

OPERATIONS MANUAL

TABLE OF CONTENTS

BUSINESS MEETINGS – GOVERNMENT.....	4
I. Parliamentary Rules.....	4
II. Moderator.....	4
III. Quorum.....	4
IV. Voting.....	4
V. Monthly Business Meetings.....	4
VI. Called Business Meetings.....	5
VII. Information Presented at Business Meetings.....	5
TEAMS.....	5
A. Chairperson Selection.....	5
B. Team Responsibilities.....	6
1. Audio/Visual Team.....	6
2. Audit Team.....	7
3. Backpack Buddies Team.....	7
4. Baptismal Team.....	7
5. Benevolence Team.....	8
6. Budget Planning Team.....	8
7. Building Upkeep Team.....	8
8. Children's Council.....	9
9. Community Schools Team.....	10
10. Constitution, By-Laws and Operations Manual Team.....	10
11. Finance Team.....	11
12. Decorating Team.....	11
13. Funeral Ministry Team.....	12
14. GroundsTeam.....	12
15. History Team.....	13
16. Homebound Team.....	13
17. Hospitality Team.....	14
18. Lord's Supper Team.....	14
19. Missions/Outreach Team.....	15
20. Nominating Team.....	15
21. Nursery/JAM Team.....	16
22. Prayer Team.....	16
23. Personnel Team.....	17
24. Response Team.....	17
25. Scholarship Team.....	17

26. Sports Ministry Team.....	18
27. Vehicle Team.....	18
28. Welcome Team.....	18
29. Young at Heart Team.....	19
30. Youth Council.....	19
SERVICES.....	19
I. Worship Services.....	20
ORDINANCES.....	20
I. Baptism.....	20
II. The Lord's Supper.....	20
PROGRAMS.....	21
I. Life Groups.....	21
II. Discipleship Training.....	21
III. Music.....	21
IV. Woman's Missionary Union.....	22
V. Men on Mission.....	22
VI. Children's/Student Programs.....	23
VII. Beulah Brake Media Library.....	23
FORWARD TEAM.....	23
CHURCH POLICIES.....	24
I. Inclement Weather.....	24
II. Fundraising.....	25
III. Weddings.....	25
IV. Memorial Bibles.....	25
V. Smoking.....	25
VI. Records.....	25
FINANCES.....	26
I. Accounting Procedures.....	26
II. Budget.....	26
III. Fiscal Year.....	26
IV. Bid Requirement.....	26
CHURCH PROPERTY.....	27
I. Property Holding.....	27
II. Use of Church Property.....	27
LICENSE AND ORDINATION TO THE MINISTRY.....	28
I. Licensure.....	28
II. Ordination to the Ministry.....	28
STAFF POLICIES.....	29
I. Personal Conduct.....	29
II. Pay Period.....	29
III. Salary Reduction Agreement.....	29

IV. Advance Salary.....	29
V. Vacation.....	29
VI. Holidays.....	29
VII. Sick Leave.....	30
VIII. Death in Immediate Family Leave.....	30
IX. Jury Duty.....	31
X. Conferences and Revivals.....	31
XI. Reimbursement Policy.....	31
APPENDIX.....	32
ABSENTEE BALLOT INSTRUCTIONS.....	33
CHILDREN’S PASTOR/CHILDREN’S DIRECTOR (PART-TIME) JOB DESCRIPTION.....	34
CHURCH BOOKKEEPER (PART-TIME) JOB DESCRIPTION.....	36
DEACON NOMINATION FORM.....	39
FACILITIES USE GUIDELINES.....	40
FELLOWSHIP HALL and FAMILY LIFE CENTER USE REQUEST.....	44
GUIDELINES for CHURCH-SPONSORED ATHLETIC TEAMS.....	46
LEAVE AUTHORIZATION.....	47
MEDICAL RELEASE and PERMISSION FORM.....	50
MEMBER PRICE AND EQUIPMENT LIST.....	52
MEMBER SPONSOR REQUEST FORM.....	56
MUSICIAN (PART-TIME) JOB DESCRIPTION.....	58
NON-MEMBER PRICE AND EQUIPMENT LIST.....	59
SALARY REDUCTION AGREEMENT.....	63
SENIOR PASTOR SEARCH TEAM RECOMMENDATION FORM.....	64
STUDENT MINISTRY INTERN (PART-TIME) JOB DESCRIPTION.....	65
STUDENT PASTOR/STUDENT DIRECTOR (PART-TIME) JOB DESCRIPTION.....	67
TRIP SHEET.....	70
VAN GUIDELINES.....	73
WEST EDGECOMBE BAPTIST CHURCH PERFORMANCE EVALUATION.....	75
WEST EDGECOMBE BAPTIST CHURCH WEDDING APPLICATION.....	79
WORSHIP PASTOR/WORSHIP LEADER JOB DESCRIPTION.....	82
ASSOCIATE PASTOR OF STUDENT MINISTRIES & OUTREACH.....	83

BUSINESS MEETINGS – GOVERNMENT

The government of this Church shall be congregational in nature and shall be vested in the active membership.

I. Parliamentary Rules

Robert's Rules of Order, Revised, shall be the authority for parliamentary rules of procedures for all business meetings unless specified differently in the By-Laws or Operations Manual.

II. Moderator

The Chairperson of the Deacons shall preside as Moderator. In his/her absence, the Vice-Chairperson of the Deacons shall preside. In the absence of the Chairperson and Vice-Chairperson of the Deacons, the Church shall elect a temporary moderator to preside.

III. Quorum

The quorum shall consist of those members who attend the monthly business meeting or a called business meeting.

IV. Voting

All questions shall be settled by a two-thirds (2/3) affirmative vote for matters that deal with the Constitution and By-Laws and by a simple majority vote for all other matters. The vote may be taken by rising, by show of hands, by voice, or by secret ballot. A secret ballot may be requested from the floor and approved by a simple majority vote.

Any vote on a motion that includes an unbudgeted or undesignated expenditure exceeding \$20,000 shall be postponed. The vote shall be taken on the motion at the next monthly business meeting. If the motion is made at a called business meeting, the vote shall be postponed for thirty (30) days.

These procedures shall be followed unless otherwise stipulated in the Constitution, By-Laws, or Operations Manual.

V. Quarterly Business Meetings

The Church shall hold quarterly business meetings **as approved by the Deacons.**

Team reports, motions, and resolutions shall be presented in writing to the Clerk.

Quarterly business meetings usually include:

1. meditation and prayer.
2. reading and approval of previous meeting's minutes.
3. reading and approval of Treasurer's report.
4. unfinished business – A motion to consider is not necessary. The matter is before the Church and shall be acted upon unless a motion to postpone is approved.
5. new business – It is the privilege of any member to present any matter or to make any motion which, in his/her judgment, should claim the attention of the Church.
6. Staff, Forward Team, Clerk, and Team reports.

VI. Called Business Meetings

The Church may conduct called business meetings to consider matters of special significance. Written notice shall be mailed to the resident members ten (10) days before this meeting unless the Deacons determine that extreme urgency renders such notice impractical. The notice shall include the subject, date, time, and place.

No items of business shall be considered in such meetings except the one matter for which the meeting is called.

Team reports, motions, and resolutions shall be presented in writing to the Clerk.

VII. Information Presented at Business Meetings

Information to be presented to the Church at monthly or called business meetings shall be approved by the Moderator prior to the meetings.

TEAMS

A. Chairperson Selection

Teams shall elect their own chairpersons. The first name listed on each team in the Church Directory of Officers and Teams shall be the person to call the meeting to elect its chairperson. This meeting shall be held by October 1. The newly elected chairperson shall notify the Nominating Team chairperson of his/her selection.

B. Team Responsibilities

1. Audio/Visual Team

Members assigned to Audio shall:

- A. turn the system on and check all microphones for volume level, including wireless ones, at least fifteen (15) minutes before scheduled rehearsal for Sunday worship services or special event/presentation begins or one (1) hour prior to a wedding/funeral service.
- B. arrange to meet, prior to Sunday worship services, any individual or group performing a special number to get proper microphone settings.
- C. monitor volume settings at all times.
- D. properly turn off all equipment.
- E. coordinate rehearsal times with the Worship Pastor/Worship Leader for seasonal music (i.e., Easter Cantata) presentations.
- F. contact the Chairperson as soon as possible if unable to fulfill assigned duties or switch with another member.

Members assigned to Visual shall:

- A. turn the system on making sure all cameras are on and computer is loaded with the video program.
- B. ensure all files are visually compelling to enhance the overall worship experience and are preloaded prior to Sunday worship services.
- C. play streaming music prior to Sunday worship services.
- D. monitor volume settings at all times along with the Audio Committee.
- E. ensure services are recorded.
- F. properly turn off all equipment.
- G. coordinate rehearsal times with the Worship Pastor/Worship Leader for seasonal music (i.e., Easter Cantata) presentations.
- H. contact the Chairperson as soon as possible if unable to fulfill assigned duties or switch with another member.

The committee chairperson shall:

- A. set up a schedule and provide each member with a copy.
- B. make sure members are properly trained.
- C. notify members of any changes in audio operations.

2. Audit Team

This team shall:

- A. audit the financial records of the Church annually in February and at other times deemed necessary.
- B. report findings in writing to the Deacons.

3. Backpack Buddies Team

This team shall:

- A. work collaboratively with a local school's guidance department to determine students in need of food.
- B. purchase backpacks (or other suitable containers) and food items.
- C. pack backpacks (or containers) weekly with food items to sustain identified students for the following weekend.
- D. deliver packed backpacks (or containers) weekly to the school during the school year.
- E. pick up empty backpacks (or containers) weekly from the school to be refilled.

4. Baptismal Team

This team shall:

- A. fill baptistry and adjust temperature.
- B. be present fifteen (15) minutes before baptismal service.
- C. place rugs on floor to catch water.
- D. assist baptismal candidate (holding his/her towel, helping him/her into and out of water, offering help in dressing, etc.).

- E. hang up rugs to dry, wipe water from floor, and drain baptistry after baptismal service.
- F. report any equipment problems to the Building Upkeep Team.

5. Benevolence Team

This team shall:

- a. discreetly receive and appropriately respond to requests and reports of persons with emergency needs for food, shelter, fuel, clothing, medical expenses, and similar needs within the Church family.
- b. refer persons to other service agencies that are supported by West Edgecombe Baptist Church (WEBC) when requests for needs are received from outside the WEBC family.

The chairperson or a committee designee shall report on activities of the committee at each monthly business meeting.

6. Budget Planning Team

This team shall:

- A. obtain written budget requests from Church teams, organizations, and staff.
- B. prepare a proposed Church budget, with an estimate of income and expenses, for the next calendar year.
- C. discuss and reach agreement with the Finance Team on the proposed budget.
- D. present the proposed budget to the Church at the November business meeting. The vote on the proposed budget shall take place at the December business meeting.

7. Building Upkeep Team

This team shall:

- A. regularly inspect Church facilities to ensure that they are suitable for use and in a safe, climate controlled, and clean condition.

- B. perform, supervise, or arrange for needed work approved in the Church budget.
- C. present contract proposals for needed work to Church Incorporation Officers.
- D. refer non-budgeted repairs or improvements to the Deacons for recommendation to the Church.
- E. maintain thermostats. This includes setting the date, time, and programs, as well as making seasonal system adjustments. Deacons and the Senior Pastor may adjust temperatures as needed.
- F. maintain On and Off times for all outdoor lighting.

The chairperson shall give a report on the general condition of Church facilities at each monthly business meeting.

8. Children's Council

This council shall:

- A. plan activities for children from Birth – Grade Six (6).
- B. notify children and parents of planned activities.

The chairperson shall:

- A. schedule quarterly meetings to plan events.
- B. notify council members of quarterly meetings.
- C. provide and explain approved Church budgeted funds for children's activities.
- D. maintain a current list of children who attend or are prospects for West Edgecombe Baptist Church.
- E. notify Awana leaders of planned activities ensuring there are no conflicts with activities of that organization.

The Children's Camp Team shall:

- A. select a summer camp and attendance dates for the following year by October 31.
- B. make reservations for an estimated number of summer campers by November 30.
- C. communicate camp dates, fees, and fundraisers to parents of eligible summer campers by January 31.
- D. secure required adult chaperones to attend summer camp.

- E. follow camp instructions for payment and required paperwork.

The Children's Fundraiser Team shall:

- A. select by January 1, a fundraiser and date(s) that should adequately provide financial support to summer campers.
- B. communicate to parents the selected fundraiser and date(s) by February/March 1 depending on the date that Easter falls.
- C. organize and oversee fundraiser, secure fundraiser workers, and develop a work schedule.

The Special Events Team shall:

- A. plan Bible-based Christmas and Easter activities and share Jesus with children who attend these activities.
- B. plan other activities approved by the Children's Council.

9. Community Schools Team

This team shall:

- A. serve as an outreach program designed to express appreciation to the teachers and staff of our community schools (G.W. Bulluck Elementary School, West Edgecombe Middle School, and SouthWest Edgecombe High School).
- B. remember the school's staff each month with a treat that is labeled with the Church's name along with an expression of our appreciation for their hard work and dedication to our students.
- C. sponsor an event for the staff of each school to celebrate the end of the school year.
- D. perform any other services to enhance the Church's relationship with our community schools.

10. Constitution, By-Laws and Operations Manual Team

This team shall:

- A. receive written recommendations for revision of the Constitution, By-Laws, or Operations Manual from Church officers, organizations, teams, staff, or individual members for study and evaluation.

- B. present proposed changes or additions to the Constitution, By-Laws, or Operations Manual to the Church at monthly business meetings.
- C. ensure that newly formed teams are listed in the By-Laws and that job descriptions are placed in the Operations Manual.
- D. review the Constitution, By-Laws, and Operations Manual annually.

11. Finance Team

This team shall:

- A. review and approve the proposed budget recommended by the Budget Planning Team prior to submitting it to the Church.
- B. exercise general supervision over the financial affairs of the Church.
- C. ensure that an audit of Church books is conducted in February by the Audit Team.
- D. have the authority to spend or approve expenditure of funds not to exceed \$500.00 for any needed unbudgeted item when funds are available.
- E. have the authority, under emergency circumstances that affect the safety, security, and comfort of the membership and when funds are available, to spend or approve the expenditure for any unbudgeted need. A full disclosure of such expenditures shall be presented in writing to the membership within thirty (30) days.
- F. review and approve proposed changes to the budget submitted by a team or organization during the year. Approved changes shall be presented to the Church for approval.

12. Decorating Team

Members of this team shall be responsible for the following responsibilities:

- A. decorating the sanctuary seasonally.
- B. ensuring that flowers are provided when needed.
- C. Church owned wedding items and assisting individuals desiring to use them
- D. keeping a list of suitable items needed by the Church.
- E. unpacking and placing requested wedding items in the sanctuary.
- F. cleaning and repacking used wedding items

13. Funeral Ministry Team

The committee chairperson shall be informed by the Senior Pastor:

- A. when a death occurs in the Church family or in the community.
- B. when a local Church or community family desires a meal on the day of the funeral.
- C. of a family's decision regarding a memorial gift.

The committee chairperson shall notify team members required to serve the needs of the bereaved family.

Members of this team shall be responsible for the following responsibilities:

- A. delivering a Memorial Bible to the funeral of any resident Church member
- B. delivering a Memorial Bible to the funeral of immediate family of a resident Church member provided the funeral is local. If the funeral is out of town, a Memorial Bible shall be delivered to the resident member/family. Immediate family includes a Church member's spouse, child, or parent.
- C. placing returned Memorial Bibles with a book plate in memory of the loved one in a sanctuary pew
- D. contacting Church members to provide needed food items
- E. turning in receipts for food purchased for bereaved family meals to the Church secretary for reimbursement
- F. assisting in any needed capacity, including preparing and serving bereaved family meals and cleaning up.
- G. requesting monthly balance of Memorial Gifts fund from Church secretary
- H. reporting on recently received memorial gifts at monthly business meetings
- I. updating Memorial Gifts book as needed. The book shall be housed in the Beulah Brake Media Library
- J. purchasing requested memorial item(s)

14. Grounds Team

Team members shall:

- A. regularly inspect Church grounds to ensure that they are suitable for use and in a safe and clean condition.
- B. perform, supervise, or arrange for needed work approved in the Church budget. This includes lawn maintenance.
- C. present contract proposals for needed work to Church Incorporation Officers.
- D. refer non-budgeted repairs or improvements to the Deacons for recommendation to the Church.

The team chairperson shall give a report on the general condition of Church grounds at each monthly business meeting.

15. History Team

This team shall:

- A. compile an accurate account of events important in the life of the Church during the previous Church year.
- B. present the history of the previous Church year to the membership on Homecoming Day.

16. Homebound Team

The chairperson and vice chairperson shall:

- A. secure team members to serve during the year.
- B. meet with team members in September to establish the person(s) who will visit each Homebound member and to discuss team guidelines.
- C. organize and direct team members and helpers.
- D. assign duties to team members.

The secretary shall report to the Life Groups Director the Homebound visits and activities at the end of each month.

The corresponding secretary shall send cards to Homebound members on their birthdays and on other special occasions.

Team members shall:

- A. visit on behalf of Christ and His Church each Homebound member at least once a month.
- B. minister to the Homebound member as the team member deems appropriate.

- C. deliver to the Homebound member *Mature Living* and any Church literature the team member deems appropriate.
- D. bring encouragement and comfort to the Homebound member through prayer, scripture reading, and Christian conversation.
- E. acknowledge each Homebound member's birthday as the team member deems appropriate.
- F. deliver fruit baskets, flowers, and other gifts on occasions to the Homebound member.

17. Hospitality Team

The team chairperson shall:

- A. supervise and manage all kitchen and food service areas where food is prepared and served for Church sponsored meals and socials.
- B. make arrangements for purchasing and securing food and beverages.
- C. keep cabinets stocked with an adequate supply of materials necessary to cook and serve a Church sponsored meal or social.
- D. coordinate team members when tables and chairs are required for Church-wide events.
- E. schedule team members to be present in the Visitor Center.
- F. contact team members as they are needed.

Members of this team shall be responsible for the following:

- A. assist the chairperson in any needed capacity related to Church-wide meals, socials, and other events.
- B. be present in the Visitor Center on scheduled Sundays.
- C. provide refreshments for visitors/members, if desired, and clean the Visitor Center after Sunday services.
- D. find a substitute if unable to be present for scheduled events.

18. Lord's Supper Team

The team chairperson shall:

- A. assign members to prepare the ordinance.
- B. buy necessary materials.
- C. launder communion cloths as needed.

Team members shall:

- A. assist in preparing the ordinance.
- B. gather, clean, and store equipment after each observance.

19. Missions/Outreach Team

This team shall:

- A. reach those outside the walls of our Church with the message and love of Jesus Christ through planned events and functions of the Church.
- B. develop mission strategies, initiate mission projects, and facilitate mission trips from our Church.
- C. educate the Church about mission/outreach work (local, associational, state, national, and international) and increase Church members' awareness of mission/outreach opportunities, including established Church ministry programs.
- D. support and develop opportunities that meet community needs while building relationships. Information shall be communicated to WEBC members to inform them of upcoming opportunities.
- E. set goals for and encourage giving to the Annie Armstrong Easter Offering for North American missions, the North Carolina State Missions Offering, and the Lottie Moon Christmas Offering for international missions.
- F. collaborate with other Church organizations to facilitate mission/outreach events each year.
- G. monitor and approve the use of budgeted mission funds and evangelism/outreach funds. Recommendations for expenditures exceeding \$2000 shall be submitted to the Deacons and Church for approval.
- H. meet quarterly with additional meetings as needed.

20. Nominating Team

The two rotating team members and the Chairperson of the Deacons shall secure nominations for directors of Life Groups, Woman's Missionary Union (WMU), and Men on Mission (MOM) to present at the May business meeting.

This team shall:

- A. prepare and post by July 1, a list of all Church positions (excluding Deacons) to be filled.
- B. publicize a designated sign-up period for Church members to volunteer for positions of service.
- C. review sign-up sheets and seek individuals to serve whose gifts, potential, and commitment match the requirements of the positions.
- D. present the slate of nominees for all Church positions at the August business meeting.
- E. recruit and nominate candidates to fill vacancies that occur during the Church year.

The team chairperson shall be responsible for initiating the Deacon Search Team in May of each year. (Refer to By-Laws, D. Nomination and Election for guidelines.)

21. Nursery/JAM Team

The team chairperson shall:

- A. schedule team members to be present for JAM Worship and to care for children from birth to age three (3) for Sunday services.
- B. provide a copy of the yearly schedule to team members and the Church secretary.

Members of this team shall be responsible for the following:

- A. provide appropriate worship activities during JAM worship.
- B. clean and straighten nursery before leaving. This includes emptying trash cans.
- C. launder dirty crib sheets and return them the following Sunday
- D. find a substitute if unable to be present on scheduled Sunday(s).

22. Prayer Team

This team shall:

- A. receive prayer requests from Church and community members.
- B. meet weekly to pray for requests the team has received.

23. Personnel Team

This team shall:

- A. assist the Church in matters related to staff.
- B. prepare/revise job descriptions of staff for approval by the Church.
- C. recruit and interview prospective employees, other than the Senior Pastor, and recommend employment to the Church.
- D. meet with staff quarterly during the first year of employment and annually thereafter.
- E. evaluate job performance in order to develop salary and benefit recommendations to present to the Finance Team. (A copy of the *West Edgecombe Baptist Church Performance Evaluation* form is in the Appendix of the Operations Manual.)
- F. listen to concerns and act on problems related to staff.
- G. seek to resolve problems with staff that may arise. When a resolution cannot be found, the problem shall be referred to the Deacons. The Deacons and Personnel Team shall work together to resolve it. Final resolution shall be recommended by the Deacons to the Church for action.

24. Response Team

This team shall:

- A. demonstrate God's love while offering compassionate care, practical support, and guidance; while sharing the Gospel; and while praying with individuals within the Church and beyond.
- B. be a part of worship services, as well as outreach events, to assist those seeking Christ for the first time or those making rededications.
- C. be trained and equipped to provide support and assistance at worship services and outreach events.

25. Scholarship Team

This team shall:

- A. make copies of current scholarship application and guidelines available prior to February 1 deadline.
- B. distribute monies awarded to June scholarship recipient(s) at the beginning of his/her second semester.

- C. review submitted applications, select scholarship recipient(s), and determine scholarship amount(s) to be awarded based on available investment monies.
- D. announce scholarship recipient(s) at the March business meeting.
- E. recognize scholarship recipient(s) at his/her high school award ceremony.
- F. recognize scholarship recipient(s) on Graduate Sunday at West Edgecombe Baptist Church.
- G. review scholarship application and guidelines annually.
- H. work with the Treasurer to monitor the investment fund and secure scholarship monies.

26. Sports Ministry Team

This team shall:

- A. maintain and store athletic equipment.
- B. submit proposed purchases of athletic equipment to the Deacons and the Church for approval.
- C. provide periodic athletic opportunities for all ages.

27. Vehicle Team

This team shall:

- A. be responsible for maintenance of Church vehicles, including annual inspection, waxing, and detailing.
- B. report any vehicle problem that exceeds the team's budget to the Finance Team for recommendation to the Church.
- C. oversee the use of vehicles as stated in the guidelines in the Operations Manual.
- D. report prospective drivers to the insurance company at the beginning of each new Church year for a driving record check.
- E. provide list of approved drivers to the Church office.
- F. display list of approved drivers in all Church vehicles.
- G. confirm that each trip has an approved driver/drivers.

28. Welcome Team

The team chairperson shall:

- A. schedule team members to be present for Sunday worship services and other services as needed.

- B. provide a copy of assigned team members for Sunday worship services to the team and the Church secretary.
- C. confirm that offering plates and bulletins are in place prior to services.
- D. oversee and assist team members as needed.

Members of this team shall be responsible for the following:

- A. be in the Sanctuary twenty (20) minutes before services begin.
- B. hand out bulletins and warmly greet those entering to worship.
- C. answer questions, provide directions, or assist in any way needed.
- D. serve during special services, including revivals, as needed.
- E. find a substitute if unable to be present on scheduled Sundays.

29. Young at Heart Team

This team shall:

- A. minister to our Church and community retirees/senior adults through a program of fellowship, information, and entertainment in a Christian atmosphere.
- B. plan monthly meetings.
- C. coordinate outings to places of interest.
- D. involve members in North Roanoke Baptist Association Senior events.

30. Youth Council

This council shall assist the Student Pastor/Student Director in planning, promoting, and coordinating Youth activities in the Church.

SERVICES

I. Worship Services

The Church shall meet regularly each Sunday morning and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be components of these services. The Senior Pastor shall lead these services. JAM Worship shall be provided on Sunday mornings.

II. Special Services

Revival and other Church services essential to the advancement of the Church's objectives shall be placed on the Church calendar.

ORDINANCES

I. Baptism

The 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.

Baptism shall be by immersion in water unless prevented by a candidate's health. The Senior Pastor, or one who has been approved by the Senior Pastor, shall administer baptism as an act of worship during any worship service of the Church.

II. The Lord's Supper

The Church shall observe the Lord's Supper the first Sunday of each quarter unless otherwise scheduled by the Senior Pastor and Deacons. The Senior Pastor and Deacons shall administer the Lord's Supper.

PROGRAMS

I. Life Groups

Life Groups shall be the primary organization for Bible study. As such, the message of the Bible shall be taught and God's plan of salvation shall be presented to the unsaved. The purpose of Life Groups shall be to teach, guide, and motivate each member in his/her study of the Bible and in his/her discovery and application of God's truths. Life Groups shall also provide and interpret information regarding the work of the Church and the denomination.

Life Groups shall be led by the Life Groups director and shall be organized by departments and classes for all ages. Classes shall meet each Sunday morning at a designated time. Each teacher shall be a member of West Edgecombe Baptist Church and shall be responsible for planning and preparing for his/her class. Appropriate literature that supports our Church Covenant and *The 2000 Baptist Faith and Message* shall be selected by department directors and teachers with oversight by the Life Groups director.

Life Groups shall be an outreach of the Church. It shall endeavor to enlist unchurched and unsaved people for regular Bible study as Christ commands in Matthew 28:19-20.

Vacation Bible School (VBS) shall be an outreach of Life Groups. The VBS director shall be responsible for selecting dates, organizing, and securing needed workers and materials for VBS.

II. Discipleship Training

The purpose of Discipleship Training shall be to instruct members in Church policy, history, doctrine, ethics, and especially in everyday living and walking with God in Christian life. It shall offer effective suggestions to members for fulfilling their Christian responsibilities.

Discipleship Training shall be offered as the need arises and shall be scheduled by the Forward Team and/or Senior Pastor.

III. Music

The Music Program, under the direction of the Worship Pastor/Worship Leader, shall be the music education, training, and performance organization of the Church. The Worship Pastor/Worship Leader shall provide edifying leadership in all worship services incorporating the adult choir, praise team, youth, and children's music ministries.

IV. Woman's Missionary Union

The purpose of Woman's Missionary Union (WMU) shall be to challenge and equip Christian believers to be radically involved in the fulfillment of the Great Commission (Matthew 28: 19-20). To accomplish this purpose, we shall:

1. learn about missions,
2. pray for missions,
3. support missions,
4. engage in mission action and witnessing,
5. develop spiritually toward a missions lifestyle, and
6. participate in the work of the Church and denomination.

Woman's Missionary Union (WMU) shall be led by a Woman's Missionary Union (WMU) director and shall have additional officers and organizations as the program requires.

V. Men on Mission

The purpose of Men on Mission (MOM) shall be to encourage men of the Church to be mission-minded in the belief that they are gifted, called, and sent out by the Lord to minister and witness to the ends of the earth. In order to accomplish this purpose, Men on Mission (MOM) shall:

1. educate men and boys concerning missions.
2. encourage men and boys to develop their personal ministries.
3. enable and equip men and boys to be personally involved in missions wherever the Lord leads.
4. effect the fulfilling of the Great Commission in cooperation with other mission organizations.

Men on Mission (MOM) shall be led by a Men on Mission (MOM) director who is elected annually by the Church. He shall be responsible for the overall men's ministry and shall serve as a member of Forward Team. Men on Mission (MOM) shall have additional officers and organizations as the program requires.

VI. Children's/Student Programs

Regularly scheduled Children's and Student Programming shall provide a place to belong, build strength and confidence, and opportunities to grow in faith by learning to know, love, and serve Jesus Christ. Our mission shall be to nurture children and students in Bible-based evangelism and discipleship that shall prepare them to live a Christ-like life in a complex world and to become future Christian leaders. (Missions)

VII. Beulah Brake Media Library

The Beulah Brake Media Library shall enrich the lives of members of the Church, Life Groups, and other Church organizations by maintaining a collection of Christian resource materials. Historical Church records and other related items shall also be housed in the Media Center.

Its staff shall consist of a director and such members as the program requires. Hours of operation shall be determined by Media Center staff in accordance with Church services and at any time upon request.

Media Center staff shall assist in the selection and purchase of books that shall be placed in the Center. Only morally uplifting books and books displaying Christian values shall be approved by staff for inclusion in the Media Center.

The Media Center shall be supported through an annual budgeted Church allowance, through gifts given in memory/honor of family/friends, and through gifts of books. Staff shall approve books given in the above manner.

Items may be borrowed from the Media Center for two (2) weeks and may be renewed. Overdue fees are not charged. Lost or damaged items shall be replaced by the responsible party. Periodically, staff shall take an inventory of materials and remove those that are damaged or out-of-date. Staff shall maintain a list of desired books, materials, and equipment.

FORWARD TEAM

Primary functions of the Forward Team shall be:

- to work with the Deacons to assess and shape the strategic and long-term direction of the Church while reviewing and consulting on ministry goals and objectives.

- to review and coordinate ministry and program goals recommended by Church officers, organizations, and teams.
- to review ministry plans for proposed Church-wide events. (A copy of the *WEBC Ministry Plan* form is included in the Appendix of the Operations Manual.)
- to recommend suggested Church objectives and goals.
- to pray over planned events of WEBC.
- to recommend the use of leadership, calendar time, and other resources according to program priorities.
- to review onsite/offsite Church-wide ministry activities to assure there are no scheduling conflicts. Should time sensitive plans need to be scheduled, the Senior Pastor, as Council chairperson, shall be contacted and he shall communicate with the Forward Team.
- to ensure the Church-wide calendar is current with no conflicts and is clearly communicated to WEBC members.
- to acquaint department heads with church best practices while planning ministries and events within Church By-Laws.
- to collaborate with departments and organizations to seek ways in which we can support one another.
- to evaluate achievements in terms of Church objectives and goals.

All matters agreed upon by the Forward Team that call for action not already approved shall be referred to the Deacons and to the Church for approval.

Meetings of the Forward Team shall be held on the last Monday of each quarter. Special meetings shall be called as needed.

When a project or program to be discussed involves a particular team, that team's chairperson shall be invited to the Forward Team meeting if he/she is needed.

CHURCH POLICIES

I. Inclement Weather

In the event of inclement weather, the Senior Pastor and the Chairperson of the Deacons shall decide whether to cancel services or other functions. The Senior Pastor and/or the Chairperson of the Deacons shall be responsible for disseminating information regarding cancellations.

When possible, all cancellations shall be announced on the Church's telephone message line, the email distribution list, the website, the mobile app, Facebook, and the Church sign.

II. Fundraising

All fundraising activities shall be submitted to the Deacons for approval and scheduling on the Church calendar.

No fundraising and/or selling shall be allowed within the Church's sanctuary or the vestibules.

III. Weddings

Only Christian weddings shall be performed at West Edgecombe Baptist Church. A Christian wedding is defined as marriage between a man and a woman.

Copies of the *Facilities Use Guidelines*, *Fellowship Hall and Family Life Center Use Request Form*, *West Edgecombe Baptist Church Wedding Application*, and *Member or Non-Member Price and Equipment List* shall be given by the Church secretary to anyone wishing to reserve the buildings.

IV. Memorial Bibles

A Memorial Bible shall be delivered to the funeral of any resident Church member or immediate family of a resident Church member. If the funeral is not local, a Memorial Bible shall be delivered to the resident member/family. Immediate family includes a Church member's spouse, child, or parent.

V. Smoking

Smoking is not permitted inside Church facilities.

VI. Records

Records, including the official copies of the Church Covenant, Constitution, *The 2000 Baptist Faith and Message*, By-Laws, and Operations Manual, shall be stored in the

Church office and/or on the Church computer. All computerized files shall be backed up weekly.

FINANCES

I. Accounting Procedures

All funds received toward the budget, love offerings, and related accounts shall be collected by the ushers and given to the Deacons assigned as the Tally Team for that Church service. These funds shall be counted and recorded in the Church books. The Deacons shall initial the total deposit in the Church books, place the monies and checks in a bank deposit bag and place it in the night deposit box at the assigned bank upon completion. The Church book, a copy of the deposit slip, control sheet, and calculator tapes shall be locked in a file cabinet in the Church office.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget Planning and Finance teams.

II. Budget

The Budget Planning Team and the Finance Team shall prepare and submit to the Church for approval an inclusive budget. The budget shall indicate by item the amount needed and/or requested for all expenses.

Membership in this Church involves a financial obligation to support the Church and its causes through regular tithes and offerings. Offering envelopes shall be provided for members' use.

III. Fiscal Year

The Church financial year shall begin on January 1 and end on December 31.

IV. Bid Requirement

Any project or expense of \$25,000 or greater will require bids from at least three different companies. The committee in charge of the project or expense shall present all bids to the church along with decisioning information on the bid selected. The church shall vote on approval of the total project or expense.

CHURCH PROPERTY

I. Property Holding

Legal title to all real and personal property owned by West Edgecombe Baptist Church shall be vested in the Incorporation Officers of the Church. In the event of a division of the Church's congregation, the Incorporation Officers shall be governed by the wishes, upon a two-thirds (2/3) majority vote, of the true congregation of the Church. The true congregation shall be defined as those members who continue to adhere to the characteristic doctrines, usages, customs, and practices of West Edgecombe Baptist Church that were recognized and accepted by both factions of the Church prior to any dissension which might occur.

II. Use of Church Property

A. Facilities

All events shall be scheduled with the Church secretary. All non-Church related events shall be tentative until approved by the Deacons. The Deacons shall periodically review the usage fees for Church facilities. If the Deacons deem that a change in fees is necessary, they will submit a motion reflecting the changes to the Church for approval. Anyone reserving the facilities shall receive a copy of the *Facilities Use Guidelines* and *Member or Non-Member Price and Equipment List* from the Church secretary. (Copies of the *Facilities Use Guidelines*, *Member Price and Equipment List*, and *Non-Member Price and Equipment List* are in the Appendix of the Operations Manual.)

B. Wedding Items

To reserve wedding items the chairperson of the Memorial Gifts Team shall be contacted. Wedding items shall be used at the Church only. Fees shall be charged for their use. Damage incurred during use shall be the responsibility of the user who shall repair or replace the damaged item(s). (Copies of the *Member Price and Equipment List* and *Non-Member Price and Equipment List* are in the Appendix of the Operations Manual.)

C. Other Property

Church property to be borrowed shall be signed out with the Church secretary or the Deacon chairperson. It shall be returned as soon as possible after use and stored in its proper place. Damage incurred during use shall be the responsibility of the user who shall repair or replace the damaged property.

LICENSE AND ORDINATION TO THE MINISTRY

I. Licensure

Licensure is affirming one's call to preach the Gospel. When a member informs the Senior Pastor and the Church that he feels called to preach the Gospel, the Church may license him as an acknowledgement of his call and as encouragement to make preparation for it. Spiritual preparation to preach the Gospel shall be based on the Bible and *The 2000 Baptist Faith and Message*.

Licensure takes place after an affirmative majority vote of the members present at a business meeting. The Clerk shall provide a licensure certificate to the member as his credential.

Performance of civil duties shall be governed by local, state, and federal laws.

II. Ordination to the Ministry

A member of West Edgecombe Baptist Church who feels called to be ordained shall:

1. inform the Senior Pastor. The Senior Pastor shall inform the Deacons who shall conduct a comprehensive background check to determine the eligibility of the candidate for ordination.
2. announce the call to the Church.
3. be examined concerning fitness for the ministry by a North Roanoke Baptist Association ordination council. The Senior Pastor shall request such a council be convened.
4. be approved, upon the ordination council's recommendation, by seventy-five percent (75%) of the members present at a business meeting.
5. be ordained by the Church.

STAFF POLICIES

I. Personal Conduct

Staff members are servants of the Lord before they are employees of the Church. They shall always conduct themselves in a manner that reflects God's love and gives glory to Him.

II. Pay Period

Ministerial and non-ministerial staff members shall be paid monthly unless otherwise negotiated in writing with the Church at the time of employment.

III. Salary Reduction Agreement

Staff members shall be allowed to participate in an annuity program. Funds shall be deducted from a requesting staff member's salary. Agreements must conform to federal and state laws. (A copy of the *Salary Reduction Agreement* form is in the Appendix of the Operations Manual.)

The Church shall make a monthly annuity contribution for the Senior Pastor.

IV. Advance Salary

A ministerial or non-ministerial staff member may receive his/her salary check in advance if the scheduled date of issuance falls within his/her scheduled vacation time. Otherwise, checks shall **not** be issued in advance.

V. Vacation

After six (6) months of employment, staff members shall receive one (1) week, including one (1) Wednesday and one (1) Sunday, of paid vacation each calendar year. After twelve (12) months of employment, staff members shall receive two (2) weeks, including (2) Wednesdays and two (2) Sundays, of paid vacation each calendar year. Vacation shall be taken during the calendar year in which it is earned.

VI. Holidays

Staff members may observe the following paid holidays each year:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thursday and Friday)

Christmas (two (2) days)

When a holiday falls on a weekend, the following Monday shall be observed.

VII. Sick Leave

Full-time staff members shall be provided ten (10) paid sick leave days per year. Unused sick leave shall not accrue, nor shall it be paid to a staff member when he/she terminates his/her employment.

In the event of an extended illness, the Deacons may approve additional paid sick leave days for full-time staff members. If an extended illness goes beyond three (3) months, the Personnel Team shall meet to review the staff member's medical condition and make a recommendation as to the appropriate action. Pregnancy shall be included as an extended illness.

Paid sick leave days shall not be provided for part-time staff members. Vacation days may be utilized at their discretion. If an extended illness goes beyond three (3) months, the Personnel Team shall meet to review the staff member's medical condition and make a recommendation as to the appropriate action. Pregnancy shall be included as an extended illness.

The Senior Pastor shall notify the Deacon chairperson when he is ill. Other staff members shall notify the Senior Pastor and/or Deacon chairperson.

Staff members shall complete a *Leave Authorization* form that shall be placed in their personnel files. (A copy of the *Leave Authorization* form is in the Appendix of the Operations Manual.)

VIII. Death in Immediate Family Leave

Five (5) paid days shall be provided to full-time and part-time staff members in the event of the death of an immediate family member. Immediate family shall include a staff member's spouse, children, parents, and siblings.

Staff members shall complete a *Leave Authorization* form that shall be placed in their personnel files. (A copy of the *Leave Authorization* form is in the Appendix of the Operations Manual.)

IX. Jury Duty

A staff member, who serves on jury duty during the hours of his/her Church work responsibilities, shall receive full pay in addition to his/her jury duty pay.

X. Conferences and Revivals

Full-time ministerial staff members shall be allowed two (2) paid weeks each year to attend training conferences or to participate in revivals. A staff member shall communicate his/her desire to be absent to the Senior Pastor. The Senior Pastor shall communicate his desire to be absent to the Deacon chairperson. The staff member shall secure an acceptable replacement to assume his/her duties during his/her absence. This benefit shall not be considered for cash remuneration should it not be used.

XI. Reimbursement Policy

The reimbursement policy for all ministerial and non-ministerial staff members is as follows:

1. The Church shall reimburse reasonable ministry-related business expenses incurred by a ministerial or non-ministerial staff member. Subject to budget limitations, such expenses shall include:
 - a. business use of automobile, up to the current IRS standard mileage rate.
 - b. convention and conference expenses.
 - c. subscriptions, books, and tapes, if related to ministry or employment.
2. Ministerial or non-ministerial staff members shall account for each allowable expense in writing monthly. A receipt must accompany the documentation.
3. The Church shall not report reimbursed amounts as taxable income on the ministerial or non-ministerial staff member's W-2.

APPENDIX

● **ABSENTEE BALLOT INSTRUCTIONS**

1. Mark your ballot in blue or black ink.
2. Seal your ballot securely in the envelope provided.
3. The envelope shall be opened and the ballot shall be tallied on election day.

CHILDREN'S PASTOR/CHILDREN'S DIRECTOR (PART-TIME) JOB DESCRIPTION

The Children's Pastor/Children's Director shall provide visionary oversight and pastoral leadership to West Edgecombe Baptist Church (WEBC) children and their families. He/She shall partner with parents and children's leaders in discipling children to become lifelong followers of Christ while engaging them in the good news of the gospel and developing in them a genuine love for Christ and others. The Children's Pastor/Children's Director shall be present in the lives of WEBC children and shall work to provide a place where they feel they belong.

Qualifications

1. Is a committed Christian whose lifestyle reflects caring and sharing the gospel of Jesus Christ
2. Is faithful in worship and to a personal relationship with Jesus Christ
3. Relates well to children
4. Has a knowledge of Christian Ministry and Christian Education concepts and methods
5. Is self-motivated and committed to professional church ministry
6. Desires and has the ability to work as a member of an interdependent professional team
7. Is supportive of the philosophy of WEBC's ministry and staff
8. Will affiliate and invest in the WEBC congregation
9. Is an effective communicator and organizer who is able to recruit and delegate
10. Is willing to learn and receive additional training to increase ministerial competence

Responsibilities

1. Lead a Christ-like lifestyle and pray regularly for WEBC children and the Church body
2. Build and maintain positive relationships with children and their parents
3. Maintain accurate records of children's participation in Life Groups, regularly scheduled Children's Programming, and other children's ministry events. Reach out weekly to children and their families using this data.
4. Visit children and their families, as needed
5. Plan, organize, and facilitate children's events. Lead Children's Council meetings for planning and program evaluation
6. Coordinate and oversee all aspects of birth through grade five (5) children's ministries, including discipling children to become lifelong followers of Jesus as their Lord and

Savior, involving them in various Church ministries, Vacation Bible School (VBS), and Children's Camp, etc.

7. Recruit, train, lead, support, and evaluate teachers and workers in children's ministries
8. Effectively communicate upcoming events with children, families, staff leadership team, teachers, and workers in a timely manner using all available resources, including Church email and website, social media, text messaging, bulletin boards, etc.
9. Facilitate communication among teachers, workers, and the entire congregation through interaction at Church gatherings
10. Hold quarterly meetings for teachers and workers to enhance communication and problem solve concerns
11. Provide curriculum materials, equipment, and other supplies as needed by children's ministry volunteers
12. Oversee curriculum coordination and/or development
13. Teach, lead, and provide one-to-one mentoring, as needed
14. Plan and facilitate fund raisers for children's camp, mission trips, etc.
15. Assist the Ministerial Staff in WEBC's Outreach ministry as it relates to children and their families
16. Develop ways to receive input and evaluation from parents, teachers, and other Church leaders regarding children's ministry
17. Implement policies and procedures in cooperation with the Church office to provide a safe environment for children
18. Ensure that child protection policies are strictly followed
19. Attend all WEBC staff meetings
20. Submit articles for quarterly WEBC newsletters
21. Provide a children's ministry report at monthly business meetings
22. Collaborate with the Student Pastor/Student Director to build continuity within programs
23. Manage the children's budget
24. Submit an annual budget to the Finance Team for Church approval

CHURCH BOOKKEEPER (PART-TIME)

JOB DESCRIPTION

The Church Bookkeeper is responsible for using good accounting practices in the preparation of all necessary journal and ledger entries required to fulfill the specific responsibilities listed below. Additionally, he/she shall prepare all forms and reports required by law and for monthly business meetings and Church leadership teams.

Qualifications

1. Exhibit professionalism, a conscientious work ethic, and accountability at all times
2. Be a self-starter, adept at multitasking and prioritizing projects, and possess the ability To work independently without constant supervision
3. Be able and willing to work with composure and flexibility at a fast pace within a variety of settings and circumstances while giving attention to details with an eye for excellence
4. Maintain strict confidentiality regarding individuals' financial records
5. Exercise discernment and wise judgment in all matters
6. Be willing to seek new information, training, and resources as needed

Responsibilities *(Responsibilities may be outsourced through contracted services)*

1. Complete and process monthly earnings and deductions for employees
2. Ensure monthly, quarterly, and annual tax reports are properly filed
3. Enter weekly income amounts for each category of the budget
4. Enter envelope contributions weekly
5. Write checks weekly as needed and post journal entries to record expenses. Have checks signed by two approved Church representatives. Maintain a monthly check register, receipt register, and general journal register. A current bank balance is to be available at all times.
6. Alphabetically file paid invoices with copies of checks
7. Post all transactions to correct journal entry
8. Close all journals at month's end and obtain each account's balance. Work with the Church Treasurer monthly to ensure timely reconciling of monthly bank statements. Prepare monthly financial statements and make them available to the Finance Team and Church family.
9. Print yearly contribution statements
10. Provide documents and other information as needed to the Finance Team in preparation of the annual budget
11. Complete other duties as needed

CHURCH SECRETARY (PART-TIME) JOB DESCRIPTION

The Church Secretary is an integral part of WEBC's ministry and shall be a Christian with general office skills who feels "called to Christian service". He/She is on the front lines of the Church's ministry and is often the first person with whom one comes in contact. He/She is a reflection of WEBC and shall be mindful of this at all times.

Minimum Requirements

1. High School diploma and work-related experience
2. Proficiency in the use of standard office tools, including computer and keyboard, telephone system, multi-function copier, etc.
3. Strong computer skills including typing with 65 words per minute accuracy and a solid working knowledge of Google Drive (Docs, Sheets, Slides, etc.), Microsoft Office products, Adobe, and web-based applications
4. Experience with electronic file storage and familiarity with Cloud storage systems
5. Familiarity with or a willingness to learn and edit the WEBC website, app, and social media
6. Strong organizational skills
7. Command of English composition and grammar, including spelling and punctuation
8. Graphic design experience preferred

Qualifications

1. Exhibit professionalism, a conscientious work ethic, and accountability at all times
2. Be a self-starter, adept at multitasking and prioritizing projects, and possess the ability to work independently without constant supervision
3. Be able and willing to work with composure and flexibility at a fast pace within a variety of settings and circumstances while giving attention to details with an eye for excellence
4. Maintain strict confidentiality regarding individuals' financial records, counseling situations, health matters, personnel matters, etc., unless granted permission to disclose
5. Exercise discernment and wise judgment in all matters
6. Be willing to seek new information, training, and resources as needed

Responsibilities

1. Present a positive warm image when answering telephone calls, taking messages, and greeting visitors to the Church office.

2. Check and answer email and telephone messages in a timely manner
3. Maintain all Church email lists, including prayer chain lists, and use appropriate list to send prayer chain messages and other documents in a timely manner
4. Notify pastoral staff of member hospitalizations, deaths, etc.
5. Pick up and distribute/disseminate all mail and other correspondence
6. Organize and maintain reception areas
7. Maintain an updated and organized Church calendar and inform custodian of events as needed
8. Maintain records of property and keys borrowed through the Church office
9. Maintain accurate membership records
10. Prepare and print all documents needed for Sunday worship, including bulletins, leader guides, presentations, etc.
11. Assist with the print and digital preparation of Church newsletters
12. Assist with webpage updates, content uploads, and social media communications
13. Assist with the preparation of monthly business meeting and annual reports
14. Provide information for yearly history. Items that may be included for historical purposes are budget; total membership; new members by baptism, transfer of letter, and statement; members who have died or transferred their memberships; names of Senior Pastor, staff, and other leaders; and outstanding/special events, such as weddings, children who have been dedicated, remodeling, new buildings, and anniversaries.
15. Prepare an annual Church profile and send to the North Roanoke Baptist Association
16. Assist in preparing for Church-wide events and programs
17. Inventory and order supplies and equipment required for Church ministries
18. Coordinate with vendors and contractors for maintenance of office equipment
19. Maintain and update all standard Church forms, brochures, and ministry literature
20. Organize and maintain the centralized storage of Church documents, including business meeting documents, personnel handbooks, Deacon handbooks, and Office Procedures and Reference manual
21. File paperwork and digital documents daily
22. Attend staff meetings
23. Complete other duties as needed

DEACON NOMINATION FORM

(This form shall be submitted to the Deacon Search Team.)

I recommend _____ to serve as a Deacon of West Edgecombe Baptist Church. I have interviewed this person and believe this person qualifies to serve as a Deacon for the following reasons:

1. Is a Christian and has been a member of this Church for one (1) year or more
2. Is willing to serve and attend Deacon and monthly business meetings
3. Attends Church services regularly
4. Contributes regularly to support the expenses of the Church
5. Accepts the Church Covenant, *The 2000 Baptist Faith and Message*, and the WEBC Constitution, By-Laws, and Operations Manual.
6. Other Comments _____

Submitted by _____

FACILITIES USE GUIDELINES

(These guidelines shall be attached to Member and Non-member Price Lists.)

Guidelines for All Events

1. **All events and facilities to be used shall be scheduled with the Church secretary.** All non-Church events shall be tentative until approved by the Senior Pastor and the Deacons.
2. The audio/visual systems in the worship center **MUST** be operated by a technician on the West Edgecombe Baptist Church Audio/Visuals teams. Names of technicians are available through the offices of the Worship Pastor/Worship Leader or Senior Pastor. A technician **MUST** be secured at least three (3) weeks prior to the scheduled event.
 - a. A fee of \$75 per day per audio/visual technician is required to work the event.
 - b. If no technician is available, the person holding the event may rent and bring in all necessary equipment. The Church assumes no liability for this equipment.
3. The person holding the event is financially responsible for damages incurred to property owned by West Edgecombe Baptist Church during the event.
4. Facilities shall be unlocked by the Deacon of the week. Contact information for the Deacon of the week may be obtained from the Church secretary.
5. Decorating may be done no earlier than twenty-four (24) hours prior to the scheduled event, unless other arrangements are approved through the Church office.
6. **ALL** used facility areas shall be left clean. Floors must be swept and mopped. Trash cans must be emptied to the dumpster. Toilets must be flushed.
7. Thermostats shall be regulated by the Deacon of the week or a member of the Church staff.
8. Use of facilities shall conform to fire and safety ordinances. Use of illegal drugs or alcohol, smoking, and overcrowding of facilities are prohibited. Neither illegal drugs nor alcohol in any form is allowed on Church property.
9. Dancing is prohibited on Church property.
10. Secular music to be played on Church property must be approved by the Worship Pastor/Worship Leader or Senior Pastor. A complete list of desired music must be submitted to the Church secretary at least one (1) month prior to the event.
11. The Church's tables, chairs, sports equipment, etc., may be used, if needed. It shall be the responsibility of the user to set up/take down tables and chairs at non-Church events. Any Church equipment used is to be returned to its proper storage space. Replacement/repair of missing/damaged equipment shall be the financial responsibility of the person who held the event.

Non-Member Usage

1. All non-members of West Edgecombe Baptist Church requesting use of Church facilities shall be required to:
 - a. secure the sponsorship of a current member of the Church.
 - b. pay all usage fees.
2. A sponsor shall:
 - a. be eighteen (18) years of age or older and have been a member of West Edgecombe Baptist Church for at least one (1) year prior to the sponsored event.
 - b. complete and submit to the Church office a *Member Sponsor Request Form* at least three (3) months prior to the requested usage date. The Deacons shall review such requests for approval. (A copy of the *Member Sponsor Request Form* is in the Appendix of the Operations Manual.)
 - c. attend the event and be responsible for the Christian conduct of those in attendance at the non-member's event.

Additional Guidelines for Weddings

Only Christian weddings shall be performed at West Edgecombe Baptist Church. A Christian wedding is defined as marriage between a man and a woman.

1. Couples desiring to be married at West Edgecombe Baptist Church shall complete the *West Edgecombe Baptist Church Wedding Application* and tentatively schedule the wedding date with the Church secretary, pending approval of the Senior Pastor and Deacons. (A copy of the *West Edgecombe Baptist Church Wedding Application* is in the Appendix of the Operations Manual.)
2. Counseling prior to a wedding is mandatory. If the Senior Pastor at West Edgecombe Baptist Church shall be performing the ceremony, he should be contacted three (3) months prior and only after the wedding application has been completed and approved.
3. The Senior Pastor shall approve ordained or duly licensed guest clergy who may officiate at weddings.
4. A Christian wedding is a sacred occasion, invoking God's blessing on the couple; therefore, music that honors our Lord should be chosen. As such, all music shall be approved by the Worship Pastor/Worship Leader or Senior Pastor. A complete list of desired music must be submitted to the Church secretary at least one (1) month prior to the wedding.
5. Guest musicians and vocalists shall be approved by the Worship Pastor/Worship Leader or Senior Pastor.

6. A guest musician who is not familiar with the Church organ must receive permission from our Church musician before changes are made to the organ settings. Settings should be left as found.
7. Inform the Church secretary prior to the wedding when flowers are to be left for use by the Church.
8. For dressing room options, contact the Church secretary or Senior Pastor.
9. Spraying flowers or plants inside the buildings is prohibited. Inform your florist of this restriction.
10. Rice is prohibited inside and outside of all Church facilities. Birdseed is permissible outside the facilities.
11. The wedding party is responsible for cleaning Church grounds.

Additional Guidelines for Use of Family Life Center

1. The Family Life Center (FLC) shall be used for fifty (50) or more participants. Use of the Fellowship Hall is recommended for less than fifty (50) people.
2. No food or beverages shall be allowed except during specific Church-sponsored events. Exceptions must be submitted in writing for approval by the Deacons. Chewing gum is not allowed.
3. No activity involving the use of apparatuses with attached wheels, including roller skating or skate boarding, is allowed.
4. No street shoes are allowed on the court during sports-related activities.
5. Showers shall be used only in Church-declared emergencies.
6. The FLC shall be freely accessible during regular Church services on Sunday morning and Wednesday evening. No sports-related activities shall be allowed during these hours unless such activities are sponsored by an established Church organization.
7. Controlled access shall be granted to any Church member, at least eighteen (18) years of age, who completes a *Fellowship Hall and Family Life Center Use Request Form* and submits it to the Church secretary. Church members, less than eighteen (18) years of age, must be accompanied at all times by a Church member who is at least eighteen (18) years old. Hours of FLC controlled access are Monday through Saturday from 6:00 a.m. through 10:00 p.m. and on Sunday from 1:00 p.m. through 10:00 p.m. (A copy of the *Fellowship Hall and Family Life Center Use Request Form* is in the Appendix of the Operations Manual.)
8. Multiple days, not in excess of seven (7) consecutive days, of controlled access may be granted to any Church member.
9. Controlled access shall be granted in the following priority: (1) Church-sponsored events, (2) non-Church sponsored special events scheduled by a Church member at least four (4) weeks in advance and approved by the Deacons, and (3) non-Church sponsored

individual/group events scheduled at least four (4) weeks in advance and approved by the Deacons.

10. Church members who are granted controlled access are responsible for:
- adhering to the FLC Guidelines.
 - the conduct (including language, dress, and activities) of those in his/her requested group.
 - turning off all lights and locking all exit doors upon departing from the facility.

Additional Guidelines for Use of Kitchen

- The requestor shall supply disposable supplies, including plates, cups, napkins, utensils, tablecloths, etc., as disposable Church supplies, food and beverages (including soft drinks and coffee), and items in the refrigerator are not to be used.
- Other kitchen items may be used but must be cleaned and returned to their appropriate place after use.
- Tables must be covered with tablecloths. The use of placemats only is not sufficient.
- The sink by the ice machine shall be used for vegetable cleaning only.
- Tables must be cleaned before they are returned to storage area.
- The requestor must inform the Church secretary of missing/damaged equipment. Replacement/repair of missing/damaged equipment shall be the financial responsibility of the requestor.

Sign below if you agree to abide by the above policies.

Requestor's Signature

Date

FELLOWSHIP HALL and FAMILY LIFE CENTER USE REQUEST

(Anniversaries, Athletic Activities, Baby Showers, Birthdays, Family Reunions,
and Wedding Showers)

Requestor _____ **Telephone Number** _____

Occasion _____

Date(s) Requested ____/____/____ **to** ____/____/____

Time Requested _____ **to** _____

Check all facility areas to be used:

____ Family Life Center ____ Fellowship Hall ____ Kitchen ____ Prep
Kitchen

Check Church assets to be used:

_____ Chairs _____ Tables _____ Sports Equipment

_____ Other (Specify) _____

I have received and read the Facilities Use Guidelines. I fully understand and accept my responsibilities as the requestor.

Requestor's Signature

Date

GUIDELINES for CHURCH-SPONSORED ATHLETIC TEAMS

1. Players shall:
 - a. conduct themselves in a Christian manner as witnesses for Christ as they play.
 - b. meet additional recreation department guidelines.

2. Participation in sports activities shall not be allowed during regular Church services on Sunday morning and Wednesday evening.

I have read these guidelines and agree to abide by them.

Player's Signature

Date

LEAVE AUTHORIZATION

(A separate form is to be completed for each leave of absence.)

Employee's Name (Print) _____

Ministry/Department _____

Length of Leave: _____ Days **From** _____ **To** _____

Month/Date/Year

Month/Date/Year

Purpose of Leave

(Check one.)

Vacation []

Absence Due to Illness

Personal []

Immediate Family []

Absence Due to Death in Family []

Relationship: _____

Training Related to Ministry or Employment []

Leave Without Pay (Explain.) []

Other (Explain.) []

Employee's Signature _____

Date

Immediate Supervisor's Signature _____

Date

Pay is authorized for this absence. []

Pay is not authorized for this absence. []

]

Note: When circumstances prevent submission of this form prior to your absence, submit it on the day of your return.

MEDICAL RELEASE and PERMISSION FORM

WEST EDGECOMBE BAPTIST CHURCH

I, _____, give _____ permission to
(Parent/Guardian's Name) (Child's Name)
participate in the _____ and to travel in the Church vans
and/or other
parental vehicles to _____ on ____/____/____.
_____ is in charge of said activity.

In case of emergency, I give the individual in charge permission to seek medical treatment for my child. I will not hold that individual, the attending physician, or West Edgecombe Baptist Church, Rocky Mount, NC, responsible for the emergency treatment my child receives.

CHILD INFORMATION

Name _____ SS# _____ (optional) Birthdate _____

Address _____ City _____ State _____ Zip _____

Medication currently taking _____

Medication allergies _____

Date of last Tetanus shot _____

Reaction to anesthesia _____

Any existing conditions _____

Personal Physician _____ Phone Number _____

Insurance Carrier _____ Policy Number _____

In case of emergency contact _____ Phone Number _____

My child and I understand what is expected in behavior. Bad behavior shall result in being sent home on this trip and forfeiting the privilege of participating in the next one. I also understand that no drugs, alcohol, or tobacco in any form shall be allowed.

Parent/Guardian's Signature _____ **Date** _____

Child's Signature (under 18) _____

MEMBER PRICE AND EQUIPMENT LIST

(Applicable to parents, children, and grandchildren of members)

For Office Use Only

Facilities

Sanctuary and Dressing Rooms Charge	No
--	-----------

Fellowship Hall (Reception Use) Charge	No
---	-----------

Family Life Center (Reception Use)	No Charge
---	------------------

Audio/Visual Technician per day	\$75
--	-------------

Decorating Items

Non-refundable Deposit	\$10.00
-------------------------------	----------------

Mechanical Candle Refills	\$0.70/candle
----------------------------------	----------------------

Check the items that you wish to use. A member of the Memorial Gifts Team shall unpack those items, leave them in the Sanctuary, and repack them following the ceremony. Repair/replacement of missing/damaged items shall be the financial responsibility of the person who requests their use.

A completed list and money that is due must be submitted to the Church secretary at least thirty (30) days prior to the wedding. Checks should be made payable to West Edgecombe Baptist Church.

- _____ 1 brass trinity candelabra – unity candle – three (3) candles
- _____ 2 brass seven (7) branch adjustable candelabras – fourteen (14) candles
- _____ 1 brass fifteen (15) branch non-adjustable arch candelabra – fifteen (15) candles
- _____ 2 brass nine (9) branch non-adjustable candelabras – eighteen (18) candles
- _____ 2 brass double hurricane lamps for vestibules – four (4) candles
- _____ 2 brass aisle candelabras – two (2) candles
- _____ 14 brass single hurricane lamps for windows – fourteen (14) candles
- _____ 2 brass candle lighters with snuffers
- _____ 2 brass floral stands and containers
- _____ 2 fern stands – 42 inches
- _____ 1 wooden plant table
- _____ 1 twin kneeling bench
- _____ 1 brass aisle pull

Kitchen Items

No Charge

Check the items that you wish to use. A member of the Food Service Team shall unpack those items, leave them in the kitchen, and repack them following the ceremony. Repair/replacement of missing/damaged items shall be the financial responsibility of the person who requests their use.

A completed list must be submitted to the Church secretary at least thirty (30) days prior to the wedding.

- _____ 200 crystal punch cups
- _____ 200 crystal plates
- _____ 1 silver punch bowl
- _____ 1 nineteen (19) inch silver tray to be used under punch bowl
- _____ 3 glass punch bowls
- _____ 1 silver pitcher
- _____ 2 silver ladles
- _____ 1 cake server
- _____ 1 cake knife
- _____ 1 silver nut spoon
- _____ 4 large rectangular silver trays
- _____ 5 fifteen (15) inch round silver trays
- _____ 6 twelve (12) inch round silver trays
- _____ 1 eight (8) inch silver Revere bowl
- _____ 3 six (6) inch silver Revere bowls
- _____ 3 Wilton serving bowls
- _____ 4 chafing dishes
- _____ 2 silver celery dishes
- _____ 2 silver candelabras

Custodial Fee (Required)

Contact Mike Mauney at 252.972.3661 at least thirty (30) days prior to the wedding. Checks should be made payable to Mike Mauney.

Sanctuary and Dressing Rooms	\$100.00
Fellowship Hall (Reception Use)	\$100.00
Family Life Center (Reception Use)	\$100.00

MEMBER SPONSOR REQUEST FORM

(For Non-Member Usage of Church Facilities)

Submitted By _____ Length of WEBC Membership _____

Name of Non-Member Being Sponsored _____

Relationship to Non-Member _____

How long have you known the Non-Member? _____

Date of Event ____/____/____ Type of Event _____

I hereby certify that I have personal knowledge of the above Non-Member and can testify that he/she is aware of the requirements specified in the *Facilities Use Guidelines*. I shall attend the event and acknowledge that I have full responsibility for the Christian conduct of all those in attendance.

Member Sponsor

Date

For Use by Deacon Board Only

Date Reviewed ____/____/____

Approved____ Rejected____

Reason for Rejection_____

Deacon Chairperson

Date

MUSICIAN (PART-TIME) JOB DESCRIPTION

The Musician shall:

1. assist in providing music for the adult choir and praise team.
2. be available for adult choir and praise team rehearsals as scheduled with the Worship Pastor/Worship Leader.
3. assist in special services, weddings, funerals, and other events as needed.
4. have the necessary skills and experience to play the organ and/or piano.
5. report to the Worship Pastor/Worship Leader.
6. notify the Worship Pastor/Worship Leader two (2) week prior to a planned absence.

NON-MEMBER PRICE AND EQUIPMENT LIST

For Office Use Only

Facilities Use

Refundable Deposit	\$250.00
---------------------------	-----------------

(Due at time of reservation)

Sanctuary and Dressing Rooms	\$750.00
-------------------------------------	-----------------

Fellowship Hall (Reception Use)	\$250.00
--	-----------------

Audio/Visual Technician per day	\$75
--	-------------

Decorating Items

Non-refundable Deposit	\$20.00
-------------------------------	----------------

Mechanical Candle Refills	\$1.40/candle
----------------------------------	----------------------

Check the items that you wish to use. A member of the Memorial Gifts Team shall unpack those items, leave them in the Sanctuary, and repack them following the ceremony. Repair/replacement of missing/damaged items shall be the financial responsibility of the person who requests their use.

A completed list and money that is due must be submitted to the Church secretary at least thirty (30) days prior to the wedding. Checks should be made payable to West Edgecombe Baptist Church.

- _____ 1 brass trinity candelabra – unity candle – three (3) candles
- _____ 2 brass seven (7) branch adjustable candelabras – fourteen (14) candles
- _____ 1 brass fifteen (15) branch non-adjustable arch candelabra – fifteen (15) candles
- _____ 2 brass nine (9) branch non-adjustable candelabras – eighteen (18) candles
- _____ 2 brass double hurricane lamps for vestibules – four (4) candles
- _____ 2 brass aisle candelabras – two (2) candles
- _____ 14 brass single hurricane lamps for windows – fourteen (14) candles
- _____ 2 brass candle lighters with snuffers
- _____ 2 brass floral stands and containers
- _____ 2 fern stands – 42 inches
- _____ 1 wooden plant table
- _____ 1 twin kneeling bench
- _____ 1 brass aisle pull

Kitchen Items

No Charge

Check the items that you wish to use. A member of the Food Service Team shall unpack those items, leave them in the kitchen, and repack them following the ceremony. Repair/replacement of missing/damaged items shall be the financial responsibility of the person who requests their use.

A completed list must be submitted to the Church secretary at least thirty (30) days prior to the wedding.

- _____ 200 crystal punch cups
- _____ 200 crystal plates
- _____ 1 silver punch bowl
- _____ 1 nineteen (19) inch silver tray to be used under punch bowl
- _____ 3 glass punch bowls
- _____ 1 silver pitcher
- _____ 2 silver ladles
- _____ 1 cake server
- _____ 1 cake knife
- _____ 1 silver nut spoon
- _____ 4 large rectangular silver trays
- _____ 5 fifteen (15) inch round silver trays
- _____ 6 twelve (12) inch round silver trays
- _____ 1 eight (8) inch silver Revere bowl
- _____ 3 six (6) inch silver Revere bowls
- _____ 3 Wilton serving bowls
- _____ 4 chafing dishes
- _____ 2 silver celery dishes
- _____ 2 silver candelabras

Custodial Fee (Required)

Contact Mike Mauney at 252.972.3661 at least thirty (30) days prior to the wedding. Checks should be made payable to Mike Mauney.

Sanctuary and Dressing Rooms	\$100.00
-------------------------------------	-----------------

Fellowship Hall (Reception Use)	\$100.00
--	-----------------

SALARY REDUCTION AGREEMENT

For Tax Sheltering

West Edgecombe Baptist Church, Inc., (hereinafter referred to as the "Employer" and _____ (hereinafter referred to as the "Employee") understand that the contributions and the tax deferral apply to the amounts derived through reduction of the Employee's salary or through the Employee foregoing a salary increase with the Employer acting as a conduit for contributions. Under Income Tax Regulations section 1.403(b)-1(b)(3), the Employee is not permitted to make more than one (1) agreement with the same Employer during any taxable year. This agreement is irrevocable with respect to amounts earned while the agreement is in effect. The Employee shall be permitted to terminate the entire agreement with respect to amounts not yet earned.

Effective _____ (date), the Employer and the Employee hereby agree that the annual compensation of the Employee shall be reduced by _____ (percentage) or _____ (amount), not to exceed IRS regulations. If the contributions under this agreement are based on a prescribed percentage of salary rather than a fixed dollar amount, the mere change in the amount of the Employer's contributions because of an increase or decrease in salary during the year will not constitute a new agreement.

The Employer shall make contributions to the Employee's retirement income account at Guidestone Financial Resources SBC to provide a tax-sheltered annuity benefit which is fully vested, nonforfeitable, and nontransferable. The amount of the Employer's contributions pursuant to the salary reduction agreement shall be the amount by which the Employee's annual compensation is reduced under this agreement.

This agreement shall remain in full force and effect during the continued employment of the Employee unless it is terminated either by the execution of a new salary reduction agreement or by any other written agreement signed by the parties to terminate this agreement.

Printed Name of Employer Representative

Signature of Employer Representative

Printed Name of Employee

Signature of Employee

SENIOR PASTOR SEARCH TEAM RECOMMENDATION FORM

(The following shall be recommended to West Edgecombe Baptist Church in a business meeting.)

The Senior Pastor Search Team recommends that West Edgecombe Baptist Church extend a call to _____ to serve as our Senior Pastor, effective _____. It is understood by both parties that our Church and _____ shall work together under the following agreement.

1. The Church expects the Senior Pastor to:
 - a. lead the Church to function as a New Testament Church in accordance with *The 2000 Baptist Faith and Message* and the WEBC Constitution, By-Laws, and Operations Manual.
 - b. lead the congregation, organizations, and Church staff in performing their tasks.
 - c. exercise general oversight of the Church.
 - d. be an ex-officio member, with no voting power, of all organizations and teams.
 - e. be in charge of the pulpit ministry, including special services, weddings, funerals, and ordinances (Baptism and the Lord's Supper).
 - f. devote proper attention to the spiritual and moral needs of our members and others in our community.
2. The Church agrees to support its Senior Pastor in the following manner:
 - a. Total compensations..... \$ _____
 - b. Moving allowance for relocation to Rocky Mount, NC...\$ _____
 - c. _____ paid weeks of vacation per year
 - d. _____ paid weeks to be away in revivals per year
 - e. with prayer, love, and financial support for a length of time recommended by the Deacons and approved by the Church, in the event of extended illness
3. If the Senior Pastor or the Church chooses to dissolve the Senior Pastor-Church relationship, WEBC By-Laws shall be followed. A thirty (30) day notice shall be given unless, due to peculiar circumstances, a shorter or longer period of time is mutually agreed upon by the Senior Pastor and the Church. Disposition of the matter is to be upon recommendation of the Deacons with the Church retaining final authority.

Senior Pastor Search Team Chairperson

Senior Pastor

(Date)

(Date)

STUDENT MINISTRY INTERN (PART-TIME) JOB DESCRIPTION

The Student Ministry Intern shall assist in outreach and the spiritual formation of West Edgecombe Baptist Church (WEBC) students in Grades 6-12. He/She shall be submerged in the life of our congregation in order to discover the integration of student ministry with congregational life. The Student Ministry Intern shall develop a relationship with parents and Church and community leaders.

Qualifications

1. Have a vibrant and growing relationship with Jesus Christ and a passion for student ministry
2. Be teachable, humble, and have a servant's heart
3. Be an example to others in Christian character and integrity
4. Be a self-starter as well as a team player
5. Possess gifts for ministry, such as compassion, teaching, leadership, or music
6. Be at least a sophomore in college, preferably a junior or older
7. Provide his/her own transportation to/from WEBC
8. Adhere to WEBC's Policy for the Protection of Children, Youth, and Adults with Developmental Disabilities, including passing a background check

Responsibilities

1. Fully participate in weekly student/Church activities and other planned student/Church activities
2. Assist with any/all of the following Wednesday night Bible study student activities (approximate time from 4:00 pm-9:00 pm)
 - a. Connect with student in Grades 6-12 by building relationships during hangout and game time
 - b. Lead games/activities
 - c. Assist in planning and leading worship and teaching time
 - d. Lead a small group of students
 - e. Assist with preparing and cleaning up student areas
3. Attend Sunday morning student Life Groups and worship (approximate time from 9:00 am-12:30 pm).

4. Assist in the Sunday morning Life Groups teaching/rotation of WEBC students, grades 6-8 or 9-12
5. Assist in the planning and implementation of student events, including retreats, 5th Quarter, camp(s), Winter Jam, etc.
6. Meet with the Senior Pastor, Forward Team, and student ministry team regularly for mentoring and planning
7. Attend WEBC staff meetings when possible
8. Mentor students by attending their activities or meeting with them outside of regularly scheduled program time
9. Ask questions, be creative, offer and implement ideas, seek servant-leadership opportunities, take risks, learn, and see God work through you to make an impact on others

STUDENT PASTOR/STUDENT DIRECTOR (PART-TIME) JOB DESCRIPTION

The Student Pastor/Student Director shall provide visionary oversight and pastoral leadership to West Edgecombe Baptist Church (WEBC) students and their families. He/She shall partner with parents and student leaders in discipling students to become lifelong followers of Christ while engaging them in the good news of the gospel and supporting them in developing their love for Him and others. The Student Pastor/Student Director shall be present in the lives of WEBC students and shall work to provide a place where they feel they belong.

Qualifications

1. Is a committed Christian whose lifestyle reflects caring and sharing the gospel of Jesus Christ
2. Is faithful in worship and to a personal relationship with Jesus Christ
3. Relates well to students
4. Has a knowledge of Student Ministry and Christian Education concepts and methods
5. Is self-motivated and committed to professional church ministry
6. Desires and has the ability to work as a member of an interdependent professional team
7. Is supportive of the philosophy of WEBC's ministry and staff
8. Will affiliate and invest in the WEBC congregation
9. Is an effective communicator and organizer who is able to recruit and delegate
10. Is willing to learn and receive additional training to increase ministerial competence

Responsibilities

1. Provide Visionary Oversight and Pastoral Leadership to the Student Ministry (Grades 6-12) of WEBC
 - a. Develop and lead overall student ministries while ensuring two (2) programs: Grades 6-8 and Grades 9-12
 - b. Provide overall pastoral care for students while encouraging their spiritual growth and challenging them to grow in their commitment to Christ and His mission
 - c. Identify, train, and support the student leadership team
 - d. Invest in and nurture a Grades 9-12 mentorship program for students in Grades 6-8
 - e. Plan and coordinate yearly student activities:
 - i. Weekly meetings for students in Grades 6-8 and Grades 9-12
 - ii. One (1) monthly student event, not including Sunday and Wednesday programming. Examples of events are cookouts, water events, Student Nights Out, Lock-Ins, concerts, conferences, etc.

- iii. One (1) outreach event each quarter
 - iv. Two (2) summer camps and/or mission trips – one for Grades 6-8 and one for Grades 9-12
 - v. At least two (2) overnight weekend events, not including summer camps and mission trips
 - f. Develop and lead a student leadership team in which students' spiritual gifts are utilized
2. Provide Individualized Support, Nurturing of Gifts, and Mentoring
- a. Lead a Christ-like lifestyle and pray regularly for WEBC students and the Church body
 - b. Provide one-to-one mentoring
 - c. Disciple students to become lifelong followers of Jesus as their Lord and Savior
 - d. Build and maintain positive relationships with students and their parents
 - e. Visit students and their families, as needed
 - f. Interact with students and student leaders at Life Groups, regularly scheduled Student Programming, and other student ministry events
 - g. Maintain accurate records of student participation in Life Groups, regularly scheduled Student Programming, and other student ministry events. Reach out weekly to students and their families using this data
 - h. Involve students in various Church ministries
 - i. Oversee curriculum coordination and/or development
3. Prepare Students for Life after Secondary School
- a. Support and facilitate gift discernment and vocational explorations
 - b. Equip students to defend their faith
 - c. Assist students in connecting with other church ministries, small groups, etc.
 - d. Be relationally present as a support/resource for students after secondary school
4. Managerial Duties
- a. Recruit and train volunteers to support WEBC's student ministry to ensure adequate support and adult to student ratios
 - b. Lead monthly Student Council meetings to plan discuss upcoming events
 - c. Lead quarterly meetings for student leaders for planning and evaluating purposes
 - d. Effectively communicate upcoming events with students, families, staff leadership team, teachers, and workers in a timely manner using all available

resources, including Church email and website, social media, text messaging, bulletin boards, etc.

- e. Plan and facilitate fund raisers for student camps, mission trips, and other student events
- f. Attend all WEBC staff meetings
- g. Submit articles for quarterly WEBC newsletters
- h. Provide a student ministry report at monthly business meetings
- i. Manage the student budget
- j. Submit an annual budget to the Finance Team for Church approval

TRIP SHEET

Driver _____ Back Up Driver _____

Trip Coordinator _____

Destination _____

Specific Place City
(If several places are to be visited, list them on reverse.)

Departure From Church _____ Expected Arrival _____
Date Time Date Time

Expected Departure To Return _____ Expected Return to Church _____
Date Time Date Time

List on the back of this sheet any other information, including telephone numbers, that would be helpful to office personnel in case of an emergency.

Passenger List

(Permission slips for all persons under the age of 18 are attached.)

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | |

(NOTE: Only 15 people may ride the van, including drivers.)

Additional Passenger List

(Those going on the trip but not riding in Church-owned vehicles.)

1. _____

21. _____

2. _____

22. _____

3. _____

23. _____

4. _____

24. _____

5. _____

25. _____

6. _____

26. _____

7. _____

27. _____

8. _____

28. _____

9. _____

29. _____

10. _____

30. _____

11. _____

31. _____

12. _____

32. _____

13. _____

33. _____

14. _____

34. _____

15. _____

35. _____

16. _____

36. _____

17. _____

37. _____

18. _____

38. _____

19. _____

39. _____

20. _____

40. _____

VAN GUIDELINES

Required Reservation

1. Must be used for a Church function.
2. Must be scheduled with Church secretary.

Trip Coordinator's Duties

1. Contact Church secretary to schedule trip on Church calendar.
2. Arrange for approved drivers.
3. Record names of all persons participating in trip. Include emergency contact information for each individual. Leave one (1) copy in the Church office and take one (1) copy on the trip.
4. Have required permission forms for children eighteen (18) years old and younger completed and signed by parent/guardian. Leave appropriate section of form in the Church office. Take the required copy on the trip.
5. Leave vehicle(s) clean upon return from trip.

Driver's Requirements

1. Must be approved by the Vehicle Team and insurance company.
2. Must be a church member.
3. Must be at least twenty-one (21) years of age and have a minimum of three (3) years driving experience.
4. Must have a clean driving record over the past three (3) years.
5. Must not have any questionable health problems.
6. Must be an adult at least twenty-one (21) years of age if driving a Church van or a personal vehicle for a youth outing. Additionally, if a young person chooses to drive his/her personal vehicle, he/she shall be responsible and shall not be acting as an agent of the Church.

Driver's Duties

1. Obtain key and credit card from Church secretary. Sign for same, giving date of leaving, destination, and time of return.
2. Check vehicle's overall operating condition. Check fluid levels.
3. Become familiar with operating the van before leaving for a trip.
4. Make sure number of passengers does not exceed vehicle's legal capacity.
5. Provide for the safety of all passengers.
6. Check clearances for width and height.
7. Make sure the current seat belt/booster seat laws for adults and children are obeyed.

8. Obey rules posted in the vehicle.
9. Leave vehicle clean and full of gas upon return from trip.
10. Report any problems with the vehicle to the Vehicle Team upon returning to the Church.

Audio/Video Requirements

1. Only G-rated or Christian movies shall be viewed.
2. Respectable music approved by the driver shall be played.

WEST EDGECOMBE BAPTIST CHURCH PERFORMANCE EVALUATION

Employee's Name (Print) _____

Position _____

Date of Hire _____
Review _____

Date of

Rating Scale: 5 – Exceeds Expectations

4 – Above Expectations

3 – Meets Expectations

2 – Below Expectations

1 – Does Not Meet Expectations

Major Functions

Circle

- | | | | | | |
|--|---|---|---|---|---|
| 1. Maintains good attendance and conforms to work hours. | 1 | 2 | 3 | 4 | 5 |
| 2. Has knowledge and skills to carry out work assignments. | 1 | 2 | 3 | 4 | 5 |
| 3. Works with minimal supervision. | 1 | 2 | 3 | 4 | 5 |
| 4. Performs job accurately and thoroughly. | 1 | 2 | 3 | 4 | 5 |

- | | | | | | |
|---|---|---|---|---|---|
| 5. Meets deadlines. | 1 | 2 | 3 | 4 | 5 |
| 6. Performs expected quantity of work. | 1 | 2 | 3 | 4 | 5 |
| 7. Uses sound judgment. | 1 | 2 | 3 | 4 | 5 |
| 8. Carries out supervisory duties promptly and responsibly. | 1 | 2 | 3 | 4 | 5 |

Comments

Personal/Work Attitudes

Circle

- | | | | | | |
|---|---|---|---|---|---|
| 1. Cooperates with the Senior Pastor, Deacons, and other staff members. | 1 | 2 | 3 | 4 | 5 |
| 2. Is flexible and can adapt to changes in work routine. | 1 | 2 | 3 | 4 | 5 |
| 3. Communicates effectively and tactfully with others. | 1 | 2 | 3 | 4 | 5 |
| 4. Accepts constructive criticism and recognition gracefully. | 1 | 2 | 3 | 4 | 5 |
| 5. Demonstrates honesty and integrity. | 1 | 2 | 3 | 4 | 5 |
| 6. Areas for Improvement: | | | | | |

- a. _____
- b. _____
- c. _____
- d. _____

Comments

7. Strengths:

- a.

- b.

- c.

- d.

Comments

Overall Comments

Personnel Team:

Employee:

Employee Signature _____ Date

Personnel Team Member Signature _____

Date _____

WEST EDGECOMBE BAPTIST CHURCH WEDDING APPLICATION

13821 NC 43 North

Rocky Mount NC 27801

252.442.7041

office@westedgcombebaptist.com

Only Christian weddings shall be performed at West Edgecombe Baptist Church. This body of believers defines and interprets that according to the Bible, a Christian wedding is marriage between one man and one woman, heterosexual in nature, without exception.

_____	_____	_____	_____
Bride's Signature	Date	Groom's Signature	Date

_____	_____
Senior Pastor's Signature	Date

Bride's Name_____

Cell # _____ Work # _____

Age _____ DOB _____

Current Address _____

Groom's Name_____

Cell # _____ Work # _____

Age _____ DOB _____

Current Address _____

Address after Marriage _____

Address after Marriage _____

Church Affiliation _____

Church Affiliation _____

Parents' Names _____

Parents' Names _____

Wedding Information

Date _____ Time _____

Florist/Delivery Time _____

Minister/Cell # _____

Musician/Cell # _____

Director/Cell # _____

Vocalist/Cell # _____

Rehearsal Information

Date _____ Time _____

Rehearsal Dinner Information

Date _____ Time _____

Place _____

Reception

Date _____ Time _____

Place _____

Caterer/Cell # _____

Musical Selections

Approved by _____

(Senior Pastor/Worship Pastor/Worship Leader) _____ (Date)

Special Request/Information

Approved by _____ (Senior Pastor) _____ (Date)

Approved by _____ (Chairman of Deacons) _____ (Date)

COPY TO BE PROVIDED TO AUDIO AND VISUALS TEAMS.

WORSHIP PASTOR/WORSHIP LEADER JOB DESCRIPTION

The Worship Pastor/Worship Leader shall:

1. be responsible for providing edifying leadership in all worship services incorporating the adult choir, praise team, youth, and children's music ministries.
2. plan, implement, coordinate, direct, and evaluate all music and music ministries of the Church. He/She shall work with others to grow these ministries.
3. be responsible for the use of audio and visual resources, including scheduling and training. He/She shall serve as Chairperson of the Audio Team and the Visuals Team.
4. assist the Senior Pastor with pastoral care, discipleship, outreach, visitation, etc.
5. provide leadership for Women's Ministry development, including planning conferences, meetings, events, Bible/discipleship studies, etc.
6. be responsible for Media including, but not limited to, the Church website and electronic sign, Facebook, and special events.
7. serve on the Forward Team.
8. submit monthly reports for Church business meetings and articles for the Church newsletter.
9. prepare and submit a yearly music budget to the Budget Planning Team.
10. report to the Senior Pastor

ASSOCIATE PASTOR OF STUDENT MINISTRIES & OUTREACH JOB DESCRIPTION

Position Overview:

The Associate Pastor of Student Ministries & Outreach is responsible for the spiritual development and growth of the church's youth and young adult communities. This position involves leading discipleship programs, organizing events, and engaging students in mission work, while fostering strong relationships with the broader church body.

Key Responsibilities:

1. Discipleship and Teaching:

- Teach the Word of God weekly to youth and young adults, building their knowledge and confidence in the Gospel.
- Develop and implement a comprehensive discipleship curriculum tailored to the needs of the student community.
- Mentor and train student leaders for their present and future roles within the church.
- Work with WEBC staff to lead VBS
- Serve as pulpit supply when needed.

2. Program Management:

- Plan and coordinate a calendar of recreational, discipleship, and service events.
- Oversee logistical arrangements and provide necessary resources for student participation in events.
- Evaluate and improve program offerings to meet the evolving needs of the student ministry.
- Lead monthly service/missions minded projects
- Lead students in two weeks of camp/mission opportunities during the summer. Overnight events - Plan and promote at least two weekend events (overnight) per calendar year in addition to camp/mission trips.
-

3. Community Engagement:

- Foster a welcoming and inclusive environment for all students.

- Build and maintain relationships with students, parents, and church members.
- Encourage students to actively participate in the life of the church and contribute to its mission.

4. Mission and Outreach:

- Lead student mission projects in collaboration with the church body.
- Encourage student involvement in local and global outreach initiatives.
- Develop partnerships with other churches and community organizations to enhance outreach efforts.
- Work with local schools to support students and the community.

5. Leadership Development:

- Identify and nurture potential leaders within the student community through a leadership program.
- Provide training and support for students to grow in their leadership capacities.
- Promote student-led initiatives that align with the church's mission and values.