miles incurred. These records should include dates, beginning and ending miles as well as the purpose of the miles.
- On the last day of the month the individual staff members will turn in to the Executive Pastor a copy of their mileage log along with a copy of the Mileage Reimbursement Form. This form will then be forwarded to the finance office and a reimbursement check will be cut within 5 business days.
- It is each individual staff member's responsibility to fill out the correct documentation and turn it in for reimbursement. This documentation should be accurate and legible.
- IRS guidelines will be followed as to how the church reimburses staff for travel related expenses.
- The church reimburses church staff mileage according to the allowable rate established yearly by the IRS.
- Trips to Houston or other longer than normal ministry trips shall be pre-approved to be paid according to the normal reimbursement rate. Ministry training trips that are funded by the Staff Denominational Allowance line item in the budget will be treated differently. The actual fuel for the trip will be funded by the line item in the budget and the church will pay half of the IRS reimbursement rate to the staff member to compensate them for wear and tear on their vehicle. If a rental car is used, this reimbursement rate would not apply.
- The church will reimburse the staff member for business miles over and above their regular commute to work. If work schedules dictate a second trip from home, it should be recorded and will be reimbursed.

BACKGROUND CHECK POLICY

OBJECTIVE

To provide for the safety and protection of the children, youth and special education adults, and to meet the liability needs of North Orange Baptist Church.

POLICY

In order to perform our due diligence in protecting the well being and safety of the children, youth, and special education adults we serve, North Orange Baptist Church performs criminal background checks on all volunteers and interns who work with these groups. Criminal background checks will also be performed on all employees of the church. At the discretion of church staff, persons who work with the target groups on a temporary basis, such as Bible School or week-end retreats, may be omitted from the background check process, provided a permanent employee/volunteer will be in the presence of the temporary person at all times that he or she is with a member of the target group. The church deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit persons from serving as an employee or volunteer who have been arrested for, convicted of, been on probation for, or received deferred adjudication for any disqualifying offense. Criminal Background Checks will be conducted on all employees and applicable volunteers and will be repeated as often as deemed necessary by the church.

The right to disqualify based upon a prior history of criminal conduct involving moral turpitude applies to any such criminal conduct regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently expunged from the applicants record as the result of appropriate legal proceedings.

GUIDELINES FOR DETERMINING DISQUALIFICATION

The following offenses are grounds for disqualification regardless of any extenuating circumstances:

- (a) Crimes against the family, sex related offenses, child related offenses, murder, felony theft/robbery/burglary offenses, fraud related offenses and crimes against persons and property.
- (b) A felony or misdemeanor classified as an offense against public order or indecency.

- (c) A felony violation of any law intended to control the possession or distribution of any substances included as a controlled substance in the Texas Controlled Substances Act.

All other offenses not otherwise described above may result in disqualification at the discretion of the Background Check Committee.

PROCEDURES

In order to screen employees and volunteers to identify and disqualify those who have committed disqualifying offenses, North Orange Baptist Church adopts the following procedure:

- (a) Application: Each employee or volunteer is required to fill out an application.
- (b) Personal Interview with the appropriate church staff or director.
- (c) Criminal Background Checks: Each employee or volunteer will give written consent for a criminal background check, conducted by the company or agency North Orange Baptist Church selects. The form of authorization will be that prescribed by the company or agency selected. The church will employ no employee or volunteer without this authorization. Upon receiving the requested information and performing the actual background checks, the church will destroy this information within 10 working days for the privacy protection of the employee or volunteer.
- (d) Grievance Process: If a person is disqualified from employment or placement with North Orange Baptist Church based upon information received, and, if upon reviewing that information the person feels that the information is wrong or it is not his or her record, the person may request a fingerprint check from DPS as a method of positive identification unless the person can prove by other means, acceptable by North Orange Baptist Church, that he or she is not the person indicated on the criminal record. An accurate background check will then be obtained. An individual may view the disputed criminal history transcript, but may not have a copy of it.
- (e) Only members elected by North Orange Baptist Church to serve on the Background Check Committee will have access to the reports obtained by this background check procedure.
- (f) The Background Check Committee will select the agency to be used in the background check procedure, but will only use the agency only after church approval.

Approved: May 4, 2005
Revised: June 12, 2005

North Orange Baptist Church

The purpose of performing a background check on all personnel who work with the children and youth of North Orange Baptist Church is to provide for their future and safety.

PLEASE PRINT

Last Name: _____ First Name: _____ MI: ___ Jr./Sr. etc. _____

Maiden Name: _____ Nickname : _____

Social Security Number: _____ Sex (M/F):___ Race:_____

Driver's License Number: _____ State: ___ Birthday (mm/dd/yy): _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

For each residence in the last five years, list the city, state, applicable dates and applicable last name.

City	State	From (mm/yy)	To (mm/yy)	Last Name at time of date listed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby authorize North Orange Baptist Church to obtain a background report.

I have read and understand the North Orange Baptist Church Background Check Policy.

Signature of Applicant

Date

V. CHANGE HISTORY

Committee on Committees

- August 2013 No longer nominate committee vice-chairpersons.
 June 2014 Removed sponsorship of annual organizational meeting, to reflect current practices.

Deacon Policy

- January 2014 Inform church of change in deacon body composition.
 Assist in resolving problems within the fellowship of the church and work toward unity.
 Separate some of the "Qualifications" into a new category "Responsibilities."
 Add an appendix detailing responsibilities of Deacon of the Week.

Music & Worship Arts Council

- June 2014 Formerly the Music Council, updated to reflect current practices.

Personnel Policy

- July 2013 New full-time staff members will continue to receive group health and dental coverage, but their families are not included.

Policy Committee

- June 2014 Removed sponsorship of annual organizational meeting, to reflect current practices.
 June 2014 Allow chairman of the deacons to designate another deacon to serve in his place.

Policy Manual

- August 2013 Committee Introduction: Committee on Committees no longer nominates committee vice-chairpersons.
 January 2014 Introduction: The policy committee is responsible for updating the policy manual. The governing version of the policy manual was changed from hard copy to computer resident file. Corrected staff titles.
 June 2014 Reorganized to redefine most committees as ministry teams and added an introduction to ministry teams.
 July 2014 Add descriptions for the Evangelism team, Greeters team, Home Ministry team, Men's Ministry team, Prayer team, Worship Drama team, and Worship Technologies team. The Van Drivers team is inactive; incorporate their statement into the Transportation team.

Preschool and Childcare Policy

- February 2014 Updated to reflect current practices, including Orange 252, use of wristbands instead of security tags, and childcare ages.