

MERIDIAN BAPTIST CHURCH



Operations Manual

Church Policies, Procedures & Personnel Manual

Version 1.0 adopted December 30, 2012



Operations Manual

Document History

Prepared By	Date Prepared
Pastor Rod Smith	7/22/1984
Church Council	12/1/2012

Document Version Control

Version	Date	Author	Change Description
0.0	07/22/84	Pastor Rod Smith	Document created
0.1	10/19/83	Deacons	Policies for Professional Staff amended
0.2	02/06/85	Pastor Rod Smith	Policies for Professional Staff amended
0.3	01/18/87	Personnel Committee	Vacation Schedule revised
1.0	12/01/12	Church Council	Major revision and update

Preface to the 2012 Revision

The Church Council of Meridian Baptist Church, at the request of the Senior Pastor of Meridian Baptist Church, Rev. Rolland Slade, presents this updated and revised Operations Manual during the December quarterly business session of the year 2012. Previous work on the operations manual had been addressed in a piece meal fashion leaving certain areas without specific instructions or procedures for carrying out the work of the church. This revision attempts to address these problems and bring clarity to the many areas that have changed over the last 27 years. The pastoral staff would like to express their appreciation for all the hard work and the many hours spent in this process by all the church staff, ministry leaders, and volunteers. This has truly been a tremendous cooperative effort whose results will serve the church well in the years ahead.

Comments on the 2012 Revision

The format used in this revision employs the structure of the long respected Church Administration Handbook by Bruce P. Powers, Langston professor of Christian education at Campbell University Divinity School in Buies Creek, North Carolina and published by Broadman & Holman Publishing Group.

Additional references include “The Development of a Church Policies and Procedures Manual” compiled by Roy Lee Saint, Associate Director, Discipleship and Family Department with the Florida Baptist Convention, “Policies and Procedures Every Church Needs” compiled by Rod Wilttrout, Church Finance Specialist with the California Southern Baptist Convention, and “Template for Preschool Ministry Policy and Procedures” published by the Tennessee Baptist Convention.

Additional policies related to the Sunday School, Discipleship and Worship Ministries have been added to provide instruction on the processes and procedures related to these ministries.

Financial procedures and reporting have been updated to comply with the latest standards for Non-profit organizations and Ministry Based Budgeting procedures have been incorporated in this revision. Restricted Funds (Designated Funds) policy and procedures have also been added.

In the section “Policies for Professional Staff” specific names were removed from job descriptions and job titles are referenced only. This eliminates updating this manual with every personnel change. This section was moved under the Church Personnel Manual. Job descriptions for all volunteers and committees have been added to provide clarity and definitive responsibilities for workers in ministry.

A table of content was added to provide ease of access and greater organization to the manual. Content from the original manual was placed under the appropriate heading. Outdated department instructions and memorandums have not been included in this revision.

Operations Manual

for

Meridian Baptist Church

660 South Third Street

El Cajon, CA 92019

(619) 444-3171

What is an Operations Manual?

The Church Operations Manual is a reference guide to the functions and operations of the Church. It lists routine duties and answers questions that arise as duties are performed. The procedure section gives step by step instructions for performing each task.

What Is a Policy?

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

What Is a Procedure?

Procedures details how a task is done. Procedures provide step by step instructions of the actions taken to complete a task in compliance with established policies.

Changing Policies and Procedures

The process for making changes to policies and procedures is listed in the constitution and by-laws. Changes in policies and procedures may be initiated by any church member or organization. Addition, revision, or deletion of church policies requires:

1. The recommendation of the church officer or organization (including committees) to whose areas of assignment the policy relates,
2. Discussion by the church council, and
3. Approval by the church.

Procedures may be added, revised, or deleted by:

1. Recommendation of the appropriate officer or group,
2. Approval by the church council, and
3. Approval of the church if deemed necessary by the church council.

Operations Manual

Table of Contents

Preface to the 2012 Revision	4
Comments on the 2012 Revision	4
Operations Manual.....	5
What is an Operations Manual?.....	5
What Is a Policy?.....	5
What Is a Procedure?	5
Changing Policies and Procedures.....	5
Mission Statement.....	13
Our Values.....	13
Meridian’s Definition of a Mature Disciple	14
The Welcome Acrostic	14
General Policies and Procedures	15
Emergencies or Significant Events	15
Policy on Availability of Pastoral Staff	15
Church Calendar Scheduling	16
Calendar Scheduling Form.....	19
Meridian Ministry Organization Chart	20
Financial Policies and Procedures.....	21
Procedures for Authorizing Expenditures	21
The Church Budget.....	23
Developing the Ministry Budget	23
Accounting Procedures	24
Receiving monies.....	24
Counting and Recording Receipts.....	24
Depositing Receipts.....	25
Posting Contributions and Annual Reporting Requirements.....	25
Recording Financial Transactions	26
Financial Reporting Procedures	26
Chart of Accounts Policy.....	26
Accountable Reimbursement Plan	27

Operations Manual

Petty Cash Policy.....	29
Designated and Special Funds.....	32
Fiscal Year	35
Policy on the Deacon Ministry	36
The Election of Deacons	36
Deacon Covenant	37
Benevolence Policy	38
Pastor’s Discretionary Fund Guidelines	41
New Members Policy	42
Church Missions Policy & Procedures	43
I. General.....	44
A. Purpose of a Written Missions Policy.....	44
B. Exceptions to this Policy.....	44
C. Responsibilities of the Missions Committee	44
D. Definition of Missions	44
II. Missions Strategy	45
A. Overview.....	45
B. Areas of Program Focus	45
As explained below: Our Prayer Emphasis.....	46
Our Mobilization and Involvement Emphasis.....	46
Promoting Meridian Members to Become Vocational Missionaries	46
Emphasis on Personal Relationships with Missionaries.....	46
Missions Budget.....	46
III. Selection Of Meridian Missionaries.....	47
A. Missionary Selection Process	47
B. Meridian “Missionary Candidates”	48
C. Selection Criteria for Missionaries	48
D. Application Questionnaire	48
E. Personal Interviews	49
F. Doctrinal Agreement.....	49
G. Acceptance by the Denomination, Mission Board, or Agency	49

Operations Manual

H. Communication Expectations	50
IV. Financial Support of Meridian Missionaries	50
A. Financial Support Application Process	50
B. Support Priorities	51
Categories	51
Support Guidelines	51
C. Acceptance and Termination of Support.....	51
D. Annual Reviews and Notifications.....	52
E. Other Financial Support	52
III. Congregational Involvement	53
A. Missions Conference	53
B. Meridian Sponsored Mission Teams.....	53
C. Other Short-term Missions Experiences.....	53
D. Financial Assistance for Church Members.....	53
E. "Adoption" Opportunities	54
IV. Provision for Policy Revisions.....	54
Student, Children's & Preschool Policies	55
Policy for Preschool, Children's, Student and Special Education Workers	58
Preschool Security Policy	59
Worker/Volunteer Standard.....	59
Receiving and Releasing Children Into Care	59
Child Protection Program	60
Preschool Safety Policy	61
Emergency: Weather and Fire	62
Illness, Injury, and Medical Emergency	62
Food Issues.....	63
Preschool Hygiene Policy.....	63
Church Nursery Policy	66
Sunday School/Bible Study Program Policies & Procedures	67
Sunday School Literature Order	67
Sunday School Worker Expectations.....	68

Operations Manual

Summary of Expectations	68
Sunday School Teacher's Covenant.....	70
Worship Ministry Policies & Procedures	71
Participation in the Worship Ministry	71
Worship Ministry Covenant	72
Policy & Procedures for Use of Church Property.....	73
Facilities Policy Statement	73
Authority and Approval	73
Scheduling Facility Use.....	74
Facility Use Requirements	76
Rules and Regulations – Fellowship Hall (Bldg.200)	76
Rules and Regulations – Kitchen (Room 206).....	77
Marriage and Wedding Policy of Meridian:.....	78
Funeral Policy of Meridian	80
Policy & Procedures for the Administration of Church Equipment	81
Use of Church Equipment/Property.....	81
Use of Church Van.....	81
Church Van Driver – Rules.....	82
Church Van Safety.....	82
Responsibility	83
Committee Policies and Procedures.....	84
Duties of a Committee Member	85
Duties of a Committee Chairperson	85
Standing Committee Responsibilities.....	86
Church Council.....	86
Nominating Committee.....	86
Personnel Committee.....	87
Building and Grounds Committee.....	87
Stewardship Committee.....	87
Missions Committee	88
Long-Range Planning Committee	88

Operations Manual

Service Committee Responsibilities	89
Public Relations Committee	89
Fellowship Committee.....	89
Preschool Committee	89
Church History Committee	90
Church Flower Committee.....	90
Library and Media Committee	91
Special Committee Responsibilities.....	92
The Youth Ministry Committee	92
Church Personnel Policy Manual	93
Policies for Professional Staff	94
Code of Ethics for Church Staff Members.....	98
Meridian Baptist Church Job Descriptions	100
The Team Ministry Philosophy	100
Job Descriptions for Professional Staff	101
Senior Pastor	101
Pastor, Worship and Teaching	101
Administrative Secretary	102
Custodian /Janitor.....	103
Job Descriptions for Church Staff	104
Pastor, Spiritual Care	104
Pastor, Young Adults	104
Minister of Education.....	105
Minister of Evangelism	105
Deacon	106
Moderator	106
Clerk	107
Trustees.....	107
Treasurer	108
Men’s Ministry Director (Brotherhood)	108
Women’s Ministry Director (Women’s Missionary Union –WMU)	109

Operations Manual

Student Ministry Director	109
Children’s Ministry Director	110
Preschool Ministry Director	110
Church Teller	111
Job Descriptions for Church Security Ministry	112
Church Security Director.....	112
Church Security Team Member	112
Church Usher	113
Church Greeters.....	113
Job Descriptions for Sunday School.....	114
Sunday School Director	114
Sunday School Secretary.....	115
Adult Sunday School Department Director.....	115
Adult Sunday School Class Teacher	116
Adult Sunday School Class Apprentice	116
Adult Sunday School Class Ministry Coordinator	117
Adult Sunday School Class Care Group Leader	117
Adult Sunday School Class Visitation-Evangelism Coordinator	117
Adult Sunday School Class Fellowship Coordinator	118
Adult Sunday School Class Prayer Coordinator.....	118
Adult Sunday School Class Missions Coordinator	118
Youth Sunday School Department Director.....	119
Youth Sunday School Class Teacher	119
Youth Sunday School Student Minister	120
Children’s Sunday School Department Director.....	121
Children’s Sunday School Class Teacher	121
Preschool Sunday School Department Director.....	121
Preschool Sunday School Class Teacher	122
Job Descriptions for Children’s & Preschool Ministries	123
Children’s Church Leader.....	123
Children’s Church Assistant	124

Operations Manual

Vacation Bible School Director	124
Preschool Extended Session Director	125
Preschool Extended Session Teacher.....	125
Preschool Extended Session Teacher Assistant	126
Job Descriptions for Worship Ministry	127
Music Director	127
Church Musician	128
Children’s Choir Director.....	128
Sound Technician	129
Media Technician.....	130
Job Descriptions for Discipleship Training	131
Discipleship Training Director.....	131
Discipleship Training Secretary.....	132

Mission Statement

We live to honor God by sharing and teaching the knowledge of Christ to all people as we go.

“Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

Matthew 28:19-20

Our Values

We aspire to become an evangelistic church. We believe that one reason why God has placed us in this community is to win our friends and neighbors to Christ. Therefore, we will pursue every opportunity to witness for Him.

“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.” **Acts 1:8**

We aspire to become a vital agent in our community creating opportunities that will service the spiritual and physical needs of the individual.

“Everyone was filled with awe, and many wonders and miraculous signs were done by the apostles. All the believers were together and had everything in common. Selling their possessions and goods, they gave to anyone as he had need. Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.” **Acts 2:42-47**

We value our responsibility to Preach and Teach God’s Word and encourage all people in the knowledge of Christ’s love.

“All Scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” **2 Timothy 3:16-17**

We value prayer as two way communication with God, believing that God hears and answers according to His will.

“Therefore, since we have a great high priest who has gone through the heavens, Jesus the Son of God, let us hold firmly to the faith we profess. For we do not have a high priest who is unable to sympathize with our weaknesses, but we have one who has been tempted in every way, just as we are—yet was without sin. Let us then approach the throne of grace with confidence, so that we may receive mercy and find grace to help us in our time of need.” **Hebrews 4:14-16**

Operations Manual

We value worship as an individual and corporate experience that is continual praise, sacrifice, and surrender to God.

“Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”

Colossians 3:16-17

We value our responsibility of extending hope and support through love as a conduit of Christ.

“For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast. For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.” **Ephesians 2:8-10**

We value family and provide ministries for the development, preservation, nurturing, and security of all members.

“If anyone does not provide for his relatives, and especially for his immediate family, he has denied the faith and is worse than an unbeliever.” **I Timothy 5:8**

We value giving time, talent and treasure for the advancement of God’s kingdom.

“Give and it will be given to you. A good measure, pressed down, shaken together and running over, will be poured into your lap. For with the measure you use, it will be measured to you.” **Luke 6:38**

Meridian’s Definition of a Mature Disciple

The Welcome Acrostic

Worship God corporately and privately

Educate themselves and others by consistently studying and intentionally applying God’s Word.

Love God and others as themselves

Contribute their time, talent, and treasure

Obey God’s Word and yield their lives to His service

Minister to others at their point of need

Evangelize as they go throughout the world, beginning at home.

General Policies and Procedures

Emergencies or Significant Events

When any emergency or significant event such as a death, childbirth, serious injury, impending operation, etc. occurs the information is to be relayed immediately to the administrative secretary. She then is responsible to immediately notify the Senior Pastor, Associate Pastors, Chairman of Deacons and Vice-Chairman of Deacons. The Chairman of Deacons will be responsible for contacting the appropriate individuals if the benevolence committee needs to respond. The administrative secretary will maintain a list of deacons wives who are responsible for initiating benevolence action.

Note: In case death or serious illness or accident requiring hospitalization, the Senior Pastor is always to be notified regardless of where he might be at the time (vacation, day off, attending a conference, etc.).

The Administrative Secretary will be responsible for ordering flowers, etc. from the church.

Policy on Availability of Pastoral Staff

Church office hours are from 9:30 a.m. – 2:30 p.m. Monday, Tuesday, and Thursday. Office hours are from 1:30 p.m. – 5:30 p.m. on Wednesdays. The office is closed on Fridays, holidays, and weekends. At least one member of the pastoral staff will be available for consultation during this time. This is not to imply that one must be in the office but that they could be consulted by phone if necessary.

In order to implement this, each staff member is responsible to inform the Administrative Secretary of his whereabouts during office hours. She is to have a record of his days off and his usual office hours (what time she can expect him to be in the office and when he will be available for appointments). Additional time off is not to be taken without the expressed permission of the Senior Pastor.

A reasonable schedule is expected to be maintained by pastoral staff. For example, the Senior Pastor expects to be in the office at 8:00 a.m. and be available until 4:30 p.m. Monday through Thursday. Friday, he will work from 8 a.m. – 12 noon and take Friday afternoons and Saturday off. He will attend certain committee meetings, Wednesday night services, and night visitation also. He will begin the Workers Meeting on Wednesdays and participate in all Sunday activities, usually reserving about three hours in the afternoon to rest.

If it is necessary for the pastoral staff to be unavailable (occasional staff planning retreats and conferences) the Chairman and Vice-Chairman of Deacons will be consulted and a plan of action determined in case of emergency. At no time should the entire pastoral staff be absent unless at least one could be available with a few hours.

Church Calendar Scheduling

POLICY

The official church calendar is maintained by the Church Secretary. All requests and changes must be channeled through the Church Secretary. No one else may enter, delete, or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and committee chairpersons as coordinated by the Church Council.

The Pastor and the Church Council will coordinate the scheduled events for the church calendar.

Program activities and committee meetings will not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Discipleship Training, midweek prayer service).

Use of the building for other than church-sponsored activities is subject to the church policy on use and space available. When a conflict arises, church activities take priority over sponsored activities on a first-come, first-serve basis.

PROCEDURE

Scheduling:

1. Each individual wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form. Forms are kept in the church office.
2. The Schedule Request Form is submitted to the Secretary one week prior to the monthly Church Council meeting.
3. The Secretary shall check calendar for the availability of facilities and will make notation on the form.
4. Pastor takes the request to Church Council meeting for approval.
5. Secretary enters the event on the church calendar in pencil.
6. Secretary notifies requesting person of approval.
7. Secretary distributes a weekly building use calendar to each staff member and to the person responsible for opening and closing the building.

Cancellations or Changes: To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancellation in the bulletin or newsletter.

Operations Manual

Regular Meetings for Church Organizations

Church Activities	Day	Time	Location
1 st Morning Worship Service	Sunday	7:30 am – 8:45 am	100 Bldg.
Sunday School	Sunday	9:00 am – 10:15 am	All Bldgs.
2 nd Morning Worship Service	Sunday	10:30 am – 12:00 pm	100 Bldg.
Preschool Extended Session	Sunday	10:30 am – 12:00 pm	300 Bldg.
Children’s Church	Sunday	10:30 am – 12:00 pm	400 Bldg. (2 nd Floor)
Arabic Mission Worship Service	Sunday	10:30 am – 12:00 pm	400 Bldg.
Vietnamese Mission Sunday School	Sunday	10:30 am – 12:00 pm	200 Bldg.
Vietnamese Mission Worship Service	Sunday	12:15 pm – 1:15 pm	100 Bldg.
Church Council (Quarterly)	Sunday	12:15 pm – 1:15 pm	200 Bldg.
Church Business Meeting (Quarterly)	Sunday	12:15 pm – 1:15 pm	200 Bldg.
Sunday School Workers Mtg. (<i>Monthly</i>)	Sunday	4:00 pm – 5:15 pm	200 Bldg.
Evening Worship Service	Sunday	5:30 pm – 7:00 pm	100 Bldg.
Morning Prayer Meeting	Tuesday	10:00 am – 11:00 am	200 Bldg.
RUBIES (Fellowship for Women) <i>(1st & 3rd Tues. of each mo.)</i>	Tuesday	6:00 pm – 8:00 pm	200 Bldg.
Pastoral Ministries Meeting <i>(2nd & 4th Tues. of each mo.)</i>	Tuesday	7:00 pm – 9:00 pm	200 Bldg.
Morning Bible Study	Wednesday	10:00 am – 11:00 am	200 Bldg.
Family Dinner	Wednesday	5:30 pm – 6:15 pm	200 Bldg.
Weekly Prayer Service	Wednesday	6:30 pm – 8:00 pm	100 Bldg.
Children’s Choir Rehearsal	Wednesday	6:30 pm – 8:00 pm	200 Bldg.
C.O.O.L. World (Youth Ministry)	Wednesday	6:45 pm – 8:00 pm	400 Bldg. (2 nd Floor)
Arabic Mission Adult Bible Study	Wednesday	7:00 pm – 9:00 pm	400 Bldg. (1 st Floor)
Sanctuary Choir Rehearsal	Wednesday	8:00 pm – 9:00 pm	100 Bldg.
A.X.I.S. Rehearsal	Wednesday	9:00 pm – 10:00 pm	100 Bldg.
Meridian Food Distribution Ministry <i>(Every other Thursday)</i>	Thursday	5:30 pm – 7:00 pm	200 Bldg.
Church Workday <i>(1st Sat. of each mo.)</i>	Saturday	8:00 am – 11:00 am	All Bldgs.
Sunday School Workers Mtg. (<i>Monthly</i>)	Saturday	9:00 am – 10:30 am	All Bldgs.

Operations Manual

Church Activities (continued)	Day	Time	Location
Meridian Men's Breakfast <i>(2nd Sat. of each mo.)</i>	Saturday	9:00 am – 11:00 am	200 Bldg.
Virtuous Women's Bible Study <i>(3rd Sat. of each mo.)</i>	Saturday	9:00 am – 11:00 am	200 Bldg.
Worship Team Rehearsal	Saturday	12:30 pm – 2:00 pm	100 Bldg.
Deacon's Meeting <i>(2nd Sat. of each mo.)</i>	Saturday	6:00 pm – 8:00 pm	200 Bldg.

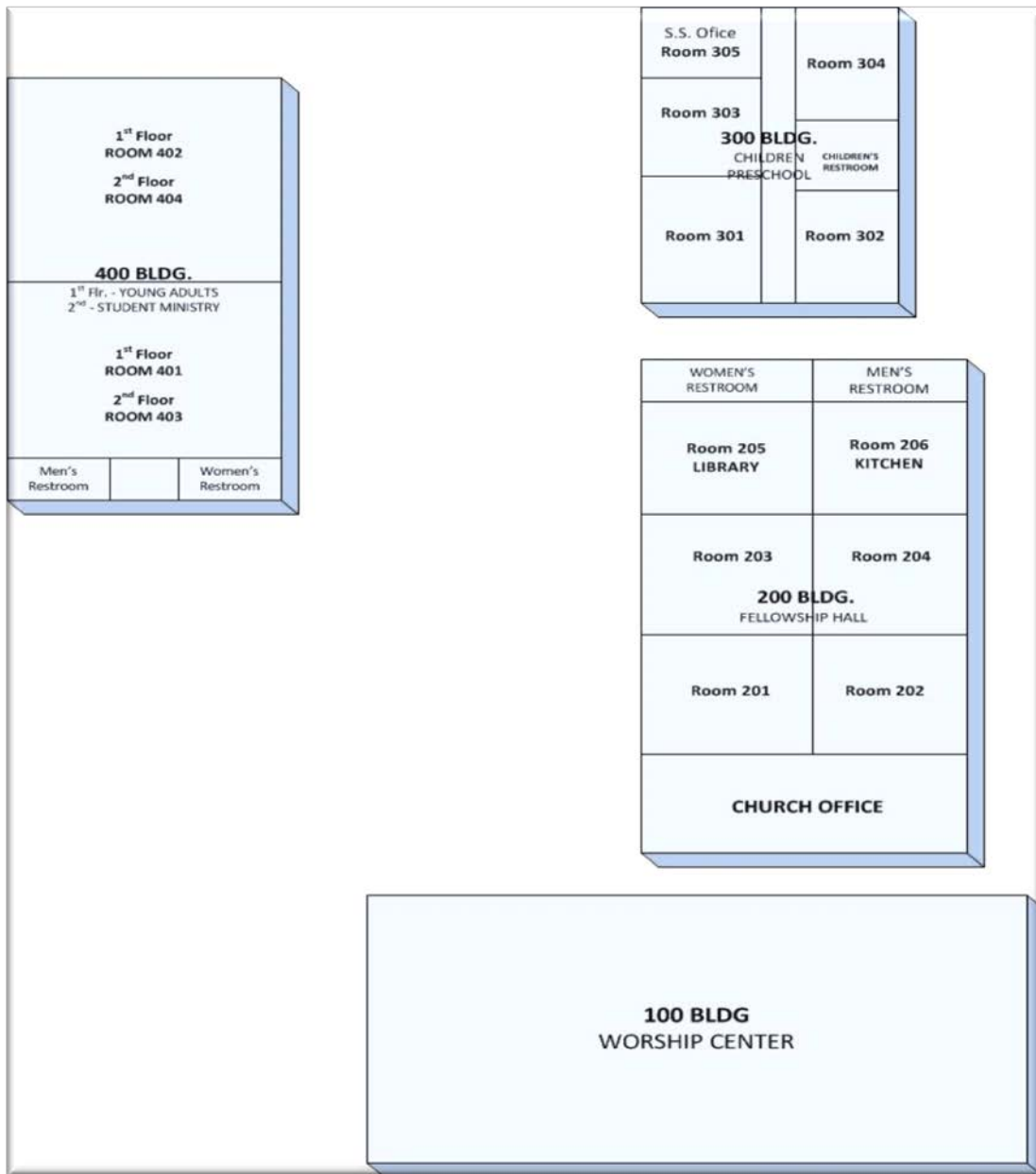


Figure 1 - Facility Site Map

Meridian Ministry Organization Chart

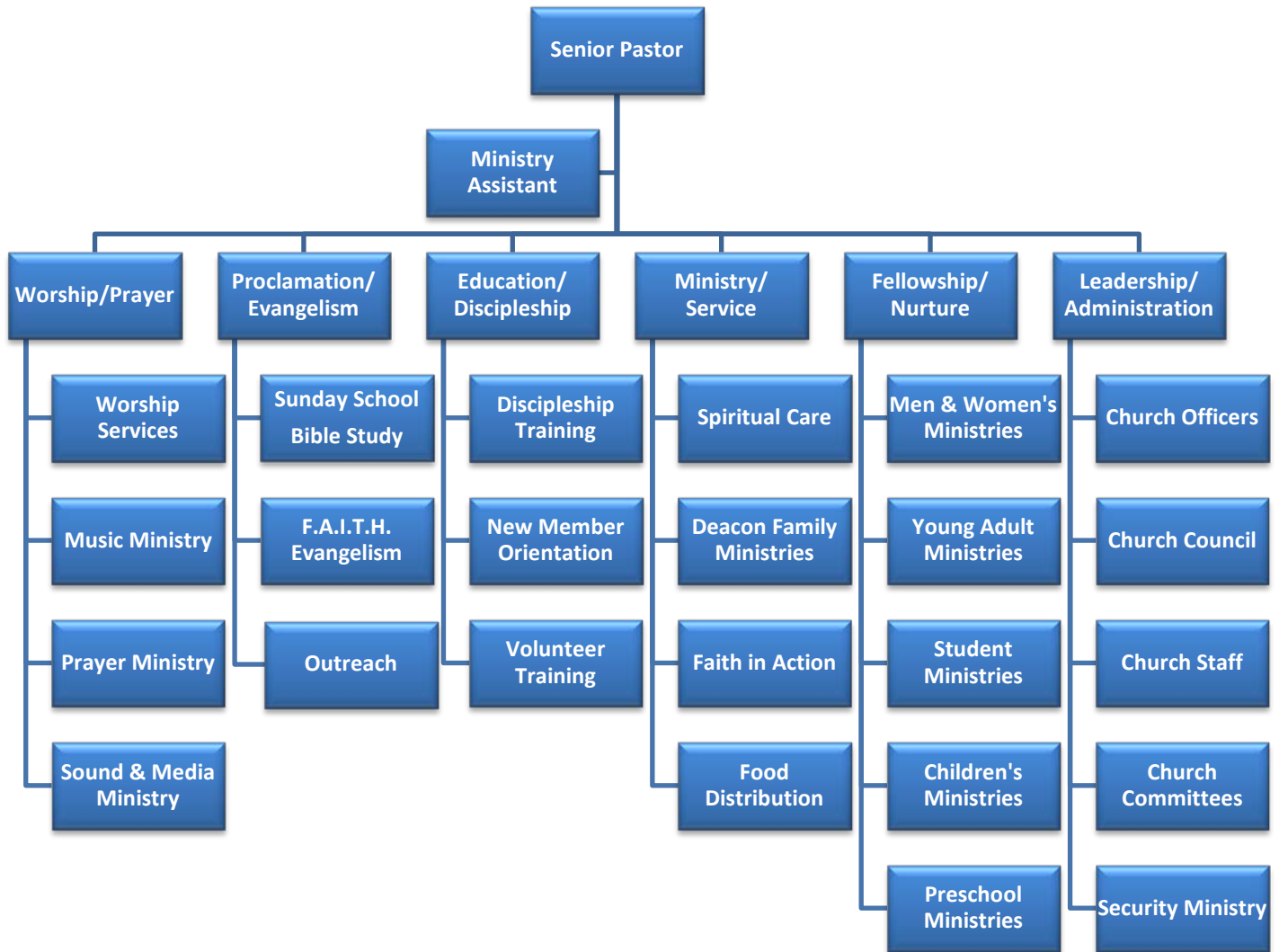


Figure 2 – Meridian’s Ministry Organization Chart

“There are five distinguishing characteristics of the New testament church: worship, proclamation, education, ministry, and fellowship. It is these traits that we define as the primary functions of the local church and around which all organization develops—to support these five functions we add a sixth that is implicit in Scripture and very much needed in today’s church—*leadership*.” *(Church Administration Handbook, © 1997, Bruce Powers, Broadman Holman Publishers)*

Financial Policies and Procedures

1. All organizations, committees, staff, or individuals shall abide by these Policies and Procedures.
2. The Stewardship Committee shall administer the financial program of the church.
3. All budgeted expenditures shall be approved by the Pastor and/or Treasurer.
4. All budgeted expenditures over \$500.00 must have Stewardship Committee approval before expenditures are made. Exceptions to this policy are as follows:
 - Utilities
 - Literature
 - Debt Retirement
 - Cooperative Program
 - Breakdown in mechanical equipment
 - Payroll Checks
 - Auditing
5. The Stewardship Committee will make a decision concerning all non-budget expenditures or will make recommendations about these expenditures to the church.
6. The church will have authority concerning non-budget expenditures.
7. The church will be responsible only for authorized expenditures. Authorized expenditures are those approved by Pastor and/or the Stewardship Committee.
8. Church financial procedures will be reviewed annually by the trustees and a report submitted to the church.

Procedures for Authorizing Expenditures

1. The organization, committee, or individual wishing to make expenditures shall obtain a Purchase Requisition or Check Request from the church office.
2. The organization, committee, or individual will submit the request to the Pastor or Treasurer.
3. The Pastor or Treasurer may approve the request for the expenditure provided:
 - It is budgeted
 - It is \$500.00 or less
 - Money is available to make the purchase.
4. If the request is a non budgeted expenditure or over \$500.00, the Treasurer must obtain approval from the Stewardship Committee before expenditure is authorized.
1. If the request is a non budgeted expenditure or over \$1,000.00, the Stewardship Committee must obtain approval from the Church before expenditure is authorized.
2. Only after approval by the Stewardship Committee and the church (when required) will expenditures be made.
3. Checks for general fund accounts and designated fund accounts must be signed by the Treasurer.
4. The Church Treasurer shall be responsible for overseeing the proper and prompt payment of the church's bills. The checking account shall be set up to require a second signature on all checks of \$1,000 or more. All check signers shall be named by the church at a business meeting from the lay leadership of the church. The signature cards should be evaluated annually and updated as needed.

Operations Manual



Meridian Purchase Request Form

Date: _____ Order needed by: _____

Vendor/Supplier:			Phone Number:		
Method of delivery?:		Ship	Shipping method:		Will Call
Vendor Mailing Address:					
<i>(Office use only)</i> Purchase Order #:					
Reason for Purchase Request: <i>(P.O.'s require the ministry leaders approval.)</i>					
Purpose				Charge Account	Amount
Total Amount Ordered:					\$
Discount Amount:					
Type of Discount				Charge Account	Amount
Total Amount Prepaid:					
<i>(P.O. Amount minus Discount Amount)</i> Amount of Order:					\$

Signature of Requestor: _____ Approved By: _____
Church Treasurer/Designated Officer



Meridian Check Request Form

Date: _____ Check needed by: _____

Make check payable to:			Phone Number:		
Method of delivery?:		Pick-up in Office		U.S. Mail	
Mailing Address:					
<i>(Office use only)</i> Check #:					
Reason for Check Request: <i>(Reimbursements require a receipt. Please attach all receipts to this form.)</i>					
Purpose:				Charge Account	Amount
Total Amount Requested:					\$
Prepaid Amount:					
Received for:				Charge Account	Amount
Total Amount Prepaid:					
<i>(Requested Amount minus Prepaid Amount)</i> Amount of Check:					\$

Signature of Requestor: _____ Approved By: _____
Church Treasurer/Designated Officer

The Church Budget

The Stewardship Committee, in consultation with the church council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses. A ministry-based budgeting approach shall be used as defined in the “Church Administration Handbook” by Bruce Powers.

The committee will review all budget requests using the following questions;

1. What are the ministries our church will be engaged in next year to accomplish the mission God has given us?
2. How much will these ministries cost?
3. Is there a better way to get the job done?

Developing the Ministry Budget

There are eight phases outlined in ministry-based budgeting, (1) analyze ministries, (2) propose ministry actions, (3) evaluate ministry actions, (4) prepare the budget, (5) present the budget, (6) promote the budget, (7) report on ministry progress and lastly, (8) review and evaluate. This process takes a minimum of ten weeks.

1. **Analysis Phase** – The pastor assisted by the church council performs analysis of the existing ministries within the framework of the church’s mission statement and vision.
2. **Proposal Phase** – All ministry leaders and committee chairpersons submit ministry action proposals for the new fiscal year detailing ministry actions and proposed budgets.
3. **Evaluation Phase** - The pastor assisted by the church council evaluates all ministry action proposals within the framework of the church’s mission statement and vision.
4. **Budget Preparation Phase** – The Stewardship Committee prepares a preliminary budget based on the ministry action proposals and anticipated church revenues.
5. **Budget Presentation Phase** – The Stewardship Committee presents the proposed budget to the church at the annual church business meeting.
6. **Budget Promotion Phase** – The Stewardship Committee executes the stewardship promotion plan developed during the budget preparation phase.
7. **Ministry Report Phase** – All ministry leaders present reports on ministry progress at each church council meeting and regular church business meetings.
8. **Review Phase** – The pastor assisted by the church council performs regular reviews of the ministry progress reports validating there are within the framework of the church’s mission statement and vision.

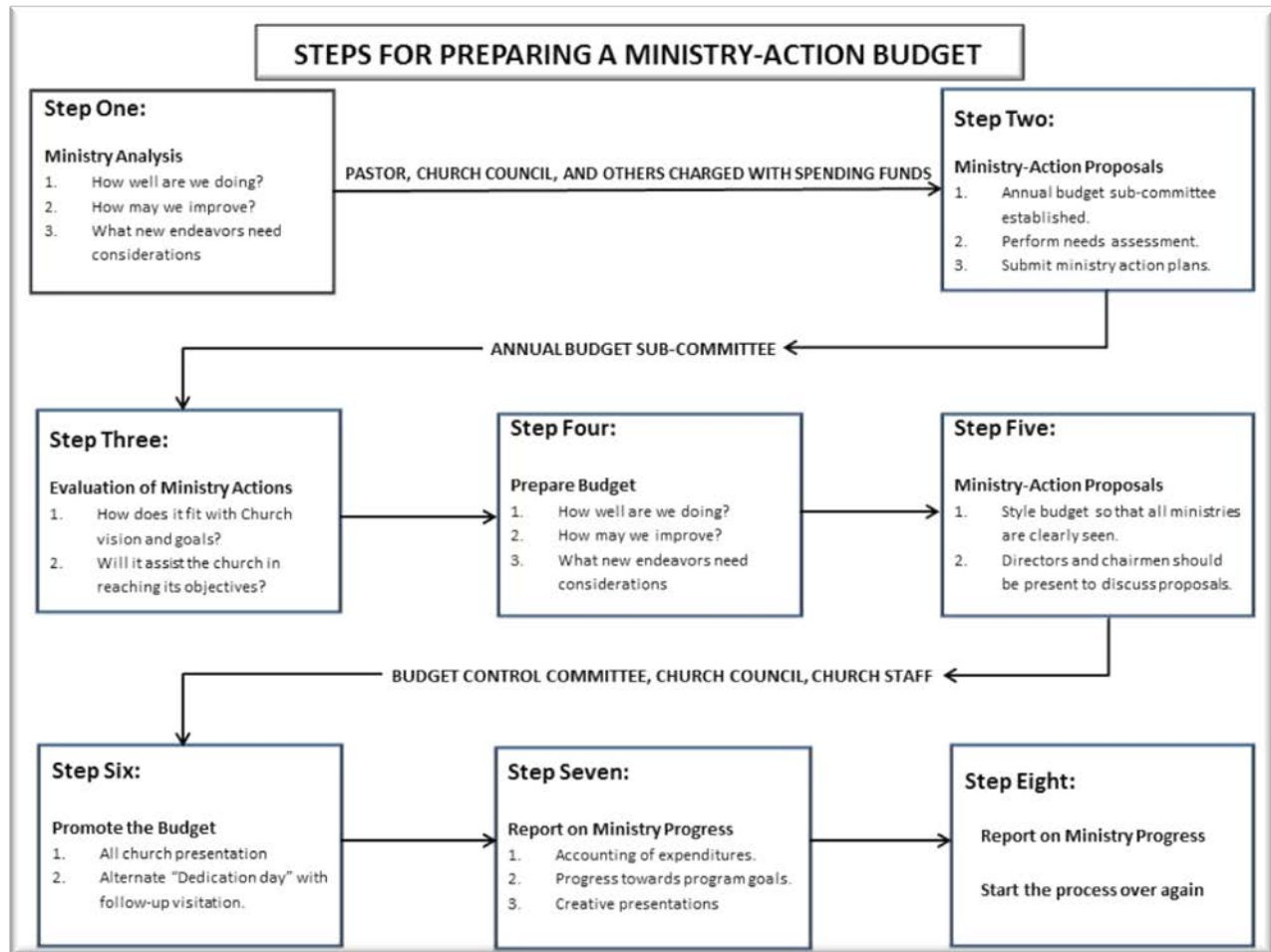


Figure 3 – Ministry-Based Budgeting Workflow

Accounting Procedures

A procedure for receiving and expending funds is critical to the integrity of the church’s financial plan. Anytime money is received, at **least two church members** should be present to assume responsibility for these monies. Money should be counted in a place where reasonable security can be maintained. Money should be deposited as soon as possible in the church’s bank account. Church recordkeeping and accounting principles will be on an accrual basis.

Receiving monies

The church receives offerings during the all Sunday worship services, Sunday School, through the mail, and monies delivered personally to the church office. The church deacons receive the worship service offerings with the assistance of the church ushers and secure the monies in the office. Sunday School offerings are secured in the office by the Sunday School Secretary. In all instances of receiving monies, the two person rule should apply.

Counting and Recording Receipts

The Tellers' Committee is overseen by the Stewardship Committee and serves on a rotational basis throughout the year to insure a minimum of two counters per Sunday to count all collections received in the worship services and Sunday Schools. After the final morning service, the tellers promptly count the

Operations Manual

collection. Upon completion of the counting process, the tellers sign the Receipt Report on lines provided and all items are then sealed in proper envelopes and placed in the church office.

1. Marked Envelopes

For envelopes that contain bills and coins, the amount in each envelope is verified on the front and written on the envelope face if it is not recorded. Bills & coins are taken out and counted with the loose bills and coins for the General Fund. All marked envelopes are kept and bound with a rubber band. Sunday School monies are counted as General Fund receipts unless otherwise specified.

2. General Fund

All coins, currency bills and checks are counted separately and the amounts recorded in the first block marked "General Fund" of the receipts report. All checks are examined and any check marked for a specific purpose, i.e. Building Fund, Flowers, or Special offerings is set aside. All coins are then placed in an envelope and marked "COINS;" all checks placed in an envelope and marked "CHECKS" and all currency bills (\$1; \$5; \$10; \$20 etc.) are placed in an envelope and marked "CURRENCY." One receipt report is completed for cash and another for checks.

3. Designated Giving Offerings

All checks marked for specific purposes are counted separately and their total entered for each fund on the receipts report with Special Gifts block. The intended purpose should be clearly indicated on the report form. These checks are placed in an envelope and marked "DESIGNATED GIFTS CHECKS."

Both parties counting must sign the Receipt Report on lines provided. All items are then sealed in proper envelopes and placed in the church office.

Depositing Receipts

On Monday morning, the church secretary records the contributions from checks and envelopes in the Church Contributions Database. After all donations have been verified and recorded, they are prepared for deposit with proper stamped endorsements and deposit slip information completed. The "Weekly Deposit to Accounts" form is completed to indicate how the receipts are to be recorded to the General Ledger accounts with the Journal entries also being completed. The deposit is then taken to the bank with written acknowledgement obtained from the banking institution.

Posting Contributions and Annual Reporting Requirements

For members pledging and all other contributions over \$100, quarterly and annual statements are prepared and distributed. At any other time by request of a contributor or the Stewardship Committee, a statement can be prepared and mailed detailing all contributions up to that date of request. Statements shall include a record of pledging, giving and balances. Questions and discrepancies should be immediately reported to the Church Treasurer. The church secretary shall maintain discreet confidentiality in all matters relating to personal contributions and along with the Treasurer shall be the only staff person with a personal knowledge of contributor's donations. Other staff is not privy to know contributions amounts of individuals.

Per IRS guidelines, all contributions must be received or postmarked no later than December 31 to be included in that year's budget. Contributions not received or postmarked by December 31, will be included in the subsequent reporting period.

Recording Financial Transactions

All financial transactions should be entered in the church financial database in a timely fashion to maintain accurate information for reporting purposes. Once the checks have been generated posting to the general ledger via software shall be conducted as soon as possible. If any questions or discrepancies are indicated, it shall be his/her responsibility to inquire until fully satisfied these policies have been followed.

Financial Reporting Procedures

In addition to the record of contributions that are generated for members, the Stewardship Committee shall be responsible to generate monthly, quarterly, and annual financial statements. The reports will include but are not limited to (1 a consolidated Statement of Financial Position, (2) a consolidated Statement of Activities, (3) and a consolidated Statement of Cash Flows. These shall be presented by the chairman of the Stewardship Committee at all Church Council meetings and Church Business meetings.

Chart of Accounts Policy

To facilitate the record keeping process for accounting, all ledger accounts are assigned a descriptive account title and account number. The following procedure is established to provide the method for assignment and maintenance of the Meridian's chart of accounts.

Chart of Accounts Procedure:

1.0 Design of Accounts

- 1.1 Accounts have titles and numbers that indicate specific ledger accounts such as Cash in Checking, Furniture, Accounts Payable-Trade, etc.
- 1.2 Accounts are arranged in the same sequence in which they appear in the financial statements, that is, asset accounts should be numbered first, followed by liability accounts, owner's equity accounts, revenue accounts and expense accounts as follows:

10000 - Asset Accounts

- Cash & Cash Equivalents
- Receivables
- Prepaid Expenses
- Investments
- Property, Furniture & Equipment
- Notes Receivable
- Other Assets

20000- Liability Accounts

- Accounts payable
- Payroll, Payroll taxes & withholdings
- Accrued Expenses
- Other Current Liabilities
- Long-Term Liabilities

30000 - Net Assets Accounts

- Unrestricted net assets
- Temporarily restricted net assets
- Permanently restricted net assets

40000 - Revenue Accounts

- Contributions/Tithes & Offerings
- Designated Funds contributions
- Program service fees
- Special event revenue
- Investment income

50000 - Expense Accounts

- Salaries & wages
- Payroll taxes
- Benefits

60000 - Other Expenses

All account numbers are established by the Treasurer in consultation with the Stewardship Committee. The chart of accounts will be reviewed during the annual financial review.

Accountable Reimbursement Plan

To be considered an accountable reimbursement plan by the IRS, the plan must meet the following three requirements;

1. Provides advances or reimbursement for business expenses paid or incurred by an employee in connection with the performance of duty.
2. Requires that each business expense be substantiated to the employer within a reasonable period of time (substantiation within 60 days after the expense is paid or incurred is considered a reasonable period).
3. Requires that the employee return to the employer any excess of the reimbursement over the substantiated expenses within a reasonable period of time.

All funds reimbursed under this plan must be submitted on a completed Ministry Expense Report form with substantiation (usually a business receipt). In addition expense reports must be reviewed and approved by the Treasurer or Financial Secretary. All Ministry Expense Reports will be kept on file for five years.

Operations Manual



Meridian Ministry Expense Report

For the period from _____ to _____

Automobile Business Expense:			
Business Miles Traveled:		Mileage Rate (\$0.555 per mile)	Mileage Reimbursement:
			Business parking/fees:
			Subtotal Automobile Expense:
			\$
Professional Ministry Expense:			
Notes:		Professional and liability insurance:	
		Legal and professional services	
		Office expenses:	
		Books, materials, supplies for ministering:	
		Business meals and entertainment:	
		Business calls, pager, cell phone, internet access:	
		Dues to professional and religious organizations:	
		Continuing education:	
		Local church and ministry meetings:	
		Clergy vestments-purchase and cleaning (robes, wadders, etc.):	
		Other (Please explain):	
			Subtotal Professional Ministry Expense:
			\$
Business Travel/Conference Expense:			
Notes:		Air/Train/Bus/Taxi/Car rental:	
		Registration/Tuition/Materials:	
		Lodging/Tips/Laundry/Cleaning:	
		Meals:	
			Subtotal Business Travel/Conference Expense:
			\$
			Grand Total of Expenses:
			\$
		Plus unreimbursed expenses from previous reporting period:	\$
		Minus prepaid expense allowances received this reporting period:	\$
		Minus unused expense allowance from previous reporting period:	\$
			Excess Expenses (or Unused Allowance) this reporting period:
			\$
			Total Amount to reimburse this period:
			\$

Excess expenses may be carried forward to the next reporting period. The unused portion of an expense allowance may be retained for expenses occurring during the next reporting period but may not be retained for personal use.

Signature of Requestor: _____

Approved By: _____
Church Treasurer/Designated Officer

Petty Cash Policy

Purpose of Petty Cash

The purpose of a petty cash fund is to provide administration with ready cash for payment of various small expenditures. Petty cash disbursements should be used only for small incidental expenditures and not as a method to bypass the church's normal approval process for expenditures.

The administrative assistant is the church's petty cash custodian is responsible for the safekeeping of the fund. The fund should be maintained in a secure place (locked drawer, cash box, cabinet or safe) and should be physically separated from other monies.

Petty cash funds are operated on a imprest basis. Petty cash is established at a certain amount, the imprest amount, and the custodian is responsible for that amount. Receipts are obtained for all disbursements and kept with the petty cash monies until replenishment is requested. The total of currency and receipts should at ALL times equal the imprest amount of the fund. All petty cash funds are subject to unannounced audits by the Treasurer, Financial Secretary, or Stewardship Committee.

Disbursements

Disbursements from petty cash funds must be properly documented and for a valid business purpose. Petty cash funds may NOT be used for the following:

- Cashing personal checks
- Providing personal loans.
- Any items that are used or consumed by employees that are not for College use.

The process for using petty cash follows:

1. The person buying the item obtains prior approval from the individual responsible for the ministry budget being charged.
2. The purchase occurs in one of two ways.
 - a. The person buying the item pays for the item with personal monies, gives the receipt to the petty cash custodian, and is reimbursed.
 - b. The person buying the item obtains petty cash from the fund custodian. The custodian fills out date, name, and the advance amount on a petty cash voucher and places it in the petty cash box. The person buys the item, then gives the receipt and change to the petty cash custodian. The custodian destroys the original petty cash voucher for the advance.
3. The receipt for the purchase is attached to a petty cash voucher.

Meridian Petty Cash Voucher	
Date	
Vendor or Individual	
Advance Amount	\$
Expenditure Account	Amount
Total Receipt	\$
Description	
Signature of purchaser	

Figure 1 - Petty Cash Voucher

Replenishment

When the cash balance becomes low, the custodian requests replenishment . The custodian counts the cash and totals the receipts. The custodian fills out a request for payment (RFP) form, payable to themselves, and signed by the budget originator. The receipts, and an adding machine tape or spreadsheet listing the individual amounts and the total, are attached to the RFP. The RFP lists each expenditure account used, and the total for each expenditure account. The RFP also lists cash over or short, if relevant. The amount of cash requested on the RFP should be the amount needed to restore the petty cash fund to the imprest amount.

If the sum of the cash and receipts is less than the imprest amount, the difference is cash short. If the sum of the cash and receipts is more than the imprest amount, the difference is cash over.

Restricted (Designated) Funds Policy

Restricted Funds (Designated contributions) which include love offerings, too, are contributions made to a church with the stipulation the donations are used for a specified purpose. As a general principle, a donor can receive a charitable contribution credit from the church if the church handles the designated contribution properly.

Restricted funds cannot be spent on unintended purposes unless a prior written agreement has been established by the church. Without a prior written agreement in the church documents, legally, the only way a church can change the purpose of a designated donation is by court order. If the cash donation is for an approved project or ministry of the church and the designated fund has been established, the cash donation can be recorded on the donor's contribution statement.

Restricted funds created before the church adopts a new written church policy will not be impacted by the new policy. The church must operate under the original terms (verbal or written) that were assumed when the existing Restricted funds were established. The new written church policy will impact only new restricted funds created after the policy is approved by the church.

Contributions restricted to a group or organization within the church (i.e. Sunday school class) for the organization's exclusive use and under its total control is not a deductible contribution to the church. (The class is not a 501(c)(3) organization.) The church cannot add the restricted contribution to the donor's contribution statement because the church does not have any control over the contribution.

The procedure for establishing a restricted fund by the church:

1. Any member of the church or community may request the establishment of a restricted fund.
2. The member must present a verbal or written request to the church or finance committee.
3. The church or stewardship committee must approve the establishment of the requested restricted fund.
4. Before the church accepts a contribution for the restricted purpose, the restricted fund must be approved.
5. If the finance committee or church fails to approve a request for a restricted fund, the restricted fund cannot be established and the church will not receive any money.
6. A list of contributors and their contributions is maintained for Internal Revenue Service required record keeping.

The established restricted fund must meet the following requirements in writing by the stewardship committee or church:

1. The purpose of the fund and how it furthers the mission of the church must be stated.
2. Procedure on how the fund will be spent must be recorded.
3. The procedure on how the fund can be closed should be stated.
4. The policy should state how to disperse any money left in the fund after the fund is closed.

The following funds have been established as permanent restricted funds into which the church will receive monies for the restricted purposes stated;

Benevolence Fund

The church, in exercise of its religious and charitable purposes, has established a benevolence fund to assist persons in financial need. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the deacon committee. The deacon committee may consider recommendations from anyone, but the deacon committee is not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the committee failed to honor the donor's recommendation.

The church recognizes that assisting persons in financial need is a continuing mission of the church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Also, the deacon committee or church should record the required Internal Revenue Service documentation for benevolence requests. The following documentation for benevolence requests should be recorded for accurate record keeping:

1. A complete description of the assistance.
2. The purpose for which the aid was given.
3. The church or deacon committee's objective criteria for disbursing assistance under the benevolence fund.
4. How the recipients were selected.
5. The name, address, and amount distributed to each recipient.
6. Any relationship between a recipient and officers, directors, or key employees or substantial contributors to the Church.

Building and Grounds Fund

The church, in exercise of its religious purposes, has established a building and grounds fund to maintain the church building, grounds, and equipment. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the building and grounds committee or church. The committee may consider recommendations from anyone, but in no event is the committee bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation.

The church recognizes that maintaining the church building, grounds, and equipment is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Operations Manual

Capital Improvements Fund

The church, in exercise of its religious purposes, has established a property fund to provide for the future needs of the church for major repairs, major remodeling, expansion, or construction of facilities for the church. The church welcomes contributions to the fund.

The administration of the fund, including all disbursements, is subject to the control of the building and grounds committee or church. The church may consider recommendations from anyone, but in no event is the church bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the church failed to honor the donor's recommendation.

The church recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Missions Fund

The church, in exercise of its religious purposes and mission, has established a missions fund to provide resources for the church, church members, or other worthy persons or organizations spreading the gospel of Jesus Christ. The fund can also provide resources to church members or other worthy individuals for short-term mission trips or support of long-term missions. The church welcomes contributions to the fund.

The administration of the fund, including all disbursements, is subject to the control and discretion of the missions committee or church. The missions committee may consider recommendations from anyone, but in no event is the committee bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation.

The church recognizes that spreading the gospel is the primary purpose of the church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Ministry Fund

The church, in exercise of its religious purposes and mission, has established a ministry fund to provide resources for the church and its various ministries. The ministries are, but not limited to, the following: music ministry, youth ministry, children's ministry, adult ministry, senior adult ministry, Sunday school, Women's Ministry, Men's Ministry, Discipleship Training, and evangelism.

The church welcomes contributions to the fund and donations may be requested for a specific ministry of the church provided the church has budgeted funds in the general budget for that ministry. The administration of the fund, including all disbursements, is subject to the control and discretion of the stewardship committee or church. The stewardship committee or church may consider recommendations from anyone, but in no event is the finance committee bound in any way to honor the recommendations. Donors will not be permitted to

Operations Manual

recover a contribution on the grounds that the finance committee or church failed to honor the donor's recommendation.

The church recognizes that ministry is a vital part of the church's purpose and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Love Offering Fund

The church, in exercise of its religious and charitable purposes, has established a love offering fund. The purpose of the love offering fund is to honor laborers in the field with a financial gift. The church welcomes contributions to the fund. However, the love offering will be considered taxable income to the recipient.

The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the stewardship committee or church. The stewardship committee may consider recommendations from anyone, but the committee is not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the committee failed to honor the donor's recommendation.

The church recognizes that the love offering fund is part of the continuing mission of the church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Memorial Fund

The church, in exercise of its religious and charitable purposes, has established a memorial fund to honor the memory of deceased individuals. The church welcomes contributions to the fund in memory of loved ones. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the finance committee or church.

The finance committee may consider recommendations from anyone, but the committee is not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the committee failed to honor the donor's recommendation.

The church recognizes that the memorial fund is part of the continuing mission of the church and has established this fund as an ongoing fund. Should at any time in the future the church vote to close this fund, all money in the fund at that time will go in the general budget of the church.

Fiscal Year

The fiscal year of the church shall run concurrently with the church year which begins on October 1 and ends on September 30.

Policy on the Deacon Ministry

There shall be one deacon for every twelve families. Deacons shall be elected at regular business meetings of the church by secret ballot.

- 1) The deacons shall serve a 3-year term of office on a rotation basis. Each year the term of office of one-third of the number of deacons shall expire. In case of death or removal or incapacity to serve, the church may elect a deacon to fill the unexpired term. After serving a three-year term, a deacon shall be eligible for reelection. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith, order, and high standards shall suffice for this church.
- 2) In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the Pastor and staff in performing pastoral ministry tasks: Proclaiming the gospel to believers and unbelievers; Caring for church members and other persons in the community; Leading the church to engage in a fellowship of worship, witness, education, ministry, and application; Leading the church in performing its tasks.
- 3) Ordination:
 - a. Selection, election, and ordination of deacons is a privilege of the local church.
 - b. When ordination of deacons is planned by the church, it shall authorize the pastor to assemble a council to examine the candidates concerning their fit to serve as deacons.
 - c. The council directed to examine the deacons shall be composed of the pastor, invited ordained pastors, and deacons of neighboring sister Baptist churches.
 - d. When the council recommends the ordination of deacons, the ordination service shall be scheduled as led by the pastor.
- 4) Duties:
 - a. Elected deacons shall elect the chairman of their committee.
 - b. Deacons serve as a committee of counsel to assist the pastor concerning the progress and welfare of the church.
 - c. Assist the pastor in ministering to the members by implementing the Deacon Family Ministry Plan.
 - d. Seek to solve any fellowship problem of the church.
 - e. Assist the pastor in administering the church ordinances.
 - f. Serve as church membership committee.

The church expects the candidate to meet qualifications as outlined in Acts 6:1-6 and I Timothy 3:8-13.

The Election of Deacons

Nominations for deacon will be written on a slip of paper and inserted into a box provided. Those men, whose names have been submitted, will be contacted concerning their willingness to serve, according to scripture, and then presented to the Church body for election. "Deacons Elect" will be asked to serve a minimum of six months prior to ordination, and assigned to work with an ORDAINED deacon. The six month period will give prospective deacons time to seek God's leadership and also, allow them time for inner reflection as to whether they will truly be able to fulfill the ministry of deacon. This would allow a deacon elect to withdraw, if he wished, without undue personal embarrassment.

Operations Manual

Deacon Covenant

Having been set aside as a Deacon by the Meridian Southern Baptist Church and realizing the seriousness of this God appointed office, I am willing to make the following commitments;

1. To the LORD;
 - a. A disciplined devotional life, seeking time daily for prayer and Bible Study. (1 Thess.5:17 and Joshua 1:8)
 - b. To live under the control of the Holy Spirit as he order my conduct in keeping with the principles of the New Testament. (Eph.4:1; 5:18)
 - c. To meet the biblical guidelines as a deacon. (see 1 Tim 3:13; Acts 6:3-4; et.al.)
2. To the Church;
 - a. Attend all public services of our church. (Heb.10:25)
 - b. Contribute financially, at regular intervals, to the support of our church with a minimum of a tithe. (Mal.3:10; 1 Cor. 16:2).
 - c. Support the church ministry by:
 - i. Cooperating wholeheartedly in the plans and activities of the church and its organizations. (1 Cor.3:9)
 - ii. Pray regularly for the church and its leaders. (1 Cor.5:1)
 - iii. Endeavor to maintain the unity of the body by handling all negative matters within the guidelines of Matthew 18 and Galatians 6:1, and by acknowledging the authority of all those whom God through His Church, has placed over me. (Eph.4:3, Heb.13:7)
3. To the Ministry;
 - a. To be regular and punctual in attendance at all scheduled services of the church.
 - b. To attend all regular and called deacon meetings, except in the case of illness or work. (My absence from more than three consecutive meetings will be interpreted as an expression of my desire to resign as a deacon at Meridian.)
 - c. Seek every opportunity to lead unsaved persons to Christ and train for this purpose in evangelism training offered by our church. (Prov.11:30)
 - d. Participate actively in our church visitation program. (Acts 2:46)
 - e. Continue training to become the best worker I can for my Lord. (Prov.15:28a; 1 Tim. 2:15)

Recognizing the responsibility I have to this office, I will submit my written resignation to the Chairman of Deacons if I am unable to keep the commitments I have made to the Lord, to the Church, or to the Church's ministry. The Chairman of Deacons will then notify the church of my decision at the next available Church business meeting.

Signature

Date

Benevolence Policy

2 Funds: Deacons' for Church Family needs
Pastor's Discretionary – not just benevolence (but primarily is)

Established with weekly offerings until both funds had \$500.00 balances. Then maintained by offerings after Lord's Supper.

Outside church family guidelines:

- No motel payments
- If it only postpones problem, look closer.

Maximum of \$25.00 to be split \$15.00 max on food or gas and \$10.00 on other. Limit of \$15.00 on either category. We go with them and purchase items. No alcohol or tobacco.

Pastoral staff or deacons interview all applicants.

We check out references, if available, especially if offer Crisis House or Salvation Army, etc. Often times they let us know applicant is "professional". Make clear that it is a one-time help only.

For Emergency Meals, etc.

Deacon's wives are divided into teams with captains who organized needs on rotation basis. We would like to organize it more according to Adult I, Adult II, Adult III, Adult IV, Col./Career, Workers type of breakdown.

I. Scriptural Basis for Benevolence Policy

(Deut.15:7-8, 10-11)

"If there is a poor man among your brothers in any of the towns of the land that the LORD your God is giving you, do not be hardhearted or tightfisted toward your poor brother. Rather be openhanded and freely lend him whatever he needs... Give generously to him and do so without a grudging heart; then because of this the LORD your God will bless you in all your work and in everything you put your hand to.

(Matt. 25:34-40)

"Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.'

"Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?' "The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'

(Mark 14:7a)

The poor you will always have with you, and you can help them any time you want.

(II Cor. 9:6-9)

Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously. Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to make all grace abound to you, so that in all things at all times, having all that you need, you will abound in every good work. As it is written: "He has scattered abroad his gifts to the poor; his righteousness endures forever."

II. Benevolence Needs

- A. **Transient:** Those, not a part of our membership, who are in immediate need of foodstuffs, gasoline, or emergency shelter. Program designed for one time assistance. Continuing requests to be evaluated by Pastoral Staff and/or Deacon body.
- B. **Membership:** Those, who are a part of our membership, who find themselves in need of foodstuffs or emergency shelter. Program designed to meet needs as long as necessary to aid individuals until they can again take proper responsibility for themselves and their families. Continuing needs to be evaluated by Pastoral Staff and/or Deacon body.
- C. **Crisis Meals:** Those, whether a part of our membership or not, who are in need of help due to a death or serious illness, loss of home, etc. Program designed to organize preparation and delivery of meals to those in need of help. Deacon's wives will oversee and administrate.

III. Method of Meeting Needs

- 1. A well-stocked pantry, supplied by the participation of the entire membership of our church, by voluntary response, as needs are made known.
- 2. The wives of the Deacons responsible for the Lord's Supper for any given month will, during the week preceding that Lord's Supper Sunday (normally the last week of the month) inventory the pantry to determine what food-stuffs need to be restocked. A list of needed items will then be published in the Messenger mail out during the week following the Lord's Supper, which would allow our people to respond to the need by the second Sunday of the month.
- 3. Funds for purchase of perishable items such as milk, butter, eggs, bread, etc. would be provided by the Benevolence Fund, reestablishment of the Lord's Supper Offering, and/or spontaneous offerings or collections.

IV. Administrative Responsibility

Deacons' wives, Deacon body, Pastoral Staff and Sunday School Divisional and Department Leaders.

V. Procedure

A. Transient:

Requests for assistance would more than likely be processed by Pastoral Staff and Secretaries since most requests of this nature seem to occur during regular working hours. Applicant would be expected to fill out a questionnaire describing his/her need and situation. Applicant would then be interviewed by one of the Pastoral Staff. If need is legitimate, applicant would then be taken to pantry and supplied with enough food stuffs to meet their present need. Funds needed for perishable items or gasoline would also be disbursed at this time (some type of food voucher system might be advisable to insure that funds are not used for purchases of liquor, cigarettes, or other unnecessary items.)

B. Membership:

Requests for assistance would be processed by Pastoral Staff, Deacons' wives, or Deacon body. Members' situation should be thoroughly evaluated to insure that every spiritual and physical need is quickly and effectively met. Great care should also be taken to insure that those in need not be made to feel embarrassed or ashamed in their need. Care should also be taken to insure that this policy does not become an encouragement to relinquish the personal responsibility of every Christian to provide for his or her own need, and the needs of their families (1 Tim.5:8).

C. Crisis Meals:

Requests for assistance would be administered by our Deacons' wives and processed through the framework of the Sunday School Leadership Structure. The Deacons' wives assigned to the department in which the person involved is enrolled, would take charge of seeing that meals are properly organized.

Adult I

Adult II

Adult III

(A committee of three or more Deacons' wives per department. **)

(**Specific names to be kept on file along with Office Copy of Benevolence Policy in Office Secretarial Workbook.)

The Department Director will be called and informed of the need. He, in turn, will call Class teachers, who will call class outreach leaders, who will call class group leaders, who will call class members. These calls will determine who can and will prepare meals. The class outreach leaders would then report to the Deacon wife in charge. The Deacons' wives would then co-ordinate preparation and delivery of meals, having only to call those people involved to tell them when and where to prepare and deliver

Operations Manual

Each Department will need a list of associate members who are teaching and/or serving in other areas of the Sunday School. And a list of dates of service could be kept, if needed, to insure that no one is overburdened.

Pastor's Discretionary Fund Guidelines

1. The PDF can receive funds from restricted gifts, benevolence offerings and other sources.
2. The PDF monies cannot be used by the Pastor for his own personal use or expense.
3. The PDF monies can be used by the Pastor in the following ways:
 - a. Benevolence needs within or outside the church family.
 - b. Distribution of restricted funds to individuals. (Where discretion in the handling of the money is needed.)
4. A record of PDF receipts and expenses will be retained in the church office. Only the Pastor, Church Secretary and the Chairman of the Deacons will have access to this information to protect the confidentiality of the PDF.
5. The Pastor and Church Secretary will be the only two authorized to sign on this account which only requires one signature.
6. The Deacons can authorize an additional signer in the event the church is without a pastor.

The Deacon Family Ministry Plan

The Deacon Family Ministry Plan is a plan through which the deacons of Meridian join the pastor and ministerial staff in ministering to the physical, spiritual, and emotional needs of each church member and family. The church membership is divided (by family units) among the deacons. Thereby each deacon is assigned a group of family units. Each deacon then ministers in a variety of ways to his group of families over a period of time.

A part of each deacon's meeting is spent praying about specific needs of families and in rejoicing over needs met and victories won. Another part of the meeting is used to develop deacons' skills in ministering to family needs.

Our deacons minister to families by...visiting, witnessing to unsaved family members, rejoicing with families, being a friend, offering support in times of crisis, answering questions about faith or church, helping find ways to serve in the church, praying, connecting with cards and/or phone calls..

New Members Policy

The church requires that those who are coming for membership complete New Members Classes prior to being presented for membership.

Those coming forward in the worship services would go to prayer room with trained counselors on a one to one basis. With a few days they would have a staff interview and may be baptized at any time.

Following their decision and interview they would enter New Membership classes. Upon completion of the nine weeks of classes prospective members would be presented to the congregation.

Steps to Church Membership

1. Make your decision known by responding to an invitation given during a public worship service. (You then become a “New Member Candidate”).
2. Be available for a follow-up appointment. This should be done the week following your public decision. You will be contacted by the appropriate persons.
3. Complete nine new member classes. These are offered in different formats depending upon your age group.
4. Give evidence of membership of a church of “like order of faith” or be baptized or if records unavailable, a statement of faith. All persons seeking membership must complete these steps.
 - a. If classes are not completed within six months, we will ask you for a clarification of your position to determine if you still desire membership.
 - b. Membership in a new member class constitutes membership in Sunday School. Upon completion of the new member class, every member will be transferred to the appropriate Sunday School class and is expected to be an active participant in the class.
 - c. Gift profile should be completed during this time.
5. Appear before the church for presentation at a public service set aside for that purpose.

Follow-Up Visit

Make appointment with New Member Candidate. Appointment is to be conducted within one week of decision. A good time to make appointment is on the day of decision. **This is your responsibility!**

During Visit:

1. Get to know person and let them know you.
2. Recount decision they have made. Rejoice with them over it.
3. Get information needed on decision card.
4. If Baptism is necessary, set time and date (Sunday night). Inform them to be at the church at 5:30 p.m. to meet with the pastor. Inform them of cloths, towels, etc. to bring with them.
5. If there is any problem, refer pastor to them.
6. Go over “Steps to Membership” with them.

Meridian Church Membership Status Definitions

Membership Status	Member?	Definition
Active Member --	Y	Person who has asked to join the church, completed a membership application, has fulfilled all the requirements for church membership, has been voted into membership at a church business meeting, and is actively participating in church activities. (<i>Active participation – attending any service at least once a month</i>)
In-Active Member --	Y	Person who has asked to join the church, completed a membership application, has fulfilled all the requirements for church membership, has been voted into membership at a church business meeting, and is not actively participating in church activities.
Non Resident Member --	Y	Person who has asked to join the church, completed a membership application, has fulfilled all the requirements for church membership, has been voted into membership at a church business meeting, and is relocated outside of the San Diego County community.
Baptismal Candidate --	N	Person who has asked to join the church, completed a membership application, and has asked to be baptized in accordance with scripture and is in the process of completing all the requirements for church membership.
New Member Candidate --	N	Person who has asked to join the church, completed a membership application, and in the process of completing all the requirements for church membership.
Block Party Prospect --	N	Prospect received through one of the community block parties.
Friends --	N	Person who is not a member but wants to be kept informed about events at Meridian
Past Member --	N	Person whose membership status was changed (1) at their request, (2) due to inactivity, (3) relocation, (4) request for church letter, (5) or any other reason that would terminate their membership.
Prospect --	N	Person who is not a member that has visited the church worship services or Sunday School program and lives in San Diego County.
Regular Attender --	N	Person who is not a member and not in Sunday School but attends services at least once a month.
Sunday School --	N	Person who is not a member but active in the church Sunday School program.
VBS Attender --	N	Person who is not a member but attends the annual VBS program.
Visitor --	N	Any first time guest of the church worship service or bible studies program.
Wants to Join --	N	Person who has checked the box on the registration card during worship services.

Church Missions Policy & Procedures

I. General

A. Purpose of a Written Missions Policy

This policy statement as approved by the Meridian Baptist Church has been carefully developed, through prayer, in order to:

1. Guide the administration of the missions program.
2. Assist in achieving a clear sense of direction for Meridian missions' efforts.
3. Guide in making objective decisions.
4. Assist in our church-wide promotion of missions.
5. Inform missionaries and prospective missionaries regarding involvement with Meridian missions.
6. Make information available to missions' committee members and others active in missions.

B. Exceptions to this Policy

Any one time exceptions to this policy require approval by the missions committee, the Senior Pastor and the church.

C. Responsibilities of the Missions Committee

The missions committee is responsible for the administration of the Meridian missions program. The committee recommends the leaders for the various areas of mission support the church is involved in. The committee has been delegated responsibility for developing guidelines, long- and short-term plans, and execution of the church's overall missions program.

Standing members of the missions committee shall be the Minister of Evangelism, the Men's Ministry Director, Women's Ministry Director, and the Student Ministry Director. At least two other member's will be selected from the membership. The committee shall be responsible for leading the church in the following areas;

International Missions (primarily through the IMB), North American Missions (primarily through NAMB), State Missions (through the CMO), Local Missions (through the SDSBA), Special Projects (e.g Faith in Action, Community Block Parties, etc.) and individual missions support (e.g. the Lambach Project).

D. Definition of Missions

We believe God desires the local church to be the primary means for sending people to share the saving message of Jesus Christ with lost persons around the world, as He leads and directs.

"Missions" at Meridian is defined as any evangelistic ministry carried on outside our local congregational field. The purpose of missions is to help fulfill the Great Commission by showing and sharing the Gospel of Jesus Christ in ways that are effective so that lost persons are brought to the point of decision and conversion by repentance and saving faith in Christ alone. Missions are therefore first and foremost about evangelism. Evangelism is sharing the good news of Jesus with the aim of seeing lost persons make a life commitment to Jesus Christ. For this purpose we will also endeavor to establish or assist indigenous, growing, Biblically-based churches or fellowships both outside and within the United States that practice effective evangelism.

Specifically, the role of Meridian in the great worldwide evangelistic endeavor is to confirm those whom God is calling, to missions, help effectively equip them for life and evangelistic ministry, and send them out with sufficient resources and encouragement for their vital task. We also seek to help nurture knowledge about, concern for, and pray for missionaries and non-Christian people in the state of California, the nation, and the world.

II. Missions Strategy

A. Overview

The missions strategy of Meridian is to effectively mobilize resources (including prayer, personnel and financial) under our influence as part of a master strategy to make disciples and change the world by loving God, growing together, serving the needs of others and sharing the Good News of Jesus. This strategy requires gaining involvement, winning commitment and effectively deploying members to do evangelistic work in our nation and around the world as God calls us.

Meridian's mission's strategy will also help church members become knowledgeable and involved in missions and with missionaries and specific missions prospects. Our strategy will consider both traditional and non-traditional programs in accomplishing our basic mission's objectives.

These are the broad principles and objectives which guide our Missions committee in accomplishing this mission's policy. We desire:

1. A small number of missionaries and projects so that the congregation may effectively:
 - become personally involved in their work through prayer, correspondence, short-term trips, field visitations, furlough support, etc.
 - provide a significant level of financial support in order to maximize the impact of support given; and
 - effectively monitor each mission sending agency and the missionary work which Meridian is supporting.
2. To actively seek out, encourage, and nurture potential missionary candidates within our congregation.
3. To have a balanced, worldwide perspective, this includes Southern Baptist Convention (SBC) and non-SBC missionaries and projects, while giving preference to SBC endeavors.
4. To place highest mobilization and support priorities on personnel and projects which are evangelizing and planting churches among unreached people groups outside the United States.
5. To place support emphases on identifiable SBC projects, specific SBC missions activities, and individual SBC missionaries which provide the most opportunities for congregational involvement and are consistent with overarching church strategy for making disciples and changing the world.

B. Areas of Program Focus

Our areas of program focus are:

- Prayer Support for Missionaries
- Mobilization and Involvement of Members

Operations Manual

- People and Projects
- Cultural Emphasis
- Geographic Emphasis
- Non-Financial

As explained below: Our Prayer Emphasis

Prayer is essential for any undertaking with God. We are directed by God to pray for unsaved people and those who are proclaiming the Gospel among them. Therefore, we will devote special effort towards assisting the church's Pastors and prayer ministry to stimulate a balanced prayer life at Meridian among its members that is sensitive to, and includes missions.

We encourage prayer by individuals and the corporate body. We will do so through our small and large prayer groups (Wednesday Evening) and through published guides. It will be our objective to energize continuing, routine prayer support for each of our SBC sending agencies, our missionaries and their work.

Our Mobilization and Involvement Emphasis

Meridian's mission's impact is directly related to the effectiveness with which the missions committee and church leadership teams mobilize our own members to provide time, talents, and finances and become personally involved in sharing the Gospel nationally and internationally. In addition, our impact can be increased by helping other believers and churches to develop effective missions programs of their own.

Therefore, our strategy may include the use of speakers, conferences, short-term mission experiences, etc. to encourage Meridian members in missions as to assist other churches.

Promoting Meridian Members to Become Vocational Missionaries

The ultimate personal involvement is when someone from the congregation is called by the Lord to enter missions as a life calling. We will strive to identify, encourage, and nurture potential candidates. We will use our church-wide Connections-2 (Place) course to help them discover their gifts, strengths, and limitations so that they can serve the Lord most effectively.

Emphasis on Personal Relationships with Missionaries

A major goal is to develop greater congregational interest in national and international missions and in our own missionaries sent from our fellowship. Thus, a priority will be placed on developing and maintaining personal relationships with particular, individual missionaries.

Missions Budget

The Missions Budget will be in accord with Meridian's definition of missions as defined by this policy. As part of the annual budgeting process, each Meridian Missions Partner will be contacted to determine their support needs and project requests. The Missions committee will develop and recommend a budget based on these and other inputs. The budget will include the term of partnership commitment, commitment recommended for each partnership for at least the upcoming year and preferably multiple years, and restricted mission accounts financial support for each partnership which will be the dollars which could be used for specific goals and the term of these restricted mission account dollars.

Operations Manual

These partnership budget commitments and restricted mission accounts will be provided to the finance team which will include the budget dollars in the next year's operating budget based upon availability of budget dollars.

The Stewardship committee, with help from Missions committee, will also develop and publish an approved list of restricted mission accounts gift categories to which members can contribute without prior approval. During a budget year, once the restricted mission account target is reached for a partnership the excess dollars will be allocated to a general missions or community service fund or restricted missions fund which will be overseen by the appropriate Missions committee in conjunction with the finance team and Sr. Pastor (or his DSR).

The Missions committee will present the recommended budget to the Church Council and the Stewardship committee. Because of our rich denominational heritage in missions, we intend to allocate at least 50 percent of the total missions' budget to selected Southern Baptist ministries which best accomplish the goals in this policy.

The Missions committee will encourage the annual Lottie Moon Christmas offering, Annie Armstrong Easter offering and the California Missions Offering for the Southern Baptist International, North American Mission Board, and the California Southern Baptist Convention respectively. These offerings will not be considered as part of the annual budgeted giving to these boards, unless the church adopts an ongoing, comprehensive missions offering.

III. Selection Of Meridian Missionaries

A. Missionary Selection Process

Potential "Meridian Missionaries" will be selected from a variety of sources using the strategy goals described in Section II. The sources include;

- (1) Meridian Missionary Candidates,
- (2) former church members who believe God is leading them into missionary service, and
- (3) Non-members who propose missionary service in one of Meridian's high priority missions areas.

The selection and appointment process is independent of any needs for financial support. Missionaries not seeking financial help will be selected and receive the same care and personal interest as financially supported missionaries.

The Meridian Missionary selection and evaluation process will be based on information obtained from:

- (1) personal observations and evaluations of person's involvement in life and ministry of Meridian,
- (2) information questionnaires from applicants,
- (3) information from personal references,
- (4) evaluations of sending mission boards or agencies, and
- (5) personal interviews conducted by representatives of the Missions committee.

Requests for financial support will not be considered until a missionary applicant has been recommended and approved as a “Meridian Missionary.”

The Missions committee will select a number of Southern Baptist International, North American Mission Board, and California Southern Baptist missionaries as “Meridian Missionaries” to personalize annual giving to these boards. The number of missionaries selected will be in proportion to the total support given to these boards. Preference will be given to present and past church members, and relatives of church members.

B. Meridian “Missionary Candidates”

The missions committee will seek out and identify currently active members of Meridian who appear to have both a willing attitude and abilities to be an effective missionary. Subject to approval, they will be designated as a “Meridian Missionary Candidate” (or “missionary-in-training”). Missionary Candidates will receive special assistance and nurture designed to help them determine if God is calling them into missionary service. As a church we commit to:

1. Provide counseling, encouragement, and opportunities to minister in ways which will strengthen the Candidate's knowledge and abilities needed for successful missionary service;
2. Include Missionary Candidates in E 600 and congregational prayer support for Meridian Missionaries;
3. Provide advice on their selection of a mission board or agency;
4. Encourage short-term experiences as a missionary through Meridian’s Short Term Missionary trips; and
5. Give first priority for financial support to missionaries who were Meridian Missionary Candidates.

C. Selection Criteria for Missionaries

A missionary must:

1. Be a baptized believer with assurance of salvation?
2. Be personally interested in (if not already committed to) and motivated by the Holy Spirit toward full time work in missions.
3. Be growing spiritually.
4. Be effectively active in Christian service and church ministries.
5. Maintain contact with appropriate church leadership.
6. Be open to counsel regarding preparation and plans.
7. Have demonstrated his or her abilities and effectiveness in doing the work which they propose to do as a missionary, e.g., teaching, preaching, leading people to Christ, working harmoniously with other people in ministry.
8. Have appropriate education and/or work experience needed to be effective in proposed missions’ activity.
9. Have satisfactorily completed a missionary candidate program which is approved by Meridian.

D. Application Questionnaire

A completed missionary application questionnaire with three personal references must be submitted to Senior Pastor prior to the scheduling of a personal interview with Missions committee representatives.

E. Personal Interviews

The topics which will be covered in personal interviews with missionary applicants include:

1. Background and salvation experience
2. Family
3. Abilities, spiritual gifts, interests
4. Ministry experience
5. Formal education
6. Reasons for choosing missions, governing board, and ministry
7. Acceptance by an approved mission board or agency
8. Immediate plans prior to assignment
9. Financial support
10. Prayer support

F. Doctrinal Agreement

Each Meridian Missionary applicant shall express knowledge of and agreement with the doctrinal statement of Meridian. Any differences must be expressed in writing for consideration by the Senior Pastor. Once accepted, continued agreement with the doctrinal statement is a requirement for continued support.

G. Acceptance by the Denomination, Mission Board, or Agency

There must be prior (and continued) acceptance by the denomination or mission board or agency approved by Meridian. Written evidence of this acceptance must be provided, including a statement by the board regarding the candidate's proposed ministry and immediate plans.

We will support evangelical mission boards which are in essential agreement with our doctrine and missions purposes. We will give consideration also to management, leadership, and ministry methods and effectiveness. A mission board new to Meridian must be evaluated and recommended by the Missions committee before final approval by the Missions committee.

The following criteria will be used as guidelines for evaluating non-denomination mission agencies under which potential Meridian-supported missionaries might serve:

1. What is the agency's primary purpose and function?
2. Does the agency's doctrinal statement agree with Meridian's?
3. Is the agency a member of an evangelical missions association (e.g., IFMA)?
4. What is the agency's accountability and decision-making structure?
5. What is the agency's track record in maintaining career missionaries?
6. What is the financial support policy, including the raising and distribution of funds for missionaries, administration, projects, nationals, etc.?
7. Description and nature of the agency's governing board as to its duties and function (e.g., does it formulate policy and evaluate performance?).
8. What are the agency's or board's policies on health insurance and retirement plans?

The Missions committee will provide ongoing evaluation of all supported SBC programs and projects to insure that they meet the same standards as non-SBC supported work.

H. Communication Expectations

Missionaries are expected to inform the Missions committee of their ministry progress and other needs at least on a quarterly basis. Absence of such communication or other requested communication, (e.g., quarterly prayer request forms, annual report questionnaire), may be grounds for termination of all support.

As indicated above, we place high priority on prayer support for and nurture of our missionaries. In order to have effective prayer, our missionaries are expected to provide the Missions committee with specific prayer requests at least once every three months. We place needs for prayer support above needs for financial support.

If possible, Meridian Missionaries are expected to participate in the church's annual missions conference.

Missionaries on furlough should visit Meridian and give personal re-ports to the Director of Missions and Missions committee. If this is not possible, they should provide detailed written reports to the Team and/or arrange for a phone interview.

IV. Financial Support of Meridian Missionaries

A. Financial Support Application Process

Individuals approved by the Missions committee as a “Meridian Missionary” may request financial support using a Meridian application form. This form requires specific information about support needs, the status of other support sources, mission board overhead charges, retirement plans, and health insurance coverage. Unusual expenses will need explanation and justification.

The Missions committee will evaluate each financial request using guidelines developed from Meridian’s missions priorities, the personnel support priorities described below, and existing or estimated future budgeted funds. Requests for support may be recommended to the Missions committee with future starting dates based on the availability of missionary support funds. Each applicant will be notified about the status of their request within 60 days of receipt of their financial request form. Financial support approved by Missions committee must conform to the Financial Policies of the church.

Currently supported missionaries may request changes in their financial support using the same application form with a detailed letter of explanation.

B. Support Priorities

Categories

Meridian has established the following missionary categories in order to determine the priority given to candidates when considering both acceptance and providing financial support:

Category 1 — “Home grown members;” These are church members who may have grown up in or been significantly influenced by the ministry of Meridian four or more years. They consider this church as their home church.

Category 2 — Meridian members for whom the church is now considered their true church home. They have usually been actively involved in church life for more than three years.

Category 3 — Non-member individuals, such as college students and other individuals, who have worshipped, fellowshiped, and/or been actively in the life of Meridian for at least two years.

Category 4 — All others.

Consideration for acceptance will be given first to Category 1, then 2, then 3, then 4. Our intent is to support more heavily those in Category 1, then 2, then 3, then 4. If it should ever be necessary to reduce support due to reduced budgets, lowest category missionaries will be removed first.

Length of service as a Meridian missionary, type of ministry, targeted people group, geographic location, and total support needs will also be considered.

Support Guidelines

Meridian will strive to provide financial support according to the following percentages of the established support levels of the sending mission board or agency. Our desire is to provide significant support to Category 1 and 2 missionaries. The percentages actually given to a person will depend on Meridian mission priorities, availability of funds, and an evaluation of the appropriateness of their proposed support level.

Category 1: 25-50%

Category 3: 10-30%

Category 2: 15-40%

Category 4: 5-20%

C. Acceptance and Termination of Support

1. Each Meridian Missionary requesting financial support will receive written notification about the status of their request within 60 days of the date when their application is received.
2. Category 1 and 2 approved missionaries may not leave for the field with Meridian approval until their pledged monthly support level reaches at least 90% of their board-recommended monthly support amount. This level is required even if their sending board has a lower recommended percentage. Exceptions require a favorable recommendation of the Missions committee and approval of the Senior

Operations Manual

Pastor. Missionaries who choose to ignore this policy will forfeit Meridian endorsement and financial support.

3. Accepted missionaries must notify the Missions committee in writing prior to making any major changes in ministry, location, or board since such changes could affect the priorities of their support status. Team concurrence is needed in advance of the proposed change. Also, the Missions committee should be kept informed of major ministry or support problems.
4. Should the relationship between the denomination or sending mission board and a missionary be terminated, support by Meridian Baptist will also be terminated unless there is a transfer to another approved board. 18
5. Support of a missionary may be terminated by recommendations of the Missions committee and approval by the Missions committee if there is an unapproved transfer from one board to another, termination of active relationship with an approved board, or violations of Meridian's Missions Policy.
6. In the event a missionary remains on furlough for longer than one year, continuance of support will be reviewed and may be recommended for termination by the Missions committee. Similarly, support during an educational leave of longer than one year will be reviewed. Continuance of support in circumstances such as these requires a favorable recommendation of the Missions committee and approval by the Senior Pastor.
7. If support is to be terminated, the Missions committee will endeavor to provide written advance notice to the missionary and mission board. However, support can be terminated immediately if circumstances warrant such action.
8. U.S. based campus ministry personnel may be supported as missionaries as long as they live in Clemmons area and are actively involved in the life of Meridian. If they move, their support will be normally phased out over two years beginning from the date they leave Clemmons. Persons transferring to a foreign or cross-cultural field may reapply for consideration on that basis.

D. Annual Reviews and Notifications

The financial support status of all missionaries will be reviewed annually as a part of the church missions' budget process. Each will be notified in writing about their support for the coming year.

E. Other Financial Support

A portion of Meridian's mission budget is for support of specified missions related projects or special needs of our missionaries, e.g., unexpected health care expenses, replacement of essential equipment, and assistance in relief of human suffering. Normally these will be one time expenditures. The Missions committee will carefully evaluate all project proposals submitted by Meridian Missionaries and Southern Baptist and non-Southern Baptist mission boards they work through. Team recommendations for project funding will be based on an assessment of the project and its importance to the work of the missionary, Meridian's missions' goals, and the availability of budgeted funds.

III. Congregational Involvement

A. Missions Conference

Meridian will normally conduct an annual or bi-annual missions conference intended to be a highlight of the year in the missions life of the church. The goals of the conference will reflect the missions' goals and priorities of our missions' policies. The Missions committee will take leadership in designing and organizing the conference, under pastoral oversight.

B. Meridian Sponsored Mission Teams

Meridian will sponsor and organize several international and domestic short-term missions' teams each year for adults and youth members. In most cases, the teams will be assisting Meridian Missionaries or missionaries funded through the Southern Baptist International or North American Mission Boards. All team members will be trained in appropriate methods of evangelism, discipleship, and other skills needed for their team project. The Missions committee will set criteria for the selection and qualifications for those going on short term mission trips.

The goals for all Meridian sponsored mission teams are:

1. Evangelism of the lost.
2. Promote a deeper personal commitment and closer relationship with Jesus Christ within each team member;
3. Provide practical "hands on" and spiritual support to our missionaries;
4. Promote members' interests in becoming career missionaries;
5. Develop concern and awareness for the unsaved people in the world; and
6. Promote greater interest and participation in Meridian's evangelistic outreach efforts.

C. Other Short-term Missions Experiences

Meridian also will actively promote member participation in individual and group short-term mission opportunities which may be organized by Southern Baptists and other mission agencies which have similar doctrinal beliefs and evangelistic goals. The Missions committee will set criteria for the selection and qualifications for those going on short term missions trips.

D. Financial Assistance for Church Members

Meridian members desiring to participate in an approved short-term missionary experience are eligible for a limited number of grants or scholarships. The level of support will be based on need, estimated costs, and recommendations of two or more personal references. This support will not exceed 50% of the cost of the trip. The application process includes completing a "short-term" application form and an interview with a designated member of the Missions committee. The Missions committee will recommend a policy for approval of how individuals raise money for their sanctioned trip.

E. “Adoption” Opportunities

The Missions committee will also develop and promote individual personal involvement with our missionaries and international students. These opportunities could include:

1. “Adopt-A-Missionary” - members correspond and develop close personal relationships with our missionaries and their families
2. “Adopt-An-International Student” - members actively befriend an international student from one of the nearby universities. The goal is to develop friendships and understanding of people from other cultures and to provide for opportunities for “friendship evangelism”
3. “Adopt-An-Unreached People Group” - Meridian members will have opportunity to learn about an unreached people group, pray regularly for them, and provide possible practical assistance to missionaries who are working with them.

IV. Provision for Policy Revisions

Meridian’s Missions Policy revisions may be proposed at any by the Missions committee and the Senior Pastor. A policy revision committee will be formed at least once every three years to review and make recommendations. All revisions are subject finally to the approval of the Senior Pastor and Meridian Baptist Church.

Addendum:

Funding Through Policy Transition Period

The missionary priorities and support guidelines of this policy are a major shift from previous selection criteria and guidelines. They represent long-term goals which will be carefully and prayerfully applied to our current missionaries, their ministries, and the availability of funds. A long-term strategic plan will be developed by the Missions committee and all missionaries will be informed about their support status during the transition period.

Becoming a Volunteer at Meridian

Serving in ministry is a privilege that every believer should inspire to do. The Apostle Paul urged us in Romans chapter 12 to “present our bodies as living sacrifices . . .” and this is what we do when we surrender to Christian service. Serving in ministry requires a commitment to work as though we are working for God Himself. Look on the bulletin boards around the facility to discover volunteer ministry opportunities available at Meridian.

As such, those coming forward to serve in a ministry must meet certain minimum requirements. Most positions require that volunteer leaders be members of Meridian Baptist Church. All volunteers must complete a confidential volunteer application. Workers who will supervise or have direct custodianship of minors must all complete an additional screening process.

To Volunteer for Service

1. Complete the Confidential Volunteer Application (these can be obtained from the church office) and bring it to the church office.
2. Meet with the ministry leader over the area you desire to volunteer in and familiarize yourself with the job description and associated policies and procedures. Copies of these are available in the church office.
3. You will be asked to share your salvation testimony during the interview process.
4. All information obtained during the application process will remain confidential.
5. Some areas of ministry may require you attend a special training session prior too or during the year in which you are volunteering to serve.

Volunteer Enlistment

The Church Nominating Committee is tasked with recommending to the church all volunteers for ministry positions at Meridian Baptist Church. The Nominating Committee works year round working in this capacity by praying for church members and the giftedness, working with ministry leaders to identify needs, and speaking with members who they believe could help meet those needs.

The committees work is currently carried out on the following cycle:

Oct. – Dec.:	Work to staff Church Committees. (Committee service begins January 1)
Jan. – Mar.:	Annual Planning Cycle
Apr. – Jun.:	Work to fill ministry open leadership positions (Church Staff & Council members)
Jul. – Sep.:	Work to staff volunteer worker positions (i.e. teachers, children’s workers etc.)

We encourage members to volunteer anytime they feel so inclined to do.

Operations Manual



Meridian Baptist Church Confidential Volunteer Application Form

This application is to be completed by all applicants for volunteer positions at Meridian Baptist Church. In addition to the application, all positions the involve supervision or custody of minors will need to complete our children's worker screening process. This will help our church family provide a safe and secure environment for children.

I would like to volunteer for:

Position desired _____ Hours Available _____

Personal

Last Name _____ First Name _____ Middle Initial _____

Present Address _____ Social Security # _____

City _____ State _____ Zip _____ Date _____

Email _____ Marital Status _____

Home Phone _____ Work Phone _____

Occupation _____

Do you have a current driver's license? No Yes: License number _____ State _____

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor? No Yes

If yes, please describe all convictions for the past five years. _____

Were you a victim of abuse or molestation while a minor? No Yes

- If you prefer, you may refuse to answer this question.
- You may discuss your answer in confidence with one of the ministers rather than answering on this form.
- Answering yes or leaving the question unanswered will not automatically disqualify you.

Church

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

When were you baptized? _____ List and gifts, callings, training, education, or other factors that have prepared you for this ministry. _____

Are you a member of this church? No Yes -- If yes, how long have you been a member? _____

1. If no, list your church membership contact information in the first church selection on the back of this form.
2. Please list other churches you have attended regularly during the past five years.
3. Include the type of work involving children that you performed.

Operations Manual

Church History

- Church (Membership) Name _____ Dates of Service _____
Church Address _____ Church Phone _____
City/State/Zip _____
Ministry involved in: _____
- Previous Church Name _____ Dates of Service _____
Church Address _____ Church Phone _____
City/State/Zip _____
Ministry involved in: _____
- Previous Church Name _____ Dates of Service _____
Church Address _____ Church Phone _____
City/State/Zip _____
Ministry involved in: _____

References

Personal References (not former employers or relatives)

Name	Address	City/State/Zip	Phone
_____	_____	_____	_____
_____	_____	_____	_____

List all previous non-church work involving children. Attach additional sheet if necessary.

Organization	Address	City/State/Zip	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Applicant Statement (Please initial each statement.)

- _____ The information contained in this application is correct to the best of my knowledge.
_____ I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children.
_____ I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice.
- _____ I waive any right I may have to inspect references provided on my behalf.
_____ Should my application be accepted, I agree to be bound by the bylaws and policies of this church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.
_____ I further state that I have carefully read the forgoing release and know the content there of and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____
Witness _____ Date _____

Student, Children's & Preschool Policies

Policy for Preschool, Children's, Student and Special Education Workers

Purpose:

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. Unfortunately, churches that have children's programs are not insulated from this alarming trend. The following policies have been established in response to this trend and reflect our commitment to provide protective care of all preschoolers, children, students and special education pupils attending any sessions at the church or any church-sponsored programs or activities.

General:

1. Individuals who have been convicted of either sexual or physical abuse should not volunteer to serve or seek employment in any church-sponsored activity or program for preschooler, children, students or special education pupils.
2. Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with preschoolers, children, youth or special education pupils with one of the pastoral staff prior to engaging in any volunteer service.
3. Volunteers in the preschool, children's, student and special education areas are required to be members of this church, and must be approved by appropriate church personnel before they begin working directly with pupils in these areas.
4. Workers will be expected to observe the "two-person" rule. This means when working in the preschool, children, student or special education areas, workers should avoid one-on-one situations with pupils.
5. All-paid and volunteer workers should immediately report to the age appropriate minister, church administrator, minister of education, or minister of music, any behaviors or other incidents that seem abusive or inappropriate. The age appropriate minister, church administrator, minister of education, or minister of music are responsible for making sure that the appropriate actions are taken.
6. From time to time opportunities for training in the prevention and recognition of the sexual abuse of children will be provided by the church. Paid and volunteer workers in these areas are expected to participate in the sessions.
7. A criminal records check will be run on all preschool, children's, student and special education paid and volunteer workers. The criminal records check may be run on all current paid and volunteer workers in these areas. Criminal records checks may be re-run periodically.
8. Have you ever been arrested for, charged with, under probation for, convicted of, or pleaded guilty or pleaded nolo contendere to (a) any sexual or physical abuse, (b) molestation, or (c) any felony crime or any action prohibited by California Family Code?

Yes _____ (Please describe on a separate sheet of paper.)

No _____

9. If you were personally a victim of child abuse, we require that you make this information known, prior to your beginning service, to the minister under whose leadership you will serve (if you prefer, you may discuss this with anyone on the pastoral staff. You understand and agree that this information is being provided for the purpose of determining the suitability of those who will be allowed to work with the church's preschoolers, children, students or disabled. Admitting you were a victim will not automatically disqualify you from service. This information may be discussed with the Senior Pastor or another minister on the pastoral staff, but will be kept confidential.

I have read the above policy and agree to observe the safeguards listed.

Signature: _____

Date: _____

Please print name: _____

Preschool Security Policy

To maintain a secure environment for all of our children, the following guidelines will be used with all workers/volunteers in the preschool department:

Worker/Volunteer Standard

- All workers desiring to work with any minor children must complete the following screening process:
- Employment application – paid workers only
- Church screening application – all workers
- Personal interview
- Reference checks
- Criminal record background check (on workers 18 years old and older)
- Workers will only be permitted to work with children after they have been a member of the church for six months.
- Workers must be at least 16 years old to work in the Preschool Ministry. Minor workers will only be permitted with children 3 years and older.
- All workers must attend required training (which also includes periodic update training).
- Only scheduled workers will be permitted in the preschool area.
- Only 1 minor volunteer per Extended Teaching Care session.
- There must always be two adult workers per room.
- Spouses will not be permitted to work in the same room together unless a third adult worker is present.
- Any worker (paid and volunteer) should immediately report any injury to a child or inappropriate behavior or incident that occurs to a child. (See Incident Report in the Appendix.)

Receiving and Releasing Children Into Care

In order to ensure that each child is returned safely to his parent, Preschool Security Tags will be used. It will decrease the traffic in the Preschool area and it will also help ensure we are **Releasing A Child To His/Her Parents**

PLEASE REMEMBER: No child should be given to anyone unless they have a valid security tag. Teachers will accept children from an ADULT only and they will release children to an ADULT only. The following Security Policy will be followed:

Birth through Kindergarten—Arrival

First time guests should come to the Preschool Welcome Center for assistance. Parents must do the following (at the Preschool Welcome Center) before dropping a child off in class:

- Pick up a security tag. (One tag will remain with the child and the parent will keep the corresponding matching tag.)
- Sign child in on the appropriate clipboard (parent's name, location, and person picking child up).
- Make sure that all diaper bags, cups, etc. are clearly labeled and stored in individual cubbies. All personal belongings for each child will be kept in a cubby separate from other children's belongings.

Operations Manual

- If the child is an infant, complete information form regarding feeding, diaper changing, and special instructions will be filled out. (See Attachments)
- Pick up a pager at the Preschool Welcome Center if desired.
- A worker will take the child and his belongings to their assigned class.

Birth through Kindergarten—Departure

- Parent must present the security tag (and pager) to the greeter at the Preschool Welcome Center, who will then retrieve the child with the matching security tag.
- Children will only be accepted from and released to a parent/guardian with corresponding security tag.
- All tags that have been collected should be returned to the Preschool Welcome Center at the close of the session.
- Under no circumstance is a child to be left alone anywhere in the building. If a parent is late in picking up a child, contact the Preschool Coordinator.

Child Protection Program

Child Protection Program Objectives:

Our program at Meridian Baptist is based on Matthew 18:1-10 in which Jesus is very clear that no one should harm the children and woe to anyone who does.

This program was created in order to:

- Protect the Children – Children (and parents) need to know that children in our church are well looked after in a safe and secure environment.
- Protect the Adults – By completing the character checks that we do and developing appropriate guidelines and boundaries, we are in a better position to ward off false accusations.
- Ministry Support – The child protection plan (CPP) enables each ministry to know the level of accessibility to children that each volunteer is given. It helps ministries gain a level of trust in each volunteer which permits them to focus on their calling from God and to put boundaries in place to ensure safety for children. The CPP enables each ministry to recruit the best people possible to serve our children.
- Protect the Church – God calls us to be good stewards of the resources He has given us. We believe that God is asking us to use His resources to expand our current ministries and to create new ministries, so that we can reach even more lost people and bring them to know Christ.

Child Protection Response Plan:

If church workers have any concerns regarding the safety of a minor, they should report it to the pastoral staff and/or the Preschool Director. The Pastor must report to the proper authorities within 24 hours of receiving a report. In the absence of the pastoral staff, this responsibility is delegated to the Preschool Director.

Be Prepared in Advance:

Operations Manual

- Maintain adequate records of screening forms, references and criminal background checks; all records will be kept confidential and in a locked file cabinet. Only the Preschool Director and pastoral staff will have access to the cabinet.

A spokesperson will be selected by the pastoral staff and/or the deacon body. This person(s) will be responsible to act as liaison to the family and the accused and will speak on behalf of the church.

If an Allegation Occurs:

- Take all allegations seriously.
- Fill out incident report.
- Report the incident immediately to the Preschool Coordinator (if absent, report to pastoral staff.)
- Pastoral staff and Preschool Director will identify a confidential process for determining the necessary response. (Not all situations which come to your attention will require reporting.)
- Contact the proper authorities.
- Report the incident immediately to insurance company.
- Consult with attorney.
- Notify parents.
- Minister to victim and victim's family.
- Treat the accused with dignity and support.
- Be sure the church spokesperson is the only person responding to the media.

Interview Procedures:

The Preschool Committee and Personnel Committee will work together to identify who will be responsible for interviewing all workers, both compensated and volunteer.

Preschool Safety Policy

Keeping the child's environment safe, in good condition and age appropriate is very important for the health, safety and the well being of both children and providers. This includes the environment of the physical room, furniture and toys used in each room of the preschool/children's department. This will ensure that we are giving our children the best possible environment to experience God's love and protection.

Room and Toy Safety

1. The room will be safe and suitable for the care of children: Electrical outlets will be covered. No cords will be hanging (blinds, electrical cords, etc), All cleaning supplies will be inaccessible to children.
2. All doors will have windows or other such construction to allow for viewing of interior of the classroom.
3. Adjoining bathrooms will have half doors.
4. Preschoolers will have age appropriate toys, which can be easily cleaned, with no small parts, no sharp edges, or mechanisms that do not pinch or trap fingers.
5. Only toys approved by the preschool coordinator will be placed in use.

Operations Manual

6. Items donated will be placed in a box for review by the preschool committee. They will screen all toys/teaching materials prior to being placed in a preschool room. Items not meeting the safety criteria (as stated above) will be returned to the donor.

Emergency: Weather and Fire

Parents should follow their designated emergency routes. Too many parents coming to the Preschool area to retrieve their child at once creates confusion.

Natural Disasters:

In the case of an earthquake all children will be relocate to a room without windows.

Fire:

Emergency exit routes are posted next to each classroom door. All children will be relocated to the church parking lot .

Illness, Injury, and Medical Emergency

Illness:

Any child who presents with or develops the following symptoms will not be accepted for care in the preschool area:

- Fever over 100* for last 24 hours
- Vomiting
- Diarrhea
- Severe cough or difficult breathing
- Infected skin patches
- Yellow skin or eyes
- Rashes
- Eyes that are pink, red or swollen

****NO medications will be administered by preschool workers. If a child requires medication, the parent must administer it. An ill child will be isolated and an adult will stay with the child until their parent arrives. A preschool worker will notify preschool director to locate and instruct the parent to return to the preschool area immediately for their child.**

Injury:

All injuries shall be documented, and parents notified.

- A First Aid box is located in the Preschool Welcome area.
- Contact the Preschool Coordinator immediately with the designated communication method.
- A teacher who was present during the accident must fill out an Incident Report. (See Appendix)
- Parents will always be informed of an injury, no matter how minor or severe.

Operations Manual

- The child's parent will be contacted immediately if the injury is severe or the child cannot be consoled.

Food Issues

- Preschoolers will be given appropriate snacks.
- Infants should be given formula, milk, juice, or water as provided by the parent in plastic bottles. Each bottle should be labeled with the child's name. Time and circumstances do not allow for any other type of feeding.
- Parents of babies are asked to fill out an information card each week when they drop off their infants to indicate feeding schedule. (See Appendix)
- A child's food allergy will be highlighted on the information card, and clearly displayed in the child's classroom.

Preschool Hygiene Policy

One of the most important steps in reducing the number of germs and the spread of disease is a thorough cleaning of surfaces that could possibly pose a health risk to children or adults. Handwashing is the most important single procedure to decrease the spread of disease. Smocks will provide protection from transmission of disease to/from the child and worker. Elimination of shoes will decrease the contamination to the floor, where many of the children will be on the floor lying or crawling. All items, toys/teaching materials, and surfaces will be cleaned and disinfected after each child's use.

Hand Washing

Preschool workers and children will wash their hands: At the beginning of a session, prior to receiving children

- After using the restroom, or assisting a child in the restroom
- After diapering
- After assisting a child with a runny nose, or any bodily fluid
- Before food/snack preparation

The preschool worker/child will:

- Wet hands with warm water.
- Use a liquid antibacterial soap to form lather.
- Scrub hands vigorously for 10-15 seconds, rubbing all surfaces and between fingers.
- Rinse hands thoroughly.

** If running water is not available in the room, use a pan of water for washing and one for rinsing. Water should be changed after 1½ hours.

Smocks And No Shoes

- Workers in the infant and toddler rooms will be provided with smocks to wear while assisting in the childcare area.
- Slippers/bootie foot covers will be provided for workers with the creepers and crawlers.

Washing Toys and Teaching Materials

- Toys will not be shared among infants and toddlers. Toys that are put in their mouths will be washed and disinfected between uses. All toys and teaching materials that children put in their mouths, all cribs, mattresses and other surfaces will be cleaned and disinfected after each session.
- When an infant or toddler finishes playing with a toy, it should be put in the basket marked “dirty toys”.
- Toys will be washed, disinfected and placed in the basket marked “clean toys” until returned to shelves.
- Toys and equipment used by older children and not put into their mouths should be cleaned at least weekly and when obviously soiled.

**The preschool director will be responsible for seeing that cleaning and disinfecting of toys, and teaching materials is accomplished.

To Make a Bleach Disinfecting Solution:

- 1 tablespoon of bleach in 1 gallon of water
- The bleach solution will be made fresh at the beginning of each session. It may be used in a tub or in a spray bottle. Any leftover solution should be discarded at the end of each session.
- Wash toys with warm soapy water.
- Rinse in clean water.
- Then rinse or wipe with a mild bleach solution
- Allow to air dry.
- Once it has dried, it will be placed in the “clean basket”.
- Toys will be ready for use before the beginning of each child care session.

Cleaning Infant Equipment And Linens

- Each infant will be provided with an individual crib with clean bedding.
- After each session, the crib sheets, blankets, burp cloths, and smocks will be removed and placed in the designated dirty laundry basket.
- Cribs will be cleaned and disinfected after each use.
- Any other infant equipment (swing, bouncy seat, etc) that was used by a child during each session will be cleaned and disinfected prior to the beginning of the next session.
- Clean linen items will be placed in a designated area in the appropriate preschool room.

The preschool director will assume laundry responsibilities.

**The preschool director will be responsible for making sure the cleaning and disinfecting of cribs, and equipment is carried out.

The preschool workers will:

- Remove the sheet and all other teaching materials.
- Wipe all surfaces of crib rails and mattress (or other infant equipment) with soapy water.

Operations Manual

- Rinse with clear water.
- Wipe with disinfecting solution. (If the crib is metal, wipe dry with towels to prevent rusting.)
- Let mattress air-dry. (a clean sheet will be put on at the next session, when a child arrives)

Changing A Diaper

- Diapers and wet clothing shall be changed and replaced promptly. Soiled clothing shall not be placed on children.
- Collect a sheet of waxed paper, moist towelettes, or diaper wipes, clean diaper, and disposable gloves.
- Put disposable gloves on.
- Place the waxed paper on top of a clean diaper
- Slide this under the child in his crib or on the floor on a clean vinyl mat in a designated area of the room.
- Roll the soiled or wet diaper in a bag and place it in a trash container lined with disposable plastic liner.
- If clothes are soiled or wet, place in sealed bag to be returned to the parent.
- Wipe the vinyl mat with disinfectant solution or change sheet if it has been soiled in the process.
- Remove gloves, dispose and then wash hands with soap.
- To ensure that children are returned to their parent clean and dry, all children in diapers will be checked for wet/soiled diapers 15 minutes prior to the end of the session.

Cleaning Up a Body Fluid Spill

- Spills of body fluids (blood, feces, nasal and eye discharges, saliva, urine, and vomit) should be clean up immediately.
- Wear gloves during clean up.
- After cleaning up the spill, discard the fluid contaminated material in a plastic bag that has been securely sealed.
- Clean and disinfect the surface on which the spill occurred. Wash your hands after cleaning up any spill.

Cleaning the Preschool Area

- All rooms in the preschool area will be cleaned, ready for use before each of the following sessions: Sunday morning; Sunday evening; Wednesday evening; and any scheduled church event, using the preschool facility.
- Cleaning will include: vacuum/mop/clean floors; empty trash; and clean toilets and sinks.

**The church janitorial staff will clean the rooms, as described.

Church Nursery Policy

The deacon body having been alerted to the need for help in making changes in the nursery program administered during worship services. After careful consideration of several solutions available, we have adopted the following nursery program.

- Item 1:** In order to be fair and impartial to families having children in this program, all families with preschool age children will be expected to fully participate. Kindergarten is in the preschool division, therefore, parents of kindergarteners are required to be on rotation.
- Item 2:** Either husband or wife may serve to satisfy the needs of this ministry.
- Item 3:** Volunteers, that is persons who do not have children in this program, will serve no more than once a month and may withdraw from service if they so desire.
- Item 4:** Each family or volunteer will serve on a rotational basis as assigned by the nursery coordinators and is expected to serve on the assigned date regardless of conflicting personal or church related responsibilities.
- Item 5:** A calendar showing assignments at least 6 weeks in advance will be maintained and posted in the nursery for the convenience of the nursery workers.
- Item 6:** Hopefully, there will be enough participants that no one should have to serve more than once every five weeks.
- Item 7:** As a convenience to the nursery workers, they may exchange dates of services in order to alleviate conflicts with personal plans, if both parties agree to the change. It will be the sole responsibility of the nursery workers to make arrangements since nursery coordinators will not be responsible for making or arranging these exchanges. Exchanging dates of service will not affect a family's normal position in the rotational cycle
- Item 8:** The deacon body will assist in the administration of the nursery program when requested by the coordinators of the program.

Sunday School/Bible Study Program Policies & Procedures

Sunday School Literature Order

POLICY

1. The Sunday School Director is responsible for determining how much literature to order.
2. The Secretary will compile all requests and type the quarterly literature order form.
3. The Pastor will approve the church literature order before it is mailed.
4. A check is sent with the literature order to receive a 5 percent discount.
5. The Secretary will inventory the literature, checking it against the order as soon as it is received.
6. The Secretary and staff will sort the literature and place on literature shelf according to each organization's or department's order.
7. Quarterly literature will be distributed two weeks prior to the new quarter. Monthly literature will be distributed on the Friday before the last Sunday of the month.

PROCEDURE

Ordering:

1. Prepare a literature order worksheet for each organization and department, listing titles and quantity ordered in the previous quarter.
2. Distribute worksheets to program and department directors one month prior to the literature order due date, to be returned to you within one week.
3. Complete the literature order form from the approved worksheets. Total all columns.
4. Submit the typed literature order form to the Pastor for final approval.
5. Keep three copies of the order form and distribute as follows: Treasurer, Secretary, file.
6. Prepare a check request for the total amount, minus 5 percent discount.
7. Mail the literature order along with a check for the total amount due, to the Lifeway Christian Resources, Nashville, Tenn.

Distribution:

5. Open each package of literature, count and verify against the enclosed packing list. If the count is correct, put a check mark in the upper right corner of the packing list.
6. Sort the literature by title.
7. Verify the count of each title against the number ordered in the literature order form.
8. Using organization and department worksheets, the Secretary will then sort literature by department and class. Label each stack according to class and place on shelves.

Sunday School Worker Expectations

1. Demonstrate vital personal relationship with the Lord
2. F.A.T.
3. Attend regular church services
4. Stewardship: Tithes and Offerings
5. Completion of "Fastrack" training
6. Completion of requirements for "Sunday School Leadership Diploma"
7. Attend Weekly Workers Meeting
8. Attend Weekly Outreach
9. Compliance with job description
10. No unacceptable social habits

Summary of Expectations

1. Applicant is expected to be able to verbalize salvation experience:
 - a. Life before Christ
 - b. How you became a Christian
 - c. Life with Christ now
 - d. Prayer/devotional life
2. Applicant will be expected to demonstrate Faithfulness, Availability and Teachability:
 - a. Faithfulness – willing and dependable in fulfilling responsibilities of chosen position.
 - b. Availability – Flexible in response to necessary needs outside of ordinary responsibilities as the Spirit of God leads
 - c. Teachability – humility; open to learning new truths, techniques and principles; not bound by tradition
3. Applicant is expected to participate in all regular church services:

Christ died for the church and we are commanded not to "...forsake the gathering of ourselves together..." (Heb.10:25)

4. Stewardship: Tithes and Offerings:

Applicant is expected to participate in the ministry of the Church through tithes and offerings as taught in God's Word and in accordance with the beliefs and practices of this Church body. "...it is required of stewards that one be found trustworthy." (I Cor. 4:2). We believe that Christian integrity requires that one who holds any position of responsibility in the church, should be involved in the whole ministry of the church, which includes the ministry of tithes and offerings "...that there might be meat in mine house...saith the Lord of hosts..." (Mal. 3:10). We cannot teach what we do not practice.

Operations Manual

5. Applicant will be expected to complete an eight week “Fastrack” course designed to equip him with a basic understanding of Sunday School work:
 - a. Three study course books are involved in the eight week course:
 - i. Basic Sunday School Work
 - ii. Introduction to the Bible
 - b. Teaching Schedule
 - i. Basic Sunday School Work 6:15-7:25 Pm Wednesday evenings during the weekly workers meeting (approx. one chapter per week)
 - ii. Introduction to the Bible 4:30 – 5:45 Pm Sunday afternoons (first 4 weeks of Fastrack, approx. 2 chapters per week)
 - iii. Doctrine of the Church 4:30 – 5:45 Pm Sunday afternoons (second 4 weeks of Fastrack, approx. 2 chapters per week)
6. Applicant is expected to complete the remaining three books required for the “Sunday School Leadership Diploma” within the first year of service in his respective position. These three books are referred to as age group books and will be completed under the supervision of the applicant’s Division or Department Director
7. Applicant will be expected to attend weekly workers meetings in order to adequately prepare himself to perform his responsibilities to the best of his abilities. He will be expected to perform as a vital member of the Sunday School Team in the Sunday School’s dual role of reaching those for whom Jesus died and teaching them to find, understand and follow God’s will for their lives.
8. Applicant is expected to be an active participant in the Outreach Ministry of the church, and to be involved in Monday night outreach particularly. This is the day that our church has set aside to provide for a combined effort to reach others with the Gospel of our Lord Jesus Christ. If participation on Monday evenings is not possible due to work schedule or some other legitimate reason, worker will be expected to be involved some other time during the week.
9. Applicant will be expected to perform the responsibilities of his chosen position as outlined in the Sunday School Leadership Materials, to the best of his abilities under God. A shepherd is responsible for his sheep. The ministry of shepherding is the personal responsibility of every worker in the Sunday School. There are no “unimportant” or “less important” positions of ministry in the Body of Christ. All things are to be done “...as unto the Lord.” (Col. 3:23)
10. Applicant is expected to live the kind of life which would glorify Christ. Jesus said, “Let your light shine in such a way that men may see your good works and glorify your Father in Heaven.” (Matt. 5:16). Social habits such as the use of drugs, alcoholic beverages and tobacco are, we believe, poor examples of Christian purity and therefore are considered unacceptable.

Sunday School Teacher's Covenant

My commitment as a Meridian Baptist Church Sunday School Teacher

Believing that the privilege of guiding others in their discovery and application of Scripture is worthy of my best, I commit to...

- Continually develop my personal relationship with Jesus Christ (Mark 10:21)
- Prioritize my conduct in keeping with the principles of the Bible and seek the Holy Spirit's help in my life (Eph. 4:1)
- Maintain a Christ-like witness by living my life in obedience to God's word and under the control of the Holy Spirit. (James 1:22; Eph. 5:18)
- Be faithful to my class by arriving at least 15 minutes prior to the class session and, in case of an unavoidable absence, notifying my director and securing a replacement (1 Cor. 4:2)
- Take the required time I need each week to prepare for the teaching session and seek to incorporate my own gifts in my teaching (2 Tim. 2:15)
- Use the Bible as my main curriculum resource and help my class discover and apply the truth of Scripture (Ps. 119:16)
- Seek to build community in my class by helping class members and prospects know one another and support each other in prayer, fellowship, and ministry (Gal. 6:2; Acts 2:46)
- Contact prospects and absentee members on a regular basis (Matt. 10:6)
- Make sharing my faith a regular part of my daily life (Matt. 28:19)
- Attend regularly scheduled Sunday School teacher meetings (Heb. 10:25)
- Participate in one or more Sunday School training events this year (2 Tim. 2:15)
- Personally support the overall ministry of my church through my prayers, financial giving, and regular participation in worship and fellowships (1 Thess. 5:17; Mal. 3:10 ; Heb. 10:25)
- Lead my class members toward complete participation in the ministries of my church (1 Cor. 4:16,17)

With God's help, I will seek to do my best in fulfilling this covenant.

Signed: _____ Dated: _____

Worship Ministry Policies & Procedures

Participation in the Worship Ministry

POLICY

The worship ministry is an integral part of the life and work at Meridian. Everyone involved with this ministry is a worship leader at heart. As such, there are some basic prerequisites to becoming a part of this ministry team.

1. You must be a born-again believer who loves to worship the Lord.
2. You must maintain your private devotional life and be involved in a Bible study program.
3. You must have a heart for worship and a desire to lead others in the worship experience.
4. You must be available to participate in the regularly scheduled preparation activities (e.g. rehearsals, planning sessions, etc.)
5. Some positions will require that you successfully pass an audition.

AUDITION PROCEDURE

Following are the audition guidelines for the Worship Ministry at Meridian Baptist Church. The agenda for vocal auditions and instrumental auditions are detailed in the following paragraphs.

Vocal Auditions (Approx. 40 min.)

1. Your personal testimony. – Share how you became a Christian and what it means to you. Share your reason for wanting to lead worship. (15 min.)
2. Sing a song of your choosing. Make a copy of the music for the evaluator. Accompanists are not provided. Make sure the song is in your vocal range (you can easily reach all of the notes.) (5 min.)
3. We will classify your vocal range. (According to the New Harvard Dictionary of Music.) (5 min.)
4. Pitch and Intonation Test – See how well you find the correct note and hold the tone when identified. (10 min.)

Instrumental Auditions (Approx. 90 min.)

1. Your personal testimony. – Share how you became a Christian and what it means to you. Share your reason for wanting to lead worship. (15 min.)
2. Play a song of your choosing. Make a copy of the music for the evaluator. Accompanists are not provided. (5 min.)
3. Demonstrate your ability to play in several keys by playing a variety of two octave scales, arpeggios and finally the chromatic scale on your instrument. Percussionist will demonstrate their ability to play different styles of music. (10 min.)
4. Sit in on the Worship Band rehearsal playing the music they are rehearsing. (60 min)

At the conclusion of the audition, you will be notified immediately if you have passed. Successfully passing the audition qualifies you for membership in the group or ensemble you auditioned for.

Worship Ministry Covenant

King David (who himself was an accomplished musician), understood the importance of music in the worship experience. In 1 Chronicles 25:1-6, he assigns 288 people with the responsibility of proclaiming God's word through music in the temple. The awesome privilege and responsibility of this task did not escape King David.

The worship ministry at Meridian is based on this same principle truth. It's not about us . . . it's all about our Heavenly Father! It's with this deep conviction that we participate in the worship ministry and pledge to do the following;

- 1) I will pray for our pastor, the worship services, the worship leaders and all those attending our worship services at Meridian.
- 2) I will regularly attend bible study for my personal spiritual growth and the mutual encouragement of our Meridian family members.
- 3) I will share my faith with others who do not know Jesus Christ as Lord and Savior.
- 4) I will faithfully participate in rehearsals so I will be fully prepared for scheduled worship services.
- 5) I will attend the scheduled worship services and special presentations as required.
(Choir members and Worship ministry members should meet at the designated location fifteen (15) minutes prior to the start of service in which they are scheduled.)

Signed:

Date:

Policy & Procedures for Use of Church Property

Policies for the operation and use of the church facilities are under the following guidelines to avoid problems and to define responsibilities.

Facilities Policy Statement

- A. The buildings and property of Meridian Baptist Church are considered a means to provide opportunities for the congregation to witness to and serve the community. This Policy and Procedure Manual has been developed in order to insure that the facility is utilized in an effective manner.
- B. Usage of this Manual is to govern all uses of the church property (both real and personal) and facilities. It is intended that these policies will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to His people.
- C. The terms “facility” or “facilities”, as used in this document, include all property under the control of the church as well as all buildings located on that property. This includes parking lot areas, courtyards and grounds.

Authority and Approval

- A. The Church Council must act to assure that all uses of the church property are consistent with the mission and purpose of the church.
- B. Approval of the policies included in this Manual and revisions thereto shall be by the Church Council.
- C. The Church Council will be responsible for maintaining this Manual and subsequent revisions and for its distribution to church staff and other groups.

1. PRIORITY OF USE

Group A: Governing bodies of the church, i.e., Church Council, Trustees & Committees.

Group B: Groups established by the church, i.e., Preschool, Youth, Men’s and Women’s groups, etc.

Group C: Groups adopted by the Church, i.e., Scouts, basketball, etc. These groups are accountable to the church, recognized as church sponsored, and support and promote the church in outreach.

Group D: Groups with no recognized identification with the church and not accountable to the church, and with no sponsorship or promotion of the church or its outreach, i.e., civic groups, schools, athletic associates, businesses, or families holding reunions.

Church sponsored groups or church related functions will be given priority in scheduling events and meetings. The first priority is given based on group priorities listed above.

If facility space is available, it can be used for a church member’s personal use (ie., private party), a non-church sponsored event serving a non-profit user, a non-member or outside group requesting the use of the facility for meetings and/or gatherings or weddings (members and non-members) given by church members.

Scheduling Facility Use

Before scheduling an activity requiring a meeting room or other assignment, a request for such space shall be made through the church office, so that all assignments may be coordinated and recorded on the church calendar of events.

A. FACILITY USE CHARGES

- a. Any group that is a part of or sponsored by Meridian Baptist Church may use the church facilities without charge. A fee for the additional amount of custodial effort, utility expense or preparation may be charged for any church sponsored group to offset the expense incurred at the discretion of the staff or Church Council.
- b. Non-sponsored groups must pay a fee to offset expenses incurred such as additional custodial effort, utility expense or preparation.

FEES	CHURCH MEMBERS NON-PROFIT GROUPS	NONMEMBERS OUTSIDE GROUPS
BLDG. 100 -Sanctuary	None	\$250
BLDG. 200 – Fellowship Hall		
Room 201-204 rate	\$50	\$100
Room 205 - Library	\$50	\$100
Room 206 - Kitchen	\$75	\$150
BLDG. 300 – Children’s Bldg.		
Room 301-305 rate	\$50	\$100
BLDG. 400 - Students		
Room 401-404 rate	\$75	\$150
Courtyard/Playground	\$45	\$90

Note: Wedding Fees listed in the wedding documents - There are no fees for use of the sanctuary for a Funeral. The above rates are based on a four (4) hour rental. The above fees may be waived at the discretion of the staff or Church Council.

Operations Manual



Meridian Baptist Church
660 South Third Street, El Cajon, CA 92019
Phone: (619) 444-3171

Date: _____

APPLICATION FOR USE OF CHURCH FACILITIES

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

Name of Person Completing Form: _____ Phone: _____

(Circle days requested)

Date of Function: _____ Day of Week: S M T W T F S Start Time: _____ End Time: _____

Name of Group: _____ **No. in Attendance:** _____

Event Description: _____

Contact Person (must be present at function): _____

Phone: _____ Email: _____ **Request Type:** *One-time* *Recurring*

Requested Facilities:

Bldg. 100 : Sanctuary Sound System Projector Computer

Bldg. 200 : Room 201 Room 202 Room 203 Room 204 Room 205 Room 206

No. of tables _____ No. of chairs _____

Bldg. 300 : Room 301 Room 302 Room 303 Room 304 Room 305

Bldg. 400 : Room 401 Room 402 Room 403 Room 404

Additional Equipment: TV VCR/DVD Projector Sound System

Music Instruments Other (explain in comments)

Outdoor Facilities: Parking Lot Courtyard Playground

Comments: _____

Church Office Use Only

Fee: \$ _____ Amount Paid: \$ _____ Check Nbr: _____ Date Paid: _____

Approved: _____ Date: _____ Added to Calendar: Y N

Church Administrator

Facility Use Requirements

- a. There will be no use of tobacco products in the church buildings. No one may be allowed in any of our facilities if “under the influence” of any controlled substance.
- b. The use of nails, screws, or adhesive tape is prohibited in all church buildings. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping, or mounted on tripods. Special request can be submitted to the staff or Church Council for consideration.
- c. When using the facilities, return all furniture and moveable items to their original position; pick up trash and throw into dumpster in back of the pavilion, turn off lights, and if necessary, sweep floors. When leaving, lock all exterior doors even if there are people remaining in the facility.
- d. If a Sunday School classroom or other rooms have been reserved on a Saturday night, the user will set-up the room as needed for Sunday morning. A set up plan of the room will be furnished to the user.
- e. The piano and furnishings in the Sanctuary cannot be moved for piano recitals or concerts except by permission of the church’s music ministry staff or Pastor.
- f. No skateboards or roller blades are allowed on church premises.

Rules and Regulations – Fellowship Hall (Bldg.200)

- a. Users of the Fellowship Hall must obtain authorization by submitting a Meridian Facilities Use Application.
- b. The person reserving the Fellowship Hall is responsible for turning off lights and locking up (Check closets, storage rooms, and bathrooms).
- c. All activities must be supervised by an adult (18 years of age or older) approved by the church.
- d. Place all trash in appropriate receptacles before departing and use dust mop when finished playing.
- e. Appropriate athletic shoes must be worn while playing basketball, and posted suggestions and recommendations to ensure proper use of all furniture and equipment must be observed.
- f. “Horse Play”/roughhousing that could compromise the safety of oneself and/or others or that could result in damage to equipment, walls, doors, or the ceiling is strictly forbidden.
- g. No profanity, alcohol, drugs, or tobacco is permitted on church property.
- h. Do not drag tables or chairs across the Fellowship Hall floor and put all equipment back in its proper place.

Operations Manual

- i. A First Aid Kit is located in the Church office reception area. Notify the appropriate church staff member in case of injury or emergencies. Complete an Accident Report and provide a copy to the Church Office and the injured individual or parent/guardian.
- j. Meridian Baptist Church is not responsible for injury or accident occurring while using the facilities.
- k. No athletic equipment shall be taken off the grounds, except for church related functions. Equipment that poses a safety hazard to the user or others such as skateboards, bicycles, roller skates, roller blades etc. shall not be brought into the building
- l. No Petting Zoos allowed in the facility. No animals (other than service animals) will be allowed in facilities without prior approval of the Building and Grounds Committee.

Rules and Regulations – Kitchen (Room 206)

- A. The use of the kitchen by organizations or program groups within the church body will be scheduled on the church calendar at the church office.
- B. Request for use of food service facilities must be reserved through church office.
- C. If kitchen equipment or materials are used, a responsible individual must be designated and approved by the Fellowship Committee, or other authorized personnel. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.
- D. If meals are to be prepared in the church kitchen, a member of the Fellowship Committee, or an individual specifically authorized to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.
- E. All groups, with the exception of church-wide events, are expected to provide consumable items such as plates, napkins, sugar, punch, etc. For church-wide events request needs of paper products to the kitchen committee, or other authorized personnel.
- F. Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen and dining area without approval of the Fellowship Committee. Items for church functions away from kitchen and dining areas can be checked out using the Equipment Check-Out Form. Individuals who check out equipment will be directly responsible for the care and return of such. The individual will be assessed for damages or loss.
- G. Sunday School classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms/gathering areas. Borrowed kitchen items must be returned to the kitchen after each use.
- H. Groups and responsible individuals are expected to leave the food service area completely clean. Trash is not to be left in the kitchen over night. Place trash in the dumpster located outside the kitchen.
- I. Towels, dishcloths, potholders and aprons must be laundered and returned to the kitchen within three days.
- J. Wash hands thoroughly before working in kitchen. Use plastic disposable gloves when handling food.

- K. Do not leave leftover food in the refrigerators. The food will be disposed of if left overnight unless church staff is notified that it will be picked up the next day.
- L. The food in the refrigerator and freezer may be designated for scheduled events at Meridian Baptist Church. Do not use or remove any of these items
- M. Groups or individuals using the kitchen must complete a Checklist for Use of Kitchen and return it to the church office, or Fellowship Committee.

Marriage and Wedding Policy of Meridian:

Marriage is a union ordained by God. It was first instituted by God in the early chapters of Genesis, codified in the Levitical law, the Old Testament prophets compared it to a relationship between God and his people, examples of it are in the historical narratives, and, the wisdom literature discusses the unique unity of this relationship. Jesus explained the original intention and core elements of marriage, and several New Testament Epistles give explicit instructions on this union. Marriage is a typology of Christ and the Church. As such, the Church views marriage as a profound spiritual institution established by God. Due to the importance of marriage in the biblical witness, this church adopts the following policy:

Clergy:

1. Weddings in a Christian church signify the beginning of a Christian marriage. Only duly ordained clergy shall officiate at marriage ceremonies conducted on church property. Approval of clergy selected to officiate at a wedding ceremony is provided in advance by the Pastor.
2. Clergy employed by the church shall be subject to dismissal and/or loss of ordination for officiating at or allowing a same gender marriage ceremony at the church.
3. Clergy officiating marriage ceremonies on church premises, whether or not employed by the church, shall affirm their agreement with the Articles of Faith and shall conduct themselves in a manner that is consistent therewith.
4. The clergy assigned by the church to implement the procedures contained in this Marriage Policy may, in his sole discretion, decline to make church facilities available for, and/or decline to officiate at, a ceremony when, in his judgment, there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.

Applicants:

1. Applicants wishing to have a ceremony performed by a member of the clergy employed by the church, or to use the church facilities, shall affirm their agreement with the Articles of Faith and shall conduct themselves in a manner that is consistent therewith.

Operations Manual

2. A wedding is a one-day event, but a marriage will last for decades. Marriages should be carefully prepared. Our church requires a preparation course for all those being married in our church. Applicants shall receive premarital counseling by clergy or counselors employed by the church, have appropriate training, experience, and spiritual understanding to provide such counseling. The fee for counseling is outlined in the fee schedule and is due at the start of the counseling course. This course must be completed before the wedding date.

Other Wedding Considerations:

1. Our church's wedding consultants are experienced in helping the rehearsal and wedding flow smoothly and efficiently. They are great assistants to the wedding party and our Pastor. A wedding consultant is highly recommended for all weddings.
2. Scheduling of rehearsals, weddings and receptions will be done as follows:
 - a. The church calendar will be consulted, with priority to Meridian's scheduled activities.
 - b. Members of Meridian may request a date six months in advance. Non-members may request a date three months in advance.
 - c. Our Church Council has the final approval on all dates. Dates are tentative until approved by Meridian's Church Council.
3. The fees for personnel providing services to the wedding party and for the use of the facilities are due in full by the rehearsal date.
4. The church janitor or his or her representative, that is familiar with the set up of the church facilities, is required for all weddings. This requirement satisfies the need to have the church properly prepared for the wedding and for Meridian's regular services.
5. The use of alcoholic beverages, illegal drugs or smoking are not permitted in any building, or in the premises. The presence of these substances will result in immediate cancellation of the wedding and/or reception. The bride and groom are responsible to communicate this to all members of their wedding party and guests and to assure compliance with this policy.

Funeral Policy of Meridian

Everyone, sooner or later will find themselves dealing with the grief that comes from the passing of a loved one in death. Our church family stands ready to assist anyone who needs our help and counsel.

Officiating Minister:

1. A member of Meridian Baptist Church's pastoral staff will be available to officiate at the funeral/memorial service.
2. The family is welcome to select an outside minister to officiate, if desired. Outside clergy require the approval of the pastor.
3. It is the family's responsibility to make contact with the minister and communicate arrangements with him/her.

Service Music:

1. Meridian Baptist Church Assembly does not have paid staff musicians. All musical arrangements (pianist, soloist, etc.) must be taken care of by the family.
2. If needed, Meridian Baptist Church has a collection of recorded hymns, instrumentals, and other appropriate music that can be played during the service.

Funeral Costs:

1. The Sanctuary is available at no charge to active members of Meridian Baptist Church Assembly for the purpose of holding a funeral/memorial service. If desired, a room to accommodate a meal for family members following the service can also be reserved at no cost.
2. All food items for the meal will need to be provided and arranged for by family and friends. Meridian Baptist Church will be happy to supply the necessary paper products.
3. There is a no facility rental fee for non members for the use of the Sanctuary for a funeral/memorial service. However, a nominal fee of \$100 will be requested for miscellaneous costs including printed programs, and a Meridian Baptist Church sound technician as all church equipment must be operated by Meridian Baptist Church personnel.
4. Non members wishing to have a meal following the service are also provided with a room at no charge, but a \$50 fee will be requested to cover the costs of the necessary paper goods and table coverings. All food and beverage items will need to be provided by family and friends. Clean-up of items and room will be the responsibility of the guests using it.
5. There is no fee for a Meridian Baptist Church minister; however, it is customary to give an honorarium to the officiating minister. Checks should be made payable to the individual minister. If the family has made arrangements with an available musician and/or soloist, typical honorariums for musicians and soloist range from \$75 - \$150 per person. Checks should be made payable to the individual musician(s) or soloist(s).

Policy & Procedures for the Administration of Church Equipment

Use of Church Equipment/Property

- A. It will be the policy of this church that the materials and equipment of the church be used for ministry functions of Meridian Baptist Church.
- B. If permission is obtained in advance from the staff or Church Council, materials and equipment may be utilized off-premises for church sponsored events. For periods longer than 24 hours special approval by the staff or Church Council is necessary.
- C. The requesting member is responsible for security, maintenance and return of the materials or equipment to original place. The staff will keep a record of the materials and equipment checked out.
- D. The use of equipment by non-authorized persons will not be permitted.
- E. The Minister of Music must approve musical equipment use.
- F. Members and non-members of Meridian Baptist Church will not be allowed to borrow or remove any Church property.

Use of Church Van

- A. The Church van will be registered in the name of Meridian Baptist Church, and in the custody of the Building and Grounds Committee. The committee must authorize all repairs/or replacements beyond normal service, except for emergency repairs, and be responsible for adequate insurance, license, and annual state inspection.
- B. Use of Church van will be limited to organized groups and activities related to the ministry of Meridian Baptist Church. Van Trip Sheet and Guidelines Form must be filled out and submitted to the Church Office during normal office hours (8:00 am – 1:30 pm). When request is approved, van keys, van trip sheet copy and the gas credit card will be provided.
 - a. RESERVATIONS: The vehicle may be reserved through the church office on a priority basis on a first-come, first-served basis, and based on priority (Groups A, B, C, D). Contact the Church staff to determine if a group is eligible.
- C. The Building and grounds committee is responsible for maintaining adequate rules and regulations for the van's operation and usage and can restrict any group that is found to be abusive and negligent in its use. Continued operation of/or disposition of the Church van is contingent upon the decision of the Transportation Committee. The Church Council reserve the right to amend these regulations at any time.
- D. The Church van will not be used to transport freight, furniture, or other large or bulky items.
- E. The Church van may not be borrowed for personal use, loaned or leased outside the church.
- F. The Van key is not to be duplicated. Report lost keys to the Church Office.

Operations Manual

- G. Passengers are responsible for their personal possessions on all trips.

Church Van Driver – Rules

- A. Trips exceeding 200 miles one way require two (2) qualified drivers to be present on the trip if one vehicle is used. If multiple vehicles are taken, one (1) more qualified driver is required than the number of vehicles used.
- B. Any traffic violations incurred while driving church vehicles are the sole responsibility of the driver.
- C. Upon completion of the trip, the driver will fill the fuel tank, and return the vehicle to designated parking area. Vehicle must be returned with interior clean, and all trash removed. Any group failing to clean and/or fuel the vehicle will be charged a cleaning/fueling fee of \$50. Gasoline is to be purchased with the Church's gas credit card.
- D. Driver is to complete a Van Trip Sheet, and lock vehicle before returning the key and credit card to the church office.
- E. Driver and/or group leader will have full authority for keeping order and discipline in the vehicle at all times.
- F. In the event of an accident, the driver shall be responsible for filing appropriate police reports, and reporting any accident to the Church Office as soon as safely possible. Pertinent emergency telephone numbers are included in the vehicle packet.
- G. A copy of these rules and regulations is to be furnished to all drivers, a copy is retained with Van Trip Sheet reports in the church office, and a copy is furnished to the Transportation Committee.

Church Van Safety

- A. For safety purposes, Emergency Equipment containing a fire extinguisher, first aid kit and reflective triangles are located in the Van. The driver should make himself/herself aware of the Emergency equipment location and operation before each trip.
- B. Passenger limitation will be 12, including the driver.
- C. There will be no smoking in the vehicle at any time.
- D. Driver and passengers must keep their seat belts fastened while traveling.
- E. The Church Van is not to be used for towing.
- F. Children under 8 years of age or 80 lbs. must be in a car restraint, per State law.

Responsibility

The Building and grounds Committee is responsible for the following:

- a. Maintaining a list of approved Church Van drivers that are between the ages of 25 and 65 years with a copy of the appropriate driver's licenses.
- b. Providing assistance to the Church Transportation Committee in supervising the use of the church vehicle in accordance with the Church Van Rules and Regulations as approved by the Church Transportation Committee.
- c. Maintaining vehicle reports, trip log sheets, and other records as necessary.
- d. The Chairman of the Church Transportation Committee or his or her designee is responsible for coordinating the following with the designated staff member responsible for Church Van:
 - i. Vehicle has been returned to designated parking areas with the interior clean, and all refuse removed.
 - ii. Vehicle has not been damaged (interior or exterior) by last user.
 - iii. Fuel tank is full, motor oil at proper level, all tires inflated properly, and fluid level checked in radiator. A Building and Grounds Committee representative will be selected to perform the duties as outlined below.
 - iv. Make sure the vehicle is lubricated at proper time, oil changed as required by Operator Manual and exterior washed and interior cleaned, if needed.
 - v. Report the vehicle usage and any infractions to the Building & Grounds Transportation Committee and make any recommendations to improve the vehicle operation in the ministry at Meridian Baptist Church.

Committee Policies and Procedures

The committees of the church exist to plan, coordinate, implement, and evaluate the work assigned to them by the church.

TYPES OF COMMITTEES: All committees shall be classified as Standing, Service or Special. A standing committee works throughout the year. Membership on standing committees is on a rotational basis as outlined in the constitution and bylaws. Service committees work throughout the year without the same membership rotation restriction imposed on standing committees. Special committees serve for as long as the special need exists. Special committees should be evaluated each year to determine if the need still exists.

Standing Committees

Church Council	Nominating Committee
Personnel Committee	Building and Grounds Committee
Stewardship Committee	Missions Committee
Long Range Planning Committee	Church/School Relations Committee

Service Committees

Public Relations Committee	Fellowship Committee
Preschool Committee	History Committee
Flower Committee	Library and Media Committee

Special Committees

Youth Ministry Committee

Membership:

Personnel:

1. Personnel for committees are recommended to the church in September of each year by the Nominating Committee.
2. No person shall serve on more than one (1) standing committee during a given year.
3. Limit service to one person per family on all major committees.
4. All committee members shall be church members.

Rotation:

Membership on all standing committees shall be on a rotation basis. One third of the committee will rotate off each year with the church council being an exception.

Term of office:

The committee membership year is from January through December. A person is elected for one year and is eligible to succeed himself for two (2) years.

Operations Manual

Officers: Each committee shall have a chairman, vice-chairman, and secretary. The Nominating Committee will recommend the chairman. Each committee will select its vice-chairman and secretary.

Meetings: All regular committees shall meet at least quarterly. Some committees will require monthly meetings. These will be spelled out in committee job descriptions.

Minutes: Each committee shall maintain permanent minutes of all meetings. One copy of the minutes shall be submitted to the church office. The committee secretary will keep a copy.

Reports: All regular committees shall make a report to the Church Council. The chairman from each committee will be a member of the Church Council.

Vacancies: The Nominating Committee shall recommend new members to fill vacancies that occur during the year.

Budgeting: All regular committees shall submit requests for budget monies to the Stewardship Committee.

Requests for Purchasing: All committees shall abide by the Policies and Procedures for requisitioning purchase of supplies, equipment, and other expenditures as adopted by the church.

Staff Advisors: The Pastor will serve as ex officio member of each committee. The Pastor will be responsible for assisting committees in fulfilling their responsibilities.

Duties of a Committee Member

1. Know the purpose, duties, and members of the committee.
2. Be present and on time for meetings.
3. Participate in discussions.
4. Contribute to the planning and achievement of activities/projects.
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments; report at committee meetings.

Duties of a Committee Chairperson

1. Know the purpose, duties, and members of the committee.
2. Request and administer committee budgeting.
3. Serve as a member of the Church Council.
4. Plan the agenda for each meeting of the committee.
5. Conduct meetings.
6. Supervise the work of the committee secretary.
7. Assign responsibility to committee members for follow-through actions.
8. Lead the committee to:
 - Identify and schedule some activities/projects.
 - Develop a sequence of actions.
 - Prepare a timetable.
 - Determine the resources needed.
 - Complete activities/projects.
9. Report committee action(s), as appropriate, to the Church Council and the church business meeting.
10. Collaborate, as necessary or desirable, with church staff members, church officers, Church Council, Deacon Council, church program directors, and other committees.

Standing Committee Responsibilities

Church Council

Principal Function:

The Church Council assists the church in fulfilling its mission and coordinating and evaluating its work. Method of election: Church leaders become members of the Church Council as set forth in the Bylaws via designated church leadership positions.

Term of office:

Corresponds to the term of office in church-related position

Members:

Pastor, all pastoral staff, all major ministry leaders (Deacons, Worship Ministry, Sunday School Director, Church Training Director, Brotherhood Director, WMU Director), and the chairman of all the following committees: Personnel, Budget Control, Building and Grounds, Missions, Long-Range Planning, Food Services, and Nominating.

Responsibilities:

1. Help the church understand its Biblical mission and define priorities
2. Guide the church to write mission, vision, and core value statements
3. Coordinate studies of the church and community needs
4. Recommend to the church an annual calendar of coordinated plans for evangelism, discipleship, fellowship, missions, ministry and worship.
5. Coordinate the church's schedule of activities, special events, and use of the facilities
6. Evaluate progress and priority use of church resources
7. Make regular reports to the church
8. Lead the church to celebrate the victories and blessings from God
9. Model for the church cooperation as a basis of church ministry

Nominating Committee

Principle Function:

To lead the church in the staffing of all church-elected leadership positions filled by volunteers; to approve all volunteer workers before they are enlisted to serve in church-elected positions.

Responsibilities:

1. Select, interview, and enlist church program organizational leaders, church emphasis program leaders, general officers and certain committees (if designated by church Bylaws), before they are presented to the church for church approval.
2. Screen and approve volunteers before they are invited to serve.
3. Distribute the most capable leadership among the most pressing needs of the church.
4. Assist in discovering and enlisting persons to fill leadership and abilities of church members.
5. Devise methods of discovering potential leaders and the gifts and abilities of church members.
6. Present the names of volunteers to be elected by the church.
7. Coordinate the filling of vacancies of volunteer workers and leaders as they occur during the church year.

Operations Manual

Personnel Committee

Principle Function: To assist the church in matters related to employed personnel administration.

Purpose: The primary purpose of the personnel committee is personnel administration. The personnel committee should be an advocate for the church staff, including the pastor and other staff, to protect the church's investment of time and money.

Duties of the Committee:

1. Survey the needs for additional church staff positions.
2. Prepare and update as necessary position descriptions for all employed personnel.
3. Prepare and maintain the development of a Church Personnel Manual and Job Descriptions, and Organization Manual relation to the church's employed personnel.
4. Recruit, interview, and recommend prospective employees to the church. Clerical and maintenance personnel are recruited, interviewed and recommended to the personnel committee by the appropriate supervisor.
5. Develop and recommend salaries and benefits for employed personnel.
6. Develop and recommend to the church policies and procedures for employed personnel administration.

Building and Grounds Committee

Purpose: The purpose of the building and grounds committee is to assist the church in caring for all property and buildings.

Duties:

1. Inspect all church properties periodically.
2. Consult with ministry leaders concerning space allocations.
3. Recommend changes in the use of facilities and property.
4. Make recommendations concerning employment, training, and supervision of maintenance personnel.
5. Develop and recommend policies and procedures related to building and grounds.
6. Develop and recommend arranging, equipping, and supervising parking space.
7. Prepare budget recommendations.
8. Consult with church organization leaders and other groups concerning furnishings.

Stewardship Committee

Principle Function: To plan and promote stewardship education in all areas of church life and to lead the church in budget planning, promotion, subscription, and administration.

Responsibilities:

1. Committee chairperson serves as ex officio member of the Church Council.
2. Develop and recommend to the Church Council an overall stewardship education/information plan.
3. Review with committee chairpersons periodically the expenditures of committees to ensure correspondence with budget allocations and budget adjustments.
4. Consult with the chairperson of each committee annually to determine the financial resources needed by each committee for its work during the following year.
5. Review with each director periodically the expenditures of the organization in terms of budget allocations and budget adjustments.

Operations Manual

6. Consult with each director annually to determine financial resources needed by each organization for its work during the following year.
7. Consult with appropriate church staff member(s) in planning, promotion, subscription, and administration of the church budget.
8. The Pastor will serve as staff advisor and consultant on the Stewardship Committee.
9. Make periodic reports on the work of the Stewardship Committee.
10. Answer questions about the work of the Stewardship Committee.
11. Recommend financial policies and procedures to be practiced by the church.
12. Make recommendations concerning proposed expenditures not included in the current budget.
13. Recommend an annual church budget to be presented to the church on a Sunday morning, discussed on a previous Sunday morning, and voted on by the membership the following Sunday morning at the close of the service.
14. The Stewardship Committee shall begin meeting no later than July so preparation on the church budget can be completed and presented to the church according to schedule in the month of September.

Missions Committee

Purpose: Seeks to discover possibilities for missions projects, share findings with church program organizations, and serves the church in establishing and conducting such missions projects as assigned by the church.

Duties:

1. Research and discover missions' opportunities that match with the church vision and goals giving preference to denominational resources.
2. Recommend missions projects based on external research and collaboration with ministry leaders.
3. Promote the all missions offerings of the church and denomination (i.e. the International Missions Board (IMB) – Lottie Moon Christmas Offering (LMCO), North American Missions Board (NAMB) – Annie Armstrong Easter Offering (AAEO), California Southern Baptist Convention (CSBC) – California Missions Offering (CMO), Cooperative Program (CP) emphasis and San Diego Southern Baptist Association (SDSBA) local missions giving.
4. Work with budget section of Stewardship Committee in requesting mission's committee budget.
5. Conduct mission's projects and serve as a resource for ministry leaders engaged in missions work.

Long-Range Planning Committee

Purpose: The primary purpose of the long-range planning committee is to develop the church's priorities for several years. This period of time can be for one year, eighteen months, three years, or five years.

Duties:

1. Discover the planning needs.
2. Lead in setting church goals.
3. Plan strategies for reaching the goals.
4. Complete the long-range plans.

Service Committee Responsibilities

Public Relations Committee

Purpose: Discover the public relations needs of the church and choose the best means of communication to church and community members

Duties:

1. Research to gain understand of the most efficient and cost effective ways to communicate information to the church and community
2. In consultation with church staff and the administrative assistant, prepare the weekly bulletins
3. Work with ministry leaders in the preparation of church bulletin boards
4. Report to the pastor and church council on the effectiveness of communication methods currently in use.

Fellowship Committee

Purpose: Recommend and communicate policies and procedures for the kitchen and coordinate food and service needs for church-wide fellowships and special events

Duties:

1. Recommend policies and procedures that promote good stewardship of church food services resources.
2. In consultation with church staff and the administrative assistant, promote and prepare for the annual church picnic and the annual Christmas party.
3. Work with ministry leaders to provide food services support during special events as required.

Preschool Committee

Purpose: The Preschool Committee shall work with the Preschool Workers in coordinating and operating the church nursery. It shall develop policies and publicize them to church families of confidence in the nursery and the church by these families.

Preschool Workers:

1. Will be at least 16 years old and preferably a member of the church. If workers cannot be found among the church membership, then the Preschool Committee will ask the Personnel Committee to solicit resumes from interested outsiders who are preferably Baptist.
2. Preschool Workers will be assigned the following hours of service.
3. Workers are to notify the Chairman of the Personnel Committee or the Pastor if he/she is unable to work. The Preschool Ministry Director will find replacements as needed.
4. All Preschool Workers shall be paid by the hour.
5. All Preschool Workers will attend special training programs to update and improve upon their skills. (This includes volunteers as well.)
6. The total child care program will be evaluated periodically by parents whose children are enrolled in the program. The evaluation will serve as a means of improving the program and/or recognizing outstanding workers.
7. Preschool Workers will be recommended to the Personnel Committee for rehiring each year contingent upon their work performance as evaluated by the Preschool Committee and parent evaluations, individual desire to continue working and the changing needs of the preschool program.

Volunteer Preschool Workers:

1. Will normally be at least 16 years of age, however, at the discretion of the Preschool Ministry Director, persons under 16 years may be found acceptable as volunteers.
2. Will be assigned duties on a volunteer basis only.
3. Will receive direction and supervision from the Preschool Workers.
4. Will be asked to attend special training programs as needed.
5. Volunteer services will be scheduled by the Preschool Ministry Director according to the census of the Child Care Program.

Church History Committee

Purpose:

Assist the church in making and keeping accurate, comprehensive records of its current life and work. Working with the church office gathers and safeguard all historic records of the church. As requested, help the church understand and learn from its own history and help church members know and appreciate their larger heritage as Baptists.

Duties:

1. Gather and preserve all historic records of the past.
2. Assist in recording present-day activities.
3. Use historic facts and documents to challenge the church to accomplish its mission.
4. Develop and recommend to the church policies and procedures regarding the preservation of historical materials.
5. Aid in planning church Home Coming when it is assigned to be observed.

Church Flower Committee

Purpose: To provide flowers and related decorations to enhance the congregational worship services held in the sanctuary.

Duties:

1. Recommend policies and procedures for obtaining, arranging, and disposing of flowers for congregational services.
2. Recommend policies related to providing flowers for sick and bereaved members.
3. Work with budget section of Stewardship Committee in requesting flower committee budget.
4. Secure, place, and dispose of flower arrangements.

Library and Media Committee

Purpose: Establishes effective planning, training, and organization for building a vital church library ministry in helping people follow Jesus.

Duties:

1. Administration.
2. Collection Development
3. Classification and Cataloging
4. Promotion

Each of these areas has certain tasks that should be accomplished. Persons are enlisted to serve in the four Ministry Areas according to their giftedness and interest. For more information, please refer to Church Library Ministry Information Service, Andrews, Ferguson, Hunter, Maynard, Tiller, Broadman and Holman Publishers, 2004.

Special Committee Responsibilities

The Youth Ministry Committee

Purpose:

It provides an organizational plan for key adults working with youth in the youth program areas as well as representative youth and parents to meet together to plan and evaluate ministry goals and projects.

Responsibilities:

1. Work closely with the Church Council, adult youth leaders, and fellow youth representatives to see that the spiritual as well as the social aspects of our youth ministry are growing and improving.
2. Plan and carry out youth, Christ-centered activities and ministries.
3. To be present at all meetings and activities.
4. Be supportive of all youth leaders and youth activities.

Church Personnel Policy Manual



Operations Manual

Policies for Professional Staff

Adopted July 22, 1984

1. Introduction

1. Are expected to keep in mind at all times the spiritual nature of church work and conduct themselves accordingly.
2. Must keep in mind that as far as the church and general public are concerned "You" are the church; therefore, help them to have a good attitude in their dealing with the church.
3. Must promote, support, and participate in the church stewardship program.
4. Must support and be involved in Sunday School and various other educational programs and activities of the church.
5. Must maintain an attitude of respect toward other staff members because all are part of a team.
6. Must keep all matters of church business, counseling, and otherwise sensitive information in strictest confidence.
7. Should be present in their office for a normal workday (e.g. 8:30-4:00), unless specific duties demand otherwise.
8. Are expected to be involved in regularly scheduled activities of the church (worship, Bible study, visitation, worker's meeting, choir practice, etc.) which pertain to their particular areas of ministry, when they occur outside the "normal workday."

2. Recruitment

1. A Pastor selection committee will be elected by the church to screen prospective pastoral candidates. The Stewardship Committee will suggest guidelines for the financial package. The Personnel Committee will suggest job responsibilities and the work of these committees will be submitted to the deacons for coordination and presentation to the church. Upon church approval the trustees of the church will make final preparation (within the guidelines set by the church) for bringing the new Pastor to the field.
2. Prospective professional staff members should be recommended by the appropriate supervisor, screened by the Personnel Committee, approved by the Pastor, and elected by the church.
3. The church employ only one paid pastoral or custodial staff member from a family unit at any one time. (Note: adopted October 19, 1983)

3. Responsibilities

1. A job description will be written for each professional staff member.
2. Each professional staff member is expected to execute faithfully his responsibilities and to perform other duties assigned by his supervisor for the successful operation of the overall church.

4. Administration

The Pastor is the director and manager of all professional staff personnel. He will administer personnel policies, procedures, and the day-to-day operation of the overall church program.

5. Staff Meetings

Professional staff meetings will be held at the discretion of the Pastor.

6. Hospital Visitation Ministry

The Pastor will assign, direct, and supervise the church's hospital visitation ministry

7. Equipment And Supplies

1. Professional staff members must have the approval of the Pastor for purchase of equipment and supplies not provided for in their annual budget allocation. All expenditures in excess of budget allocations must be reviewed by the Stewardship Committee. Professional staff members are to adjust their spending to correspond with budget income or as directed by the Pastor.

8. Absence

1. Death in the immediate family; In case of death of a member (spouse, children, parents), the professional staff member will be paid for the absence from scheduled work for a period not to exceed 5 days.
2. Death of a relative other than immediate family; In case of death of a relative other than the immediate family, the professional staff member will be paid for the day of funeral plus two additional days for travel, if that much time is needed.
3. Leave of absence; A leave of absence may be granted only under exceptional circumstances in concurrence with the Pastor, Personnel Committee, and the deacons.

9. Days Off

1. Professional staff members will be allowed 1-1/2 days off during each week.
2. When a paid holiday coincides with a regular day off, the professional staff member may take a compensatory day off within the quarter of occurrence subject to approval of the Pastor.

10. Holiday Policy

Professional staff members may observe the following holidays; New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving plus the Friday following, Christmas Day, and a floating holiday (e.g. birthday, anniversary, etc.)

11. Vacations

1. Vacations will be calculated on an anniversary basis, but must be taken before the end of the subsequent anniversary.
2. Professional staff members will be eligible for 2 weeks vacation each year and will be scheduled through the appropriate supervisor and approved by the Pastor. If two employees desire the same vacation time, and their work is of such a nature that only one may be permitted to leave, preference will be determined by the Pastor.

Operations Manual

3. Beginning Professional Staff Members will be eligible for one week earned vacation only after six months of employment or they may save that week and take 2 weeks after one year of employment.

Vacation Schedule (January 18, 1987)

Years of Full-Time Service	Vacation
0-5 Years	2 Weeks
6 Years	2 Weeks, 1 Day
7 Years	2 Weeks, 2 Day
8 Years	2 Weeks, 3 Day
9 Years	2 Weeks, 4 Day
10 Years	3 Weeks
11 Years	3 Weeks, 1 Day
12 Years	3 Weeks, 2 Day
13 Years	3 Weeks, 3 Day
14 Years	3 Weeks, 4 Day
15 Years	4 Weeks

4. Vacations shall be coordinated and approved by the Pastor. If two professional staff members desire the same vacation period and their work is of such nature that only one may be permitted to leave, preference will be determined by the Pastor
5. The Pastor should notify the appropriate staff members of his scheduled vacation and delegate a supervisory person during his absence.
6. Vacation time may be divided into one week units, but only one week may be subdivided further with the approval of the Pastor.
7. Record of scheduled or used vacation will be maintained by the Administrative Secretary.
8. Vacation time for a professional staff member is based on the total number of continuous years of full-time employment in any Southern Baptist Church or agency.
9. Upon termination or resignation of service, professional staff members will be paid for unused, earned vacation time, but not accumulated sick leave.

12. Conventions And Conferences

1. Each professional staff member is expected to attend district and associational meetings when possible.
2. All normal and reasonable expenses as budgeted and approved shall be paid by the church.

Operations Manual

3. Professional staff members will be allowed time for conducting revivals, camps or conferences. Total time allowed shall be no more than fourteen days, including two Sundays per year.

13. Sick Leave

1. Sick leave for all full-time professional staff members will be accumulated at the rate of one day per month, not to exceed 40 work days (eight weeks).
2. Long-term disability; Should a professional staff member be disabled for an extended period of time, after sick leave and vacation time have been taken, the church will pay 60% of his salary for a period of 90 days.
3. Any unusual request involving extended absence beyond the regular accumulated sick leave authorized, or requiring other special consideration, must be made to the Pastor in writing.
4. Sick leave time is to be used only when the professional staff member is ill. It may not be used for other personal reasons or activities.

14. Termination

A professional staff member, resigning his position, must give at least two weeks notice, in writing, to the Pastor.

15. Retirement

1. Retirement benefits available to a professional staff member, in addition to Social Security are; The Southern Baptist Annuity Plan and any retirement plan approved by the personnel committee. The church contributes a matching amount of the employee's contributions to the retirement plan of his choice at a minimum of 2-1/2 % and a maximum of 5%. Full-time professional staff are placed in a retirement program immediately upon employment.

Retirement age for professional staff members is seventy. Effective date of retirement is at the end of the month in which the professional staff member's seventieth birthday occurs, unless continuation of employment is specifically approved by the church on a year-by-year basis.

Code of Ethics for Church Staff Members

My Call

God has called me to serve Him in the field of church-related vocations. Because my life is dedicated to Him, I have responded to this call.

It is my conviction that God has called me to my position on the staff of my church. I accept this position as a place of trust and an opportunity for service.

My Aims

I shall use every opportunity to win the unsaved to saving faith in Jesus Christ. I shall attempt to influence those with whom I work to do the same.

Believing in the doctrine of Christian growth, I shall encourage every Christian to “grow up into Him in all things.”

Instead of building a program which centers in myself, I shall direct my energies toward strengthening the total work of my church.

Since I am concerned about the growth and development of my denomination, I shall make every effort to participate in denominational meetings and work.

My Preparation

Realizing my need for spiritual power, I shall strive to read my Bible daily and to “pray without ceasing.”

Since physical energy is so important to my work, I shall follow a schedule which will help me to be physically ready for my responsibilities.

My Conduct

I have resolved to seek “first the kingdom of God and His righteousness.”

I shall be a true steward of all of life’s resources and shall strive to lead others to practice the same principle.

I shall strive to live a life above question and reproach.

I shall deal honestly in all of my business relationships, living within my means and paying all financial obligations promptly.

Operations Manual

My Interpersonal Relationships

I shall cooperate fully with my pastor, recognizing his leadership of the entire church program.

I shall cooperate with fellow staff members in planning and developing a correlated program of work.

I shall not criticize any staff member to any member of the church. If a misunderstanding between me and another staff member cannot be resolved in a Christian manner, then I pledge to confront the personnel committee and pastor with the problem. I understand that to take a grievance to a personal friend is unfair to the other party involved and tends to destroy the spirit of love, harmony, and fellowship in the church.

I shall place the unity of the church and the fellowship of the people above personal desires or prejudices.

It is my desire to understand the total work of my church and relate myself effectively to it.

I recognize my responsibility to the members of my church and shall give first consideration to them and their needs in carrying out my tasks.

As a citizen of the world I shall remember my obligations to the world mission task. It shall be my purpose to help provide more churches and missions for the unreached and to share more fully in missions around the world.

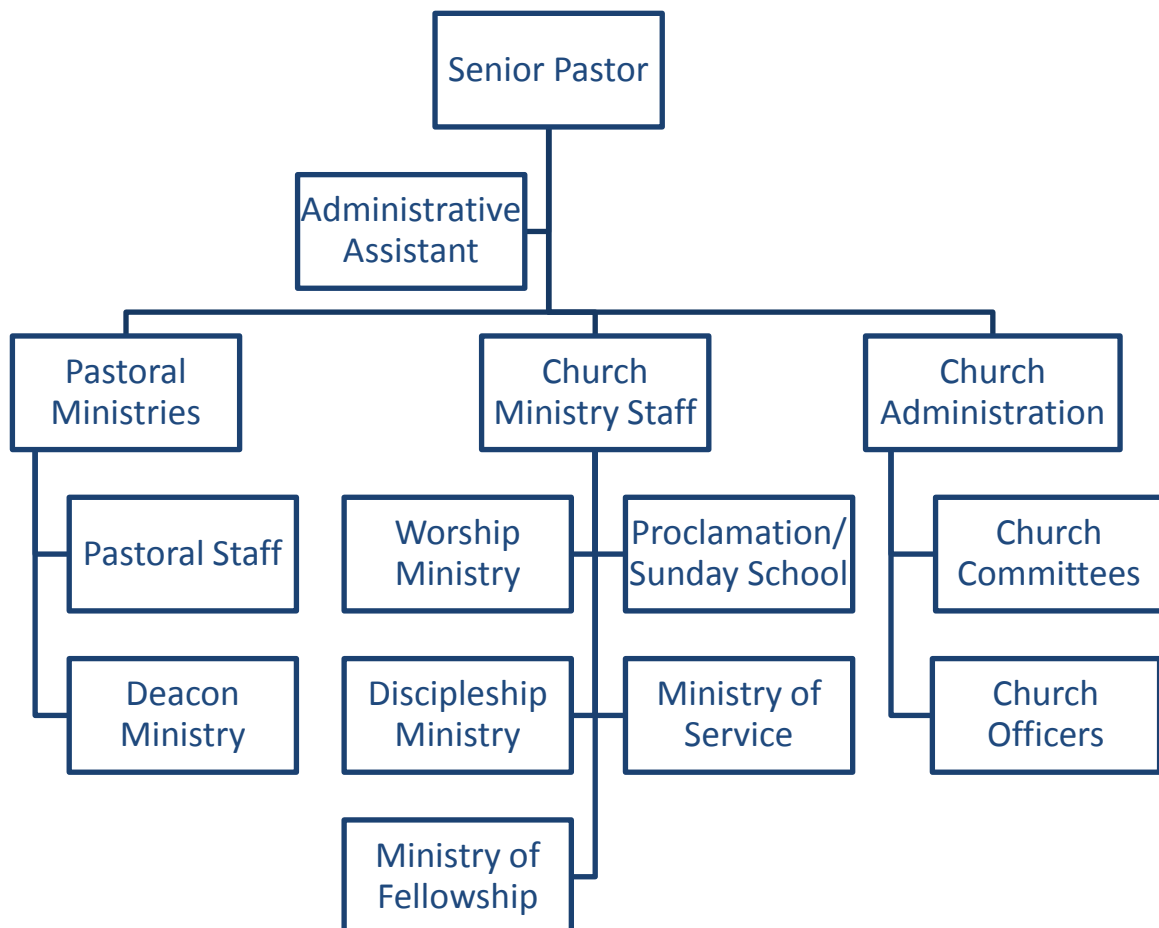
Meridian Baptist Church Job Descriptions

The Team Ministry Philosophy

The team ministry philosophy is based on encouraging Christians to serve where they best fit according to their God-given gifts, personalities and abilities. Team ministry provides maximum fulfillment with minimum frustration as they use their own God-given capacities to work through the local church.

A team ministry church is led by an Ephesians Four Pastor, who leads and equips people to do the work of the ministry. The pastor is a steward of the gifts, talents and abilities of those entrusted to his care.

The team philosophy of ministry revolves around the fact that God has given every member of the church a dominant spiritual gift, thereby equipping and calling members to perform the functions of their particular gifts. The church becomes most effective when everyone is allowed to use his or her dominant gift and serve in his or her proper role to do the work of the ministry.



Job Descriptions for Professional Staff

Senior Pastor

Principle Function

The Senior Pastor is responsible for leading the church to function as a New Testament church. The Senior Pastor will serve as the Chief Executive Officer of the church leading the congregation, the organizations, and the church staff to perform their tasks.

Responsibilities

1. Oversee pastoral staff
2. Provide leadership and vision for the church. Direct plans for ministry and church growth; develop and fine-tune the church structure based on the team philosophy of ministry.
3. Motivate, equip and nurture the people of the church through example, preaching and teaching God's Word and spiritual counseling.
4. Spend significant time in prayer and Bible study.
5. Contact/visit hospitalized or grieving church members.
6. Officiate at weddings and funerals.
7. Provide premarital counseling, counseling regarding salvation and spiritual issues and other counseling for church members as time permits.
8. Perform the sacraments of Communion and Baptism.
9. Oversee church discipline and manage conflict in the church. Seek to reconcile relationships and promote unity in the church.
10. Participate in evangelism efforts through preaching and giving invitations during worship services, revivals or other special services, visitation and other outreach efforts.

Pastor, Worship and Teaching

Principle Function:

Lead and be responsible for worship and worship team(s) for Sunday and Wednesday services. Will develop and oversee worship teams and interface with the Sr. Pastors for overall vision. Will also be responsible for the sound booth personnel and sound operations with a desire to develop other technical areas such as video/audio and recording, lighting, and other media available for enhancing worship. The right candidate will work in the offices one day a week overseeing worship and being responsible for leading the congregation in a celebratory worship with a vertical focus. The right candidate will also oversee worship for special events, such as conferences, special meetings, revival services, etc.

Responsibilities:

1. Must be a born-again Believer.
2. Must have technical skill with instruments, sound, and some lighting, and music.
3. Must be able to read music.
4. Must be able to develop teams and interact with other team members and the Pastoral team.
5. Must conduct bi-weekly or weekly rehearsals with the team and develop and introduce new songs for congregational worship.
6. Must be able to lead the worship, participants, including the musicians, technicians, and singers in the services, creating an atmosphere of praise and intimate worship with a vertical focus on Jesus and the Holy Spirit.
7. Must select and obtain appropriate worship music that fits in with the overall vision of the church.

Operations Manual

8. Must lead efforts in recruitment of musicians, singers, technicians and others for the worship services.
9. As a member of the church staff, attend staff planning meetings or meet as appropriate with the Senior Pastor.
10. Must have strong vocal ability.
11. Must demonstrate ability to lead singers and musicians.
12. Must be enthusiastic and energetic.
13. Must have the ability to communicate clearly with church leadership, worship participants, musicians and other staff.
14. Must have familiarity with, and ability to stay current with, all forms of worship music.
15. Must have a willingness to employ available technology in conducting the worship service.
16. Must have a desire and willingness to pursue revival and anointed worship, and have a strong passion for Jesus and strong devotional life.

Administrative Secretary

Principle Function:

The Administrative Secretary is responsible to the Senior Pastor for performing general office work in relieving the Senior Pastor and Associate Pastors of minor executive and clerical duties.

Responsibilities:

1. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
2. Review, open, digest and distribute mail; prepare routine answers without direction, for approval and signature; answer routine letters in absence of the supervisor.
3. Act, as required, during supervisor's absence, in making decisions or taking any necessary action not requiring supervisory approval.
4. Exercise tact, courtesy, and diplomacy in receiving callers, personal or telephone.
5. Order literature and office supplies as needed.
6. Prepare bank reconciliation statements monthly.
7. Prepare financial reports for monthly and annual distribution. Monthly reports due to the Stewardship Committee by the 15th of the month.
8. Prepare quarterly and annual government reports.
9. Prepare and issue payroll checks to staff members. File and pay monthly payroll tax payments for Fed withholding, Social Security and Medicare online.
10. Pay all bills and maintain checkbooks for Meridian Baptist Church and the Vietnamese Baptist Mission.
11. Maintain master church membership roster and prospect files.
12. Maintain confidential financial records of gifts given by individuals to the church's ministries, and prepare annual giving statements for these individuals.
13. Maintain the church calendar, in accordance with the direction of the church council.
14. Assist the Church Clerk in requesting and forwarding church letters.
15. Prepare the Annual Church Letter and submit to the California Southern Baptist Convention and to the San Diego So. Baptist Association—October 1.
16. Perform other responsibilities as requested.

Custodian /Janitor

Principal Function:

Maintain clean buildings and grounds.

Responsibilities:

1. Sweep, mop, buff, clean, and wax floors according to schedule.; dust furniture and equipment; wash walls and windows, and vacuum carpets as scheduled.
2. Maintain clean restrooms; replenish tissue and towels, empty waste cans.
3. Request cleaning, maintenance supplies, and equipment as needed.
4. Operate heating and cooling equipment according to schedule and instructions.
5. Prepare baptistery for use as directed and clean following use.
6. Open and close building daily as scheduled.
7. Mow Grass; trim shrubbery, maintain clean church entrance, sidewalk and parking areas.
8. Check with church office or supervisor daily for special assignments.
9. Move furniture, set up tables and chairs for suppers, banquets, and other similar occasions; and set up assembly and classroom areas for regular activities.
10. Make minor electrical, plumbing, painting, and equipment repairs as needed.
11. Perform other duties as assigned.

Church Custodian and Maintenance Duties

1. Empty trash cans daily.
2. Offices checked daily.
3. Offices dusted daily.
4. Offices swiped quarterly.
5. Offices vacuumed thtee times a week.
6. Restrooms cleaned and inspected daily (i.e. paper towels, toilet paper, etc.)
7. Seal and clean tile floors weekly.
8. Dust all window sills and blinds weekly.
9. Replace lighting as needed.
10. Wash windows each quarter.
11. Mow and trim lawns weekly (towards the end of week).
12. Water lawns three times a week.
13. Clean sidewalks and rake lawns as needed.
14. Clean glass doors twice a week.
15. Vacuum classrooms in preparation for Sunday.
16. Replace ceiling tiles as needed.
17. Do Classroom set-up as needed.
18. Clean Auditorium thoroughly for Sunday.
 - a. Pews
 - b. Floors
 - c. Visitors' Cards – Song books
 - d. Music Instruments
 - e. Foyer Pick-up
19. Do necessary set-ups for Monday, Wednesday, and Thursday programs.

Job Descriptions for Church Staff

Pastor, Spiritual Care

Principal Function:

The Pastor of Spiritual Care is responsible to the pastor for assisting the pastor in building a sense of community through reaching out to minister to the special needs of the congregation.

Responsibilities:

1. Follow up on sick, hospitalized or shut-in members; visit and contact regularly.
2. Pray for and with church members experiencing hardships or needing to make decisions.
3. Establish a support group for family members of the terminally ill.
4. Seek assistance for and offer support for the chronically ill.
5. Visit and offer emotional/spiritual support to grieving members.
6. Establish a chain of volunteers who will provide emotional, spiritual and physical help to the needy in the congregation: such as prepare and deliver food on a short-term basis, visit and pray with ill or grieving members, provide transportation, etc.
7. Inform the pastor of special needs and report on those who are sick, hospitalized, experiencing financial difficulty, etc.
8. Remain in contact with prayer group leaders regarding special prayer needs.

Pastor, Young Adults

Principal Function:

The Pastor of Young Adults is responsible to the pastor for assisting the church in planning, coordinating and promoting the young adult programs of the church, special young adult projects, assignments and events.

Responsibilities:

1. Work with the ministerial staff, appropriate committees and program leaders in planning, evaluating and coordinating all young adult ministries of the church.
2. Conduct special training projects for young adult workers.
3. Advise in the use of program materials, equipment, supplies and space by young adult groups in all church program organizations.
4. Plan and direct young adult groups in all church program organizations.
5. Plan and direct young adult fellowships, retreats and mission trips.
6. Plan and direct parenting seminars and workshops.
7. Counsel young adults and make referrals as needed.
8. Lead in a weekly young adult visitation program.
9. Conduct the weekly CONNECT Bible study.
10. Develop relationships with local college campus organizations to reach new college students and be available to speak and/or visit in the campuses.
11. Remain informed of current trends in education to the young adult and college culture.
12. Be alert to win the lost and assist both workers and young adults in reaching the unreached.

Minister of Education

Principal Function:

The minister of education is responsible to the pastor for the total educational church program in planning, conducting and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

Responsibilities:

1. Correlate all programs, plans and activities with the staff and church council.
2. Train and work closely with the Nominating Committee in selecting and enlisting qualified leaders for the educational program.
3. Serve as resource and liaison person for committees related to the educational program.
4. Plan special emphases in educational programs (i.e. attendance campaigns, leadership recognition, Preparation Week).
5. Develop special educational/training projects such as camps, retreats and seminars.
6. Lead in regular education program organization planning meetings.
7. Lead in choosing and securing the most suitable educational and curriculum materials available.
8. Supervise appropriate church staff members.

Minister of Evangelism

Principal Function:

The minister of evangelism is responsible to the church. He or she will be supervised by the pastor and will be responsible for the development and promotion of the evangelistic and outreach ministries of the church.

Responsibilities:

1. Oversee the regular and organized visitation of the church through planning, organizing, and evaluating.
2. Develop church members to be personal witnesses of their faith in Jesus.
3. Serve on the Missions Committee of the church as an exofficio member.
4. Work with the Sunday School leaders and other church leaders to give input as to evangelism and lead the F.A.I.T.H. program.
5. Preach in the absence of the pastor or when requested by the church.
6. Accept pastoral visitation responsibilities as assigned by the pastor.
7. Serve on the ministerial staff, accepting responsibilities as a member.
8. Assist the pastor, staff and church in outreach and other community ministries.
9. Keep informed on evangelistic and witnessing resources, materials, methods, and administration; cooperating with denominational personnel, developments and interests.
10. Recommend an annual estimated budget for evangelistic and outreach needs.
11. Perform others duties as assigned by the pastor.

Deacon

Principle Function:

In accordance with the meaning of the work and the practice of the Church in the New Testament, deacons are to be servants of the Church. Their task is to serve with the pastor and staff in performing the pastoral ministries of our church..

Responsibilities:

1. To lead the church in achievement of its mission
2. To minister to believers and unbelievers
3. To care for the church's members and others in the community through the Deacon Family Ministry Plan.
4. To demonstrate consistent stewardship through the deacon's example in tithing to the church
5. To demonstrate Christ-like consecration, loyalty, prayer support and faithfulness to the local church program
6. To visit the sick, needy, and indifferent of the church
7. To encourage and strengthen new converts and the spiritually weak
8. To be available at the worship services for assisting the pastor in receiving new members and counseling new decisions
9. To be available to serve on a Deacon Ministry Team
10. To be able to serve the Lord's Supper

Moderator

Principle Function:

The moderator shall be elected yearly by the church body from its lay leadership and will serve as the Chief Operating Officer of the church. The moderator shall preside over all business sessions of the church and serve as chairman of the church council.

Responsibilities:

1. Work with the other key leaders and church staff to develop an agenda for the church business meetings.
2. Maintain the church fellowship through information and participation.
3. Conduct orderly business meetings following church bylaws and parliamentary procedure, using a fair and impartial manner.
4. Clarify church business for later action.
5. Keep the business meetings on course.
6. Consult with church staff and clerk in preparation of and evaluation of the church business meeting agenda.
7. Speak for the church in times of crises.
8. Evaluate the business meetings of the church and propose changes when necessary, in consultation with other key leaders.

Clerk

Principle Function:

The church-elected clerk will serve as the secretary of the corporation and shall keep in a suitable form a record of all the actions of the church, except as otherwise herein provided. The church clerk is responsible for keeping in a suitable book a record of all the official actions of the church and making reports of such records to the church.

Responsibilities:

1. Keep an accurate record (minutes) of all regular and special business meetings and transactions made and approved by the church.
2. Present the minutes of prior meetings(s) at each business meeting for church approval.
3. Provide clerical assistance during the invitation period of the worship services for new members, re-dedications and other decisions.
4. Maintain an accurate record of the church membership, including the dates of admission, termination and method of joining the church.
5. Correspond with other churches for membership changes.
6. Preserve records for church history.
7. Prepare the Annual Church Profile.
8. Assist in preparation of the agenda for business meeting(s).
9. Work with church officers and trustees in preparation of legal documents.

Trustees

Principle Function:

Three trustees elected by the church will serve as officers of the corporation and will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. The trustees act as legal agents or representatives as directed by the church and serve as the officers of the corporation as outlined in the constitution and bylaws.

Responsibilities:

1. Sign all legal documents involving the purchase, sale, mortgaging and rental church property, only upon direction by the church.
2. Maintain inventory of all legal documents, in conjunction with clerk.
3. Counsel with church staff, key leaders, committees or organizations concerning legal matters.
4. Hold legal title to all church property (as required by state law) and act only as directed by the church in regular or special business meetings.
5. Make recommendations to the church concerning legal documents, property and other legal issues.

Church Treasurer

Principle Function:

The church treasurer shall be elected as the custodian of all moneys of the church and shall disburse these moneys by checks as authorized by the church. The Treasurer will serve as the Chief Financial Officer of the corporation. The treasurer will receive all funds for any and all purposes on behalf the church and insure that they are properly recorded on the books of the church. The treasurer is responsible for insuring that a system of accounting that will adequately provide for the handling of all funds is in place.

Responsibilities:

1. Maintain adequate records of all church funds received and disbursed, reconciling bank statements and correct ledgers as needed.
2. Record individual contributions to the church and provide quarterly and annual reports.
3. Sign checks in accordance with church policies and procedures; examining supporting data for all check requests and issue checks for co-signature.
4. Make monthly and annual financial reports to the appropriate church committees, the deacons, and the church business meetings.
5. Serve as assigned as exofficio member of church organizations such as required and serve as chairman of the Stewardship Committee.
6. Recommend policies and procedures to the appropriate church committees, bodies, boards, and organizations for receiving, accounting, disbursing, and reporting church monies.
7. Supervise or assist in the supervision of an accounting system that provides adequate internal controls to protect all funds and workers.
8. Ensure that funds and gifts are used according to instruction from the congregation or as directed by the contributor.
9. Update and maintain guidelines approved by the Internal Revenue Service for the provision of tax credits which involve non-cash gifts.

Men's Ministry Director (Brotherhood)

Principal Function:

The Men's Ministry Director is responsible to the pastor for assisting the church in planning, coordinating and promoting the men's ministries of the church. Educate the men of the church in the area of Christian service and present opportunities to serve both locally and abroad.

Responsibilities:

1. Work with the ministerial staff, appropriate committees and program leaders in planning, evaluating and coordinating all men's ministries of the church.
2. Conduct special training projects for the men of the church.
3. Advise in the use of program materials, equipment, supplies and space by men's groups in all church program organizations.
4. Plan and direct men's groups in all church program organizations.
5. Plan and direct men's fellowships, retreats and mission trips.
6. Plan and direct seminars and workshops for men.
7. Cooperate with other Christian men's organization both within and outside our denominations in promoting activities of mutual interest.
8. Lead in the promotion of the California Missions Offering and the Southern Baptist Cooperative Program emphasis.

Women's Ministry Director (Women's Missionary Union -WMU)

Principal Function:

The Women's Ministry Director is responsible to the pastor for assisting the church in planning, coordinating and promoting the women's ministries of the church. Educate the women of the church in the area of Christian service and present opportunities to serve both locally and abroad.

Responsibilities:

1. Work with the ministerial staff, appropriate committees and program leaders in planning, evaluating and coordinating all women's ministries of the church.
2. Conduct special training projects for the women of the church.
3. Advise in the use of program materials, equipment, supplies and space by women's groups in all church program organizations.
4. Plan and direct women's groups in all church program organizations.
5. Plan and direct women's fellowships, retreats and mission trips.
6. Plan and direct seminars and workshops for women.
7. Cooperate with other Christian women's organization both within and outside our denominations in promoting activities of mutual interest.
8. Lead in the promotion of the Lottie Moon Christmas Offering for International Missions and the Annie Armstrong Easter Offering for North American Missions.

Student Ministry Director

Principal Function:

The Student Ministry Director is responsible to the pastor for assisting the church in planning, coordinating and promoting the youth programs of the church, special youth projects, assignments and events.

Responsibilities:

1. Work with the ministerial staff, appropriate committees and program leaders in planning, evaluating and coordinating all youth ministries of the church.
2. Conduct special training projects for youth workers.
3. Advise in the use of program materials, equipment, supplies and space by youth groups in all church program organizations.
4. Plan and direct youth groups in all church program organizations.
5. Plan and direct youth fellowships, retreats and mission trips.
6. Plan and direct parenting seminars and workshops.
7. Counsel youth and parents as needed.
8. Lead in a weekly youth visitation program.
9. Conduct weekly youth Bible study.
10. Develop relationships with local school officials and be available to speak and/or visit in the schools.
11. Remain informed of current trends in youth education programs and youth culture.
12. Be alert to win the lost and assist both workers and youth in reaching the unreached.

Children's Ministry Director

Principal Function:

The Children's Ministry Director is responsible to the Pastor for overseeing the planning, coordinating and implementing of a program for children from first through sixth grade.

Responsibilities:

1. Work with key leaders in the hiring of paid workers and enlisting of volunteers in the birth through sixth grade programs.
2. Conduct special training projects for children's workers in proper relationship to the church program.
3. Periodically review church policies and programs with appropriate staff or committees and bring recommendations for needed changes and improvements to the church.
4. Assist the staff in planning for and presentation of annual budgets and in overseeing the expenditures of funds.
5. Keep abreast of new materials, programs and methods, etc.
6. Work with the media services and minister of recreation to provide needed services.
7. Assist with planning and conducting special projects, camps, retreats, etc., for children's organizations.
8. Organize and oversee an ongoing visitation and evangelism program for children and parents.
9. Organize and oversee a new Christian orientation program for middle and older children.
10. Cooperate with associational and state leaders in promoting activities of mutual interest.

Preschool Ministry Director

Principal Function:

The Preschool Ministry Director is responsible to the Pastor for overseeing the planning, coordinating and implementing of a program for children from birth through kindergarten.

Responsibilities:

1. Work with key leaders in the hiring of paid workers and enlisting of volunteers in the birth through kindergarten age programs.
2. Conduct special training projects for preschool workers in proper relationship to the church program.
3. Periodically review church policies and programs with appropriate staff or committees and bring recommendations for needed changes and improvements to the church.
4. Assist the staff in planning for and presentation of annual budgets and in overseeing the expenditures of funds.
5. Keep abreast of new materials, programs and methods, etc.
6. Work with the media services and minister of recreation to provide needed services.
7. Assist with planning and conducting special projects, camps, retreats, etc., for preschool organizations.
8. Organize and oversee an ongoing visitation and evangelism program for preschoolers and parents.
9. Organize and oversee a new Christian orientation program for middle and older preschoolers.
10. Cooperate with associational and state leaders in promoting activities of mutual interest.

Church Financial Secretary

Principal Function:

The financial secretary assists the treasurer and is responsible for receiving the funds that come into the church treasury, recording the funds, depositing the funds and forwarding the deposit report to the treasurer. This position requires the ability to maintain confidentiality in regards to individual giving.

Responsibilities:

1. Work in compliance with established church financial policies and procedures.
2. Ensure all funds received from any source is properly recorded and deposited.
3. Work with church security director to provide a safe and secure place for counting funds.
4. Ensure all funds are deposited within 48 hours of receipt.
5. Ensure all individual record of giving are updated weekly.
6. Serve on the church stewardship committee

Church Teller

Principal Function:

The church tellers are responsible for accurately counting the tithes and offerings received during the worship services of the church. This is usually performed immediately following the last morning worship service.

Responsibilities:

1. Church tellers are expected to observe the “two-person rule”, that is, one person should never count the offering receipts alone.
2. Make sure that the area where the monies are counted is secure and doors are closed and locked during the counting process.
3. Count and record all tithes, offerings and special gifts in accordance with the churches financial policies and procedures.
4. After completion and verification of the counts, secure the monies in the designate area for deposit in the church bank account.

Job Descriptions for Church Security Ministry

Church Security Director

Principle Function:

The Security Director is responsible to the Pastor for protecting church members, guests, and property through safety awareness and crime prevention strategies. The security director serves as the lead person for the church security ministry team.

Responsibilities:

1. The prime responsibility is to lead the church security ministry.
2. Ensure that any criminal activity does not hamper the smooth functioning of the institution.
3. Be the responsible for protecting the property and personnel of Meridian members and guests.
4. Lead in enlisting volunteers to serve in the security ministry.
5. Develop crime prevention initiatives and training programs for volunteers.
6. Maintain church security policies and procedures.
7. Coordinate security issues with ministry leaders and assist where needed.
8. Serve as a member of the church council.

Church Security Team Member

Principle Function:

The primary mission of the Meridian Security Team is to provide safety and security for the staff, members and visitors of the Meridian Baptist Church and the church property through a high level of vigilance and crime prevention. The secondary missions are to secure all buildings and property on the campus and to be an information resource for those visiting. The Security Team serves our Lord Jesus Christ through the high level of service we provide His people as we strive to become more like Him..

Responsibilities:

1. Work with the other key leaders and church staff to develop an agenda for the church business meetings.
2. Maintain the church fellowship through information and participation.
3. Conduct orderly business meetings following church bylaws and parliamentary procedure, using a fair and impartial manner.
4. Clarify church business for later action.
5. Keep the business meetings on course.
6. Consult with church staff and clerk in preparation of and evaluation of the church business meeting agenda.
7. Speak for the church in times of crises.
8. Evaluate the business meetings of the church and propose changes when necessary, in consultation with other key leaders.

Church Usher

Principal Function:

Represent the church by receiving members, visitors and special guests as they arrive for worship services. Work with security ministry understanding Meridians emergency policy and procedures.

Responsibilities:

1. Arrive early for worship services (30 minutes prior is usual).
2. Make sure that all appropriate doors are opened and lights are on.
3. Check the restrooms and entrance ways for cleanliness.
4. Check thermostat settings for appropriate cooling and heating.
5. Pick up any trash on church pews, straighten hymnal rack materials and make sure worship center furnishings are in place.
6. Make sure worship bulletins, offering plates, guest cards, and other needed materials are ready and available. Be clear on the order of worship. Introduce guests to pastor, staff and members.
7. Greet people with a smile, a warm word of welcome, an introduction of yourself and provide them with a worship bulletin.
8. Assist people with information, materials, and seating as needed.
9. Assist people as needed after the conclusion of the service.
10. Assist in the formal welcome of guests and any special guests.
11. Assist in gathering of the offering as per church financial policy.
12. Make recommendations concerning safety and crime prevention.
13. Assist in emergency situations and crises.
14. Complete the Meridian Sunday Report each week.
15. Patrol the church parking lots and facilities as per church policy.

Church Greeters

Principal Function:

The Greeters Ministry at Meridian Baptist Church prayerfully promotes an atmosphere where all those entering the church will feel welcomed. We perform a major role in ensuring that people see and experience love and acceptance from the moment they walk in the door.

Responsibilities:

1. Arrive 15 minutes early to help set up: Gather name tags, worship bulletins and any other necessary supplies. Wear name tag.
2. Greet arriving members and guests while handing out worship bulletins. Search out people you don't know.
3. Introduce yourself, and ask if there is anything you can do for them.
4. Invite newcomers to sign the guest book to get on the mailing list.
5. After service starts, sit near the entrance to give Order of Service to latecomers.
6. Place welcome table back inside and return name tags and supplies to the closet.

Job Descriptions for Sunday School

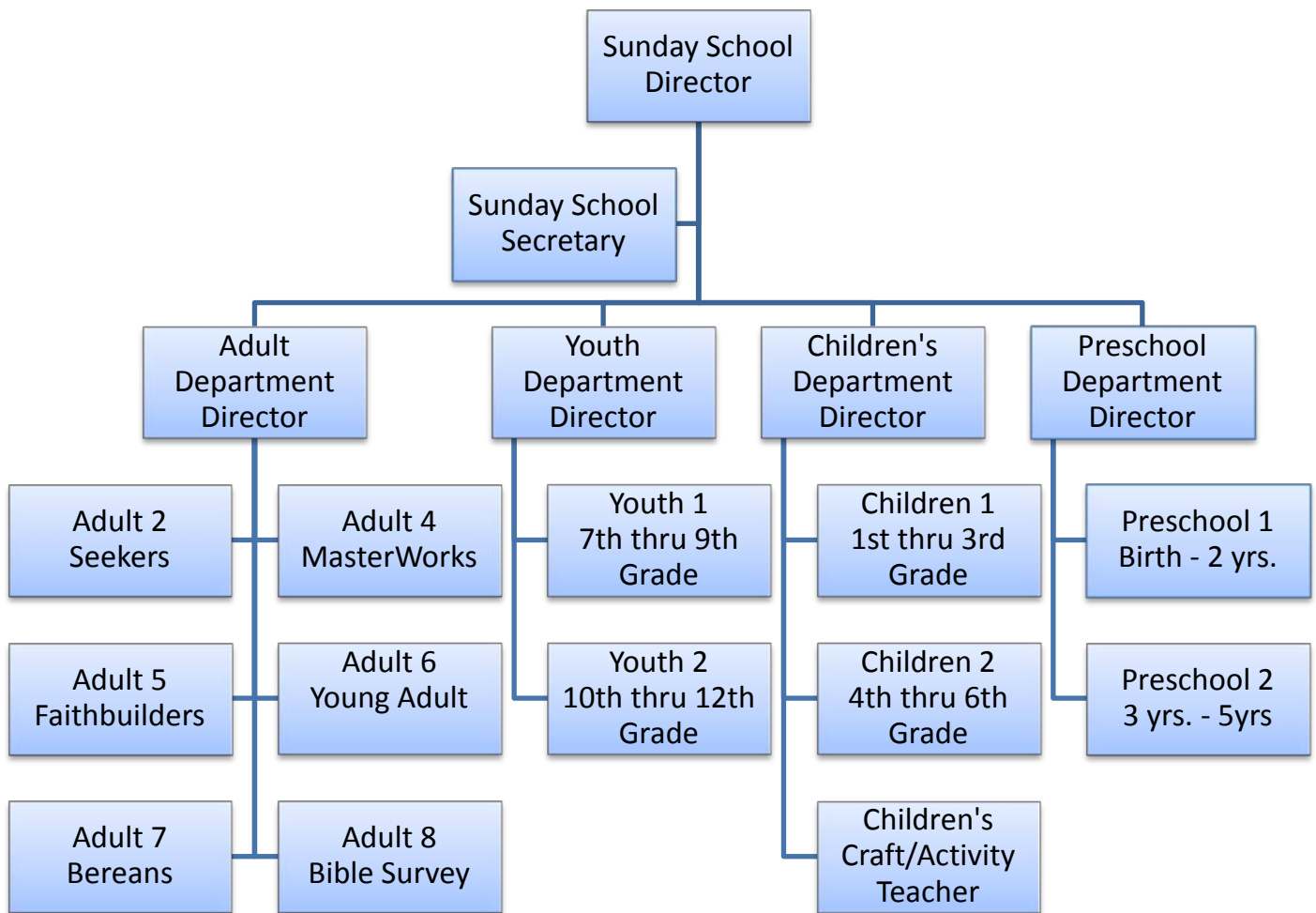


Figure 5 – The Sunday School Organization

Sunday School Director

Principal Function:

The Sunday School director serves as the general administrative leader of a church’s Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of Sunday School. He leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School’s stated objectives.

Major Responsibilities

1. Meet regularly with the Sunday School Planning Team.
2. Communicate goals and actions to leaders and participants and evaluate progress.
3. Lead in developing an effective organization that facilitates spiritual transformation.
4. Lead in efforts to call participants into service and in enlisting and developing new leaders.
5. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; and recommend needed actions.
6. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Sunday School Secretary

Principal Function:

The Sunday School secretary assists the Sunday School Planning Team by providing vital support related to record keeping, reports and other communications; securing Bible study curriculum, supplies, and other resources; and coordinating the distribution of resources. The Sunday School director or outreach-evangelism director assumes this role in churches without a Sunday School secretary.

Responsibilities

1. Meet regularly with the Sunday School Planning Team.
2. Process and maintain general records for Sunday School and compile reports, including prospect information.
3. Coordinate ordering and distribution of Bible study curriculum materials, supplies, and other resources.
4. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Adult Sunday School Department Director

Principal Function:

The department directors are responsible to the Sunday School director for the total ministry of their department. The department director works closely with teachers, encouraging them and assisting them in fulfilling their responsibilities.

Responsibilities:

1. Lead in planning and administering the total work of the department.
2. Meet regularly with teachers for prayer, planning, and making assignments related to evangelism and outreach, fellowship, ministry, and Bible teaching.
3. Serve as a greeter or host for the department.
4. Evaluate needs related to space, budget, Bible study curriculum materials, supplies, and other resources. Recommend actions related to needs.
5. In non-departmentalized Sunday Schools, maintain attendance records and other participant information that strengthens the group's pursuit of the overall purpose and mission of Sunday School.
6. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Sunday School Class Teacher

Principal Function:

Teachers are responsible for leading people toward faith in the Lord Jesus Christ and for guiding them to serve Him through evangelism, discipleship, ministry, fellowship, and worship. In pursuing this mission, teachers understand that teaching moves beyond the Bible study session into the daily living of participants. Teachers look for opportunities to mentor participants before and after Bible study sessions. They help ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit. They invest themselves in building positive relationships with participants, and they must involve learners in meaningful Bible study.

Responsibilities:

1. To lead a small group in meaningful Bible study;
2. Build positive relationships with participants and prospects and ensure that they are contacted regularly in order to meet needs;
3. Maintain attendance records and other participant information that strengthens the group's pursuit of the overall objectives of Sunday School;
4. Lead participants toward faith in the Lord Jesus Christ, and to become Great Commission Christians. In youth and adult groups, organize the class to effectively support those objectives;
5. In adult groups—enlist an apprentice from the group for the purpose of teaching a new adult class or working in another age group as a teacher within two years; and
6. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Adult Sunday School Class Apprentice

Principal Function:

An adult apprentice is enlisted from an adult Bible study group to assist a teacher in his or her major responsibilities and/or to prepare to start a new Bible study unit within two years.

Responsibilities:

1. Serve as a substitute when needed.
2. Teach a minimum of once every six weeks and more often as the class prepares to start a new unit.
3. Work with the teacher and the ministry coordinator to lead the class to function as an open group.
4. Assist the teacher in facilitating the spiritual and service growth of class members.
5. Plan, promote, and participate in discipleship studies beyond Sunday School.
6. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Sunday School Class Ministry Coordinator

Principal Function:

Class Ministry Coordinators leads the class to function as an open group by working with the teacher and other church leaders in the following areas;

Responsibilities:

1. Register guests and keep accurate attendance records;
2. Develop and implement plans leading the class in evangelism including training and follow-up of guests and prospects;
3. Develop and implement plans to care for class members;
4. Develop and implement plans involving the class in fellowships outside of Sunday School to build ongoing

Adult Sunday School Class Care Group Leader

Principal Function:

The goal is to provide one care group leader for every four to six members and members-in-service. The care group leader(s) work with the ministry coordinator, teacher, and apprentice to assure that every class member is contacted regularly including:

Absentee contacts

Crisis contacts

Encouragement and evangelistic contacts

Responsibilities:

1. Contact assigned class enrollees every week.
2. Help identify additional care group leaders to maintain the desire contact ratio

Adult Sunday School Class Visitation-Evangelism Coordinator

Principal Function:

An adult class visitation-evangelism coordinator works with the class ministry coordinator, teacher, and apprentice to develop and implement a class evangelism strategy. In churches using the FAITH Sunday School Evangelism Strategy®, this person works with the department visitation-evangelism leader to administer class involvement in FAITH.

Responsibilities:

1. Coordinate prospect-discovery and prospect enlistment efforts of the class.
2. Oversees process which assure that guests are properly welcomed and registered.
3. Plans for consistent follow-up of guests.
4. Responsible for overseeing processes to train class members to share their faith.
5. Personally enlists class members to help implement visitation and evangelism processes and strategies.
6. Set a positive example for others by living as an authentic witness of Christ and being fully involved in the life and ministry of the church.

Adult Sunday School Class Fellowship Coordinator

Principal Function:

The Fellowship Coordinator works with the ministry coordinator and other class leaders to develop ways to encourage the development of closer friendships and personal relationships.

Responsibilities:

1. Planning ongoing activities and events that bring people together for fun and fellowship.
2. Responsible for providing opportunities for the class to build a sense of community.

Adult Sunday School Class Prayer Coordinator

Principal Function:

The Prayer Coordinator guides the class toward spiritual transformation through encouraging personal daily devotional and Bible study activities.

Responsibilities:

1. Leads the class to become involved in the prayer ministry of the church.
2. Coordinates the prayer ministry of the class.

Adult Sunday School Class Missions Coordinator

Principal Function:

The Missions Coordinator leads the group to support missions giving and participate in mission education and ministry projects.

Responsibilities:

1. Works with the ministry coordinator, other class leaders, and church leaders to plan and coordinate class involvement in church- and class-sponsored mission and ministry projects.

Youth Sunday School Department Director

Principal Function:

The department directors are responsible to the Sunday School director for the total ministry of their department. The department director works closely with teachers, encouraging them and assisting them in fulfilling their responsibilities.

Responsibilities:

In addition to the teacher's responsibilities, a department director should:

1. Participate in the growth of Student Sunday School through annual planning, communication, organization, and evaluation of the work of the department; lead department leadership meetings.
2. Work with the department outreach-evangelism director and/or division director to plan department outreach events for teenagers and leaders.
3. Guide the department (large-group) time during Sunday School. The department director also relates department training needs to the division director.
4. Plan evangelism training opportunities for department members and lead all members of the department to become involved in witnessing to the unsaved.
5. Promote fellowship among youth class members and others on the leadership team by planning quarterly fellowship opportunities.

Youth Sunday School Class Teacher

Principal Function:

Teachers are responsible for leading people toward faith in the Lord Jesus Christ and for guiding them to serve Him through evangelism, discipleship, ministry, fellowship, and worship. In pursuing this mission, teachers understand that teaching moves beyond the Bible study session into the daily living of participants. Teachers look for opportunities to mentor participants before and after Bible study sessions. They help ensure that a positive ministry environment is provided during the session that facilitates the work of the Holy Spirit. They invest themselves in building positive relationships with participants, and they must involve learners in meaningful Bible study.

Responsibilities:

1. Live by the principle that the leader is the lesson and Sunday School is a seven-day-a week strategy.
2. Administer the growth of a Student Sunday School class by planning weekly for effective Bible study.
3. Participate in training opportunities.
4. Evangelize youth and the adults who influence them through regular contacts, participation in personal visitation, and class outreach events.
5. Disciple teenagers in their relationship with God.
6. Enlist and train youth to serve as class leaders.
7. Guide youth to fellowship with each other as well as with the entire church.
8. Minister to teens and their families and lead youth to care for one another.
9. Lead youth to worship by helping them develop a lifestyle that includes personal quiet times and participation in corporate worship.
10. Teach youth the Bible using a variety of teaching-learning approaches and prayerfully guiding youth toward spiritual transformation.

Youth Sunday School Student Minister

Responsibilities:

1. Provide administrative support and resources, including budget, for Student Sunday School leaders.
2. Participate in personal visitation and group outreach events.
3. Equip youth and leaders to become involved in evangelizing the unsaved.
4. Model sound Sunday School methods and principles in all training opportunities for members of the Student Sunday School leadership team.
5. Promote fellowship among the youth and the leadership team.
6. Minister to leaders and members, nonmembers, and their families. Lead students and leaders to minister to members, nonmembers, and their families.
7. Disciple youth by helping them develop personal quiet times and participate in corporate worship.
8. Involve teenagers and Student Sunday School leaders in planning and conducting special student worship opportunities.

Children's Sunday School Department Director

Principal Function:

The department directors are responsible to the Sunday School director for the total ministry of their department. The department director works closely with teachers, encouraging them and assisting them in fulfilling their responsibilities.

Responsibilities:

1. Leads teachers in all the work of the department, including planning and evaluation.
2. Guides large-group activities on Sunday morning.
3. Enlists all department workers.
4. Determines training needs for workers.
5. Secures literature and resources (with the secretary).
6. Maintains department records (if no secretary).
7. Represents children's ministry on Sunday School Planning Team (Sunday School Council) if there is no Children's Division director.

Children's Sunday School Class Teacher

Responsibilities:

1. Teaches a small group of children during Bible study time.
2. Reaches out to find and enroll children who need to be in Sunday School.
3. Contacts absentees weekly and all children in assigned groups regularly.
4. Cares for and ministers to assigned children and their families.
5. Witnesses to children and their families.
6. Fellowships with children and their families.

Children's Craft/Activity Teacher

Responsibilities:

1. Teaches a small group of children during Bible study time.
2. Reaches out to find and enroll children who need to be in Sunday School.
3. Contacts absentees weekly and all children in assigned groups regularly.
4. Cares for and ministers to assigned children and their families.
5. Witnesses to children and their families.
6. Fellowships with children and their families.

Preschool Sunday School Department Director

Principal Function:

The department directors are responsible to the Sunday School director for the total ministry of their department. The department director works closely with teachers, encouraging them and assisting them in fulfilling their responsibilities.

Responsibilities:

1. Greets preschoolers and their parents at the door as they arrive and maintains department security system.
2. Enlists and assists in training teachers and substitutes.
3. Leads in planning and preparation.
4. Leads the Bible teaching sessions.
5. Leads group time (in three-year-old and older departments).
6. Assigns responsibilities to teachers for teaching, outreach, and ministry
7. Maintains department records.
8. Participates in prospect discovery, outreach, witnessing, and ministry.
9. Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
10. Serves in extended session (called ETC, Extended Teaching Care)
11. Ministers to preschoolers and their families.
12. Participates in leader training events.
13. Participates regularly in both corporate and personal worship.

Preschool Sunday School Class Teacher

Principal Function:

The preschool teacher is key to learning for the preschooler.

Responsibilities:

1. Obtains teaching materials and supplies prior to a session.
2. Plans and prepares for individual and small group Bible-learning experiences.
3. Visits, contacts, and ministers to the preschoolers and their families to which they have been assigned.
4. Participates in prospect discovery, outreach, witnessing, and ministry.
5. Prepares in advance, arrives on time, and evaluates and participates in age-appropriate Bible teaching.
6. Serves in extended session (called ETC, Extended Teaching Care)
7. Ministers to preschoolers and their families.
8. Participates in leader training events.
9. Participates regularly in both corporate and personal worship.

Job Descriptions for Children's & Preschool Ministries

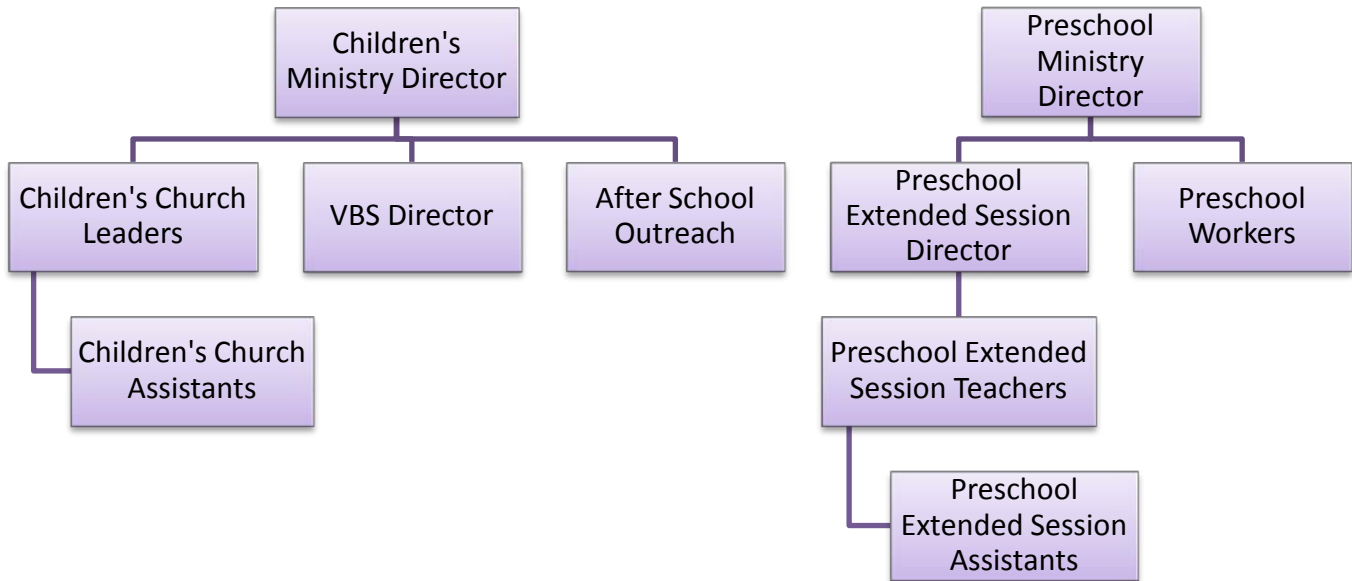


Figure 6 - Children's & Preschool Ministry Organization

Children's Church Leader

Principal Function:

The Children's Church Leader is responsible to the Children's Ministry Director for planning, promoting and leading exciting weekly children's church services.

Responsibilities:

1. Participate in training opportunities yearly, or as presented.
2. Work with the appropriate church staff to construct or obtain the needed props and materials for the children's church program.
3. Plan and lead the weekly children's church program.
4. Coordinate with special speakers, puppeteers, musicians, and any other ministers that will take part in the children's church program.
5. Pray diligently for children and workers. Lead prayer during children's church services.
6. Leads songs during children's church or recruit a song leader/music director for children's church.
7. Work with the Children's Ministry Director to select and develop the curriculum for children's church
8. Oversee budget and expenditures for the children's church program.

Children's Church Assistant

Principal Function:

The Children's Church Assistant is a right arm to the Children's Church Leader. As such he or she will help keep order among the children in the weekly children's church service and will assist with miscellaneous duties as needed.

Responsibilities:

1. Participate in training opportunities yearly, or as presented.
2. When requested, assist the Children's Church Leader in preparing the weekly program.
3. Assist the Children's Church Leader, as need, with the weekly children's church program. This may include directing portions of the program or working up front with the leader performing miscellaneous duties.
4. Help keep order in the services, set an example for the children by following the directions and requests the leader makes of the children.
5. Pray for the children and leaders.

Vacation Bible School Director

Principal Function:

The Vacation Bible School (VBS) Director is responsible to the Children's Ministry Director for planning, promoting and overseeing the entire VBS program..

Responsibilities:

1. Coordinate with the Children's Ministry Director to order VBS curriculum and materials.
2. Ensure that sufficient quantities of VBS supplies are available. Obtain craft materials through appeals to the congregation. Purchase what is needed after donations are received.
3. Work with pastoral staff and Children's Ministry Director to recruit VBS workers.
4. Manage VBS promotion and registration.
5. Plan, promote and carry out a VBS worker training workshop.
6. Distribute supplies to VBS workers.
7. Oversee the entire VBS program, plan and direct special services/programs.
8. Collect visitor information from registration forms for follow-up.
9. Pray diligently for children and workers.
10. Oversee budget and expenditures for the VBS program.

Preschool Extended Session Director

Principal Function:

The Preschool Extended Session Director is responsible to the Preschool Ministry Director for planning, promoting and organizing the preschool extended session program.

Responsibilities:

1. Participate in training opportunities yearly, or as presented.
2. Work with the appropriate church staff to construct or obtain the needed props and materials for the preschool extended session program.
3. Plan and organize the weekly preschool extended session program.
4. Coordinate with special speakers, puppeteers, musicians, and any other ministers that will take part in the extended session program.
5. Pray diligently for children and workers.
6. Recruit and train teachers and assistants for the preschool extended session program.
7. Work with the Children's Ministry Director to select and develop the curriculum for children's church
8. Oversee budget and expenditures for the preschool extended session program.

Preschool Extended Session Teacher

Principal Function:

The Preschool Extended Session Teacher is responsible to the Preschool Extended Session Director for planning, promoting and leading exciting weekly preschool extended session services.

Responsibilities:

1. Participate in training opportunities yearly, or as presented.
2. Work with the appropriate church staff to construct or obtain the needed props and materials for the Preschool Extended Session program.
3. Plan and lead the weekly Preschool Extended Session program.
4. Pray diligently for preschooler and workers.

Preschool Extended Session Worker

Principal Function:

The Preschool Extended Session Worker is responsible to the Preschool Extended Session Teacher and assists him/her with monitoring and caring for the preschoolers during the worship services and special programs of the church. Ideally these volunteers would serve once per month.

Responsibilities:

1. Participate in training opportunities yearly, or as presented.
2. Work with the teacher to monitor and care for the preschoolers during the Preschool Extended Session program.
3. Follow all preschool policies and procedures.
4. Pray for the preschoolers and co-workers.

Job Descriptions for Worship Ministry

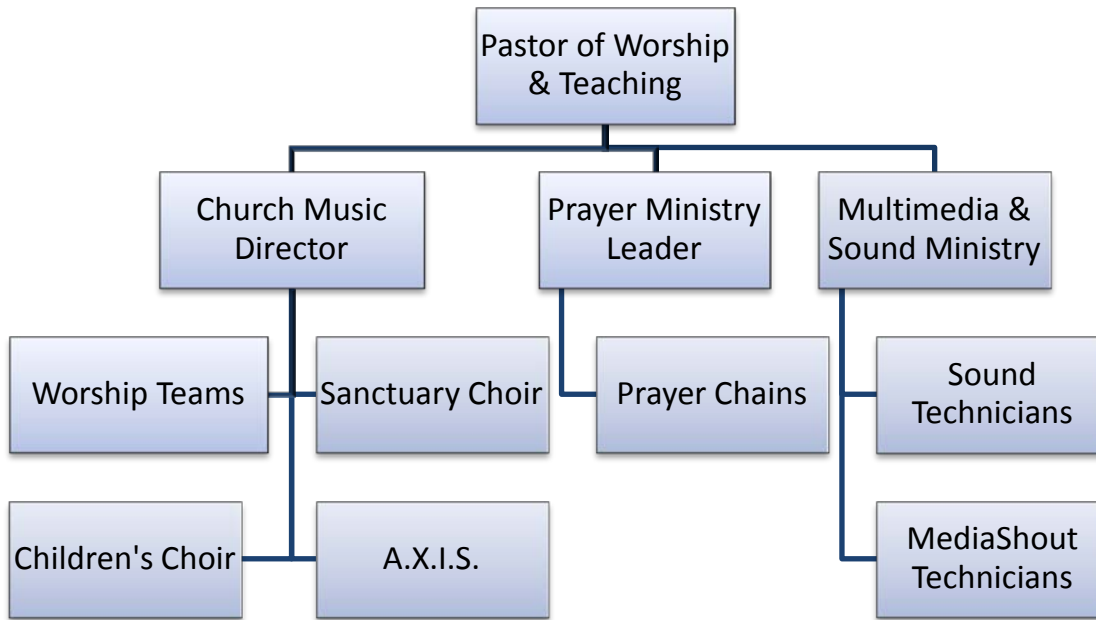


Figure 7 - Worship Ministry Organization

Music Director

Principal Function:

The Music Director is responsible to the Pastor of and Worship and Teaching organizing the music ministry of the church and working with the pastoral staff to plan and lead during worship services.

Responsibilities:

1. Select songs and lead congregational singing during worship services.
2. Direct the sanctuary choir and provide leadership for all music ministries.
3. Organize, maintain and update the music library.
4. Schedule and direct weekly choir rehearsals.
5. Select music and direct special groups and solos.
6. Provide training for choirs and music groups.
7. Recruit new members for the music ministry.
8. Maintain musical instruments and equipment as required.
9. Oversee the Music Ministry budget.
10. Perform other duties as necessary.

Church Musician

Principal Function:

The church musician is responsible to the Music Director for serving at their respective musical instrument during worship services and assisting in the music ministry.

Responsibilities:

1. Play the instrument for all regular and special services of the church.
2. Serve as accompanist for choirs, ensembles and soloists in regular and special rehearsals and performances, as needed.
3. Play for weddings and funerals as requested.
4. Assist in planning worship services, choir rehearsals and special music events.
5. Plan and give direction to a training program designed for developing musicians in the church.
6. Maintain a regular schedule of practice and study.
7. Prepare special service music for offertory, prayer and other special service elements.
8. Assist the Music Director in maintaining music ministry files, library and equipment.
9. Work with the graded choirs as assigned.
10. Perform other duties as necessary.

Children's Choir Director

Principal Function:

The Children's Choir Director is responsible to the Music Director for organizing and directing the Children's Choir and assisting in the music ministry.

Responsibilities:

1. Work in conjunction with the music director to select and obtain music for the Children's Choir.
2. Schedule and direct weekly Children's Choir Rehearsals.
3. Recruit new members for the Children's Choir.
4. Direct the Children's Choir during worship services and special performances as scheduled.
5. Pray for and encourage Children's Choir members and their families.
6. Keep parents informed of rehearsals and performances.
7. Schedule special performance with Music Director at least twice a year.
8. Maintain music ministry files, library and equipment related to Children's Choir.
9. Oversee the Children's Choir budget.
10. Perform other duties as necessary.

Sound Technician

Principal Function:

The sound technician is responsible to the Pastor of Worship & Teaching for producing the best possible atmosphere for worship through sound reinforcement. This includes, but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, and supporting the audio needs of the people involved with the church service. Ultimately, glorify God through providing excellent audio services.

Responsibilities:

Pre-service

1. Arrive 30 minutes prior to the start of worship services.
2. Set up the platform with the musicians, vocalists and worship leaders .
3. Perform proper line check.
4. Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and the eq/mixing process.
5. Check with worship leader and pastor for schedule and any schedule changes.

During Service

1. Responsible for adjusting sound levels during service as needed.
2. Responsible for following worship leader's direction and musician's direction during services. For example, boosting monitor levels.
3. Responsible for recording the service.
4. Responsible for following stage and schedule cues.
5. Responsible for providing a distraction-free service as it relates to audio production.

Post-service

1. *Return media* to individuals? (Backing CD to soloist, DVD to visiting missionary, etc.)
2. Talk with the band to find out if issues existed for them during service.
3. Note any broken/faulty equipment and take it out of service if possible.
4. Clear stage of equipment as needed.

Media Technician

Principal Function:

The media technician is responsible to the Pastor of Worship & Teaching for running the multimedia presentation using church presentation software (i.e. MediaShout and MS PowerPoint) to produce the best possible atmosphere for worship through computer media. This includes, but is not limited to, projecting lyrics to congregational songs, video presentations of announcements and special promotions, and message notes and images to support the speakers presentation. Ultimately, glorify God through providing excellent multimedia services.

Responsibilities:

Pre-service

1. Arrive 30 minutes prior to the start of worship services.
2. Working with presenters, set up the projectors and equipment used for displaying images and videos.
3. Perform proper test of software program, dvd's and other media to be used during the service.
4. Check with worship leader and pastor for schedule and any schedule changes.

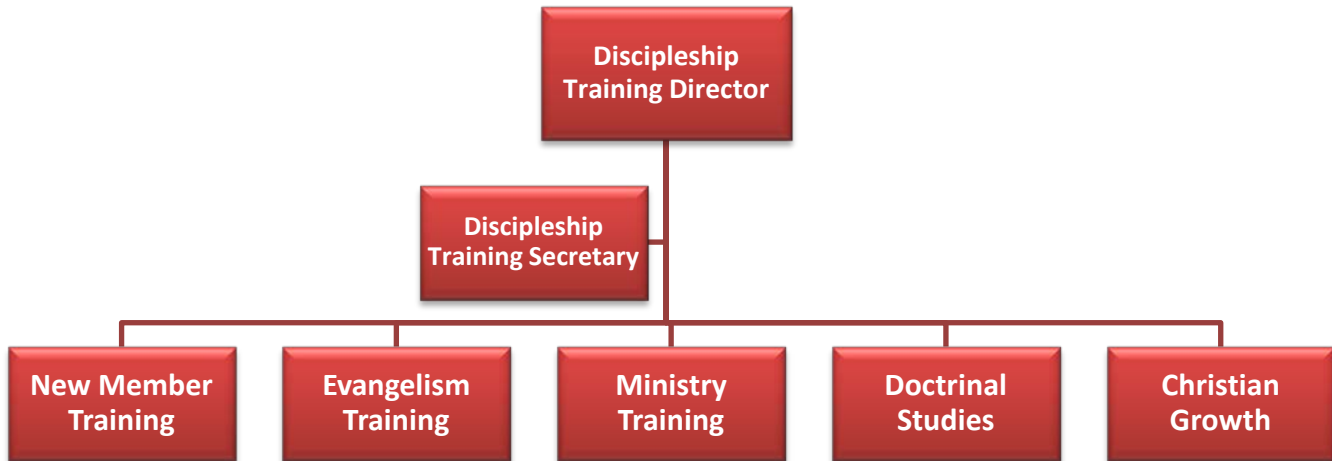
During Service

1. Responsible for staying alert and running MediaShout and PowerPoint presentations during service as needed.
2. Responsible for following worship leader's direction and musician's direction during services.
3. Responsible for updating cues as required during the service.
4. Responsible for following stage and schedule cues.
5. Responsible for providing a distraction-free service as it relates to multimedia production.

Post-service

1. *Return media* to individuals? (Backing CD to soloist, DVD to visiting missionary, etc.)
2. Talk with the presenters to find out if issues existed for them during service.
3. Note any broken/faulty equipment and take it out of service if possible.
4. Secure equipment and perform maintenance as needed.

Job Descriptions for Discipleship Training



Discipleship Training Director

Principal Function:

The Discipleship Training director serves as the general administrative leader of a church's discipleship training program. This person is responsible for coordinating the work of all discipleship classes, departments, and other discipleship study groups toward the overarching objective of Discipleship Training. He leads in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals toward the Discipleship Training objectives.

Major Responsibilities

1. Meet regularly with the Sunday School Planning Team.
2. Communicate goals and actions to leaders and participants and evaluate progress.
3. Lead in developing an effective organization that facilitates spiritual transformation.
4. Lead in efforts to call participants into service and in enlisting and developing new leaders.
5. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; and recommend needed actions.
6. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Discipleship Training Secretary

Principal Function:

The Sunday School secretary assists the Sunday School Planning Team by providing vital support related to record keeping, reports and other communications; securing Bible study curriculum, supplies, and other resources; and coordinating the distribution of resources. The Sunday School director or outreach-evangelism director assumes this role in churches without a Sunday School secretary.

Responsibilities

1. Meet regularly with the Sunday School Planning Team.
2. Process and maintain general records for Sunday School and compile reports, including prospect information.
3. Coordinate ordering and distribution of Bible study curriculum materials, supplies, and other resources.
4. Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.