

# **Policy Manual**

**First Baptist Church  
of San Saba, Texas**



## Table of Contents

INTRODUCTION.....	5
SECTION 1: PURPOSE AND USE OF POLICY MANUAL.....	5
SECTION 2: DEFINITIONS.....	6
DIVISION I: CONSTITUTION .....	1
DIVISION II: BY-LAWS .....	1
ARTICLE I: MEMBERSHIP .....	1
ARTICLE II: CHURCH OFFICERS AND STAFF .....	3
ARTICLE III: DEACON BODY .....	9
ARTICLE IV: COMMITTEES .....	15
ARTICLE V: MINISTRY TEAMS.....	26
ARTICLE VI: CHURCH COUNCIL.....	31
ARTICLE VII: BUSINESS MEETINGS .....	32
ARTICLE VIII: CHURCH FINANCES .....	33
ARTICLE IX: DISSOLUTION .....	33
ARTICLE X: AMENDMENTS TO BY-LAWS AND OTHER POLICY MANUALS .....	33
ARTICLE XI: CHURCH FINANCIAL SUPPORT .....	34
ARTICLE XII: CHURCH PROGRAM ORGANIZATIONS .....	34
ARTICLE XIII: CHURCH ORDINANCES .....	35
ARTICLE XIV: CHURCH MEETINGS .....	35
ARTICLE XV: TRIP PROCEDURES .....	36
ARTICLE XVI: CHILD PROTECTION POLICY .....	38
ARTICLE XVII: DEVELOPING AND UPDATING CHURCH POLICY.....	45
DIVISION III: PERSONNEL POLICY MANUAL.....	1
DIVISION IV: FACILITY USAGE POLICY MANUAL .....	1
DIVISION V: SAFETY POLICY MANUAL .....	1



## **INTRODUCTION**

### **SECTION 1: PURPOSE AND USE OF POLICY MANUAL**

This Policy Manual provides detailed information on the operating policies, procedures, and functions of the First Baptist Church of San Saba, Texas. It is designed to be a dynamic working document which can be changed as needed. When necessary, the Constitution may be amended according to Division I, Article VII; the By-Laws can be amended according to Division II, Article X. For a complete understanding of the Church organization and operation, all documents should be reviewed.

The Constitution and Policy Committee is responsible for maintaining and updating this Policy Manual. The committee will receive, from the Church Clerk, the minutes of business meetings and transfer policy decisions made by the Church to the Policy Manual. Likewise, the Church Clerk will assure that all policies enacted by the Church are brought to the attention of the committee. More complete information on the responsibilities of the Constitution and Policy Committee is found later in this manual.

If this Policy Manual is to fulfill its intended purpose, each Church member must become familiar with its contents and commit to adhere to the policies outlined herein. Members or committees who are recommending changes to the Policy Manual may present such recommendations directly to the Church for action, or they may submit them to the Constitution and Policy Committee, the Personnel Committee, the Building & Grounds Committee, or the Church Safety Team for presentation to the Church for action.

This Policy Manual of the First Baptist Church of San Saba, Texas is made up of the Constitution, By-Laws, Personnel Manual, Facility Usage Manual, and the Safety Manual. The order of precedence (ranking) in this Policy Manual of the First Baptist Church of San Saba, Texas is as follows: 1<sup>st</sup> Constitution, 2<sup>nd</sup> By-Laws, 3<sup>rd</sup> Personnel Policy Manual, Facility Usage Policy Manual, and Church Safety Policy Manual.

If a conflict arises regarding the interpretation of the Policy Manual, the Constitution and Policy Committee shall make the determination about the conflict until the Church members meet in a Church business meeting and make a final determination.

The rules contained in Roberts Rules of Order Newly Revised in Briefs 2<sup>nd</sup> Edition shall govern the First Baptist Church of San Saba, Texas in all cases to which they are applicable, and in which they are not inconsistent with the Policy Manual adopted by this Church.

**SECTION 2: DEFINITIONS**  
**DEFINITIONS OR CLARIFICATION OF WORDS USED IN THE POLICY MANUAL OF**  
**THE FIRST BAPTIST CHURCH OF SAN SABA, TEXAS**

1. Pastor or the Pastor – refers to the Senior Pastor
2. Term – refers to a period of one year
3. Precedence – priority of importance
4. Church, the Church, or this Church – refers to the First Baptist Church of San Saba, Texas
5. Polity – the form of government of a religious organization
6. RROO – Roberts Rules of Order
7. Quorum – the number of members of a body that when duly assembled is legally competent to transact business
8. The Church Body – organization of religious believers made up of a group of baptized believers that are members of the First Baptist Church of San Saba, Texas

**DIVISION I: CONSTITUTION  
of FIRST BAPTIST CHURCH OF SAN SABA, TEXAS**

**PREAMBLE**

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the Church Body in an orderly manner. This constitution will preserve the liberties of each individual Church member and the freedom of action of this Body in relation to other Churches.

**ARTICLE I. NAME**

This Body shall be known as the First Baptist Church of San Saba, Texas (the “Church”), which was established in 1856 and is incorporated under and by virtue of the laws of the State of Texas and recognized as a non-profit corporation. The principal office shall be located at 208 W Wallace Street, San Saba, Texas 76877.

**ARTICLE II. NON-PROFIT STATUS**

The Church is organized and shall be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, unless any law shall be repressive in scope and/or nature, that it is our duty to democratically oppose it on the basis of the right of free exercise of religious beliefs and peaceable assembly. The Church is formed for any lawful purpose or purposes under the laws of the State of Texas, including any purpose described by Section 2.002 of the Texas Business Organizations Code.

**ARTICLE III. PURPOSE**

The focus and mission of this Church is to be led by the Holy Spirit to share the gospel of Jesus Christ, to train all in Biblical truth and to include each one in a community of faith and fellowship.

**ARTICLE IV. STATEMENT OF FAITH**

The Holy Bible is the inspired word of God and is the basis of our statement of faith. This Church is committed, as a Body of baptized believers in Jesus Christ, to share the good news of salvation to lost mankind. The ordinances of the Church are baptism and the Lord's Supper.

Marriage is a biblical institution established by God as described by Scripture. We believe the biblical ideal for marriage is the uniting of one man and one woman in covenant commitment. Accordingly, this Church’s pastors and staff will not solemnize or officiate in same-sex unions or same-sex marriages, nor will its property, facilities, accommodations, goods, services, privileges or other resources be used for such purposes or celebrations thereof.

## **ARTICLE V. POLITY AND RELATIONSHIPS**

The government of this Church is vested in the Body of believers who compose it. Persons duly received by the members shall constitute membership. All organizations created and empowered by the Church shall report to and be accountable to the Church. This Church is not subject to the control of any other ecclesiastical Body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. First Baptist Church of San Saba, Texas will voluntarily cooperate with and support the Heart of Texas Baptist Network, Baptist General Convention of Texas (BGCT), and Southern Baptist Convention (SBC), provided such cooperation does not conflict with the Church's own best interests.

## **ARTICLE VI. CHURCH COVENANT**

This covenant represents a goal which the Church Body should strive to attain. Therefore, having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and Lord, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one Body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, and grace; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We, moreover, engage that when we, as members, remove ourselves from this place, we will, as soon as possible, unite with some other Church where we can carry out the Spirit of this covenant and the principles of God's Word.

## **ARTICLE VII. AMENDMENTS**

The Constitution may be amended by a two-thirds (2/3) affirmative vote of the Church members present at a Quarterly Business Meeting. The proposed amendment(s) will be published in the Church bulletin on two consecutive Sundays prior to the Quarterly Business Meeting. An amendment will not be allowed to be made except at a Quarterly Business Meeting, after having been proposed at the previous Quarterly Business Meeting. An amendment to the Constitution shall immediately go into full force and effect after their adoption.



**DIVISION II: BY-LAWS  
of FIRST BAPTIST CHURCH OF SAN SABA, TEXAS**

**ARTICLE I: MEMBERSHIP**

**SECTION 1: GENERAL**

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church.

**SECTION 2: CANDIDACY**

Any person may offer themselves as a candidate for membership in this Church. All such candidates shall be presented to the Church at any regular Church service for membership in any of the following ways:

- A. By profession of faith and for baptism by immersion.
- B. By promise of a letter of recommendation from another Baptist Church.
- C. By personal statement, satisfactory to the Church, that the person comes from another Christian Church and was baptized by immersion as a believer, trusting in the grace of God alone for salvation. Acceptance of a candidate for membership would be contingent upon recommendation by the Pastor or by another group as designated by the Church.
- D. By restoration upon a statement of prior conversion experience and baptism by immersion when membership has lapsed, terminated, been lost, or when no letter is otherwise obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor for investigation and the making of a recommendation to the Church within thirty (30) days. A majority vote of those Church members (eligible to vote pursuant to Article I, Section 3 of these By-Laws) present and voting shall be required to elect such candidates to membership.

### **SECTION 3: RIGHTS OF MEMBERS**

Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church at a regular or special business meeting, provided the member is present.

Every member of the Church may participate in the ordinances of the Church as administered by the Church.

### **SECTION 4: TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

- A. Death
- B. Granting a letter to another Baptist Church
- C. Erasure (upon request in writing or proof of membership in a Church of another denomination)
- D. Exclusion by action of this Church.

### **SECTION 5: NON-CHURCH MEMBERS**

Those Christians who wish to enter into the love and fellowship of the Church and will support the objectives of the Church but cannot qualify, or choose not to qualify, for membership will be designated as non-members of the Church. These Christians are to be encompassed in all the life and love of the Church, except for serving on committees, voting, and for holding offices or positions of doctrinal and/or policy-making responsibilities.

### **SECTION 6: DISCIPLINE**

It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church Staff, and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the Church, every reasonable measure should be taken by the Pastor and the Deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should it be determined that the welfare of the Church will be best served by the exclusion of a member, the Church may exclude such a member by a two-thirds (2/3) vote of the voting members present at a properly-called special business meeting called for this purpose.

Any person whose membership has been terminated for any reason, may, upon that person's request, be restored to membership by a two-thirds (2/3) vote of the Church upon evidence of that person's repentance and reformation.

## **ARTICLE II: CHURCH OFFICERS AND STAFF**

### **SECTION 1: GENERAL**

All Church officers must be members of the Church. The officers of this Church shall be the Church Clerk, Church Treasurer, Assistant Treasurer, and the Trustees. The staff of this Church shall be those persons employed by this Church. The person or persons serving as Church Clerk, Church Treasurer, Trustees, and the staff positions at the time this Policy Manual is adopted shall be considered as elected by the Church pursuant to the appropriate provisions of these By-Laws.

### **SECTION 2: PASTOR**

#### **A. Role of the Pastor**

1. The Pastor is responsible for leading the Church to function as a New Testament Church.
2. The Pastor will lead the Church, the Church officers, staff, and organizations to accomplish the mission of the Church.
3. The Pastor is the leader of the Pastoral ministries of the Church. As such, the Pastor will work with the Deacons and Staff to:
  - a) Lead the Church to engage in fellowship of worship, witness, education, ministry, and application
  - b) Proclaim the gospel to believers and unbelievers
  - c) Care for the Church's members and other persons in the community
4. The Pastor must be an ordained minister. The Pastor shall be chosen and called by the Church whenever a vacancy occurs.

#### **B. Pastor Search Committee**

Upon the office of Pastor becoming vacant, the Nominating Committee shall nominate Church members to serve on the Pastor Search Committee. The Church, by a majority vote of those voting members present, shall elect the members of the Pastor Search Committee.

The Pastor Search Committee shall seek out a suitable candidate for pastor. Any Church member may make recommendations to the Pastor Search Committee. The Pastor Search Committee's recommendation will constitute a nomination. The committee shall bring to the consideration of the Church only one candidate at a time. The election shall take place at a Church meeting called for that purpose, of which at least two weeks' notice to the Church has been given. The election shall be by secret ballot and an affirmative vote of at least ninety percent (90%) of those voting members present shall be necessary to extend a call to a candidate for Pastor. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request.

C. Recall of Pastor

The Pastor may be recalled by the Church at a Church meeting called for that purpose, of which at least two weeks' notice to the Church has been given. The recall vote shall be by secret ballot and an affirmative vote of two-thirds (2/3) of the voting members present shall be necessary to recall the Pastor at which time the office of Pastor shall be declared vacant.

This meeting shall be called at the recommendation of the Deacon Body after a majority of the Deacons have voted to hold a recall meeting. The moderator for this meeting shall be the Deacon Chairman; if he is unable to moderate, the Deacon Vice-Chairman shall preside. The Pastor will not serve as the moderator for this meeting. In the event the Pastor is recalled, termination will be immediate. The Church may consider providing severance pay to the Pastor upon the recommendation of the Personnel and Stewardship Committees. In the event the Pastor is recalled for gross misconduct, as may be solely determined by the voting members of the Church, then such severance pay shall be considered forfeited.

D. Pastor Resignation

If the Pastor wishes to resign from his position at the First Baptist Church of San Saba, Texas, it is requested he give at least two weeks' notice.

E. Supply and Selection of Interim Pastor

During such time as the Church is without an elected Pastor, the following procedure shall be followed:

1. The Deacons shall be responsible for obtaining pulpit supply (person to fulfill the preaching ministry of the Church).
2. The Deacons may offer in nomination to the Church a person to be named to the position of "Interim Pastor."

### **SECTION 3: CHURCH CLERK**

The Church shall elect annually a clerk as its clerical officer. The Church Clerk shall keep an accurate record of the proceedings of each business meeting of the Church. The Church Clerk will perform all other duties assigned by the Pastor. The Church Clerk shall be elected for a term of one year upon recommendation by the Nominating Committee. The Church Clerk may be re-elected to an unlimited number of successive terms.

### **SECTION 4: CHURCH TREASURER**

Using generally accepted accounting procedures, the Church Treasurer shall receive and disburse all funds entrusted to his/her care according to the will of the Church and make detailed quarterly reports to the Church of all receipts and disbursements. He/she shall make other reports as may be required from time to time. The Church Treasurer shall be elected by the Church by a majority vote for a term of one year upon the recommendation of the Nominating Committee. The Treasurer may be re-elected to an unlimited number of successive terms. The following finance functions are the overall responsibility of the Church Treasurer (or his/her designee):

1. Oversees deposit of all Church receipts
2. Oversees payment of all authorized Church expenses
3. Oversees maintenance of accounting records to support all receipts and disbursements
4. Presents financial reports at regular business meetings for Church approval
5. Oversees preservation of all financial reports and records as a part of the permanent Church records
6. Makes all records available annually for audit (either by the Audit Committee and/or outside independent auditors)

### **SECTION 5: ASSISTANT TREASURER**

An Assistant Treasurer shall be elected annually by the Church upon the recommendation of the Nominating Committee for the purpose of giving reports, signing checks, or fulfilling other duties of the Church Treasurer during his/her absence. The Assistant Treasurer shall be elected by the Church by a majority vote for a term of one year. The Assistant Treasurer may be re-elected to an unlimited number of successive terms.

## **SECTION 6: TRUSTEES**

### **A. Duties**

Three (3) or more Trustees, elected by the Church, will serve as legal officers of the Church. They shall hold in trust the Church property and shall serve as directors of the First Baptist Church of San Saba, Texas. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the Church authorizing each action. It shall be the function of the Trustees to affix their signatures to legal documents on behalf of First Baptist Church of San Saba, Texas involving the purchase, sale, mortgage, rental, or transfer of property, or to other legal documents where the signatures of Trustees or directors are required.

### **B. Selection of Trustees**

The Nominating Committee shall place names in nomination for office of Trustee at an appropriately held business meeting. Upon adoption of this Policy Manual, the current Trustees shall continue to serve in that capacity until such time as the nominating committee has nominated and the Church has elected its new Church Trustees. Church Trustees may be re-elected to an unlimited number of successive terms.

## **SECTION 7: CHURCH STAFF**

This Church shall call or employ only such staff members as the Church shall need. When the need for staff members is determined, the Personnel Committee, in consultation with the Pastor, shall prepare a job description for each staff position. Upon recommendation by the Personnel Committee, such staff positions will be created after being approved by the Church. The staff shall operate under the supervision and auspices of the Pastor. During any such time as the Church is without a Pastor, the Personnel Committee shall designate a staff member to assume the personnel responsibilities ordinarily assumed by the Pastor.

## **SECTION 8: CHURCH FINANCIAL SECRETARY**

The Church Financial Secretary is assigned duties by the pastor to help safeguard the Church finances. The Church Financial Secretary shall attend all Audit and Stewardship Committee meetings in order to provide information requested by committee members; this person will not be a voting member of these committees. The duties of the Financial Secretary are found in the job description section of the Personnel Policy Manual.

## SECTION 9: PAID STAFF MEMBERS (Except Pastor)

Job descriptions for paid staff members are located in the Personnel Policy Manual. These job descriptions are applicable to those paid staff members whose titles appear on the Ministerial or Non-Ministerial Staff Positions list. As new staff members are hired/called by the Church, the Personnel Committee will prepare a new job description appropriate to the position being filled, and to which the staff member has agreed prior to employment/service. The new job description will be included in the Personnel Policy Manual. The following section lists paid staff members of the Church:

### A. Ministerial Staff Positions:

1. Associate Pastor
2. Minister of Music
3. Minister of Youth
4. Minister of Preschool & Children/Office Manager

### B. Non-Ministerial Staff Positions

1. Church Financial Secretary
2. Church Secretary
3. Media Director
4. Custodians
5. Nursery Workers

### C. Ministerial Staff Positions

Ministerial Staff members shall be employed by majority vote of those voting members present at a Church meeting called for that purpose, upon recommendation of the Personnel Committee and the Pastor. These staff members shall serve until the employment relationship is terminated by him/her, or until the relationship is terminated by a majority vote of the voting members present at a Church meeting called for that purpose, upon recommendation by the Personnel Committee and the Pastor. Two weeks' notice in the bulletin will be required prior to vote taken for employment or termination of employment. Voting will be done by secret ballot and will require a majority vote.

A staff member who is being considered for termination will be told by their immediate supervisor and is encouraged to discuss their issues with the Personnel Committee, Pastor, and Deacons. All ministerial staff are subject to immediate suspension, with or without pay, while employment issues are being worked out. The staff member will not be allowed to address the Church Body at a business meeting called to vote on their termination. This exception to Robert's Rules of Order suspends the staff member's ability to address the Church membership, in order to minimize disruption of harmony and good-will among members of the Church.

D. Non-Ministerial Staff Positions

Non-Ministerial Staff members may be employed and terminated by their supervisor and the Personnel Committee in consultation with the Pastor and Deacons.

E. Contract Labor

These positions are created by the Personnel Committee, the Stewardship Committee and the Pastor or his designee. A duty description shall be developed by the Personnel Committee for each position. At the first quarterly business meeting following their engagement, the Personnel Committee shall report these positions to the Church Body.

**SECTION 10: MODERATOR**

The Pastor shall be the moderator except when otherwise specified in these By-Laws. In the absence of the Pastor, the Pastor's designee shall serve as the moderator. In the absence of both Pastor and his designee, the Deacon Chairman shall serve as moderator. In the absence of all three, the Church Clerk shall call the Church to order and preside over the election of an acting moderator.

**SECTION 11: PASTOR'S VACATION, SICK LEAVE, AND SALARY**

- A. Pastor's vacation and sick leave policies are found in the Personnel Policy Manual.
- B. Pastor's salary will be determined by the Stewardship and Personnel Committees, and approved by the Church body.



## ARTICLE III: DEACON BODY

### SECTION 1

#### A. Definition

The appointment of deacons is based on the need to enhance the gospel, support the Pastor and Staff, and strive to keep peace in the Church Body. The term “deacon” is from the Greek word, “diakinos” which simply means “one who serves”. A deacon, foremost, must be a born-again believer who confesses Jesus as Lord and the Bible as absolute truth. The servant of the New Testament church includes supporting, sharing, and sacrificing for the ministry of the Gospel. The deacon should be ready to serve in various ministries and needs in order to promote the gospel and keep the unity of the spirit and the bond of peace throughout the Church.

#### B. Purpose

The position of deacon in the Scriptures was to assist the apostles in tending to the needs of the widows who felt neglected (Acts 6). Seven men were chosen from the Christian community in Jerusalem to serve in this capacity. The deacon is to be a man of high morals with an exceptional devotion to the Lord and His Church. A deacon of the First Baptist Church of San Saba, Texas should possess a servant’s heart, a willing attitude, and faithful spirit. Men called by the title, Deacon, should live exemplary lives in the community and never give reason for the watchful crowd to question his character, motives, or integrity.

#### C. Responsibility

A deacon should be ready to serve the Church using his talents for whatever needs may arise. He specifically should devote his time to caring for the Church Body with special emphasis on widows, the neglected, and others hurting or in need. The deacon should be a man of: 1) fervent prayer, 2) faithful in attendance at all services, 3) diligent to visit in homes of those who are new to the community, visitors at Church, or who are in some way afflicted, and 4) serving the needs of the congregation during services including serving the Lord’s Supper. Beyond these responsibilities, the deacon should find other ministries of the Church where he can lead, serve, or assist.

The Deacon Body shall be responsible for evaluation and guidance of the Pastor. The Deacon Body shall recommend to the Church the termination of the Pastor, if need be. The Pastor is subject to immediate suspension, with or without pay, while employment issues are being worked out.

## D. Qualifications

The qualifications of a deacon are based on the Word of God. Many quotes from the apostles and Paul, as well as other Scripture references, define the qualifications and attributes of a deacon. A deacon should:

1. Live a godly life that establishes a good reputation and name in the Church and community. (I Timothy 3:8)
2. Live a life that gives evidence that he is filled with the Holy Spirit. (Acts 6:3; Galatians 5:22-23)
3. Live a life free from the use of alcohol. (I Timothy 3:8; Proverbs 20:1, 23:29-35; Romans 14:21; Ephesians 5:18)
4. Exhibit self-control, patience, gentleness, contentment, and a desire to keep peace. (I Timothy 3:3,8)
5. Show an ability to control his words for the glory of God and benefit of others. (I Timothy 3:8; James 3:2)
6. Serve his family as one who is faithful to his wife, providing godly discipline and nurture for his children, and presenting to the community a picture of a godly home. (I Timothy 3:12)
7. Demonstrate contentment with his position and possessions; he should display generosity to those in need and be faithful to his tithe to the local Church. (I Timothy 3:8; Malachi 3:8-10; II Corinthians 9:7)
8. His wife should be respected in the community, careful to speak well of others and never speak evil, exercising self-control in her life and faithfulness to the Lord. (I Timothy 3:11)
9. Be a mature believer, not a new Christian, with an understanding of the Scriptures and one who has proven his character and faith over time. (I Timothy 3:10)
10. Be faithful in attendance to the services and meetings of the Church as an example and inspiration to others. (Hebrews 10:24-25)

## E. Nomination and Election of Deacons

### 1. Deacon Election Procedure

- a. The Deacon Body and the Pastor shall determine if additional deacon members are needed, and if so, the number of additional members needed. Upon making such determination, the Deacon Body and Pastor shall recommend to the Church that a deacon election be held and a Deacon Selection Committee be appointed.
- b. The Deacon Selection Committee shall consist of six members, three Deacons appointed by the Deacon Body and three non-deacons, excluding Deacon family members, appointed by the Committee on Committees. The Deacon Selection Committee shall also include the Pastor as a nonvoting, ex-officio member.

- c. Ordained Deacons from other Southern Baptist Churches who have transferred their membership to this Church may be elected to active Deacon status by 90% affirmative vote of the Church Body upon the recommendation of the Deacons in consultation with the Pastor.
  - d. The persons serving as Deacons at the time this Policy Manual is adopted shall be considered as elected by the Church pursuant to the appropriate provisions of these By-Laws.
2. Once a Deacon Selection Committee is appointed, the following guidelines shall be used:
- a. A letter shall be sent to the Church Body notifying them that on a given Sunday, (at least two weeks' notice) nominations for the Deacon Body will be received. After nominations are received, the Deacon Selection Committee shall choose to proceed or not to proceed with each candidate.
  - b. The candidates with which the committee chooses to proceed shall be sent a questionnaire concerning deacon service. A copy of the questionnaire is found in this Policy Manual.
  - c. If the committee chooses to proceed, a personal interview shall be conducted with each deacon candidate.
  - d. If the committee chooses to proceed, then the qualified candidate(s) shall be presented to the Church Body to be considered for election as a deacon.
  - e. All candidates shall be members of First Baptist Church of San Saba, Texas for at least one year.
  - f. The Deacon Selection Committee will count the ballots of the deacon election and determine the new Deacons. A 90% affirmative vote is required to elect a Deacon.
  - g. Each Deacon candidate shall be voted on individually.
  - h. Once the deacon election process is complete, the Deacon Selection Committee shall dissolve, and the new Deacons shall perform the above described responsibilities.

F. Ordination of Deacons

All those elected as Deacons who have not been previously ordained shall be ordained by the Church. The Deacon Body and Pastor shall plan and conduct the ordination service.

G. Training

Each Deacon member shall participate in the training programs established by the Pastor and Deacons.

#### H. Deacon Officers

The Deacon Body shall elect annually to one (1) year terms a minimum of the following officers: Chairman, Vice-Chairman, and Secretary. The Deacons may elect other officers as they deem necessary. No Deacon officer shall serve more than two (2) consecutive terms in any one office.

#### I. Term of Office

The Deacon, once elected, shall remain active until the relationship is terminated by their request or upon death. In the unlikely event that misconduct by a Deacon should bring discredit upon his office, First Baptist Church of San Saba, Texas, or our Lord Jesus Christ, the responsibility for dealing with the situation rests with the Deacon Body. This responsibility and authority includes removal of the individual as a Deacon, if deemed appropriate. All such actions will be handled in a manner that will minimize disruption of harmony and good-will among members of the Church.

### **SECTION 2: DEACON RECOMMENDATIONS**

1. Deacon recommendations must come from a Deacon's Meeting where a quorum is present. It must have more than one half the membership present.
2. When presenting the Deacon Recommendation to the Church Membership, the resolution does not require a second.
3. Deacon Recommendations cannot be amended from the floor at a Church Business Meeting.
4. At the September Business Meeting, the Deacons shall recommend to the Church the nominees for the upcoming year's Committee on Committees.

### SECTION 3: DEACON QUESTIONNAIRE

#### TO BE COMPLETED BY THOSE NOMINATED TO SERVE AS A DEACON

**Dear Nominee:** Please be concise with your answers to the following questions. If you desire, you may use phrases instead of complete sentences. No copies will be made of your completed questionnaire. It will be returned to you during your interview with the Deacon Selection Committee. (Please use the back of this questionnaire if you need additional space.)

1. How long have you been a member of the First Baptist Church of San Saba, Texas?
2. Please check the services you attend regularly:  
\_\_ Sunday School    \_\_ Sunday Morning Worship    \_\_ Wednesday Prayer/Bible Study
3. Please list the responsibilities of service you currently hold in our Church:
4. List some areas of service you have held in your previous Church:
5. Have you served as deacon in the past?    \_\_ Yes    \_\_ No    If yes, when and where?
6. Give a brief testimony of your conversion experience, including:
  - a. What your life was like before you were saved:
  - b. How and when you came to know Christ:
  - c. What changes occurred in your life because of your relationship to Jesus as Lord?
  - d. Please describe your present spiritual walk with God:
7. Please answer the following as concisely as possible. Short sentences, phrases, and scripture references are adequate.
  - a. What do you believe about the authority of the Bible and its inspiration?
  - b. What do you believe about the Trinity?
  - c. Do you accept the teaching of the virgin birth of Christ?    \_\_ Yes    \_\_ No

- d. Do you accept the atoning death of Christ, His bodily resurrection, and His imminent return?  Yes  No
  - e. What do you believe about the security of the believer?
  - f. What is the mission (purpose) of the Church? Complete the following sentence:  
The Church exists to:
  - g. In your understanding of scripture, what is the role of the deacons in a local Church?
  - h. Do you practice financial stewardship as taught in the Bible, and do you support God's work at First Baptist Church of San Saba through your tithe?  Yes  No
  - i. What is your opinion concerning the use of alcoholic beverages by a Christian, and how have you applied this opinion in your own life?
8. Where does your Church fit within the priorities of your life?
9. What do you perceive to be some of the greatest needs of our Church?
10. What kind of encouragement have you provided for a new believer? Record an example or describe what you typically do.
11. Briefly describe your prayer life:
12. Describe your Bible study habits:
13. Do you and your wife talk openly about spiritual matters, and do you walk together spiritually?  Yes  No Other comments, if desired:
14. Are you considered the spiritual leader in your home?  Yes  No
15. Have you or your spouse ever been divorced?  Yes  No If yes, is your or her former spouse still living?
16. How would you feel, and what would be your reaction if you were not recommended for service as a deacon?
17. If you are chosen to serve at the First Baptist Church of San Saba, Texas as a deacon, would you work to protect and promote the harmony of the fellowship of the Church in a spirit of meekness, in all confidentiality, and with Christ-like integrity?  Yes  No

## **ARTICLE IV: COMMITTEES**

### **SECTION 1: GENERAL**

The Church committees shall be nominated by the Committee on Committees and shall be elected by the Church. The single exception is the Committee on Committees, which is recommended to the Church by the Deacon Body. There are two types of committees: standing committees and special committees. Standing committees are those committees required on a continuous basis and which are elected annually. Special committees are elected only when required for specific and temporary tasks.

Members of all Church committees will be chosen from the membership of the Church. No committee, standing or special, shall consist of less than three (3) members. After serving for 3 consecutive years on the same committee, a committee member must rotate off the committee for one year before being eligible for re-election to that committee unless specifically provided for elsewhere in this Policy Manual. A person cannot serve on more than one standing committee at a time.

The Pastor and/or his designee and Deacon Chairman shall be ex-officio members of all committees, but will not have voting privileges.

### **SECTION 2: NON-AMENDMENTS**

Committee on Committees recommendations cannot be amended from the floor when presenting the Standing Committees at a Church Business Meeting.

The Nominating Committees recommendation cannot be amended from the floor at a Church Business Meeting when presenting Church Officers, Trustees, Teachers, or Awanas Leaders.

### **SECTION 3: ELECTION OF COMMITTEE MEMBERS, OFFICERS, ETC.**

Unless otherwise specified by this Policy Manual, all Church officers, Church committee members, officers of various places of leadership, etc., shall be elected to a one-year term by a majority vote of the voting members present at an appropriately-held regular business meeting.

## **SECTION 4: ELECTION OF COMMITTEES**

### **A. Church Committees**

1. All standing Church committees, with the exception of the Committee on Committees and the Nominating Committee, will be nominated by the Committee on Committees and elected by the Church at the December business meeting. These committees will serve from January 1 through December 31, the Church budget year, unless specifically provided for elsewhere in this Policy Manual of the First Baptist Church of San Saba, Texas.
2. Special committees are elected from the floor as a main motion or by a recommendation from the Committee on Committees.
3. The Committee on Committees will be nominated by the Deacon Body and voted on by the Church at the September business meeting. This committee will serve from October 1 through September 30.
4. The Nominating Committee will be nominated by the Committee on Committees and voted on at a special-called business meeting in October. This committee shall serve from November 1 to October 31.
5. All committee members will be selected from the membership of the First Baptist Church of San Saba, Texas.

### **B. Elections**

1. Committees and non-paid Church officers will be elected by a voice vote.
2. An affirmative majority vote of those members present and voting will constitute Church approval of these nominations.

### **C. Terms of Committees**

1. The word "term", when applied for use with committees and for other positions in the Church, shall mean a period of one year.
2. Members of standing committees may serve up to three consecutive one-year terms unless specifically provided for elsewhere in this Policy Manual.
3. Special committees serve until the task is completed and then go out of existence.



## SECTION 5: POLICIES GOVERNING COMMITTEES

- A. All committees are elected by the Church from the Church membership. Each individual on the committee should be given a copy of this section:
1. Committees should meet within 30 days of their election by the Church Body and elect a chairperson for that committee.
  2. At the first meeting, the committee can set a date for the next meeting. If they choose to not do this, they can instruct the chairperson to call the next meeting. If the chairperson does not call a meeting in a timely manner, two members of the committee may do so.
  3. A quorum must be present in any meeting before any business can be transacted by the committee. Quorum is defined as a majority of its members. A majority of its members means more than half. Ex-officio members are not counted in determining a quorum.
  4. Committees should meet at least once before each quarterly business meeting and be prepared to report to the Church on the results of their meeting(s).
  5. At the quarterly Church business meeting, the committee chairperson presents the report to the Church Body unless he or she declines, in which case the committee designates another of its members to do so. If the resolution is coming from more than one committee, the committees can designate one person from the committees to present the resolution.
  6. Committee reports should be in writing and read to the assembly by the committee's designated person. If there is a recommendation, at the conclusion of the report, the committee's designated person says, "By direction of the committee, I move the adoption of the resolution just read." If the committee has at least two members, no second is required. A written sample is found in RROO p. 165.
  7. After the vote on the resolution, the person reading the recommendation, hands the original document to the Church Clerk with at least the signature of the chairperson of the committee.
  8. All standing committee chairpersons are members of the Church Council.
- B. Chairpersons of committees supported by budgeted funds are responsible for the management of budgeted funds and for providing receipts of disbursements to the Church Financial Secretary in a timely manner.
- C. The Committee on Committees will ensure that no person serves more than three consecutive years on the same committee, unless specifically provided for elsewhere in this Policy Manual.
- D. At the time this Policy Manual is adopted, the persons who are currently serving as committee members, shall be considered as elected by the Church pursuant to the appropriate provisions of this Policy Manual. During each of the first three years after

this Policy Manual is adopted, one third of the members of each committee should be replaced, so as to stagger terms so that no committee will be without experienced members which allows for continuity of service. The responsibility of who should be replaced, during the initial three years of the committees' existence, is decided by that committee (suggestions: ask for volunteers, draw names).

- E. The Pastor and/or his designee, and the Deacon Chairman are ex-officio members of all committees. They do not have voting privileges.
- F. The newly elected chairperson of each committee should go over pages 161-165 in the official RROO manual.
- G. The Pastor or his designee can schedule committee meetings for the purpose of organizing or training.

## **SECTION 6: STANDING COMMITTEE STRUCTURES AND RESPONSIBILITIES**

### **AUDIT COMMITTEE**

This committee consists of at least 3 members and has the following responsibilities:

- A) Audit all Church financial records
- B) Church Financial Secretary shall attend Audit Committee meetings to provide information requested by committee members; this person will not be a voting member of the committee
- C) The chairperson or their representative shall present final Audit findings/recommendations at the December business meeting; and, if they so choose, may present quarterly Audit findings/recommendations at other regularly-scheduled business meetings
- D) The chairperson of the committee is a member of the Church Council and is encouraged to attend council meetings

## **BUILDING AND GROUNDS COMMITTEE**

This committee consists of at least 6 members and has the following responsibilities:

- A) Recommend for Church approval specific policies for the operations, maintenance and utilization of the Church furnishings, equipment, facilities, and grounds and make sure they are carried out
- B) Develop and update, as needed, the Facility Usage Policy Manual of the First Baptist Church of San Saba, Texas and present the document to the Constitution and Policy Committee for review before presenting it to the Church Body.
- C) Develop and submit annual budget requests to the Stewardship Committee
- D) Make recommendations to the Church regarding changes, additions, and improvements to Church-owned property as needed
- E) Work with and provide guidance to administrative and facilities staff in the following areas:
  - 1. Building Utilization
    - a. Develop and provide guidelines for use by members and non-members
    - b. Develop and provide guidelines for issuance of keys
    - c. Recommend system for property inventory
  - 2. Building Operations
    - a. HVAC, security, fire detection/prevention, and other building systems
    - b. Kitchen and baptistery use
    - c. Sound system, visual systems
    - d. Building decoration guidelines
  - 3. Building maintenance/repair
    - a. Develop and implement preventative maintenance schedules
    - b. Periodically review janitorial services
  - 4. Grounds Maintenance/Repair
    - a. Landscaping/Lawn
    - b. Exterior lighting
    - c. Parking lot/stripping
- F) Committee chairperson, or their representative, is encouraged to attend all quarterly business meetings with reports and/or recommendations pertaining to their meetings
- G) The chairperson of the committee is a member of the Church Council and is encouraged to attend council meetings

## COMMITTEE ON COMMITTEES

This committee will consist of at least 6 members and will be nominated by the Deacon Body at the quarterly business meeting in September. This committee serves from October 1 to September 30 and has the following responsibilities:

- A. Nominate members to the Nominating Committee which is elected at a special-called business meeting in October
- B. Nominate members of all standing committees in the December business meeting
- C. Nominate members of all special committees, for election by the Church, as those committees are formed
- D. Provide guidance and responsibilities for special committees when formed
- E. Members of all Church committees will be chosen from the membership of the Church
- F. Ensure that no person serves more than 3 consecutive years on the same committee unless specifically provided for elsewhere in this Policy Manual
- G. An effort should be made to stagger terms so that no committee will be without experienced members which allows for continuity of service
- H. Monitor committee membership during the Church year and nominate replacements when vacancies occur
- I. Attempt to involve as many willing workers as possible while providing the Church with effective and hard-working committees
- J. Members of the Committee on Committees cannot appoint themselves chairperson of other committees
- K. Seek to distribute the responsibilities so as not to "overload" willing workers
- L. Committee on Committees shall educate the other committees as to their duties; a copy of **Section 5: Policies Governing Committees** shall be made available to each newly-elected committee member
- M. The chairperson of the Committee on Committees is a member of the Church Council and is encouraged to attend council meetings
- N. Committee chairperson or their representative is encouraged to attend all quarterly business meetings with reports and/or recommendations pertaining to their meetings
- O. The standing committees that the Committee on Committees shall nominate are as follows:
  1. Audit Committee
  2. Building and Grounds Committee
  3. Constitution and Policy Committee
  4. Nominating Committee (at special-called October business meeting)
  5. Personnel Committee
  6. Stewardship Committee

## **CONSTITUTION AND POLICY COMMITTEE**

This committee consists of at least 6 members and has the following responsibilities:

- A. Uphold the Policy Manual by:
  - 1. Monitoring the proceedings of all business meetings, making sure that all Church business is conducted in accordance with this Policy Manual
  - 2. Recording all changes submitted by the Church Clerk and keeping the documents current
  - 3. Reviewing the Policy Manual annually and keeping it current
  - 4. Making recommendations for revision as needed and presenting them to the Church, and the ensuing committee, for adoption at the end of the fiscal year
  - 5. Review all Policy Manuals and Job Descriptions coming from other committees before they are presented at a Church Business Meeting.
- B. The committee chairperson or their representative is encouraged to attend all quarterly business meetings with reports and/or recommendations pertaining to their meetings.
- C. The chairperson of the committee is a member of the Church Council and is encouraged to attend council meetings.

## NOMINATING COMMITTEE

This committee will consist of at least 6 members. The Nominating Committee will be nominated by the Committee on Committees at a special-called business meeting in October. This committee serves from November 1 to October 31 and has the following responsibilities:

- A. At the December business meeting, nominate the following:
  1. Church Clerk
  2. Treasurer and Assistant Treasurer
  3. Trustees
  4. Sunday School teachers
  5. AWANAS leaders
- B. Nominees will be chosen from the membership of the Church
- C. Nominees must be asked if they wish to serve during the next term, even if currently serving in that position, before being nominated at the business meeting.
- D. During the year, nominate to the Church the necessary replacements as vacancies occur
- E. The Nominating Committee shall be responsible to help recruit qualified Sunday School Teachers and AWANA workers.
- F. Seek to distribute the responsibilities so as not to "overload" willing workers
- G. Church staff has the ability to appoint workers, when necessary, until the Nominating Committee can present at the next regularly-scheduled business meeting
- H. Committee chairperson or their representative is encouraged to attend all quarterly business meetings with reports and/or recommendations pertaining to their meetings
- I. The chairperson of the committee is a member of the Church Council and is encouraged to attend council meetings.

## PERSONNEL COMMITTEE

This committee consists of at least 6 members and has the following responsibilities:

- A. Assist the Pastor in management of staff and officers of the Church
- B. Recruit, interview, employ, and terminate non-ministerial staff positions in consultation with their supervisor and Pastor
- C. Work with the Stewardship Committee on compensation packages including salary, housing allowance, health insurance, and retirement plans for Pastor and other ministerial positions
- D. Develop written job descriptions of all staff other than Pastor and present the job descriptions to the Constitution and Policy Committee for review before presenting the prospective employee to the Church Body for a vote
- E. Shall develop a duty description for each contract labor position
- F. Ensure that prospective employees fully understand and agree with their job descriptions before they are recommended to the Church
- G. Develop and update the Personnel Policy Manual of the First Baptist Church of San Saba, Texas and present these documents to the Constitution and Policy Committee for inclusion into the Policy Manual
- H. The chairperson of the Personnel Committee is a member of the Church Council and is encouraged to attend council meetings.
- I. Committee chairperson or their representative is encouraged to attend all quarterly business meetings with reports and/or recommendations pertaining to their meetings
- J. The contract labor positions that are created by the Personnel Committee shall be reported to the Church Body at the first quarterly business meeting following their engagement



## **STEWARDSHIP COMMITTEE**

This committee is composed of at least 6 members following these guidelines:

- A. The Treasurer and Assistant Treasurer are members by virtue of their positions; they are nominated by the Nominating Committee.
- B. The Treasurer and Assistant Treasurer may serve unlimited terms on this committee.
- C. At least 4 additional members will be nominated by the Committee on Committees.
- D. The Treasurer will serve as chairperson of the committee.
- E. The Assistant Treasurer will serve as vice-chairperson of the committee.
- F. The Church Financial Secretary, as an employee of the Church, is expected to attend committee meetings in order to provide information. The Financial Secretary will not be a member of the committee and will serve in an advisory position only.
- G. Duties for the Treasurer and Assistant Treasurer are found in the By-Laws section of this Policy Manual.
- H. The committee chairperson or their representative is encouraged to attend all quarterly business meetings with reports and/or recommendation pertaining to their meetings.
- I. The chairperson of the committee is a member of the Church Council and is encouraged to attend council meetings
- J. The Stewardship Committee has the following responsibilities:
  1. Supervise and promote the Church financial activities and programs
  2. Recommend the best financial methods for the Church
  3. Draft the annual budget for the new Church year and present it to the Church
  4. Keep members informed on budget allocations
  5. Work with the Personnel Committee on staff salaries
  6. Supervise purchasing agents
  7. Promote stewardship as a Christian growth experience
  8. Provide information to the Audit Committee at their request

## **ARTICLE V: MINISTRY TEAMS**

Ministry Teams will have no term limits. Church members who wish to serve on these teams shall contact a staff member. Any Ministry Team member who no longer desires to serve in that capacity shall contact a staff member to have their name removed from the team.

Ministry Teams will meet at least once per year in order to elect a chairperson. Other meetings are solely at the discretion of its members.

Ministry Teams are not required to make reports at quarterly business meetings.

### **SECTION 1: MINISTRY TEAMS STRUCTURES AND RESPONSIBILITIES**

#### **BAPTISM AND LORD'S SUPPER MINISTRY TEAM**

This team consists of six members: three male and three female. This team has the following responsibilities:

- A. Contact the baptism candidates prior to the baptism service to instruct them in what to wear or bring with them to the service (or see if the Church office personnel have done so)
- B. Meet the candidates at an appointed time and show them to the dressing room
- C. Assist the Pastor and candidates during the baptism service
- D. Ensure that the dressing rooms are prepared for baptism service
- E. Maintain an adequate supply of juice, cups, and bread through coordination with the Church Secretary
- F. Preparation of the elements for serving prior to the Lord's Supper
- G. Coordinate the cleanup and storage activities following the Lord's Supper

## **BEREAVEMENT MEAL MINISTRY TEAM**

The Bereavement Meal Ministry Team reaches out to bereaving families to express love and care by serving a meal for the family and showing that Jesus' Church is an anchor of compassion in life and in death. By providing a meal, the family can spend time together remembering their loved one.

There will be no limit to the number of members on this team, and they have the following responsibilities:

- A. Organize food for the bereavement meal. A staff member will contact the chairperson of this ministry team who will then contact group leaders for food for bereaved family, date/time, and the approximate number of family to be served.
- B. Preparation and provision of the bereavement meal. Responsibilities to be carried out in regard to these meals are:
  1. Set up before meal
  2. Serve during meal
  3. Clean up after meal
- C. Ensure adequate supplies of paper goods are kept on hand for future meals through coordination with the Church Secretary.

## **CHILDREN'S MINISTRY TEAM**

There will be no limit to the number of members on this team, and they will have the following responsibilities:

- A) Coordinate all those who work with children (Sunday School teachers and those who work with children on Wednesday evenings), plan and conduct exciting and educational activities and ministry programs for children in first through sixth grades
- B) Utilize children's workers as resource persons in the planning and conducting of children's activities
- C) Promote children's and preteen camps and encourage parents to send their children to these camps
- D) Keep the Church informed about the ministries to children
- E) Encourage outreach to children whose families do not attend Church. This can also serve as a means of reaching parents
- F) Provide input to the Stewardship Committee in the development of the Children's Ministry budget each year
- G) The Minister of Preschool & Children is responsible for managing budgeted funds and for signing off on all expenses or reimbursements and submitting to the Church Financial Secretary.

## **DECORATING MINISTRY TEAM**

Adopted June 21, 2017

Revised June 20, 2018; December 12, 2018, March 20, 2019

There will be no limit to the number of members on this ministry team; men are urged to be a part of this team as muscle is always needed. The ministry team has the following responsibilities:

- A. Decorate for special Church-wide events
- B. Planning and coordinating the setting up and decorating and the taking down of decorations following the events (including Christmas trees)
- C. Identify, organize, and monitor decorations and make recommendations on items needed

### **HOSPITALITY MINISTRY TEAM**

There will be no limit to the number of members on this team, and they have the following responsibilities:

- A. Planning and coordination of all Church-wide fellowships. Responsibilities to be carried out in regard to each fellowship are:
  - 1. Set up before fellowship
  - 2. Serve during fellowship
  - 3. Clean up after fellowship
- B. Ensure adequate supplies of paper goods are kept on hand for future fellowships through coordination with the Church Secretary

### **LIBRARY MINISTRY TEAM**

There will be no limit to the number of members on this team, and they have the following responsibilities:

- A. Organize and maintain the Church library
- B. Establish procedures for acquisition and circulation of new material
- C. Establish procedures for acceptance and utilization of library memorials
- D. Set up user hours and publicize materials available
- E. Plan for future expansions of library space and utilization of materials

### **MEDIA MINISTRY TEAM**

Adopted June 21, 2017  
Revised June 20, 2018; December 12, 2018, March 20, 2019

There will be no limit to the number of members on this team. The Media Ministry team has the following responsibilities:

- A. The Media Director is responsible to ensure that a qualified media system operator is in place for each service.
- B. Ensure that members of the team are available to operate the cameras, lighting, and technology/media systems for each service conducted in the sanctuary
- C. The Media Director is responsible for training each team member to a level of proficiency which will ensure responsive support to each service.
- D. Work with Church staff in the purchasing of replacement media system components
- E. Perform periodic inventories and be accountable for all media equipment owned by the Church
- F. The chairperson of this team will be the Media Director, provided that they are a member of the First Baptist Church of San Saba, Texas; if not, they will serve in a teaching and advisory capacity only.

### **MISSIONS MINISTRY TEAM**

There will be no limit to the number of members on this team, and they will have the following responsibilities:

- A. Actively cultivate a mission's awareness climate within the congregation
- B. Conduct studies and make recommendations to the Church for local, state, North American, and international mission work

### **MUSIC MINISTRY TEAM**

The Music Ministry Team shall consist of the Minister of Music, Pastor, pianist, and directors of each choir and instrumental group. This team has the following responsibilities:

- A. Plan and coordinate all music for worship services
- B. Plan and conduct special musical presentations e.g., Christmas, Easter, etc.
- C. Involve as many members as possible in the music ministry of the Church
- D. Be creative in making music as worshipful and as exciting as possible
- E. Blend various types of music to appeal to all age groups
- F. Work with the Pastor so that music complements sermon themes

## **CHURCH SAFETY TEAM**

There will be no limit to the number of members on this team, and they have the following responsibilities:

- A. Develop and update the Church Safety Policy Manual of the First Baptist Church of San Saba, Texas
- B. Present documents to the Constitution and Policy Committee for review before presenting it to the Church Body for a vote
- C. Work with church staff in purchasing needed safety equipment

## **USHERS/GREETERS MINISTRY TEAM**

There will be no limit to the number of members on this team, and they have the following responsibilities:

- A. Adopt an orderly plan for greeting and seating people in all services of the Church
- B. Distribute bulletins at worship services
- C. Adopt an orderly plan to enlist individuals to collect the offering
- D. Security of offerings
- E. Ensure that offering plates are in the proper place inside the sanctuary on Sunday morning

## **YOUTH MINISTRY TEAM**

There will be no limit to the number of members on this team, and they will have the following responsibilities:

- A. Work alongside the Youth Minister to shape vision and direction of the Youth Ministry
- B. Plan, organize, and supervise special events for the youth
- C. Review the Youth Ministry's budget and make annual recommendation to the Stewardship Committee
- D. Plan Church-wide youth activities.
- E. Consider any youth problems
- F. Assist in providing sponsors and transportation of youth activities

## **ARTICLE VI: CHURCH COUNCIL**

### **SECTION 1: PURPOSE**

The Church Council shall serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations. The council acts in an advisory capacity only and shall not make recommendations to the Church that takes away from the authority of other Church members or committees. The primary functions of the Church Council shall be to:

- A. Help the Church define its mission and define its priorities
- B. Coordinate studies of Church and community needs
- C. Recommend to the Church coordinated plans for ministry
- D. Coordinate the Church's schedule of activities
- E. Formulate and recommend to the Church suggested objectives and goals, and action plans for reaching those goals
- G. Evaluate progress in terms of Church objectives and goals

### **SECTION 2: MEMBERS**

The Church Council shall be composed of the Pastor, Associate Pastor, Minister of Music, Minister of Youth, Minister of Preschool & Children, Chairman of Deacons, Church Clerk, Church Treasurer, and chairpersons of standing committees. The Pastor shall serve as Chairman of the Council. All members of the Church Council must be Church members. The Church Council shall meet upon the call of the Pastor for consideration of all matters of common interest for the Church.

## **ARTICLE VII: BUSINESS MEETINGS**

### **SECTION 1: CHURCH BUSINESS MEETINGS**

Church Business Meetings include Regular Business Meetings and Special Business Meetings. Rules governing these meetings are as follows:

- A. Pastor will serve as moderator. In the absence of the Pastor, his designee or the Chairman of Deacons shall serve as moderator.
- B. All business meetings will be conducted by parliamentary procedure outlined in *Roberts Rules of Order Newly Revised in Brief, 2<sup>nd</sup> Edition*.
- C. All standing committees will be encouraged to report at the quarterly business meetings. Other committees or ministry teams can report at these meetings.
- D. Members should maintain a spirit of unity and Christ-likeness during the business meetings.
- E. Quorum in a quarterly or a special-called Church business meeting shall consist of those members who attend after proper notice has been given.

### **SECTION 2: REGULAR BUSINESS MEETINGS**

Regular business meetings will be held quarterly during the months of March, June, September, and December. An Order of Business may be published and distributed to the membership prior to each business meeting. Regular quarterly business meetings shall be announced in the Church bulletin for two consecutive Sundays prior to these meetings.

### **SECTION 3: SPECIAL BUSINESS MEETINGS**

Special business meetings may be called and held to consider special matters of a significant nature. Special business meetings shall be announced in the Church bulletin for two consecutive Sundays prior to the meeting, unless extreme urgency renders such notice impractical. The announcement should include the subject, date, time, and location of the Special Business Meeting.

### **SECTION 4: QUORUM**

A. **Business Meetings:** In all business meetings, the quorum shall consist of those voting members present who attend, provided it is a regular business meeting or a properly-called special business meeting.

B. **Committees and Other Meetings:**  
In all these meetings, the quorum shall consist of a majority of its members. Majority means more than half. A quorum is required to conduct any business.



## **ARTICLE VIII: CHURCH FINANCES**

### **SECTION 1: BUDGET**

- A. The Stewardship Committee shall annually prepare and submit to the Church for approval an inclusive budget, indicating by item the amount needed for all Church-related expenses.
- B. It is understood that membership in the Church involves financial obligation to support the Church and its causes with regular proportionate gifts.
- C. The Church budget and calendar year shall be January 1 through December 31.

### **SECTION 2: HANDLING OF FUNDS**

- A. Two members of the Usher Team consisting of the chairperson and vice-chairperson, or their designee, will collect the offerings and place them inside the Church safe making sure the safe is secure. One member of this team should be a deacon and one member a non-deacon.
- B. Two staff members will count the offerings on the next Church business day. One member shall be the Church Financial Secretary and the other staff member can be any staff member. The Church Financial Secretary will keep one copy of the deposit slip and deposit money in the Church's account. All funds thus received will be subject to audit. All members are to keep financial information confidential.
- C. The Church Financial Secretary shall account for all Church receipts.

### **SECTION 3: FISCAL YEAR**

The Church fiscal year shall begin on January 1 and end December 31 of each year.

## **ARTICLE IX: DISSOLUTION**

In the event of liquidation or dissolution of the Church, all of its assets and property of every nature and description whatsoever shall be paid over and transferred at the direction of the Trustees to the Southern Baptist Convention (SBC).

## **ARTICLE X: AMENDMENTS TO BY-LAWS AND OTHER POLICY MANUALS**

These By-Laws and other policy manuals (Facility Usage, Safety Policy, and Personnel Policy) included in this Policy Manual may be amended by two-thirds (2/3) affirmative vote of the Church members present and voting at a regular or special business meeting. The proposed amendment(s) will be published in the Church bulletin on two consecutive Sundays prior to the vote.

Any amendments to the By-Laws or other Policy Manuals shall immediately go into full force and effect from and after their adoption.

## **ARTICLE XI: CHURCH FINANCIAL SUPPORT**

“According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer’s cause on earth.” We, as members of the First Baptist Church of San Saba, Texas subscribe to this statement from the *Baptist Faith and Message* and interpret it to mean financial support for the operation of the local Church, and missions, should be from member tithes and offerings. Accordingly, it is Church policy never to resort to bazaars, sales, games of chance, or any other similar fund-raising activity for the general financial support of the Church. Special programs, such as building construction or renovation programs, may involve fund-raising promotions (i.e. Together We Build) or negotiating loans and/or bond programs with financial institutions. However, payment for such programs will be entirely dependent upon the generous giving by Church members. In each case, such programs will be authorized only by a specific vote of the Church.

Exceptions to the above policy apply only to specific Church groups raising money for a specific purpose of that group (i.e. Youth Car-Wash to pay for a youth trip). Specific fund-raising questions not covered by this policy will be referred to the Church for action.

## **ARTICLE XII: CHURCH PROGRAM ORGANIZATIONS**

The Church shall maintain programs of Bible teaching; Church member training, Church leader training, new member orientation; mission education, mission action, and mission support; and music education, training and performance. All organizations of the Church shall be under Church control, and shall report regularly to the Church. The Church shall elect annually from its membership persons to fill the various offices and places of leadership and instruction within the Church organizations.

## **ARTICLE XIII: CHURCH ORDINANCES**

### **SECTION 1: BAPTISM**

This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- A. Baptism shall be by immersion in water
- B. Baptism shall be administered as an act of worship during any worship service of the Church
- C. Baptism shall be administered by the Pastor or whomever the Church shall authorize
- D. A person who professes Christ shall be baptized

### **SECTION 2: THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby members of the Church and other Christians, through partaking of bread and fruit of the vine, commemorate the death of Jesus Christ who died for our sins.

- A. The Church shall observe the Lord's Supper at least four times a year.
- B. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.

## **ARTICLE XIV: CHURCH MEETINGS**

### **SECTION 1: WORSHIP SERVICES**

The Church shall meet regularly on Sunday morning, and Wednesday evening for preaching, prayer, instruction, evangelism, and for the worship of Almighty God. The meetings will be open for the entire congregation and membership of the Church, and for all people, and shall be conducted under the direction of the Pastor.

### **SECTION 2: SPECIAL SERVICES**

Revival services and any other meetings which will be essential in the promotion of the objectives of the Church shall be placed on the Church calendar as desired.

## **ARTICLE XV: TRIP PROCEDURES**

### **SECTION 1**

- A. A trip request form shall be submitted to the Associate Pastor by the trip sponsor.
- B. The following information will be made available to the Associate Pastor for trip consideration:
  - 1. Amount budgeted for trip
  - 2. Total amount of money needed for trip
    - a) Rentals and/or charters
    - b) Camp fees
    - c) Other expenditures
  - 3. If needed, how to raise any additional money
  - 4. All documents will then be submitted to the Pastor, to include recommendations from the Associate Pastor, for final approval.
- C. On the day prior to departure, the following copies should be submitted to the Associate Pastor by the trip sponsor:
  - 1. List of all people going on the trip to include name, address, and telephone number of the contact person(s) for each attendee.
  - 2. Trip permission request and waiver form signed by a parent or guardian for all individuals 18 years and younger
  - 3. Any other forms required for the trip

## SECTION II: TRIP REQUEST FORM

1. Name of sponsoring ministry: \_\_\_\_\_
2. Person making request: \_\_\_\_\_
3. Date of departure: \_\_\_\_\_
4. Date of return: \_\_\_\_\_
5. Destination: \_\_\_\_\_
6. Event: \_\_\_\_\_
7. Number of participants: \_\_\_\_\_
8. Estimated cost to Church:  
\_\_\_\_\_
9. Budget line item #: \_\_\_\_\_
10. Mode of transportation (if rental - name and address of rental company): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Submit a list of all participants (if under 18, list local, legal contact person and phone #)

Associate Pastor recommendation/signature: \_\_\_\_\_

Pastor signature: \_\_\_\_\_

## **ARTICLE XVI: CHILD PROTECTION POLICY**

### **SECTION 1: GENERAL PURPOSE STATEMENT**

First Baptist Church of San Saba, Texas seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of First Baptist Church of San Saba, Texas from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

### **SECTION 2: DEFINITIONS**

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and unpaid persons who work with children. The term “volunteer” means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

### **SECTION 3: SELECTION OF ADULT WORKERS**

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a) **Six Month Rule**

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with First Baptist Church of San Saba, Texas for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b) **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by one of the ministerial staff. The application will request basic information from the applicant and will inquire into previous experience with children, reference and employment information, as well as disclosure of any previous criminal convictions. A copy of the blank application form can be found included in these By-Laws. The completed application form will be maintained in confidence on file at the Church.

c) **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

**d) Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at the Church building.

**e) Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and "volunteers" as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the Church to run the check. The authorization signature line is located at the bottom of the Application for Adult Workers in Children and Youth Ministries and Background Information Consent Form; a copy of the blank application form can be found included in these By-Laws. If an individual declines to sign the authorization form, s/he will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by the Pastor(s) and Department Head (Children's Minister or Youth Minister) on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the Church.

#### **SECTION 4: TWO ADULT RULE**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

## SECTION 5: RESPONDING TO ALLEGATIONS OF CHILD ABUSE

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Children’s Minister or Youth Minister and Pastor(s) for further action, including reporting to the authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this Church or during our sponsored programs or activities, the following procedure shall be followed:

1. The Pastor(s) and the Department Head (Children’s Minister or Youth Minister) will be notified immediately.
2. The parent or guardian of the child will be notified.
3. The worker or Church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
4. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
5. The insurance company will be notified, and the organization will complete an incident report.



6. The organization will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.
7. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
8. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

#### **SECTION 6: OPEN DOOR POLICY**

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

#### **SECTION 7: SELECTION OF TEENAGE WORKERS**

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must be screened by an interview process with the appropriate Department Head (Children's Minister or Youth Minister) before being allowed to serve.
- Must be under the supervision of an adult and must never be left alone with children.

#### **SECTION 8: CHECK-IN/CHECK-OUT PROCEDURE**

For children, fourth grade age and below, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," the Children's Minister will be contacted, and he/she will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

## **SECTION 9: SICK CHILD POLICY**

It is our desire to provide a healthy and safe environment for all of the children at First Baptist Church of San Saba, Texas. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

## **SECTION 10: MEDICATIONS POLICY**

It is the policy of First Baptist Church of San Saba, Texas not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Department Head (Children's Minister or Youth Minister) to develop a plan of action.

## **SECTION 11: DISCIPLINE POLICY**

It is the policy of First Baptist Church of San Saba, Texas not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Department Head (Children's Minister or Youth Minister) if assistance is needed with disciplinary issues.

## **SECTION 12: RESTROOM GUIDELINES**

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

## **SECTION 13: ACCIDENTAL INJURIES TO CHILDREN**

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

## **SECTION 14: TRAINING**

First Baptist Church of San Saba, Texas will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

**Section 15: Application for Adult Workers in Children and Youth Ministries**  
**Background Information Consent Form**  
**First Baptist Church of San Saba, Texas**

Confidential Office Use Only
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This application is to be filled out by all staff and volunteer workers who wish to work with children or youth; it will be used in the screening process to help the Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

\* Identity must be confirmed with a state driver's license or other photographic identification (attach copy).

Today's Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Maiden or Other Name: \_\_\_\_\_

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

Texas Driver's License #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

How long have you been attending First Baptist Church of San Saba, Texas? \_\_\_\_\_ months \_\_\_\_\_ years

List previous experience with children: \_\_\_\_\_

List previous work experiences: \_\_\_\_\_

References: (Please do not use family or personal friends)

1) Name, Position/Title, and Contact Information: \_\_\_\_\_  
\_\_\_\_\_

2) Name, Position/Title, and Contact Information: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged or convicted of a crime? (excluding traffic citations) \_\_\_ No \_\_\_ Yes If so, please explain. \_\_\_\_\_

Have you ever been investigated for abuse of any kind? \_\_\_ No \_\_\_ Yes If so, please explain. \_\_\_\_\_

The above information is true and correct. I have read and do understand the Child Protection Policy for the First Baptist Church of San Saba, Texas as printed in the By-Laws section of the Policy Manual, adopted June 21, 2017; revised October 18, 2017.

\_\_\_\_\_  
Signature of Applicant Date

I give permission for the First Baptist Church of San Saba, Texas to run a national criminal background check.

\_\_\_\_\_  
Signature of Applicant Date

## **ARTICLE XVII: DEVELOPING AND UPDATING CHURCH POLICY**

### **SECTION 1: CONSTITUTION AND BY-LAWS**

The Constitution and Policy Committee will develop and update the Constitution and By-Laws of the First Baptist Church of San Saba, Texas.

### **SECTION 2: PERSONNEL POLICY MANUAL**

The Personnel Committee will develop and update the Personnel Policy Manual of First Baptist Church of San Saba, Texas.

### **SECTION 3: FACILITY USAGE POLICY MANUAL**

The Building and Grounds Committee will develop and update the Facility Usage Policy Manual of First Baptist Church of San Saba, Texas.

### **SECTION 4: SAFETY POLICY MANUAL**

The Church Safety Team will develop and update the Safety Policy Manual of First Baptist Church of San Saba, Texas.



## **DIVISION III: PERSONNEL POLICY MANUAL**

## TABLE OF CONTENTS

<b>Section I.</b>	<b>INTRODUCTION</b> Welcome Statement	<b>Page 4</b>
<b>Section II.</b>	<b>IMPORTANT GENERAL POLICIES</b> Equal Employment Opportunity Harassment Free Work Environment Personal Conduct and Appearance Substance Abuse Safety, Accidents and Emergencies Immigration Law Political Activity Guide Staff Confidentiality Conflict of Interest Use of E-mail, Internet and Voice Mail	<b>Page 4 – 8</b>
<b>Section III.</b>	<b>ORGANIZATION AND JOB PROCEDURES</b> Organization structure Job Classifications Employee Categories Job Descriptions Employment procedures Termination procedures	<b>Page 8 – 10</b>
<b>Section IV.</b>	<b>COMPENSATION AND PAY PRACTICES</b> Work Week Overtime Pay Schedule Timekeeping Records Personnel Records	<b>Page 10 – 12</b>
<b>Section V.</b>	<b>PERFORMANCE GUIDANCE</b> Job Performance Reviews Employee Grievance Staff Recognition	<b>Page 12 – 13</b>
<b>Section VI.</b>	<b>HOLIDAYS, TIME OFF AND VACATIONS</b> Vacation Holidays Personal Leave Death in Family Jury Duty Maternity Leave Ministerial Staff Time Away Ministerial Staff Sabbatical Leave	<b>Page 13 – 16</b>



**Section VII. BENEFITS**

**Page 16 – 17**

Benefit Plan

Eligibility

Retirement Savings

Personal Insurance Plans

FIRST BAPTIST CHURCH OF SAN SABA, TEXAS Premium Payment Plan

**ACKNOWLEDGEMENT FORM** – To be signed by employee and returned to FIRST BAPTIST CHURCH OF SAN SABA, TEXAS Financial Office

## SECTION I. INTRODUCTION

Welcome to First Baptist Church of San Saba, Texas. You have joined our team of individuals who have been called or have elected to serve in our Christian organization. We appreciate the gifts and talents that you bring to us and we hope that your employment will be an enjoyable and rewarding experience. Our key personnel policies and procedures have been accumulated in this document so that you will have an understanding of what we expect from you and what you should receive from us.

It is not reasonable that every personnel management issue can be addressed in one manual so we reserve the right to have interpretations and final decisions to be made by those that have been granted that responsibility by the *Church Constitution and Bylaws*, namely the Senior Pastor (or Associate Pastor) and the Personnel Committee. There also may be more detailed procedures that apply to employees in specific areas but such operating procedures will not be in conflict with these Policies. This version of the Personnel Policies and Procedures supersedes any previous written or unwritten policies/guidelines and even this version may be modified from time to time or discontinued; however, no major revision will be made without approval at a church business meeting. Some of the subjects described are covered in detail in official policy/benefit documents. In all cases, the official document is controlling (i.e. – terms of written insurance policies would be controlling over any general statement in these Personnel Policies).

Neither this document nor any other Church document confers any contractual right, either expressed or implied, to remain in the church's employment. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Church or by the employee. No Individual, Trustee, or Committee of the Church has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

## SECTION II. IMPORTANT GENERAL POLICIES

The following policies are placed near the front of this manual to insure that you read them and understand that First Baptist Church of San Saba, Texas considers them to be very important in providing for a safe and secure work place for you and your co-workers. Violations of these policies could lead to serious disciplinary action including termination.

- **Equal Employment Opportunity** – First Baptist Church of San Saba, Texas is a Christian workplace where employment, promotion, compensation, benefits and termination is based upon personal capabilities and qualifications without discrimination because of race, color, sex, age, national origin, or disability.
- **Harassment Free Work Environment** – First Baptist Church of San Saba, Texas is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits illegal discriminatory practices, including

harassment. The Church expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Sexual harassment occurs when sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, either explicitly or implicitly is a term or condition of an individual's employment or pay or when such conduct creates an intimidating, hostile or offensive work environment. It is important for all personnel to understand that jokes, stories, cartoons, nicknames or comments about appearance may be offensive to others.

Any employee who feels he or she is being subject to sexual or any form of harassment should immediately contact his /her supervisor, the Senior Pastor or his designee, or the Chairperson of the Personnel Committee. No one will be subject to any form of retaliation for pursuing a harassment complaint.

- **Personal Conduct and Appearance** - All employees of First Baptist Church of San Saba, Texas must be aware that they work for a Christian institution and that their lifestyles are more subject to scrutiny than if they were employed by a non-religious organization. All employees are expected to maintain high ethical standards in their conduct and relationships while on and off the job. They should treat their co-workers, Church Members and guests cheerfully and with respect.

Standards for personal conduct and appearance are difficult to define but the following examples are provided to give clarity to the expectations of all employees. The list is not all-inclusive:

- Above average work quality and quantity
  - Positive attitude and ability to work with others
  - Punctuality for work
  - Excellent attendance
  - Observance of all rules/policies
  - Demonstrations of initiative
  - Honesty and truthfulness
  - High moral standards
  - Appropriate dress and demeanor
- **Substance Abuse** – To ensure a safe, productive work environment and to safeguard church property, the use, sale, purchase, transfer, receipt or possession of alcohol, drugs, or controlled substances is prohibited on church premises. Church vehicles as well as private vehicles parked on Church premises are locations included within the prohibition. In addition, the Church strictly prohibits any employee from being at work under the influence of alcohol, drugs, or controlled substances.

Any Employee taking legal medication, whether or not prescribed by the employee's physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination, or the senses, or which may adversely affect an employee's ability to perform his/her work in a safe and productive manner, must notify his/her Supervisor or the Senior Pastor or his designee prior to starting work. The

Supervisor or Senior Pastor (or his designee) will decide if the employee may remain at work and what work restrictions, if any, are deemed necessary.

While we do not sponsor or endorse any specific drug treatment program, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents.

For the purpose of this policy, the term “drug”, wherever it appears in the policy statement, includes alcoholic beverages as well as inhalants and illegal drugs. The term “substance abuse” is even broader and includes abusive use of prescription medicines.

The smoking of tobacco or the use of tobacco products by employees is strongly discouraged and is prohibited within the premises of First Baptist Church of San Saba, Texas.

- **Safety, Accidents and Emergencies** – Maintaining a safe work environment requires the continuous cooperation of all Employees. It is the responsibility of every Employee to work in a safe manner and to immediately inform fellow Employees, Supervisors, the Pastor (or his designee) or the Personnel Committee regarding safety issues or concerns.

First-Aid kits, defibrillators, fire extinguishers, fire alarms and other safety equipment are strategically located throughout the church. All employees will be made aware of their location and be instructed on the use of the equipment or the appropriate action they should take to obtain help

When an Employee while at work sustains an injury, it must be reported immediately to the Supervisor or in his/her absence to a member of the Ministerial Staff so that appropriate assistance for the employee and appropriate documentation for Workers Compensation can be handled. Failure to report accidents is a serious matter as it may preclude an employee’s compensation under Worker’s Compensation Insurance.

- **Immigration Laws** – First Baptist Church of San Saba, Texas will adhere to all current laws and regulations concerning the employment of immigrants and will not knowingly employ anyone that does not have a legal right to work in the United States. Each applicant must have appropriate and current documentation to be considered for employment.
- **Political Activity Guidelines** – First Baptist Church of San Saba, Texas recognizes that personal views and desires of individual Employees and Church Members might differ with respect to political and socio-political subjects or issues. Further, as a tax-exempt entity, the Church must comply with certain rules related to political activities. Accordingly, the Church has always followed the policy that it will not take a partisan position or participate in any political activities. The Church will not endorse any political candidate, make donations to any candidate’s campaign, engage in fund raising on behalf of a candidate, distribute statements supporting or opposing a political

candidate, or become involved in any other activities that may be beneficial or detrimental to any candidate. This policy is based upon the Church's expectation that each individual shall be free to hold and express such individual's own views and attitudes on such matters and each employee and staff member shall take care to comply with these guidelines and not permit their personal statements or views be construed as endorsement by the church.

The Church may choose to publicly support ethical or moral issues if that support does not endorse or denounce an individual candidate.

Any questions concerning the interpretation or application of the foregoing guidelines should be directed to the Senior Pastor (or his designee) or to the Personnel Committee.

- **Staff Confidentiality** – The purpose of this policy is to facilitate effective ministry at First Baptist Church of San Saba, Texas by ensuring appropriate confidentiality.

As a staff member of the Church, you may be provided with and/or have access to certain privileged, confidential, and/or personal information regarding church operations or individual members. Such information is considered confidential and may not be disclosed except in furtherance the Church's mission and vision.

Confidential information shall include, but not be limited to any and all correspondence, litigation records, financial records, notes memoranda, data, ideas, processes, computer databases, personal information, policies, human resources details, sensitive communications, procedures, minutes of meetings, member's personal information, and any other information of any nature in the possession and control of the Church that has not been published or disclosed to the congregation.

All confidential information whether prepared by the employee or otherwise coming into his or her possession shall be the exclusive property of the Church.

All staff members shall protect confidential information from accidental and unintentional disclosure by taking reasonable actions to protect printed and digital files with appropriate locks and passwords.

- **Conflict of Interest** – First Baptist Church of San Saba, Texas expects each employee to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the positions for which they are hired. Activity or business dealings that appear to create a conflict between the best interests of the church and an employee are unacceptable. Although it is not possible to specify every action that might create a conflict of interest, those that most frequently present problems are listed here:

**Financial Interest in Other Businesses** – An employee and his/her immediate family may not own or hold any significant interest in a supplier or vendor doing business with the church except where such ownership or interest consists of securities in a publicly owned company and those securities are regularly traded on the open market.

- **Social Media Policy** can be a powerful tool that allows the Church to connect with people through an online community. Staff members are seen by our members and outside parties as representatives of the Church. The following policy can help you uphold your integrity and that of the Church when using your personal and Church social media accounts:
  - Represent God, not just yourself.
  - Make sure your communications are above reproach.
  - Express your opinions in a clear, loving, and logical way when engaging in dialogue with others.
  - Remember that what you say is a reflection of the Church and Jesus Christ, even when you provide disclaimers.

**Remember to follow these legal guidelines:**

- Always obtain permission before posting photos of people or other copyrighted materials like video and music clips.
- Online postings are not private and can remain in the public sphere for long periods of time. Therefore, be careful not to publish any information that is confidential or proprietary, even if privacy settings are enabled.
- Avoid identifying and discussing others, especially personal information such as contacts and email or details like hospitalizations, deaths, health issues, or counseling engagements including Church members, visitors, or staff without permission.
- Make sure what you share is ready for public consumption. Remember to follow the Staff Confidentiality Policy

### **SECTION III. ORGANIZATION AND JOB PROCEDURES**

In accordance with the *First Baptist Church of San Saba, Texas Constitution and Bylaws* the Church will employ only the staff that is needed to carryout its mission. The *Bylaws* provide the detail for the selecting, calling or recall of the Senior Pastor.

**Organization Structure** – The Personnel Committee serves as liaison between the membership and the paid staff in matters relating to personnel, administration and management. The Senior Pastor shall provide the leadership and supervision of all the staff workers either directly or

through designees. The staff will be organized in a manner that is deemed best to achieve the Church's mission and may be changed from time to time as people, jobs and needs change.

- **Job Classifications** - Jobs are classified according to the duties and responsibilities of the position and whether they meet the tests for exemption from the Fair Labor Standard Laws. A brief description of the job classifications are:
  1. Ministerial Staff - These positions require that the incumbent be a dedicated Christian that endorses the faith statements and core values of First Baptist Church of San Saba, Texas. They may or may not be licensed, commissioned or ordained but must be serving in a ministerial capacity. Ministers may receive certain benefits that are not offered to employees in other classifications. The incumbents in these positions are exempt from the Fair Labor Standards Act and are considered to be “self-employed” by the Internal Revenue Service.
  
- **Employee Categories** – Based on the conditions of employment, employees of First Baptist Church of San Saba, Texas are grouped in one or more of the following categories:
  1. Regular Employee – An employee who works for an indefinite term in a position that is on-going and approved by the Church membership. Regular Employees are eligible for paid time off and certain benefits.
  2. Temporary Employee – An employee that is hired for a specific project or for a specific period of time, such as seasonal projects or replacement for a Regular Employee that is on leave. Temporary Employees may be hired directly by the Church or through a temporary placement agency. They may be Full-Time or Part-Time but are not eligible for paid time off or other benefits.
  3. Full-Time Employee - An employee who works a minimum of 36 hours each week. They may also be considered a Regular or Temporary Employee.
  4. Part-Time Employee - An employee who works less than 36 hours per week. They may also be considered a Regular or Temporary Employee.
  5. Interns - An Intern is an individual hired to learn a specific profession while in the process of pursuing their degree. The terms and conditions of the internship will be dependent upon both the needs of the church and the needs of the intern with the intent that where possible, the internship will meet the conditions set by the university so as to allow the student to receive credit for his/her work. Interns are not eligible for paid time off or other benefits.
  
- **Job Descriptions** – A description of the duties and responsibilities of each position will be prepared by the supervisor and approved by the Personnel Committee. The preferred job description is a broad general overview of the duties and responsibilities that are

anticipated for the position that is useful in defining and filling the position. It is not intended for the Job Description to be a complete list of detailed tasks to be performed by the employee. A file of current job descriptions will be maintained in the *First Baptist Church of San Saba, Texas Operating Procedures*.

- **Employment Procedures** – A new position at First Baptist Church of San Saba, Texas will be created only after careful consideration by the staff, the Personnel Committee, the Finance Committee and approval by the Church Membership in accordance with the Church *By-Laws*. Once a new position has been created or an existing position is vacated, it will be the responsibility of the Personnel Committee to hire a qualified person to fill the position. When hiring a Ministerial person the Personnel Committee will work with the Senior Pastor (or his designee) and the Nominating Committee to form a Search Committee to screen and recommend a qualified candidate. At least one member of the Search Committee shall be a member of the Personnel Committee. Upon approval of the Senior Pastor (or his designee) and Personnel Committee the candidate will be presented to the Church for approval in a special called business meeting. When filling all other positions, the final approval rests with the Senior Pastor (or his designee) and the Personnel Committee.

Every effort will be used to control the number of employees needed to fulfill the church's mission; therefore, when an approved staff position becomes vacant it will be filled only after a review by the Personnel Committee confirms that the need for the position still exists.

- **Termination Procedures** – An employee may voluntarily terminate or resign his or her employment at any time and for any reason by giving notice to his or her immediate Supervisor. It is preferred, but not mandatory, that at least two weeks notice be given to aid in the transition of duties.
- A procedure for the recall of the Pastor is included in the Church *Bylaws*. Ministerial staffs are voted in by majority vote of congregation and must be voted out by majority vote of congregation. All other employees may terminate voluntarily or be terminated involuntarily. Employment is not for any specific time and may be terminated at will by the Church or by the employee.

#### **SECTION IV. COMPENSATION AND PAY PRACTICES**

First Baptist Church of San Saba, Texas will attempt to provide Full-Time Employees with a total compensation package that is fair, reasonable and competitive. The Personnel Committee along with the Stewardship Committee is responsible for establishing the salary structure for each position, for preparing and approving the compensation budget and for approving all changes to employee's pay, job classifications or benefits.



- **Office Hours-** The Church office will be open to the public from 9:00 a.m. to 12:00 p.m., and from 1:00 p.m. to 4:00 p.m. Individual employee's schedules may vary and are set by their immediate supervisor.
- **Work Week** - Work schedules for all employees will be established by their Supervisors and approved by the Senior Pastor or his designee. The nature of Church work frequently requires work schedules to be adjusted. When possible adequate advance notice will be given to the employee so that he/she can adjust their personal schedule.
- **Overtime** - Employees that are not exempt from the Fair Labor Standards Act (non-exempts) will be paid overtime at a rate of 1 ½ times their hourly rate for those hours worked in excess of 40 in a single work week. Time worked may not be moved between weeks nor will schedules be changed after the fact to avoid overtime pay. The employee's immediate Supervisor must approve all hours worked over the regularly scheduled hours in advance.
- **Pay Schedule - All employees will be paid in the middle and the end of each month.**
- **Workers Compensation/Social Security Payments** – Employees receiving salary supplemental payments from insured plans provided by the Church, such as Worker's Comp and Social Security Disability, will only receive regular compensation in an amount to provide the employee a full salary for the period involved.
- **Timekeeping Records** – Full-Time Exempt Employee's salary is based on a 36- 40 hr. week determined by the Personnel committee. Part-Time Employee's salaries are on a case-by-case basis depending on the hours required to perform their assigned duties not to exceed 35 hrs.
- **Non-Exempt Employees** will keep a record of all the hours they work in a workweek by utilizing the time clock provided. Since each employee is responsible for his/her own record keeping, honesty and truthfulness is essential for accurate payment for time worked. Incorrect time reporting is a serious matter that will result in disciplinary action.
- **Personnel Records**  
To ensure that the Church has the appropriate up to date information, it is extremely important that you notify your Supervisor and/or payroll of any changes in:
  - Name and/or marital status
  - Address and/or telephone number
  - Number of eligible dependents
  - W-4 deductions
  - Person to contact in case of an emergency

The Church will keep a personnel file on each employee. That file will contain such items as:

Application for employment and/or resume  
I-9 form  
Benefits related forms  
Payroll related forms  
Personnel information and Approval Forms (e.g. job title, classification, pay rate, benefits, signature, etc.)  
Performance reviews  
Background Check  
Personnel Policy Acknowledgement  
Other forms that may be required for the administration of pay or required by law

The personnel file will not contain any information that is not pertinent to the employment of the individual or that is not allowed by law. Medical related records would not be retained except for memos related to an individual's ability to do the job (return to work notices, work restrictions and/or accommodations).

Personnel files are confidential and subject to review only by the employee, the Senior Pastor, the Senior Pastor's representative, Associate Pastor, the direct Supervisor or active members of the Personnel Committee. Personnel reference requests for former employees will be limited to confirming their period of employment, the position employed and eligibility for rehire.

## **SECTION V. PERFORMANCE GUIDANCE**

The Church's philosophy on measuring job performance is based on the concept that improvement of an individual's job performance will be beneficial both to the individual and to the Church. The primary purpose of each job is to aid the Church in achieving its mission. To the extent that individual job performance can be improved by reviews and processes designed for that purpose then it is good stewardship to have such processes. Unfortunately, there is no one process that will fit all situations and be effective with all leadership styles or personalities. Therefore, the Church has established the following guidelines that will apply to all processes used to measure performance.

- **Job Performance Reviews**

1. Each Ministerial and Non-Ministerial Staff Member (Full and Part-Time) will have a performance review at least once each year. More frequent reviews may be needed where job conditions change or unsatisfactory performance exists. Ministerial Staff shall be evaluated by the Senior (or his designee). The employee's immediate Supervisor shall evaluate all other employees.
2. The process used in conducting that review might vary from year to year depending on the processes currently favored by the Supervisors/Ministers and Personnel Committee.

3. The objective of the review is to improve individual job performance, and communication between supervisor and employee, so the process should be a constructive and positive experience for both individual and reviewer.
4. An employee may be terminated for unsatisfactory performance at any time after issuance of an unsatisfactory performance appraisal.
5. All documentation of job performance reviews will be shared with the individual before becoming a part of their personnel file. An employee may attach a rebuttal if they feel the review does not fairly describe their performance.
6. The performance review is also meant to provide objective criteria on which salary increases can be based.

- **Employee Grievance**

All employee problems or misunderstandings should be discussed fully with the employee's immediate Supervisor. If the Supervisor is unable to resolve the problem, it should be discussed with the Senior Pastor (or his designee), and then, if still unresolved, with the Personnel Committee

- **Staff Recognition**

The Personnel Committee will recognize every 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, etc. employment anniversary. The Manager/Supervisor of the employee to be recognized has the responsibility to notify the Personnel Committee of the upcoming anniversary. Funds required to implement these activities will be budgeted as needed.

## **SECTION VI. TIME OFF**

### **Full-Time:**

- **Vacation** – Full-Time Employees, are eligible to accrue vacation based on the following schedule:
  - Two weeks during each calendar year for Full-Time (36 hours or more).
  - If a candidate has at least 5 years of experience and is applying for a position with the First Baptist Church San Saba, the candidate may negotiate with the Personnel Committee for additional vacation days not to exceed 3 weeks.
  - Three weeks after (5) years of employment.
  - During the first year of employment, Non-Ministerial Staff may take vacation after 6 months of employment; Ministerial Staff may take vacation after 3 months of employment.
  - 8 hours of sick leave a month for all Full-Time Employees after 30 days of employment. Sick leave does not accrue from year to year.

All vacation time and conferences will be computed by calendar year. During the first year of employment prior to January 1, vacation will be allowed on a pro-rata basis to the extent described above. Vacation for Ministers will include one Sunday for each week of vacation. Vacation time will not carry over from year to year.

*\*Revised 12/13/17*

Vacations of Ministerial Staff must be approved in advance by the Senior Pastor (or his designee). Vacation of Non-Ministerial staff must be approved in advance by the direct supervisor. Vacation of the Pastor must be approved in advance by the Chairman of Deacons (or the Personnel Committee in his/her absence).

**Part-Time:**

A vacation week for eligible Part-Time Employees will consist of the same number of days that they are normally scheduled to work but in no event will it be greater than the ratio of their scheduled work days is to that of a Full-Time Employee.

Employees leaving Church employment by retirement or resignation will be paid for any unused vacation. Employees leaving employment during the first year of employment or who have been terminated for cause will not be eligible for vacation pay.

- **Holidays** - The Church will observe the following holidays and the offices will be closed:
  - New Year's Day
  - Good Friday
  - Memorial Day
  - Independence Day (4<sup>th</sup> of July)
  - Labor Day
  - Thanksgiving
  - Day after Thanksgiving
  - Christmas Eve
  - Christmas Day

When the holiday occurs on a Saturday, the preceding Friday will be observed as the holiday. When the holiday occurs on a Sunday, the following Monday will be observed as the holiday.

Ministers and other Full-Time Staff Members that must be present for services scheduled on the day that a holiday is observed may select another day to observe the holiday. Their selection must be approved in advance by their Supervisor or responsible Pastor.

Part-Time Employees will be given the paid holiday only when the observed holiday falls on their regularly scheduled workday.

An absence disrupts the work routine for everyone and it is important that the following procedures be followed when requesting pay from your Personal Leave bank:

- Notify your Supervisor as soon as you are aware that you will be absent. Give advance notice when possible; if advance notice is not possible call the Supervisor directly. Do not depend on someone else to convey your request.
  - When requesting Personal Leave you must give the reason and the estimated length of your absence. Extended personal and family illnesses may require you to provide a doctor's explanation.
  - Requests for Personal Leave will not be granted from less than one half of a scheduled work day. Absence for time less than one half day will be at the discretion of your Supervisor.
  - Personal Leave is not intended to supplement vacation or holiday time off. Days requested adjacent to holidays and vacations may require additional justification.
- **Death in the Family** - Time off will be allowed in the event of the death of a member of the immediate family, which includes spouse, children, grandchildren, stepchildren, parents, stepparents, grandparents, brothers/sisters or in-laws. The amount of time off allowed will be dependent on the circumstances of the death, distance to travel, family situation, etc. No more than five (5) days will be permitted for each incident. Advance approval is required by the Senior Pastor or his designee.
  - **Weather Conditions** – When weather conditions make travel on streets hazardous, First Baptist Church of San Saba, Texas will follow the practice of the San Saba Independent School District and close the office and buildings. Employees will receive full pay for time missed.
  - **Maternity Leave** - For purposes of maternity leave, it is the policy of the Church to allow up to a total of 6 weeks of unpaid leave for the birth of and bonding with a newborn child. This policy will also apply to the adoption of a child. The employee will be required to use all accrued unused sick leave during the 6 week leave period. In addition, the employee must use all but one week of earned vacation time before taking any time off as unpaid during the leave. The leave of absence may be extended beyond 6 weeks for medical necessity. Medical necessity must be documented by a Physician.
  - **Jury Duty** - Full-Time Employees who are required to serve Jury Duty will be paid their regular scheduled pay for the days they are absent for Jury Duty up to a maximum of 10 days per year.
  - **Ministerial Staff Time Away** - The Ministerial Staff will be allowed time away from the church for the following reasons:
    - Attendance at conventions, conferences, and continuing education events.
    - Leading in conferences, revivals, etc.

All Full-Time Staff will be allowed fourteen (14) days, and two (2) Sundays, each year to participate in any of the above listed activities. Part-Time Staff time away for the above listed activities will be at the discretion of the Pastor.

## **SECTION VII. EMPLOYEE BENEFITS**

**Benefit Plan** - The FIRST BAPTIST CHURCH OF SAN SABA, TEXAS Benefit plan for Full-Time, (Ministers and Non-Ministers) is designed to provide the Full-Time Employee an opportunity to participate in programs that will provide financial security to themselves and their families. The FIRST BAPTIST CHURCH OF SAN SABA, TEXAS Benefit Plan has the following parts:

- Savings for Retirement
- Insurance Supplement (amount is based on recommendation of Personnel and Stewardship committees).

**Eligibility** - All Full-Time, of First Baptist Church of San Saba, Texas are eligible to participate in the FIRST BAPTIST CHURCH OF SAN SABA TEXAS Benefit Plan. A Full-Time Employee must work 36 or more hours per week on a scheduled basis. Temporary and Part-Time Employees are not eligible for benefits even if they work 36 or more hours a week on a non-regular basis.

- **Savings for Retirement** - Eligible Full-Time of First Baptist Church of San Saba, Texas are eligible to participate in The Church Annuity Plan designed and administered by GuideStone Financial Resources of the Southern Baptist Convention. This plan is a tax-sheltered (TSA) or Internal Revenue Code Section 403(b) plan that has been developed for persons in a paid Ministerial or Non-Ministerial position with a Church or association that is recognized by the State Baptist Convention.

First Baptist Church of San Saba, Texas will contribute monthly an amount \$100.00 to Ministerial Staff's account in The Church Annuity Plan. The contributions will be invested as directed by the employee and is immediately vested in their account.

Eligible employees may make additional pre-tax contributions to The Church Annuity Plan in accordance with the plan and federal guidelines.

**Insurance Supplements:** - First Baptist Church of San Saba, Texas will contribute monthly an amount \$500.00 to Ministerial Staff's TASC account to help offset health insurance costs.

The selection of benefits, the provider of benefits, and the portion of the premium that the Church will pay is the responsibility of the Personnel Committee in conjunction with the

Stewardship Committee of First Baptist Church of San Saba, Texas. The committee also reserves the right to modify and/or discontinue the plan at any time.

**Personnel Policy Manual of First Baptist Church of San Saba, Texas  
ACKNOWLEDGEMENT FORM**

**I have read and understand the First Baptist Church of San Saba, Texas Personnel policies and procedures. I accept these policies and procedures. I agree to abide by and follow them.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20( )

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

**First Baptist Church San Saba, Texas**  
**Associate Pastor**  
**Job Description**

**Principal Function:** The Associate Pastor works under the general supervision of the Pastor and assists in providing leadership in administration, pastoral care, and manage the facilities as the church may require.

**Job Classification:** This position is an exempt (salaried) and full time position.

**Responsibilities:**

- Work with the Senior Pastor in planning, conducting, and evaluating a comprehensive plan of business operation for the church.
- Serve as purchasing agent for the church.
- Direct the maintenance program of the church; work with the appropriate committee to establish a maintenance schedule and a housekeeping schedule.
- Work with program organization leaders, the planning committee and architects on projecting and evaluating need for additional buildings.
- Work with the leaders of church organizations and age divisions to assign classrooms and church facilities for regular meetings and special activities.
- Annually evaluate the insurance needs of the church, in cooperation with the Stewardship committee.
- Annually review wage and salary structures, personnel practices, and fringe benefits and make recommendations to the Personnel Committee.
- Meet with the Stewardship Committee, as annual budget is prepared. Serve in the visitation of prospects, and hospitalized members, assist in counseling, performing weddings and funerals when needed.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Be familiar with and follow the established personnel policies and procedures.
- Perform other duties as assigned by the Pastor or his designee.

**Requirements: Knowledge, Skills, Abilities:**

The position of Associate Pastor requires:

- A high school diploma.
- A college degree and or seminary degree preferred.
- A personal conviction of calling to the pastoral ministry.
- Ability to listen effectively and to communicate clearly, both orally and in written form.
- Quality leadership skills.



- Basic ability to use computer software, such as Word, Excel, PowerPoint, and e-mail.
- A commitment to biblical Christian principles and teachings both professionally and personally.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described.

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Signature

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Date

**First Baptist Church of San Saba, Texas**  
**Minister of Youth**  
**Job Description**

**Principal Function:** The Minister of Youth works under the general supervision of the Pastor.

**Job Classification:** This position is a non-exempt (salaried) Full-Time position.

**Responsibilities:**

- Serve as Director of the Youth Sunday School Division and lead the youth Sunday School in an effective program of outreach, teaching, and ministry.
- Serve as a resource person for Youth Discipleship Training activities,
- Recruit, train, and guide volunteer youth workers.
- Keep abreast of denominational youth ministry emphases and lead youth participation as needed or helpful.
- Lead in providing a program of fellowship and other activities for youth that will meet their spiritual and social needs,
- Provide ministry to parents of youth through seminars and other opportunities.
- Serve as a minister to youth and their parents providing spiritual counsel and support to them.
- Make budget recommendations to the Budget/Finance Committee regarding the youth ministry.
- Responsible for managing the funds identified in the annual church budget for support of the youth ministry program.
- Lead by example through active personal involvement in Bible study, prayer, outreach, contact to members, expressions of appreciation for good efforts, etc.
- Be familiar with and follow the established personnel policies and procedures.
- Other duties as assigned by the Pastor or his designee.

**Requirements:** Knowledge, Skills, Abilities:

- A high school diploma.
- A college degree or seminary degree preferred.
- 2 years of experience in a youth church staff or other youth-related position.
- Requires exceptional speaking skills and the ability to speak confidently before groups.
- Requires quality leadership and administrative skills.
- Requires basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.

- Requires commitment to biblical Christian principles and teachings both professionally and personally.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**First Baptist Church of San Saba, Texas**  
**Minister of Pre-school & Children/Office Manager**  
**Job Description**

**Principal Function:** The Minister of Preschool & Children/Office Manager is responsible to the Senior Pastor for the development and promotion of a comprehensive program of religious education for children, birth through the sixth grade. Additionally, this position is responsible for overseeing day-to-day aspects of the church office.

This position works with the Pastor, Administrator, and Youth Minister in planning and directing the children/preschool program and ministries of the local church; and will also coordinate with all the church staff in planning, scheduling, and directing the children/preschool program and ministries of the local church.

**Job Classification:** This position is an exempt (salaried) and full time position.

**Responsibilities:**

- Coordinate the preschool and children's educational program in Sunday School, Children's Church, AWANA (assisting current leadership), and Vacation Bible School.
- Enlist, train and develop leadership for the various organizations in the preschool and children's area.
- Lead the workers in this area in a systematic program of visitation.
- Plan and conduct special projects for children such as retreats, camps, social activities, summer programs, etc.
- Administer any activities or special events needing the nursery or childcare.
- Supervise all paid child-care personnel.
- Prepare and administer the childhood education budget.
- Keep up-to-date on the latest materials and methods in preschool and children's work.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Serve as staff advisor for church committees as assigned by the Senior Pastor.
- Maintain the church calendar.
- Maintain all areas of the church's music ministry, including ordering music, copying, filing, typing and copying rehearsal/service orders, preparing music for all praise team members, as well as for special services/concerts/events. Also assist Music Minister in scheduling praise team members (several of these day-to-day responsibilities are currently being handled by a music ministry assistant).
- Be familiar with and follow the established personnel policies and procedures.
- Perform other duties as assigned by the Pastor or his designee.

**Requirements: Knowledge, Skills, and Abilities:**

- Requires a high school diploma.

- Prefer a college degree.
- Prefer 5 years of experience in working with children on a church staff or other child-related position.
- Requires the ability to listen effectively and to communicate clearly, both orally and in written form.
- Requires an understanding of the special needs and learning styles of children and an apparent love for them.
- Requires basic ability to use computer software, such as Word, PowerPoint, etc.
- Requires commitment to biblical Christian principles and teachings both professionally and personally.
- Requires sufficient good health to discharge duties properly.
- Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described.

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Signature

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Date

**First Baptist Church San Saba, Texas**  
**Minister of Music**  
**Job Description**

**Principal Function:** The Minister of Music is responsible for assisting the church in planning conducting, and evaluating a comprehensive music ministry.

This position works with the Pastor in planning and directing the music program and ministries of the local church. This position will also include oversight of the church Sunday school program.

**Job Classification:** This position is an exempt (salaried) and full-time position.

**Responsibilities:**

- Direct the planning, coordination, operation, and evaluation of a comprehensive Music Ministry, including selecting the music for worship services.
- Be aware of weddings and funerals to be held in the church.
- Be available to counsel, arrange and provide music for special projects, ministries, and other church-related activities in cooperation with appropriate individuals or groups.
- Direct music groups and congregational singing.
- Be responsible for enlisting and training leaders for the Church Music Ministry in cooperation with the church nominating committee.
- Work in cooperation with the appropriate persons, including the nominating committee, in selecting, enlisting, training, and advising song leaders, accompanists, and other musicians who serve in church program organizations.
- Coordinate the performance schedules of music groups and individuals in the functions of the church.
- Supervise maintenance of and additions to music library and equipment, including music materials, supplies, instruments and other music equipment for use in the church's program.
- Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
- Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
- Prepare an annual budget to be recommended to the Budget Planning Committee. Comply with all established church policies and procedures as well as all applicable federal and state laws.
- On occasion be available nights and weekends for music ministry events as well as to work with the pastor in making emergency pastoral care visits as needed.

- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Serve as Staff Advisor for church committees as assigned by the Pastor.
- Oversee the church's Sunday School program to equip teachers, add classes, and expand the number in the Sunday School program.
- Perform other duties as assigned by the Pastor.

**Requirements: Knowledge, Skills, Abilities:**

The position of Minister of Music requires:

- A high school diploma
- A college degree
- Ability to play at least one musical instrument.
- Ability to listen effectively and to communicate clearly, both orally and in written form.
- Exceptional speaking skills and the ability to speak confidently before groups.
- Quality leadership and administrative skills.
- Basic ability to use computer software, such as Word, PowerPoint, Excel, and Outlook.
- Commitment to biblical Christian principles and teachings both professionally and personally.
- Requires passing criminal, financial and sexual misconduct background checks.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

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Signature

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Date

**First Baptist Church of San Saba, Texas**  
**Media Director**  
**Job Description**

**Principal Function:** The Media Director works under the general supervision of the Pastor or his designee. The Media Director oversees the use of technology and graphics to help achieve the purpose of First Baptist Church of San Saba, Texas.

**Job Classification:** This position is a non-exempt, part-time position (24 hours weekly).

**Responsibilities:**

- Technical production for worship service (video, media, lighting, audio).
- Recruit, train, and schedule volunteers to help in the technical production for the worship service.
- Development of web content including blog posts, social media, streaming of service, and website updates.
- Design graphics for sermon series.
- Creation of sermon slides for the worship service.
- Graphic design for advertisements including newspaper, website, mail-outs, banners, social media, and others as requested.
- Creation of bulletin each Sunday for the worship service with updated information, sermon notes, and prayer list.
- Technical production for special events (VBS, concerts, plays, weddings, funerals, etc.)
- Provide technical advice and guidance for design and technical issues to different ministerial areas.
- Troubleshoot any technical problems within the video, media, lighting, audio, or computer systems.
- IT support for staff.
- Be familiar with and follow the established personnel policies and procedures.
- Other duties as assigned by the Pastor or his designee.

**Requirements: Knowledge, Skills, Abilities:**

- High school diploma or equivalent.
- Degree in or media-related field, or at least 2-3 years experience in audio/video production.
- Experience and training in studio and production including lighting, audio and camera work.
- Experience and training in post-production work including non-linear editing, compositing, and motion graphic design.
- Proficient in programs like: Adobe Premiere, Adobe After Effects and Adobe Photoshop, and Final Cut



- Organized and able to manage multiple projects.
- Action-oriented and displays focus, passion and initiative.
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately.
- Works well with a team.
- Organized, creative thinker, and highly productive, working in a fast-paced environment.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

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Signature

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Date

**First Baptist Church of San Saba, Texas**  
**Financial Secretary**  
**Job Description**

**Principal Function:** The Financial Secretary maintains all financial records pertaining to the church using the church software. This person works under the general supervision of the Pastor and /or his designee. The Financial Secretary works closely with the Church Treasurer, Associate Pastor.

**Job Classification:** The position non-exempt (salaried) part-time employment.

**Responsibilities:**

- Receives, records, and reports funds from all sources and deposits them in bank accounts.
- Counts weekly offering from worship service in accordance with church procedure, and deposits the contributions in the bank as soon as possible.
- Maintains a running total of weekly contributions and budget requirements.
- Maintains confidentiality concerning all church contributions, recording them in the church software program, and sending quarterly individual statements to contributors. Sends yearly contribution statements to individuals not in the church software system, and letters for non-cash contributions. End-of-year statements are sent as soon as possible before January 31.
- Evaluates the legitimacy of all bills, under the oversight of the appropriate church officers. Prepares checks using church software with two signatures on each check. [Church officers authorized to sign checks are the Treasurer, Assistant Treasurer, and Associate Pastor.]
- Submits monthly reports to the Baptist General Convention of Texas with designated church contributions for cooperative missions and special missions offerings, i.e. Lottie Moon, Annie Armstrong, etc.
- Reconciles bank statements.
- Prepares monthly financial statements for the Stewardship Committee.
- Prepares financial statements for Quarterly Business Meetings.
- Maintains files of financial records.
- Assists Stewardship Committee and staff in preparing yearly budget.
- Runs payroll semi-monthly. Deposits payroll taxes electronically immediately following each pay period. Prepares quarterly 941 reports for Treasurer's signature. Prepares and submits W-2's, W-3's, 1096's and 1099's yearly. Collects W-4 and I-9 information from new hires and reports new hires to state within 20 days of initial employment. Collects W-9 information for contract labor individuals earning over \$600 per year. Keeps employee and pastoral information and records confidential and secure.
- Is available to attend the Stewardship and Audit Committee meetings to provide necessary financial information.
- Assists in answering the phone and welcoming people to the office.
- Be familiar with and follow the established personnel policies and procedures.

- Perform other duties as assigned by the Pastor or his designee.

**Requirements: Knowledge, Skills, Abilities:**

- High School diploma or GED, Associates degree in business or accounting or at least 5 years experience in a similar position.
- Possess an ability to work with staff in supporting ministry.
- Accounting/bookkeeping experience.
- Computer skills.
- Skills of administration and encouragement.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described.

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Signature

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Date

**First Baptist Church of San Saba, Texas**  
**Church Secretary**  
**Job Description**

**Principal Function:** The Church Secretary will coordinate all church office activity, effectively manages incoming visitors, phone calls, mail and other items as necessary.

**Job Classification:** The position non-exempt (salaried) part-time employment.

**Responsibilities:**

- Answer all incoming calls in a courteous, friendly and professional manner and react to the recipient politely and quickly.
- Serve as host to incoming visitors, offering coffee or other drinks that are available and announce their arrival to the appropriate party.
- Send follow up letters to first time visitors and post information to our computerized record-keeping system.
- Maintain the church database and keep accurate, up-to-date information.
- Monitor incoming and outgoing mail, ensuring accurate postage and compliance with office policy.
- Order office supplies and maintain supply room, adhering to office policies and budget guidelines.
- Coordinating with building facility manager and affected ministry team representatives to maintain church calendar.
- Assist various ministries with administrative functions to include coordination of volunteers for bulk mailings or other duties as assigned.
- Be familiar with and follow the established personnel policies and procedures.
- Format and print lesson notes for Wednesday night Bible Study including updated prayer list.
- Other duties as assigned by the Pastor or his designee.

**Requirements: Knowledge, Skills, Abilities**

- Administrative ability to organize clearly and communicate effectively.
- Proficiency in word processing, ability to multi-task in several areas and communicate effectively with multiple groups of people.
- Typing ability of 50 wpm desired, confidence in handling multiple phone lines, office traffic etc. Excellent Knowledge of English Composition and Punctuation
- Timely attendance with ability to vary schedule when needed. Normal working hours will be Monday –Thursday 9-4 with one hour for lunch.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described.

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Signature

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Date

## **First Baptist Church of San Saba, Texas**

### **Church Custodian**

#### **Job Description**

**Principal Function:** The Custodian will work under the general supervision of the Associate Pastor or his designee and have the overall responsibility for keeping all church buildings and property clean, prepared, and ready for use.

**Job Classification:** This position is a non-exempt (hourly) and part-time position.

#### **Responsibilities:**

- Specific work assignments and standards will be provided to the custodian by the Associate Pastor or his designee.
- Generally, the custodian is responsible for the following:
- Cleaning and waxing of floors as needed and vacuuming of carpets.
- Cleaning windows and dusting furniture.
- Cleaning bathrooms and restocking health and comfort items.
- Protecting buildings and property by insuring they are locked and secured when not in use.
- Minimizing utility expenses by careful use of heating and air conditioning.
- Inspection and minor repairs of building, furnishings, and equipment. Reporting major repair needs to the Facilities Manager.
- Have buildings ready for use in accordance with the schedule of activities or instructions provided by the Associate Pastor, Pastor, or his representative.
- Move equipment, furnishings, supplies, and materials from one building to another as needed.
- Maintain the church grounds and areas next to buildings.
- Fill baptistery and clean as needed.
- Be familiar with and follow the established personnel policies and procedures.
- Perform other duties as assigned by the Associate Pastor or his designee.

#### **Requirements: Knowledge, Skills, Abilities:**

- No degree necessary.
- Must be self-directed and able to complete all custodial duties with little to no supervision.
- Must be flexible and willing to adapt to varying schedules and level of work required as needed.
- Must be proactive, attending to messes and problems before they are brought up or requested.
- Must be familiar with general cleaning techniques and able to follow safety requirements.

- Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be willing to work weekends, evenings, and holidays as needed for events.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described.

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Signature

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Date

**First Baptist Church of San Saba, Texas**  
**Nursery Worker**  
**Job Description**

**Principal Function:** The Nursery Worker shall support the church's overall Children's Ministry; provide a safe, healthy, and loving environment for preschoolers. To meet the spiritual, physical, mental, emotional, and social needs of preschoolers and to provide a safe and nurturing Christian environment for children from birth through age four during church related functions. This position reports to and is supervised by the Children's Minister.

**Job Classification:** This position is a non-exempt (hourly) and part-time position.

**Responsibilities:**

- Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
- Become acquainted with each child and aware of his/her needs.
- Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping playing, working, health care, safety, etc).
- Cooperate in maintaining a happy atmosphere in which each child may come to know his/her limitations.
- Be familiar with and follow the established personnel policies and procedures.
- Work according to the schedule outlined by the Children's Minister.
- Maintain a clean and orderly room each day.
- Inform the Children's Minister of needed supplies, repairs, and materials.
- Make careful observations and written notations of significant behavior of children for whom you are responsible.
- Take advantage of discipleship training classes, workshops, and other training opportunities that relates to teaching preschoolers.
- Arrive 15 minutes prior to the nursery opening, and stay until all children are secured with a responsible adult.
- Work holidays that fall on Sunday, i.e. Christmas, etc. and may be asked to work additional hours during extra services.
- Communicate in advance, by phone to the children's minister any absences.
  1. Planned absences must be given two weeks ahead of time.
  2. In the case of last-minute illness, contact the children's minister by phone 1 hour prior to shift so a replacement or volunteer may be found.
- Perform other duties as assigned by the Pastor or his designee.

**Requirements:**

- High School diploma or GED or at least 2 years of prior experience in nursery.
- Experience in the care of children 0-3 years of age with the ability to adapt and interact with a variety of personalities/characteristics.
- Willing to submit to background check.
- Ability to work effectively in an environment with frequent interruptions and distractions.



- Ability to transfer weight up to fifty pounds, ability to stand, walk, sit, stoop, and kneel.
- Requires passing a background check.

I have read the above job description and agree to fulfill the responsibilities and requirements described.

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Signature

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Date



## **DIVISION IV: FACILITY USAGE POLICY MANUAL**



In accordance with the Church Constitution: Article I, Statement of Faith Marriage is a biblical institution established by God as described by Scripture. We believe the ideal for marriage is the uniting of one man and one woman in covenant commitment. Accordingly, this church's Pastors and staff will not solemnize or officiate in same-sex unions or marriages, nor will it's property, facilities, accommodations, goods, services, privileges or other resources be used for the purposes or celebrations thereof.

Use of the sanctuary is for the purpose of Worship and Bible study and will not be used for any secular events or activities. The Buildings and Grounds Committee in conjunction with the Pastor and or his designee will consider exemptions on a case by case basis.

#### **A. WEDDINGS**

1. All wedding dates, including rehearsals, must be cleared with the church office.
2. Unless either the bride, or groom, or the parents, or the guardians of either the bride or groom are members of the First Baptist Church at the time of the wedding is scheduled, the wedding is regarded as one of the non-members.
3. Members shall have preference of dates over non-members. However, once the church office has set a date for a non-member, the date will not be changed on request of the non-member.
4. A Use of Facilities form must be completed and approved in our weekly staff meeting in order to be considered. Deposit to be paid upon approval and the full amount to be paid two weeks prior to event.
5. Any arrangement for the Pastor, or other staff member, to officiate at the wedding ceremony shall be made directly between them and the member or non-member. At that time, a ***Calendar Request Form*** will be completed.
6. The member or non-member shall be responsible for securing the music and/or instrumentalist for the wedding ceremony.
7. Rice, or birdseed, shall not be thrown indoors or used in any manner, which would result in rice on the church floors. This policy applies to members as well as non-members.
8. The church, for weddings, will provide **No Nursery.**

#### **B. FUNERALS**

1. Members and Non-Members shall be allowed to use the facilities of the First Baptist Church for funerals at no cost.
2. Use of the facilities shall be at a time mutually agreed upon by the Pastor or his designee, the family, and the Funeral Director, and shall be cleared by the church office.
3. The Pastor, the family, and the Funeral Director shall mutually agree upon details of the funeral services, including music.
4. The church, for funerals, will provide **No Nursery.**

## C. POLICIES

### 1. **Charges:** (Payable at the Church Office when wedding is scheduled.)

Church Members	\$200.00	(Building use fee)
	\$100.00	(Damage deposit)
Non-Members	\$500.00	(Building use fee)
	\$200.00	(Damage Deposit)
Fellowship Hall	Members	\$50.00
	Non-Members	\$150.00 (\$50.00 deposit)

Sound technician \$150.00 hr. (Only qualified First Baptist staff are allowed to operate the church sound\video system).

Deposits are refundable after the Facilities Manager or his designee inspects the areas used for damage.

Arrangements for payment of Minister, Soloist(s), and/or Instrumentalist(s) should be made directly with them.

### 2. **Movement of Furniture:**

- a) Furniture in the Sanctuary and the Fellowship Hall will be moved only after approval of the Facilities Manager / Associate Pastor or his designee. First Baptist does not provide manpower for moving items.
- b) Movement of furniture in the sanctuary will be accomplished under the supervision of the Facilities Manager / Associate Pastor or his designee.
- c) After the wedding, Members of the wedding party will be responsible to return the furniture to its original position. (Failure to do so will result in forfeiture of the deposit).
- d) At **NO** time will the risers be moved from the stage.
- f) First Baptist Church does NOT provide video services or technicians.
- g) The parties shall provide manpower to move items only under supervision of the Facilities Manager or his designee.

### 3. **Conduct Inside Church Buildings:**

- a) No Smoking
- b) No alcoholic beverages

Adopted September 13, 2017

- c) No dancing or secular music
- d) No church property will be removed from the buildings
- e) An attitude of reverence for God's House will be maintained.

**4. Rice or Birdseed:**

To be used for throwing, will **NOT** be brought inside church buildings. Confetti will **NOT** be used anywhere on the church property.

**5. Music:**

The Member or Non-Member shall be responsible for securing singer(s) and/or instrumentalist(s) for the ceremony.

**6. Guest Ministers:**

A guest Minister from another Baptist Church, or another denomination, is welcome to officiate in the wedding ceremony; however, one of the church staff will assist with the facilities.

**7. Personal Valuables:**

The church will **NOT** be responsible for personal items such as wedding dresses, wraps, purses, silver, and glassware brought to the church; nor shall the church be liable for such items if lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

**8. Reception:**

If the wedding party needs a key to the Fellowship Hall, it can be obtained from the Facilities Manager. A \$5.00 key deposit is required.

The following signatures attest to the mutual agreement on arrangements, and conditions set forth herein.

Pastor or his designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Requesting Party \_\_\_\_\_ Date \_\_\_\_\_





## **DIVISION V: SAFETY POLICY MANUAL**



# TABLE OF CONTENTS

EMERGENCY TELEPHONE NUMBERS .....	2
OTHER IMPORTANT PHONE NUMBERS .....	2
INTRODUCTION .....	2
CHURCH SAFETY TEAM MEETINGS AND ELECTION OF CHAIRPERSON/FACILITY SAFETY DIRECTOR .....	2
CHURCH SAFETY TEAM MEMBERSHIP .....	2
REMOVAL OF A CHURCH SAFETY TEAM MEMBER .....	3
ROLE OF A SAFETY TEAM >>>>>>>> .....	3
Incident Coordinator .....	3
Medical Response Team Members .....	3
Safety Team Members .....	4
BUILDING EMERGENCY PROCEDURES .....	4
Leader Responsibilities .....	4
Medical Emergency .....	4
Fire and Smoke Emergencies .....	5
- If the Fire Warning Alarm Sounds .....	5
Building Evacuation Emergency .....	6
- If a Building Evacuation is Initiated .....	6
Tornado & Severe Weather Emergency .....	7
- If a Tornado Warning is Announced .....	7
- Tornado Safety Basics .....	7
Intruder/Active Shooter Emergency Action Plan .....	8
- Dealing with an Intruder/Active Shooter.....	8
- Warning Signs .....	9
APPENDIXES .....	10
# 1: Threats .....	10
# 2: Emergency Evacuation Maps – Shelter in Place .....	12
# 3: Emergency Evacuation Maps – Outside Triage .....	13
# 4: Injury/Incident Report.....	14
# 5: Building Emergency Systems .....	15
# 6: Conducting a Hazard Analysis .....	16
- Hazard Analysis Worksheet .....	17

## **EMERGENCY TELEPHONE NUMBERS**

**For All Emergencies Dial 9-1-1—Stay on the phone until help arrives.**

## **OTHER IMPORTANT NUMBERS**

Building Maintenance/Trustees: c/o Alvino Valdez (325) 205-9444

Pastor/Minister(s): Sam Crosby (325)372-7898

Associate Pastor: Alvino Valdez, (325) 205-9444

Medical Response Team Leader: Craig Whiting, MD (254)630-9072

Facility Safety Director: Greg McGregor (325)205-0506

Other Emergency Contacts: Marsha Hardy (325)372-8570 (San Saba County Emergency Management)

## **INTRODUCTION**

This Church Safety Policy Manual of the First Baptist Church of San Saba, Texas (the “Church”) is established pursuant to Division II, Article V (By-Laws) of the Policy Manual of the First Baptist Church of San Saba, Texas. The purpose of this Church Safety Policy Manual is to provide general guidance to members and leadership of the Church regarding emergency situations that might arise on Church property and to establish a volunteer Church Safety Team to assist in such emergency situations.

### **Church Safety Team Meetings and Election of Chairperson/Facility Safety Director**

The Church Safety Team shall meet at least once per year in the month of January in a called meeting in order to elect a Chairperson, who shall also serve as the Facility Safety Director. Election of said Chairperson shall be by nomination(s) from the floor followed by a majority vote of the safety team members present at the meeting.

Additional meetings for any other purpose necessary to support the readiness, skills, cohesiveness, and efficiency of the Church Safety Team shall be solely at the discretion of the Church Safety Team and/or as may be called by the Chairperson/Facility Safety Director.

### **CHURCH SAFETY TEAM MEMBERSHIP**

The Church Safety Team shall not be limited in number of members or by term limits and the Chairperson/Facility Safety Director may be elected to serve an indeterminate number of successive terms; however, safety team membership shall be limited to Church members only.

Those interested in joining the Church Safety Team should contact the Chairperson/Facility Safety Director. Prospective members shall be interviewed and screened by the Chairperson/Facility Safety Director and church staff. Background checks are required for prospective Church Safety Team members. If a prospective member holds a commission as a Security Officer, Texas License to Carry a Handgun, or Texas Commission on Law Enforcement (“TCOLE”) license, the Church may elect to forego background checks on such a prospective member prior to serving.

All Church Safety Team members, both present and prospective, should exhibit a Christlike attitude in all situations, objective and mature judgment, selflessness, and vigilance.

### **REMOVAL OF A CHURCH SAFETY TEAM MEMBER**

Serving on the Church Safety Team is voluntary and a member may resign from the team at any time for any reason. However, if circumstances or information come to the attention of any member of the Church, Church staff, or any member of the Church Safety Team, that would cause valid and good-faith concern about the fitness of a Church Safety Team member to continue serving, such concerns should be reported to the Chairperson/Facility Safety Director for review. If the results of the review indicate that removal of a Church Safety Team member is likely warranted, the Chairperson/Facility Safety Director shall temporarily suspend such member until a meeting of the ordained staff, chairman of deacons and the Chairperson/Facility Safety Director determines whether the member should be removed.

### **ROLE OF A CHURCH SAFETY TEAM**

The Church Safety Team is the first response when a situation arises at the Church needing immediate attention that requires a coordinated response to resolve.

#### **Incident Coordinator**

The Incident Coordinator shall be a member of the Church Safety Team and shall be assigned to fulfill such role on a rotating basis as needed and deemed appropriate by the Facility Safety Director. The Incident Coordinator on duty assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. The incident coordinator should immediately identify herself/himself to emergency agency personnel responding to an incident. Responsibilities include the following:

- Assigning duties to available safety team members, as needed, to confront the crisis.
- Ensuring that arriving first responders are informed of all critical information relating to the crisis.
- Ensuring proper emergency communication lines within our team and with outside agencies.
- Prioritizing resources to confront the crisis.

The incident coordinator may also be called upon by the emergency agency/agencies to aid in crowd control and building evacuation.

#### **Medical Response Team Members**

Medical response team members are members of the Church Safety Team who possess skills by virtue of education, occupational history, or training to assist in medical emergencies. The Responsibilities include the following:

- Providing first aid to those incurring a medical emergency until medical personnel with higher training arrives on scene.
- Conducting a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- Providing medical assistance and support until professional help arrives.

- Remaining in charge of a medical emergency situation until professional help arrives.

Medical response team members should immediately identify themselves as such to any personnel responding to the incident.

### **Church Safety Team Members**

The safety team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety team members know the location of approved tornado shelter areas in the building. Responsibilities include the following:

- Building evacuations—responsible for reporting to the incident coordinator that their assigned section has been cleared during an evacuation.
- Lock down/shelter in place procedures.
- Other intervention procedures as the situations dictate.
- Work in coordination with the building maintenance/trustees to minimize hazards.
- If available, maintain hand-held radios to coordinate with incident coordinator or other team members.

Safety team members should immediately identify themselves as such to any personnel responding to the incident.

### **BUILDING EMERGENCY PROCEDURES**

#### **Safety Team Member**

In the event of an emergency, safety team member responsibilities include the following:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly report a fire or smoke emergency using the 911 emergency numbers.
- Knowing the locations of the manual fire alarm pull stations in their area.
- Knowing the locations of the fire extinguishers in their area and how to use them.
- Knowing how to correctly respond to a fire warning alarm.
- Knowing the facilities lock-down/shelter in place procedure.
- Knowing designated shelter areas and precautions to take in the event of a tornado emergency.
- Becoming familiar with exit routes and knowing alternate exits to correctly respond to a call for an evacuation.
- Closing all opened doors as they evacuate an area.

#### **Medical Emergency**

Call 911 or other appropriate emergency response activation number. Be prepared to give the following information:

- Name and extension.
- Location.
- Number of injured.
- Nature of injury or illness.
- Remember to stay on the line until help arrives, if at all possible.
- Ensure someone is tasked to receive first responders and escort them to the location of medical emergency.

Note: Treat minor injuries from supplies in the first aid kits. The kits are located in the church secretary office and the central hallway between the sanctuary and fellowship hall.

While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

- Facilitate responding units to take control of situation.
- Emergency response team members will stand by to assist as needed

Regular CPR/First Aid training is recommended for all leaders, especially pre-school and Sunday School teachers.

### **Fire and Smoke Emergencies**

If you detect smoke and/or fire:

- Activate the manual fire alarm
- Initiate evacuation procedures for any occupants
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them. Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.

- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, stay behind the door in case you must quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the incident coordinator. (Note: The “all clear” should be initially issued by the Fire Department.)

### **Building Evacuation Emergency**

All leaders should know the emergency evacuation routes and procedures for the building, and their designated assembly area outside the building.

Parents and children should evacuate with their groups and parents pick-up their children from the designated assembly area after accountability is established for their group.

The designated assembly areas are located:

- The East Assembly Area is the open space adjacent to the GA-GA Ball pit;
- The North Assembly Area is the Methodist Church lawn East of their main entrance;
- The West Assembly Area is the grassy area West of the West Parking Lot;
- If you exit a South facing door, then go to either the East or West assembly area since it won't be safe to cross Wallace street due to arriving emergency vehicles.

If a Building Evacuation is Initiated, important “do’s” and “don’ts” are:

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- Close the door to classrooms and offices when the last person leaves.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- **Do not** return for coats, purses, briefcases, etc., after you have left the area.
- **Do not** smoke.



- **Do not** return to your area until the all clear signal is given.

Note: Ensure that planning between incident coordinators and disabled members occurs periodically to establish a procedure to assist each disabled person in evacuating. Emergency evacuation procedures should be provided to all members (e.g. in member orientations).

### **Tornado & Severe Weather Emergency**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A “tornado watch” status indicates that weather conditions are favorable for the development of tornadoes. The watch areas are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “tornado warning” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members, and visitors in the facility.

### **If a Tornado Warning is Announced**

When you hear the announcement for a tornado warning:

- Shelter in place by moving to a designated tornado shelter area immediately. Move quickly, but do not run.
- Assist disabled personnel in your area.
- Shelter in place until you hear an announcement from a member of the safety response team and/or a hand-held radio system station (if applicable) that it is safe to return to your area.

### **Tornado Safety Basics**

Tornadoes and tornado-producing weather conditions are common in Texas. Familiarize yourself with the basics of protecting yourself wherever you may be.

If you are indoors, the general responses to a tornado warning are:

- Move to an interior room or hallway away from windows; an interior restroom; or an interior stairwell.

- Warn others and encourage them to get to a safe location immediately.
- Move away from large expanses of unsupported ceilings, like the sanctuary.
- Move away from building perimeter area.
- If you are in an interior hallway, away from windows, crouch down as low as possible.
- If moving to a safer location in the building is not possible, get under a desk or table in an interior office.
- Once you've situated yourself in the safest place you can find, protect your face and head, and stay where you are until an all clear signal is given. (If circumstances change and new dangers are present, seek a different safe place.)

If you are outdoors, the general response to a tornado warning are:

- Move indoors to an interior room.

### **Intruder/Active Shooter Emergency Action Plan**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, the following procedures should be followed:

- Call 911.
- Safety team members shall follow directions to either neutralize the threat or protect congregation people near them. They shall communicate with the incident coordinator and law enforcement, once they arrive, to keep each other informed on the appropriate course of action. All church radios shall be switched to channel three (3) once law enforcement is notified of an active shooter.
- Congregation people who can't safely escape should barricade in the room they are in at the time of the threatening activity.
- Don't stay in open areas (like the sanctuary).
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If for some reason congregation people are caught in an open area, such as a hallway or sanctuary, you must decide what action to take:
  1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.

2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
4. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
6. Once law enforcement arrives, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

### **Warning Signs**

It must be stressed that if you have had contact with ANY INDIVIDUALS who display the following tendencies, that you may contact law enforcement, and certainly notify leaders in your organization:

- Threatens harm or talks about killing others.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Swears or uses vulgar language most of the time.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Frequently initiates domestic violence.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

Basic safety information specifically related to other disasters likely to occur in your area may be included here (i.e. flooding, hazardous material spills, etc.).

APPENDIX 1: THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

**Threat Checklist**

Complete this list if you receive a threat.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of caller:

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Caller's voice: (circle)

Male    Female    Adult    Youth

Estimate Age: \_\_\_\_\_

Black    White    Hispanic    Asian    Other: \_\_\_\_\_

Calm    Disguised    Nasal    Rapid    Accent: \_\_\_\_\_

Nervous    Angry    Sincere    Slurred    Loud    Excited    Giggling    Stressed    Crying

If voice is familiar, whose did it sound like? \_\_\_\_\_

Background Noise: (circle)

Music    Children    Typing    Airplanes    Machinery    Cars/Trucks    Other:

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Do not hang up! Obtain as much information as possible:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Method of activation: mechanical, clock, movement/chemical action?  
\_\_\_\_\_

- Method of deactivation? \_\_\_\_\_
- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

Call received by: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_

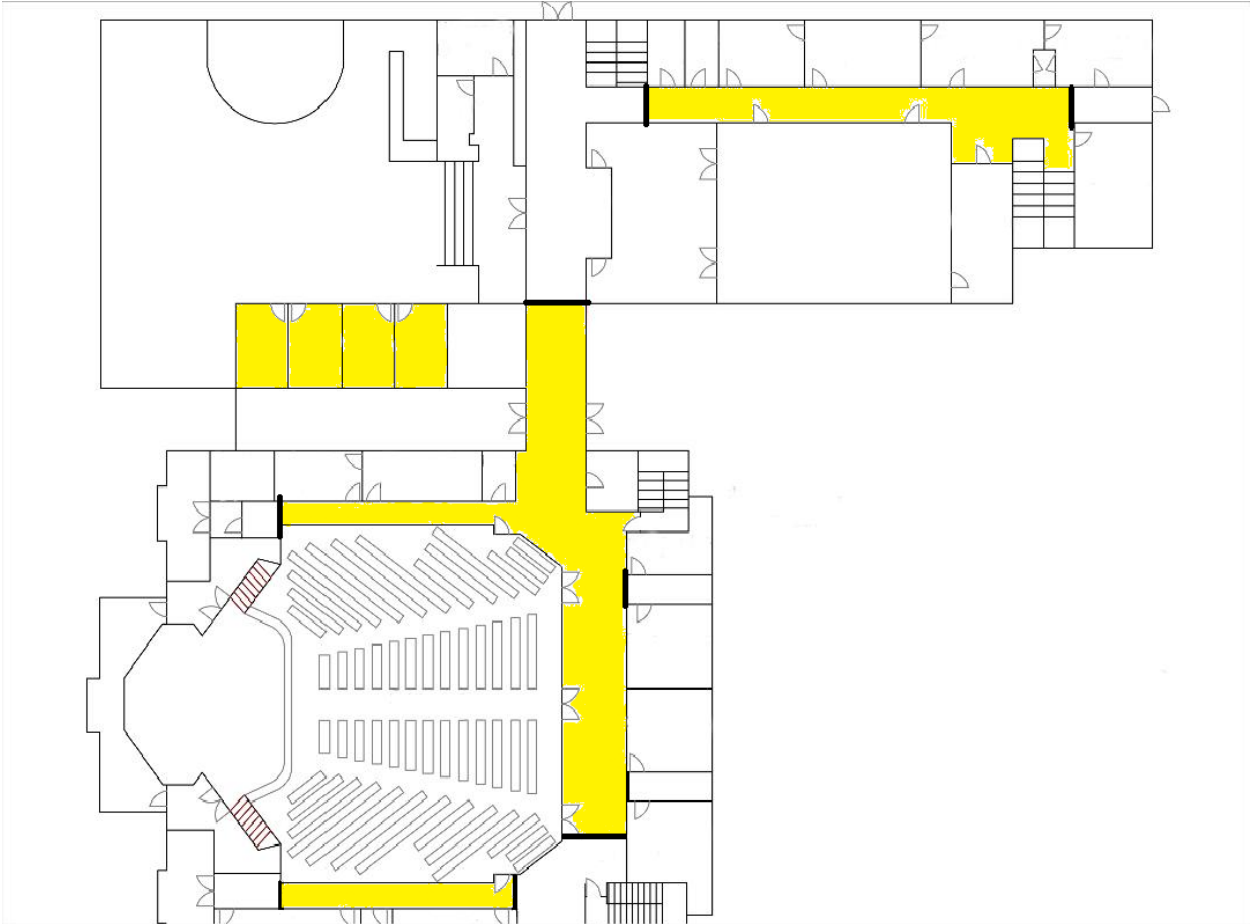
Note: In the event you receive a bomb threat:

- Call 911 immediately. Provide the following information:
- Identify yourself and state: "I have received a bomb threat."
- Give your office location and extension.

REMAIN CALM!

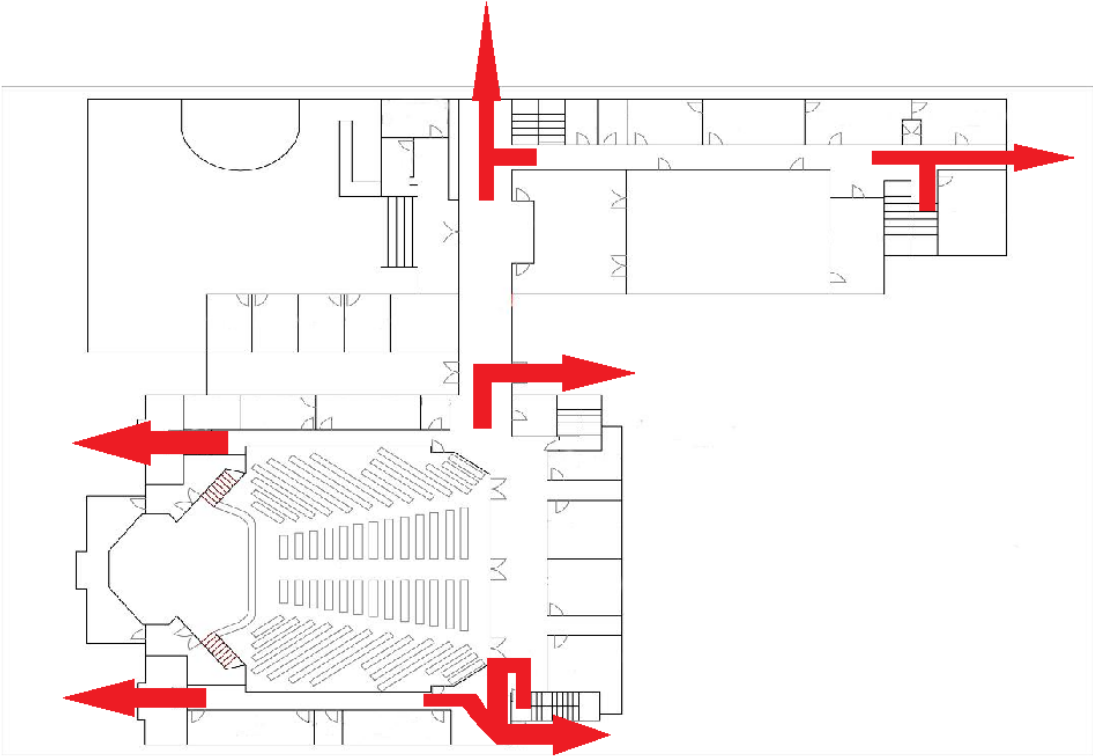
APPENDIX 2: EMERGENCY EVACUATION MAPS

The yellow areas are designated as tornado shelter areas. The ends of the hallways should be blocked by using classroom tables or desks. The yellow areas apply to the lowest level only, **not** the upstairs level!



APPENDIX 3: EMERGENCY EVACUATION MAPS

Fire evacuation routes.



APPENDIX 4: INJURY/INCIDENT REPORT

The following form is a sample that may be helpful should an injury occur during an evacuation or other emergency procedure. It is important to maintain accurate records of any injuries incurred during an emergency in case of insurance or liability questions.

Date: \_\_\_\_\_ Injured Person: \_\_\_\_\_

Completed by: \_\_\_\_\_

Where were you when injury occurred: \_\_\_\_\_

Description of injury and how it occurred: (Use back if more space is needed)

Witnesses: \_\_\_\_\_

Action Taken/Medical Treatment Provided:



## APPENDIX 5: BUILDING EMERGENCY SYSTEMS

This appendix may include information about the location of emergency equipment and information about warning systems for your particular site. Such systems may include, but are not limited to, the following:

### Fire/Smoke Detection and Warning

Recommended information: automatic sprinklers, location of fire extinguishers (including maps), lighting

### Emergency Power System

Recommended information: emergency power backup equipment

### Recognizing an Alarm System Warning

Recommended information: description of warnings (sound, light)

## APPENDIX 6: CONDUCTING A HAZARD ANALYSIS

**Purpose:** The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic.

**Starting Point:** A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

**Considerations:** Look at disasters or emergencies that have occurred in the community, for example: tornadoes, wind storms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and neighboring sites which might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

**Hazard Analysis Worksheet:** Using the worksheet on the next page, examine the listed hazards. List any other possible hazards that the site may face under the first column labeled "Hazards." Cross off any hazards that are not possible, for example, the onsite hazardous material incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

1. unlikely or low possibility 2. maybe or average possibility 3. likely or high possibility

In the next three columns labeled, "Employee Impact;" "Property Impact;" and "Economic Impact;" use a scale of 1 to 3. Using a scale of 1 to 3; estimate the possible impact of each hazard on the employees, property and business. Use a worst case scenario to estimate the probable impact.

1. low impact (few hours lost productivity, nick and scratch injuries, slight property damage.) 2. moderate impact (loss of wage, loss of short term productivity, serious bodily injury, moderate property damage.) 3. high impact (loss of employment, loss of life, destruction of property and business.)

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

**HAZARD ANALYSIS WORKSHEET**

Hazards Possibility	Employee Impact	Property Impact	Economic Impact	Total Possible Impact
Fire				
Tornado				
Severe Winter Storm				
Flooding				
Onsite Haz/Mat*				
Off-site Haz/Mat*				
Bomb Threat				
Civil Unrest				
Utility Disruption				

\* Haz/Mat means Hazardous Materials