

# **FIRST BAPTIST CHURCH OF AUGUSTA**

## **STANDING RULES**

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## STANDING RULES OF FIRST BAPTIST CHURCH

### 1. GENERAL ARTICLE

1.1 **ADOPTION OF STANDING RULES.** These Standing Rules are adopted pursuant to Article XIV of the Constitution and Bylaws of First Baptist Church of Augusta (the "Bylaws").

1.2 **PURPOSE AND INTERPRETATION.** Article XIV Sec. A of the Bylaws provides as follows: **"The Church shall adopt standing rules ("Standing Rules") which are consistent with the Articles and the Constitution and Bylaws in order to facilitate keeping the Church Covenant and to accomplish the business of the Church."** Interpretation of the provisions of these Standing Rules shall be consistent with this purpose.

#### 1.3 DEFINITIONS:

1.3.1. Adoption of Bylaws Definitions. Unless otherwise specifically stated herein, these Standing Rules incorporate by reference all other definitions contained in the Bylaws.

1.3.2. Standing Rules. "Standing Rules" are all written regulations approved by the Church in Conference set forth in this document governing the accomplishment of the mission, purpose, and business of First Baptist Church, Augusta, Georgia.

1.3.3. Staff Designations. "Ministerial Staff" refers to those persons designated as Ministerial Staff in Addendum V and V(A), "Weekday Personnel" refers to those persons employed as teachers and teacher support personnel in the First Baptist Church Weekday Education ministry. "Non-Ministerial Staff" refers to all employees of First Baptist Church other than Ministerial Staff and Weekday Personnel.

1.3.4. Staff Title Designations. Certain provisions of the Governing Documents reference particular Ministerial and Non-Ministerial Staff positions by title, and to particular Committees or other organizations within the Church. In the event the title of a staff position or the name of a Committee or body within the Church changes without affecting the duties referred to in the Governing Documents, then such reference in the Governing Documents shall automatically be deemed to refer to the staff member, Committee, or other organization by the current name or title.

1.4 **CONFLICT WITH BYLAWS.** The Standing Rules are intended to supplement the Bylaws. In the event of a conflict between the provisions of the Standing Rules and the Bylaws, the provisions of the Bylaws shall control.

1.5 **RESERVED SECTIONS/REVIEW BY MODERATOR.** Sections of the Standing

Rules marked "Reserved" are intended to reserve space for future revisions to the Standing Rules. Reserved sections may include matters addressed in the Constitution and Bylaws for inclusion in the Standing Rules, or matters having come to the attention of the Bylaws and Standing Rules Committee which may warrant further review or development. The Moderator shall be responsible for annually reviewing the Reserved sections of the Standing Rules and making a determination as to the need or desirability to develop additional Standing Rules to address the issues presented, including assigning responsibility for developing proposals for such development to the appropriate Committee, or the appointment of an appropriate *ad hoc* committee.

## 1.6 AMENDMENT OF STANDING RULES.

1.6.1. Bylaws Article XIV(B) governs amendments to the Standing Rules, including the requirement that all proposed amendments be presented to the Bylaws and Standing Rules Committee and the Body of Deacons prior to presentation to the Church in Conference for approval.

1.6.2. The Bylaws and Standing Rules Committee may make minor revisions to the Standing Rules in order to conform the Standing Rules to matters approved by the Church in Conference which do not affect substantive revisions to the Standing Rules, such as correcting scriveners and grammatical errors, reflecting changes in the names of persons, committees, or ministries, or clarifying confusing or conflicting provisions. These revisions may be made without further approval.

1.6.3. The revised provisions of the Standing Rules shall be submitted to the Church Clerk for inclusion in the Standing Rules.

1.6.4. Upon the submission of any properly authorized revisions to the Standing Rules or Addenda, the Church Clerk shall make the appropriate changes to the Standing Rules and disseminate the revised portions of the Standing Rules to such persons as are deemed appropriate. The Church Clerk shall retain copies of previous versions of the Standing Rules for a period of seven (7) years, after which time the Church Clerk may dispose of the previous versions.

## 1.7 ADDENDA.

1.7.1. Definition. Certain handbooks, policy manuals, guides, or writings of a similar nature may be attached to the Standing Rules and referred to as Addenda, or an Addendum.

1.7.2. Development and Purpose. Addenda are to be developed by one or more Constitutional Committees, Standing Committees, other organizations, or *ad hoc* Committees designated in the Governing Documents or by the Church in Conference, and are intended to supplement the Standing Rules by establishing practical working guidelines.

### 1.7.3. Amendment.

(1) Unless otherwise stated in the Governing Documents or by the Church in Conference, or in the Addendum itself as approved by the Church in Conference, the committee(s), or other organizations responsible for the development of an Addendum may revise the addendum without additional approval in order to reflect non-substantive changes, such as clarification of confusing or conflicting provisions, reflecting changes in the names of persons, committees, or ministries, scribes, or grammatical errors.

(2) Such organizations may not make substantive changes unless such authority is specifically provided in the Governing Documents or otherwise approved by the Church in Conference.

(3) Any provision regarding revisions to Addenda may not be revised unless approved by the Church in Conference.

(4) If the Governing Documents do authorize the Committee to make substantive changes, then, unless otherwise specifically stated, the following conditions shall apply:

a. The committee shall provide to the Bylaws and Standing Rules Committee the text of the existing language and the proposed revised language, together with a statement as to the reason for such change.

b. The Bylaws and Standing Rules Committee shall review the proposed revision to assure that such revision does not conflict with any other provision of the Governing Documents, that all terms used in such revision are consistent with terminology used in other areas of the Governing Documents, and that, to the greatest extent practical, such revision is written such that it can be understood by members of the Church in addition to the committee or committees propounding such revision. Approval of proposed revisions to an Addendum by the Bylaws and Standing Rules Committee shall be contingent only upon the factors stated in this paragraph, and not upon the substantive content of the proposed revision.

c. Upon recommendation by the Bylaws and Standing Rules Committee, the committee shall submit the proposed revision for such additional approval as may otherwise be required in the Governing Documents, if any is so required.

d. Following proper approval, the propounding organization shall submit the revised addendum to the Church Clerk for inclusion with the Standing Rules.

1.8 STANDARD OPERATING PROCEDURES. Any group or body of Members acting within or on behalf of the Church may enact additional rules or policies to govern the internal affairs of such group or body in order to assist in the accomplishment of



their purpose provided such additional rules or policies do not conflict with the provisions, policies, or purposes established in the Governing Documents. In order to provide meaningful access to Members, such internal rules and policies may be set forth within the text of the Standing Rules and designated as "Standard Operating Procedures." Even though Standing Operating Procedures are contained within the text of the Standing Rules, they are not part of the Standing Rules, and do not require approval of the Church in Conference for enactment or revision.

2. **BYLAWS PROVISIONS RELATING TO THE STANDING RULES.** Bylaws Article XIV(D) provides that the Standing Rules shall, at a minimum, provide for:

Constitutional Committees. The Standing Rules shall make provision for the matters provided under certain Constitutional Committees in Bylaws Article XII(A).

Standing Committees. The standing committees section of the Standing Rules shall list and describe all Standing Committees as required under Bylaws Article XII(B).

Financial Policies and Procedures. The Standing Rules shall provide procedures in accordance with Bylaws Article VII(C) for the receipt, investment, and disbursement of gifts, donations, and bequests, and describing those persons authorized to maintain deposit accounts and write checks on behalf of the Church as provided in Bylaws Article VII(C)(4)(d).

Procedure at Meetings. The Standing Rules shall provide for rules of procedure for conducting meetings of the Church in Conference as provided in Bylaws Article VI(B)(8)(c).

Annual Audit/Accounting Firm. The Standing Rules shall provide for standards for the annual audit of Church financial records as provided in Bylaws Article VII(E), and for the selection of an accounting firm as provided in Bylaws Article XII(A)(3)(c)(iv).

Ministerial Staff. The Standing Rules shall provide for the various Ministerial positions, and for the calling of Ministers other than the Pastor as provided in Bylaws Article IX(B).

Non-Ministerial Staff. The Standing Rules shall provide guidelines including conditions for the employment of all Non-Ministerial Staff members as provided in Bylaws Article IX(B).

Notice to Members. The Standing Rules shall provide means of giving notice to Members of matters concerning the governance of the Church, including but not limited to 1) notice of special matters as provided in Bylaws Article VI(B)(5); notice regarding amendments to the Constitution and Bylaws as provided in Bylaws Article XVIII(A); and, 3) notice regarding amendments to the Standing Rules as provided in Bylaws Article XIV(B).

Other Matters. As provided in the Constitution and Bylaws, the Standing Rules may also provide:

(1) For absentee voting by infirmed or homebound Members as provided in Bylaws Article VI (B)(7)(d);

(2) Delegation of the authority of the Trustees in order to accomplish the routine business of the Church as provided in Bylaws Article VIII(A)(3);

(3) Such other matters as may be appropriate or useful in accomplishing the mission of the Church and providing for its governance and administration.

### 3. CHURCH IN CONFERENCE AND GOVERNANCE

3.1 PROCEDURES AT MEETINGS. Procedural rules in addition to those provided in the Bylaws (Article VI(B)(8)). [RESERVED]

3.2 NOTICE TO MEMBERS OF SPECIAL MATTERS AND AMENDMENTS TO THE GOVERNING DOCUMENTS. The Bylaws provide that the Standing Rules shall make provisions for the means by which notice to Members shall be given regarding proposed amendments to the Governing Documents (Articles of Incorporation, Bylaws, and Standing Rules) (Bylaws Article XVIII Sec. A, Article VI Sec. B(1)), and also for notice regarding votes on Special Matters (Bylaws Article VI Sec. B(5)). Special Matters are defined as “the business of (1) calling a Minister; (2) purchasing or selling property with a value in excess of \$25,000; (3) expending \$25,000 or more of non-budget funds; (4) adopting the annual budget; or, (5) amending the Constitution and Bylaws.” Bylaws Article VI(B)(6)(a).

3.2.1. Publication in the Interpreter. Except as may be specifically provided to the contrary elsewhere in the Governing Documents, notice of a Special Matter to be considered at a meeting of the Church in Conference shall be published in *The Interpreter*.

3.2.2. Content of Publication. Such published notice shall contain sufficient information to enable Members to understand the nature of the matter to be considered, and a means by which interested Members may obtain detailed information regarding the matter in sufficient time prior to the meeting of the Church in Conference to allow meaningful opportunity to prepare and present material in support of, or in opposition to such matter.

3.2.3. Amendment to Governing Documents. Notice of amendments to the Governing Documents shall be made by either publishing the entire text of any deletion, addition, or other amendment in *The Interpreter*, or by publishing in *The Interpreter* a summary and explanation of the purpose of such deletion, addition, or other amendment, together with information whereby the full text of such deletion, addition, or other amendment may be obtained.

3.2.4. Timing of Notice. In the absence of a provision in the Bylaws or Standing Rules to the contrary regarding a particular Special Matter, notice shall appear at least one time in *The Interpreter* not less than 7 days, but not more than 45 days, prior to the meeting of the Church in Conference at which the matter is to be considered. Notice to a Member shall be deemed to have been given as of the date *The Interpreter* was mailed to the Member's last known address by deposit in the U.S. Post Office with appropriate postage affixed, or the date *The Interpreter* was transmitted to a Member via electronic transmission.

3.2.5. Announcement During Worship Services. In addition to publication in *The Interpreter*, an announcement of Special Matters to be considered at a meeting of the Church in Conference should be made during each of the morning worship services held the Sunday prior to such meeting. Failure to make such an announcement shall not be deemed to constitute failure to give notice of such matter.

3.2.6. Actual Notice. Notwithstanding any provision in the Standing Rules to the contrary, actual notice to a Member when timely received by the Member shall be deemed to constitute sufficient notice of such matter.

### 3.3 VOTING

3.3.1. Absentee Voting by Homebound and Infirm Members. Rules and procedures for voting by Members for whom attendance at a meeting of the Church in Conference is impractical or unwise, including requirements for eligibility. (Bylaws VI(B)(7)(d)). [RESERVED]

3.3.2. Vote by Written Ballot. Rules governing requests for voting by written or other special ballot. (Bylaws Article VI(B)(7)(e)). [RESERVED]

### 3.4 CHURCH OFFICERS

3.4.1. Moderator. Duties of the Moderator in addition to those provided in Bylaws Article VIII(B)(1)(a).

(1) Annually review the portions of the Standing Rules marked as "Reserved" as provided in Article 1 hereof.

(2) Consult with the Committee on Committees in the appointment of at-large members of the Mission Development Council, as provided in Article 9 hereof.

(3) Assist the Bylaws and Standing Rules Committee and other applicable committees in the annual review of the Church's Policy for Reducing Risk for Child Abuse (Addendum III).

(4) Participate in the implementation of the Church's Financial Policies and Procedures as described herein.

3.4.2. Vice-Moderator. Duties of the Vice-Moderators in addition to those provided in Bylaws Article VIII(B)(2)(a-b). [RESERVED]

3.4.3. Deacons.

(1) Duties of Deacons in addition to those provided in Bylaws Article VIII(E)(2). [RESERVED]

(2) Rules and Procedures for the Nomination of Voting Deacons (Bylaws Article VIII(E)(3)(b)(iv)). [RESERVED]

3.4.4. Church Clerk.

(1) Additional Duties. The Church Clerk shall maintain a list of all Church Ministers, Church Officers, and members of the various Constitutional, Standing, and other committees and organizations. Such lists shall be made available to all Church Members upon request, and whenever practical and advisable, shall be posted to the Church's web site.

3.4.5. Church Administrator.

(1) In addition to the other duties described in the Bylaws and elsewhere in these Standing Rules, the Church Administrator, under the supervision of the Property Committee, will assist in the administration of the Memorial Garden by establishing and maintaining permanent records, making arrangements for burials, purchasing and installing name plates, and insuring proper maintenance of the memorial garden.

### 3.5. ELECTRONIC MEETINGS

3.5.1. Church in Conference.

(1) The Moderator, in his or her discretion, may determine that alternatives to in-person participation are practical and necessary for some or all Members. In those situations, the Moderator may allow Members to participate by electronic means. If the requirements found in 3.5.1(2) are met, then participation by electronic means shall constitute presence at the meeting for all purposes, including quorum and voting.

(2) The technology used for the electronic meeting must provide the ability to: (a) record the attendance of a participant; (b) record any vote of a participant; and, (c) allow attendees to participate, to include asking questions, making statements, or raising objections.

3.5.2. Other Meetings of the Church. Other meetings, such as meetings held by the

Body of Deacons or the various Constitutional, Standing, and Special Committees, may be held by electronic means, provided that the requirements established under 3.5.1 are met. In the case of a meeting by the Body of Deacons, the Moderator determines that use of electronic means will be used. In other meetings, the committee Chairperson makes the determination.

#### 4. FINANCIAL POLICIES AND PROCEDURES

4.1 PURPOSE. To establish written policies and procedures to govern financial matters at First Baptist Church, Augusta, Georgia.

4.2 ADHERENCE TO NON-PROFIT CODE. First Baptist Church of Augusta is incorporated as a non-profit corporation. As such, it must adhere to the standards for financial transactions by non-profit corporations under applicable state and federal law. Accordingly, all contributions to The Church shall be accurately recorded as to source, assigned to the appropriate account or accounts, and all expenditures shall be duly authorized.

#### 4.3 DEFINITIONS

4.3.1. Bylaws Definitions. Bylaws Article III defines specific terms applicable to gifts and bequests of property to the Church.

(1) *General Offerings* shall refer to all unrestricted contributions of cash other than testamentary bequests.

(2) *Special Offerings* shall refer to cash offerings other than testamentary bequests made pursuant to a special purpose as specifically authorized by the Church in the Standing Rules.” Special Offerings may also be referred to as “Love Offerings.”

(3) *Special Gifts* shall refer to (1) all testamentary bequests; (2) contributions of property other than cash; and, (3) contributions of cash other than Special Offerings for which either a mandatory or precatory use or condition is specified by the donor.

#### 4.3.2. Definitions applicable to the Standing Rules.

(1) Approved Expense. An "Approved Expense" is an expense which has been (1) authorized in the budget, (2) specifically authorized in the Governing Documents, or (3) approved by vote of the Church in Conference.

(2) Designated Gifts. "Designated Gifts" are Special Offerings and Special Gifts other than Mission Development Gifts for which the donor has restricted their use and shall include any interest, income, or gain derived from such gifts.

(3) Non-Designated Gifts. "Non-Designated Gifts" are General Offerings

and Special Gifts received by the Church without any restrictions as to their use, and shall include any interest, income, or gain derived from such gifts.

(4) Mission Development Gifts. "Mission Development Gifts" are Special Offerings and Designated Gifts that are designated to the Mission Development Fund.

(5) Person. Unless the intent is clearly stated to the contrary, references to a "person" includes the person holding a named office or position such as a Church officer or Committee Chair.

(6) Pastor. Unless the intent is clearly stated to the contrary, references to the Pastor shall refer to the Senior Pastor.

#### 4.4 SPECIAL OFFERINGS

4.4.1. Authorization of Special Offerings. In addition to authorization by the Church in Conference, Special Offerings may be authorized by agreement of the Pastor and the Moderator, or by the Body of Deacons. All special/love offerings are free will offerings and should be made by Church Members over and above their tithes and offerings.

##### 4.4.2 Use of Special Offerings.

(1) Funds contributed to special/love offerings shall first be applied to defray any reasonable expenses incurred in connection with the object of such offering.

(2) Funds received in excess of reasonable expenses shall be forwarded, in a reasonable amount, to the object of such offering.

(3) In the event funds are collected in excess of reasonable expenses and a reasonable amount for the benefit of such offering, then any such excess shall be remanded to the Finance Committee for review and recommendation for final disposition.

(4) In the event the amount collected for any of these special/love offerings fails to meet the goal, no funds will be disbursed from the General Budget to make up the shortage unless approved by the Finance Committee.

4.5 FEES FOR THE USE OF CHURCH FACILITIES AND CHURCH-SPONSORED ACTIVITIES. Fees charged to various groups for the use of church facilities and for Church sponsored activities shall be collected according to the schedules set by the various committees of the Church, the minister in charge of an activity, or other person designated person, and approved by the Finance Committee. It is the responsibility of the committees and Ministerial Staff to notify the Church Administrator and the Finance Committee of any proposed changes to the fee schedules. Unless otherwise instructed by the Finance Committee, such fees shall be deposited with the Church Treasurer, and

disbursed to defray any reasonable expenses incurred in connection with such activity. Funds received in excess of reasonable expenses may be credited to the appropriate budget category to be applied to past or future activities.

4.6 INSURANCE. Bylaws Article VIII (A)(3)(b). [RESERVED]

4.7 FISCAL YEAR. The Church's fiscal year shall begin January first and end December thirty-first.

4.8 RECORDS. Careful and accurate records shall be maintained for all funds received and disbursed. The Finance Committee may promulgate various forms designed to document receipt and disbursement of funds.

4.9 ANNUAL AUDIT.

4.9.1. An annual audit or review of the Church books shall be made by a certified public accountant. Bylaws Article VII(E).

4.9.2. The services of the certified public accountant shall be based on a one-year contract with a maximum of five consecutive years by any particular accounting firm.

4.9.3. Selection of Accounting Firm. The Finance Committee shall be responsible for the selection of an accounting firm. As provided in Bylaws Article VIII(A)(3)(c), the Trustees or their designee shall approve and execute on behalf of the Church any contract to retain an accounting firm.

4.10 CHURCH BUDGET.

4.10.1. Budget Presentation. The Finance Committee shall prepare a proposed annual budget. The proposed budget shall be presented to the Body Deacons for its recommendations and presented to the Church in Conference for approval. The meeting for the adoption of the budget by The Church in Conference for the ensuing year shall be on a date recommended by the Finance Committee. Notice of such meeting shall be as provided in the Church Bylaws for Special Matters. When approved by the Church, budget items shall stand as an Approved Expense which may be authorized for payment for the purposes specified, not to exceed the amount allocated. (Bylaws Article VII(C)(4)(c)).

4.10.2. Line Item Transfers. The Finance Committee may authorize the Church Administrator to make specific transfers between line items within budget categories. This authorization shall not apply to transfers between budget categories.

4.10.3. Shortfalls. If actual income is less than budgeted income, the Finance Committee shall have the authority to temporarily reduce various budget line items until such time as adequate funding is available.

4.10.4. Effect on Budget of Designated Gifts.

(1) An increase in a budget category by the acceptance of a Designated Special Gift of less than \$10,000 shall be deemed to be included in the approved budget and shall not require further approval by the Church in Conference. If the acceptance of a Designated Gift causes a Budget Category to be over-funded by less than \$10,000, the Finance Committee may transfer an amount not to exceed the amount of over-funding to one or more other Budget Categories in order to provide for a need for which there is inadequate funding. Such a transfer may be done without approval by the Church in Conference. However, the Finance Committee should balance the need to provide funding to underfunded categories against the Church policy of exercising good faith in honoring a donor's wishes in the designation of gifts.

(2) An increase in a budget category by the acceptance of a Designated Special Gift of \$10,000 or more shall require approval of the Church in Conference before spending the amount in excess of \$10,000 or transferring the excess to any other budget category.

4.10.5. Major Property Contingency Fund. A Major Property Contingency Fund line item should be placed in the General Budget each year to fund property related expenses and services for the current year. Use of the Major Property Contingency Fund may be Authorized as described in the Church's Financial Policies and Procedures for disbursement of Church funds.

4.10.6. Year-End Cash Surplus.

(1) Determination of Year-end Cash Surplus. Year-End Cash Surplus, if any, will be determined at year end prior to the Financial Secretary (Administrative Financial Assistant) closing out the budget checking account for the year.

a. The Financial Secretary (Administrative Financial Assistant), the Church Administrator, the outgoing Chair of the Finance Committee, the incoming Chair of the Finance Committee, and the incoming Treasurer will meet to determine the availability of year-end cash surplus.

b. Year-end Cash Surplus will be the surplus funds remaining in all budget items after all other budget obligations are paid, and after all other funding obligations specifically provided in the Bylaws or Standing Rules have been funded.

c. Examples of budget obligations to be paid prior to determining Year-End Cash Surplus include, but are not limited to, Cooperative Program contributions and scheduled principal and interest payments.

d. Examples of monies to be applied to specific budget categories



include, but are not limited to, funds remaining in the Television Ministry under the World and Local Ministries Category being transferred to the TERA.

(3) Use of Year-End Cash Surplus. Year-End Cash Surplus is intended to be used to fund Cash Carry Forward in order to provide an immediate source of revenue to fund Church expenses and assist with cash flow management during the upcoming year.

#### 4.10.7. Cash Carry Forward.

(1) Purpose. The purpose of Cash Carry Forward is to provide an immediate source of revenue to fund Church expenses and assist with cash flow management during the upcoming year.

(2) Determination. Upon determining the amount of Year-End Cash Surplus, The Financial Secretary (Administrative Financial Assistant), the Church Administrator, the outgoing Chair of the Finance Committee, the incoming Chair of the Finance Committee, and the incoming Treasurer will determine the amount of cash to be carried forward in the general budget for the following year. A suggested minimum Cash Carry Forward is one- and one-half months (1½) of the total Church budget for the prior year (12.5% of annual budget amount).

#### 4.10.8. Supplemental Capital Budget (SCB).

(1) Purpose. By proactively appropriating these monies for both immediate as well as long-term capital needs, the SCB is intended to ease the anticipated impact of these items on future budgets.

(2) Funding of SCB. The amount of money contributed to the SCB shall be the remaining Year-End Cash Surplus after funding the Cash Carry Forward. The supplemental capital budget will not be included in the regular budget

(3) Any SCB funds not utilized during a budget year may be moved back to the regular Church budget or left in the SCB account as determined by the Finance Committee.

(4) Effect of SCB on Budgeting Process. During the budgeting process, the Finance Committee may recommend funding a regular budget request through the SCB

#### (5) SCB Deposit Account.

a. SCB funds will be deposited to a non-budget Supplemental Capital Budget account, a "Prime Savings" account.

b. Funds for the various Supplemental Capital Budget projects can be

transferred from the non-budget Prime Savings account as soon as the funds are needed pending proper expenditure approval and disbursement.

(6) Requests for Funding.

a. A Committee, other organization, minister, or the Church Administrator may make a written request to the Finance Committee for SCB funding for equipment, furnishing, improvements to buildings, or other capital expenses.

b. Requests for funding should be received by the Finance Committee no later than October 15<sup>th</sup>. Requests will be made per item and should be based on two estimates or bids when practical.

c. If more than one item or improvement is requested, then the items should be prioritized based on need.

d. If the item being requested is a replacement for another item, the reason for replacement should be given in writing. If the item is not a replacement item, the need for the item should be explained in writing.

(7) Prioritization. The Finance Committee will prioritize the items for approval based on the needs of the Church and the history of the ministry receiving funds—from the prior years through the SCB. The funding priority can be changed if Church needs dictate, or if funding for a priority item becomes available from a different source.

(8) Approval of Funding Requests.

a. The Chair of the Finance Committee will present requests for SCB funding to the Church Administrator and to the Body of Deacons for recommendation to the Church in Conference. SCB funding may be approved by the Church in Conference as a Designated Expense. Any request to approve an expense of \$25,000 or more must be approved by the Church in Conference as a Special Matter requiring appropriate notice and quorum. (Bylaws Article VI (B)).

b. The motion for approval of SCB spending should provide sufficient detail in order for Church Members to make an informed decision as to the anticipated cost of the items for which approval is sought, and the total anticipated disbursement amount to be approved.

c. Due to the nature of the needs the SCB is intended to meet, it is acceptable to present proposed spending as to a particular matter in the form of “an amount not to exceed.”

d. The priority of the Supplemental Capital Budget items may change due

to changing needs of the Church and does not have to be presented for approval.

(9) Cost Overruns. If an approved item costs more than anticipated, and if SCB funds are available, then the cost overrun may be approved as an Approved Expense as follows:

a. Cost overruns of \$5,000 or less may be approved as an Approved Expense by the Finance Committee.

b. Cost overruns greater than \$5,000 and less than \$25,000 may be approved as an Approved Expense by the Body of Deacons.

c. Cost overruns of \$25,000 or greater, or which would cause the project taken as a whole to exceed \$25,000 or greater, must be approved by the Church in Conference as a Special Matter Requiring appropriate notice and quorum. (Bylaws Article VI(B)).

(10) Disbursement. Once approved, authorization for disbursement of SCB funds shall be as provided for the authorization of the disbursement of monies from the Major Property Contingency Fund described in the provisions of the Church's Financial Policies and Procedures for disbursement of Church funds.

#### 4.10.9. Television Equipment Replacement Account (TERA).

(1) Purpose. The purpose of the TERA is to accumulate funds for replacement of major television equipment.

(2) Description. The TERA will be a sub-account of the non-budget savings account generally referred to as "Prime Savings."

(3) Funding Requests. Requests for disbursement of funds may be made by the Television/PA Ministry as provided elsewhere in the Financial Policies and Procedures as an Unbudgeted Expense.

(4) Accumulation of Funds. The TERA will be allowed to accumulate funds from year to year. It is expected that money will be allowed to accumulate from year to year in order to fund major television equipment purchases. The TERA is expected to grow to approximately \$200,000 before funds are withdrawn for replacement of television equipment. However, the TV/PA Committee may request funds earlier if critical needs arise.

(5) Source of Funding: The funding for TERA is as follows:

a. Budget. A monthly amount may be distributed to the TERA. This monthly amount will be recommended by the Finance Committee and approved by the Church in

Conference through the normal budget process.

b. Special Gifts. The income or principle from trusts and other Special Gifts can be used to fund this account as designated by the Donor.

c. Fees. Fees remaining after paying for the costs for the use of video equipment and video personnel for weddings or other events will be used to fund the TERA.

d. Funds left over at the end of the year from the budget account for Television Ministry under the World and Local Ministries Category will be transferred to the TERA.

e. Supplemental Capital Budget. Each year, during the review process for the Supplemental Capital Budget (SCB), the TERA will automatically be considered along with other requests made to the Supplemental Capital Budget process.

4.10.10. Funding World and Local Missions. First Baptist Church of Augusta is committed to pursuing mission activities. The Budget shall contain a category for World and Local Missions, which shall show as subcategories each of the mission activities funded through General Offerings. World and Local Missions includes Cooperative Program funding through the Southern Baptist Convention, the Cooperative Baptist Fellowship, and other programs identified by the Mission Development Council or the Church in Conference.

(1) Calculating World and Local Mission Funding. Funding for World and Local Missions shall consist of that amount recommended by the Finance Committee and approved by the Church in Conference through the normal annual budget process.

(2) Calculating Cooperative Program Funding. Mission funding through the Southern Baptist Convention (SBC), the Cooperative Baptist Fellowship (CBF), and other programs identified for funding, collectively the “Cooperative Program,” shall consist of the portion of the amount of money budget to the World and Local Missions category under subsection (1), above, as recommended by the Finance Committee and approved by the Church in Conference through the normal budget process.

#### 4.11 RECEIPT OF GIFTS, BEQUESTS, AND OFFERINGS

##### 4.11.1. Bylaws Provisions.

(1) General Offerings and Special Offerings. General Offerings and Special Offerings shall be received by the Church Treasurer. (Bylaws Article VII(C)(2)(a).

(2) Special Gifts.

a. All Special Gifts shall be received by the Trustees in accordance with the provisions of the Bylaws Article VIII(C)(2)(b).

b. The Trustees shall be responsible for accepting or rejecting all Special Gifts. Whenever a Special Gift is accepted by the Trustees on behalf of the Church, the Trustees shall:

i. Review, interpret and advise the Church as to the provisions of any legal instrument or other instructions expressing the desires of the donor as to the use of a Special Gift;

ii. In the event the donor of a Special Gift does not express a purpose, use, or condition upon which the Special Gift should be utilized, the Trustees shall make recommendations to the Church in Conference as to appropriate use or uses of such Special Gift.

iii. All Special Gifts of cash shall be delivered to the Finance Committee.

4.11.2. General Offering and Special Offerings. All General Offerings and Special/Love Offerings shall be deposited with the Church Treasurer.

4.11.3. Special Gifts.

(1) Delegation of Authority to Accept. The Bylaws provide that all Special Gifts may be accepted only by the Trustees unless the Governing Documents delegate this authority to some other person, Committee, Church Officer, or Church body as may be practical in order to conduct the routine business of the Church (Bylaws Article VII(C)(2)(b); Article VIII(A)(3); Article VIII(A)(3)(e)). Delegation of authority to accept Special Gifts in this section is pursuant to this authority.

(2) Receipt Prior to Acceptance to be Avoided. Special Gifts should not be retained or deposited until a determination has been made to accept such gift. However, if it is not prudent under the circumstances to refuse to hold such a gift pending acceptance, the person or persons designated below to accept such a gift shall make it clear to the donor that such gift has not yet been accepted by the Church and may hold the offered gift on behalf of the Church in such manner as is reasonable under the circumstances, including deposit into an appropriate Church bank account.

(3) Acceptance of Special Gifts other than Cash.

a. Except as otherwise provided in this item, gifts of property other than cash may be accepted only by the Board of Trustees.

b. Gifts of property other than cash with a value of \$2,500 or less may also be accepted by a member of the Ministerial Staff or an authorized committee for purposes such as food drives, rummage or yard sales, Christmas gifts, or such other purposes as the Trustees or Church in Conference may approve.

(4) Acceptance of Testamentary Bequests. Testamentary bequests may be accepted only by the Board of Trustees.

(5) Acceptance of Designated Gifts.

a. *Statement of Donor's Intent for Designated Gifts.* Designated Gifts should be accompanied by a written statement from the donor as to the purpose of the gift. If no written statement is available, the person or body accepting the gift shall prepare a statement describing such intent.

b. *Purpose not previously Approved.* Designated Gifts for a purpose that has not been Approved by the Church in Conference may be accepted only by the Board of Trustees.

i. The Board of Trustees shall have the authority to approve the use of Designated Gifts equal to or less than \$5,000 and report the acceptance and approved use to the Finance Committee.

ii. Acceptance of Designated Gifts greater than \$5,000 for a purpose not previously approved by the Church should be avoided pending a decision by the Church in Conference to approve or disapprove acceptance of the Gift. However, the Board of Trustees may accept such a gift, regardless of nature or amount, where the Board of Trustees determines that it is in the best interest of the Church to do so. Such acceptance shall be reported to the Church in Conference at its next regular meeting.

c. *Purpose Previously Approved.* Designated Gifts of cash for a purpose previously approved by the Church may be accepted in the same manner as provided for the acceptance of General Offerings.

#### 4.12 MANAGEMENT AND INVESTMENT OF GIFTS, BEQUESTS, AND OFFERINGS.

##### 4.12.1. Bylaws Provisions.

(1) The Trustees shall be responsible for the investment of all Church funds which are designated by the Finance Committee for investment. Bylaws Article VII(A)(3).

(2) The Trustees shall instruct the Finance Committee in the appropriate use of Special Gifts in an effort to accomplish the intent of the Donor and to meet any objectives which may be set by the Church. Bylaws Article VIII(A)(3)(e)(v).

(3) The Trustees shall determine appropriate investment goals for Special Gifts in an effort to accomplish the intent of the Donor or to meet any objectives which may be set by the Church. Bylaws Article VIII(A)(3)(e)(vi).

(4) The Trustees shall make recommendations to the Church in Conference as to whether a Special Gift other than cash should be liquidated or retained in kind.

a. If liquidation of a Special Gift is approved by the Church in Conference, the Trustees shall effect the liquidation of such Special Gift in a reasonably prudent manner, and deliver the proceeds to the Finance Committee.

b. Upon a determination by the Church in Conference that liquidation of a Special Gift is not appropriate, the Trustees shall cause such property to be properly titled in the name of the Church, and hold the Special Gift on behalf of the Church in reasonably prudent manner;

c. Notwithstanding any provision in this article to the contrary, the Trustees may liquidate a Special Gift with a value less than \$75,000.00 for which there is a generally recognized market such as publicly traded stocks and bonds. Bylaws Article VIII(A)(3)(e)(iv).

4.12.2. Additional Investment Committee Procedures. In addition to the responsibilities and procedures designated in the Bylaws, the following provisions shall govern the investment of funds by the Trustees:

(1) Designation of Funds for Investment. In accordance with Article XII, Section A (5)(a)(1) of the Constitution, the Finance Committee designates funds for the Trustees to oversee the investment of the funds (Collectively the "Investment Funds") shown as the Investment List in Addendum IX.

(2) Consultation with Trustees. In accordance with Bylaws Article VIII Sec. A(3)(e)(vi) the Trustees will determine appropriate investment goals in an effort to accomplish the intent of the donors of the Investment Funds, and to meet any objectives which may be set by the Church.

(3) Reports. In accordance with Bylaws Article VIII, Section A(3)(f)(i)(d), the Trustees shall, by January 31<sup>st</sup> of each year, or more frequently upon request by the Finance Committee or the Trustees, inform the Finance Committee, and the Trustees upon request, of any available income from the Investment Funds. The Trustees shall also provide periodic projections to the Finance Committee and to the various committees utilizing income from the Investment Funds, of the amount of income or other disbursements expected to be available.

#### 4.13 DISBURSEMENT OF CHURCH FUNDS.

4.13.1. Overview. All persons involved in the disbursement of Church funds must be familiar with the Church's Financial Policies relating to the disbursement of funds. This is important to protect the interests of the Church and to protect the persons disbursing Church funds. The Bylaws these Standing Rules provide at least four levels of protection:

(1) Approval. The purpose for which Church funds are to be used must be "Approved." The approval of the use of Church funds ultimately lies with the Church in Conference, but approval may be delegated by the Church in Conference to specific persons or bodies or as provided in the Bylaws and in these Standing Rules.

(3) Authorization. Prior to disbursement, Approved Expenditures must be "Authorized" by the person, persons, or body specified in the Bylaws and in these Standing Rules. Persons or bodies authorizing the disbursement of Approved Expenditures shall, prior to authorization, determine that the disbursement is consistent with purpose for which the use of funds was approved.

(4) Check Writing. All properly Authorized Expenses are disbursed by check signed by at least two persons specified in the Bylaws and in these Standing Rules.

(5) Finance Committee. The disbursement of Church Funds must be reported to the Finance Committee in a timely manner.

#### 4.13.2. Bylaws Provisions.

(1) Except as may be specifically provided in the Standing Rules, the disbursement of all Church funds shall be overseen by the Finance Committee. Bylaws Article VII(C)(4)(a).

(2) Subject to oversight by the Finance Committee, Special Offerings and General Offerings may be disbursed for the purpose of defraying current expenses of the Church, and for contributing to the various missionary projects fostered by the Church. Bylaws Article VII(C)(4)(b).

(3) No money shall be disbursed except as (1) authorized in the budget, (2) specifically authorized in the Governing Documents, or (3) approved by vote of the Church in Conference. Bylaws Article VII(C)(4)(c).

(4) Monies are to be paid out by check countersigned by at least two persons who are specifically authorized under the Governing Documents to sign checks. The Standing Rules shall provide for procedures for the issuance of checks, and describe those persons, either by name, position, or office, who are authorized to sign checks. In the event the Standing Rules fail to make such provision, any two of the following persons



shall be authorized to sign checks on behalf of the Church: Treasurer; Assistant Treasurer; Moderator; and, Chair of the Finance Committee. Bylaws Article VII(C)(4)(d).

4.13.3. Depository Accounts.

(1) Establishment. Persons authorized to establish depository accounts.  
[Reserved].

(2) Signatories.

a. All Church checks require two (2) signatures.

b. Individuals authorized to sign checks are: the Moderator, Treasurer, Assistant Treasurer, Chair of the Finance Committee, and Financial Secretary (Administrative Financial Assistant).

c. The Treasurer and the Finance Committee shall periodically review the list of those persons responsible for handling Church funds and the list of bank account signatories to ensure that the list is current. Such review shall occur no less often than annually.

d. All signatories shall be bonded in an amount determined by the Trustees.

(3) Check Presentation. Church checks are normally issued on Thursday of each week. Requests must be turned into the Church Administrator by 12:00pm (noon) on Wednesdays to be included in the weekly Thursday check preparation.

4.13.4. Approved Expenses. As provided in Bylaws Article VII(C)(4)(c), no money shall be disbursed except as (1) authorized in the budget; (2) specifically authorized in the Governing Documents; or, (3) approved by vote of the Church in Conference. These are collectively, an "Approved Expense."

(1) Disbursement of funds for an Approved Expense less than or equal to \$1,000 may be Authorized by any of the following persons or bodies:

a. The appropriate Committee Chair or their designee (see requirements for Approved Expense designation for Committee expenditures, below);

b. Any Ministerial Staff Member, or their designee;

c. Church employees designated by the Church Administrator to facilitate transactions in the ordinary course of Church business;

d. Any person or body Authorized to approve disbursements in an amount greater than \$1,000.

(2) Disbursement of funds for an Approved Expense less than \$10,000 may be Authorized by any of the following persons:

a. The Church Administrator;  
b. The Finance Committee Chair;  
c. The Finance Committee Vice Chair;  
d. The Church Moderator; or,  
e. Any person or body Authorized to approve disbursements in an amount of \$10,000 or more.

(3) Disbursement of funds for an Approved Expense of \$10,000 or more require Authorization by any two of the following:

a. The Church Administrator;  
b. The Moderator; or,  
c. Either the Finance Committee Chair or the Finance Committee Vice Chair.

(4) In addition to the authority granted above, the Finance Committee may designate persons to Authorize disbursement of Approved Expenses for specific purposes on a case-by-case basis.

(5) For the purposes of this section, the amount of an expenditure shall include a series of related expenditures which, when taken as a whole, would exceed the thresholds described above.

4.13.5. Budgeted Expenditures. Except as otherwise specifically provided in the Governing Documents, the use of Church Funds approved by the Church in Conference through the annual budgeting process are considered an Approved Expense.

4.13.6. Designated Non-Budget Accounts.

(1) Designated Non-Budget Accounts are accounts which are not included in the Church Budget, but which have been approved by the Church in Conference for a specific purpose. The use of funds from a Designated Non- Budget Account shall be considered an Approved Expense.

(2) Unless otherwise determined by the Church in Conference or otherwise provided in the Bylaws or Standing Rules, the Finance Committee shall determine the persons or bodies who may Authorize the disbursement of funds from each Designated Non-Budget Account.

(3) The Finance Committee shall maintain a list of Designated Non-Budget Accounts including a short statement of the purpose of the account, procedures for authorization of disbursements, and the persons authorized to make disbursements. This list shall be attached to these Standing Rules as Addendum X. The list of Designated Non-Budget Accounts may be by account category or by sub-accounts under a category. The Finance Committee shall amend Addendum X as necessary in order to maintain a current list of Designated Non-Budget Accounts.

4.13.7. Unbudgeted Expenses. Except as otherwise specifically stated in the Governing Documents, requests for disbursement of Church funds for matters not contemplated for funding through the Church Budget or through a Designated Non-Budget Account shall be submitted to the Church Administrator, the Finance Committee, and to the Body of Deacons for recommendation to the Church in Conference. Requests for an expenditure or series of related expenditures of \$25,000 or more must be approved by the Church in Conference as a Special Matter requiring appropriate notice and quorum (Bylaws Article VI(B)(5-6)). Once approved, funding of an unbudgeted expense shall be as provided elsewhere in the Financial Policies and Procedures as an Approved Expense.

4.13.8. Disbursement and Expenditure of Designated Gifts. The wishes of the Donor should be followed to the greatest extent practical in the disbursement of Designated Gifts. The Finance Committee shall endeavor to determine the Donor's wishes by any means practical, such as consultation with the Trustees, the Donor, or such other persons or authorities as may reasonably be expected to lead to the accomplishment of the Donor's intent while also accomplishing the mission of the Church.

4.13.9. Requests for Disbursement of Funds by Committees. Disbursement of funds by a Committee shall be Authorized as provided above for the disbursement of other Approved Expenses.

4.13.10. Major Property Contingency Fund. Disbursement of money from the Major Property Contingency Fund may be Authorized as follows:

(1) Matters for which the cost will be less than \$1,000 may be Authorized by any one of the following:

- a. the Church Administrator;
- b. the Property Committee Chair;
- c. the Finance Committee Chair; or,
- d. the Finance Committee Vice-Chair.

(2) Matters for which the cost will be greater than \$1,000 but less than \$10,000 may be authorized by any two of the following:

- a. the Church Administrator;
- b. the Property Committee Chair;
- c. the Church Moderator; or,
- c. either the Finance Committee Chair or Finance Committee Vice Chair;

(3) Matters for which the cost will be \$10,000 or more require Authorization by the Finance Committee upon recommendation of the Property Committee.

4.13.11. Conflicts of Interest. Persons who may Authorize the expenditure of Church money are prohibited from authorizing transactions benefitting or otherwise involving persons or firms in which they or an immediate family member have a financial interest without specific approval by the Finance Committee after full and fair disclosure.

4.13.12. Records; Report to the Finance Committee.

(1) Accurate records shall be kept of the expenditure of Church money in sufficient detail to allow persons reviewing such records to determine, at a minimum, the name of the recipient, and the date, amount, budget item, and purpose of disbursement.

(2) Unless the Finance Committee requests otherwise, all expenditures shall be reported to the Finance Committee within thirty (30) days of disbursement.

(3) Staff Members shall work closely with the various committees and other persons responsible for the disbursement of Church funds to ensure that funds are properly accounted for.

4.13.13. Mission Development Gifts.

(1) Funds from Mission Development Fund envelopes ("Green Envelopes") will be used in accord with the Church approved distribution percentages printed on the envelopes as recommended by the Mission Development Council. The Church Financial Secretary (Administrative Financial Assistant) will provide reports no less often than bi-monthly to the Finance Committee of the receipt and disbursement of funds from this source.

(2) Funds available to the Mission Development Council from all sources shall be expended as provided above for the expenditure of Approved Expenses.

4.13.14. Travel. When Church staff and members travel on approved Church business, reasonable expenses shall be paid or reimbursed to the extent appropriate funds are available. Expenses should be submitted for reimbursement within 30 days after such travel is concluded.

4.13.15. Church Sponsored Events. The responsible staff member, or the staff member's designee, shall present an accounting to the Church Administrator of all receipts and expenditures within 30 days of a Church-sponsored event. The Church Administrator shall provide the report to the Finance Committee at its next regular meeting. The Church Administrator shall also report any excess Designated Gifts to the Finance Committee.

4.14 EMERGENCY EXPENDITURES. Emergency expenditures shall be reported to the Church Administrator by the following business day and to the Finance Committee at their regular monthly meeting.

#### 4.15 SALARIES AND BENEFITS.

4.15.1. Payment of Salaries and Benefits. All Ministerial and Non-Ministerial Staff salaries and benefits will be paid from the appropriate line-item account or accounts designated for the payment of salaries and benefits.

#### 4.15.2. Reimbursement of Salary of the Minister or Director for Weekday Education.

(1) The salary and benefits of the Minister or Director for Weekday Education shall be determined and paid according to the same procedures as all other members of the Ministerial Staff.

(2) It is intended that the salary paid to the Minister or Director for Weekday Education will be reimbursed to the line-item account from which such salary was paid. This reimbursement shall come from non-budget net revenues generated from those activities overseen by the Minister for Weekday Education. Reimbursement shall only be for salary (not for benefits), and only to the extent such net revenues are available. The salary of the Minister or Director for Weekday Education shall not be affected in the event there are insufficient net revenues to reimburse the salary account or accounts.

#### 4.16 MISCELLANEOUS PROVISIONS.

4.16.1. Loans, Salary Advancements. The policy of First Baptist Church Augusta is not to make loans of Church money. The Trustees may authorize an advancement of funds under extraordinary circumstances upon a determination that such an advancement is needed in order to accomplish the mission of the Church. Any amount over \$1,000 must also be approved by the Finance Committee. A salary advancement to any employee or staff member would be considered a loan, and must be approved. Approval under this section shall not be required for loans in the form of Bonds, Certificates of Deposit or similar investment vehicles when used in the ordinary course of Church business. Advancements intended for the contemporaneous purchase of goods or services on behalf of the Church are not considered to be loans.

4.16.2. Returned Checks. When notified of a returned check, the Financial Secretary (Administrative Financial Assistant) shall notify the maker of the occurrence and

inform them of any additional fees that may apply. The Financial Secretary (Administrative Financial Assistant) will try to arrange a time for the maker to come by Church Financial Office to satisfy the obligation.

#### 4.16.3. Disposal of Church Property.

(1) Consultation. Prior to the disposal or recommendation for disposal of Church property, regardless of value, the persons, committees, or bodies authorized herein below shall first consult with or receive recommendations from the Property Committee, such other committee or Church organization charged with oversight of such property, and, to the extent reasonably practical, with such other committee or organization as may be expected to be directly affected by the disposal of such property.

#### (2) Approval.

a. The disposal of Church property other than real estate with a value of \$10,000 or less may be approved by the Trustees, or by the Finance Committee Chair together with the Church Administrator.

b. Proposals for the disposal of property other than real estate with a value over \$10,000 and less than \$25,000 shall be presented to the Finance Committee and to the Trustees for their recommendations and may be approved by the Body of Deacons without presentation to the Church in Conference.

c. Proposals for the disposal of property with a value of \$25,000 or more shall be presented to the Finance Committee, the Trustees, and the Body of Deacons for their recommendations and must be approved by the Church in Conference as a Special Matter requiring appropriate notice and quorum (Bylaws Article VI (B)).

(3) For the purpose of determining the value of property, a reasonable estimation should be made of the fair market value of such property. Determination of fair market value does not require a professional appraisal unless such an appraisal is reasonable under the circumstances.

(4) For the purpose of determining the threshold values described in this section, the value of multiple items to be disposed of in a single transaction, or in a series of related transactions, shall be totaled.

(5) The net proceeds from the disposal of property with a value less than \$10,000 shall be integrated into the General Budget unless a different use is approved by the persons, committees, or bodies authorizing the disposal. The Finance Committee shall make a recommendation to the Body of Deacons for the use of net proceeds greater than \$10,000 and less than \$25,000, and to the Church in Conference for the use of net proceeds of \$25,000 or more.

## 5. MINISTERIAL STAFF

5.1 MINISTERIAL STAFF POSITIONS. The various Ministerial Staff Positions as authorized by the Church in Conference are set forth Addendum V(A).

5.2 MINISTERIAL STAFF MEMBERS. All persons called by the Church as Ministers as described in Section 5.3, below, are considered to be commissioned as Ministers of First Baptist Church, Augusta. Ministerial Staff Members shall be listed in Addendum 5(A).

### 5.3 METHODS FOR CALLING MINISTERIAL STAFF MEMBERS

5.3.1. Pastor. The method for calling the Senior Pastor is described in Bylaws Article IX(A)(2).

5.3.2. Ministerial Staff Members other than the Pastor. The method for calling all other Ministerial Staff Members are as follows:

(1) Upon the vacancy or anticipation of the occurrence of a vacancy of a Minister other than the Senior Pastor, a Minister Search Committee shall be appointed. The Minister Search Committee shall be a Special Committee, approved by the Church in Conference, and shall continue to function for an indefinite period until the new Minister is called by the Church in Conference, or until the committee is terminated by the Church in Conference.

(2) Nominations to the Minister Search Committee will be made by the Moderator, in consultation with at least the Finance Committee Chair, Committee on Committees Chair, Nominating Committee Chair, and the four Ministry Focus Group Leaders. In his or her discretion, the Moderator may choose to appoint a Minister Search Nominating Committee; if so, the procedures for a Pastor Search Nominating Committee as described by Bylaws Article IX, Section A(2) will be followed.

5.3.3. Review of Responsibilities. The search committee responsible for filling a ministerial position shall insure that the policies and procedures, requirements, and responsibilities pertinent to the position are reviewed with the prospective minister prior to employment.

5.3.4. Background Check. All prospective ministers must be cleared by a background check, including a credit and public records check, before being recommended to the Body of Deacons and presented for calling by the Church in Conference.

5.3.5. Approval. All prospective ministerial staff members recommended by a search committee will be presented to the Body of Deacons for its recommendation. The Church in Conference shall decide whether to extend a call for an indefinite period to the person recommended.

5.3.6. Reassignment. The provisions set forth in Section 5.3.2 for the calling of

Ministerial Staff Members other than the Pastor, including the appointment of a special search committee, shall not apply to the reassignment of a Ministerial Staff Member currently employed by the Church or a Non-Ministerial Staff Member currently employed by the Church or the Church's Weekday Education Program to fill a vacancy or anticipated vacancy in a Ministerial Staff Position. A vacancy in a Ministerial Staff Position other than the position of Pastor may be filled by: 1) the reassignment of a Ministerial Staff Member from his or her current Ministerial Staff Position to the vacant Ministerial Staff Position; or, 2) the reassignment of a Non-Ministerial Staff Member from his or her current staff position with the Church or the Church's Weekday Education Program to the vacant Ministerial Staff Position provided such Non-Ministerial Staff Member otherwise meets the educational and other qualifications for the vacant Ministerial Staff Position without the appointment of a search committee, upon recommendation by the Ministers Advisory Council to the Body of Deacons and approval by the Church in Conference. Notwithstanding any provisions in this section 5.3.6 to the contrary, however, upon recommendation by the Moderator, the Body of Deacons, or the Church in Conference, and approved by the Church in Conference, a special search committee may be appointed to fill any such vacancy in accordance with the provisions of Bylaws Article IX and Section 5.3.2.

5.4 METHOD FOR DISMISSING MINISTERIAL STAFF MEMBERS. The method for dismissing the Pastor is described in Bylaws Article IX(A)(3). The method for dismissing all other Ministerial Staff Members shall be the same as for the Pastor.

5.5 MINISTERIAL STAFF MANUAL. See Addendum V.

6. NON-MINISTERIAL STAFF. See Addendum VI: Personal Policy Manual.

## 7. OPEN RECORDS

7.1 BYLAWS. Bylaws Article XVII provides that the Standing Rules may provide rules or regulations as may be needful in facilitating the right of Members to inspect the records of the Church as provided therein. [RESERVED]

## 8. CONFLICT RESOLUTION AMONG CHURCH MEMBERS

8.1 RESOLUTION BY THE PARTIES. The parties involved should attempt to manage the conflict guided by Biblical principles.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. Matthew 18:15-17 (NIV).



Each member involved in the conflict should pray for himself and the other member(s). Pray that God's will be done, and that God will give each a heart that is accepting of His will in the matter.

"But I tell you: Love your enemies and pray for those who persecute you." Matthew 5:44 (NIV).

"But I tell you that anyone who is angry with his brother will be subject to judgment...Therefore, if you are offering your gift at the altar and there remember that your brother has something against you; leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift." Matthew 5:22-24 (NIV).

"Do not judge, or you too will be judged. For in the same way you judge others, you will be judged, and with the measure you use, it will be measured to you. "Why do you look at the speck of sawdust in your brother's eye and pay no attention to the plank in your own eye?" Matthew 7:1-3 (NIV).

The members should meet to discuss the matter to try to achieve agreement.

"Settle matters quickly with your adversary who is taking you to court. Do it while you are still with him on the way, or he may hand you over to the judge, and the judge may hand you over to the officer, and you may be thrown into prison." Matthew 5:25 (NIV).

## 8.2 GUIDELINES FOR ADDRESSING FELLOW CHURCH MEMBERS.

-Remain humble in your presentation of the issues. Focus on facts, not on personal factors, biases, likes or dislikes.

- Listen to the other person's point of view or reasons behind his actions.

-Humility, forgiveness, and seek a "win-win" solution in all dealings.

-Each of us should recognize and ask forgiveness for our own sins.

-If each person listens and you work things out, you have strengthened your relationship.

## 8.3 MINISTERIAL INVOLVEMENT. If the Members are unable to resolve the

conflict, they should agree to meet with a staff minister to discuss the matter. The staff minister should reinforce the above points.

8.4 **ADDITIONAL INVOLVEMENT.** If the conflict still cannot be resolved, the Members may agree to take the issue to the Body of Deacons by asking the minister to present the issue at a regular meeting of that body. The Body of Deacons may resolve the issue or present it to the Church in Conference for resolution.

## 9. **CONSTITUTIONAL COMMITTEES**

9.1 **PURPOSE AND COMPOSITION.** Bylaws Article XII(A) provides that Constitutional Committees are "committees, ministries, councils or other similar types of Church organizations specifically provided for under Article XII(A) of the Constitution and Bylaws and are created to address the long-term needs of the Church. Only Church Members may be appointed to Constitutional Committees. The purpose, duties, and composition of the various Constitutional Committees are as set forth in Bylaws Article XII(A).

9.2 **CHAIR AND VICE-CHAIR.** The chair of each constitutional committee shall be selected as provided herein or in the Bylaws. In the event no provision is made, the committee may select its own chair. It is recommended that a vice-chair be selected for each constitutional committee. In the event the method of selecting a vice-chair is not provided in the Bylaws or Standing Rules, then the vice-chair may be selected by the members of the committee for the same term as the chair.

9.3 **STUDENT MEMBERS OF CONSTITUTIONAL COMMITTEES.** The Church encourages the participation of our Student Members in accomplishing the mission of the Church. The Committee on Committees, in consultation with the Student Ministry Advisory Council, may, when appropriate, appoint a Student Member as an additional member of Constitutional Committees for which the Committee on Committees is responsible for the appointment of members. A Student Member shall serve a one (1) year term. A Student Member shall not serve as an at-large member of a Committee but may serve as a member of the Committee in addition to the number of at-large members specified in the Bylaws or the Standing Rules. The Committee on Committees shall determine whether or not a Student Member of a particular Committee will be voting or non-voting. In the event the vote of a Student Member causes an unresolvable deadlock in voting on a matter before a Committee, then the vote of the Student Member shall be disregarded to resolve the deadlock in voting.

### 9.4 **COMMITTEE ON COMMITTEES**

9.4.1. **Purpose.** The Committee on Committees shall appoint, subject to approval by the Church in Conference, the Chair and members of all Constitutional Committees, except for the Committee on Committees or as specifically provided for by the Constitution and Bylaws. The Committee on Committees shall also appoint, subject to approval by the Church in Conference, the Chair and members of all Standing Committees except as specifically provided for by the Constitution and Bylaws or the Standing Rules. See Bylaws Article XII(A)(2)(a).

#### 9.4.2. Duties.

(1) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of the committee. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee/council members with the duties of the committee/council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

(3) Appoint the members and officers of Constitutional Committees, Standing Committees and other organizations as provided in the Constitution and Bylaws and the Standing Rules.

9.4.3. Approval of Appointments. All appointments to Constitutional and Standing Committees will be submitted by the Committee on Committees for approval by the Church in Conference during the regular 4<sup>th</sup> quarter Church Conference (typically held in December), as provided for in the Bylaws Article VI(B)(2).

9.4.4. Composition, Term, and Officers. The Committee on Committees shall consist of nine members appointed by the Moderator. Each member shall serve a term of three years, with the terms staggered such that three members rotate off each year. The Moderator shall appoint the Chair who may serve up to two consecutive one-year terms. In selecting members of the committee, the Moderator should keep in mind the need to create diversity among the various departments, age groups, and interests which constitute the Members of the Church,

9.4.5. Subcommittees. There are no permanent subcommittees.

9.4.6. Standard Operating Procedures, Policies, and Rules. [Reserved]

### 9.5 FINANCE COMMITTEE

9.5.1. Purpose. The Finance Committee shall oversee all church finances in a manner consistent with the Constitution and Bylaws, Article VII(C)(4)(a) and the Standing Rules. See Bylaws, Article XII(A)(3)(c).

#### 9.5.2. Duties:

(1) Oversee all Church finances in a manner consistent with the Bylaws Article VII(C)(4)(a) and the Standing Rules;

(2) Endeavor to assure that all financial matters within the Church comply with the Financial Policies and Procedures of the Church;

(3) Make recommendations regarding budgeted and non-budgeted financial matters to the Church in Conference for approval;

(4) Prepare the annual budget for the succeeding calendar year and present the proposed budget to the Church in Conference for approval. In the preparation of the budget, the Finance Committee shall consult with and seek recommendations from all ministers, program directors, and committee chairs who are responsible for expending Church funds and shall present the proposed budget to the Body of Deacons no later than the scheduled Deacons meeting immediately preceding the meeting of the Church in Conference at which the budget will be presented for approval;

(5) During the first quarter of each year, develop a calendar of expected special/love offering showing the date and object of each offering for approval by the Church;

(6) Select a certified accountant or accounting firm to audit the financial records of the Church as provided by Bylaws Article VII(E) and the Standing Rules;

(7) Prepare monthly and annual financial reports accounting for all Church expenditures. Financial reports shall be presented each month to the Body of Deacons and submitted at each regularly scheduled meeting of the Church in Conference for approval. An annual financial report shall be presented to the Church in Conference. Additionally, special financial reports shall be presented to the Church in Conference upon request by the Pastor, the Moderator, or upon vote by the Church in Conference;

(8) Develop and annually review the Trust and Endowment Addendum set forth in Addendum IX to these Standing Rules. Consult with the Trustees in determining the appropriate use of Special Gifts and in developing the provisions of Addendum IX relating to the use of the various Trusts and Endowments. In addition to the authority given under General Article 1 of these Standing Rules, the Finance Committee may revise Addendum IX without additional approval or ratification. Addendum IX shall list the funds the Finance Committee has designated for investment by the Trustees and shall contain a current record of major endowments and trusts. This record would include the following:

- a. Name of endowment or trust;
- b. Description as to the source of the fund;
- c. Ministries or mission named under a Special Gift to receive distributions from the endowment or trust;
- d. Time period when the fund distribution is to be reviewed, if any;
- e. Special instructions in the will or other legal document relating to the endowment or trust; and,

f. Special instructions from the Church in Conference relating to the endowment or trust.

(9) Develop and annually review Designated Non-Budget Accounts set for in Addendum X to these Standing Rules. The Finance Committee shall annually publish the list of Non-Budget Accounts (also known as “Restricted Accounts”) at a Church Conference. Except for newly-created accounts, in addition to the authority given under General Article 1 of these Standing Rules, the Finance Committee may revise Addendum X without additional approval or ratification.

(10) Keep groups or persons eligible to receive financial disbursements informed as to the availability of such disbursements.

(11) Limitation on Authority. The Finance Committee may not exceed expenditures approved in the annual budget without authorization of the Church in Conference.

(12) Annually review provisions other provisions in the Bylaws, the Standing Rules and all policies and procedures relating to financial matters (the "Governing Documents"). Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee members with the duties of the committee. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

9.5.3. Composition, Term, and Officers. The Finance Committee shall consist of the Church Treasurer, the Church Assistant Treasurer, and nine (9) at-large members, all of whom are appointed by the Committee on Committees. In appointing the at-large members, the Committee on Committees shall endeavor to appoint persons with a pertinent degree of expertise in financial matters. The Committee on Committees shall select the Chair from among the at-large members. The nine (9) at-large members shall each serve a term of three (3) years with the terms staggered such that three (3) members rotate off each year.

9.5.4. Subcommittees. There are no permanent subcommittees.

9.5.5. Standard Operating Procedures. Financial Policies and Procedures (SR, section 4).

9.6 ENDOWMENT COMMITTEE. After December 31, 2015, the Endowment Committee became a Standing Committee. See Standing Rules 10.27. After December 31, 2017, the Endowment Committee was eliminated and became a Ministry Team.

9.7 INVESTMENT COMMITTEE. After December 31, 2017, the Investment Committee was eliminated. Its functions are assumed by the Trustees, as outlined in Bylaws Article VIII, Section A(3) and Standing Rule 4.12.

## 9.8 BYLAWS AND STANDING RULES COMMITTEE

9.8.1. Purpose. The Bylaws and Standing Rules Committee shall be to see to the compilation and maintenance of the Standing Rules, study the Constitution and Bylaws ("C&B" or "Bylaws") and the Standing Rules ("SR") and make themselves available to answer questions concerning the C&B and SR; to endeavor to maintain consistency between the various provisions of the C&B and SR; to make appropriate recommendations to the Church in Conference for needed revisions to the C&B or SR; and, to review and comment on all recommendations from other interested persons regarding revisions to the C&B or SR. See Bylaws, Article XII(A)(6)(a).

### 9.8.2. Duties.

(1) Ensure that the most current version of the C&B and SR are compiled, maintained, and that previous versions of the C&B and SR are maintained for historical reference;

(2) Endeavor to ensure consistency between the C&B and SR and any proposed changes. The Bylaws and Standing Rules Committee shall review any proposed revisions to the Governing Documents to assure that such revisions do not conflict with any other provision of the Governing Documents, that all terminology used in such revisions is consistent with terminology used in other areas of the Governing Documents, and, to the greatest extent practical, that such revision is written such that it can be understood by members of the Church in addition to the committee or committees propounding such revision;

(3) Receive and review proposed changes to the C&B and SR from all persons, committees, or other organizations;

(4) Serve as a resource to answer questions concerning the C&B and SR;

(5) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents"). Such review is intended to identify any needed revisions, corrections, or update of the Governing Documents; and,

(6) The Chair of the committee shall report annually to the Church in Conference the results of the annual review, and state whether any revisions are recommended.

9.8.3. Composition, Term, and Officers. The Bylaws and Standing Rules Committee shall consist of six (6) members, all of whom are appointed by the Committee on Committees. The Committee on Committees shall select the Chair from among the six

members. At least one member of the committee shall be a Deacon. The members shall be organized into two (2) subcommittees, as described below, with each subcommittee consisting of three (3) persons. Each person on the committee shall serve a term of three (3) years with the terms staggered such that one person from each subcommittee rotates off each year.

9.8.4. Subcommittees. The Bylaws and Standing Rules Committee shall have two (2) permanent subcommittees: the *Bylaws Subcommittee* and the *Standing Rules Subcommittee*. The Chair shall lead the Bylaws Subcommittee and the Vice-Chair shall lead the Standing Rules Subcommittee.

(1) The *Bylaws Subcommittee* shall be responsible for conducting an annual review of the C&B and prepare any recommended changes for consideration by the Committee-at-large, review any proposed changes to the C&B submitted by any person, committee, or group and make recommendations for consideration by the Committee-at-large; and to answer questions concerning the C&B.

(2) The *Standing Rules Subcommittee* shall be responsible for conducting an annual review of the SR and prepare any recommended changes for consideration by the Committee-at-large, review any proposed changes to the SR submitted by any person, committee, or group and make recommendations for consideration by the Committee-at-large; and to answer questions concerning the SR.

(3) The Chair of the committee shall report annually to the Church in Conference the result of the annual review of the Constitution and Bylaws and the Standing Rules and shall state whether any revisions are recommended.

(4) In conjunction with the Moderator and other applicable committees, annually review and make recommended changes to the Church's Policy for Reducing Risk for Child Abuse (Addendum III).

9.8.5. Standard Operating Procedures, Policies, and Rules. The Bylaws and Standing Rules subcommittees may meet separately or in total in order to fulfill their duties. All proposed changes to either the C&B or SR prepared or reviewed by a subcommittee shall be reviewed by the Committee-at-large. Recommendations to be submitted to the Body of Deacons and Church in Conference on proposed changes will be by majority vote of the Committee-at-large.

## 9.9 NOMINATING COMMITTEE

9.9.1. Purpose. The Nominating Committee nominates successor Trustees, the Moderator, the First Vice-Moderator, the Second Vice-Moderator, the Church Clerk, the Assistant Church Clerk, the Treasurer, the Assistant Treasurer, and any messengers or representatives from the Church to attend denominational meetings and other associations

that the Church is affiliated. See Bylaws Article XII(A)(7)(a).

#### 9.9.2. Duties.

(1) Nominate successor Trustees, the Moderator, the First Vice-Moderator, the Second Vice-Moderator, the Church Clerk, the Assistant Church Clerk, the Treasurer, and the Assistant Treasurer;

(2) Nominate messengers and representatives from the Church to attend denominational meetings. and other associations that the Church is affiliated with as provided by Article XIII(A) in the Constitution and Bylaws;

(3) Submit all nominations for consideration by the Church in Conference in accordance with the Constitution and Bylaws by no later than October 31<sup>st</sup> of each year; and,

(4) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of this committee. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee members with the duties of the committee. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

#### 9.9.3. Composition, Term, Officers, and Selection.

(1) The Nominating Committee shall consist of nine (9) persons as follows: the Moderator; the Chair or Vice-Chair of the Trustees; the Chair or Vice-Chair of the Finance Committee; the Chair or Vice-Chair of the Property Committee; and five (5) at-large Deacon members selected each year by a majority vote of the Body of Deacons.

(2) The term of the members of the committee, including *ex-officio* members, shall terminate upon approval by the Church in Conference of the Trustee, Moderator, First Vice-Moderator, Second Vice-Moderator and any messengers or representatives to fill vacancies arising during their term of service, even if this should extend their term beyond December 31<sup>st</sup>. No at-large person shall serve consecutive terms as a member of the committee.

(3) The committee shall elect its own Chair. While the Moderator will preside over the election of the committee Chair, the Moderator and the Trustee member are ineligible to serve as Chair. No person may serve consecutive terms as Chair of the committee.

(4) At-large Deacon members shall be selected, and the committee shall be



operational on or before March 1<sup>st</sup> of each year.

(5) At-large Deacon members shall be selected by the Body of Deacons by such means reasonably calculated to result in a fair opportunity for all eligible Deacons to be considered.

(6) Non-voting Deacons and Deacons Emeritus are eligible to serve on the committee, but Non-Voting Deacons are not eligible to vote in the selection of its members.

(7) Persons ineligible to serve as at-large Deacon members are:

a. Any person who served on the committee the previous year;

b. Any person currently serving in an office for which the committee will nominate successors; and,

c. Any person who served the previous year in an office for which the committee will nominate successors.

9.9.4. Subcommittees. There are no permanent subcommittees.

9.9.5. Standard Operating Procedures, Policies, and Rules. [Reserved]

9.10 LEADERSHIP ADVISORY COUNCIL. After December 31, 2022, the Leadership Advisory Council shall cease to be a Constitutional Committee and shall be converted to a Standing Committee.

9.11 MISSION DEVELOPMENT COUNCIL. After December 31, 2022, the Mission Development Council shall cease to be a Constitutional Committee and shall be converted to a Standing Committee.

9.12 COUNCIL OF MINISTRIES. After December 31, 2017, the Council of Ministries shall be eliminated.

9.13 MINISTERS ADVISORY COUNCIL. After December 31, 2022, the Ministers Advisory Council shall be eliminated and its duties assumed by the Personnel Committee.

## 10. STANDING COMMITTEES.

10.1 BYLAWS PROVISIONS. Bylaw provision relevant to Standing Committee are as follows:

10.1.1. Definition. “Standing Committees are committees, ministries, councils or other similar types of Church organizations created and existing to address additional needs

of the Church as established in the Standing Rules.” Bylaws Article XII Sec. B.

10.1.2. Required Standing Rules Provisions. "Any provision of the Standing Rules establishing a Standing Committee must specify the purpose of the Standing Committee, the number of members, the method of selecting members, the length of their terms, and method of selecting a Chair." "The types of Standing Committees, the number of the committees, the rotation of the committee members, and the responsibilities of these committees shall be established by the Standing Rules and approved by the Church in Conference." Bylaws Article XII, Section B.

10.1.3. Term of Committee Chair. "No person may serve as chairperson of a Standing Committee for more than two (2) consecutive years.” Bylaws Article XII(B).

10.1.4. Submission of Proposed Changes. "Each Standing Committee shall submit annually any proposed changes to the description of said committee." Bylaws Article XII(B).

10.1.5. Minutes. "Minutes shall be kept for all meetings of Standing Committees and the minutes shall be submitted to the Church Clerk." Bylaws Article XII(B).

10.1.6. Appointment of Members. "Unless the Standing Rules provide otherwise, the Committee on Committees shall appoint the members and the Chair of all Standing Committees.” Bylaws Article XII(A)(2)(a)(ii).

10.1.7. Ministerial Staff Serving on a Standing Committee. "Members of the ministerial Staff may not chair a Church Committee and may not serve as a voting member of a Standing Committee unless specifically approved in the Standing Rules." Bylaws Art. XII(D).

10.2 CHAIR AND VICE-CHAIR. The chair of each standing committee shall be selected as provided herein or in accordance with the Bylaws. In the event no provision is made, the committee may select its own chair. It is recommended that a vice-chair be selected for each standing committee. In the event the method of selecting a vice-chair is not provided in the Bylaws or in the Standing Rules, then the vice-chair may be selected by the members of the committee for the same term as the chair.

10.3 STUDENT MEMBERS OF STANDING COMMITTEES. The Church encourages the participation of our Student Members in accomplishing the mission of the Church. The Committee on Committees, in consultation with the Student Ministry Advisory Council, may, when appropriate, appoint a Student Member as an additional member of Standing Committees for which the Committee on Committees is responsible for the appointment of members. A Student Member shall serve a one (1)-year term. A Student Member shall not serve as an at-large member of a Committee but may serve in addition to the number of at-large members specified in the Bylaws or the Standing Rules. The Committee on Committees shall determine whether a Student Member of a particular Committee will be voting or non-voting. In the event the vote of a Student Member causes

an unresolvable deadlock in voting on a matter before a Committee, then the vote of the Student Member shall be disregarded to resolve the deadlock.

10.4 ACTIVITIES AND SENIOR ADULTS COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.5 BAPTISMAL COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.6 BEREAVEMENT COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.7 INTERIORS COMMITTEE (formerly Design Consulting Committee) . After December 31, 2022, this committee shall cease to exist, and its purpose and duties shall be assumed by the Property Committee (Standing Rule 10.19).

10.8 EXTENDED SESSION COMMITTEE. After December 31, 2022, this committee shall cease to exist, and its purpose and duties shall be assumed the Children’s Ministry Advisory Council (Standing Rule 10.18).

10.9 FOOD SERVICE COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.10 GREETERS COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.11 HOSPITALITY/RECEPTION COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

#### 10.12 WEEKDAY EDUCATION ADVISORY COUNCIL.

10.12.1. Purpose. The Weekday Education Advisory Council is responsible for developing and implementing weekday education programs.

10.12.2. Duties. The council’s duties are: 1) Recruit, employ, and terminate teachers and other support staff employed by the First Baptist Church Weekday Education Program (“Weekday Education Personnel”); 2) Support the designated Minister or Director; 3) Prepare and submit an annual budget to the Finance Committee; 4) Assure that all financial matters within the Weekday Education Program comply with the policies and procedures; 5) Identify and obtain needed classroom items and playground equipment as budgeted; 6) In conjunction with the Moderator, Bylaws and Standing Rules Committee, and the Children’s Ministry Advisory Council, annually review and make recommendations for changes to Addendum III, Policy for Reducing Risk for Child Abuse. In addition to the authority regarding revisions given under General Article I of these Standing Rules, the persons and organizations described in this section shall provide any proposed revision to Addendum III to the Bylaws and Standing Rules Committee as provided in General Article I. Upon recommendation by the Bylaws

and Standing Rules Committee, the Body of Deacons may approve such proposed revisions without additional approval or ratification by the Church in Conference; and, 7) Annually review provisions in the Bylaws, the Standing Rules, and any applicable Addenda to the Standing Rules (the “Governing Documents”) relating to the activities of this advisory council. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize council members with the duties of the council. Any needed suggested revisions shall be presented in writing to the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

10.12.3. Weekday Education Personnel are *not* subject to Addendum VI, Personnel Policy Manual. It is the duty of the advisory council to develop and update personnel policies for Weekday Education personnel;

10.12.4. Composition, Term, and Officers. The council shall be chaired by the Minister to Preschool and Families, Director, or another appropriate Minister designated by the Senior Pastor. This person is a voting member. The council chair shall appoint at least 5 at-large members who shall serve on an annual basis. The council chair may reappoint the at-large members. The council chair shall submit a list of at-large members to the Committee on Committees on an annual basis.

10.12.5. Subcommittees. There are no permanent subcommittees of the council.

10.12.6. Standard Operating Procedures, Policies, and Rules. The council will establish policies for the hiring of teachers and other personnel as well as guidelines for parents and children enrolled in weekday education programs. These policies will be made available for review but are not included in these Standing Rules.

10.13 LORD'S SUPPER COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.14 MEMBERSHIP COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.15 MEMORIAL GARDEN COMMITTEE. After December 31, 2022, this committee shall cease to exist, and its purpose and duties shall be assumed by the Property Committee (Standing Rule 10.19).

#### 10.16 MUSIC MINISTRY ADVISORY COUNCIL

10.16.1. Purpose. The purpose of the Music Committee is to assist the Minister for Music in developing, promoting, and running the Church's music ministry.

10.16.2. Duties. The duties of the committee are:

- (1) Assist the music Ministers in developing and implementing plans for the Church's music ministry in coordination with the Worshipping Ministry Focus Group;
- (2) Carry out all duties of the Ministry of Music in the absence of professional staff;
- (3) Keep an accurate inventory of all Church music instruments, ensure they are in working order and facilitate their repair as needed, and work with the Property Committee and Trustees in disposing of surplus music property;
- (4) Assure that all financial matters involving the Music Program comply with the Financial Policies and Procedures of First Baptist Church Augusta;
- (5) Assist in the hiring of non-ministerial music staff;
- (6) Recruit persons into the Church's music ministry;
- (7) Assist in sponsoring and maintaining the various Church choirs;
- (8) Provide a representative to all new members meetings to provide information on the Church's music ministry; and,
- (9) Concurrently with the Property Committee, oversee the operation of the TV/PA Ministry (Addendum VIII).
- (10) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of this committee or council. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee/council members with the duties of the committee/council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

10.16.3. Composition, Term, and Officers. The council shall be chaired by the Minister to Music or another appropriate Minister designated by the Senior Pastor. This person is a voting member. The council chair shall appoint at least 5 at-large members who shall serve on an annual basis. The council chair may reappoint the at-large members. The council chair shall submit a list of at-large members to the Committee on Committees on an annual basis.

10.16.4. Subcommittees. There are no permanent subcommittees.

10.16.5. Standard Operating Procedures, Policies, and Rules. [Reserved]

## 10.17 PERSONNEL COMMITTEE

10.17.1. Purpose. The Personnel Committee shall be responsible for matters relating to personnel matters of the Ministerial Staff and matters involving all Non-Ministerial Staff except Weekday Education personnel other than the appropriate minister or director. References in the Standing Rules to Non-Ministerial Staff shall refer to all First Baptist Church employees other than Ministerial Staff and Weekday Education Personnel.

10.17.2. Duties. The duties of the committee are:

(1) Ministerial Staff:

- a. Annually review Ministerial Staff salaries and benefits and make recommendations to the Finance Committee for salary and benefits adjustments;
- b. Develop and annually review the Ministerial Staff Manual (Addendum V). In addition to the authority given under General Article I of these Standing Rules, the council shall provide proposed substantive revisions to Addendum V to the Bylaws and Standing Rules Committee as provided under General Article 1. Upon recommendation by the Bylaws and Standing Rules Committee, the Body of Deacons may approve such proposed revisions without additional approval or ratification by the Church.

(2) Non-Ministerial Staff:

- a. Determine the duties of all Non-Ministerial Staff through the development of job descriptions. The committee may delegate these duties to the Church Administrator for all non-ministerial staff other than the Church Administrator.
- b. Recruit, employ, and terminate Non-Ministerial Staff. The committee may delegate these duties to the Church Administrator for all non-ministerial who are not directors or supervisors;
- c. Make recommendations to the Church in Conference regarding Non-Ministerial Staff;
- d. Assist Ministerial and Non-Ministerial Staff on professional matters;
- e. Annually review and, as necessary, recommend changes to the Church's Non-Ministerial Staff Manual (Addendum VI) as provided in Article X of the Constitution and Bylaws. In addition to the authority regarding revisions given under General Article I of these Standing Rules, the persons and committees described in this section shall provide any proposed revisions to the Addendum to the Bylaws and Standing Rules Committee as provided in General Article I. Upon recommendation by the Bylaws and Standing Rules Committee, the Body of Deacons may approve such proposed revisions without additional approval or ratification by the

Church in Conference; and,

(3) Assure that all financial matters involving the Committee comply with the Financial Policies and Procedures of First Baptist Church Augusta.

(4) Annually review other provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the “Governing Documents”) relating to the activities of this committee. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee/council members with the duties of the committee/council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

10.17.3. Composition, Term, and Officers. The committee shall consist of a representative from the Board of Trustees, and six (6) at-large members appointed by the Committee on Committees. The at-large members will serve for three (3) years with terms staggered such that two (2) members will rotate off each year. The Committee on Committees shall select the Chair from among the at-large members for a term not to exceed two years.

10.17.4. Subcommittees. There are no permanent subcommittees.

10.17.5. Standard Operating Procedures, Policies, and Rules. Addendum V, Ministerial Staff Manual and Addendum VI, Non-Ministerial Staff Personnel Policy Manual.

## 10.18 CHILDRENS MINISTRY ADVISORY COUNCIL

10.18.1. Purpose. Assist the appropriate Director and Ministerial Staff members in establishing and implementing policies and programs for Preschool and Children’s Ministry and Extended Session.

10.18.2. Duties. The duties of the committee are:

(1) Assist the appropriate Director and Ministerial Staff members in establishing policies and guidelines for the ministry and programs involving Preschool and Children and Extended Session;

(2) Pre-school and Children.

a. Assist the appropriate Director or appropriate Ministerial Staff member in implementing programs for the Preschool and Children ministry;

b. Assure that all financial matters involving the Committee comply with the Financial Policies and Procedures of First Baptist Church Augusta; and,

c. Establish goals and guidelines to regulate future growth.

(3) Extended Session. Purpose. The purpose of the Extended Session Committee is to provide adequate supervision and care for children, birth through age 4, during all Sunday worship services.

(4) Inform all persons that complaints arising from the committee's activities must be in writing to the Director or appropriate minister and assist that person in investigating and resolving complaints;

(5) In conjunction with the Moderator, Bylaws and Standing Rules Committee, and other applicable committees or councils, annually review and make recommendations for changes to Addendum III, Policy for Reducing Risk for Child Abuse. In addition to the authority regarding revisions given under General Article I of these Standing Rules, the persons and committees described in this section shall provide any proposed revisions to the Addendum III to the Bylaws and Standing Rules Committee as provided in General Article I. Upon recommendation by the Bylaws and Standing Rules Committee, the Body of Deacons may approve such proposed revisions without additional approval or ratification by the Church in Conference.

(6) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of this committee or council. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee/council members with the duties of the committee/council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

10.18.3. Composition, Term, and Officers. The council shall be chaired by the Minister to Preschool and Families, director, or another appropriate Minister designated by the Senior Pastor. This person is a voting member. The council chair shall appoint at least 5 at-large members who shall serve on an annual basis. The council chair may reappoint the at-large members. The council chair shall submit a list of at-large members to the Committee on Committees on an annual basis.

10.18.4. Subcommittees. There are no permanent subcommittees. The committee may request the formation of one or more Ministry Teams (Standing Rule 12).

10.18.5. Standard Operating Procedures, Policies, and Rules. See Addendum III, Policy for Reducing Risk for Child Abuse.

## 10.19 PROPERTY COMMITTEE

10.19.1. Purpose. The Property Committee is responsible for the operations,



maintenance, and repair to all buildings and equipment except as specifically designated to other committees.

10.19.2. Duties. The duties of the committee are:

- (1) Support the Church Administrator in the opening and closing of all buildings;
- (2) Responsible for the maintenance and repair of all buildings, furnishings, decorations, and equipment are in good repair and that all buildings are kept clean and at the proper temperature;
- (3) Assist in the selection of interior furnishings and decorations to ensure continuity of the design;
- (4) Ensure all Church buildings and facilities are regularly inspected and review any professional inspection reports;
- (5) Responsible for the operation, maintenance oversight and promotion of the First Baptist Church of Augusta Memorial Garden;
  - a. Review and make recommendations for changes to Addendum VII, Memorial Garden Policy Manual. In addition to the authority regarding revisions given under General Article I of these Standing Rules, the persons and committees described in this section shall provide any proposed revisions to Addendum VII to the Bylaws and Standing Rules Committee as provided in General Article I. Upon recommendation by the Bylaws and Standing Rules Committee, the Body of Deacons may approve such proposed revisions without additional approval or ratification by the Church in Conference;
  - b. Oversee and supervise the upkeep and maintenance of the Memorial Garden and make recommendations to the Church for any changes to the Memorial Garden;
  - c. The Committee will make an annual report to the Church to include the number of burials, the number of agreements for burial plots, funds received and expended, and balance of funds on hand;
  - d. Promote the use of the Memorial Garden to the Church membership.
- (6) Assure that all financial matters involving the Committee comply with the Financial Policies and Procedures of First Baptist Church Augusta;
- (7) Make recommendations to the Trustees as to the disposal of all church equipment, materials and supplies no longer needed or serviceable and annually submit a report to the Church-in-Conference of all property disposed;

(8) Prepare and propose an annual budget to the Finance Committee;  
(9) Make recommendations to the Finance Committee as to the allocation of expenditures from the Major Property Contingency Fund and all other funds established for the maintenance and improvement of the buildings and grounds of the Church;

(10) Implement and oversee a property accountability system for equipment and furniture loaned to members;

(11) Jointly with the Music Ministry Advisory Council, oversee the operation of the TV/PA Ministry (Addendum VIII); and,

(12) Develop and maintain a list of important safety, security, and life support equipment, including its location and inspection responsibility.

(13) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of this committee or council. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee/council members with the duties of the committee/council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

10.19.3. Composition, Term, and Officers. The committee shall consist of a Trustee and six (6) at-large members, all of whom are appointed by the Committee on Committees. Each at-large member will serve for three (3) years with terms staggered such that two (2) members rotate off the committee each year. The Committee on Committees shall appoint the Chair from among the at-large members.

10.19.4. Subcommittees. There are no permanent subcommittees. However, during a period of renovation or redecoration, the committee may create a subcommittee or request the formation of a Ministry Team (Standing Rule 12). The committee may also request the formation of a Ministry Team for Memorial Garden matters noted in 10.19.2(5), above.

10.19.5. Standard Operating Procedures, Policies, and Rules. [Reserved]

## 10.20 SCHOLARSHIP AND EDUCATION COMMITTEE

10.20.1. Purpose. The mission of the Scholarship and Education Committee shall be to provide educational opportunities to Christians through academic scholarships.

10.20.2. Duties. The duties of the committee are:

(1) Develop, and annually review Addendum II, Kennedy Scholarship, Sacred Music Scholarship and Seminary Scholarship Guidelines, establishing guidelines and

procedures for awarding scholarships. In addition to the authority regarding revisions given under General Article I of these Standing Rules, the persons and committees described in this section shall provide any proposed revisions to the Addendum to the Bylaws and Standing Rules Committee as provided in General Article I. Upon recommendation by the Bylaws and Standing Rules Committee, the Body of Deacons may approve such proposed revisions without additional approval or ratification by the Church in Conference;

(2) Consult with the Minister of Music and the Music Ministry Advisory Council concerning the award and renewal of Sacred Music Scholarships;

(3) Confer with the Church Administrator and Finance Committee to determine the amount of funds annually available for scholarships and to coordinate for the return of any unused funds;

(4) Assure that all financial matters involving the Committee comply with the Financial Policies and Procedures of First Baptist Church Augusta;

(5) Review all scholarship applications and award scholarships; and,

(6) Submit an annual report through the Finance Committee, Trustees to the Church.

(7) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of this committee or council. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee/council members with the duties of the committee/council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

10.20.3. Composition, Term, and Officers. The committee shall consist of six (6) at-large members, all of whom are appointed by the Committee on Committees; one member of the Finance Committee, appointed by the Finance Committee; and, one Trustee, appointed by the Chair of the Trustees. Each at-large member will serve for three (3) years with terms staggered such that two (2) members rotate off the committee each year. The Committee on Committees shall select the Chair from among the at-large members.

10.20.4. Subcommittees. There are no permanent subcommittees.

10.20.5. Standard Operating Procedures, Policies, and Rules. Addendum II, Kennedy Scholarship, Sacred Music Scholarship and Seminary Scholarship Guidelines.

10.21 STEWARDSHIP COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.22 THEOLOGICAL EDUCATION COMMITTEE. After December 31, 2022, this committee shall cease to exist, and its purpose and duties shall be assumed by the Scholarship and Education Committee (Standing Rule 10.20).

10.23 WEDDING COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

10.24 ADULT BIBLE STUDY COMMITTEE. After December 31, 2022, this committee shall be converted to a Ministry Team.

#### 10.25 SENIOR ADULT MINISTRY ADVISORY COUNCIL

10.25.1. Purpose. The purpose of the Senior Adult Ministry Advisory Council is to advise and assist the appropriate Ministerial Staff members in establishing and implementing policies and programs for the Senior Adult Ministry.

10.25.2. Duties. The duties of the council are to:

(1) Advise and assist the appropriate Ministerial Staff members in establishing policies and guidelines for the Senior Adult Ministry;

(2) Advise and assist the appropriate Ministerial Staff members in implementing programs for the Senior Adult Ministry;

(3) Assure that all financial matters involving the Senior Adult Ministry comply with the Financial Policies and Procedures of First Baptist Church Augusta; and,

(4) Establish goals and guidelines to regulate future growth.

(5) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to Standing Rules (the "Governing Documents") relating to the activities of this committee or council. Such review is intended to ensure compliance with the Governing Documents and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee/council members with the duties of the committee/council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and /or such other committee or person as may be appropriate.

10.25.3. Composition, Term, and Officers. The council shall be chaired by the Minister to Senior Adults & Missions or another appropriate Minister designated by the Senior Pastor. This person shall be a voting member. The council chair shall appoint at

least 5 at-large members who shall serve on an annual basis. The council chair may reappoint the at-large members. The council chair shall submit a list of at-large members to the Committee on Committees on an annual basis.

10.25.4. Subcommittees. There are no permanent subcommittees.

10.25.5. Standard Operating Procedures, Policies and Rules. [Reserved]

## 10.26 STUDENT MINISTRY ADVISORY COUNCIL

10.26.1. Purpose. The purpose of the Student Ministry Advisory Council is to advise and assist the Minister to Students and other Student Ministry staff members in establishing and implementing policies and programs for the Middle School, High School and College ministries.

10.26.2. Duties. The duties of the council are to:

(1) Advise and assist the Student Ministry Staff members in establishing policies and guidelines for the Middle School, High School and College ministries;

(2) Advise and assist the Student Ministry Staff members in implementing programs for the Middle School, High School and College ministries;

(3) Advise and assist the Student Ministry Staff members so that all financial matters involving the Student Ministry comply with the Financial Policies and Procedures of First Baptist Church Augusta;

(4) Serve as a liaison between students, parents, the Minister of Students and other staff in the ministry and represent all parties to foster a collaborative environment;

(5) Establish goals and guidelines to promote growth; and,

(6) In conjunction with the Moderator, Bylaws and Standing Rules Committee and other applicable committees, annually review and make recommendations for changes to Addendum III, Policy for Reducing Risk for Child Abuse. In addition to the authority regarding revisions given under General Article I of these Standing Rules, the persons and committee described in this section shall provide any proposed revisions to Addendum III to the Bylaws and Standing Rules Committee as provided in General Article I. Upon recommendation by the Bylaws and Standing Rules Committee, the Body of Deacons may approve such proposed revisions without additional approval or ratification by the Church in Conference.

(7) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the

activities of this council. Such review is intended to ensure compliance with the Governing Documents and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize council members with the duties of the council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and /or such other committee or person as may be appropriate.

10.26.3. Composition, Term, and Officers. The council shall be chaired by the Minister to Students or another appropriate Minister designated by the Senior Pastor. This person is a voting member. The council chair shall appoint at least 5 at-large members who shall serve on an annual basis. The council chair may reappoint the at-large members. The council chair shall submit a list of at-large members to the Committee on Committees on an annual basis.

10.26.4. Subcommittees. There are no permanent subcommittees.

10.26.5. Standard Operating Procedures, Policies and Rules. Addendum III, Policy for Reducing Risk for Child Abuse.

10.27 ENDOWMENT COMMITTEE. After December 31, 2017, this committee was eliminated. Should a need arise to encourage Special Gifts or to provide education on endowments to the Members, a Ministry Team shall be created.

## 10.28 MISSION DEVELOPMENT COUNCIL

10.28.1. Purpose. The purpose of the Mission Development Council (MDC) shall coordinate, promote, and expand mission awareness, giving, and participation within the Church; consider and select Church-wide mission activities and projects; and, manage the expenditure of funds designated for mission projects.

10.28.2. Definition of Missions. Missions are Church ministries of which the primary intent is to reach out to the needs of our community and world.

10.28.3. Duties:

(1) Coordinate, promote, and expand mission awareness, giving, and participation within the Church;

(2) Assure that all financial matters addressed by the MDC and Benevolence Ministry comply with the Financial Policies and Procedures of FBCA;

(3) Consider and select Church-sponsored mission activities and projects;

(4) Approve mission activities and projects and approved funding for such activities and projects in accordance with Addendum I, Procedures and Criteria for Funding Mission

Activities;

(5) Recommend Mission Development Fund envelope ("green envelope") funding percentages for the following calendar year to the Church in a timely manner in order to include such recommendation on the agenda of the December meeting of the Church in Conference;

(6) Prepare an annual financial report for presentation to the Church;

(7) Prepare and submit minutes of meetings to the Finance Committee;

(8) Present special financial reports to the Church as requested by the Pastor, the Moderator, or the Church;

(9) Monitor the activities of Ministry Teams or other Church mission groups which regularly receive funding from the Church; and,

(10) Annually review provisions in Addendum I, the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of this committee. Such review is intended to ensure compliance with the Governing Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize committee members with the duties of the committee. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

#### 10.28.4. Composition, Term, and Officers.

(1) Voting members of the MDC shall be composed of the following individuals: the Missional Ministry Focus Group Leader, three (3) at-large members appointed by the Committee on Committees, a representative from the Finance Committee, the Mission Team Leaders from the Ministry Teams operating under the MDC, and the founding MDC chair. The at-large members shall serve for a term of three (3) years, with terms staggered such that one at-large member rotates off of the MDC each year. The founding chair may serve indefinitely. Other voting members serve on the MDC as long as they serve in their positions.

(2) Non-voting members of the MDC consist of the Moderator or a representative appointed by the Moderator and a ministerial staff representative appointed by the Senior Pastor.

(3) The MDC shall select its own chair. The MDC shall select its vice-chair from among the at-large members.

(4) Secretaries. The MDC will appoint a Financial Secretary (Administrative Financial Assistant) and a Recording Secretary from among its voting members.

a. *Financial Secretary* (Administrative Financial Assistant). The duties of the Financial Secretary (Administrative Financial Assistant) are to record all receipts, expenditures, and disbursements of Mission Development Council funds.

b. *Recording Secretary*. The duties of the Recording Secretary are to record minutes of meetings, and distribute those minutes as directed.

(5) Current Ministry Teams operating under the MDC are:

- a. Benevolence (converted from a subcommittee to a Mission Team);
- b. Family Promise;
- c. Bridge Ministry;
- d. Copeland Elementary School Ministry; and,
- e. Men on Mission.

(6) If Ministry Teams in (5), above, are disbanded, then its representation on the MDC is eliminated. If additional Ministry Teams are created to operate under the MDC, they will be added to the list in (5) above.

#### 10.28.5. Funds Management.

(1) All funds will be managed in accordance with the Financial Policies and Procedures.

(2) Reports and Records. Minutes of each meeting shall be submitted to the Finance Committee and the annual financial report and any special financial reports shall be submitted to the Church, with a copy to the Finance Committee. The Council shall maintain proper accounting of all funds received, expended, and distributed in accordance with the Church's Financial Policies and Procedures.

(3) *The Council is missions-oriented*. Therefore, it does not provide salaries, nor does it provide funding for the acquisition of real property.

(4) *Fund Sources*. The MDC draws its funding from the following sources:

a. The Mission Development Fund Envelopes ("green envelopes"). Donations are to be used in accordance with the Church approved distribution percentages, as printed on the envelopes;

b. Proceeds from endowment funds designated for missions in accordance with the Financial Policies and Procedures and guidance regarding the endowment;

c. Church-budgeted funds designated for missions; and,



d. Other funds designated by the Church for use for mission activities.

(5) *Cost Sharing*. Persons participating in mission activities involving travel outside the Augusta area may be required to share the cost of such mission. The MDC shall determine the appropriate level of cost sharing based upon such criteria as is appropriate under the circumstances. By October 1<sup>st</sup> of each year, the MDC shall adopt guidelines for determining cost sharing obligations for the upcoming year, including guidelines as to the dollar amount persons participating in a mission activity may be asked to contribute, the general types of expenses the Church may pay and the general types of expenses the participant may be required to pay in addition to the cost sharing requirement, and the maximum funding per participant. Once established, these guidelines may be changed or modified only by vote of two-thirds (2/3) of the members of the MDC eligible to vote. Cost sharing provisions shall not apply to members of the Ministerial Staff.

10.28.6. *Procedures and Criteria for Funding Mission Activities*. The procedures and criteria for funding mission activities are set forth in Addendum I. In addition to the authority given to the MDC under General Article I of these Standing Rules, the MDC may revise Addendum I without additional approval or ratification by any other body in order to establish criteria for cost sharing by persons involved in mission projects, including the amount of cost to be borne by such person. All such revisions to the addendum shall be in writing and shall be submitted to the Church Clerk for inclusion with the Standing Rules as a substitute for the existing addendum.

10.28.7. Subcommittees. There are no permanent subcommittees. Ministry Teams in addition to those noted in 10.28.4(5), above, may be created to carry out other specific missions (see Standing Rule 12).

10.28.8. Standard Operating Procedures, Policies, and Rules. [Reserved]

## 10.29 LEADERSHIP ADVISORY COUNCIL

10.29.1. Purpose. The purpose of the Leadership Advisory Council shall be to promote communication among the FBCA leadership and the various interests within FBCA and to assist the Senior Pastor and the Moderator.

10.29.2. Duties.

(1) Promote communication among the leadership of the Church and the various interests within the Church;

(2) Assist the Moderator, upon request, in performing any of his or her duties;

(3) Annually review provisions in the Bylaws, the Standing Rules and any applicable Addenda to the Standing Rules (the "Governing Documents") relating to the activities of this council. Such review is intended to ensure compliance with the Governing

Documents, and to identify any needed revisions, corrections, or update of the Governing Documents, as well as to familiarize council members with the duties of the council. Any needed or suggested revisions shall be stated in writing and brought to the attention of the Bylaws and Standing Rules Committee and/or such other committee or person as may be appropriate.

10.29.3. Composition, Term, and Officers.

(1) The Council shall consist of the Pastor, the Moderator, the First Vice-Moderator, the Second Vice-Moderator, the Chair of the Trustees, the Chair of the Finance Committee and the four (4) Ministry Focus Group Leaders (Worshipping, Missional, Discipling, and Inviting and Caring).

(2) The members shall serve on the Council as long as they hold their respective positions.

10.29.4. Subcommittees. There are no permanent subcommittees.

10.29.5. Standard Operating Procedures, Policies, and Rules. [Reserved].

11. **MINISTRY FOCUS GROUPS**

11.1. Definitions.

11.1.1. “*Ministry Focus Groups*” refer to the four areas of focus that aid in expressing the vision and ministry of First Baptist Church. Establishment of these four groups allows the Church to use its resources effectively as its members live out God’s vision for the Church. Each of these groups shall have a Focus Group Leader, appointed by the Nominating Committee, to oversee each area of focus.

(1) “*Worshipping Ministry Focus Group.*” The purpose of Worship is to honor and celebrate God. We seek to accomplish this ministry by offering uplifting experiences that present Christ as Savior through music, prayer, and proclamation of the Gospel.

(2) “*Missional Ministry Focus Group.*” The purpose of Missions is to share God’s love by addressing the needs of others with service wrapped in love. We seek to accomplish this ministry by identifying the needs of others, praying for God to empower God’s servants to develop a path to address the needs of others and equipping FBCA members to embrace and follow the identified path of service in partnership with the person(s) in need.

(3) “*Discipling Ministry Focus Group.*” The purpose of Discipleship is to produce disciples, followers of Jesus Christ who are intentionally growing in growing in spiritual maturity, with a goal of becoming “disciples who make disciples.” We seek to accomplish this ministry through Biblical preaching and teaching, and by encouraging participation in corporate Bible study and personal spiritual disciplines.

(4) “*Inviting and Caring Ministry Focus Group.*” The purpose of Inviting and Caring is to assimilate God’s people into a family where they will be recognized, nurtured, held accountable, and encouraged. We seek to accomplish this ministry by providing a welcoming membership, care groups, a secure campus, and fellowship opportunities.

#### 11.2. Structure of Ministry Focus Groups.

(1) Each Ministry Focus Group shall have a Ministry Focus Group Leader. The purpose of the Ministry Focus Group Leader is to carry out the purpose of the focus group and to provide guidance, instruction, direction, and leadership to Ministry Teams assigned to the Ministry Focus Group, and to ensure each Ministry Team is functioning with a clear direction and purpose for the ministry of FBCA.

(2) The Moderator will annually assign the First- and Second-Vice Moderator to two Ministry Focus Groups. The Vice-Moderators will work with the Ministry Focus Group Leaders to carry out the purpose and function of the Ministry Focus Group.

(3) The Senior Pastor will assign a Minister to each Mission Focus Group.

11.3. Appointment of Ministry Focus Group Leaders. The Senior Pastor shall annually appoint the Ministry Focus Group Leaders. A Ministry Focus Group Leader must be a member of FBCA. The appointments shall be ratified by the Church in Conference. A person may serve as a Ministry Focus Group Leader for four (4) consecutive years; after serving for four (4) consecutive years, the person shall be ineligible to serve as a Ministry Focus Group Leader for one year. Ministry Focus Group Leaders shall also serve on the Leadership Advisory Council (Standing Rule 10.30).

## 12. MINISTRY TEAMS

12.1. Definition. “*Ministry Teams*” are church organizations created to address specific needs of FBCA. They are meant to be flexible in terms of the number of members, and can operate on a temporary, intermittent, or on an as-needed basis. Ministry Teams typically will operate under the guidance of a Ministry Focus Group, Constitutional Committee, or Standing Committee.

#### 12.2. Creation, assignment, and termination.

12.2.1. *Creation.* A Ministry Team can be created by a Minister or Ministry Focus Group Leader. Its purpose and duties will be established by the creating Minister or Ministry Focus Group Leader. When created, it’s existence will be reported to the Body of Deacons and the Church-in-Conference.

12.2.2. *Assignment.* Upon creation of a Ministry Team, it will be assigned to a Minister, Mission Focus Group, Constitutional Committee, or Standing Committee who will provide

oversight, guidance and support.

12.2.3. *Duration and Termination.* Ministry Teams can operate on a short-term, intermittent, or long-term basis. When a Ministry Team is deemed to be no longer needed, it can be eliminated at the direction of Minister, Ministry Focus Group or committee that it is operating under. Notice of termination of a Ministry Team will be reported to the Body of Deacons and the Church-in-Conference.

### 12.3. Ministry Team Leader and members.

#### 12.3.1. *Ministry Team Leader.*

(1) The Ministry Team Leader must be a member of FBCA. The team leader may serve indefinitely, however, the person or organization to which the Ministry Team is assigned (Minister, Mission Focus Group Leader, or committee) will annually determine whether to appoint a new Ministry Team Leader.

(2) The team leader is responsible for recruiting team members and leading the team to accomplish its purpose. Team leaders must at least annually report to the person or organization to which the Ministry Team is assigned regarding its accomplishments and whether any changes need to be made in terms of its purpose or composition.

12.3.2. *Ministry Team Members.* A ministry team may have any number members. At the discretion of the team leader, any person involved with FBCA may serve on a ministry team. Team members may serve indefinitely.

## 13. OPEN MEETINGS

13.1. Bylaws Article XV provides that except where certain Sensitive Matters (as defined in the Bylaws) are to be discussed, "meetings of all Church organizations, including but not limited to meetings of the Body of Deacons, the Trustees, and all Church Committees, shall be open for attendance by all Church Members as observers. The Chair of the particular Church organization may determine the right of observers to be heard or otherwise participate in a meeting. The time, date, and location of such meetings shall be made known to the Church Members by such means as may be practical in order to provide meaningful opportunity for interested Church Members to attend."

13.2. Whenever practical to do so, the chair of Church organizations shall schedule all regular and special meetings through the Administrative Assistant to the Pastor or other appropriate person such that the meeting may be placed on the Church Calendar, showing the date, time, and place of such meeting.



**ADDENDUM I**  
**Procedures and Criteria For Funding Mission Activities**

A. PROPONENT. Procedures and Criteria for funding mission projects and activities are developed by the Mission Development Council ("MDC").

B. MISSIONS ELIGIBLE FOR FUNDING. Mission projects and activities will generally fall into one or more of the following categories:

1. Ministerial-Coordinated Missions;
2. Member-Coordinated Missions;
3. College/University Student-Coordinated Missions; or,
4. Community Outreach.

C. APPLICATION.

1. Persons or groups requesting funding for a mission project or activity shall complete the Missions Project Application. Applications are available in the Church's Administrative Office. The application shall include the following: Project Name, Location/Destination, Purpose, Duration, Sponsor (must be a Church Member), Participants, Description of Activity or Project, Anticipated Cost (including travel, lodging, food, materials, etc.), and Applicant's Signature and Date. Completed applications must be submitted to the Chairperson of the MDC and a designated minister.

2. All Mission Funding Applications submitted will be reviewed by the MDC and approved by a majority vote of the voting members.

3. Whenever possible, applications should be submitted at least three months prior to the planned activity. Requests for ongoing Church support must be submitted by October 1<sup>st</sup> of each year for the following Calendar year.

D. ELIGIBILITY. Individuals requesting funding must be a Member of the Church. Groups requesting funding for Community Outreach projects must include at least one Church Member, and that Church Member's name must be noted on the funding application.

E. DOCUMENTATION. Any group or organization applying for funding may be required, on a case-by-case basis, to provide such documentation as may be appropriate in order to establish the proper existence and purpose of the organization, to identify the person or persons authorized to act on behalf of such organization, and to verify the manner in which such funding will be used by the organization. Proper authorization may be shown by providing a copy of bylaws, operating agreement, or other instrument governing operation of the group or organization; a list of board of directors or other governing body; a copy of the most recent financial statement; appropriate resolutions, membership list, a description or summary of the organization's other missional or non-missional activities; or, such other information *as* the MDC may reasonably request.

F. LIMITATION ON NUMBER OF SUBSIDIZED MISSIONS. Members are ordinarily limited to one subsidized mission per calendar year. However, the MDC may approve additional missions when circumstances warrant.

G. CRITERIA FOR COST SHARING. The MDC may establish the amount of cost sharing Church Members will be asked to pay when participating in mission projects.

**ADDENDUM II**  
**Kennedy, Seminary, and Sacred Music Scholarships Guidelines**

- A. PROPONENT. Guidelines for all scholarships are developed by the Scholarship and Education Committee (Standing Rule 10.20).
- B. SCHOLARSHIP CRITERIA. Scholarship criteria will be developed by the Scholarship and Education Committee. Notice of scholarship requirements and application forms will be made available to interested Members and published at least 30 days prior to scholarship deadlines will be awarded to applicants seeking resident degrees, based upon the following formula:
- C. RECORDS. The Scholarship and Education Committee will maintain records of scholarships awarded.



**ADDENDUM III**  
**Policy for Reducing Risk for Child Abuse**

A. PROPONENT. The Policy for reducing risk for child abuse is developed by the collaborative efforts of the Moderator, the Bylaws and Standing Rules Committee, the Weekday Education Committee, the Extended Session Committee, and the Preschool/Children's Committee.

B. POLICY STATEMENT. First Baptist Church of Augusta is committed to providing a safe and caring environment for children. This policy is implemented in order to reduce the risk of abuse to our children.

C. APPLICABILITY. This policy and the implementing procedures will apply to all ministry workers, paid and volunteer, who have frequent, unsupervised access to children who are participating in First Baptist Church activities on or off Church property. (*For the purposes of this policy, the terms "children" or "child" refer to all persons under the age of 18 and special education students*). Exceptions may be made for volunteers who work on an infrequent basis under the supervision of a worker who has been screened and trained in accordance with this policy. Examples of workers who may not be required to submit an application and have a background check include extended session workers and weekday program Parents In Education ("PIE") volunteers. The minister responsible for a particular ministry (referred to hereafter as the "Responsible Minister") will determine when exceptions are appropriate and will provide adequate supervision to ensure the safety of the children in his/her program. Trained leaders and ministers shall supervise workers on an ongoing basis, including making unannounced visits into classrooms or other program sites.

Policies that address the selection and screening of the ministerial staff are addressed elsewhere and are not included in this policy.

D. SELECTION AND SCREENING OF WORKERS.

1. All adult workers, age 18 and over, shall submit an application that includes a notarized background screening consent form.
2. Teenage workers, under the age of 18, will not be required to submit an application and background check consent, but may be requested to provide a letter of reference. Teenage workers shall work under the direct supervision of an adult worker who has been selected in accordance with this policy.
3. Volunteer workers who will have regular, unsupervised access to children will not be approved for service to children until they have been members of First Baptist Church of Augusta and a Sunday school department where they have attended on a regular basis for a minimum of six (6) months.

4. Each new applicant for a voluntary position will have a face-to-face meeting with the Responsible Minister. The meeting will include a discussion of safety issues, abuse prevention policies and procedures, training requirements, and the applicant's reasons for interest in working with children. During the meeting, the applicant will be given a written legal definition of child abuse along with the Church policy on reporting child abuse.

5. New applicants for paid worker positions will be interviewed by the Church Administrator and/or a trained worker. The interview will include a discussion of safety issues, abuse prevention policies and procedures, training requirements, and the applicant's reasons for interest in working with children. During the interview, the applicant will be given a written legal definition of child abuse along with the Church policy on reporting child abuse.

6. The Church Administrator will use a reliable method for conducting a background criminal record investigation of each applicant. If the background investigation of an applicant for a volunteer position indicates a record of child abuse, the Church Administrator will notify the Responsible Minister, who will, in turn, advise the applicant of the results of the background investigation and that, consistent with this policy, they will not be approved to work with children. In the case of an applicant for a paid position, the Church Administrator will speak to the applicant directly and inform them that they will not be hired for the position.

7. A volunteer applicant who is disapproved for a position as a result of the background investigation may request a meeting with the Board of Trustees to appeal this decision. No applicant will begin working with children until the Board of Trustees have adequately investigated the situation and given their approval.

E. ENVIRONMENTAL CONDITIONS. As much as is reasonably practicable, activities for children should be conducted in open settings where multiple workers are present.

1. Doors to rooms where children meet should either be left open or there should be a window that gives an unobstructed view into the room.

2. Whenever practicable, a minimum of two workers should be present at all times. In the event it becomes necessary for an unscreened person to work temporarily with children, at least one screened worker must be present at all times.

3. Workers should avoid compromising situations, including being alone with a single child in a vehicle. Individual (one-on-one) counseling with a child should occur in a visible setting where other approved workers or ministers are able to observe the session.

4. Where two workers that are working together are related (*e.g.*, spouse, sibling,

parent/child, *etc.*), the two workers will be considered as one worker. Therefore, another unrelated, approved worker should be present or regularly observe the activity (*e.g.*, hostess during extended session).

5. It is recommended that co-ed activities include both male and female workers. On an overnight activity, workers shall not share beds with children.

6. If a child needs assistance in the bathroom, the worker should leave the door open. Diapers should be changed in the presence of other approved workers.

7. An identification system shall be established to ensure that the person who picks up a young child or infant can be verified by the church worker as the same person who dropped off the child or is a person who has been properly identified and previously authorized to pick up the child.

F. RECORDS. A confidential file will be maintained for each application. The file will include the original forms submitted by the applicant as well as a record of all background checks. The files will be kept in a secure location by the Church Administrator. Access to the files will be restricted to the Church Administrator, the Pastor, Associate Pastor, the Responsible Minister, and the Church legal counsel. A list of individuals who have been approved for working with children will be kept current by the Church Administrator and provided to the ministerial staff.

G. REPORTING OF SUSPECTED ABUSE. It is the responsibility of all volunteer and paid workers, supervisors, and ministers to report any suspected instances of child abuse. Workers shall immediately inform the Responsible Minister. The Responsible Minister and the Associate Pastor will immediately investigate any and all reports of suspected abuse. It will be the responsibility of the Associate Pastor to report suspected child abuse to the proper enforcement agency(ies), the Church legal counsel, and the Church's insurance agency for appropriate action. Only the Pastor, Associate Pastor, or delegated spokesperson are authorized to communicate with the media. A written report, prepared by the Responsible Minister and approved by the Associate Pastor, will be included in the confidential file.

**RESERVED**

**ADDENDUM IV**

[formerly, Scholarship Manual]

**ADDENDUM V**  
**Ministerial Staff Manual**

A. PROPONENT. The Ministerial Staff Manual is developed by the Ministers Advisory Council ("MAC").

B. MINISTERIAL STAFF POSITIONS AND MINISTERS. See Addendum 5(A).

C. WORK HOURS. The Pastor will establish work hours for all Ministerial staff and will schedule one and one-half (1 ½) days off each week for all full-time members of the Ministerial staff. Sundays are full workdays.

D. OUTSIDE EMPLOYMENT. Full-time Ministerial staff members will not be employed in any capacity other than that provided by the church. The compensation provided for Ministerial staff is based on the expectation that full attention be devoted to their positions. This prohibition does not apply to sharing professional and ministerial skills.

E. CONTINUING EDUCATION. Continuing education (CE) may be formal or informal.

1. Formal continuing education is pursuit of an advanced degree from an accredited institution of higher learning. Funding for formal CE will be provided by the minister in pursuit of the degree. Continuing education is encouraged and must be approved by the Pastor.

2. Informal continuing education is attendance at a conference or participation in a short course or seminar. Informal CE may be approved in conjunction with sabbatical leave. Informal CE will be funded by separate budget line item. A maximum of two (2) weeks each year may be scheduled to participate in informal continuing education. Exceptions must be approved by the Pastor, the MAC, the Body of Deacons, and the Church in Conference.

F. EMPLOYMENT OF RELATIVES. Employment of relatives is discouraged. In unusual circumstances, employment of relatives may be considered on a case-by-case basis on the recommendation of the Pastor with approval of the MAC and the Body of Deacons. Employment of relatives is prohibited in cases where one employee is likely to supervise the other or be in the line of supervision of the other.

G. RESIGNATIONS. Resignations require thirty (30) days' notice from all full-time ministerial staff members. Accrued vacation will be paid through the last working day provided appropriate notice was tendered.

H. RETIREMENT. Retirement is mandatory for all full-time ministerial staff at the end of the first calendar quarter following their seventieth (70<sup>th</sup>) birthday.

## I. SALARIES.

1. Salary Development. The MAC will submit annual salary recommendations to the Finance Committee for inclusion in the Church budget.
2. Salary Administration. Salaries will be paid on the fifteenth and last day of each month.
3. Salary Increases.
  - a. The MAC is responsible for analyzing, evaluating, and suggesting annual ministerial staff salary increases.
  - b. Prior to making a recommendation for salary adjustments for the Minister for Weekday Education, the Ministers Advisory Council shall seek recommendations from the Weekday Education Committee.
  - c. Salary increase suggestions are to be reviewed by the Finance Committee and the Body of Deacons before presentation to the Church in Conference for approval.
  - d. Approved salary increases become effective as of January of the following calendar year unless a different effective date is approved.
  - e. Newly hired ministers will be eligible for a salary increase upon the first anniversary of employment. Future salary increases will become effective as of January of the calendar year following their 12<sup>th</sup> month of employment.

## J. BENEFITS.

1. Moving Expenses. Reasonable moving expenses will be paid when full-time ministerial staff members are called. The amount will be determined by the appropriate Search Committee in consultation with the MAC and the Finance Committee. On the recommendation of the Search Committee and the MAC, the Finance Committee may approve household goods storage fees for a period not to exceed sixty (60) days and establish a per diem rate for approved transition periods. The per diem rate will be established on a case-by-case basis.
2. Housing Allowance. Housing allowances will be a variable of the annual compensation package for full-time ministerial staff. Housing allowances will be determined for each ministerial staff member in keeping with Internal Revenue Service (IRS) guidelines with the recommendations of the MAC and the Finance Committee and approval by the Church in Conference.
3. Mileage Reimbursement. Mileage reimbursement will be authorized for all

official church business except for the primary commute to and from the Minister's residence to the place of work (the Church) each day. The mileage reimbursement will be equal to the current rate standard mileage rate allowed by the IRS.

4. Social Security. Current Social Security Administration guidelines will be followed as they pertain to withholding and payment of Social Security taxes for all full- and part-time ministerial staff. Ministerial staff who choose to participate in Social Security will be considered to be self-employed.

5. Annuities. All ministerial staff will be enrolled in a retirement plan under IRS Code Section 403(b)(7). Ten percent (10%) of each minister's annual compensation plus four hundred dollars (\$400.00) will be contributed to the retirement plan. Each minister will also be enrolled in the Expanded Church Annuity Program, Southern Baptist Convention (SBC). Each minister may elect to fund a portion of his/her retirement funds through an insurance company or mutual fund that satisfies the requirements of a 403(b)(7) plan.

6. Medical Insurance. Effective on the date of employment, each ministerial staff member will be covered by an individual medical insurance policy. Premiums are a portion of the annual compensation package.

7. Life Insurance. Effective on the date of employment, each ministerial staff member will be covered by an individual life insurance policy as outlined by the SBC Annuity Board.

8. Long Term Disability Insurance. Effective on the date of employment, each ministerial staff member will be covered by an individual disability insurance policy as a portion of the annual compensation package.

9. Temporary Disability Leave. Salaries, housing allowances, medical insurance, life insurance, and disability premiums will be paid/continued for disabled staff members until disability insurance becomes effective.

K. CONVENTION AND CONFERENCE EXPENSE. Each ministerial staff member will be allotted funds for convention/conference (informal continuing education) to be used at his or her discretion subject to the recommendation of the MAC and approval of the Pastor. Convention and Conference expenses will be funded by a separate budget line item. Expenses incurred in excess of budgeted funds will be considered personal expenses for the minister concerned.

L. VACATION.

1. Allocation. Vacation is allocated as follows:

a. Pastor and Associate Pastor: four (4) weeks.

b. All other ministerial staff: three (3) weeks.

2. Coordination. The Pastor will coordinate the ministerial staff vacation schedules and may adjust schedules but not the amount of vacation approved for the ministerial staff.

3. Time. Vacation must be utilized during the employment year in which it is accrued and may not be cumulative.

4. Accrual. In the event a minister terminates his or her employment without having taken accrued vacation, he or she will be paid for the unused vacation at the regular salary rate provided the required resignation notice has been tendered.

5. Additional Vacation Time. Each ministerial staff member shall be authorized additional vacation time as follows: Upon completing their 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> anniversary, they shall be authorized one additional week of vacation time for only that specific year. This additional vacation time must be taken within twelve months following the anniversary that authorized the additional vacation.

6. Pulpit Responsibility. Those Ministers with pulpit responsibility will be responsible for assuring that adequate arrangements for a replacement have been made and will include the replacement arrangements with their request for vacation.

7. Service Leave. Ministerial staff members may be allowed two Sundays each year to lead revivals, conferences, or to participate in other professional activities at locations other than First Baptist Church. Exceptions may be approved by the Pastor, the MAC, the Body of Deacons, and the Church in Conference.

M. DENOMINATIONAL ACTIVITIES. The ministerial staff may be asked to participate in denominational activities (*e.g.*, Southern Baptist Convention, Georgia Baptist Convention, Cooperative Baptist Fellowship, or Baptist World Alliance). A maximum of two weeks each year may be scheduled to participate in denominational activities subject to approval by the Pastor and the MAC. Funding for these activities will be separate from informal continuing education/conference participation. Expenses incurred in excess of budgeted funds will be considered personal expenses for the minister.

N. SABBATICAL LEAVE. All ministerial staff member will be entitled to four (4) weeks compensated sabbatical leave after completion of each five (5) years of service. Informal Continuing Education funds may be used during sabbatical leave provided a minimum of seventy five percent (75%) of the days are spent in a seminar or conference. The time and selection of activities for such leave will be approved by the Pastor, the MAC, the Body of Deacons, and the Church in Conference.



O. MINISTERIAL STAFF EVALUATION. Each ministerial staff member's performance evaluation will be made annually in July each year. The MAC is responsible for evaluating the Pastor. The Pastor, in consultation with the MAC, is responsible for evaluating other ministers. The Pastor will conduct an evaluation conference to identify areas for improvement and establish goals for the coming year.

P. SPOUSAL ACTIVITY ATTENDANCE. Spouses may attend designated activities, (*e.g.*, informal continuing education conferences, short courses, or conventions) or denominational activities when the spouse's attendance is for the convenience of and to the benefit of the Church. When approved by the MAC, Ministers will be reimbursed for the expenses incurred as a result of the spouse's attendance from funding approved for informal CE or convention/conference expenses. Expenses incurred in excess of budgeted/approved funds will be considered personal expenses for the Minister.

Q. INTERPRETATIONS. Questions arising from any policy in this manual, its interpretation, or related issues not specifically addressed, may be brought to the attention of the MAC Chair, who in conference with the Moderator and the Finance Chair, may, by unanimous agreement, resolve the issue. If agreement cannot be reached, the matter will be referred to the full MAC committee for resolution. If warranted, the Ministerial Staff Manual will be referred for amendment in accordance with Standing Rule 9.13.2(4).

**ADDENDUM 5(A)**  
**Ministerial Staff Positions**

Pastor (also known as Senior Pastor)

Associate Pastor

Minister of Church Administration (also known as Church Administrator)

Minister to Senior Adults

Minister of Music

Minister of Contemporary Worship and Media Technology

Minister to Students

Minister to Preschool and Families

Minister of Weekday Education

Minister of Faith Development and Missions

Associate Minister of Music

**ADDENDUM VI**  
**Personnel (Non-Ministerial) Policy Manual**

A. PROPONENT. The Personnel Policy Manual is developed by the Personnel Committee.

B. APPLICABILITY. This manual applies to all employees of First Baptist Church Augusta ("FBC" or the "Church") other than Ministerial Staff Members and teachers and teacher support personnel ("Weekday Education Personnel") employed in the First Baptist Church Weekday Education Program. Ministerial Staff Members are covered by the Ministerial Staff Manual developed by the Ministers Advisory Council. Weekday Education Personnel are covered by policies and procedures developed by the Weekday Education Committee. This manual replaces and supersedes all previous manuals and does not attempt to cover all areas of policy, programs, or benefits. It is designed to acquaint Non-Ministerial Staff with FBC by addressing issues and questions most frequently asked by employees. The Church Administrator should be consulted for more details. As used in this manual, the terms "Employees" and "Personnel" are interchangeable and shall refer to Non-Ministerial Staff.

C. NOT AN EMPLOYMENT CONTRACT. The policies, programs, and benefits set forth are not terms and conditions of employment, nor should they be construed as an employment contract. The best interests of FBC and our employees necessitate that there be flexibility in administration and FBC reserves the right to revise, supplement, or rescind any policy or provision it deems appropriate within its sole and absolute discretion. FBC will try to keep the manual current, but there may be times when policies or programs will change before this material can be revised.

D. EMPLOYMENT "AT-WILL". Employment of Non-Ministerial Staff is based on mutual consent. Non-Ministerial Staff have the right to end their employment relationship with FBC at any time and for any reason. Similarly, the employment of any Employee can be terminated in the sole discretion of FBC for any reason and at any time. It should also be understood that no supervisor or representative of FBC has the authority to enter into an agreement for employment for any specified period of time or to make any promises or commitments contrary to the terms as stated above. All Employees are employed at will (*i.e.*, they can be discharged at any time, with or without notice; regardless of any statement in this manual which might be interpreted otherwise). Further, any employment agreement entered into by the Church Administrator shall not be enforceable unless it is in writing.

E. ELIGIBILITY FOR BENEFITS. The type of employment determines eligibility for benefits. Employees are classified as follows:

1. Full-Time Regular. Full-Time Regular Personnel are employed to fill all positions approved as Full-Time Regular by the Personnel Committee. Full-Time Regular Employees

are regularly scheduled to work a minimum of 35 hours each work week and are eligible for insurance and retirement.

2. Part-Time Regular. Part-Time Regular Personnel are employed to fill all positions approved as Part-Time Regular by the Personnel Committee. Part-Time Regular Employees are regularly scheduled to work at least 20 hours but less than 35 hours each work week. Part-Time Regular Employees are eligible for benefits listed below.

3. Temporary. Temporary Personnel are employed for periods as needed and are not eligible for vacation, sick leave, holidays, insurance or retirement.

F. EMPLOYMENT PROCEDURES FOR Non-Ministerial Staff. The Personnel Committee, in conjunction with the appropriate ministerial staff liaison, is responsible for employment of Non-Ministerial Staff.

#### G. STAFF EXPANSION.

1. Request for New Positions. New positions should be implemented at the beginning of the calendar year to facilitate salary planning for the budgeting process. Requests for new positions must be processed through the Personnel Committee, Finance Committee and approved by the Body of Deacons. The following procedure is applicable to gain approval for new positions:

a. The appropriate ministerial liaison will submit a written request, endorsed by the Minister or his or her designee, to the Personnel Committee by August 1<sup>st</sup>. Written justification will include a job description and proposed salary.

b. The Personnel Committee will review the proposal and determine its feasibility. The Personnel Committee will also review the job description and salary proposal. The chair will present the recommendation, job description, and salary proposal to the Finance Committee for funding approval and inclusion in the proposed budget. After Finance Committee action, the proposal will be submitted to the Body of Deacons for approval.

c. Upon approval by the Body of Deacons, the new position will be included in the proposed budget and submitted to the Church in Conference for final approval. When the annual budget is approved, recruitment procedures may begin immediately for employment effective the first of the new year.

d. If a new staff position is urgently required, the request may be submitted at any time. The same procedure for New Positions will be followed without regard to the usual August 1<sup>st</sup> submission date.

#### H. VACANCIES CREATED BY TERMINATIONS/RESIGNATIONS.

1. Notification of Vacancy. When Employees give notice of resignation or a vacancy occurs

through other means, the Church Administrator will notify the Personnel Committee Chair and request approval to fill the vacancy. The full Personnel Committee will act on the request to fill vacancies for the Church Administrator, Financial Assistant, Organist, Pianist, Ministry Assistant to Children, Ministry Assistant to Preschool, Contemporary Worship Leader, or any other non-Ministerial staff.

2. Candidates for Vacancy Position. The Church Administrator or the requesting staff liaison will compile a list of candidates for the vacant position from qualified persons either from personal knowledge or advertising for qualified applicants.

3. Selection of Employees. After a list of qualified candidates a vacant position has been developed, the Church Administrator or requesting staff liaison should meet with the Personnel Committee for the selection procedure. The Personnel Committee and the Pastor or his designee may request a subcommittee to assist in the selection process. In that event, the Personnel Committee Chair will appoint a subcommittee and designate a chair. The Church Administrator or requesting staff liaison will interview prospective candidates. The subcommittee and its chairperson may also conduct interviews, if appropriate. The interviews may be done jointly. The opinion of the staff liaison, who has ultimate supervisory responsibility, will be given great weight in the selection process. When the staff liaison has personal knowledge of a highly qualified individual, he or she may bring only one recommendation for a new Employee. While this procedure is acceptable, approval of the selection is required by the Personnel Committee before any commitment is made to the candidate.

4. Approval of Selected Candidate. A candidate selected for a vacancy will be formally approved by the Personnel Committee. Approval by the Personnel Committee is sufficient for employing Non-Ministerial Staff members. While approval by the Church in Conference is not required, new Employees will be announced at the next regularly scheduled Church in Conference.

5. Notification of Selection. The staff liaison will notify the selected applicant in writing. The notification will include at a minimum: reporting date; hours of work; salary; and, benefits. Copies of the written notification will be provided to the Minister or his designee, the staff liaison, the Administrative Assistant, and the Personnel Committee.

6. Temporary Employment. Unexpected vacancies or events which cause serious staffing shortages that cannot be effectively covered by other staff members may be filled by Temporary Employees. The Personnel Committee chair will be notified and must approve the request to hire Temporary Employees. Temporary employment should only be considered in critical circumstances and only until vacancies can be filled on a permanent basis, provided appropriate funds are available.

I. CONDITIONS OF EMPLOYMENT. The following conditions of employment are required for all Employees:

1. An initial chest x-ray report and hepatitis screen must be provided for all nursery and food service workers. An offer of employment is reserved until a negative or noncontagious result for tuberculosis and hepatitis are provided.

2. Complete Federal and State withholding tax forms.

3. No individual shall be permanently employed by First Baptist Church who has a relative employed by First Baptist Church as his or her supervisor. Relatives are defined as spouse, parents, children and step-children, siblings and step-siblings, and any in-laws of the foregoing.

4. The completion of a criminal background check will be required of all Employees prior to employment in accordance with the church's Risk Management Program.

#### J. SUBSTANCE ABUSE.

1. Drug-Free Environment. It is the policy of FBC to provide a safe work environment free from alcohol and drug abuse. To this end, all employees are prohibited from reporting to work under the influence of alcohol or illegally used drugs. Except as provided below for lawfully used prescription drugs and over-the-counter medicine, employees are also prohibited from using, possessing, selling, transferring, or distributing alcohol or drugs at any time in the workplace or anywhere while on duty. Violation of this policy will result in disciplinary action, up to and including immediate termination.

2. Prescription Medication. Some lawfully used prescription drugs can impair reasoning or abilities. Therefore, if an Employee is taking any prescription medication, it is the Employee's responsibility to find out from his or her prescribing provider if there is any likelihood that the medication may impair his or her ability to perform their job or pose a safety risk to him, her, or others in the workplace. If there is a potential for impairment or a safety risk, the Employee must inform his or her Supervisor of the medication he or she is taking and the possible effects on job performance or the workplace. If a prescription medication will not prevent Employee from performing the essential functions of his or her job in a satisfactory manner or pose a substantial safety risk, the Employee may possess and use his or her medication in the workplace in accordance with a prescription, but may not sell, dispense, or otherwise distribute any medication to anyone else in the workplace.

#### 3. Drug Testing.

a. Pre-employment. All applicants for employment who receive a conditional offer of employment will be required to submit to a pre-employment urinalysis test to identify current illegal drug use. If an applicant tests positive for current illegal drug use, the applicant's offer of employment will be rescinded.

b. During employment. It shall be a condition of employment for an employee to submit to drug and/or alcohol testing when FBC has a reasonable suspicion that the employee is consuming alcohol or unlawfully using drugs in the workplace or on working time or is under the influence of alcohol or unlawfully used drugs in the workplace or on working time. The following circumstances, among others, could create a reasonable suspicion:

- i. Observed alcohol or drug use.
- ii. Apparent physical state of impairment.
- iii. Incoherent mental state.
- iv. Marked changes in personal behavior that are not otherwise explainable.
- v. Deteriorating work performance that is not attributable to other factors.
- vi. Accidents or other actions that provide reasonable cause to believe the employee may be under the influence of alcohol or unlawfully used drugs.
- vii. The smell of alcohol or drug residue on the employee's breath or person.

c. Employees are expected to cooperate fully with the testing procedure. Any employee who refuses to take a test when requested, or who attempts to tamper with the sampling or testing procedure, is subject to disciplinary action, up to and including termination. Employees with a confirmed positive drug or alcohol test will be subject to discipline, up to and including termination, for violation of this policy.

d. Any test conducted under this policy will be administered by qualified persons under acceptable methods. If an employee tests positive, the individual's sample will be retested using the appropriate procedures to confirm the results. If the positive results are confirmed in the second test, FBC will inform the employee of the positive test result. If the positive result on the initial test is not confirmed in the second test, the test will be considered negative. Results of all tests are considered confidential and will not be disclosed by FBC except to the extent necessary to administer and enforce this policy or as otherwise provided by law.

e. FBC encourages its employees to seek treatment for any substance-abuse problem they may have. If an Employee discloses a substance-abuse problem to his or her Supervisor and requests an accommodation (*e.g.*, a leave of absence) to help the Employee receive the treatment he or she needs, FBC will respond to the Employee's request as it would a request relating to any other health condition. However, a disclosure of a substance-abuse problem and a request for an accommodation after an Employee has been suspected or charged with a violation of FBC's Substance Abuse Policy, will not prevent FBC from imposing discipline, up to and including termination, for the policy violation.

## K. POSITION INFORMATION.

1. Orientation and Training. Orientation and training will be conducted by the

immediate supervisor and will include a briefing on the past, present and future of FBC. Each supervisor will provide an opportunity for their new employee to ask questions and discuss any concerns he or she may have. In addition to basic orientation, supervisors will assist employees in learning their jobs, and will explain any special procedures and techniques necessary for performance of required duties.

2. Enrichment Days. Non-Ministerial Staff may be eligible for up to three enrichment days per calendar year to be used for outside training, programs or activities which are deemed to have some intrinsic value to FBC. The involved Non-Ministerial Staff employee must apply for use of the enrichment days, at least three weeks in advance of the event, to the Church Administrator who will, in consultation with the Personnel Committee, determine if the event meets the criteria previously stated. If approved, the Non-Ministerial Staff employee will receive his or her normal pay for enrichment days; however, any additional expenditure of FBC funds for the employee's attendance at the event must be properly approved and paid under a line item of FBC's existing budget or be presented for approval by FBC's Finance Committee in accordance with established procedures.

#### L. SALARY.

1. Salary rates for Non-Ministerial Staff employees will be based upon the knowledge, training, special skills and responsibilities of the specific position. Wage schedules for hourly employees will be determined by the Church Administrator with approval of the Personnel Committee.

2. Salary will be based on hours worked in each work week (35hrs/wk; 1820hrs/yr).

3. Vacation, sick leave, holidays, *etc.*, will be entered on the biweekly time sheet.

4. Temporary employees will be paid as deemed necessary by the supervisor.

5. There are 26 pay periods each calendar year for employees paid biweekly. Checks will normally be issued every other week. For monthly employees, checks will be issued on the last workday of each month. When a payday falls on a holiday, checks will be issued the afternoon of the preceding day.

6. Deductions will include Federal and state income taxes, Social Security taxes, and Medicare tax. No later than January 31 of each year, employees will be provided with W-2 form (Federal) and G-2 forms (State) which reflect earnings and the amount withheld for Federal and state taxes during the previous year.

#### M. WORKING DAYS.

1. Working hours will be scheduled to satisfy the needs of the supervised area in which worked. Full-time employees are expected to work a minimum of 35 hours per week.



2. All offices are expected to be staffed and operational from 8:30 a.m. until 4:30 p.m. Exceptions to the 8:30 a.m. to 4:30 p.m. workday are at the discretion of the Church Administrator.

3. On occasion, employees are expected to work overtime to compensate for peak load periods. Pay for time worked overtime (exceeding 40 hrs/wk) will be at the premium rate, or 1½ (1.5) times the normal rate. All overtime must be approved by the Church Administrator. If overtime is not approved, disciplinary action may be taken.

N. TIMECARD. All staff will be required to maintain a daily timecard for each pay period. Daily timecards will be approved by the appropriate supervisor and submitted to the Church Administrator, or other designated person.

O. PROBATIONARY PERIOD. The first three months of employment will be a probationary period to provide supervisors with an opportunity to evaluate employees on the basis of ability, suitability, and potential for success. On completion of the probationary period, supervisors will complete an initial performance evaluation. When the employee's work is satisfactory, employment may be continued. Should performance not be satisfactory for any reason during the probationary period, deficiencies will be discussed with the employee, and specific guidance will be issued. When performance does not meet standards, this will be documented. Copies of these records will be forwarded to the Church Administrator for inclusion in the personnel record. When performance is unsatisfactory, employees may be terminated during the probationary period without the right to appeal. Voluntary resignation may be accepted in lieu of termination. Employees who do not resign voluntarily will be provided a written reason for termination.

P. PERFORMANCE EVALUATION. Performance evaluations will be completed by the supervisor six months after the date of hire and annually thereafter. A performance evaluation must be prepared by the supervisor before a merit pay increase can be requested. Punctuality, attendance, aptitude, efficiency, cooperation, and dependability will be considered in the performance rating. Performance evaluations will be prepared by the immediate supervisor, reviewed with the employee, and will become part of the permanent personnel files. Employees will be asked to sign their performance evaluations after their supervisors have completed the review with the employee. Signature does not imply agreement, but that the report has been reviewed. The employee may enter appropriate comments on the reverse side of the form. Performance evaluations will be used in determining eligibility for merit salary increases.

Q. SALARY INCREASES.

1. Salary increases will be approved by the Finance Committee based on the financial resources of the Church. Subject to funds availability, salary increases will be reviewed annually based on merit and/or cost of living adjustment. The recommended

rate of increase will be established by the Personnel Committee.

2. Any approved pay increase will become effective as follows:

a. Approved pay increases other than newly-hired Employees become effective as of January of the following calendar year unless a different effective date is approved.

b. Newly hired Employees will be eligible for a pay increase upon the first anniversary of employment. Future pay increases will become effective as of January of the calendar year following their 12<sup>th</sup> month of employment.

3. Employee performance may be reviewed by the Minister or his designee, staff liaison, the Moderator and the Chairperson of the Personnel Committee.

4. An unsatisfactory performance evaluation may result in no salary increase.

5. Thus, employees may receive:

a. No increase;

b. The recommended merit increase;

c. The recommended cost of living increase; or,

d. The recommended merit increase and cost of living adjustment.

6. Recommendations for salary increases will be submitted by the Personnel Committee to the Finance Committee before presentation of the annual budget to the Body of Deacons.

## R. TERMINATIONS.

1. Resignations. Resignations may be submitted at any time. Employees are requested to provide their supervisors with as much notice as possible. Minimum notice is one week.

2. Resignations without Notice. An employee who leaves without minimum notice, will be considered to have abandoned his or her job. Such abandonment will be recorded in the employee's permanent personnel file.

3. Discharge for Cause. When discharged for cause, the discharge will become part of the permanent personnel record. A supervisor may effect immediate discharge (without notice) when circumstances warrant. Reasons for immediate discharge include, but are not limited to:

a. Insubordination or willful disobedience;

b. Falsification of personnel information, to include timecards;

- c. Conviction of a felony or other serious crime;
- d. Theft of property;
- e. Drug or alcohol intoxication, or possession of illicit or un-prescribed drugs while on duty;
- f. Failure to notify the supervisor of an absence and reason for absence;
- g. Three consecutive workday absences without notification of the immediate supervisor;
- h. Failure to perform assigned duties;
- i. Willful damage of equipment or property;
- j. Willful violation of safety regulations;
- k. Sleeping on duty;
- l. Arrest or charged with any crime;
- m. Falsification of official reports or information;
- n. Rude or discourteous behavior;
- o. Habitual absence, tardiness, or misuse of sick leave;
- p. Leaving before scheduled shift end without permission;
- q. Unauthorized absence from assigned work area; or,
- r. Interfering with the work performance of other employees.

4. Dismissal. The Church Administrator may dismiss employees for incompetence or failure to perform prescribed work satisfactorily. All employees are employed at will, meaning they can be discharged at any time, with or without notice. Employees who abandon their jobs (quit without minimum notice), who are discharged for cause, or who are dismissed will receive no severance pay.

S. TERMINATION INTERVIEW AND CLEARANCE. Termination dates will be the last day worked or the last paid day if on approved sick or annual leave. Upon termination, supervisors will complete a final performance evaluation. If possible, employees will be offered the opportunity to complete a REASON FOR SEPARATION FORM and make comments on his or her employment. Terminated employees may make an appointment with the Chairperson of the Personnel Committee for discussion of his or her employment, working conditions, or to make suggestions.

T. EMPLOYEE GRIEVANCES. The policy of FBC is to treat employees fairly and equitably in matters affecting their employment. Sound personnel policies and supervisory application of those policies should enable FBC to resolve most differences between employee and employer. If the supervisor is unable to resolve the differences, employees may follow the grievance procedure outlined below.

1. Employees must first seek resolution through private consultation with their immediate supervisors.

2. When the complaint cannot be satisfactorily resolved by the supervisor, employees may seek resolution through the Church Administrator. If the Church Administrator is the

supervisor, the Employee may present the complaint to the Personnel Committee through its Chairperson. The complaint must be presented in writing. The answer will be furnished to the Employee in writing and will be documented and filed in the personnel record.

3. When complaints are not resolved through the first two levels of the grievance procedure, Employees may present complaints to the Personnel Committee.

U. BENEFITS PROGRAM.

1. Vacations. First Baptist Church provides paid vacations to all full-time and part-time Regular Employees who work at least 30 hours per week. Vacation is provided for needed rest periods, to encourage continued employment, and to reward satisfactory service. Supervisors will schedule employee vacations so that all responsibilities are adequately staffed. Supervisors will coordinate employee vacation schedules with each other and the staff liaison to ensure church staff needs are met. Vacations will be approved at mutual convenience of the immediate supervisor and the employee. When scheduled holidays occur during the vacation period, that day will be considered a holiday rather than vacation.

a. *Accrual of Vacation.* Vacation shall accrue for all eligible Employees. Accrual is based on the length of continuous service.

<u>Completed Service</u>	<u>Vacation Days</u>
6 months	5
1-7 years	10
8-14 years	15
15 or more years	20

b. *Carry-over Vacation.* Unused vacation may not be carried over from one year to the next.

2. Sick Leave.

a. *Accrual.* FBC provides paid sick leave for all full-time and part-time Regular Employees as outlined below:

i. Full-time Employees. Sick leave accrues one day per month of employment. The maximum accrued sick leave will be thirty (30) days.

ii. Part-time Regular Employees. Sick leave accrues at a ratio equivalent to the work commitment. The maximum accrued sick leave is also limited to a ratio equivalent to the work commitment (*e.g.*, a 30 hour per week employee is considered to work 75% of a normal 40 hour work week, and therefore, would be eligible to accrue up to 75% of 30 days which is 22.5 days.)

b. *Sick Leave Use.* Sick leave may be used for the reasons outlined below, with supervisory approval. The Church Administrator will be notified as soon as the Employee determines he or she cannot report to work at the scheduled time. If the Church Administrator cannot be notified, employees will notify the Church Administrator's designated representative as soon as possible before the beginning of the scheduled workday. Failure to notify the Church Administrator or his or her designated representative of an absence could result in Leave Without Pay (LWOP). When scheduled holidays occur while an Employee is on sick leave, that day will be considered holiday time rather than sick leave. Accrued sick leave may be used for the following reasons:

- i. Illness or injury of the employee;
- ii. Medical and dental treatment or consultation;
- iii. Quarantine due to a contagious illness in the employee's household;
- iv. Illness or injury to the employee's spouse, dependent children (including step-children) and dependent parents who require the employee's presence to care for the family member in the home or hospital; or
- v. Maternity.

c. Physician's Statements may be required to substantiate all sick leaves which extend beyond three (3) consecutive work days.

3. Resignation. Employees who voluntarily resign will be paid for unused accrued vacation, but not accrued Sick Leave.

4. Bereavement. Bereavement leave, up to three (3) days, may be granted in the case of a death in the employee's immediate family. Bereavement leave must be authorized by the Church Administrator prior to the employee taking such leave. Vacation and/or LWOP must be used for any additional authorized time required to manage family affairs resulting from the death.

5. Holidays. All Regular non-ministerial employees and hourly wage employees will be eligible for nine and one half (9 ½) paid holidays during the year. Eight and one half (8 ½) holidays are scheduled. There will be one (1) unscheduled holiday that is scheduled by the employee after coordination and approval by the supervisor.

Scheduled Holidays:

New Year's Day

½ day Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Friday after Thanksgiving

Christmas Eve and Christmas Day

6. Worker's Compensation. Workers Compensation is provided for all Employees in accordance with current law.

7. Social Security and Medicare. Social Security and Medicare tax is withheld for all Employees.

8. Income tax. Income is withheld for all Employees in accordance with current state and federal law.

9. Insurance. The Insurance benefits, listed in Section X, INSURANCE, do not start until after the satisfactory completion of the Probationary Period as defined in Section, VI, paragraph E.

a. *Health Insurance*. Health insurance for the employee is provided for all regular full-time Regular Employees at no cost to the Employee. Family coverage is available at 1/2 the Employee's expense at group rates.

b. *Dental Insurance*. Dental insurance for the Employee is provided for all regular full-time Regular Employees at no cost to the Employee.

c. *Disability Insurance*. Disability insurance for the employee is provided for all regular full-time Regular Employees at no cost to the Employee.

d. *Life Insurance*. Life insurance is provided for all regular full-time Regular Employees at no cost to the Employee. Coverage amount is two times Employee's salary.

10. Annuity Program. An annuity program is provided through the Annuity Board of the Southern Baptist Convention, effective one year after the date of employment at no cost to the Employee. The amount paid into the program is ten percent (10%) of the Employee's salary. This is for full-time Regular Employees only.

V. RETIREMENT AGE. Retirement is recommended at age 67 but may be extended with annual approval by the Personnel Committee. Employment beyond age 67 will be reviewed annually by the Personnel Committee between October 1 and December 31. Employment beyond age 67 will be at the discretion of the Personnel Committee.

**ADDENDUM VII**  
**Memorial Garden Policy Manual**

A. PROPONENT. The proponent of the Memorial Garden Policy Manual is the Property Committee.

B. USE OF MEMORIAL GARDEN.

1. Members of First Baptist Church and members of their immediate family who elect cremation, may have their ashes buried in the Garden. Ordained ministers presently serving the Church, as well as those who have served in the past, and their family members, are eligible. Former members of the Church who wish their remains to be buried here are eligible.

2. Members buried elsewhere (*e.g.*, prior to the establishment of the Garden) may be memorialized here by family members contracting for the right to have a name plate placed, just as is to be done with those buried here. The cost will be the same as the cost of a burial plot.

3. After the execution of an agreement for burial, cancellation requests may be granted subject to the decision of the Committee charged with the responsibility of operating the Garden.

4. A form for arranging for the use of burial plots will be created and furnished by the Church, and a record of agreements and burials will be maintained in the Church office.

C. COSTS. The cost for using a burial plot is \$500.00. This fee will cover the expense of the burial and continuing garden maintenance. The cost of the name plate will be an additional charge and will be determined at the time that the plate is ordered. The cost may be changed in the future by appropriate Church action. The Committee may waive the charge for past or present ministers and their family members. The Committee also may waive the charge for others if it considers such action justifiable.

D. ADVANCE ARRANGEMENTS. Plots may be contracted for in advance or at the time of death. While the precise burial place may not be designated in advance, effort will be made for burials of family members in contiguous plots.

E. PERPETUAL CARE FUND. Funds received from agreements for interment, as well as from any designated gifts to maintain the Memorial Garden, will be held in a separate account. Funds so generated will constitute a maintenance fund so that the Garden will eventually be self-supporting in perpetuity. Withdrawals from the account may be made in accordance with the Church's Financial Policies and Procedures.

F. AUDIT. All records and books of the account will be available for inspection and subject

to audit just as other records of the Church are audited.

G. ROLE OF THE CHURCH ADMINISTRATOR. The Church Administrator, under the supervision of the Committee, will establish and maintain permanent records, make arrangements for burials, purchase and install name plates, and ensure proper maintenance.

H. INTERMENT.

1. At the time of death, the legal or personal representative of the person to be interred will notify the Church.

2. Only biodegradable containers acceptable to the Church may be used for interment.

3. The legal representative will furnish the Church Administrator the name, date of birth, and the date of death of the deceased. The Church will then have the responsibility of obtaining a metal name plate containing that information which will be placed on a plaque mounted on the memorial wall. This plaque will contain the names of those buried or memorialized in the Garden listed in the order of interment, or for those buried elsewhere, listed in the order of agreement dates. No ornamentation other than the metal name plate furnished by the Church will be permitted in the Garden.

4. The cost of cremation and any attendant cost and expense will be the responsibility of, and paid by, the legal representative of the deceased, not the Church.

5. Any ordained minister or other person approved by the Pastor, may conduct funerals in the Garden.

6. Any permits for interment required by law must be secured and furnished by the legal representative of the decedent, his or her family, or the funeral director.

7. Flowers used during a service in the Sanctuary are not to be transported to the Memorial Garden for the interment portion of the service. If there is to be only a "Grave-side" service, then flowers may be used but must be removed following the service.



**ADDENDUM VIII**  
**TV/PA Ministry**

A. PURPOSE. The primary objective of the TV/PA Ministry is to provide quality audio and video of Church worship services to the congregation and the general public. The TV/PA Ministry is responsible for the operation, maintenance, and repair of all sound (audio), video, and lighting systems, including hardware and software, except as specifically designated to be the responsibility of the local television station.

B. OVERSIGHT. The activities of the TV/PA Ministry are to be overseen jointly by the Property Committee and the Music Committee.

C. DUTIES.

1. Operate and maintain the sound system in the Sanctuary and Activities Building;
2. Operate and maintain the lighting control equipment in the Sanctuary and Activities Building;
3. Provide quality audio signals to the television station, via the local interface to be combined with the video signals for broadcast to the CSRA;
4. Support Church events, including worship services, conferences, concerts, weddings, and funerals;
5. Support non-Church events as designated by the Church;
6. Provide continuous training to TV/PA members to enable them to setup, take-down, and operate all of the equipment;
7. Strive to keep abreast of audio/video technology in order to ensure the Church stays current with state of the art and highest quality audio/visual media hardware and software; and,
8. Interact closely with the relevant ministers and committees to support services and other programs.

D. COMPOSITION, TERM, and OFFICERS. The TV/PA Ministry shall consist of a Director and such other officers and team members as may be available and who are advantageous in accomplishing the purpose of the ministry but should not consist of less than 12 team members. The team members will be organized into two Traditional Worship Services teams and one Contemporary Worship Service team. Each team provides rotating converge of Church events on a monthly basis. The Director selects team leaders from the term members. The leaders assign job tasks and make certain that all monthly

events are covered. The teams report to the Chair, who is responsible for coordinating team scheduling, and visual support. The staff liaison for the TV/PA ministry is the Minister of Music.

**ADDENDUM IX**  
**Trust and Endowment Policy Manual**

A. RECORD and DESCRIPTION of MAJOR TRUSTS and ENDOWMENTS.

1. Judge F. Frederick Kennedy Fund.

- a. Originating Source of Funding: Judge F. Frederick Kennedy Estate.
- b. Current Use: general scholarships
- c. Administered by: Distributions are determined by the Scholarship and Education Committee.
- d. Special Instructions Regarding Use: [Reserved]
- e. Review: [Reserved]

2. Kelle Ramsey Legwen Fund (also known as Gentry Fund).

- a. Originating Source of Funding:
- b. Current Use: One-half Youth and one-half Benevolence
- c. Administered by:
- d. Special Instructions Regarding Use: [Reserved]
- e. Review: to be reviewed in May 2008 (10 years after death of Mrs. Gentry, which was in May 1998).

3. John Lander Beebe Estate.

- a. Originating Source of Funding:
- b. Current Use: Benefits Homebound Ministry
- c. Administered By:
- d. Special Instructions Regarding Use: [Reserved]
- e. Review: [Reserved]

4. Sacred Music Scholarship Fund.

- a. Originating Source of Funding:
  - b. Current Use: Scholarship for Sacred Music Students
  - c. Administered By: The Scholarship and Education Committee
  - d. Special Instructions Regarding Use: [Reserved]
  - e. Review: [Reserved]
5. Interfaith Hospitality Network Endowment.
- a. Originating Source of Funding:
  - b. Current Use: First Baptist Church Interfaith Hospitality Network
  - c. Administered By:
  - d. Special Instructions Regarding Use: [Reserved]
  - e. Review: [Reserved]
6. Dorothy Moore Mission Fund.
- a. Originating Source of Funding:
  - b. Current Use: Youth Ministry Missions
  - c. Administered By:
  - d. Special Instructions Regarding Use: [Reserved]
  - e. Review: [Reserved]
7. FBC Endowment Fund.
- a. Originating Source of Funding:
  - b. Current Use: Benefits Missions
  - c. Administered By:
  - d. Special Instructions Regarding Use: [Reserved]
  - e. Review: [Reserved]

8. Mary Muns Friedman Bellino Music and Ministry Endowment (also known as the Bellino Fund).

a. Originating Source of Funding: Created by the Church in Conference from the Mary Muns Friedman Bellino Trust on August 20, 2006.

b. Current Use: Television Equipment Replacement Account.

c. Administered By: Finance Committee

d. Special Instructions Regarding Use: Donor specified this fund to benefit the Music Ministry.

e. Review: Through 2009 the income from this Endowment will benefit the Television Equipment Replacement Account. In 2009 the Finance Committee will consult with the Trustees and recommend to the Church in Conference which ministry account will receive the income from this fund in 2010-2012. The Finance Committee will re-evaluate its recommendations as to which Church account will receive the funds every three years after 2012.

9. Property Maintenance Endowment.

a. Originating Source of Funding: Created and initially funded at the August 20, 2006, Church in Conference from the Mary Muns Friedman Bellino Trust.

b. Current Use: Not currently being used.

c. Administered By:

d. Special Instructions Regarding Use:

i. All income will be allowed to accumulate to principal until the fund reaches \$3,000,000. After the principal has reached \$3,000,000, the Finance Committee may authorize that up to 4% of the of the endowment as of December 31st of each year be transferred to the Major Property Contingency Fund. If for any reason the value of the fund should be less than \$3,000,000 on December 31st of any year, then no funds shall be withdrawn.

ii. The funds for this endowment will be held in two accounts. The first account will be in the non-budget line item known as "Prime Savings" in a separate line item. The second account will be an account to be managed by the Investment Committee. The 4% referenced above is to be 4% of the amount in the "Prime Savings" account combined with the amount managed by the Investment Committee.

iii. The initial funding of this endowment will be held in the Prime Savings

account until such time as the value of the Prime Savings Account exceeds \$1,000,000.00. As of December 31st of each year, the amount held in the Prime Savings account in excess of \$1,000,000 will be transferred to the account to be managed by the Finance Committee, or, if appropriate, transferred directly to the Property Management Endowment as a portion of the 4% distribution. All distributions will be taken from the portion of the Major Property Contingency Fund in the account managed by the Investment Committee such that the amount in the Prime Savings account never falls below \$1,000,000.

e. Review: [Reserved]

## B. DESIGNATION OF FUNDS FOR INVESTMENT BY THE TRUSTEES.

1. In accordance with Article VII (C)(3) of the Constitution, the Trustees shall be responsible for the investment of all Church funds which are designated by the Finance Committee for investment. The following funds are designated (collectively the "Investment List"):

- a. Kennedy Trust;
- b. Gentry Trust;
- c. Beebe Trust;
- d. Sacred Music Scholarship Fund;
- e. Interfaith Hospitality Network (IHN) Endowment;
- f. Dorothy Moore Fund;
- g. General Endowment Fund;
- h. Unitrust I; and,
- i. Unitrust II.

2. The Finance Committee may revise the Investment List at any time without the approval or review of any other person or committee. The Chair of the Finance Committee shall provide the revised Investment List to the Church Clerk for inclusion with the Standing Rules.

**ADDENDUM X**  
**Designated Non-Budget Accounts**

A. CREATION, AUTHORIZATION, AND REPORTING.

1. As defined in Standing Rule 4.13.6, Designated Non-Budget Accounts are accounts which are not including in the annual Church Budget but have been approved by the Church in Conference as for a specific purpose. Unless otherwise provided by the Bylaws, Standing Rules or by the Church in Conference, the Finance Committee shall determine the persons or organizations who may authorize the disbursement of funds from a Designated Non-Budget Account.

2. The use of funds from a Designated Non-Budget Account shall be considered an approved expense. The same approval guidelines found in Standing Rule 4.13.4 will be used for authorization thresholds unless otherwise provided for in the Bylaws, Standing Rules, or by the Church in Conference.

3. The Church Administrator shall maintain a descriptive master list of the Designated Non-Budget Accounts. For each account, the master list shall provide: 1) general ledger account name and number; 2) a description or statement of purpose for the account; 3) account category; and, 4) the person(s), organization, or designee who can authorize disbursement from the account.

4. On an annual basis, the Finance Committee shall review this list and present it to the Church in Conference. It is recommended it is presented at the same Church in Conference that the annual Church Budget is presented for approval.

5. If a new Designated Non-Budgeted Account needs to be created during the year, the Financial Secretary shall provide the details noted below and request approval from the Church Administrator and Finance Chairperson.

- a. Account Name and Category (*i.e.*, Missions, Music, Students, *etc.*);
- b. Statement of Purpose;
- c. Person(s) authorized to disburse funds; and,

B. EXAMPLES. Comments and examples provided below are intended as examples to guide the Finance Committee in developing this addendum. The purpose is to provide information to Church Members as to the use of non-budget accounts, to provide guidance and structure to the persons authorized to access these accounts, to protect the interest of the Church, and to protect the persons authorized to make disbursements. It is important that these guidelines be practical and useable. Guidelines which are not sufficiently specific may lead to misunderstanding or misuse. Guidelines which are too rigid may be impractical and will likely be ignored. Each individual account is unique and should have its own criteria for authorization of disbursement.

1. Example ABC Account.

a. *Purpose.* The XYZ Account has been established to accept funds generated from [Source] to be used for [Purpose].

b. *Authorization for Disbursement.* Disbursement of funds from the ABC account may be authorized by any [or any two] of the following persons:

- i. Minister A;
- ii. Committee Chair B; and,
- iii. Church Officer C.

2. Example XYZ Account.

a. *Purpose.* The XYZ Account has been established by the Church in Conference to provide funding for [purpose].

b. *Authorization for Disbursements.* Disbursement of funds from the XYZ Account may be authorized as follows:

i. Matters for which the cost will be less than \$10,000 may be authorized by any one of the following:

- (a) the Church Administrator;
- (b) the XYZ Committee Chair;
- (c) the Finance Committee Chair; or,
- (c) the Finance Committee Vice-Chair.

ii. Matters for which the cost will be greater than \$10,000 requires authorization by the Finance Committee upon recommendation of the XYZ Committee.

c. *Standing Authorization.* The XYZ Account is routinely drawn upon to pay [something expensive] in excess of \$10,000. The following persons [any two of the following persons] may Authorize disbursements from the XYZ account in an amount not to exceed \$X for the purpose of [specific purpose].

C. AUTHORIZED ACCOUNTS.

1. Multiple and various Designated Non-Budgeted Accounts exist for the Church. A list of all such accounts is maintained by the Church Administrator and Financial Secretary. Provisions regarding these accounts are described in A (3) and (4), above.

2. Major Property Contingency Fund (MPCF). The purpose of the MPCF is pay for necessary improvements and repairs of Church property. Disbursement of funds is provided for in Standing Rule 4.13.10.



3. Senior Pastor's Contingency Fund (SPCF). Created by the Church in Conference on December 8, 2021.

a. *Purpose*. To support and assist the Senior Pastor with efforts of improving and growing the ministry and mission of First Baptist Church of Augusta by assisting those with emergency needs where it is not practical or possible to go through normal budgetary channels.

b. *Source of Funds*. By confidential and voluntary donations. The contributions shall in no way replace or take away from current or expected giving, tithing, gifts, or contributions.

c. *Authorization for Disbursements*.

(1) Expenditures of \$10,000 or less. Expenditures will be made at the decision of the Senior Pastor in consultation and approval by the SPCF Oversight Team.

(2) Expenditures of more than \$10,000. In addition to approval by the SPCF Oversight Team, the Senior Pastor must also receive approval from the Board of Trustees.

d. *SPCF Oversight Team Composition and Replacement*. The Team shall consist of the Chair of the Trustees, serving as a voting *ex officio* member, and three (3) at-large members of the Church. The at-large members will serve until resignation or death.

(1) Initial SPCF Members. The initial members are: Bobby Turner (current Trustee Chair), Keith Anderson, Nick Evans, and E.G. Meybohm.

(2) Replacement of At-large Members. If an initial SPCF at-large member dies or resigns, the remaining members shall recommend a replacement that must be ratified by the Church in Conference.

e. *Accounting and Annual Report*. An annual report of the fund balance, contributions, and disbursements will be provided to the Finance Committee and included in the Church's financial statements. This general information will be available to all Church members upon request. Confidential information such as names of those assisted, the specific details as the nature or reason for the disbursement, and the amount dispersed to any specific individual shall only be available to the Senior Pastor, the SPCF Oversight Team, the Trustees, and any Church Auditor.

f. *Renewal of the SPCF*. The Fund must be renewed every three (3) years by the Church in Conference upon recommendation of the Board of Trustees.

**ADDENDUM XI**  
**EMERGENCY RESPONSE PROCEDURES**

[RESERVED]

## **Amendment History**

<u>Item</u>	<u>Approval Date</u>
1. Addition to Standing Rules (SR): 10.24-Adult Bible Study Committee	5/3/2009
2. Addition to SR: Section 10.25-Senior Adult Ministry Advisory Council (SAC)	12/16/2009
3. Addition to SR: Section 10.26-Student Ministry Advisory Council (SMAC)	12/16/2009
4. Amendment of SR 10.24-Adult Bible Study Committee	9/19/2010
5. Amendment of SR 4.9.2-Annual Auditor's Maximum Term	9/19/2020
6. Suspension of SR 4.10.10-Mission Funding Formula's for 2011	10/24/2010
7. Addition to SR: Addendum IV-Scholarship Manual	10/24/2010
8. Addition to SR: Addendum VII-Memorial Garden Policy Manual	12/15/2010
9. Amendment to SR 9.6-Endowment Committee	12/15/2010
10. Amendment to SR 5.3-Ministerial Vacancies by Reassignment	12/15/2010
11. Amendment to SR 4.10.10(1) & (2)-Funding of World & Local Missions	4/15/2012
12. Amendment to SR 10.12-Consolidation of Kindergarten Committee into the Weekday Education Committee	12/18/2013
13. Amendment changing the Endowment Committee from a Constitutional Committee (SR 9.6) to a Standing Committee (SR 10.27)	12/31/2015
14. Addition to SR: 3.5-Electronic Meetings	2/21/2021
15. Amendment to Addendum X, Senior Pastor's Contingency Fund	12/8/2021
16. Amendment of SR 5.3.6	3/27/2022
17. Various revisions including additions of SRs 11, 12	10/30/2022