

# OPERATIONS MANUAL

## First Baptist Church of Westcliffe, Westcliffe, Colorado

**June 28, 2020**

(All previous versions are obsolete.)

### APPROVED

Approved by the Church on: June 28, 2020

Approval Signatures: Pastor: \_\_\_\_\_

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Deacon Chair: \_\_\_\_\_

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**OPERATIONS MANUAL**

**This manual is intended to include working detail, policy and procedures for the day to day operation of Church business and activities. It is subordinate to and does not overrule the Constitution or Bylaws of First Baptist Church of Westcliffe, CO.**

## **JOB DESCRIPTIONS**

### **CHURCH STAFF**

**Title:** SENIOR PASTOR

**Principal Function:**

The Pastor is responsible to the Church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, act as the Chief Administrator of the Church Staff overseeing all Church administrative functions.

**Responsibilities:**

1. Plan and conduct the worship services, prepare and deliver sermons, lead observance of ordinances.
2. Lead the Church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit members and prospects.
4. Conduct counseling sessions, perform wedding ceremonies, and conduct funerals.
5. Serve as Chairman of the Church Council to lead in planning, organizing, directing, coordinating and evaluating the total Church program.
6. Work with Deacons, Church Officers, and Committees as they perform their assigned responsibilities. Train and lead the Deacons in their ministry.
7. Shall give legal notice on all meetings where such action is necessary as indicated by Bylaws.
8. Act as Moderator of Church Business Meetings.
9. Where there is Church Staff, the Pastor shall serve as Chief Administrator as well as supervise the Staff.
10. Shall make arrangements for coverage of responsibilities during absences.
11. Cooperate with association, state, and denominational leaders in matters of mutual interest and concern; keep the Church informed of denominational development; represent the Church in civic matters, and when appropriate, involve the Church in community activities that promote a spiritual witness (i.e. holiday events, pastor's alliance, etc.)
12. The First Baptist Church of Westcliffe recognizes the calling and commitment of our Senior Pastor to the tasks of shepherding the church of Jesus Christ. We therefore establish the policy of sabbatical to honor, esteem and bring encouragement to our Senior Pastor for further ministry to our congregation and community.
  - a. The Senior Pastor may request a sabbatical from the Deacons. The Deacon Body **may** recommend that the Senior Pastor be offered a paid sabbatical. The length of the sabbatical will depend on the needs of the Senior Pastor and be based upon the total number of years the Senior Pastor has served at the First Baptist Church of Westcliffe. During this time, the Senior Pastor will be paid full salary and benefits during the sabbatical.
  - b. The Deacons will assume all responsibility, in coordination with the Senior Pastor, for assuming the work of the Senior Pastor and arranging for replacements during the Sabbatical. A full plan, including provisions and costs for interim staffing, as well as any other financial considerations, shall be developed by the Senior Pastor and the Deacons, and then

presented to the congregation at a regular or special called business meeting.

- c. At the completion of the sabbatical, the Senior Pastor will share with the congregation what was beneficial and most helpful to him and his family, possibly including pictures and stories that include the entire family. This will be a chance to celebrate with the new insights and understanding related to his spiritual life, and his identity in Christ and vision for the future.

**Accountability:**

The Pastor is accountable to Deacons (pastoral and spiritual) and the Administrative Committee (administration).

**Title:** ASSOCIATE PASTOR

**Purpose:** See Bylaws

**Responsibilities:**

1. Assist the Senior Pastor with pastoral and ministerial responsibilities as directed by the Senior Pastor.
2. Work with Senior Pastor, staff, and lay leadership in preserving unity and implementing plans involving young families with youth and children in the overall ministry of the Church.
3. Be in regular attendance at Church worship services and participate in Church Council and other teams/committees in the Church to promote and achieve church spiritual growth.
4. Shall make arrangements for coverage of responsibilities during absences.
5. Maintain an active and personal Bible study, devotional and prayer life.

**Accountability:**

The Associate Pastor is accountable to the Senior Pastor and the Administrative Committee.

**Title:** TREASURER

**Purpose:** See Bylaws

**Responsibilities:**

1. Work closely with the Administrative Committee to recommend and/or implement approved Church policies relating to Church finances.
2. Keep accurate records of all moneys received and disbursed.
3. Records each member's contributions and mails report at least annually to the member.
4. Check supporting data for all check requests prior to issuing check for approved cosigner.
5. Prepare all tax reports and issue W2 and/or 1099 forms as required.
6. Prepare monthly reports to the Church Administrative Committee and to the Church.

7. Submit accurate financial records for annual audit of accounts according to Church policy.
8. Prepare quarterly and annual budget performance reports to the Administrative Committee and Church.
9. Make arrangements for coverage of responsibilities during absences.

**Accountability:**

Reports to and is accountable to the Senior Pastor and the Administrative Committee.

**Title:** **ASSISTANT TREASURER**

**Purpose:** See ByLaws

- Responsibilities:**
1. Serve as Treasurer in the Treasurer's absence.
  2. Other duties as defined by the Administrative Committee.

**Title:** **CHURCH SECRETARY**

**Purpose:** See Bylaws

**Responsibilities:**

1. Provide secretarial services in support of the Senior Pastor.
2. Prepare weekly bulletins, monthly newsletter, church correspondence and mailings.
3. Provide necessary general office services (master calendar, copy, office supplies, phone, mail etc.).
4. Assist the Treasurer as directed by the Senior Pastor.
5. Prepare and submit various statistical reports requested by the association, state convention, or the Southern Baptist Convention.
6. Maintain a register of the names of members with the dates of admission, dismissal or death, together with the record of baptisms and obtain information on new candidates for membership.
7. Issue letters of dismissal voted on by the Church and request letters from other churches as new members join.
8. Maintain in file any communications and written official reports.
9. Prepare and mail all official church correspondence.
10. Maintain office hours established by the Senior Pastor and Administrative Committee.
11. Assist Church Clerk in maintaining all actions taken by the Church Business Meetings.
12. Serves as a resource person relating to information maintained in files associated with Church history.
13. Copies of Church records are to be filed in the Church Office.
14. Make arrangements for coverage of responsibilities during absences.

**Accountability:**

Reports to and is accountable to the Senior Pastor and Administrative Committee.

## **OTHER PAID SUPPORT STAFF**

**Title:** CHURCH CUSTODIAN

**Purpose:**

The Custodian is responsible for the cleaning of all facilities used by the Church body and known as First Baptist Church of Westcliffe. When unable to clean you must inform the Senior Pastor or the Administrative Committee Chairman. This is a paid position as determined by the Church.

**Accountability:**

Reports to the Senior Pastor or in his absence the Chairman of the Administrative Committee.

**Responsibilities:**

Clean these facilities as needed but no less than once per week following schedule set by Senior Pastor or Administrative Committee. Set up rooms for regular and special events (tables and chairs etc.)

### **RESTROOMS**

Clean toilets, sinks, and fixtures in restrooms.

Check and replace toilet tissue, cups, liquid soap, freshener & paper towels.

Empty trash cans.

Sweep and mop floors.

### **WORSHIP CENTER BUILDING**

Straighten up guest table; throw away outdated material, such as old bulletins, and dust.

Dust shelves, window ledges and furniture.

Vacuum chairs at least monthly or as necessary.

Vacuum all areas in the building and mop all floors without carpet.

Straighten up hymnals and Bibles in chair back pockets. Remove all trash from these pockets.

Clean baptistery area as needed.

Wipe all countertops, clean floors, wipe out sinks, empty trash.

### **KITCHEN**

Wipe all countertops, clean floors, wipe out sinks, empty trash.

### **OFFICES AND CLASSROOMS**

Empty trash cans.

Vacuum.

Dust desk, computer, computer table, all chairs, windowsills and other furniture.

Clean any glass in bookcases etc.

### **NURSERY**

Treat the nursery as a large bathroom – everything must be kept clean and disinfected.

Empty trash can(s).

## **YOUTH AND CHILDREN'S BUILDING**

### **Upstairs and Downstairs**

Wipe countertop, tables, chairs and windowsills with disinfectant. Sweep and mop floors.

Clean restrooms (see above).

Empty trash cans.

## **FELLOWSHIP HALL**

Wipe tables, and chairs with disinfectant.

Dust all areas that may gather dust such as windowsills, ledges etc. Vacuum and mop entire area.

Clean restrooms and empty trash cans.

Straighten and clean classrooms.

## **MISCELLANEOUS**

Empty all trash cans into outside trash bin.

Turn off all lights upon leaving.

Secure all facilities.

Check storage areas for needed cleaning supplies.

Purchase cleaning supplies and obtain reimbursement from Treasurer following established procedures.

Keep cleaning supplies in designated areas.

And other duties that may be assigned.

Additional compensation may be given when there are special events.

**TITLE: SAFETY & SECURITY TEAM**

**Purpose:** The Safety & Security Team purpose, when present, is to allow our First Baptist Church family the freedom, without distraction, to focus on worship and learning about what God and His Son, Jesus Christ, expects from us.

**Duties:**

1. The Safety & Security Ministry will provide a safe and secure environment for the staff, members and visitors, and establish necessary policy and procedures approved by the Administrative Committee.
2. The Team will respond to security and medical.
3. The Team will respond and provide leadership in emergency situations, all the while maintaining the spirit of the overall church mission.
4. The two primary duties of all Safety & Security Team volunteers is "missionaries" first, then "gatekeepers". (1 Chronicles 26:12)
5. Schedule any required inspections for fire extinguishers, security equipment, defibrators, or other safety equipment.
6. The Safety & Security Team must acknowledge, accept and support First Baptist Church's primary mission of leading people to a growing relationship with Jesus Christ. The core values are:

**C**-commitment to excellence

**H**-heart for evangelism

**R**-relationships

**I**-integrity



S-servant attitude

T-teamwork

**Title:** **BUILDING & GROUNDS MAINTENANCE**

**Purpose:** To provide maintenance for Church facilities.

**Duties:**

1. Snow removal from sidewalks and steps prior to all church events.
2. Assure that facilities lights are off, heating set, windows and doors are locked and secured when facilities are not being used.
3. Change heating filters and change batteries in smoke alarms and thermostats and other minor maintenance as assigned.
4. Responsible to ensure these items are accomplished during periods of absence.

**Accountability:**

Reports to the Senior Pastor.

**Pay:**

This is a paid position as determined by the Church. Pay is set and budgeted by the Administrative Committee.

**Title:** **NURSERY STAFF WORKER**

**Purpose:** The Nursery worker shall support the church's nursery ministry.

**Required Qualifications:** The successful candidate shall:

1. Be a Christian.
2. Demonstrate a basic love for children.
3. Be in good health, able to bend, stoop, lift and physically take care of children.
4. Be at least 18 years of age.

**Responsibilities:**

1. Help provide and maintain a Christian environment in which the children may grow physically, mentally, socially, and spiritually.
2. Become acquainted with each child and aware of his/her personal needs.
3. Give each child the attention needed to assure his/her best welfare. (i.e. eating, toileting, sleeping, playing, working, health care, safety, etc.)
4. Cooperate in maintaining a happy atmosphere in which each child may grow and develop relationships with others.
5. Be familiar with and follow the established personnel policies and procedures.
6. Work according to the schedule outlined by the Nursery Committee.

7. Maintain a clean and orderly room.
8. Inform the Nursery Committee Chairperson of needed supplies, repairs, and materials.

**Special Conditions:** This position is classified a part time support staff and does not include vacation, sick leave, or other benefits afforded to full time personnel. The intent of the part time status is to not exceed 32 hours per week. This position reports to and is supervised by the Senior Pastor but support and guidance is provided through the Nursery Committee.

**Physical and/or Environmental Demands:** The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to 50 pounds; ability to stand, walk, sit, stoop, kneel
3. Ability to speak, hear, smell, and exercise visual acuity.
4. Appendix D, Page 44

**Title:** **TEMPORARY SUPPORT STAFF**

**Purpose:** See Bylaws

Other temporary staff may be hired as needed and approved by the Administrative Committee.

### **GENERAL OFFICERS**

**Title:** **DEACONS**

**Purpose:** See Bylaws

**Responsibilities:**

1. They are to be zealous to guard the unity of the Spirit within the Church in the bonds of peace.
2. They shall serve as a council of advice and conference with the Pastor in all matters pertaining to the welfare and work of the Church.
3. They are to serve with the Pastor in performing pastoral ministries tasks, such as:
  - a. Proclaim the gospel to believers and unbelievers
  - b. Care for Church Members and other persons in the community by implementing the Deacon Family Plan.
  - c. Lead the Church to achieve its mission
4. In partnership and counsel of the Pastor they are to have oversight of the discipline and conflict resolution of the Church as guided by the principles established in the New Testament.
5. In partnership with the Pastor, Deacons are to administer the Benevolence Funds of the Church.

6. Prepares elements for communion.
7. Assist the Senior Pastor with Church ordinances.
8. Responsible for discipline and/or removal of their own under procedures adopted by the Deacons.

**Policy:**

1. The Deacon Chairman and Vice Chairman are to be elected annually in the same time frame as other Church leaders.
2. The Deacon Chairman is limited to two consecutive one year terms. This requires one year off before being considered again for Chairman.
3. Deacon of the week is responsible for that week's visitor follow up.
4. A Deacon should be a full time resident to be assigned families as a part of the Deacon Family Plan.
5. Deacon Emeritus status may be assigned to a Deacon by the Deacons due to age, health limitations or family responsibilities.

**Title:** **SUNDAY SCHOOL DIRECTOR**

**Purpose:** See Bylaws

**Responsibilities:**

1. Recruit qualified teachers for all age groups – from children to senior adult. Full-time teachers are to be members of the Church.
2. Establish and approve a cadre of substitute teachers.
3. Submit teachers and substitute teachers list to Pastor(s) or if unavailable, the Administrative Committee for review (revised 6/16/13).
4. Ensure that all teachers are trained and equipped to teach.
5. Provide for literature as required.
6. Coordinate educational space requirements.
7. Keep records of attendance.
8. Coordinate teaching curriculum through Church Council for approval.
9. Ensure implementation of Child Protection Policy in Appendix B.

**Title:** **MODERATOR**

**Purpose:**

The primary responsibility of the moderator is to make preparation and to preside at the Church Business Meetings. By custom, the Pastor serves as Moderator.

**Responsibilities:**

1. Preside at Church Business Meetings based on the agenda and meeting minutes.
2. Announces special Church Business Meetings.
3. Develop Church Business Meeting agenda in cooperation with appropriate persons.
4. Serve as resource to Church Clerk in preparation of Church Business Meeting minutes.
5. Appoint parliamentarian and follow Robert's Rules of Order.

**Title:** TRUSTEES

**Purpose:** See Bylaws

**Responsibilities:**

1. Act as legal agents for the Church, holding legal title to all Church property.
2. Sign all legal documents involving Church property, upon direction by the Church in regular business session.
3. Maintain an up-to-date inventory of all Church property, mortgage loans, and insurance on Church property.
4. Secures all legal documents and titles in lock box according to proper record retention schedules and practices.

**Accountability:**

1. Acts only as directed by the Church in regular business session on all matters.

**Composition:**

Trustees will serve until death, resignation, removal or incapacity to serve.

**Title:** CHURCH CLERK

**Purpose:** The Church Clerk has responsibility for taking accurate minutes and receiving all official written submitted reports approved in Church Business Meetings.

**Responsibilities:**

Copies of Church Business Meeting minutes are to be filed in the church office.

**COORDINATION GROUPS**

**Title:** CHURCH COUNCIL

**Purpose:** See Bylaws

**Responsibilities:**

1. Develop and recommend to the congregation suggested Church short and long-range objectives and goals.
2. Develop and recommend to the congregation strategies for reaching Church goals.
3. Study, analyze, and coordinate suggested program plans from individual Church Council Members.
4. Coordinates and promotes annual Church Calendar of events.
5. Select and appoint Nominating Committee members – six (6) members – two each in three year rotating terms.

6. Due to the importance of meeting agenda, members are to send a representative if unable to attend meetings.
7. Review and approve curriculum and materials for teaching.

**Accountability:**

Present in writing the proposed Church Program Plans for the coming year prior to calendar year end with updates as appropriate.

**Composition:**

Senior Pastor, Associate Pastor, Deacon Chairman, Standing Committee Chairmen, Nominating, Mission, Administrative, Fellowship/Sunshine, Church Services, Youth, Nursery, Ministry Directors (Worship, Sunday School, Men and Women, Children’s Ministry). Others may be added with approval of the Council and Senior Pastor.

**STANDING COMMITTEES**

Each Standing Committee shall consist of a total of six (6) Church Members. These six members are to be divided into three groups of two (2) members in each group with each group serving alternating three year terms. After one year of non-service on a Committee he or she may be eligible to serve again on that Committee.

A Standing Committee may have any number of members or non-members assisting the Committee as determined by the Standing Committee’s voting members, with the exception of the Administrative and Nominating committees. Non-Church members are not eligible to vote on Committee business.

No two people from the same family can serve at the same time on the Administrative Committee. No two people from the same family can serve at the same time on the Nominating Committee.

If a member is appointed and approved by the Church to fill a vacancy of less than a year, that member can again be nominated to the same committee for a new three-year term without the required lapse of one year of non-service.

**Title:**                    **NOMINATING COMMITTEE**

**Purpose:**                See Bylaws

**Responsibilities:**

1. Locate, interview, screen and recommend persons for all Church positions requiring volunteers. (Such as organizational leaders, service leaders, committee members, church officers, etc. This does not include Sunday School teachers or substitute teachers.) (revised 6/16/13)
2. Counsel with Church leaders regarding need for volunteer workers and the performance of present volunteer workers.

**Accountability:**

1. Develop and operate by a plan that distributes leadership according to priority needs.
2. Present names of recommended workers to the Church for approval at the June business meeting.

**Composition:**

Members appointed by the Church Council and elected by the Church.

**Title:**

**MISSIONS COMMITTEE**

**Purpose:**

See Bylaws

**Responsibilities:**

1. Conduct studies and recommend plans goals for mission work and emphasis
2. Establish and maintain communication with the Associational Missions Committee and other appropriate groups outside the Church.
3. Work through the Church Council as the Council coordinates the mission of the Church.

**Accountability:**

Request and administer resources according to the Church's policy and procedures.

**Title:**

**ADMINISTRATIVE COMMITTEE**

**Purpose:**

The work of the Administrative Committee is multi-functional combining the financial, properties and space, plus other added functions related to the administrative needs of the Church. It acts as a support function to the Church for administering Church business affairs, Church maintenance and other related needs such as personnel policy and administration, office administration and disaster recovery.

**Responsibilities:**

1. Develop and recommend a Church budget and administration of Church finances according to Church financial policies:
  - a. Conduct studies and make recommendations to the Church concerning proposed expenditures not included in the budget.
  - b. Review expenditures periodically in terms of budget allocations and recommend adjustments to the Church as necessary.
  - c. Develop and recommend to the Church financial policies and procedures.
2. Oversee the care of all Church property, buildings, and equipment. Study and make recommendations regarding need for additional space and furnishings for Church Program organizations.
  - a. Make regular inspection of all Church property and keep current inventory of all furnishings and equipment and their condition.
  - b. Recommend policies regarding use of Church property and furnishings.
  - c. Make annual study of space needs and allocation to determine if adjustment is needed. Recommend additional space if needed for growth.
  - d. Develop and make recommendations regarding adequate insurance on all buildings, equipment and furnishings.
  - e. Recommend policies regarding maintenance of buildings and grounds and oversee servicing (such as cleaning, snow removal, propane, etc.).
  - f. Develop an appropriate budget for Church approval to support the activities assigned to the Committee.

- g. Develop and administer building, equipment and furnishings security plan including key distribution or access control.
- 3. Manage support functions of the Church related to office administration (church records, files, calendar maintenance, insurance procurement, literature and supplies procurement, disaster recovery, etc.) personnel policy and administration.

**Accountability:**

- 1. Committee will provide periodic reports to the Church at Regular Scheduled Business Meetings and other times when requested.
- 2. Committee expenditures will be held within approved budget and any significant requests for expenditures outside budget must be approved in committee prior to the expenditure.

**Composition:**

The Committee structure requires the following members to represent the body of the Church. The Committee shall consist of six (6) members, grouped in twos with each group serving rotating three year terms. Paid staff may participate but are without voting privileges. The Church Treasurer attends to present financial reports. Pastors attend to provide pastoral input. Immediate family members of paid staff may not serve on this Committee. The Chair of the Administrative Committee will not chair another standing committee.

**Title:** CHURCH SERVICES COMMITTEE

**Purpose:** See Bylaws

**Responsibilities:**

- 1. Recruit, train, and assign a sufficient number of Church Members to serve as greeters, ushers, and money counters at each church event requiring these services. Money Counters are to use the forms provided by the treasurer to record receipt of offerings. The greeters and ushers need not be members of the Church.
- 2. Provide support for the preparation of Baptism.
- 3. In addition to regular Church services, this Committee will oversee and arrange for support needs during special services such as revivals, etc.
- 4. Develop an appropriate budget for Church approval to support the activities assigned to the Committee.
- 5. Counters and/or Ushers are to secure all facilities prior to leaving the Church property

**Accountability:**

- 1. Committee will provide periodic reports to the Church at Regularly Scheduled Business Meetings and other times when requested.
- 2. Committee expenditures will be held within approved budget, and any significant requests for expenditures outside budget must be approved prior to the expenditure.

**Title:** FELLOWSHIP AND SUNSHINE COMMITTEE

**Purpose:** See Bylaws

**Responsibilities:**

1. Responsible for cards or communications to sick or bereaved members.
2. Makes arrangements for food and refreshments during or in support of Church events as needed.
3. Responsible for securing, arranging, and disposing of floral arrangements for Church services.
4. Responsible for formulating and recommending to the Church policies for the kitchen and for communicating these policies to Church Members.
5. Maintain inventory of kitchen supplies sufficient to support Church fellowships

**Title:** YOUTH COMMITTEE

**Purpose:** See Bylaws

**Responsibilities:**

1. Elect a lay member as Chairman.
2. Plans, conducts and evaluates a comprehensive Youth Program.
3. Aids in the enlistment of qualified youth workers.
4. Works with youth in the planning and conducting of special projects.
5. Oversees curriculum, space, equipment, and educational methods.
6. Ensures discipline is enforced that provides protection for the welfare of our youth.
7. Ensure implementation of the Child Protective Policy, Appendix B.

**Accountability:**

1. The Committee will provide periodic written reports to the Church at Regularly Scheduled Business Meetings and other times when requested.
2. Develop a budget for Church approval that will support all activities planned throughout the Church calendar year.

**Composition:**

Six members will be elected by the Church with voting privileges and a representative from the Youth, elected by the Youth, and the Associate Pastor (non-voting).

**Title:** NURSERY COMMITTEE

**Purpose:** The Nursery workers shall support the Church's Childrens Ministry:



**Responsibilities:** The primary responsibility of the Nursery Committee is to develop a comprehensive program for the care of children, as needed, during church activities.

**Responsibilities:**

1. Elect a Chairman from the voting members of the committee.
2. Plans, conducts and evaluates a comprehensive nursery program including budgeted expenditures.
3. Aids in the enlistment of qualified nursery workers.
4. Oversees curriculum, space, equipment, and educational methods.
5. Ensures security and safety of children in the care of nursery staff.
6. Review and update the Nursery Procedures and submit any revisions to the Administrative Committee for approval.

**Accountability:**

1. The Committee will provide periodic written reports to the Church at Regularly Scheduled Business Meetings and other times when requested.
2. Develop a budget for Church approval that will support all activities planned throughout the Church calendar year.

**OTHER COMMITTEES**

**Title:** PASTOR SEARCH COMMITTEE

**Purpose:** The Pastor Search Committee is a special Committee rather than a standing Committee. As a special Committee it functions until its assignment is completed. Please refer to Bylaws —Article Two, Section 1 & 2

**Responsibilities:** As established by Pastor Search Committee Handbook

**OTHER MINISTRIES**

**Title:** CHURCH LIBRARIAN

**Purpose:** See Bylaws

**Responsibilities:**

1. Provide, as associated with the library, printed and audiovisual re-sources.
2. Promotes the use of printed and audiovisual resources.
3. Consults with Church leaders and members in the use of printed and audiovisual resources
4. Secures new printed and audiovisual resources as needed.

**Accountability:**

Promote use of library.

Library expenditures will be held within approved budget and any significant requests for expenditures outside budget must be approved prior to the expenditure.

**Title:** **WEBMASTER**

**Purpose:** See Bylaws

**Responsibilities:**  
Provide communications to membership regarding Church activities.

**Accountability:**  
Reports to the Senior Pastor.

**Title:** **MEN'S MINISTRY**

**Purpose:** The mission of Men's Ministry is to create opportunities for men to come to know Jesus Christ, to be discipled in their Christian life, and provide a place for men to connect and cultivate Christian friendships.

**Responsibility:**

1. Provide Bible Study and special men's events for outreach to men of the Church and community.
2. Equip men in ways that help them grow as Christian men in their family, Church and community.
3. Provide opportunities for small group activities and prayer.
4. Show God's love through service to members and community.
5. The Director of Men's Ministry is to be a member of the Church and elected annually.
6. Regular/full time teachers are to be members of the Church. Substitute or occasional teachers must be approved by the Director of Men's Ministry as meeting the basic spiritual qualifications of a member.
7. The Director of Men's Ministry is to serve on the Church Council and communicate/coordinate curriculum with the Church Council.

**Title:** **WOMEN'S MINISTRY**

**Purpose:** The mission of Women's Ministry is to create opportunities for women to come to know Jesus Christ, to be discipled in their Christian life, and provide a place for women to connect and cultivate Christian friendships.

**Responsibility:**

1. Provide Bible Study and special women's events for outreach to women of the Church and community.
2. Equip women in ways that help them grow as Christian women in their family, Church and community.

3. Provide opportunities for small group activities and prayer.
4. Show God's love through service to members and community.
5. The Director of Women's Ministry is to be a member of the Church and elected annually.
6. Regular/full time teachers are to be members of the Church. Substitute or occasional teachers must be approved by the Director of Women's Ministry as meeting the basic spiritual qualifications of a member.
7. The Director of Women's Ministry is to serve on the Church Council and communicate/coordinate curriculum with the Church Council.

**Title:** **WOMEN ON MISSION**

**Purpose:** The purpose of Women on Mission is to guide women in learning about missions, how to support missions, and to do missions.

**Responsibility:**

1. Train women leaders to do personal witnessing and to conduct mission action programs.
2. Develop and schedule mission study groups as indicated by interest and needs of women in this Church.
3. To educate Church participants about local, state, and North American and International missions.
4. Conduct mission action as opportunities arise.
5. To encourage members to do personal visitation and witnessing.
6. Support missions with prayer and offerings.
7. The Leader of Women on Missions is to be a member of this Church and is to communicate and coordinate activities with the Mission Committee of the Church.

**Title:** **CHILDRENS MINISTRY**

**Purpose:** The Childrens Ministry shall support the children of the church.

**Responsibility:**

1. Vacation Bible School
2. AWANA (Approved Workmen Are Not Ashamed)
3. Fall Festival
4. Easter Egg Hunt
5. Plan and produce special projects
6. Ensure implementation of Child Protection Policy, Appendix B

## **POLICIES & PROCEDURES**

## **CHURCH POLICY STATEMENT**

Policies are rules dealing with general administration of the Church's business.

### **1. PROFESSIONAL STAFF PERSONNEL BENEFITS**

The salary and benefits package for each employee is to be set and budgeted by the Administrative Committee and approved annually by the Church.

#### **Holiday Guideline:**

The following paid holidays shall be included: New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (two days), Christmas Eve and Christmas Day. A holiday which falls on Saturday shall be observed on the preceding Friday, and a holiday which falls on Sunday shall be observed on the following Monday.

#### **Vacation Guideline:**

The Pastors annual vacation with pay is provided and may be taken as determined by the pastors in consultation with the Deacons. The pastors must arrange for pulpit supply or other activities during their absence.

Traditionally vacation will accrue based on years of "denominational" service according to the following schedule:

<b>Years of Denominational Service</b>	<b>Vacation Time Accrued</b>
1 to 5 years service	Two weeks
5 to 15 years service	Three weeks
15 plus years	Four weeks

Normally, vacation time will be taken during the current year. Vacation time should not be carried over to the following year, however extenuating circumstances may make it necessary to carry over unused vacation and those days should be taken as early as possible in the new year. When a holiday falls during vacation period, employee is entitled to add the holiday or take another day later.

#### **Accountable Reimbursement Plan:**

The Church will reimburse for reasonable ministry related business expenses incurred by the Pastors. Senior Pastor is to approve expense reimbursements submitted by staff. Subject to budget limitations, such expenses will include:

1. Business use of automobile, up to the current IRS standard mileage rate to execute his job description. The pastors may be provided a flat monthly rate to cover automobile expenses.
2. Business travel away from Custer County: Transportation, lodging and meals. Transportation, in this case, is reimbursable over and above any approved monthly rate for automobile expenses
3. Convention conference expenses must be submitted for reimbursement.
4. Subscriptions, books and electronic reproduction, if related to ministry.

The Pastors will account for each allowable expense in writing on the last Sunday of each month to the Treasurer. Documentation will include the amount, date, place, business purpose, and business relationship of each expense. A receipt will accompany the documentation.

The Pastors will return cash advances that exceed actual business expenses within 120 days. Under this accountable arrangement the Church will not report amounts as taxable income on the minister's Form W-2. The ministers should not report reimbursed amounts as income on Form 1040.

The IRS requirements that must be met for reimbursable expenses are as follows:

1. Ministers expenses must have a ministry connection. The Pastors must have paid or incurred deductible expenses while performing services as an employee of the Church.
2. He must adequately account to his church for reimbursable expenses within a reasonable period of time.
3. He must return any excess cash advance over expenses within a reasonable period of time.

**Salary Review:**

Performance evaluations and goal planning discussions are to take place annually by supervisor or supervising entity prior to budget setting process. Any recommended salary or benefit changes are to be presented to the Administrative Committee and budget approved prior to communicating with the employee.

**Year End Personnel Honorariums:**

The Year End Personnel Honorariums will be included as a part of the annual Church budget. Eligibility for any honorarium will require at least six months of service to this Church. Only full or part time personnel are eligible for a bonus. The honorarium will be based on the total salary/compensation package of each staff member. The amount is to be up to one-half of the weekly total and is to be awarded in December.

The Administrative Committee is to confirm in their November meeting that funds are available and performance warrants such honorariums, and the amount of each honorarium.

**Paid Staff Personnel Benefits:**

Salary and benefits package is to be established by the Administrative Committee for each employee (i.e.: holidays, vacation, sick leave, revivals, mission trips, etc.)

**Education Reimbursement:**

1. Education reimbursement must be approved in advance by the Administrative Committee.
2. Education must benefit Church purposes.
3. Reimbursement may not exceed approved and budgeted amount.
4. Person receiving benefit must show evidence of course completion and related out of pocket expenses.
5. Reimbursement is not to exceed 80% of out of pocket expenses.

**2. CHURCH FINANCES**

### **Church Finances Policy Overview:**

1. The Church will endeavor to be good stewards of all money and resources, to operate using accepted Church accounting practices and abide by local, state and Federal laws and regulations.
2. The Church will depend on the tithes, offerings and gifts of its members and participants as the primary financial support.
3. The Church annual budget will be developed by November and presented to the church for approval at a Business Meeting.
4. All funds received shall pass through the Church Treasurer and be recorded on the Church books.
5. The Administrative Committee shall approve the Treasurer's system of accounting that will provide proper handling of all funds.
6. Envelopes will be made available to members and participants who contribute to support the Church ministry.
7. All checks made out for payment of bills, invoices, debts, etc. will be signed by an authorized signer. Checks in excess of \$1000.00 require a second signature by an authorized signer.
8. A record of contributions will be maintained on all contributions and reported at least annually to contributors.
9. A financial report will be prepared and presented each month on all receipts and disbursements of funds to the Administrative Committee.
10. Financial reports will be prepared each quarter showing current quarter and year to date variances. These reports will be presented at Regular Business Meeting and will be available in the Church Office.
11. All financial reports are to be stored off site on either computer discs or hard copy.
12. All financial records will be retained for seven (7) years.
13. The Administrative Committee will recommend to the Church a minimum of three Church Members that live locally as check signers to support the Treasurers' requirements.

### **Definition of Terms:**

#### **Accounting Month:**

Starts on the 1<sup>st</sup> day of the month and closes on the last day of the month.

#### **Accounting Year:**

Begins on January 1<sup>st</sup> and closes on December 31<sup>st</sup>.

#### **Designated Funds:**

From time to time special needs are identified which require gifts to be solicited and received to accomplish a project or special ministry. Establishing the required special designated fund to house receipts must be approved by the church in its normal business meeting.

Any one-time gift directed by the giver, for a single cause, will be handled, by the Treasurer, as a pass through item using current accounting procedures. The entire balance must be used for the cause with no remaining balance shown on the records. (10/29/17)

No designated fund will be established and no solicitation will be made to the Church for further gifts. Accounting entries will be recorded on the monthly church finance report but no balances will be carried forward. Gifts must be directly related to church needs or ministries.

**Budget Planning:**

The Budget Planning Worksheet will be prepared by the Treasurer and submitted to the Administrative Committee no later than September 1st to begin the Budget Planning process. The planning lines should be filled in and returned to the treasurer for final preparation no later than October 1<sup>st</sup> and provided to the Administrative Committee. The Administrative Committee will present the proposed budget to the church for approval at a Business Meeting.

**Working with Contractors:**

It is extremely important the Church observe strict guidelines concerning employment of contractors. The Church only carries Workman's Compensation Insurance on our Pastor and Church Staff therefore, the following guidelines should be observed when employing contractors:

1. For significant re-modeling and/or construction contracts, we must have a current certificate of Liability Insurance and Workman's Compensation Insurance from the contractor before work begins.
2. For cleaning, lawn work, or general building maintenance, we must have the contractor sign a waiver of any Church liability while performing their work. In addition, they must present an invoice. (Copy of Financial Liability Release Form is available in the Church Office Copy of Church Operations Manual. (See Appendix A)

**3. PROPERTY AND FURNISHINGS****Directives on the Use of Church Property:**

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

1. The pastor or official designee must approve all uses of church facilities. Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment may be made available to non-members or outside groups complying with the directives.
2. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.
3. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form (Appendix F). A security deposit

- may be required.
4. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.
  5. Regularly scheduled meeting and services shall have priority for use of facilities.
  6. The use of decorations, the changing of furniture, attachment of materials to walls, and items of similar nature shall be done only with the advice and consent of the Administrative Committee or their designee.
  7. Use of all classrooms and other areas must be left clean when finished. Please pick up all containers; empty any liquid; and put them in garbage cans. All other leftover food that could attract pests should be taken to the outside dumpster. Any accidental spills of any kind of stain or paint should be reported. If necessary, vacuum the carpets.
  8. All windows and doors shall be closed and locked with all inside lights turned off prior to leaving.
  9. Use of audio/visual equipment must have prior approval from the Audio/Visual Committee or the Pastor.
  10. Use of facilities does not include use of supplies unless approved by the Fellowship Committee.
  11. Facilities are available between the hours of 8:00a.m. and 9:00p.m. Use outside these hours may be approved by the pastor or official designee.
  12. Use of church facilities is subject to a use and maintenance fee.

### **Van Policy:**

#### Who Can Drive

The First Baptist Church of Westcliffe Van can be driven by First Baptist Church of Westcliffe members who are between 25 and 65 years old or older (as Approved) with a valid Driver's License and are using the van for a clearly specified ministry of First Baptist Church of Westcliffe. The van may not be used for personal use unrelated to the ministries of First Baptist Church of Westcliffe. Any Exceptions must be approved by the Administrative Committee or Senior Pastor.

#### Requirements to Drive

The following is required to drive the First Baptist Church of Westcliffe van:

1. You must be a First Baptist Church of Westcliffe member with valid ministry need
2. You must be Between 25-65 years with a valid Driver's License (Special Permission Must be Granted for those not in this age range as per our Insurance Requirements)
3. You DO NOT need a CDL to drive the 15 passenger Van
4. You must have a clean driving record
  - Insurance Requirements:*
    - Drivers should have good driving habits.
    - They should not have more than one at-fault accident or one minor traffic violation within the last three years.
    - Drivers having violations such as careless driving, reckless driving, or driving under the influence should not be allowed to operate vehicles.
5. You must have filled out a FBC Van Registration form



6. If you are transporting minors, you must have valid permissions slips from parents and/or guardians allowing them to be in a moving vehicle with you as the driver
7. You must return the Van key to the First Baptist Church of Westcliffe Office or to a location agreed upon by both parties
8. Seat belts must be worn by all occupants of the Van
9. Notice: the van has a maximum capacity of 15 including the driver. Failure to stay under this maximum can result in a major violation and fine
10. You must agree to all the policies.

#### Fuel Costs

Fuel costs for the Van is to be taken directly out of each ministry's specific budget.

1. If an individual group use the van, they are responsible for their own fuel.
2. When you drive the First Baptist Church of Westcliffe Van you must return it with a full tank of gas (or at least to the same level as when you first obtained the van).
3. The inside of the van must be cleaned and all trash removed when returned. Failure to do so could result in suspension of your group's privileges to use the van.
4. Please see the financial secretary about submitting the proper paper work for reimbursement. You must keep a receipt of the purchases.

#### Trip Log

A trip log is located in the van and must be filled out for each use. Please report all information on the log and also any observations about the van not operating properly to the church office.

#### Reservation Policy

A completed Reservation Form is required to reserve the First Baptist Church of Westcliffe Van for a specific date, or specific ongoing ministry usage. Please note, for a one-time use, the reservation form is due a minimum of one week (five business days) prior to the date of reservation.

#### Priority of Reservation

Reservation of the First Baptist Church of Westcliffe Van does not guarantee its use. Reservations are reviewed by Senior Pastor and Secretary and granted based on the priority of need. ***Generally, First Baptist Church of Westcliffe core ministries (Children, Youth, etc.) are given top priority for the Van.*** Other usage is worked around those needs.

You will be contacted to verify and confirm your reservation of the Church Van.

#### **Weddings:**

See also Use of Church Property above.

It is most important to keep in mind that a Church wedding is a service of the Church and shall be in accordance with our Bylaws. All elements of the service should be in keeping with the reverence that is observed upon entering the House of the Lord.

Fees: Wedding fees for use of Church facilities are divided into two categories:

1. Members of the Church No charge
2. Non-Members To be approved and determined by Administrative Committee.

Whenever candles are used, they must be drip-less, and must be in candelabras, which will catch and contain any possible drippings, and the floor will be thoroughly protected.

Under no conditions shall decorations be attached to the pews or other furniture by pinning, gluing, or nailing/tacking.

When facilities are used, all decorations and flowers shall be removed from the church building immediately following its use.

All facilities will be left “broom clean” after removal of flowers, candles, etc.

#### **4. PULPIT VACANCIES**

##### **Pulpit Supply:**

The Pastor is responsible to arrange for pulpit supply in his absence. In the event the Church has no Pastor, or Pastor is incapacitated, the Deacons will make arrangements for a pulpit supply.

##### **Interim:**

The interval before a Pastor is called; the Pastor Search Committee may recommend to the Church that an interim Pastor be elected in accordance with the Pastor Search Committee Handbook. A Church designated Interim Pastor has the authority and responsibility of the Senior Pastor position.

The Administrative Committee establishes guidelines for pay and benefits for each of the above cases.

#### **5. ELECTIONS**

##### **PASTOR ELECTION**

See Bylaws

The following election procedures will be followed:

1. A special called meeting will be announced at two consecutive regular Church services. Since the selection of a Pastor is such a significant decision, a vote should be taken when the largest number of members can be present, such as, the Sunday morning service.
2. At the special called meeting, the Chairman of the Pastor Search Committee will make recommendation and place the name of the prospective Pastor into nomination.
3. Election will be by secret ballot.
4. Election requires an affirmative vote of eighty percent (80%) of those members voting.
5. The Pastor Search Committee will inform the prospective pastor results of the election
6. This election is considered extremely important and as many of the membership as possible should be able to provide input, therefore, certified absentee ballots are authorized.

##### **ASSOCIATE PASTOR**

The Pastor Search Committee, in consultation with the Senior Pastor and the Deacons, will present to the Church in the form of a recommendation at a Business Meeting (regular or called) of the prospective individual. Election will be by secret ballot and requires 80% affirmative vote from those members present and voting. Consideration should be given to having the election when most members can be present.

## **DEACON ELECTION**

The following procedures will be followed for the election of Deacons:

Candidates must be a member of FBC of Westcliffe for a minimum of one year prior to consideration. Having been ordained in another church previously does not determine Deacon status for FBC Westcliffe.

1. Recommendation for candidates for Deacon shall come from the Pastor, Deacons, or Church membership.
2. All candidates are to be screened, by the Pastor and active Deacons, to determine if they meet scriptural qualifications. A qualification statement is available as a guide for this process.
3. Deacons shall be elected at Regular Business Meetings of the Church by secret ballot.
4. Each candidate must receive a majority vote of those members present and voting to be elected.
5. Any persons elected that have not been ordained will be ordained as soon as the Church can convene an Ordination Council and schedule the service.

## **QUALIFICATIONS FOR DEACONS**

Acts 6:1-6 provides the pattern of Deacons being set aside for service and to maintain harmony. Deacons are to be Servants of the Church, freeing the Pastor for prayer and the ministry of the Word. They are protectors and promoters of Church harmony and fellowship. They minister to the Pastor's needs. They advise the Pastor of needs of problems of or with the Church Family and assist the Pastor in responding to those needs.

I Timothy 3:8-13 gives us the scriptural qualifications for a man desiring the Office of Deacon:

*(NIV) I Timothy 3 (8) Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. (9) They must keep hold of the deep truths of the faith with a clear conscience. (10) They must first be tested: and then if there is nothing against them, let them serve as deacons. (11) In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. (12) A deacon must be the husband of but one wife and must manage his children and his household well. (13) Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.*

## **6. TERMINATION OF PASTOR**

If, in the judgment of the Church, the conduct of the Pastor justifies termination of his ministry for cause (for example, immorality, dishonesty, neglect of pastoral duties, etc.) the following action may be taken for immediate termination of his ministry.

1. A special called meeting will be convened, by the Deacons. Every attempt will be made to announce the meeting date and purpose at two regular Church services preceding the date of the meeting. This requirement may be waived if urgency dictates.
2. Dismissal requires a two thirds majority of Members present and voting by secret ballot. All blank ballots will be removed before the count.
3. If the vote affirms dismissal of the Pastor, the pulpit will be declared vacant.
4. The Deacon body, in collaboration with the Administrative Committee, will determine details of separation (moving from parsonage, any salary separation package which may include up to two months termination pay, etc.)

## **7. TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

1. Death – the event will be noted in the membership records.
2. Letter of request to join another Baptist church of like faith and order.  
A letter of transfer is used by the Church Secretary to transfer a church letter to another church after official approval has been voted in business session.
3. Exclusion by action of the Church. Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, every reasonable measure will be taken by the Pastor and Deacons to resolve the problem in a spirit of Christian kindness and love. However, if it is concluded the welfare of the Church will best be served by the exclusion of the member, the following action will be taken.
  - (a). An exclusion statement will be placed on the Church’s agenda.
  - (b). In a Regular Business Meeting or meeting called for this purpose, the exclusion statement will be discussed, and if a motion and second is made to proceed with action;
  - (c). The Church will take action by a two-thirds vote of the members present at the Business Meeting. If vote affirms exclusion;
  - (d). The Church may proceed to declare the offender to be no longer in the membership of the Church.
4. Inactive members will be contacted after two years of inactivity and non-attendance by a letter from the church. If there is no response, or they request removal from membership, they will be removed from membership.

Any person whose membership has been terminated for any condition, which has made it necessary for the Church to exclude him/her, may upon his or her request be restored to membership by a vote of the Church upon evidence of his or her repentance and reformation.

## **8. WEATHER**

In the event of inclement weather the Senior Pastor and the chair of Deacons will make the decision regarding services cancelation.

## **9. CHILD PROTECTION**

The Child Protection Policy is an official part of this document. (See Appendix B)

## **10. CONFLICT RESOLUTION**

Conflicts that may arise within a Church body must be resolved Biblically and quickly in order to preserve the unity of the Spirit in the bond of peace. (Ephesians 4:1-3) It is necessary to reflect forgiveness, pursue peace, promote reconciliation and love of Jesus to all Church members and to the community. (Colossians 3:12-15, Hebrews 12:14-1, Matthew 5:23-24 and 18:15-17, Romans 12:8 and 14:17-19) We must seek restoration in Christ and in a spirit of gentleness. (Galatians 6:1).

## **GOVERNMENT**

### **TAX STATUS FOR MINISTERS**

The Church will comply with applicable IRS tax law. Pastor(s) should consult a qualified tax CPA specializing in ministers tax accounting and reporting.

### **SUMMARY OF MINISTER'S TAX REPORTING REQUIREMENTS**

Current tax law should be checked for possible law changes.

1. Ordained ministers should generally be treated as "employees" for income tax purposes in regard to their regular pay from the Church. The IRS requires a W-2 for filing with Form 1040. Internal Revenue Code section 107 excludes the housing allowance. Do not include it with pay on the W-2. However, it must be shown.
2. Ordained ministers are considered self-employed for Social Security purposes and must pay self-employment tax on cash salary, housing allowance and any social security equivalent paid to them.
3. A minister reports money received for weddings, funerals and other individual services along with related expenses on Schedule C. For these sources of income and related expenses the minister is considered self-employed.

### **HOUSING ALLOWANCE**

Generally, for ordained ministers, personal income includes cash pay and a housing allowance or a parsonage in which to live. Even if a minister lives in a rent-free parsonage, a housing allowance may be provided to cover all allowable expenses. This may include utilities the minister pays, the cost for furnishings, accessories, appliances, and insurance on the contents of the home.

Budget planning will include a total amount for personal income and then allow the pastor to estimate how much of this amount should be designated as housing allowance. Procedures and necessary forms are maintained by the Administrative Committee and Treasurer to establish the Housing Allowance according to guidelines established in Internal Revenue Code Section 107.

### **MINISTER'S ESTIMATE OF HOUSING EXPENSES**

This Form is available in the Office Copy of the Church Operations Manual and the Pastor prepares and gives to the Administrative Committee no later than December 1<sup>st</sup> each year.

FORM: (See Appendix C) Treasurer prepares and submits for Church approval at December business meeting. The Chairperson of the Administrative Committee signs the approved document and gives a copy to the minister. The original document will be kept on file by the Treasurer.

## **RECORDS RETENTION AND DISASTER RECOVERY**

### **1. Records Retention**

“Off site” means that a backup or duplicate copy is held in a secure non-church location as determined by the Administration Committee.

The safe storage of and the timely disposition of the following church records:

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>TIME OF RETENTION</b>	<b>RETENTION LOCATION</b>
1.	Treasurer’s Financial Records and Receipts	Seven Years	Paper=Store Room Computer Discs=Safety Deposit Box or Off Site
2.	Long Term Contract Documents	Term Of Contract Plus five years.	Safety Deposit Box
3.	Deeds, Titles, Corporation Papers	Until Documents Are No Longer Active	Safety Deposit Box
4.	Tax Records	Seven Years	Paper=Store Room Computer Discs=Safety Deposit Box or Off Site
5.	Church Minutes and Historical Records	Indefinitely	Paper=Store Room Computer Discs=Safety Deposit Box or Off Site
6.	Membership Records	Indefinitely	Paper=Store Room Computer Discs=Safety Deposit Box or Off Site
7.	Official Church Correspondence	Review and Discard As Required Annually	Paper=Store Room Computer Discs=Safety Deposit Box or Off Site
8.	Computer Back-up Discs	Rotate Monthly	Off Site From Computer

### **2. Disaster Recovery**

The ability of the Church to continue its day to day operations in the midst of any natural disaster may

include but not be limited to:

1. Destruction of part or all of the Church facilities.
2. Destruction of part or all of the Church Records stored on or off site.

The following table will define individual and/or committee responsibilities for Disaster Recovery:

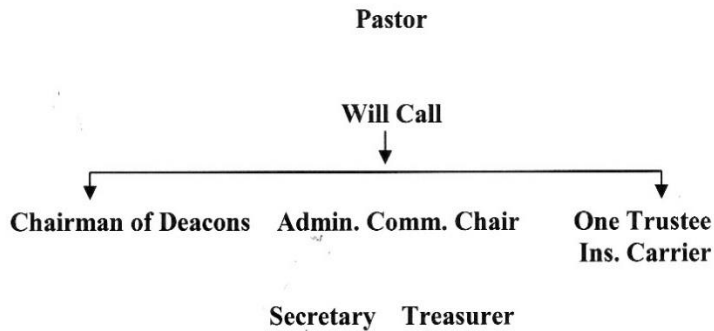
<b>ITEM #</b>	<b>TYPE OF DISASTER</b>	<b>ACTION REQUIRED</b>	<b>RESPONSIBLE PERSON OR COMMITTEE</b>
1.	Facilities	Clean-Up	Administrative Committee and Congregation
2.	Facilities	Insurance Negotiation	Trustees
3.	Facilities	Re-Construction	Administrative Committee
4.	Facilities	Alternative Meeting Place	Administrative Committee
5.	Records	Regeneration Of Records Sufficient To Continue Operations	Secretary and Treasurer

## **EMERGENCIES**

### **EMERGENCY PROCEDURES**

Emergencies may occur caused by natural disasters, fire, vandalism, etc. Should any of these events cause damage to Church facilities; the following general emergency plan can be activated:

1. First person to learn of event will activate the following priority phone calling procedure:



2. Church Secretary will contact appropriate committee personnel to activate Disaster Recovery Plan as outlined in the Church Operations Manual.
3. Trustee, if necessary, will contact our insurance carrier to review coverage and activate claim procedures (Insurance documents are housed in the Church safety deposit box located at First State Bank of Colorado. Keys to lock box are held by a Trustee and the Treasurer.)
4. Deacons, if necessary, can inform families as appropriate.

In emergency situations, the Trustees, acting as legal representatives for the Church, are authorized to act in the Church's behalf.

## **REVISIONS**

Revisions to the Operations Manual may be made at any Scheduled or Called Business Meeting by a majority vote of those members present and voting. Note that changes may not be made to this document that conflict with the Bylaws without first changing the Bylaw provision.



**RELEASE OF LIABILITY**  
**READ CAREFULLY – THIS AFFECTS YOUR LEGAL RIGHTS**

In exchange for participation in the activity of \_\_\_\_\_ organized by \_\_\_\_\_ (“ \_\_\_\_\_”), of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and/or use of property, facilities and services of \_\_\_\_\_, I agree for myself and (if applicable) for the members of my family, to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by \_\_\_\_\_, or the employees, representatives or agents of \_\_\_\_\_.
2. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge \_\_\_\_\_ for injury, loss or damage arising out of my or my family’s use of or presence upon the facilities of \_\_\_\_\_, whether caused by the fault of myself, my family, \_\_\_\_\_ or other third parties.
3. I agree to indemnify and defend \_\_\_\_\_ against all claims, causes of action, damages, judgments, cost or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family’s use of or presence upon the facilities of \_\_\_\_\_.
4. I agree to pay for all damages to the facilities of \_\_\_\_\_ caused by my or my family’s negligent, reckless, or willful actions.
5. Any legal or equitable claim that may arise from participation in the above shall be resolved under \_\_\_\_\_ law.

**I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.**

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Participant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

In case of emergency, please call \_\_\_\_\_ (Relationship: \_\_\_\_\_)  
at \_\_\_\_\_ Ext. \_\_\_\_\_ (Day), or \_\_\_\_\_ Ext. \_\_\_\_\_  
\_\_\_\_\_ (Evening).

## APPENDIX B

# CHILD PROTECTION POLICY FIRST BAPTIST CHURCH OF WESTCLIFFE WESTCLIFFE, COLORADO

### **I. Goal**

First Baptist Church of Westcliffe intends to provide a safe environment for all children participating in any Church activity. The Church's goal is to ensure that children are safe and protected while attending our activities. The term "child" or "children" shall include all persons under the age of eighteen (18) years. The term "persons" refers to any Church member who works with children in any capacity.

### **Selection and Screening Process**

### **II. Initial Selection and applications**

First Baptist Church of Westcliffe shall require all persons who intend to work with children in any Church program, either as employees or volunteers of the Church, to complete and provide to the Church an application, enclosure (1), for the position to which they seek to participate. The Church shall review all such applications and shall accept only those qualified applicants who the Church determines are capable of responsibly managing the functions required to work with children. All volunteers who work with children must first be members of the First Baptist Church. Only the Pastor or his agent may authorize exceptions to this rule.

### **III. Minimum age**

All volunteer workers must be 18 years of age or older. Younger persons may assist adults, but may not take the place of adult volunteers. Responsible teens (under the age of 18) may serve only in positions under the direct supervision of an approved adult worker.

### **IV. Six-month rule**

To allow time for evaluation, no volunteer shall work with children until he or she has been an active and participating member of the Church for a minimum of six (6) months. The applicant must regularly attend and be involved in Church activities. Only the Pastor or his agent may waive the six-month rule.

### **V. References and background check**

Every volunteer must provide at least three (3) references. The Pastor, Associate Pastor, or a designated Deacon will contact each reference, in person whenever possible. A criminal background check and child abuse registry check shall be required. No one convicted of a crime involving misconduct with children will be allowed to work with children. Completing the application authorizes the Church to conduct these checks. Background checks will be confidential. A designated Church representative will conduct criminal background checks under the guidance of the Pastor or his agent.

### **VI. Safety**

Persons who drive for Church activities transporting children must maintain a valid Colorado driver's license, provide proof of insurance in such amounts as may be required by the Church, and comply with all other Church transportation policies. It is the goal of the Church that volunteers who work with children maintain current certification in basic first aid and basic CPR.

### **VII. Identification**

The Church will maintain an identified photograph of all volunteers who work with children. The Church will maintain current contact information for all volunteers. At the discretion of the pastor or of the activity leader in consultation with the pastor, volunteers may be required to wear photographic identity badges at selected Church activities.

### **VIII. Acknowledgement**

All applicants must acknowledge in writing that they understand the Church's policies pertaining to the protection of children and that they agree to abide by them. Please see enclosure (2).

## Regulations for Working with Children

### **IX. Safety**

It is the responsibility of all persons having contact with children participating in Church programs to promote the safety of the participants giving regard to all factors and circumstances known to them. If an unsafe condition exists, such persons shall immediately take appropriate precautions to protect all children. Nothing contained in any other Church policy shall relieve persons having contact with children from this responsibility.

### **X. Two-adult rule**

First Baptist Church of Westcliffe intends that a minimum of two workers attend when supervising children regardless of the number of participants, location, or activity. When practical, these two adults should not be related to one another. Some Sunday School classes may have only one adult teacher. In these instances, doors to the classrooms will remain open unless the doors have visibility through windows. At no time should an adult ever be in a room alone with a child.

### **XI. Observation of children**

The Church will endeavor to schedule activities for children in areas visible from adjoining areas. Such visibility will be maintained by leaving curtains, blinds, or door open. The activity leader may make reasonable exceptions to this rule when seclusion is necessary for rest, provided two unrelated workers are present in the room at all times. At no time will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen.

### **XII. Ratio of volunteers to children**

The activity leader will ensure a reasonable ratio of adults to children when supervising children. The activity leader will determine the specific number based on the circumstances of the event.

### **XIII. Oversight**

The Pastor, Associate Pastor, or designated Deacon may make unannounced visits to classes and other activities involving children.

### **XIV. Awareness of Church policy**

The Pastor, Associate Pastor, or Sunday School Director will schedule a yearly time to review and discuss the Child Protection Policy with all teachers, workers, volunteers who are working with children.

### **XV. Children's pickup**

Parents or guardians are responsible for the safe pick-up of their children at the conclusion of any Church activity. If the parent or guardian does not pick up a child younger than six on time, volunteers will keep the child under safe supervision until the parent or guardian is located. A child of twelve years or younger shall not be taken from or allowed to leave church property, either unattended or in a group, without specific parental permission.

### **XVI. Release of claims**

In accordance with C. R. S. 13-22-107, the parent or guardian, on behalf of said child, is releasing and waiving their, and their child's, prospective claim for negligence related to any injury or death to the child, which occurs during, or as a result of the child's participation in activity. Prior to any activity away from the Church, a parent or legal guardian must sign a Release of Claims, enclosure (3), including Medical Release form. No child may participate in an away activity without the form signed and in the possession of the Church. Additionally, when it is necessary to use Church sponsored transportation the General release and Indemnity Agreement, enclosure (4), must be signed by the parent or guardian.

## Reporting and Responding to Alleged Child Abuse or Neglect

### **XVII. Reporting obligation**

C. R. S. 19-3-304 requires a member of the Clergy "who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would

reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department or local law enforcement agency.” Abuse or neglect is defined as when a child is “subject to sexual assault, molestation, exploitation, emotional abuse or prostitution; where a child is in need of food, clothing, shelter, medical care or supervision because parent or guardian fails to do so; where child exhibits evidence of skin bruising, bleeding, malnutrition, burns, fractures, or similar injury or circumstances indicate a condition that may not be the product of an accidental occurrence.” Anyone who has reasonable cause to believe that a child is being physically or sexually abused or neglected must report this information immediately. When in doubt, call the Pastor or Associate Pastor for guidance.

### **XVIII. Reporting**

It is the policy of the Church to act on any incident of child abuse or neglect. When appropriate:

- 1. Act immediately to stop any abuse.**
- 2. Do not treat any suspicion as frivolous.**
- 3. Notify the Pastor or Associate Pastor immediately.**
- 4. Notify and cooperate with law enforcement officials.**

The Pastor, Associate Pastor, or the designated agent, in consultation with law enforcement and legal counsel, will determine whether further access to Church property is authorized by the accused until formal investigation is complete and ruling established by appropriate authority. The Church may consult legal counsel and law enforcement officials depending on the evidence available. The Pastor, in consultation with legal counsel, will determine the information he believes is appropriate to relate to the congregation except the identity of the victim and accused person.

**Anyone who has cause to believe that a child’s physical or emotional health or welfare has been or may be adversely affected by abuse or neglect shall report that belief according to the following procedure:**

- a. The individual shall report such belief to law enforcement.**
- b. The individual shall also report to the Pastor or staff (unless it is believed that one or the other is the offender.**
- c. The Pastor or his agent will report the matter to law enforcement also.**
- d. The Pastor or his agent will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).**
- e. The Pastor or his agent will notify legal counsel and the Church’s insurance agent.**

### **XIX. Confidentiality**

All reports of child abuse or neglect shall be held in absolute confidence except as necessary to cooperate with any official investigation. The Pastor, in consultation with the official conducting the investigation, may authorize limited additional disclosure if necessary to protect other children from harm, particularly where the person responsible for the abuse cannot be identified. In no case shall the identity of the victim or the accused person be disclosed except as required by law.

### **XX. Suspension of church related duties**

The Church will immediately suspend any person accused of child abuse or neglect.

# Application for Volunteer Workers Who Will Work With Children

## Enclosure 1

All applicants for positions involving the supervising or custody of children require this application. It will assist the Church in providing a safe and secure environment for all preschoolers, children and youth.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ SSN: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Position applying for: \_\_\_\_\_

Date you would be available: \_\_\_\_\_ Days of the week available: \_\_\_\_\_

When did you make your profession of faith in Christ? When baptized?

\_\_\_\_\_

Are you a member of this church? Yes \_\_\_\_ No \_\_\_\_

Please list the names and locations of other churches that you have attended regularly within the last 10 years.

List the names of three other members of the church who know you:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

List the names, addresses, and phone numbers of three personal references:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Because we care for our children and desire to protect them, we ask you to answer the following questions. We understand they are personal and we will protect your privacy.**

Have you ever been known by another name?

Yes \_\_\_\_ No \_\_\_\_ . If yes, please explain: \_\_\_\_\_

During your lifetime, have you ever been arrested for molesting or abusing a child, accused of physical assault or a sexual offense of any nature?

Yes \_\_\_\_ No \_\_\_\_ . If yes, please explain: \_\_\_\_\_

Have you ever been prosecuted for child abuse or molestation?

Yes \_\_\_\_ No \_\_\_\_ . If yes, please explain: \_\_\_\_\_

Are you willing to be photographed for the confidential church personnel records?

Yes \_\_\_\_ No \_\_\_\_

Are you willing to wear a photo identification nametag whenever you are supervising children?

Yes \_\_\_\_ No \_\_\_\_

Please list any convictions for any offense greater than traffic offense to include alcohol and drug convictions and driving status offenses.

\_\_\_\_\_

#### **Applicant Statement**

I hereby certify that I have read and completed the above application. My answers are true and correct to the best of my knowledge. I authorize the Church to conduct a civil background check.

I give permission for the church to maintain my photograph on file and to conduct a criminal-court background check on me now and at regular intervals. If allowed to work with children I agree to be bound by the bylaws and policies of First Baptist Church.

I hereby authorize all persons, schools, organizations and law enforcement agencies to supply First Baptist Church of Westcliffe with any information concerning my character or background in connection with working with children and I hereby release them from liability or damages that may occur because of their response to this request.

I authorize First Baptist Church of Westcliffe to supply my service record, in whole or part, to any prospective or future organization or agency with a legal and proper interest in them. I understand that if allowed to serve, that any misrepresentation made by me in this application shall be considered sufficient cause for my dismissal without advance notice. I have been appraised of and support the church's position regarding the problem of child abuse and neglect.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgement of Receipt of the  
Child Protection Policy**

Enclosure 2

I acknowledge receipt the First Baptist Church of Westcliffe's Child Protection Policy. I have read and understand document. I agree to comply with them.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## Release of Claims Form

Enclosure 3

NAME OF PARENT OR GUARDIAN (please print):

---

ADDRESS: \_\_\_\_\_

PARTICIPANT'S NAME: \_\_\_\_\_

ACTIVITY (be specific and include all events):

---

DATE(S) OF ACTIVITY: \_\_\_\_\_

I hereby affirm that the participant shall be participating in the above named activity and certify that I am cognizant of the inherent dangers associated with participation in the Activity and with the fact that participating in the Activity may take place outside of, or off of, Church premises.

I understand and agree that in accordance with C. R. S. 13-22-107, neither First Baptist Church of Westcliffe, nor its trustees, representatives, instructors or agents may be held liable in any way for any occurrence in connection with participating in the Activity, which may result in injury, harm or other damages to my family or me. To wit:

- a. Release the Church from any legal liability for any injury or death caused by or resulting from participation in activity listed.
- b. Participant expressly assumes such risk and waives any claims participant might have against the Church as a result of physical injury incurred in said activities.
- c. Participant releases the Church from any and all liability, claims, demands or actions or negligence or from any some other cause.

As a part of the consideration for being allowed to enroll and participate in the Activity, I hereby personally assume all risks in connection with participation in the Activity. I further release First Baptist Church of Westcliffe, its trustees, instructors, agents and representatives for any injury or damage that may befall my child while my child is enrolled in or participating in the Activity. I further agree to save and hold harmless First Baptist Church of Westcliffe, its trustees, instructors, agents and representatives from any claim by me or my family, estate, heirs or assigns arising out of my child's enrollment and participation in the Activity. I also authorize First Baptist Church of Westcliffe to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur to my child while participating in the Activity.



**Release of Claims Form (cont)**

I further state that I am of lawful age and legally competent to sign this affirmation and release; that I understand the terms herein are contractual and not a mere recital; and that I signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the contents of this affirmation and release by reading it before I have signed it.

I have executed this affirmation and release on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature: \_\_\_\_\_

GENERAL RELEASE AND INDEMNITY AGREEMENT  
FOR TRANSPORTATION SERVICES

Enclosure 4

BE IT KNOWN, that \_\_\_\_\_, (hereinafter referred to as "Guardian"),  
in consideration of the transportation services provided by First Baptist Church of Westcliffe received  
on behalf of \_\_\_\_\_ (the "Child"), the receipt of which services is  
hereby acknowledged, does hereby remise, release, acquit, satisfy, and forever discharge the  
Church and the Vehicle Provider, of and from all manner of actions, causes of actions, suits, debts,  
covenants, contracts, controversies, agreements, promises, claim and demands whatsoever, which  
said Guardian hereafter can, shall or may have, or which any personal representative, successor,  
heir or assign of said Guardian or of the Child, against said Church and Provider, by reason of any  
matter, cause or thing whatsoever arising from the transportation services described above; and  
further the Guardian agrees to hold the Church, the Driver, and the Provider harmless from any  
suit, liability, claim, action or loss arising out of said transportation services and to pay for all  
reasonable attorney's and expenses in the event the Driver, the Provider or the Church is required  
to enforce this agreement or defend against any claim otherwise covered by this agreement.

IN WITNESS WHEREOF, the said Guardian has hereunto set hand and seal  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY:

\_\_\_\_\_  
Guardian

**MINISTER’S ESTIMATED HOUSING EXPENSES**

Year 20\_\_\_\_

	Annual Amount
1. Rent/Mortgage (1 <sup>st</sup> mortgage \$ _____, 2 <sup>nd</sup> mortgage* \$ _____)	\$ _____
2. Insurance (if not included in mortgage payment)	_____
3. Real Estate Tax (if not in mortgage payment)	_____
4. Home Improvements (including loan payments)	_____
5. Furniture, Appliance, Piano, Artwork, etc. purchase/repair/cleaning	_____
6. Furnishings (rugs, curtains, cookware, dishes, tableware, appliances, linens, Picture, plants, telephones, radios, CD player, VCR, TV, personal-use computer, household equipment, supplies, etc.)	_____
7. Utilities (gas, electric, water, trash, basic internet access, telephone monthly base rate and installation fees, cable TV monthly base rate, etc.)	_____
8. Repairs, maintenance, remodeling, and renovations	_____
9. Cleaning (cleaning supplies, rental of cleaning appliances, contracted cleaning services, etc., but not maid service.)	_____
10. Landscaping and lawn care (plants, fertilizers, fencing, trees, lawn tools, lawn mower, mowing, etc.)	_____
11. Legal, bank and title fees (year of purchase only)	_____
12. Down payment (year of purchase only unless actually paid in more than one year). See note below.	_____
13. Contingent, unforeseen expenses	_____
<b>TOTAL ESTIMATED HOUSING EXPENSES</b>	<b>\$ _____</b>

To simplify the Church Treasurer’s monthly bookkeeping, round off to the requested housing allowance to a number easily divisible by 12.

\*Payments on loans not used for housing expenses, even if the loan is secured by the house, cannot be applied to the minister’s housing allowance exclusion.

While a down payment can be claimed as a housing expense, advance tax planning with a qualified tax accountant is recommended to maximize tax savings, stay within allowable limits, and reduce IRS audit potential. Do this tax planning before the house is purchased, preferably before making a purchase offer.

## **OFFICIAL DESIGNATION OF MINISTER'S HOUSING ALLOWANCE**

Internal Revenue Code Section 107 and Federal Treasury Regulation 1.107-1 provide that the gross income of a minister of the gospel does not include “the rental value of a home provided” and/or the allowance paid as a part of compensation to the extent used (1) for rent of a home, (2) for purchase of a home and (3) for expenses directly related to providing a home. In order for the minister to qualify for this exclusion the church must officially designate in advance an allowance for this purpose. Such designation permits the minister to exclude the designated amount from taxable income, to the extent actually used, and has no further effect upon the church or its budget. The burden of proof for actual costs incurred rests upon the minister, not the church, if the IRS should require evidence that the allowance was used for housing costs. It is the minister’s personal responsibility to report to the IRS any unused housing allowance as being taxable income.

The required “official designation” of a minister’s housing (or parsonage/manse/rectory) allowance may be evidenced in minutes, resolution, budget, employment contract or any instrument evidencing official action. The designation must be “in advance” which means prior to payment of funds. It may be designated, and amended, anytime during the year and is in effect from that time forward. It cannot be retroactive.

Below are sample notations to record an official designation in minutes by a church board, council or committee. It is recommended that the allowance be designated annually in conjunction with an annual review of the minister’s financial support package forward.

### **1. DESIGNATING A HOUSING ALLOWANCE FOR THE CURRENT YEAR**

A motion was duly made, seconded, and approved that the ministry compensation paid to Rev. \_\_\_\_\_ during the year 20\_\_ include a designated housing (or parsonage/manse/rectory) allowance in the amount of \$ \_\_\_\_\_. This amount shall remain in effect annually until amended or rescinded.

### **2. AMENDING A HOUSING ALLOWANCE DURING THE YEAR**

A motion was duly made, seconded, and approved that the previously designated housing allowance paid to Rev. \_\_\_\_\_ as part of compensation for the year 20\_\_ be amended to the revised amount of \$ \_\_\_\_\_. This new amount reflects changes in anticipated housing costs. It does not include prior housing costs in excess of the amount originally designated. This amended amount shall remain in effect annually until amended or rescinded.

\*\*D

Document was taken from ClergyAdvantage website. [www.ClergySupport.com](http://www.ClergySupport.com)

APPENDIX D (Cover letter for Nursery Policies, Forms and Guidelines)

FIRST BAPTIST CHURCH of WESTCLIFFE

410 S. 6<sup>th</sup> Street  
Westcliffe, CO 81252

(DATE)

Hello nursery parents:

In an ongoing effort to provide an optimal experience for your child, volunteers and our staff, we have updated our nursery policies and guidelines. This covers safety considerations, procedures for behavioral issues and parental support.

Please review the attached policies and guidelines, sign and detach the consent form and return to our nursery director (name) by (date).

Along with the signed consent form, please complete and submit an updated child information form for our records. This ensures that we have up-to-date contact information for you as a parent and health and safety information for your child. Please complete a form for each nursery-aged child in your family.

As always, we welcome your involvement in the nursery program and value your feedback. If you have any comments or questions about the updated policies, please contact me or one of the nursery administrators:

(NAME)	(NAME)	(NAME)
Pastor (719) 783-2498	Nursery Committee Leader (number)	Nursery Director (number)

The nursery ministry at First Baptist Church of Westcliffe would not be possible without input and support from parents. Our nursery committee has several openings at this time. If you would like to learn more about joining the nursery committee, please contact (name).

It is our pleasure to provide a safe and enjoyable nursery experience to your family. Thank you for your compliance with our policies and for being a part of the First Baptist Church of Westcliffe.

Sincerely,

(Pastor)

**FIRST BAPTIST CHURCH of WESTCLIFFE  
CHILD INFORMATION FORM – NURSERY**

Child's First Name: \_\_\_\_\_

Child's Last Name: \_\_\_\_\_

Nick Name: (If applicable): \_\_\_\_\_

**Parent or Guardian Information**

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Adults Authorized for drop-off and pick-up (age 18+)**

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**Child Information:**

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M or F

Bottle-fed or Nursing: \_\_\_\_\_

Allergies or Special Dietary Needs: \_\_\_\_\_

Toilet trained: Yes or No

Special Instructions: \_\_\_\_\_

If no, would you like to be alerted by text to change diapers? \_\_\_\_\_

Other Special Needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Information**

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nursery Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_, have read, understand and accept the nursery guidelines set forth by First Baptist Church of Westcliffe. I agree to abide by the guidelines set forth, and realize that the nursery staff has the authority to interpret and implement the guidelines.

I have submitted an information form for the following children:

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

I understand that it is my responsibility to update this form promptly for all children listed, should the need arise.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nursery Admin. Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# First Baptist Church of Westcliffe

## Nursery Policies and Guidelines

updated August, 2017

### ***OVERVIEW***

The nursery program is available for infants and children up to age four. Nursery begins during Sunday school at 9:30 am and ends after church service. Children are taught an age appropriate lesson from the LifeWay Bible Studies for Life Sunday school lesson guide. Snacks and drinks are provided. Children typically do a supervised craft and then have open play time in the adjacent gated play yard or in the classroom, depending on weather. Children “age up” to the next Sunday School class at the beginning of each school year. Parents are encouraged to pick their children up after Sunday school and have them sit with their family during church service as early as they are ready. At a child’s fourth birthday, parents are asked to begin picking them up to sit with their family during the sermon, if they do not already do so.

### ***SAFETY CONSIDERATIONS***

As a parent, you should know:

1. All nursery volunteers and staff have completed a background check before working in the nursery.
2. Two nursery teachers will be in the nursery at all times.
3. The front entrance is locked during the second hour, and is unlocked after the church service ends. Should you need to enter the building, please knock on the side entrance.
4. In case of an emergency, nursery workers will promptly call 911 and immediately notify the parent.
5. In non-emergency situations where a parent is needed, nursery teachers will send a brief text message. For this reason parents are asked to keep their cell phones turned on, but left on meeting mode (silenced but on vibrate) and near them at all times. If a parent does not respond, a nursery teacher will locate them personally.
6. Diaper changes are provided as needed by nursery teachers unless otherwise specified on your child’s information sheet. Potty trained children use the bathroom independently unless otherwise specified on your child’s information sheet.
7. Incident forms are completed in duplicate and signed by both nursery teachers present in the event of an injury or act of violence, major or minor. The parent(s) involved will receive a copy and the church will retain a copy.
8. The nursery classroom, along with all other church facilities, is professionally cleaned on a weekly basis. Toys and books are sanitized on a quarterly basis, and teachers sanitize any toys that children put in their mouths after each church service.

Because safety is our number one concern in the nursery ministry, we require parents and siblings of nursery children to be made aware of safety rules and follow them:

1. Only a parent may drop off or pick up a child from nursery. Other adults (age 18+) dropping off or picking up must be listed on the child's information form.
2. Parents or other authorized adults (as listed on the child's information form) must be on the First Baptist Church of Westcliffe premises when their child is being cared for in the church nursery.
3. A number tag will be provided to parents at drop off and must be returned at pick up.
4. Parents must sign-in children and make sure the correct number tag is placed on their child's clothing. Parents must include a cell phone number on the sign in sheet every week.
5. Safety gates are in place at interior doors to keep nursery children safely inside their classroom. Please do not open or remove safety gates at any time. A nursery teacher will open the gate for you at drop-off and pick-up.
6. Parents are welcome to visit the classroom at any time for any length of time.
7. Siblings and other children over the age of four are not allowed inside the nursery classroom at any time.
8. Parents are responsible for any updates to their child's information form that should arise between church updates.

### ***PROCEDURES FOR BEHAVIORAL ISSUES***

Our goal at First Baptist Church of Westcliffe is to create a peaceful, safe and enjoyable learning environment for our nursery children. We ask you as a parent to help us do this by:

1. Bringing your child to nursery rested and fed.
2. Providing comfort items such as a bottle, blanket or binkie.
3. Leaving non-comfort items such as toys at home or in your car.
4. Refraining from bringing children to nursery on weeks that they are sick.
5. Complying with procedures for bad behavior as explained below.

Nursery teachers will be proactive about removing a child that shows unpleasant, violent or hostile behavior. Pushing, hitting, kicking, throwing, biting, spitting, aggressive yelling and scratching are not tolerated whatsoever.

If a child is exhibiting this type of disruptive or harmful behavior in nursery, that child's parent will be notified by text message immediately and asked to remove them from the class. In that situation parents are welcome to bring the child back to their adult Sunday school class or the church service. However, they are required to pick up their child early and they may not drop them off in nursery again that day.

This policy applies to all children in the nursery class, and all parents or caregivers.

This bad behavior procedure is designed first and foremost to create a safe environment in the nursery. It also creates an immediate consequence for bad behavior, teaching even the very young children to interact with their peers in a healthy way.

***PARENTAL SUPPORT***

Your contributions are a valued part of the nursery ministry of First Baptist Church of Westcliffe, and a key part of our success. In addition to the nursery director, nursery committee members and several part-time nursery teachers, nursery is available because of church volunteers.

Church members who regularly use the nursery program are expected to complete a background check and volunteer in the nursery at least once a quarter. This ensures that all nursery families are helping the program continue and also have the chance to enjoy Sunday school and worship service.

You will be contacted by (name) or (name) to schedule a volunteer hour during Sunday School or the church service on a week that you are available. If everyone contributes, this will require as little as four volunteer hours per family, per year.

Thank you for your support!

***CONTACT INFORMATION***

(NAME)  
Pastor  
(719)783-2498

(NAME)  
Nursery Committee Leader  
(phone number)

(NAME)  
Nursery Director  
(phone number)

***PARENT CONSENT FORM***

**APPENDIX E - VAN-Activity Form**

(LOGO)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Group: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Date (s) of Use: \_\_\_\_\_ to \_\_\_\_\_

Time of Use: \_\_\_\_\_ to \_\_\_\_\_

---

**Building Request:**

Sanctuary: \_\_\_\_\_ Fellowship Hall: \_\_\_\_\_

Other: \_\_\_\_\_ **If you need special set up please include diagram on back.**

Would you like this in the bulletin or newsletter? Yes / No

Please include information on the back (we will edit the information to fit)

---

**Request For Transportation – Church Van:**

Purpose of Trip: \_\_\_\_\_

Group Using Vehicle: \_\_\_\_\_ Driver: \_\_\_\_\_

\_\_\_\_\_  
Drivers License Number: \_\_\_\_\_

---

**I Have Read and Understand the Church Van Policies:**

Driver Name Sign: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Activities will not be placed on the official church calendar until approved.**

Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

**Facility Use Guidelines**

1. Alcohol Policy: No alcohol may be served on church property.
2. Smoking Policy: Smoking on church property is prohibited. This includes vaping, chewing, or any other form of tobacco or substitutes.
3. Drugs: The use of any non-prescription drugs on church property is prohibited, including marijuana.
4. Groups are restricted to only those areas of the facility that the group has reserved.
5. Food and beverages in classrooms is allowed, but not allowed in the worship center.
6. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
7. All lights must be turned off and doors locked upon departure.
8. Clean-up: Put all disposable items (cups, plates) in the trash.
9. Abusive or foul language, violent behavior, and drugs are strictly prohibited while on church property. Any person exhibiting such behavior will be required to leave the premise.
10. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities.

### Insurance

For all non-church -sponsored events, the group or person using the facilities may be required to show proof of insurance. The user must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement”.

**APPENDIX F**

**First Baptist Church  
Westcliffe, CO  
Church Facility Reservation Request and Agreement**

**Name of person or organization requesting use of facilities:**

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**Please state whether you are a:  Church Member  Church-Sponsored Ministry  
 Non-Member  Non-Member Group/Organization**

**Contact Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:**

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**Please list the organization's website, if any:** \_\_\_\_\_

**Please list the names of the organization's office-holders and leaders:**

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I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I may need to provide a security deposit, a certificate of insurance, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy", a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

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Signature

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Printed Name

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Date