

Policy and Procedure Manual

Cave Spring Baptist Church

This Policy and Procedure Manual is the product of Cave Spring Baptist Church's traditions and judgments about how we may best fulfill our ministry and organize our lives for fruitful service. It covers the wide range of programs and activities of a dynamic church community.

We recognize that there is always a risk of too many rules and procedures that may stifle creativity and a vigorous adventuresome spirit, as well as the Holy Spirit's promptings. We also know, however, that there is effectiveness and freedom in clarity about the way we organize our church life and fulfill our individual calling as part of the Body of Christ.

Policies are always subject to review. All of our teams and ministries are urged to suggest ways in which we can enhance our life together. Policies may need adjusting or even abolishing if we find they are counterproductive or disabling. Therefore, we invite constructive criticism of these policies and suggestions concerning areas not addressed.

Because policies are always reviewed by our church, and the church is free to adjust and adapt them to new circumstances or priorities, the policies set forth in this manual are only a statement of current policy. They are subject to change at any time by the members of this church acting in accord with our congregational government and the procedures of the bylaws.

No policy set forth herein is a promise or guarantee, nor is any contract right created by this statement of current practice.

We urge our church family, staff and friends to familiarize themselves with these policies, especially those that affect areas of their own church participation, ministry or interest. These policies are not merely formal abstract legal clauses, but statements of how we can best work, worship and ministry together in this family.

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Section A

Organization and Structure

1.00 Primary Governing Documents

Reference Bylaws: Opening Paragraph

The core governing document of the church which set forth its basic structure, leadership and core beliefs are the bylaws. These do not normally contain the detailed procedures set forth in this policy and procedure manual, but do provide the larger context of duties and responsibilities. Policies and procedures adopted by this church must not be inconsistent with provisions in this core document.

2.00 Core Organization Aspects

Reference Bylaws: Opening Paragraph

2.01 Local Church Autonomy

A core principle of Baptist life is the autonomy of the local church. This autonomy is crucial because it means that all decisions about the church, its doctrine, property and leadership are made within the local church. No external body such as a conference, association or denomination has any control over the local church's decisions. This is not only a freedom but a responsibility to exercise care in all our actions to be faithful to our calling.

2.02 Relationships

While independent and autonomous, the church nevertheless recognizes the privileges and strengths which come through association with other churches and bodies of like mission and belief. Through such associations, the local church is strengthened in fellowship and enabled collectively to further the work of the local church in missions, education, evangelism and social witness. This church thus is affiliated with the Morgan Baptist Association, the Baptist State Convention of Alabama and the Southern Baptist Convention.

2.03 Congregational Government

- A.** Consistent with Baptist tradition and theology, the government of this church is congregational in nature. The final authority for the operation and management of the affairs of this congregation, spiritual and temporal, shall be vested in the membership of the congregation, which authority shall be exercised in the manner set forth in the bylaws.
- B.** Members alone have the authority to adopt and amend bylaws, approve budgets, receive members and govern and conduct the affairs of this corporation. This means that, except where specific provision is made in the bylaws, decisions are made by majority vote of those present and voting at regular and special called meetings of the members. This places a major responsibility on the members to take their responsibilities as members seriously and prayerfully.

3.00 Legal Aspects of Church Organization

3.01 Basic Character

This church is a registered nonprofit corporation under the laws of Alabama and functions consistent with the requirements of organizations recognized under the Internal Revenue Code as a §501(c)(3) tax-exempt charitable organization. Our nonprofit and exempt character provides certain rights and privileges as well as imposing some limited obligations on our affairs, chiefly financial.

3.02 Political Activities

- A.** Consistent with our tax-exempt status, the church is barred from certain electioneering activities and limited to insubstantial lobbying. While the church urges members to exercise their political rights to vote in elections for leadership in our local state and federal government, and in doing so to apply their Christian worldview and moral convictions, neither the church nor its officers speaking on behalf of the church shall endorse any candidate in an election, nor shall the resources, or facilities of the church be used in support of a candidate for office.
- B.** Literature supporting a candidate shall not be distributed within the church. Literature about issues in a campaign may only be distributed within the church after the review and approval by the Pastor and/or the Church Leadership Team.
- C.** However, nothing in this policy shall discourage the vigorous prophetic witness of the church and its members on issues touching matters of faith, morals and the spiritual health of the nation.

4.00 Membership

Reference Bylaws: 1. Membership

4.01 Membership Policy

A. Member Eligibility

The membership of this church shall be composed of persons who have confessed Jesus Christ as their Savior and Lord, who have been baptized by immersion, and who have been received by majority vote of members present and voting. The requirement of immersion baptism may, on recommendation of the Senior Pastor and consent of the deacons, be suspended in cases of physical impossibility or severe hardship.

B. Admission of Members

A person may become a member in one of the following ways:

1. **Profession of Faith and Baptism** - An applicant may be received on profession of faith as a candidate for baptism, afterwards the applicant shall enjoy the full fellowship of the church.
2. **Letter** - A member from another Baptist church, who has received the ordinance of baptism by immersion, may be received by letter of dismissal and recommendation. If

such letter cannot be secured within ninety days, the Clerk shall automatically record such member as “received on statement of faith.”

3. **Statement of Faith** – For persons who have experienced salvation, followed by believer's baptism by immersion by another Baptist church (or church of like doctrine), or no record is now available.
4. **Watchcare** – A person may join by Watchcare who is a member of another church of like faith and order. Watchcare membership is intended for those who are in the area temporarily (college, work, etc.) It allows them to retain membership in their home church and also allows them to serve at Cave Spring Baptist Church as we watch and care for them while they are in the area. They may serve on ministry teams and may assist in other church activities. ***They may not serve on the Leadership Team or Administrative Teams. They will also not be allowed to vote during business meetings.***

C. Procedure

1. Any person desiring membership in this church may present themselves as a candidate in response to the invitation at any worship service. Either a membership team or a pastor will meet with the candidate to acquaint them with the bylaws, statement of faith or core beliefs, policies & procedures and the different programs of the church (new member orientation).
2. After receiving their affirmative commitment to the responsibilities of membership in this church, a pastor or membership team shall present the applicant to the church.
3. The applicant may choose to confer with a pastor or membership team and complete a new member orientation before presenting themselves to the church as a candidate for membership; if so, they may be received immediately by the majority vote of the church.

D. Duties of Members

1. The duties of the members of this church shall be to be just in their dealings, faithful in their engagements, guarded in their conversation, faithful in all the duties essential to the Christian life (especially prayer and bible study), to regularly attend the services of the church, to give regularly and systematically to its support and kingdom causes, and to share in its organized work.

E. Rights of Members

1. **Voting** - Except as may be otherwise provided in the bylaws every active member, 16 years and up, is entitled to vote at all elections and on all questions submitted to the membership.
2. **Holding Office** - Except as otherwise set forth herein, every member, is eligible for consideration by the membership as a candidate for elective offices in the church.
3. **Ordinances** - Members may participate in all ordinances of the church. Cave Spring Baptist Church practices open communion in that all Christ followers are invited to participate in the Lord's Supper.

4. **Records** - Members shall have access to the principal records of the church including minutes of its governing body and principal financial reports. However, consistent with Baptist doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.

F. Inactive Members

1. The deacons shall review the membership rolls of the church annually in October. For those persons who, without good cause (ex. physically unable, active military, etc.), have not participated in the life of the church in the past six months, the deacons shall seek to make personal contact and determine the reasons for their inactivity and encourage them in their relationship with the church.
2. In the event such persons cannot be contacted, or the persons indicate a desire to be placed on an inactive roll, or the deacons believe an inactive status would be appropriate, the deacons may recommend to the church those persons to be placed by an inactive roll.
3. The church by majority vote may then place such persons on the inactive roll. Persons on an inactive roll shall not be entitled to vote on any matter before the church. Persons may be removed from the inactive roll and return to the regular church roll by congregational vote initiated by a request of the member or by recommendation of the deacons.

G. Termination of Membership.

The methods of terminating the membership status of a member shall be as follows:

1. **By Letter** - A letter of transfer to unite with another church may be issued, upon request, to another church for any member of this church who is in good standing.
2. **Removal from Roll** - Upon receipt of reliable information that a member has united with another church, this church shall terminate the membership status of the member and the clerk shall remove the member from the roll.
3. **By Exclusion** - In the event of persistent breach of a member's Christian Walk, the membership, after due notice and opportunity of hearing, and every possible, kindly effort to make such action unnecessary, may upon majority vote terminate the membership status of a person in this church for reasons it considers sufficient to warrant such action. Any church discipline shall be exercised in accord with the principles and practices mandated in Matthew 18 with a primary view to the ministry of reconciliation and restoration.
4. **By Personal Request of the Member** - Any member shall be removed from the roll and the membership status of that member terminated upon request by that member to the Senior Pastor or the deacons.
5. **Death of a Member.**

5.00 Officers, Leadership and Teams

5.01 General Officers

Reference Bylaws: 2. Church Officers

We believe that all are called to ministry and gifted by God for each one's calling. Among those gifts are those of leadership, both paid and volunteer. The church bylaws set forth the principal leadership of the church including general officers such as pastoral/ministerial staff (discussed in section F), treasurer (discussed in Section D), deacons, clerk, trustees, etc.

A. Trustees

1. A minimum of three people will be elected by the church body to serve as legal officers of the church after matters are approved by the church body.
2. Trustees are not on a rotational cycle and will serve until they step down or are removed from the role.
3. Trustees will be bonded, if required.

B. Moderator

1. The Senior Pastor, Chairman of the Deacons or mutually agreed upon person by these two will serve as moderator for any official church meetings.

C. Clerk

1. Recommended by Nominating Team and approved by church body annually.
2. Serves as the scribe for business meetings.
3. Responsible for record keeping of official actions of the church.

5.02 Deacon Ministry

Reference Bylaws: 3. Deacons

- A.** Deacons are elected by the congregation and provide spiritual oversight over the ministry of the church in cooperation with the pastor(s) and also assist the pastor(s) as needed to help lessen their workload.
- B.** Oversee the benevolence needs of the church by serving the physical and logistical needs of the congregation (Acts 6:1-7) and help organize ministries for benevolence, hospitality, facility upkeep, etc.
- C.** Though not a governing body, they often do have the responsibility for reviewing the overall ministry and health of the church and, if needed, make recommendations to the Church Leadership Team and the congregation.
- D.** Our church should continually mentor the men of our congregation to be able and willing to serve in this capacity.

E. Deacon Election Process:

1. Deacons, with input from the Senior Pastor, will determine the number needed for the upcoming year before elections are held.
2. Deacon nominations will be held on first Sunday of March with the election taking place by the last Sunday in March. The church will make announcement by mid-February by Sunday morning worship announcements and church social media sites, to allow the congregation time to pray about nominations.
3. Candidates will be nominated by the church, and must meet the qualifications set forth in 1 Timothy 3:8-13.
4. To be considered, they must be 25 years old and an active member of Cave Spring Baptist Church for a minimum of the previous 12 months.
5. All nominations will be screened/interviewed by the deacon body and, if qualified and willing to serve, will be presented to the church for a vote. The election will be a simple majority, (ex. if three deacons are needed, the top three will be added to the deacon body).
6. An ordination service, if required, will be scheduled as soon as feasibly possible.
7. One third of the deacon body will “roll off” each year, after new deacons have been elected. They will be available for re-election in the next election cycle. If the number of new deacons needed is not available after the election process, the deacon body will determine which serving deacons will be asked to continue in their role for the next year.
8. In the event of a deacon having to step down (moving, sickness, etc.) the deacon body may ask any ordained deacon, that is an active member of our church, to serve the remaining term. This includes deacons that may have rolled off, if they are in their “roll off” year and agree to serve, they will still be available in the next election cycle if they desire to serve.

5.03 Teams/Task Groups

Reference Bylaws: 5. Church Leadership Team

6. Church Teams

Much of the work of the church is accomplished by teams and task groups – short and long term. The bylaws authorize the church to create such teams/task groups and determine their composition and duties. Such groups that are created by the church are then identified with their composition and duties listed in the bylaws and these policies and procedures.

A. Church Leadership Team

The purpose of the leadership team is to work together to review, prioritize, coordinate and lead all church ministry and program objectives and goals forming an effective plan and calendar to serve the congregation and advance the Gospel by glorifying God and shaping disciples.

1. Members:

Senior Pastor (Chairman), all pastoral and ministerial staff and a director or representative from each ministry or team/task group.

2. Responsibilities:

- i. Pray for God's guidance.
- ii. Meetings - At a minimum, should be held before the quarterly business meetings. This will allow any business that needs church discussion and/or approval to be brought before the congregation.
- iii. Be prepared to present objectives, goals, activities, ideas, needs, and/or programs for the ministry area they serve.
- iv. Collaborate to create/modify the church calendar.
- v. The team should be in agreement for all activities and goals presented. This may require a vote either to affirm or deny objectives and goals presented, if so, all members listed above will each have one vote to either confirm or deny moving forward. While total agreement is the desire, a majority vote will approve.

5.04 Church Teams

- A.** All who serve on church teams shall be members of this church.
- B.** All church team members shall be recommended by the church nominating team and elected by the church unless otherwise specified in the bylaws.
- C.** The Senior Pastor will serve as an ex-officio member on all administrative teams.

5.05 Administrative Teams

A. Nominating Team

The purpose of the Nominating Team is to coordinate volunteer positions in the church as needed. This is an administrative team that consists of six members and will serve on a three-year rotational basis with one-third to be elected each year. The Chairman will oversee the election and verify the team is fully staffed for the coming year.

1. Responsibilities:

- i. Prayerfully search the church membership for the most qualified, willing and equipped person to serve in all positions.
- ii. Annually provide the updated list of administrative teams, process teams, ministries and adult discipleship groups for approval by the church.
- iii. Most team leaders fill their teams internally (youth, children, nursery, security, etc.) and provide the list to the nominating team for approval and presentation to the church.
- iv. Assist any team having trouble filling a position for the new year.

- v. Assist with any unplanned vacancy throughout the year. These vacancies are not typically brought before the church but should be discussed with the Senior Pastor. After approval, the team should provide an updated list to the congregation.
- vi. Annually review bylaws, job descriptions and responsibilities of each team.

B. Personnel Team

The purpose of the Personnel Team is to assist the church in matters related to employed personnel administration, including those called by church action. This is an administrative team that consists of six tithing members and will serve on a three-year rotational basis with one-third to be elected each year. The Chairman will oversee the election and verify the team is fully staffed for the coming year.

****Details of the Personnel Team can be found in: Section C - Personnel Policies.**

C. Property and Space Team

The purpose of the Property and Space Team is to maintain all of the church property that God has blessed us with and utilize it to the glory of God and His will. This is an administrative team that consists of six members and will serve on a three-year rotational basis with one-third to be elected each year. The Chairman will oversee the election and verify the team is fully staffed for the coming year.

Responsibilities:

1. Maintain all church properties for ready use.
2. Recommend and assist with the development of policy relating to use of properties.
3. Evaluate and consult with the personnel team and church staff regarding employment of maintenance and janitorial personnel and assignment of supervisory responsibilities.
4. Develop and maintain a system for church members to report problems and concerns. Ensure a timely response and keep indicated staff and members informed.
5. Schedule annual inspections of church buildings, grounds and equipment and address any needs or concerns identified.
6. Maintain a list of all properties and equipment with age of item to assist in planning future needs and budgeting.

D. Stewardship Team

The purpose of the stewardship team is to develop and recommend an overall financial plan and church budget. The team will work with the Treasurer in maintaining reports and making recommendations to the church for all financial issues. This is an administrative team that consists of six tithing members and will serve on a three-year rotational basis with one-third to be elected each year. The Chairman will oversee the election and verify the team is fully staffed for the coming year.

****Details on the responsibilities of the Stewardship Team can be found in Section D – Financial Policies.**

5.05 Conflicts of Interest

A. Basic Policy

Those in positions of church leadership shall recognize the trust that is placed in them as stewards of the resources and ministries of the church. They shall act in the exercise of their duties and leadership with the best interests of the church as the first priority, and prayerfully exercise their best judgment in providing that leadership on behalf of the church.

1. No church staff member, officer or leader shall use his or her position, or knowledge gained through their roles, in any manner that creates a conflict between the interest of the church and its ministry and his or her personal interests.
2. In order to comply with both legal and spiritual principles, and to avoid any appearance of impropriety, church leadership must be sensitive to potential conflicts of interest, and comply with the provisions of the Conflicts of Interest Policy of this church.

B. Procedure in the Event of Potential Conflicts of Interest

The church recognizes that not all potential conflicts of interest are inappropriate, and some actually are in the best interests of the church, as when the church purchases supplies or property from a church member or leader who has a financial interest in the business or property. To assure, however, that such transactions comply with conflicts of interest principles and avoid any appearance of impropriety, the following procedures shall be observed:

1. **Disclosure of Interests:** Whenever a church leader may have a financial or other personal interest in a proposed transaction, he or she shall disclose such interest prior to the church's consideration of the transaction. Such disclosures should be made in writing to the church body involved in the transaction, and such disclosure documents maintained by the church.
2. **Non-Participation in Decisions:** The church leader who has such a personal interest shall not vote on whether such a transaction is approved, make motions on the matter, or execute documents formalizing the transaction. Such nonparticipation shall be documented in the minutes of the body acting on the proposed transaction.

6.00 Church in Conference (“Business” Meetings)

Reference Bylaws: 11. Church Conference

6.01 Role of Members

- A. As a congregationally governed church, the major decisions of the church are made by the congregation, meeting in regular or special sessions. Members are urged to accept their responsibilities as members to participate in these sessions and bring their gifts of discernment, wisdom and judgment to the process of governing the church.
- B. All members, in good standing, are encouraged to vote on all business of the church.

6.02 Regular and Special Called Meetings

- A.** As set forth in the bylaws, regular congregational business meetings are held quarterly, preferably the Wednesday night after the Church Leadership Team meets. This will allow any business that needs church approval to be discussed and voted on by the church.
- B.** Special meetings may also be called under procedures set in the bylaws. Notice should be given at a Sunday morning worship service and on the church digital communication platforms. See the bylaws for the process in a matter of extreme urgency.
- C.** Voting may be by lifted hand or a simple Yeah/Nay, with a simple majority approving or disapproving of the item being discussed on items other than calling a pastor.

6.03 Provision that Govern Meetings

The church bylaws and procedures provide the provisions regarding meetings, voting, quorums and related matters. Robert's Rules of Order should be followed.

Section B

General Church Policies

1.00 Property Matters

Reference Bylaws: **2. Church Officers – Trustees**
 5. Church Teams – Property and Space Team

1.01 Real Property Titles and Ownership

- A.** All church real properties shall be held in the name of the church, and their disposition and use subject exclusively to the decisions of the congregation made in accordance with the congregational government of the church as set forth in the governing documents of the church.
- B.** Trustees will serve as the legal officers of the church after a vote of the church to authorize each action specified by the bylaws.

1.02 Mortgages and Encumbrances

The real properties of the church (land and anything permanently attached to it), may be encumbered only with the express consent of the congregation acting in a business session.

1.03 Use and Disposition of Church Property

All personal property owned by the church (movable items that are not permanently affixed to land, such as furniture and vehicles) through its purchase, donation or bequeath shall be used and disposed of solely at the discretion of the church, and in a manner consistent with its bylaws and its character as tax-exempt, non-profit organization.

1.04 Property and Space Team Duties

- A.** The responsibility for assuring the church's interests and purposes is preserved and its policies observed in regard to the real property of the church is vested in the Property and Space Team which shall assure that the titles to properties are properly recorded, title insurance secured, the property adequately insured and a maintenance and inspection program established as required by these policies. The church shall maintain copies for each of these documents. Preferably hard copies, stored in the church safe.
- B.** They shall report not less than annually to the congregation on the matters within their responsibility.

1.05 Property Inventory

The Property and Space Team shall maintain and continually update, an inventory of all church real and personal property, dates of acquisition and cost, any warranties and manuals, any registration or other identifying numbers and where appropriate, assure the attachment of tags or markings identifying the property as church property.

1.06 Inspections

- A.** The Property and Space Team or its designees shall not less than annually, physically inspect all church properties owned or used by the church for any unsafe conditions, and shall report

to the church their findings and recommendations for action. In conducting this review, they shall consult available property and inspection guidelines which may assist in their assessment.

- B.** In the event they report any such unsafe conditions, they shall assure that repairs or other appropriate action is taken promptly, and re-inspect within thirty (30) days to assure the property condition has been rectified. They shall also take immediate steps to warn and otherwise protect persons from injury from any discovered defect. The team shall maintain records of its inspections, reports and corrective actions taken by themselves or others whether volunteers, employees or independent contractors.
- C.** Any member or volunteer should report to the Property and Space Team Chairman or church staff any conditions they believe may present a hazard or risk of injury.

1.07 Maintenance

The Property and Space Team shall establish a system of regular maintenance of all church properties and equipment, and maintain records of such maintenance.

1.08 Housekeeping

The Property and Space Team shall, in consultation with staff, assure the development and use of detailed regular housekeeping tasks lists and procedures to assure that those responsible for custodial and housekeeping duties have clear guidelines covering responsibilities both for building and grounds regular cleaning. *See job descriptions for the housekeeping responsibilities.*

1.09 General Safety Policies

A. Safety and Security Lead

The Nominating Team shall recommend a staff member or church member as Safety and Security Lead who shall oversee the safety policies and procedures of the church, assure their implementation, and make recommendations for enhanced policies and procedures.

1. The Safety and Security Lead will oversee any specific procedures related to how responsibilities are carried out. These procedures will be documented and approved by the Leadership Team but, for safety reasons, will not be published.

B. Safety and Security Team

The purpose of the safety and security team is to provide directions and guidelines to help church leadership and members to exercise good judgement and develop procedures to create a safe and secure experience at the church. The Safety and Security Team is an all-volunteer team. A Safety and Security Lead will be responsible for enlisting and training the team. This is a non-administrative team and may be a standing team.

- C.** Security is provided for Sunday services, Wednesday night services, and any church sponsored events on site.

Responsibilities include:

1. All primary entrance doors should be unlocked 30 minutes before the services.
2. Continuous monitoring of the security cameras.

3. Monitor parking lots.
4. Security members should be stationed at the front foyer, camera monitor room, classrooms and the sanctuary.
5. All exterior doors will be locked at the onset of the worship service, with a security person available to allow entrance. No doors should be propped open.
6. The entire membership is asked to be observant at all times and if an unusual or suspicious behavior is noticed, notify a security team member.
7. The security team will communicate by radio and/or cell phone.
8. Facility security risk assessment should be completed annually. All identified issues should be forwarded to the Leadership Team for evaluation.
9. An active security team list should be maintained.
10. Maintain a list of all training and attendees.
11. A list should be maintained of all church members and staff with possession of a key(s) and to which doors. The list should also identify all with knowledge of the kitchen door passcode.
12. The church secretary should be notified if a key is lost and a log kept.
13. For children registration and drop-off/pickup, please see the Children's Ministry Policy – Section E - 2.04.

D. Accident Policies

1. The church shall assure the prompt availability of first-aid supplies in all church facilities.
2. The church shall offer first-aid and/or CPR and AED training for church staff and leaders, especially those who work with children and youth. AEDs shall be available and maintained (verify all are tested and signed off by a certified company annually).
3. The church shall prominently post the contact numbers for police agencies, medical assistance, ambulance service, poison information offices and other appropriate persons or agencies. List should also contain church members that are available for emergencies.
4. Accidents shall be promptly reported to all appropriate persons including the church's insurance carrier.
5. The Safety and Security Lead and those present shall assure that the Accident-Incident Report Form is promptly completed and a copy maintained in church records.
6. The Safety and Security Lead and appropriate staff and teams shall investigate all accidents, and take or recommend such steps as they think appropriate to minimize future risks, and review as well the church's response to the accident and any ways to enhance the response.

E. Fire Safety

1. Fire extinguishers shall be available and maintained (verify all are tested or have gauges showing levels and are signed off annually by the Property and Space Lead or certified company), as well as other appropriate fire-fighting equipment.

2. Staff (paid and volunteer) shall have adequate training covering fire safety, evacuation, and the use of alarms and equipment.
3. Special inspections shall insure that fire hazards are avoided, including care in the storage of flammable liquids, improper use of extension cords or electrical equipment.
4. An evacuation plan shall be in place, including the posting in all facilities of exit directions, and clear signs and functioning exit doors. Evacuation training shall be provided all staff and teachers, including fire drills when appropriate.
5. The Safety and Security Lead shall assure the church is in full compliance with fire regulations, and shall seek the counsel of fire department personnel, and insurance company recommendations.

F. Safety Training

1. The Safety and Security Lead shall assure that all staff and church leaders have adequate safety training and appropriate refresher training in many dimensions of safety for personnel and those who utilize the facilities of the church.

1.10 Security/Safety of Participants

- A. The Safety and Security Lead along with the Property and Space Team shall annually, as well as whenever concerns are expressed or the church requests, review the security of the building and grounds for persons using, entering or leaving the facilities, and assure that appropriate personnel, locks, lighting, security and other systems and procedures are in place to assure, to the extent feasible, the safety of all those who participate in the life of the church and come on its premises.
- B. They shall make a written record of any recommendations, steps taken and responses to specific concerns expressed by persons of church bodies.

1.11 Use of Church Personal Property

A. Church Vehicles

1. In accord with the church-vehicle policy set forth herein and below, church vehicles may not be loaned or used in any way except for approved church purposes with approved drivers. For church vehicle and transportation policy, see 5.00 – Vehicles of this section.

B. Other Church Property

1. Persons requesting short-term and limited use of tables and chairs for non-church, off premises events shall complete a property request form noting the property to be used, and event for which it is to be used, the dates of such use, and the person responsible for its timely return. The Property and Space Team shall review any request, assure that such use would not conflict with a needed church use, and that such use is appropriate, and grant or deny the request.

C. Approval

1. Where such use may be permitted, factors to be weighed in granting approval of such use will be whether the event includes members of the church, the duration of such use, the event for which the property will be used, and any disruption to normal church activities and maintenance. An Equipment Loan Form should be completed for each use.

2. The use of church-owned powered equipment such as lawnmowers, tractors, snow blowers, computers, audio-visual equipment such as projectors will not be authorized except in very special circumstances.

1.12 Prohibited Activities On and Uses of Church Property

- A. Smoking/Vaping is not permitted in or on any church property.
- B. The use or possession of alcoholic beverages or illegal substances on church property is prohibited.
- C. The use of videos, music, or other materials that would be inappropriate for Sunday morning worship is prohibited on church property without prior approval by the Church Leadership Team.
- D. The posting of signs or materials on walls in church hallways and foyers is prohibited except with specific approval of the pastor or other designated staff.
- E. The use of church properties for commercial purposes is prohibited without prior approval by the church leadership team.
- F. The use of church properties in support of political candidates in any election is prohibited.
- G. The use of church property by any non-church group or for a non-church activity is prohibited except where approved according to procedures established by the church.
- H. The serving of food or dining is permitted only in designated areas.
- I. Pets are not permitted in the church at any time except:
 1. A certified service animal.
 2. A part of an approved educational program (i.e., school, community program).
 3. A program activity of the church.

1.13 Policy on Non-Church Uses of Facilities

A. General Policy on Non-Church Use

The church seeks to serve the community at large and to assist families in the church in family events requiring facilities such as the sanctuary, fellowship hall, etc. Thus, so long as not in conflict with church activities or policies, church facilities may be used by approved community groups and local families.

B. Specific Policies

1. Church properties may only be used in a manner and for purposes consistent with the Christian mission of the church, its federal tax-exempt status and property tax exemption.
2. Any use by persons, whether members or non-members for non-church organized or sponsored activities must be approved under the policies of the church as provided herein or in other policy provisions.
3. Persons or groups wishing to use the property for non-church organized or sponsored activities shall submit a written request to the church office indicating the requested time of use, purpose, facilities to be utilized, persons responsible, and other information as may

be requested. No use is confirmed or reserved until the application is received and approved, when it is then placed on the church calendar.

4. The church secretary, or in the absence of such staff position, some other person designated by the church shall maintain an official calendar noting scheduled church events as well as approved non-church events.
5. Facility-use policies shall be reviewed annually by the Property and Space Team who shall make such recommendations as they believe appropriate to the church. The church shall have final authority to adopt and amend policies.
6. Requests for use of the facilities for non-church sponsored events shall be reviewed by the pastor and chair of the Property and Space Team, and if the use is clearly consistent with the policies and the parties requesting use are of known responsibility, they may approve such use, or delegate that authority to staff. In the event requests are less clearly within guidelines or involve individuals or groups unknown to the pastor and/or chair, they shall refer the matter to the full team.
7. The church reserves the right to require the payment of usage fees, deposits, fees to cover janitorial services as the nature of use and church policy may require. In certain contexts of use, the church may require evidence of insurance.

C. Prohibited Uses

1. No use of the church facilities may be made for commercial purposes, for partisan political efforts, or by organizations that advocate laws or policies directly contrary to the doctrines and beliefs of this church.
2. No smoking/vaping or use of alcoholic beverages shall be permitted in any portion of the church's facilities.
3. Church policy generally prohibits the serving or consumption of food in the sanctuary unless prior approval is granted by the Church Leadership Team.

D. Facility Specific Policies

Some facilities have special policies and requirements for their use. Among these are the church's recreational facilities and the kitchen-fellowship hall. Policies regarding these must be read and affirmed as part of the application procedure and are available from the church office.

1.14 Special Types of Property

A. Church Recreational Facilities

The various teams whose activities involve the play and recreational areas of the church (including Property and Space Team, Safety and Security Team, Children's Ministry, Youth Ministry and staff) shall develop policies covering topics related to the safety, use, security, appropriate activities, behavioral expectations, routine inspection and maintenance and liability protections associated with the use of these areas by church programs, outside organizations and individuals without express permission or church supervision.

B. Church Parking Lots

1. The Safety and Security Lead and the Property and Space Team shall assure that parking lot design of traffic flow of pedestrians and vehicles has been carefully reviewed for safety. Appropriate markings on the parking lot and signs will further the safety considerations.
2. Where appropriate, they may recommend stationing church traffic personnel to assure safety in picking up or discharging passengers, and in entering streets and highways.
3. The use of church parking lots shall be limited to persons on church-related uses. The Property and Space Team shall arrange for appropriate signs in the parking lot indicating its use is limited to persons on church-related activities. The notice shall also indicate that overnight use is prohibited without special permit. A Facility Request Form should be completed for persons and placed in vehicles which do have authorization for use of the lot other than immediate church matters. They may also create a notice of unauthorized use that may be placed on unauthorized vehicles advising the owner of the improper use and stating the policy.
4. Other uses of the church parking lots for other than parking is prohibited except by prior written permission. Neither church groups nor others may use the parking lots for skateboarding, rollerblading and similar activities. Because of the risk of potential injuries, this policy shall be strictly enforced by notice in the parking lot advising improper users, and advising parents of improper use by their children when necessary.

1.15 Church Land Rented to Others

In the event any church real property is leased, rented or use permitted in any form by other persons or groups, the Property and Space Team, staff and officers shall assure that the use is lawful, that the users maintain insurance coverage for damages or liabilities arising from their use or possession, and that the use is not inconsistent with the values, beliefs and mission of the church.

1.16 Insurance

The Property and Space Team will secure professional insurance advice and assure that adequate insurance coverage is obtained including property, general liability, business auto, appropriate to the ministries of the church, and sufficient to provide coverage for liabilities arising from the ministry of members and staff, both volunteer and paid. Not less than \$1,000,000 per occurrence and \$3,000,000 in aggregate liability coverage shall be included.

1.17 Zoning and the Use of Properties and Bona fide Church Purposes

- A. The Property and Space Team, officers and staff shall address all uses of the real property set forth in church documents and establish programs that are grounded in the church's understanding of its character and mission. These programs shall be centered in biblical principles and/or commands which have historically been recognized as proper functions and ministries of the church.
- B. These clarifications shall affirm to this church and public agencies, such as zoning authorities, the legitimacy of these programs as authorized by our character and any zoning authority to function as a church.

1.18 Property Tax Exemption

- A. The Properties and Space Team, Stewardship Team and church officers shall seek to assure that in so far as is possible, all real estate of the church is being presently used for church purposes in such a way as to legitimately qualify for tax exemption.
- B. Applications for such exemption shall be timely filed in the appropriate offices.

2.00 Kitchen and Food Service

2.01 Policy Responsibility

- A. The Hospitality Team will oversee the policies governing the use of the kitchen and food service at the church. Such policies shall address permissible uses and procedures for use, kitchen maintenance and cleaning, use of the kitchen by outside persons or groups, appropriate sanitation policies, and persons with responsibility for assuring compliance.
- B. The church shall review any recommendations, and upon adoption of any policies, they shall be added to this policy manual, and where appropriate posted in the church facilities, and provided to any proposed users of the affected facilities.
- C. Once policies are adopted, its leadership shall assure the effective implementation of such policies.

2.02 Fellowship Hall/Kitchen Usage Policy

- A. The church has provided this facility and furnishings for the enjoyment of members and the community. Please abide by the following guidelines. Our major concern is cleanliness and safety.
- B. Furnishings and equipment are church property and are not to be taken outside the facility without prior approval.
- C. Decorations should be limited to tables and shelves. Please do not mar, deface or make holes in walls. Please do not use tape on doors, walls or windows. In all cases, a church member must be a part of the group and be the responsible person for the function.
- D. Use of the kitchen facilities and equipment must be approved by the church in accord with the policies and procedures set by the church.
- E. Schedule use of the Fellowship Hall/Kitchen with the church office. Provide date, time, group, point of contact and phone number. Using group is responsible for:
 - 1. A Facility Request Form should be completed and event added to church calendar.
 - 2. Check out keys from the office, if needed.
 - 3. Setup of tables, chairs, and equipment.
 - 4. Please do not use unfamiliar kitchen equipment without prior approval and training.
 - 5. Cleanup (cleaning supplies in kitchen or custodian closet on nursery hall).
 - 6. Thoroughly clean kitchen area/stoves/counter tops, etc.

7. Sweep and mop Fellowship Hall/kitchen areas.
8. Wipe off all tables/chairs with damp cloth.
9. All garbage cans should be emptied and taken to the dumpster. A dumpster key is kept in the Fellowship Hall.
10. No leftover food or drink items to be stored in refrigerator or freezer. Throw items out or take home. Don't leave them to accumulate.
11. Group items need to be marked with your group name and stored in your area of the pantry or refrigerator/freezer.
12. All dishes/pots and pans/utensils to be cleaned and placed in their proper place.
13. All dish towels/potholders/cloth items to be cleaned and returned to their proper place.
14. Return tables, chairs and equipment to the locations as indicated on the diagram posted in the Fellowship Hall. Return extra tables and chairs to classrooms, as appropriate.
15. Check thermostat and turn off or adjust, as required.
16. Lockup of all doors in Fellowship Hall/Kitchen. Lock and check all outside building doors. Ensure the entire church is secure.
17. Return keys to the office, if required.

2.03 Kitchen and Food Preparation Policies

Any use whether by the church or authorized others must conform to permissible-use policies established by the church concerning sanitation practices, fees and cleanup. Such policies shall be posted or provided in a binder available at the office and/or in the church kitchen.

2.04 Non-Church Use of Food Service Facilities

- A. Use of food service facilities of the church by any persons or groups not recognized as a church activity must be approved by the church in accord with procedures established by the church including written application and written approval and scheduling on the official church calendar.
- B. A Facility Request Form should be completed and include: identification of the group seeking use and responsible person, responsibilities for cleanup, food-service equipment that may and may not be used.
- C. A fee for approved, non-church use, may be required. Any user agrees to comply with all church policies regarding appropriate use of church facilities.

2.05 Church Regular Dinners/Meals

In the event the church provides regular meals in connection with church events, such as Wednesday night dinners, the Hospitality Ministry shall develop policies regarding preparation, serving, charges, cleanup and other matters related to safe and effective provision of these services.

2.06 Food Banks and Other Charitable Food Services

If the church offers charitable food services such as food banks, “meals-on-wheels” type activities, special dinners for needy families, the designated team shall set forth in writing policies and procedures regarding such activities including such areas as duties and responsibilities, financial procedures, health and safety issues, eligible persons, adequate supervision of food preparation, facilities security, and reporting.

3.00 Church Services (Worship, Wedding, Funeral, etc.)

The church will review and develop appropriate policies in the services taking place at our church, including but not limited to; worship services, baptisms, the Lord’s Supper, weddings, funerals, baby dedications, etc.

3.01 General Worship

All church worship services shall be God honoring and used as a time to worship and celebrate our Lord and Savior.

3.02 Music Policy

- A.** Music used during worship services will be approved by the Music Pastor/Minister.
- B.** Any music used during weddings and funerals must be approved by the Music Pastor/Minister or Senior Pastor and is discussed in 3.06 Wedding Policy and 3.07 Funeral Policy.
- C.** Music used during non-worship events must be approved by the Music Pastor/Minister, Senior Pastor or Church Leadership Team.

3.03 Lord’s Supper Observance

- A.** The Lord’s Supper will be observed, at a minimum, quarterly. It is usually observed during the morning worship service but special services may partake as well (ex. Christmas Eve). The church leadership will decide the dates and publish the information to keep the congregation informed.
- B.** Cave Spring Baptist Church observes “open communion”. All professing Christians, members or not, are invited to participate.
- C.** The Lords Supper Team is responsible for preparing the Lords Supper and restocking the materials needed.
- D.** The pastor(s) and deacons are responsible for leading the service and serving the elements.

3.04 Baptisms

Baptisms will be performed in accordance with the church bylaws.

3.05 Baby Dedication

It's our desire that every child be blessed. A Baby Dedication is a commitment by the parents and the church to provide opportunity for the child to know and experience what it means to follow God. For this reason, A Baby Dedication is defined by the following criteria.

- A. The dedication of a child is a voluntary act in which believing parents publicly present their child and themselves to the Lord, (usually during the morning worship), as an outward expression of their commitment to God regarding the raising of this child.
- B. The parent(s) are essentially committing themselves to raising this child, with God's help, in a way that demonstrates an example of Godliness, discipling according to God's ways and prayerfully training that child in God's teachings until that child can make a decision on his or her own to follow God.
- C. At the time of dedication, the Cave Spring Baptist Church family is also committing themselves to participate in raising of this child through our children and youth programs as well as to encourage this child in such a way as to be a positive witness and influence so that the child can grow up to one day accept Christ and live for Him.
- D. A Baby Dedication Form should be completed to ensure all pertinent information is given for the service. The completed form should be returned to the Children's Ministry Director.

3.06 Weddings

It is our desire that any wedding be the happiest experience possible and that it be all that God designed it to be. God created man and woman and intended the two to be joined in marriage so that each might give to the other what each lacked alone. Because we desire to live within God's principles for marriage and are committed to building strong marriages, the following are the guidelines governing marriages in this church:

- A. **One Man/One Woman** – All weddings performed at Cave Spring Baptist Church will conform to marriage as created by God and confirmed by Jesus (Gen. 2:21-24, Matt. 19:4-6).
- B. **Unhealthy Relationships – Each couple should be counseled on the following, realizing the opportunity to be a Christian witness in each situation:**
 - 1. **Being Unequally Yoked** - The church believes that Scripture warns against a Christian marrying a non-Christian (2 Corinthians 6:14-16) and the couple should be counseled on the hardships that may be encountered.
 - 2. **Divorce** - In cases where one or both parties have been divorced, the pastor asked to perform the ceremony should decide, after counseling the couple, whether or not to perform the ceremony (Mark 10:2-12; Matthew 5:31-32).
 - 3. **Premarital Sex** - Couples who are living together, or who are involved in a physical relationship, will be encouraged to separate and remain abstinent until marriage (1 Corinthians 6:13-20).
- C. **Pre-Marital Pregnancy** - In case of pre-marital pregnancy, the marriage may or may not be performed depending on the maturity of the persons involved and other considerations. The final decision to perform the ceremony will be determined by the pastor asked to perform the ceremony after counseling the couple.

- D. Officiating** - Weddings held on church facilities are normally officiated by pastors from the church. Guest pastors may participate in the wedding at the discretion of the Senior Pastor.
- E. Pre-Marital Counseling** - Pre-marital counseling with the Senior Pastor is strongly encouraged. This would be a more in-depth study than “B” above.
- F. Music** - The atmosphere of the ceremony is established by the music. Final approval of music is the responsibility of the Senior Pastor, Music Pastor or Leadership Team.
- G. Scheduling and Procedures** - Persons planning a church wedding should contact the office and Senior Pastor to discuss the church wedding policies, schedule counseling and use of facilities. A Facility Request – Wedding Form should be completed.

3.07 Funerals - (Celebration of Life)

A Funeral or Celebration of Life should be a time of worship and reflection. The following procedure should be used for all requests:

- A.** A family member or the funeral home’s staff will personally contact the Senior Pastor and/or Leadership Team to confirm the date/time of funeral and all of the arrangements. If there is another event on the calendar, attempts will be made to accommodate but cannot be guaranteed.
- B.** A Funeral Request Form should be completed and given to the church secretary to make sure it is added to the church calendar.
- C.** Members and their immediate family members (father, mother, child, spouse) may use the church facilities at no cost. Non-member use must be approved by the Senior Pastor and Leadership Team. There may be a fee that will be determined by the services the church is providing. Any fees required will be determined when the approval is made.
- D.** The service date and time will be scheduled with the Senior Pastor or Leadership Team. Other team members needed will be contacted for availability (sound technicians, musicians, etc.). The order of service should be determined as well; music, speakers, etc., to allow for any church team(s) planning.
- E.** Any outside pastor speaking at the service must be approved by the Senior Pastor.
- F.** The atmosphere of the ceremony is established by the music. Secular music is typically not appropriate. Final approval of music is the responsibility of the Senior Pastor, Music Pastor or Leadership Team.
- G.** A member of the Sound/Lighting Team will be onsite to assist with lighting and sound needs.
- H.** A member of the Deacon Team or Security Team will verify the church is open and remain onsite to secure the property afterwards.
- I.** A member of the Property and Space Team will verify the thermostats are set to a comfortable setting in the areas being used.

- J. Nursery services are not available unless prior arrangements have been made.
- K. Flowers and/or gift may be purchased by the 'Flower Team' for Church family or immediate family of church member for the funeral. There is a \$50 limit per event.

4.00 Special Church Activities

Church activities not specially addressed in the policy and procedures, either on-site or off-site, shall be approved by the Senior Pastor and/or Church Leadership Team.

5.00 Vehicles

- A. The Property and Space Team vehicle responsibilities:
 - 1. Ensure the normal vehicle service and inspections are completed.
 - 2. Authorize all repairs and replacements beyond normal service except for emergency repairs.
 - 3. Have responsibility for adequate insurance coverage and tag renewal. Current vehicle registration cards and insurance information shall be kept in all church vehicle glove compartments.

5.01 Transportation and Vehicle Policy

- A. **Authorized Drivers and Driver Policies** - Regarding drivers of church or non-church vehicles for church-sponsored activities.
 - 1. Church vehicles should be reserved through the church office on a first-come first served basis. A Vehicle Use Request Form is available from the church office. The office will notify the requestor when the reservation has been approved.
 - 2. The driving records of all staff and volunteer drivers operating church-owned vehicles shall be checked. No person may drive a church-owned vehicle or drive a nonchurch vehicle on behalf of the church who has had more than one moving violation or accident within the last year, or any reckless driving conviction or DWI/DUI charged or convicted within the past five (5) years, nor have records prior to three (3) years evidencing a pattern of irresponsible driving. **The church will maintain a list of church approved drivers with a copy of their driver's license (front and back).**
 - 3. No persons under twenty-five (25) may operate a church-owned vehicle, or drive a non-church-owned vehicle where the church is responsible for or arranges the transportation.
 - 4. Drivers shall be given a copy of the transportation policy and instructed on safety procedures for passengers entering or exiting the church vehicle. Such procedures shall be established, communicated and observed.
 - 5. Trips exceeding 300 miles require the addition of a second authorized driver.
 - 6. The vehicle is not to be used for transporting freight, furniture or other large or bulky items without the written consent of the Property and Space Team.
 - 7. Parents must be advised of and approve any transportation of their children in borrowed vehicles by non-church staff or volunteer drivers. Such approval may be a blanket approval for transportation within twenty-five (25) miles of the church. There must be a

separate and specific authorization for travel beyond twenty-five (25) miles or into any other state.

8. A regular inspection and record system shall be established and implemented for each use of a church-owned vehicle including a notation of inspection and indication of any problems with the vehicle or incidents with passengers or others.
9. An Accident/Incident Report Form for any accident or injury associated with the vehicle whether involving an accident or not shall be completed by the driver.
10. Non-owned vehicles used in any church activity involving out-of-town transportation must have passed a current inspection, and evidence must be provided of insurance coverage on the vehicle at a minimum level established by the Property and Space Team.
11. The church shall secure an insurance policy to cover damages to any church vehicle, injuries and damage to the property of others, and non-owned vehicle coverage that will cover vehicles owned and used by volunteers in church activities.
12. An additional adult besides the driver must be present on any van or bus, whether church-owned or borrowed, transporting more than seven passengers.
13. A code of conduct for youth/children who are passengers on church trips should be developed. Once developed, parents and drivers should be advised of the policy. A copy should be kept in each church-owned vehicle.
14. Church vehicles shall have appropriate emergency equipment on hand including safety warning lights, first-aid kits, flashlights and other equipment determined by the Property and Space Team. Procedural guidelines for drivers and adult supervisors in the event of a problem shall be established, including emergency numbers for church personnel or parental contacts.
15. In the event of an accident, the driver shall be responsible for completing any accident reports and giving a copy to the church office as soon as possible.
16. Seat belts must be present and worn at all times by all passengers and the driver.
17. Transporting hitchhikers or unauthorized passengers is prohibited.
18. Unattended church vehicles shall be locked at all times.
19. Passengers are responsible for personal possessions on all trips.
20. Upon completion of the trip, fill gas tank, clean and remove trash from interior and complete the vehicle checklist. Return the checklist, located in the driver's side door, with the keys to the church office.

6.00 Copyright Policy

- A. The church is committed to respecting all copyrights and prohibits staff or volunteers from any forms of copyright infringements. Church-owned copy machines; computers, tape duplicators, sound-recording devices or any other forms of duplicating or reproducing equipment should not be used to copy or reproduce any forms of copyrighted materials for ministry or personal use. Senior personnel are expected to understand and encourage compliance with this policy.

- B. The church shall post on all photocopiers the following statement: *U.S. Copyright laws protect the rights of copyright holders and limit or prohibit copies being made of copyrighted materials including books and music. The making of illegal copies on this machine is prohibited by the church. In the event of any uncertainty about whether any copying is proper, please contact the church Media/IT Director.*

7.00 General Computer Policy

7.01 General Policies

- A. The Personnel Team will hire a Media/IT Director (if paid, otherwise they will be nominated and approved by the congregation), who will be charged with recommending action in regard to the development and implementation of appropriate computer technology and policies.
- B. The Media/IT Director will build their team to help with the sound, video, sanctuary lighting and computer needs of the church.
- C. The Media/IT Director shall work with the staff and professionals in the field to establish short and long-range plans for the use of computer and related technologies both to improve the efficiency of the internal administration of the church and its outreach as well. The Team shall also ensure the application of the policies set forth herein.
- D. All computers on which church data are stored shall be owned by the church, which retains all rights to such data, and full access to the church computers and their data as set forth in the personnel policy.
- E. An inventory shall be kept of all computer hardware and software, and all hardware shall be identified with appropriate markers.
- F. The Media/IT Director shall assure the integrity and security of church data on computers through appropriate systems of regular, secure backups, redundancy and appropriate access codes for different data and files.
- G. Computer file systems and passwords shall be utilized which recognize the confidentiality of certain records and assure only authorized persons have access to sensitive material.
- H. An appropriate system for maintenance of computer systems and enhancements through upgrades of hardware and software shall be established.
- I. Virus protection software shall be installed and systems in place for its upgrade and frequent use.
- J. The Media/IT Director shall recommend appropriate steps to assure that the computers and their data are protected against electrical anomalies, surges or interruptions in service.
- K. The Media/IT Director shall periodically review these policies and make recommendations regarding any changes, and report on their effectiveness.

- L.** The Media/IT Director shall make recommendations regarding training of staff and others to enhance the effectiveness of these systems in the ministry of the church.
- M.** Computer data files shall be annually reviewed, and data no longer essential in the ordinary operations shall be deleted, and where appropriate, those files stored in external media secured appropriately.
- N.** Computers no longer used by the church must have their memories effectively cleared before disposal of any type to assure that data is not inadvertently accessible to purchasers or others who acquire the computer or its parts.
- O.** Any software used on a church owned computer should be approved by the Media/IT Director and maintained for security and back-ups.

7.02 Website Policy

A. Management/Purpose

1. Control

The Media/IT Director, under the final authority of the congregation, shall have responsibility for developing, controlling, monitoring and managing the church's website. They may, with the consent of the church and as the budget so provides, contract out certain technical services related to website maintenance so long as final control remains with the church and the privacy and security of data is preserved.

They may also, with the consent of the church, contract with such professionals as may be required in establishing or expanding the capacity or scope of website church communications. They shall annually recommend a budget for website communications and report on all aspects of the site's activities. (This may be a line item in the Media/IT budget).

2. Nature of the Site

The website shall serve as a means of communication to and from members, friends and guests about the church, its ministries and activities. Its purposes are membership enhancement and services, outreach and evangelism, and sharing vitality of Christian life and the church. It shall also provide means for church members and others to communicate with staff through e-mail links.

3. Copyright

The church shall reserve its copyright on its site contents by providing the following: "This site and all material contained in this site are protected by copyright. This includes text, graphics, logos and images. Permission is granted to download materials from the site for personal, noncommercial use. The images of people or places used on this site are either owned by the church or used with permission, and use by others is prohibited."

B. Content of Site Policies

1. Use of Links to Other Sites

The site shall include links to other sites offering denomination information, religious news, Bible study materials, church resources, world mission sites, and other ministries compatible with this church's ministry. No link shall be provided to any site whose materials would be objectionable and inappropriate, nor to any site whose express doctrines and beliefs are contrary to the core convictions of this church. The site shall contain this statement regarding such links: "As a courtesy, this site may offer links to other websites. The church has not reviewed every page of every website that might be linked, and is not responsible for, nor necessarily agrees with all the contents of other sites. Users who find materials on any linked website objectionable should report the same to the Website Ministry Team which will evaluate the appropriateness of the link."

2. Church policy shall prohibit any of the following on its website:

- i. The website shall not contain any commercial website links or any other commercial advertising.
- ii. No copyrights or trademarks such as logos or artwork shall be displayed on the site without the permission of the copyright holder.
- iii. The website shall comply with the church's nonprofit status by avoiding support for or against candidates for public office during elections.

3. Confidentiality and security concern.

The website shall conform to the following policies:

- i. Security and nondisclosure policies shall be communicated on the site itself.
- ii. Users shall be advised that confidential information should not be sent to any response option or e-mail link within the site. Any communication or material you transmit to this site by electronic mail is not necessarily secure and will not be presumed to be confidential.
- iii. The site shall have security measures in place to protect the loss, misuse and alteration of any information under the church's control. All servers, network hardware, and storage devices will be housed in monitored, secure and limited access locations. Data will be stored in an encrypted fashion, and access to outside persons is not permitted.
- iv. The church is committed to the privacy of persons who visit the site. On-site registration forms may be utilized to allow users to provide contact information such as their name and e-mail address, as well as demographic information. Such information is never sold or disclosed to any third person or other organization and only disclosed as may be required by law.
- v. The church is committed to ensure that persons will not be able to use information on the site for purposes which pose a risk to others, especially children. For this reason:

- a. The site will not use any full names of children nor provide any identifying information (name, address, school) with any image of a child, faces or addresses of children.
- b. No maps or directions to members or to staff members' homes shall be provided.
- c. No member's name, phone number or e-mail addresses shall be provided without their permission.
- d. If there is an interactive component that allows persons to ask questions and receive e-mail responses, requests from children will be dealt with consistent with this policy: "We will only use the online contact information such as e-mail to respond directly to a child's request on a one-time basis only, and the child will not be contacted or re-contacted further for any other purpose without the parent's consent."

8.00 Crisis Management Plan

- A.** The Safety and Security Lead will explore the need for emergency/crisis management plans for the church to respond effectively to a range of crises, natural disasters as well as other personal, community or national crises which pose immediate risks and which require an organized response.
- B.** The Safety and Security Lead shall report back to the Church Leadership Team on their recommendations for action including the possibility of a permanent Crisis Management Team with specific contingency plans for a range of contexts. This will include a single "point of contact" to speak with the media in case of an incident relating to the church.

Section C

Personnel Policies

Reference Bylaws: 6. Church Teams – Church Personnel Team

1.00 Personnel Team

The church retains final authority over all hiring, employee compensation, discipline and termination of employees, but may delegate such duties to a Personnel Team elected by the church. The team will consist of 6 members who are tithers.

1.01 Personnel Team Responsibilities

- A.** Assist the church in matters related to employed personnel including those called by church action.
- B.** Maintain current job descriptions for interviewing, instructing and guiding paid employees.
- C.** Recruit, interview and recommend all paid church employees. The one exception is pastor - see Pastor Search Team.
- D.** Be responsible for making recommendations to the church on personnel hiring/severance and policy (if required). When policies are adopted by the church, they will assure they are communicated to the church, staff and employees, are understood, and posted where appropriate and observed.
- E.** The Personnel Team (or others to whom it designates the responsibility) shall assure annual employee-performance reviews, be available to address employee concerns, and assure prompt response to employee communications about unhealthy, dangerous or improper working conditions.
- F.** Assure that proper records are maintained for all employees, including interview, job performance and counseling.
- G.** The Personnel Team may assign supervisory duties and other responsibilities to senior staff such as the pastor or a church administrator so long as it retains final authority and properly oversees the personnel process, and hears any appeals, charges or concerns.

2.00 Personnel Policies and Procedures

The church shall adopt personnel policies affecting employees. Such policies shall be consistent with the biblical and spiritual commitments of the church and comply with applicable federal and state law. It shall evidence a recognition of the value of those who serve the church as employees, and biblical recognition of the value of work, and the responsibility of the church to treat all employees with honor and respect.

2.01 Employee Policies/Procedures

- A.** The church is charged with periodic review of all the policies and procedures set forth herein, and may prospectively change these policies and procedures. While the church is committed to operating within its policies and procedures, these may be modified from time to time.
- B.** This is not a contractual promise to hold in force these specific policies and procedures. This is not to be construed as a guarantee of continued employment or specific benefits. The church reserves the right to revise these policies and procedures at any time.
- C.** Employees are responsible for becoming familiar with new policies or procedures. No oral statements or representations can in any way change or alter the provisions. The policies and procedures cannot, however, anticipate every situation or answer every question about employment at the church. The church shall make every reasonable effort when policies and procedures are modified, to advise those affected of the changes.

2.02 Nondiscrimination

As a matter of faithfulness to biblical principles, the church shall not practice or condone discrimination against persons based on their race, color, ethnicity, national origin or age. This commitment derives from biblical teachings, from the example of our Lord, the command of the Great Commission and the witness of the early church in breaking down barriers of race and ethnicity.

2.03 Hiring Consistent with Spiritual Character

- A.** We will, consistent with our calling and character, reserve employment and volunteer workers to those who share our Christian faith and commitment and can thus further our mission. This, too, is consistent with our commitment to spiritual integrity.
- B.** It shall be the employment policy of this church that a condition of employment is a personal faith in Jesus Christ as Lord and Savior. Workers should maintain an active membership in a local Christian church and their lifestyle should be consistent with biblical teachings.
- C.** Applicants shall be asked to affirm their Christian commitment and provide information on their current church involvement. The lifestyle expectations apply to conduct both on the job and outside the workplace, and are governed by biblical teachings as understood and applied by this local church. The lifestyle expectations shall be those solely as determined by the church in the exercise of its spiritual discernment.

3.00 Workplace Harassment

3.01 Policy

- A.** This church is committed to providing a work environment for employees and volunteers in keeping with Christian principles and free of unlawful harassment and any other inappropriate harassment even if not covered by law. This church's anti-harassment policy applies to all persons involved in the operation of the church and prohibits unlawful harassment by any employee or volunteer worker of the church, including supervisors and co-workers. Prohibited unlawful harassment because of sex, race, ancestry, physical or mental disability, mental condition, marital status, or age, includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
 2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
 3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work;
 4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
 5. Retaliation for having reported or threatening to report harassment.
- B.** The church will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any other employee or elected official. The church encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.
- C.** If the church determines that improper conduct, whether unlawful or improper, even if not unlawful, harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment.
- D.** Any employee or volunteer who believes that she/he or another employee has been subjected to any form of unlawful harassment should register a complaint to her/his supervisor, the Senior Pastor, Deacon Chairman or the Personnel Team Chairman. The complaint should specify the name(s) of the individuals involved (including any witnesses) and a description of the specific conduct complained of as sexual or other harassment. The church will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.
- E.** The church will also take appropriate action to remedy any losses that may have occurred as a result of the harassment.

3.02. Workplace Harassment Complaint Process

The individual has the right to decide how to deal with harassment. If you believe you are being harassed, you should speak up or your lack of action may be interpreted as acceptance.

Incidents of harassment should be documented. Keep a written record of the incident(s) including what the harasser did and said, who saw what, your response and to whom you reported anything. You may decide to proceed informally or you may decide to initiate formal action immediately, or later, if the informal procedures are unsuccessful.

- A. Informal Process** - Not all incidents of harassment require formal complaints to deal with the situation and may be resolved in an informal manner. Sometimes an exaggerated response to a misinterpreted action can cause great pain and turmoil out of proportion to the incident. Informal resolution options:

1. When you feel you are being harassed, communicate your disapproval and objections immediately to the harasser, either personally or in writing, and request the harasser to stop.
 2. If the harassment does not stop or if you are not comfortable with addressing the harasser directly, you may take your concern to the Senior Pastor or the Personnel Team Chairman for discussion and advice. All conversations with the Personnel Team Chairman or the Senior Pastor with respect to allegations of harassment are to be kept confidential.
- B. Formal Process** - You may register in writing or otherwise, a complaint of harassment and request the Personnel Team or a special team it appoints to investigate the allegations.
1. After a Harassment Complaint Form has been completed, they will examine the allegations through interviews with you, any witnesses and the alleged harasser.
 2. The investigating team will then determine, as best as they can, whether any harassment has occurred and its severity, frequency and the appropriate manner of dealing with the harassment. This may include obtaining the apology of the harasser, suggesting counseling and/or education for the harasser, informal or formal reprimands, and disciplinary procedures including possible termination in cases so warranting.
 3. If it is determined that, in their opinion, no harassment has taken place, the confidentiality of all parties should be maintained.

4.00 Hiring, Training and Supervision of Employees

4.01 Hiring Processes

The Personnel Team shall implement an appropriate hiring process for all employees that includes: recruitment, applications, interviews, reference and background checks, and disclosure to applicants of the faith, mission and expectations of the church. The extent of any testing, references and background checks will be adapted to the nature of the position.

4.02 Training

- A.** All new staff or staff transferred to new duties shall be provided with orientation and training in connection with their responsibilities.
- B.** This training should include full familiarity with the policy and procedures manual of the church.
- C.** The nature of the responsibilities will affect the scope of this training, with special training emphases where the task involves financial systems, working with children, operation of motor vehicles, food service, sanitary systems, etc.

4.03 Supervision

- A.** Employees shall be informed of who has supervisory authority and responsibilities and the duties that entails. Such immediate supervisors are responsible for directing the employee's activities, establishing priorities, giving counsel to employees on-job performance, and being involved in periodic performance reviews.
- B.** Employees shall be advised about to whom complaints may be made regarding supervisor misconduct.

5.00 Performance Review

The Personnel Team shall assure an annual performance review for all paid staff which documents areas of achievement and special competence and excellence, as well as areas of substandard performance, expectations for improvements and benchmarks for assessing such improvement.

6.00 Discipline and Termination

The Personnel Team shall complete a Discipline Documentation Form for disciplinary action in regard to employee misconduct or failure to adequately perform the assigned duties. Church leadership shall be informed of the procedural requirements in such discipline or termination.

7.00 Volunteers – *See also Section E - Nursery/Child/Youth/Adult Ministry Policies***

Reference Bylaws: 6. Church Teams – Church Nominating Team

7.01 Central Role

- A.** The church recognizes the primary role volunteers play in the many ministries of the church, including responsibilities often held by employees in other organizations.
- B.** These duties include a wide range of positions, some involving the highest levels of trust and responsibility such as financial involvements, working with children and youth, informal counseling, teaching and ministries within and without the church facility.

C. Volunteer Conflict Resolution

- 1. In the event of conflict between the Leader/Chairman/Director of a team and one of their volunteers or vice-versa, a meeting between the two should be scheduled to discuss the situation.
- 2. If a resolution cannot be reached, a meeting should be scheduled to include the Pastor and/or Chairman of the Deacons.

7.02 Appropriate Screening, Training and Supervision

The church shall implement specific systems for appropriate screening, training, job descriptions and supervision based on the nature and context of the volunteer's work.

7.03 Special Risk Contexts

- A.** The church shall be especially sensitive to volunteers whose activities are of a nature and context involving dangerous conditions or of special risks and background checks will be required. Among these are persons who:
 - 1. Operate vehicles owned by or on behalf of the church.
 - 2. Handle or have access to substantial funds.
 - 3. Work with infants, children or youth, and similar contexts.
 - 4. Are members of the Safety and Security Team.
- B.** The church shall develop specific measures to assure the competence and reliability of such volunteers. Information forms, releases and reference checks shall be utilized when appropriate to the nature of the duties.

Section D

Financial Policies

**Reference Bylaws: 6. Church Teams – Church Stewardship Team
12. Church Finances**

1.00 General Principles

1.01 Biblical Principle of Stewardship

Cave Spring Baptist Church recognizes the biblical and legal principles of stewardship of all financial resources and the challenge to invest the resources God provides with faithfulness, wisdom and vision.

1.02 Biblical Means of Financial Support of the Church

Cave Spring Baptist Church believes the principal means for the financial support of the ministry of the church in its local as well as global witness is the gifts of tithes, offerings and labor of God's people who are challenged to give generously and joyfully as God has prospered, recognizing that they are stewards of all that God has given them.

1.03 Mission Commitment

Cave Spring Baptist Church believes that its financial resources should be prudently invested not only in a local ministry in and through the local church, but in mission outreach across the community, nation and world. Mission support both through cooperative giving to mission programs and locally developed missions shall form a prominent part of the financial allocations of the church.

1.04 Support for the Larger Church

Cave Spring Baptist Church, as a Baptist church, shall cooperate and generously support the mission and other ministries of the associations and conventions with which it is affiliated.

1.05 Responsible Systems of Management and Control

Cave Spring Baptist Church, as a matter of proper stewardship, shall implement appropriate financial systems to assure compliance with legal obligations, sound financial management, and prudential systems of accountability and control.

2.00 Governing Bodies and Key Personnel

2.01 Congregational Authority

- A.** Consistent with our Baptist congregational polity, the congregation as a whole shall have final authority over the financial affairs of the church including the adoption of a budget, adopting financial policies which shall guide its elected and paid leadership, and the application and interpretation of those policies.
- B.** In furtherance of the diversity of gifts and ministries, the congregation through its policies and procedures may assign many responsibilities to its leaders, teams and staff, but retain final authority.

2.02 Stewardship Team

- A.** The Stewardship Team will be comprised of six members, one of whom will serve as Chairperson. The team shall oversee the financial affairs and policies of the church and carry out the directions of the church in the financial area. It has oversight and responsibility for the following:
1. Creating and reviewing the budget.
 2. Evaluating the on-going financial status of the church.
 3. Performing annual internal audits.
 4. Researching investment opportunities if needed.
 5. Providing guidance to the church's other financial officers and team members.
 6. Proposing and assuring compliance with financial policy.
 7. Oversight of any special funds of which the church may have need.

2.03 Financial Officers

The church shall provide financial officers as may be essential to fulfill the financial management needs of the church including a Stewardship Team, Treasurer, Financial Secretary, Offering-Counting Team and others, as may be appropriate. The church shall, for each officer, establish their duties, and assure they function within the financial policies of the church.

2.04 Responsibilities and Duties – Financial Secretary

- A.** In the absence of a financial secretary, the Stewardship Team will create a process that fulfills this roll. See sections 4.06 and 4.07 in this section.
- B.** The financial secretary position is primarily to receive the funds that come into the church treasury, record these funds, deposit these funds, and forward information about the deposit to the church Treasurer so that it may be used to support the ministry of the congregation.

The responsibilities of the financial secretary are as follows:

1. To work according to the guidelines established by the church.
2. To receive funds from whatever source, record them, and report them to the church Treasurer and the church and its leadership as provided in church policies.
3. To make sure offerings received during church services are collected and verify that more than one person is involved in collecting and counting the money.
4. To ensure money is deposited in a bank as soon as possible after it is received. All deposits should be made within three (3) days of receipt.
5. To establish a procedure to collect and record money received through methods other than the regular offering, including money received through the mail.
6. To produce individual charitable-gift receipt summaries of all donations received during a calendar year and mail within two weeks of the end of that year.

7. To be accountable to the congregation through the designated Teams, elected officers, and paid staff leadership.

2.05 Responsibilities and Duties – Treasurer

- A. The Treasurer is responsible to disburse all funds received into the church treasury in a responsible and organized manner in accord with the policies and procedures established by the church.

The responsibilities of the Treasurer are as follows:

1. To disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
2. To prepare accurate monthly financial reports indicating the financial well-being of the congregation.
3. To work according to the guidelines established by the church.
4. To participate in and report regularly to the appropriate Teams and officers and congregational meetings.
5. To assure there are adequate records documenting the assets of the church for insurance and other purposes.
6. To ensure that all church property is appropriately covered by insurance for casualty and liability losses.
7. To ensure that all governmental taxes, reporting forms, and regulations are met on a timely basis.
8. To be accountable to the congregation and its teams.

2.06 Authority

No officer, elected or paid leadership of the church shall have any authority to act for the church in any financial matter except where expressly authorized by the church. No officer, paid or elected leader may without express authorization enter into any loan agreement, encumber any property or otherwise bind the church to any contract or financial obligation except as directed by the congregation.

2.07 Bonding

The church may require the bonding of any elected or paid staff who handles the funds of the church. If required, the church will pay the cost of bonding.

3.00 Budget

3.01 Fiscal Year

The fiscal year for all church finances shall be January 1 to December 31.

3.02 Budget Process

- A. The Stewardship Team shall annually request each department, person or Team with budget line items, to evaluate their programs and submit a budget request to the Team.

- B. The Stewardship Team shall submit its draft proposal to Church Leadership Team for their review and recommendations before submission to the church.
- C. The proposed budget shall be distributed to the membership prior to December and not less than two weeks before the church conference where it will be presented for adoption. Afterwards, the budget shall be submitted for approval by majority vote at the next scheduled church conference or at such other time as set by the church to approve an annual comprehensive budget.
- D. If unapproved, the budget will be returned to the Stewardship Team for reconsideration. The revised budget will be presented and discussed at a called business meeting. The voting procedure will be the same as for the original budget.

3.03 Budget Publication

- A. On adoption, the budget shall be published and made available to all church members.
- B. Financial status reports to the membership shall be structured to reflect the budget, and actual receipts and expenditures reported in the budget categories.

3.04 Effect of Budget

- A. The budget shall constitute the limits of authority for the elected and paid leadership to expend funds and establish the basic categories of accounting. The Treasurer or other leadership shall have no authority to expend funds except where authorized by the budget or separate congregational authorization.
- B. If the Stewardship Team determines there is a cash flow problem or other factors requiring financial restraint, it may impose temporary spending limits in one or more categories, and/or recommend to the church specific budget adjustments.
- C. Any major expense items, those exceeding \$5,000, even though it is in the budget, may not be expended without notice to the Stewardship Team or its designee, to assure that sufficient funds are available immediately to meet that and other needs.

3.05 Budget Changes and Adjustments

- A. Proposed budget changes during the fiscal year must come from the Stewardship Team or from other Teams or members. All such proposals from other Teams or members must be first presented to the Stewardship Team thirty (30) days before they are presented to the congregation so that the Stewardship Team may make informed recommendations regarding any such proposal. The Stewardship Team is responsible for making all proposed changes to the budget to the church conference.
- B. With the approval of the Stewardship Team, budget reallocations within subcategories of major ministry areas such as Sunday School, youth ministry, and property maintenance, may be made between line items when sufficient justification is found. However, such internal adjustments may not increase the basic church budget or the budget for any major ministry area.

- C. In an emergency, with the consent of two-thirds of the Stewardship Team, along with the Treasurer and Deacon Chairman, the church may expend funds beyond the budget for any line item up to \$1,000 for operational contingencies, and up to \$5,000 for emergency repairs. This provision is intended only to be utilized when the need is sufficiently compelling and there is inadequate time to secure congregational approval. When this authority is utilized, the Stewardship Team shall advise the church of its action in the next congregational business meeting. If the emergency repair is greater than \$5,000 and less than \$25,000, the expenditure of the funds will require the consent of three-fourths of the Stewardship Team, Treasurer and Deacon body. Any amount above \$25,000 must be approved by the church.

4.00 Handling of Church Receipts and Funds

4.01 Receiving, Counting and Depositing Funds

- A. The Stewardship Team shall develop a comprehensive written set of policies and procedures for the reception, counting, recording and depositing of offerings and gifts whether through the general offerings or by mail or other means.
- B. The policies and procedures, as aspects of the overall financial management systems, assures appropriate internal controls through checks and balances, separation of functions and systems which can assure the membership of the integrity of the system and those who handle and safeguard the finances.

4.02 Non-Cash Gifts

The church recognizes that non-cash gifts of many kinds are very important in the ministry of the church. The policies set forth here are intended to assure that such gifts are appropriately used by the church and to guide donors in their giving priorities.

- A. Gifts of negotiable securities will, unless the Stewardship Team finds special circumstances, be welcomed and be sold immediately.
- B. The church in conference or through a Team given the authority, must agree to the receipt of real property, and the Stewardship Team and other appropriate Teams may make recommendations to the church regarding the acceptance and use of such a gift.
- C. Gifts of other items for the use of the church must be approved by the appropriate Team or person who would utilize such property in the ministry of the church. This is to assure the property is appropriate for the intended use, and that the donor will also be aware of the intended use of the donated item.
- D. All gifts become the property of the church, and their use and/disposal is at the sole discretion of the church, except where the donor has subjected the gift to a specific designation accepted by the church.
- E. For all gifts of objects accepted by the church, a donation receipt letter will be sent to the donor in a timely manner for tax purposes.

4.03 Receipting Rules

- A. Contributions of non-cash property Receipts** - [typically letters of acknowledgement from the church to the donor] for noncash gifts must describe the gift given. No dollar value of the gift given shall be included in such a receipt/letter. Thus, a gift of a car or real estate should note the gift given with specific detail that might be relevant to its value, but it is the donor's responsibility to justify any tax-deduction value claimed on tax returns.
- B. Gifts of property exceeding a value of \$5,000** - For gifts of property, the aggregate value of which exceeds \$5,000, the donor must obtain a qualified appraisal and attach it to his/her tax return in which the deduction is claimed. The appraisal summary must be on Form 8283, signed by the charitable organization, such as the church, and attached to the return. If property received by the church requiring Form 8283 is then sold or otherwise disposed of within two years, the church must file Form 8282 within 125 days of its disposition, and a copy provided to the donor.

4.04 Approving Financial Accounts

The church may establish the following accounts: • General Fund • Building Fund • Memorial Gifts Fund • Missions Fund • Benevolence Fund • Endowment Fund. The church may also establish such other special and designated accounts as it may deem appropriate.

4.05 Funds Policy

All accounts or funds created by the church or by any church entity must:

- A.** Be approved by the church at a quarterly or special business meeting,
- B.** Be subject to annual reporting requirements,
- C.** Be under the oversight of the Treasurer and the Stewardship Team.
- D.** Provide a means of recording, securing, depositing and reporting approved by the Stewardship Team. Some miscellaneous funds created by a group within the church may NOT be official church funds in which case there will be no official receipting or reporting within the church. Funds not processed through the church's financial officers are not official church funds, and donations to such funds are not qualified charitable gifts for tax purposes. These funds should in most cases be for limited and short-term use such as a temporary fund for an outing or a social-event fund of a class.
- E.** No bank or other financial account may be established under the name of the church unless approved by the church and unless the funds are subject to the usual financial processes established by the Stewardship Team.

4.06 Counting Team Policy and Procedure

A. The Counting Team

1. Will consist of eight church members, elected annually.
2. Members must be tithers and maintain in confidence, all gifts to the church.

3. Spouses and immediate family members shall not be on the Counting Team at the same time. Immediate family members include spouse, parents, grandparents, children and grandchildren.
4. Two members of the Counting Team will count all money received on Sunday morning, following the service.

B. Offering Count Process

1. Six drop boxes are available for the tithes and offerings; five are located in the sanctuary and one is located near the church office at the outside door.
2. After each Sunday morning service, two designated deacons will collect all items from the boxes and meet the counting team in the church secretary's office. A third deacon should serve as a backup for collecting items. The only persons with a key to the offering boxes are the Deacon Chairman and the church office.
3. Two Counting Team members reconcile and count the offering in the secretary's office. All contributions, based on the IRS "Pension Protection Act of 2006", must be substantiated with offering envelopes. Envelopes must be retained for seven years. One member from leadership remains nearby to oversee and to lock the office afterwards. Count teams will rotate every three months per annual schedule.

D. Counting and Reconciling the Offering

1. The offering must always be counted by two individuals.
2. Separate non-offering items, such as prayer or guest cards, and leave on the church secretary's desk.
3. Team members prep the envelopes for missing information. All contributions must have a matching envelope containing the following information:
 - i. Donor's name.
 - ii. Amount written on the bottom right corner.
 - iii. Check number or "Cash" written in the top right corner.
 - iv. Special category if the offering is for something other than tithe.
 - a. Monies collected for Wednesday night meals should be marked as "Hospitality" and the donor will not receive tax credit for these funds.
 - b. If the donation is from a business, note the business name (not the person).
4. Anonymous cash contributions may be combined into one envelope with "Anon" written as the donor's name and "Cash" written in the top right corner.
5. After envelopes are prepared, one member counts the envelopes and the other member counts the money.
6. Counting the money:
 - i. Cash should be counted by denomination and subtotaled separate from the checks.
 - ii. Write on the printed tape next to each total – "Cash" "Checks", "Total".

- iii. Stamp the back of all checks with the Deposit Only stamp provided in the church office.
 - iv. The checks, cash and printed tape are place in the bank bag.
7. Counting the Envelopes:
- i. Add up the envelopes using the calculator with printed tape.
 - ii. The total must match the cash/check amount total.
 - iii. Place the completed Deposited Detail Form, the envelopes and any check stubs, and the printed tape on the bookcase in the church office.
 - iv. Make a copy of the Deposited Detail Form and place in the Treasurers' box.
8. Deposit Detail Form:
- i. Blank Deposit Detail Forms are located in the filing cabinet in the secretary's office.
 - ii. Use all envelopes to fill out the Deposit Detail Form. This summarizes each contribution by type of donation received.
 - iii. Both member signs that they agree all money was counted, recorded and reconciled.
9. Members carry the bank bag together and place in the safe in the library.

4.07 Deposit Process

- A.** A designated deacon will be notified when the deposit is ready to be delivered to the bank. He will collect the bank bag from the safe, which includes the deposit and documentation, and will sign the verification form. The bank will verify the count and issue a receipt. The church documentation and bank receipts will be returned to the church secretary.
- B.** If there is a discrepancy with the bank count and church count and the discrepancy remains after a recount. The deposit and all documentation should be returned to the church and the Treasurer notified for resolution.

4.08 Cash

- A.** Checks will never, under any circumstances, be cashed out of offerings or any other money.
- B.** Checks will never be accepted that are made payable to cash.

4.09 Receipts

- A.** Unless otherwise noted, all receipts are considered non-restrictive receipts and will be deposited in the general budget.
- B.** Those gifts that are restricted (designated) may only be accepted if the Stewardship Team has approved the account for the designations or approved with the church ministry budget, in accordance with the Designated Funds policy.

4.10 Tithes and Offerings

- A.** Members are encouraged to support the ministry of the church through regular tithes and offerings to the general operating budget of the church. These funds may be used as directed by the church to fund any area of ministry that the church may designate.
- B.** Each year a budget is prepared that directs how the tithes and offerings from the congregation will be used. The church congregation may vote to authorize the Stewardship Team to adjust items within the budget as necessary.

4.11 Contributions Received

- A.** The church is funded by charitable contributions and must be governed by the requirements of the IRS for a contribution to be tax deductible.

The current requirements are:

1. The contribution must be a gift of cash or other property and not for personal services rendered.
 2. The contribution must be delivered before the close of the year. Charitable contributions must be claimed in the year in which they are delivered to the church.
 3. The contribution must be unconditional and without personal benefit to the donor.
 4. The contribution must be made to or for the use of a qualified tax-exempt charitable organization. Contributions made directly to individuals are not deductible.
 5. Contributions must be within the allowable legal limits as specified by the IRS.
 6. The contribution must be properly documented.
- B.** Charitable contributions are deductible only to the extent that they exceed the value of any benefit received by the donor. When donations to a fundraiser include a service such as a meal or car wash, only the portion of the donation that exceeds the value of the service will be deductible.
 - C.** Registration fees for camps, retreats, concerts, etc., are not considered tax deductible because the donor is receiving “value” for the donation.

4.12 Designated Funds Policy

- A.** The church may establish such designated funds and accounts as may further the ministry of the church, and shall for all such funds assure separate accounting and reporting.
- B.** The church through its officers shall establish one or more separate bank accounts for such designated funds, separate from the general fund, but may combine multiple designated funds in one account so long as separate accounting is made.
- C.** No designated funds shall be received by the church except where the church has approved or established the fund and its related project or activity. Gifts with some unapproved designation shall be returned, or may at the discretion of the Budget and Stewardship Team be held conditionally until the church can assess whether it wishes to establish such an approved designated fund.

- D. Members desiring to give designated funds to a fund not currently established shall consult with the pastor or other leadership to request the church's consideration of their preferred designation and any alternatives.
- E. Designated funds shall be restricted solely for the designated use and may not be diverted to other purposes without the written authorization of the donor, unless the church votes to close the fund in accordance with Item J below.
- F. The Treasurer and/or Stewardship Team shall provide quarterly and annual reports to the church on the status of all designated funds including new receipts and expenditures.
- G. Whenever feasible and appropriate, the Stewardship Team or its designee shall advise donors when their designated funds have been used.
- H. Gifts other than cash/checks (i.e. physical property) must be referred to the Deacons for review before accepting on behalf of the church.
- I. Interest funds from the designated accounts will be credited to the General Fund account for general use.
- J. Should at any time in the future the church votes to close a fund, or in the event the fund expires (see Item E above) all remaining monies in the fund will be placed in the General Fund. The intent of this provision is to enable the church to close out the remaining balances in a designated fund, after the monies have been spent for its intended purpose.

4.13 Benevolence Fund Policy and Guidelines

A. Objective

1. Establish a written process for the evaluation of requests for assistance from the Benevolence Fund.
2. Outline eligibility requirements and criteria for receiving assistance from the Benevolence Fund.
3. Describe the process involved in the request, approval and disbursement of monies from the Benevolence Fund.
4. This document will also specifically set forth the responsibilities of the Benevolence Fund Team and the guidelines for discharging those responsibilities.

B. Biblical Basis for the Benevolence Fund

The Benevolence Fund Policy shall be guided by the following Biblical principles:

1. *But if anyone has the world's goods and sees his brother in need, yet closes his heart against him, how does God's love abide in him? Little children, let us not love in word or talk but in deed and in truth. (1 John 3:17-18 ESV).*
2. *And let us not grow weary of doing good, for in due season we will reap, if we do not give up. So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith. (Galatians 6:9-10 ESV)*
3. *Now the full number of those who believed were of one heart and soul, and no one said that any of the things that belonged to him was his own, but they had everything in common. (Acts 4:32 ESV)*

C. Purpose of the Benevolence Fund

1. The Benevolence Fund is a budgeted fund made available to members and non-members, by application, of Cave Spring Baptist Church who are struggling financially due to unforeseen circumstances.
2. Its receipts consist primarily of contributions from members of the Church, and its expenses consist of funds disbursed for its intended purposes at the direction of the Pastor and/or the Benevolence Fund Team.

D. Oversight and Accountability

1. The Benevolence Fund Team will consist of the Board of Deacons until such time as the Deacons deem necessary to put in place a Benevolence Team.

E. Benevolence Fund Team

1. Until further changes are implemented, the current Cave Spring Baptist Deacon Board will serve concurrently as the Benevolence Fund Team.
2. If a Benevolence Fund Team is established, each Benevolence Fund Team member serves by the appointment of the Senior Pastor.
3. Although rotation is encouraged, there is no restriction on the number of consecutive years a member may serve on the team.

F. Sources of Income for the Fund

1. All benevolence funds come from Church revenues generated primarily by congregational contributions designated to the Benevolence Fund, and, to a lesser extent, from the Church's general fund.
2. Contributions to the Benevolence Fund may not be earmarked or otherwise designated for a particular purpose or individual. Although Church members may designate their contributions to the overall Benevolence Fund, the leadership at CSBC discourages the practice of giving to the Benevolence Fund in lieu of giving to the Church's general fund.
3. Church leadership may choose, at its discretion, to decline certain contributions that are designated or earmarked.
4. In order to comply with IRS regulations concerning charitable contributions, all contributions to the Benevolence Fund must be unconditional and without personal benefit to the donor.

G. General Guidelines

1. The Benevolence Fund is intended as a source of last resort, to be used only after the person requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. It is intended to be a temporary help during a time of crisis.
2. A member requesting help must be willing to give the Benevolence Fund Team permission to follow up on any of the information provided to the Team. The Team will be sensitive to confidential issues.
3. While not a requirement for every situation, a member requesting assistance may be asked to receive financial counseling. The Benevolence Fund Team may deny help to anyone who, in its estimation, will have negative or irresponsible behavior reinforced by such financial help.

4. Generally, assistance from the Benevolence Fund to a recipient or household cannot exceed a maximum amount within a 12-month period.
5. The Benevolence Fund Team will govern the amount of assistance offered according to the budget in place at the time of request. This budget will be determined every December by the Benevolence Fund Team, in conjunction with the Pastor.
 - i. In very unusual circumstances, households and individuals who are in need of substantial funds may continue to be assisted above the budget remaining in the Benevolence Fund. However, such cases must be reviewed carefully and additional accountability must be sought from the Stewardship Team.
6. Disbursements from the Benevolence Fund may not be made in the form of a loan. Under no circumstance is a disbursement from the Benevolence Fund to be considered a loan. No disbursement may be repaid, either in part or in full, in money or in labor.
7. However, if the recipient desires to give to the Church at a later time, the recipient is encouraged to give directly to the general fund of the Church. At the discretion of the Pastor, the individual may be informed that the Benevolence Fund accepts designated giving, but only if the Pastor discerns that the Church member/recipient understands this is not a payback of what originally was given.

H. Benevolence Need Categories

The stated purpose of the Benevolence Fund is to meet people's basic needs. This section lists some of the most basic needs, or circumstances, under which financial assistance may be disbursed from the Fund:

1. Mortgages & Rents.
2. Utilities (lights, gas, water) – cell phones*, pagers & cable TV are not eligible expenses. (**Phones may be considered on a case-by-case basis*).
3. Food.
4. Medical treatment (including prescription drugs medically necessary for the treatment of an illness or injury).
5. Transportation to or from a place of employment, doctor appt, etc.
6. Assistance with funeral expenses may be considered for members, the spouses & children of members and for individuals for whom the member was "caretaker".
7. Financial assistance for counseling will be considered if it is perceived that counseling would directly enable the individual to address a current financial situation. In such cases, the Team will consult with the pastor to determine a specific amount.

Although not all inclusive, below is a list of some needs that may not be met by the Benevolence Fund:

1. School expenses (i.e. tuition or fees), business investments, or anything that brings financial profit to the individual or household applying.
2. Pay-off of credit cards - Exceptions can be made when an individual has had to use a credit card in a crisis or emergency (e.g., hospitalization, death, etc.)
3. Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law.
4. Legal fees.

5. Penalties related to late payments or irresponsible actions.
6. Private school fees or tuition.
7. Business ventures or investments.

I. Process of Applying for Assistance

A Church member or household seeking assistance from the Benevolence Fund should take the following steps:

1. Obtain a Benevolence Request Form from the Church office (or website). The application must be completed fully, with all supporting documentation attached, and returned to the Church office (Incomplete applications will not be processed).
2. A Benevolence Fund Team member or Deacon can assist in completing the form.
3. The application will be reviewed by the Benevolence Fund Team. The Team may contact the applicant for additional information or to schedule a meeting. The Team may also contact utility companies, previous employers, landlords, etc. to verify need.
4. The applicant will be informed of the status of his/her application no later than fifteen (15) business days from the Team's receipt of the completed application.
5. If the Team determines that the applicant is eligible for assistance, it will make the applicant aware of the amount and how the funds will be disbursed.

J. Disbursement of the Funds

1. All disbursements from the Benevolence Fund shall be made directly to the party or entity to whom payment is due. No funds will be given directly to the Church member or household requesting the assistance.

K. Benevolence Application Instructions

1. Read this entire page before filling out the application. We will not process an incomplete application so please check to be sure you have completed the entire form (do not leave any field blank but put n/a or none).
2. A Benevolence Fund Team member or Deacon can assist in completing the form.
3. If you do not provide what is needed, we cannot help you.
4. Please understand that Cave Spring Baptist may not be able to give you immediate help. Allow up to 3-4 weeks for processing and understand that we cannot guarantee anything.
5. Guidelines for requests from Non-Church Members will follow the same procedures and criteria with needs being addressed by availability of church funds.
6. Any church member may make recommendations regarding situations calling for assistance, but donors may not designate nor control the identity of persons receiving financial assistance from the fund.
7. The church may establish a procedure of regular Benevolence Fund offerings as well as special appeals or offerings as needs may require.

4.14 Mission Project Fund

- A.** The church may from time to time establish a Mission Project Fund to receive designated gifts in support of a church-approved mission project. Such approval shall assure the project is consistent with the purposes and ministry of the church, has appropriate leadership, and has a realistic budget.
- B.** The church will accept gifts to such mission projects so long as the gifts are not designated for particular individuals but for the project broadly. The Mission Team, with the Stewardship Team, shall have final authority over the specific allocation of the gifts toward elements of the project costs.

4.15 Capital Fund

- A.** The church has established a Capital Fund to maintain the church buildings, grounds, and equipment. The purpose of the fund is to finance projects and major repairs, remodeling and capital improvements exceeding \$10,000.
- B.** The church recognizes that maintaining the church properties is good stewardship and has established this fund as an ongoing fund. The church welcomes contributions to the fund.
- C.** The church will begin budgeting to this fund three years in advance of anticipated needs, for any project that may exceed \$10,000.
- D.** When church funds are adequate at the end of the church year, the remaining balance in the annual operating budget of the Building and Grounds Team will be moved into the Capital Fund.
- E.** When funds allow for it, this fund may be used for other expenses that exceed the Building and Grounds budget allowance for a particular year.
- F.** The administration of the fund, including all disbursements, will be the responsibility of the church in a congregational business meeting. Consideration will be given to the recommendations from the Building and Grounds Team.
- G.** Should the church vote to close this fund in the future, all money in the fund will be placed in the general fund of the church.

5.16 Reserve Fund

- A.** The church has established a Reserve Fund to meet financial needs. The purpose of the fund is to finance unexpected budget shortfall expenses, emergency or temporary, to operate the church.
- B.** The church recognizes that planning for future unexpected needs is a practice of good stewardship and thus has established this as an ongoing fund. The church welcomes contributions to the fund. The goal of the Stewardship Team is to maintain three to six months of operating expenses in the reserve fund.

- C. The administration of the fund, including all disbursements, will be the responsibility of the church in a congregational business meeting. Consideration will be given to recommendations from the Stewardship Team.
- D. Should the church vote to close this fund in the future, all money in the Reserve Fund will be placed in the General Fund of the church.

4.17 Memorial Gifts and Fund

- A. The Stewardship Team and Treasurer may establish a Memorial Gifts Fund for receiving and accounting for designated gifts in memory/honor of members and others associated with the church or its friends.
- B. The Stewardship Team (or a Memorials Team if such is established) shall establish appropriate policies on the use of such memorial gifts and authorize expenditures of the funds for purposes it deems appropriate. The Team may identify priority projects or ministries toward which it will allocate such gifts. While specific interests of donors will be considered, the Team retains the authority and responsibility to use the funds in a manner appropriate to the purposes of the church. All gifts are received subject to this principle.
- C. A book of Memorial Fund Gifts shall be maintained by the Team that will register memorial gifts to the church. The following information will be included in the book: the name of the person in whose memory/honor the gift is given, the date and occasion for the gift if applicable, the name(s) of the donor, and a description of the gift. When the funds are used, a note may be made in the book as to the use.
- D. Where Memorial Funds are used to purchase a tangible asset, the Team may recommend to the church that a memorial marker be placed on the object noting that it was made possible by the Memorial Fund.

4.18 Investment Policy

- A. The Stewardship Team will work to ensure the safe and prudent investments of unrestricted funds while continuing to fulfill the operational obligations of the church and its purposes.
- B. Authority for selecting investment options remains with the Stewardship Team and is subject to the review and ultimate authority of the congregation for approval.

4.19 Fundraising

- A. The principal means for the support of the ministry of the church is through the tithes and offerings of its members, whose stewardship is a dimension of discipleship. Any special fundraising activities by the church or any of its divisions or programs must be approved by the church based on a written proposal noting the nature of the proposed fundraising activity including the target audience, place and time, the financial goal, the proposed use of the funds, and who will be conducting and supervising the event including accountability for the funds.
- B. No fundraising event shall use the name of the church or its ministries without the approval of the Church Leadership Team.

5.00 Handling Disbursements

5.01 General Procedures

The Stewardship Team shall establish and maintain the written policies and procedures for the handling of disbursement of funds, assuring ample internal controls.

5.02 Disbursement of Funds

- A.** The treasurer will be responsible for the disbursement of church funds according to the budget adopted by the church or as otherwise directed by the church.
- B.** The Nominating Team will nominate and the church will approve four persons authorized to sign checks and serve on the Check Signing Team.
 - 1. Two signatures will be required on all checks.
 - 2. No more than one person in a family will be authorized to sign checks.
 - 3. No staff member may be authorized to be one of the check signers.
 - 4. The signer of the check cannot be the payee or a member of the payee's immediate family.
 - 5. Checks must not be signed and left blank.
 - 6. Persons signing checks will review and initial all bills/invoices before signing checks. The person is accountable for checks signed and should question anything irregular.
- C.** Team members and staff may not expend church funds with a vendor in which an immediate family member of the team or staff would benefit as a result of the business transaction without prior approval from the Church Leadership Team.

5.03 Budgeted Expenditures

- A.** Budgeted expenditures are considered pre-approved and may be spent provided cash funds are available at the time of the expenditure.
- B.** All expenditures must be reasonable and appropriate.
- C.** Budgeted expenditures of \$2,500 or greater require three quotes before a purchase is made. (i.e. the purchase of equipment, supplies, repairs and/or construction).
- D.** Quotes are not required for the purchase of curriculum, mission trips (quotes for travel cost on commercial bus or airfare are considered good practice), or food service.

5.04 Non-Budgeted Expenditures

- A.** The Stewardship Team must approve expenditures for any items exceeding the budget up to \$1,000. For amounts exceeding \$1,000, a request must be presented to the Stewardship Team. If approved, the Stewardship Team will make a recommendation to the church as to the source of the funding for the church's approval.
- B.** Reference section 3.05-C for non-budgeted emergency expenditure needs.

5.05 Church Credit Card Use for Purchases

- A.** The church has three separate credit cards designated for the Pastor, Youth Pastor and the Treasurer.
- B.** The Treasurer's designated credit card may be made available to church members and staff.
- C.** All credit cards are to be used for church purchases only.
- D.** Whenever possible church credit cards should be used, rather than personal credit cards.
- E.** Expense reports for credit card purchases must be signed by the purchaser as well as the person responsible for the budget category from which the expenditures will be taken.
- F.** Expense reports, including all pages of detailed vendor receipts, should be submitted monthly to the Treasurer.
- G.** Payment will be made directly to the credit card company, by the Treasurer.

5.06 Tax-Exempt Purchases

- A.** As the church is a tax-exempt organization, all purchases should endeavor to use this status. It is understood that in some cases this is difficult, but reasonable measure should be used to follow this policy.
- B.** A tax-exemption certificate for large purchases may be obtained from the church secretary.

5.07 Receipts for Purchases

- A.** All purchases must be properly documented with an expense report and accompanying detailed receipts, in order to confirm the validity of all expenses, track expenses against the budget and to provide confirmation to the church regarding the good stewardship of church funds.
- B.** All expense reports must be signed by the purchaser as well as the person responsible for the budget category from which the expenditure is to be taken.
- C.** In the event of a lost receipt, the person claiming the expense will make an effort to obtain a duplicate receipt from the vendor.
- D.** If a duplicate receipt cannot be obtained, reimbursement will be made based on a written statement by the person requesting reimbursement, up to \$250.

5.08 Reimbursements for Purchases

- A.** When goods and services are bought for the church, the vendor should be requested to bill the church directly. If payment cannot be made directly to the vendor, reimbursements may be allowed.
- B.** A receipt is required and must be given to the Treasurer within 30 days of incurring the expense.

- C. All requests for reimbursement must be signed by the purchaser as well as the person responsible for the budget category from which the expenditure is to be taken. The receipt should show church purchases only.
- D. The Church Financial Secretary will make the reimbursement within 10 days after the fully signed reimbursement request is presented.

5.09 Non-Employee Payments

A church shall file Form 1099 MISC for each person to whom it pays \$600 or more annually in rents or payments for services.

5.10 Mission Giving

The church believes in the Biblical basis of mission giving as commissioned by the Lord Jesus Christ in Matthew 28:18-20. The church will commit to giving the allotted percentages as stated in each yearly budget to mission causes approved by the church.

5.11 Petty Cash Fund

For security reasons, the church will not maintain Petty Cash.

5.12 Housing Allowance

(See Pastoral/Ministerial Housing Allowance in Section F - Pastoral/Ministerial Staff Policies)

6.00 Financial Reporting

6.01 Financial Reports

- A. The Treasurer and such other officers as may be necessary shall provide financial reports at each congregational business meeting.
- B. A comprehensive written financial report and accounting of the previous year's revenues and expenditures shall be presented to the membership at the first church conference of the new fiscal year. This report will include comparisons of actual revenues and expenses compared to budget figures.

6.02 Access to Financial Records

- A. Members shall have access to the principal financial reports of the church including budgets, periodic financial reports, annual financial reports and reports from auditors.
- B. Members shall not, however, have access to individual donor records, except records of their own giving. Such individual donor records shall be confidential and available only to those who must have the information to carry out their assigned duties. Members shall have access to records showing the disposition of designated funds.

6.03 Contribution Statements

The Church Treasurer will provide contribution statements to each donor of the church in the month of January. These statements will be in accordance with IRS requirements.

6.04 Other Financial Reports

- A.** If the church is an employer, it is subject to many state and federal labor, withholding, and other tax laws. The church should carefully review their duties of reporting and complying under these laws, and may well need to consult their financial and legal advisers.

Here is a list of the common reporting and filing requirements that often affect churches—most related to employment and/or financial dealings:

1. IRS Form I-9 The Immigration and Naturalization Service requires this to be on file for every employee.
2. IRS Form W-2 Statement of earnings
3. IRS Form W-3 To the Social Security Administration and, in some instances, to the state.
4. IRS Form W-4 Form pertains to all employees and some minister employees.
5. IRS Form 941 or 941SS Forms are for the reporting of city, state or federal tax withholding. If the church is exempt from Social Security, 941SS is to be submitted.
6. IRS Form 990 A church is not obligated to fill out and return this form.
7. IRS Form 990T A church that receives \$1,000 or more in gross income from an unrelated trade or business must file this form. (Unrelated Business Income obligations are discussed in 8.01 below.)
8. IRS Form 1096 Transmittal form for all 1099 forms.
9. IRS Form 1099 INT. Issued to anyone paid interest of more than \$10 in a calendar year.
10. IRS Form 1099 MISC. Issued to self-employed individuals indicating sums paid.
11. IRS Form 4361 Relates to Social Security and ministers
12. IRS Form 8274 - Social Security and Medicare tax for church employers
13. IRS Form 8282 To be completed by the church only if non-cash items are sold.
14. IRS Form 8283 Submitted to the IRS for donations of non-cash items in excess of \$500 or less than \$5,000. Read it carefully.
15. IRS Form 8300 If a church (or any other ministry) receives \$10,000 or more in cash in any business or trade transaction (e.g., rental of property or a parking lot), it would need to be reported on Form 8300. This reporting is NOT required for charitable contributions.

6.05 Financial Records Security

- A.** The church will be responsible for maintaining adequate financial records in the church facilities and ensuring records are secure in the event of a fire or natural disaster.

- B. All records should be backed up once a week or by using a cloud-based software. The electronic financial records will be protected by a password that can be assessed by the Church Secretary and Treasurer.
- C. Important documents are stored in a bank safety deposit box. The Chairman of the Trustees and the Treasurer have keys to this box.

6.06 Document Retention Policy

- A. The church through its officers and staff **shall retain permanently** the following records and documents: Articles of Incorporation, Church Bylaws, titles to property, insurance policies, membership rolls, stock certificates and transfer lists, minutes of church business meetings (church-in-conference), annual financial reports, audit reports, copyrights and trademark registrations, legal correspondence, tax returns and working papers, retirement and pension records, and such other documents whose permanent retention is required by congregational action. These documents shall be maintained in a fireproof and secure location under the control of the church.
- B. The following records **shall be retained for a period of seven years** in a secure location: All church financial records and statements. Bank statements and records, checks, contribution statements, vendor documentation, purchase orders, housing allowance designations), accident reports, personnel records (applications for employment, terminated employee records, expired contracts, personnel files, payroll records), property documents (appraisals, expired insurance policies, tax or other financial matters), expired contracts and agreements, wills of deceased donors, federal/ state/local filings, insurance documents (accident reports, claims [after settlement], expired policies, safety reports), expired trust agreements.

7.00 Audits

7.01 Stewardship Team Auditing Responsibilities

- A. The Stewardship Team shall conduct an internal audit, reviewing the financial records of the church or arrange for an annual audit of a type and nature the church deems appropriate.
- B. The scope of any audit shall assess whether the financial policies and procedures are being adhered to. In the event of outside auditors, they shall recommend to the church such person(s) or auditing firm, assist the audit and review with the auditors any findings and recommendations. The Team shall convey the report of the auditors to the church leadership, officers and congregation.
- C. The Stewardship Team will ensure that an external audit is conducted every three years by a qualified Certified Public Accountant who is not a church member or affiliated with the church in any way.
- D. The Stewardship Team will assist as needed and review with the auditors any findings and recommendations. The Team shall convey the report of the auditors to the church leadership, officers and congregation.

8.00 Special Financial Matters

8.01 UBI Policy Statement

- A.** The Treasurer and Stewardship Team shall be familiar with the basic provisions of Unrelated Business Income regulations and shall file federal and state tax returns in the event such income exceeds \$1,000.
- B.** In the event of reportable UBI, the Treasurer and and/or Stewardship Team shall advise the pastor, deacons and other leadership so that the church may assess its policies and practices in this regard.

8.02 Special “Love” and Other Special Offerings Earmarked for Individuals

- A.** The Stewardship Team and other elected leadership and staff shall familiarize themselves with the provisions of the Internal Revenue Code in regard both to earmarked gifts generally and especially where gifts are solicited to be given to specific individuals.
- B.** Where such gifts may be made, but would not qualify as charitable gifts for tax purposes, donors will be so advised and the church will not issue receipts or letters of acknowledgment unless they note such gifts are not qualified charitable gifts.

8.03 Loans to Staff

Loans shall not be made to church staff from church funds or secured by any church asset.

8.04 Property and Liability Insurance

- A.** The church will insure the church property at the fair market replacement value. At least every three years, the trustees will review the church’s current property and liability insurance coverage.
- B.** The Building and Grounds Committee will conduct a church safety audit annually and provide a written report of its findings to the Stewardship Committee.
- C.** The church will maintain adequate workmen’s compensation and automobile insurance coverage.
- D.** The church will maintain liability insurance for the Safety and Security Team.

8.05 Financial Matters at Business Meetings

Anyone needing to introduce a financial matter requiring action by the church, should notify the Treasurer or Stewardship Committee Chairman so that applicable information and preparation can be accomplished prior to bringing the matter to the attention of the church. This should facilitate timely action.

8.06 Bank Accounts

The Treasurer is authorized to open and close church bank accounts as needed by the church, with the approval of the Stewardship Committee.

8.07 Borrowing Authority

Only the congregation, meeting in a regular or specially called meeting with notice, may approve the borrowing of any funds from any source, including internal designated or the Reserve Fund.

8.08 Contract Approvals

- A.** All contracts for services and products financially obligating the church for more than is approved in the budget, must be signed by the Trustees after approval by the church, unless specifically authorized differently by the church.
- B.** All commercial accounts entered into with vendors for supplies for church budgeted ministries and operations must be reviewed by the Stewardship Committee to ensure proper controls are in place to guarantee approved budget allocations will not be exceeded and approvals required by the Purchase Order process are maintained.
- C.** All contracts must be reviewed and approved by the Deacons and executed by the Trustees.
- D.** The Deacons will sign any contractual agreements associated with the commercial account.

Section E

Nursery/Child/Youth/Adult Ministry Policies

1.00 Nursery/Child/Youth/Adult Policy and Commitment

The Nursery/Children/Youth/Adult Ministries exist to teach God's word and draw all of God's children into a closer relationship with Jesus Christ in a safe and encouraging environment. All ministry and outreach activities will have that goal in mind when planning how to best minister to our church and community.

A. Definitions

1. **Staff:** Person employed by Cave Spring Baptist Church.
2. **Nursery:** Birth through 3.
3. **Children:** Age 4 through 4th grade
4. **Youth: 56ers:** Student that is in the 5th or 6th grade.
5. **Youth:** Student that is in the 7th through 12th grade.
6. **Adult:** Any person 19 years of age or older and graduated high school.
7. **Nursery, Children and Youth Worker/Volunteer:** Adult persons who have filled out an application, been interviewed, passed a criminal background check, completed initial/ongoing training and have accepted a position as a non-paid worker for Cave Spring Baptist Church. Policy and Procedures will be covered in initial training.

1.01 Volunteers - ** See also - Section C - Personnel Policies – 7.00 Volunteers

A. Central Role

The church recognizes the primary role volunteers play in the many ministries of the church, including responsibilities often held by employees in other organizations. These duties include a wide range of positions, some involving the highest levels of trust and responsibility such as financial involvements, working with children and students, informal counseling, deacon, teaching and ministries within and without the church facility.

B. Appropriate Screening, Training and Supervision

The church shall implement specific systems for appropriate screening, training and supervision based on the nature and context of the volunteer's work.

An effective screening process should include the following elements/steps:

1. Job/Task description and qualifications.
2. Application process, review Volunteer Application Form.
3. Reference checks.
4. Criminal and other background checks when working with children under 18.
5. Interview process.
6. Final approval authority.
7. Probationary period followed by a discussion with volunteer about job performance.

C. Outside Groups Working with the Church's Nursery, Preschoolers, Children and Youth

1. The Nursery/Children/Youth - Ministry Teams shall assure that any outside organization or persons working with the church's nursery, preschoolers, children and youth have employed appropriate screening procedures and have appropriate safety policies and procedures which will be in force in the work with this church.
2. Any outside groups must be approved by the Church Leadership Team before the event.

1.02 General Qualifications for All Leaders and Volunteers

Every volunteer and staff person shall:

- A. Confess Jesus Christ as their personal Lord and Savior.
- B. Adhere to the affirmations of faith of the church.
- C. For teachers and leadership: Be a member in good standing for one year (unless an outside group, see 1.01-C. above). Exceptions must be approved by the Leadership team. Other volunteers (media, greeters, property and space, etc.) should be evaluated on a case by case basis.
- D. Be hired or approved in accord with the policies and procedures of the church.
- E. Evidence the skills, attitude and Christian maturity appropriate to the ministry.
- F. Agree to adhere to the church's ministry, preschool, children and student protection policies.
- G. Have no history of being an abuser or criminal record inconsistent with the ministry task.

1.03 Mandatory Training for All Leaders and Volunteers

- A. Training sessions shall be held not less than annually. Sessions shall be held for all paid staff and volunteers to educate them on the policies and procedures for ensuring safety and reducing the risk of abuse. Specific training shall be provided by supervisors, staff or existing volunteer, in regard to specific policies in a particular area of ministry.
- B. New staff and volunteers must participate in the training program upon beginning their ministry assignments.
- C. Supervisors and Team Directors/Chairman/Lead shall verify that those reporting to them have completed training.
- D. Records of attendance and program content shall be retained.
- E. Training content shall include the following, at a minimum:
 1. Church policies and procedures.
 2. Job descriptions and expectations.
 3. General "abuse" matters:
 - i. What is abuse?
 - ii. Signs of abuse: physical, emotional, sexual.

- iii. What conduct is inappropriate?
- iv. Reporting duties: to the state and the church.
- v. Staff and volunteer screening procedures and purpose of these measures.
- vi. Hearing preschool/children/teen “reports”.
- vii. Legal (civil and criminal) consequences of misconduct.
- viii. Where to get help.

1.04 Teacher/Student Interaction

When demonstrating affection, exercise discretion. Inappropriate behavior will result in immediate dismissal.

A. Appropriate behavior:

- 1. Giving or receiving a short hug
- 2. Putting a comforting arm around the child briefly
- 3. Carrying a younger child to a parent or nurse
- 4. Nurturing touches to the head or shoulders

B. Questionable or inappropriate behavior:

- 1. Long embraces
- 2. Back rubs
- 3. Tickling
- 4. Kisses of any kind
- 5. Touching private areas
- 6. Slapping on the buttocks
- 7. Sitting on a child or teenager’s lap
- 8. Older child or teenager sitting in an adult’s lap
- 9. Corporal punishment or discipline that inflicts pain on the child (i.e., hitting, slapping, spanking, shaking, squeezing, biting, etc.)

1.05 Staffing Levels:

To assure both effective teaching, care and safety, the policy of this church is to seek to meet the following standards:

Two-Adult Rule: Two adults shall be present in all programs and activities involving preschoolers and children (and perhaps student) – preferably not from the same immediate family, and include both men and women. This shall apply to classes, transportation, bathroom visits, counseling and other activities. In the absence of two adults, classes or activities shall be combined, or meet in a common larger room, or be cancelled. ***(There may be modifications and exemptions from age groupings made as situations deem necessary.)*** See the chart below for more details.

Age Groupings:	Adult to Child ratio	*Maximum Group Size Per Room
Birth to age 3	2:6	10
Ages 4-5	2:10	15
Ages 6-14	2:15	30
Ages 15-18	2:20	NA
Two-Adult Rule for Leadership: At least two unrelated, qualified, adults must be present on all trips and outings. If both male and female students are present, both male and female adult leadership is required. *Per room is in a classroom setting.		

1.06 Guidelines in Case of Serious Medical Injuries/Emergencies

In case of a serious emergency involving broken bones, convulsions, fainting, loss of consciousness or other serious injury, the following guidelines shall be observed:

- A.** Keep calm and keep children and the injured as calm as possible.
- B.** Do not move the injured child.
- C.** Speak calmly, reassuring the child.
- D.** Send a fellow teacher for help. Never leave the injured child.
- E.** The person in charge shall call 911 after assessing the situation and give the information and directions as needed.
- F.** As soon as the leadership is notified, the co-worker should return to help in removing other children in the area from the scene of the accident. The person in charge (staff member) will locate the parents and advise them of the condition of the child and procedure suggested by medical personnel.
- G.** Leaders will refer to the child's parents for details of preference of hospital and doctor.
- H.** In case the child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- I.** As soon as possible, the teacher needs to return to his/her group to see that the other children remain calm and reassured.
- J.** An Accident/Incident Form should be completed as soon as possible with specifics of medical personnel recommendations and if applicable, the name of hospital to which the child was taken.

1.07 Wellness Policy

Signs of communicable illness that exclude a child from participation include:

- A.** A fever (100 degrees or more in the armpit, 101 degrees orally, or 102 degrees rectally).
- B.** Diarrhea.

- C. Severe coughing.
- D. An episode of vomiting within the past twelve (12) hours.
- E. Red eye with white or yellow eye discharge, until twenty-four (24) hours after treatment.
- F. Yellow or green nasal discharge.
- G. Scabies or lice.
- H. Chicken pox or a rash suggestive of chicken pox.
- I. Other undiagnosed rashes.
- J. Open skin lesions.
- K. Tuberculosis, until a physician states the child is not infectious.
- L. Strep throat, until twenty-four (24) hours after treatment begins.
- M. Pertussis, until five (5) days after antibiotic treatment.
- N. Hepatitis A, until one week after onset of illness or jaundice.
- O. Impetigo, until twenty-four (24) hours after treatment Any child on antibiotics should have been on the drug for at least twenty-four (24) hours before coming to an activity.

1.08 Emergency Checklist

- A. Are building diagrams with emergency evacuation procedures and routes posted by the doors in each room?
- B. Do diagrams show the location of fire extinguishers and alarms?
- C. Are leaders trained in the proper use of fire extinguishers?
- D. Are fire extinguishers inspected routinely?
- E. Are all exits clear of furniture or other obstructions?
- F. Is a telephone easily accessible to leaders, with numbers for the fire department, law enforcement, emergency medical service and poison-control center posted?
- G. Is there a designated evacuation crib for babies (equipped with evacuation wheels), and does it fit through all exit doorways?
- H. Is there a designated meeting place in the event of an evacuation and are parents aware of this location?

- I. Are leaders trained in basic first aid, adult and infant/child CPR, security, and procedures for fires, tornadoes, or other emergencies? Is there a readily available list of these leaders and other trained church members?
- J. Are periodic evacuation/emergency drills conducted?
- K. Are first-aid supplies kept in an easily accessible location?
- L. Are first-aid supplies routinely checked to ensure sufficient quantities and adherence to expiration dates?
- M. Are toys routinely sanitized?

1.09 Leader Guidelines in Case of Fire or Fire/Smoke Alarm

- A. In the event of fire or fire/smoke alarm, take the following immediate action. Do not wait for confirmation of a fire.
- B. Line up students by the door and take a head count.
- C. Close windows and doors as you leave and if possible, take your class attendance or sign-in sheet with you.
- D. Know your exit route as posted in the classroom and quietly and calmly lead students out by proper exit.
- E. Proceed to a grassy area away from the building and off any roads. Once you are clear of the building, take a head count and/or attendance.
- F. Return to the building only after the "All Clear" has been given.
- G. Do not dismiss any students from outside.
- H. For the safety of the children, parents may NOT get their child/children before the class has left the building. Parents must show their ID to claim their child and sign out on the sheet.

1.10 Leader Guidelines in Case of Tornado Immediate Threat

In the event of a warning that there is immediate risk of a tornado, take the following steps immediately:

- A. Assemble all the children and then lead them to an inside wall on the lowest floor.
- B. Guide the children to crouch on the floor facing the wall, bent over with hands on the back of their heads.
- C. Keep away from glass doors and windows.
- D. Do not return to the classroom until advised by other church staff or leaders that the risk has passed.

1.11 Discipline

The church is committed to a nurturing, safe and respectful environment for children entrusted to its care. The staff and all those who minister to our children are committed to such care, and to following the child-discipline policy:

- A.** The church recognizes that appropriate discipline is not only essential in our ministry to children, but is also an aspect of the loving care of children as they mature and learn to respect themselves and others.
- B.** No physical punishment or verbal abuse, such as ridicule or threats, is to be used at any time.
- C.** Adult expectations of children/students' behavior and appropriate discipline must reflect their age and level of comprehension.
- D.** Children are to be reminded of the kind of behavior that is acceptable for the setting.
- E.** Appropriate forms of disciplining a child/student are:
 - 1. Distracting the child/student with another activity.
 - 2. Helping the child/student focus on another more acceptable behavior.
 - 3. Separating the child/student from others if another volunteer/staff is available to assist.
- F.** Parents will be informed and involved whenever a child/student misbehaves beyond minor correction or a pattern of misbehavior increases. If separating the child within the classroom or removal of the child from the room becomes necessary, the situation must be discussed with the child's parents or guardian as soon as possible.
- G.** Concerns about a child's behavior or the appropriate response to a child's behavior should be reported to the program leadership.

1.12 Preschool/Child/Student Protection Policies

All staff, as well as non-paid volunteers in the church's ministry, are required to familiarize themselves with the following preschool-child-student protection policies:

- A.** To report to a supervisor, the pastor or other official of the church any violations of any of these policies and procedures by staff, volunteers or others.
- B.** To abide by public-reporting laws in the case of incidents of suspected child abuse or neglect, reporting to the county director of Department of Social Services promptly.
- C.** To understand that any staff or volunteer will be placed on temporary leave or suspension if a credible complaint is made that the staff or volunteer has engaged in violations which have allegedly harmed, injured or otherwise violated policy toward the minor.
- D.** Video monitoring shall be installed in all classrooms and common areas. Any areas found to be unmonitored will be reported to the Safety and Security Team Leader.
- E.** To understand that violations of policies may result in discipline including dismissal.

- F. To participate in annual staff training on the church's protection policies and child abuse and neglect issues.

1.13 Children and Student Ministry/Special Event Guidelines

- A. **Forms.** All participants or staff of any age must complete and sign a registration form before participating in each event. Each child/student must have a parent/guardian's signature on the completed approval and a Medical Authorization/Travel Release Form.
- B. **Adult Leaders.** (advisors, chaperones, counselors, program leaders, chaplains) must be at least eighteen (18) years of age and at least two years older than the oldest eligible student participant. No church child/student event shall have fewer than two adult advisors. The adult leadership will reflect the gender make-up of the students attending, so that if there are male and female students, there must be male and female adult advisors. Experienced adult student workers are to be included with adults who are newcomers to student ministry.
- C. **Attendance.** All participants must remain at the event through its entirety. Late arrivals and early departures must be approved by the event coordinator before an event begins, and parental notice and approval of such shall be required. Only registered participants may attend the event. This is intended to provide a safe and secure environment for all participants and to honor the integrity of the community that forms when people gather.
- D. **Tobacco / Vaping Products.** There shall be no smoking/vaping. The possession and use of vaping products, or any tobacco products is prohibited.
- E. **Alcohol and Drugs.** No illegally controlled substances, including drugs and alcoholic beverages, may be used or be in the possession of any adults or child/youth at a church-sponsored events. If a person violates this agreement, she/he will be sent home at her/his own expense.
- F. **Prescription Drugs.** Adult leaders must be made aware before any event of the use of prescription drugs by any participating child/youth and the Medical Authorization/Travel Release Form filled out with the medication supplied in the original container. Church staff and volunteers are NOT allowed to administer medication.
- G. **Prohibited Leadership.** Any person convicted of prior incidents of sexual misconduct, abuse or any other crime involving a child under 18 years of age, will not be used in any capacity for church-sponsored child/youth events. Any person who is accused of improper behavior will be removed from positions that would give him/her access to children or youth, until the situation is satisfactorily resolved.
- H. **Sexual Misconduct.** No form of sexual misconduct will be tolerated. Sexual misconduct includes, but is not limited to: sexual abuse, sexual molestation, sexual harassment and sexual exploitation. In addition, presenting sexually provocative material or language is considered inappropriate.
- I. **Abuse.** Physical abuse is defined as deliberate bodily harm of a person by another. Emotional abuse is the spoken or unspoken devaluing of another, such as, name-calling, or indicating that he/she is worthless. Sexual abuse is any sexual involvement or sexual contact between a youth and an adult or between youth when there is an unequal distribution of power, such as,

when one person is significantly older, larger, stronger, or holds more authority. Such abuse is unacceptable behavior and may be grounds for sending a perpetrator home from an event.

- J. Basic Needs.** We expect church-sponsored programs to be fun and refreshing. No one is to be deprived of the basic human needs of food, shelter, sleep, safety and clothing at any event.
- K. Reporting.** Any person who believes he/she has experienced improper behavior is urged to report it to the proper authorities: an adult leader, any church staff, youth minister or pastor as soon as possible. Any adult advisor who receives a report of suspected or actual misconduct must report it to the church staff or lay leadership.
- L. Accommodation.** All overnight programs will provide safe, supervised sleeping arrangements. This will mean gender-specific sleeping areas. A single adult and a single youth will never sleep alone together. In addition, separate bathroom/shower facilities by gender (or specific times to use a single facility) will be provided.
- M. Transportation.** Participants and their families are responsible for arranging their transportation to and from church-sponsored events, unless otherwise provided by the church. All youth participants who drive to an event must park their vehicle for the duration of the event. Adult advisors are to avoid dropping off and/or picking up youth without being accompanied by another adult. Adult advisors who are transporting youth to and from events must be approved drivers, and parents must have notice and give approval for their children to be transported by the advisor.
- N. Violence.** No one is to strike or hit or otherwise threaten anyone at any time. No weapons of any kind are to be brought to church-sponsored events. Anyone in possession of a weapon will be sent home.
- O. Dating.** No adult youth worker is to date a youth or to become romantically or sexually involved with a youth who is a member of his/her local program or a participant in church-sponsored programs.
- P. Gifts.** All adult leaders are to refrain from giving or receiving personal gifts or money privately to youth without first consulting the parents, and pastor or youth team leadership.
- Q. Meetings.** All church-sponsored child/youth meetings will be open to the church membership and parents of involved youth. Problems that arise in the course of any programs will be addressed honestly and directly. Clergy, parents, youth, and lay leadership have a right to full information about all church-sponsored programs, and a right to observe any youth program at any time.
- R. Pastoral Care.** When one-on-one conversation or pastoral care is necessary between an adult leader and a youth, another adult is to be present, or at least aware of the place of consultation and who is being counseled. Counseling shall be in an open public place in view of others.

2.00 NURSERY

The purpose of the nursery is to provide safe and loving childcare while allowing parents and caregivers the opportunity to participate in church activities and worship services.

2.01 Nursery Coordinator Responsibilities

- A.** Works with Children's Ministry Director.
- B.** Is responsible for making sure the nurseries are properly staffed as well as ensuring the nursery is running smoothly each Sunday.
- C.** Informs team leaders of any updates or changes in weekly procedures.
- D.** Assists with finding substitutes as needed.
- E.** Makes sure to review rooms for readiness to receive children.
- F.** Nursery Cleaning Schedule – Sunday (volunteers), Wednesday (volunteers), Friday (custodian). Carpets should be cleaned quarterly (custodian).

2.02 Volunteer Responsibilities:

- A. Nursery Rooms are PEANUT FREE rooms.**
- B.** At least 2 unrelated adults must be in each nursery. It is strongly suggested that nursery staff do not bring along any other children to help in the nursery unless they are on the schedule.
- C.** Only 2 youth workers may be in each nursery (and they should be listed on the schedule). Youth Workers are 13 years and older. To protect our Youth Workers, we ask that they do not pick up and walk with any child. They may hold them either while sitting on the floor or in a chair.
- D.** Nursery gate is to remain closed.
- E.** All must wash hands upon entry and or use hand sanitizer - Adults and children.
- F.** Only nursery staff and children should be inside the nurseries at any time. Note: We need to be careful to not offend parents, but to explain that we encourage them to remain outside the nursery doors to minimize other children from "escaping" the nursery and to limit access that non-nursery workers have to children for security's sake.
- G.** Be respectful and proactive in enforcing the nursery sick policy as children arrive.
- H.** Require parents to sign their child in and show their corresponding sticker to pick up their child.
- I.** Nursery staff are responsible for encouraging "safe" play among children (i.e., no kicking, throwing toys, rough housing).

- J. NO** photos should be taken of the children in the nursery at any time without prior written approval of the child's parents. Personal cell phones or other electronic devices should not be used to take or post photos of children in the nursery. If the church needs to take photos for any reason, parents will be informed on that day and asked to sign a consent form.
- K.** Please leave the nursery as you found it and consider the following:
1. Wash and return toys to bins.
 2. Take out trash to dumpster with dirty diapers.
 3. Wipe down tables and doorknobs when your service is done.

2.03 Nursery Sick Policy and Medications

- A.** Medication - The nursery staff is not adequately trained to dispense any type of medication. Do not accept any medication from a parent for their child. Request that the parent return to administer medication at the appropriate time.
- B.** If a child becomes ill or injured during the service, you will need to contact the parent via the parent's cell phone listed on the sticker on the back of the child. An Accident/Incident Form will need to be filled out and filed by the Children's Director.
- C.** For the health and safety of all children, and nursery staff and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours will not be accepted:
1. A known or suspected infectious illness.
 2. A fever of 100.0 within the past 24 hours.
 3. Nausea, vomiting, diarrhea, or is feeling unwell.
 4. Cough, sore throat, croup (except in the case of allergy).
 5. Colored runny noses.
 6. Common Cold.
 7. Contagious skin rash.
 8. Pink eye.
 9. Lice.
 10. Impetigo (infected wounds), boils, untreated ringworms.
 11. Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
 12. Use of antibiotics for less than 24 hours.

2.04 Nursery Sign-in and Check-out Procedures

- A. Ensure CHECK-IN & CHECK-OUT procedures are known to parents and are followed. Note: This is necessary upon arrival and departure of children!
 - 1. Parents may check-in their children on the self-check-in computer where greeting staff will assist with the check-in process.
 - 2. Parents place printed nametag on child's back. Name tag should have the child's name, parents' name, phone number, and any allergies or notes that would be helpful.
 - 3. Parents must keep the security claim ticket which is printed out as well. Parent should put this on their person to avoid misplacing or losing this important security ticket.
 - 4. A security claim ticket is required for pick-up of a child. No exceptions.
 - 5. Nursery staff will make sure each child has a nametag attached to the child's back and that parents have their Security Claim tag (this is needed to retrieve their child).

****If computers are down***, parents should sign their child in at the nursery gate and write down their name and phone number. Nursery workers will put a nametag on back of child. If parents are needed during worship, nursery staff will contact parent via text message. Parent name and phone number will need to be given to allow parent to sign child out of nursery.

2.05 Basic Care of Infants

- A. When diapering, Caregiver must wash hands before and after diapering.
- B. The changing pad must be wiped down after each use with Clorox wipes.
- C. Diapers should be disposed of in trash. Please take trash out to dumpster after service!

2.06 Bathroom Visits

- A. One worker must accompany child to help and enforce hand washing afterwards. Always notify a coworker that you are assisting a child with bathroom needs.
- B. Bathroom door should be left open. Use common sense on modesty.
- C. Assist children in using stepstools to wash hands.

2.07 Toy Guidelines

- A. All toys "mouthed" by children are to be washed in 10% bleach solution or wiped down with Clorox wipes. When appropriate, toys may be placed in dishwasher and run after service. Note: Please keep track of toys mouthed by children as much as possible as this is our #1 defense in preventing sickness and germs from spreading!
- B. Bins should be checked for small, hazardous toys. Occasionally toys are mixed between rooms. Inappropriate toys for infants should be removed.
- C. There are to be no stuffed animals in the nurseries for sanitary reasons because they cannot be effectively cleaned week after week. If you see these types of toys, please remove them.

2.08 Playground Guidelines

Children will be monitored, per the child/adult ratio in Section E - 1.05, anytime they are at the playground area or playing anywhere outside the building.

2.09 Accidents/Injuries/Incidents

- A.** Only adults should fill out these forms. Form is in Section H - Forms.
- B.** Any accident or play injury should be reported on the forms located in the nursery.
- C.** Any incidents considered noteworthy should also be reported (these may include disciplinary problems).
- D.** Place the accident/injury/incident forms in the nursery box in the church office.
- E.** Notify the Nursery Coordinator.

2.10 Emergency Evacuation Procedures

- A.** Understand and follow appropriate evacuation procedures in case of an emergency.
- B.** Nursery staff in the infant nursery should place infants into the cribs for evacuations.

3.00 Children's Church/JAM

The purpose of Children's Church/Jam is to teach children to learn God's Word with fun, age-appropriate and carefully planned activities. These typically take place during the adult worship/teaching time.

3.01 Children's Church/JAM - Leader(s) Responsibilities:

- A.** Study and prepare for teaching.
- B.** Lead children to appropriate room when dismissed from Worship service.
- C.** Present the story from the Bible helping children to connect with God's Word in a way they can understand.
- D.** Pray together.
- E.** Children's Church enjoys a small snack.
- F.** Release children to parents after morning worship.

4.00 Youth Ministry

The purpose of the Youth Ministry is to create a community where students can grow, connect, and serve as they deepen their relationship with Christ. These opportunities typically take place during Sunday Morning and Wednesday night onsite with special events happening offsite.

4.01 Youth Leader(s) Responsibilities:

- A.** Coordinating time with children and adolescents for purposes of worship, education, volunteer work and community outreach.
- B.** Leading and serving within various church programs, activities and study classes.
- C.** Facilitating worship services for teenagers.
- D.** Organizing Sunday School curriculum.
- E.** Teaching Sunday School/Wednesday night small groups and other educational programs.
- F.** Posting event information on social media.
- G.** Creating outreach and evangelism opportunities for students to participate in.
- H.** Organizing youth events or retreats to encourage relationship building.
- I.** Communicating with church staff about faith education needs.
- J.** Acting as a liaison between the church and the community.
- K.** Recruiting, training and supervising adult volunteers who work with youth.
- L.** Working with parents to support their children's spiritual development.
- M.** Speaking at youth events and retreats.
- N.** Planning and leading weekly youth group meetings.
- O.** Organizing service projects and mission trips for youth.

5.00 Adult Ministries

5.01 Adult Sunday School Director

- A.** The director is recommended by the Nominating Team and approved by the church. The director will build their team with the Nominating Team as a resource.
- B.** Responsibilities include:
 - 1.** Fill the teachers positions as needed and present to the Nominating Team for congregation approval. Also, fill vacancies that may happen throughout the year.
 - 2.** Responsible for researching and ordering Sunday School material.
 - 3.** Lead adult Sunday School training periodically.
 - 4.** Assist the adult Sunday School teachers with any vacancies for sickness, vacation, etc.

5.02 Men's Ministry

- A. The primary function of the Men's Ministry is to equip the men and boys of Cave Spring Baptist Church to become better servants through fellowship and service.
- B. The director is recommended by the Nominating Team and approved by the church. The director will build their team with the Nominating Team as a resource.
- C. The primary responsibility is to promote Christian Brotherhood by providing meaningful activities and meetings to grow CSBC men in the development of their faith.

5.03 Women of Worship Ministry

- A. The primary function of the Women of Worship Ministry is to encourage women to understand, respond, and apply the gospel to every aspect of their lives. Ephesians 2:10
- B. The director is recommended by the Nominating Team and approved by the church. The director will build their team with the Nominating Team as a resource.
- C. **Wings Ministry** – When girls graduate from high school, they can feel adrift. We want to change that and help encourage them to remain in God's word and attend church regularly, whether they are in college or pursuing a career. We are looking for women to serve as encouragers for these girls. We ask for a one-year commitment (May-April).
- D. Recommendations for encouragement are:
 - 1. Pray for her.
 - 2. Send scripture and encouraging notes every two weeks. Make that personal connection.
 - 3. Once a month or so, send a small token, such as a bookmark, gift card, or some other gift that you think she will like. It doesn't need to be expensive.
 - 4. Attend reception.
- E. **FLOURISH** – Generations Together: united, caring, encouraging, and supporting one another in faith and glory to our God. The God who spoke the world into being has spoken His truth about life through the Bible, so that we might know what He intends for this world and how we may live for His Glory. His word serves as the foundation for understanding who we are and what we should be doing in this world. Dive into God's Word and discover for yourself what the Scriptures say about:
 - 1. **Prayer:** a thriving prayer life is a crucial step in growing in Christ.
 - 2. **Identity:** How can you and I know who we are if we don't first know what God says about us.
 - 3. **Calling:** We should position ourselves in God's hand and wait for Him to reveal it to us, and by faith, lead us there.
 - 4. **Kinship:** When we experience God's peace, we rest in His confidence and can be secure in our relationship with others.
 - 5. **Gratitude:** Rooted in gratitude. In every single circumstance, the highest of highs, the lowest of lows, and every moment in between we cling to Jesus.

F. How it works:

1. Groups consisting of 2-4.
2. All ages 19 and above.
3. Meet at the church.
4. Select a preferred meeting time-mornings, afternoons, evenings, day of the week or weekends.
5. Sessions vary from 6-9 weeks; each week has a 5-day plan.
6. Requirements: commitment, participation, accountability, trust and confidentiality.

5.04 Senior Saints Ministry

Function: The purpose of the Senior Saints ministry is to provide fellowship, socialization and enrichment activities from 55+ in our congregation and community.

1. The director is recommended by the Nominating Team and approved by the church.
2. The meetings are used as an opportunity to invite others that are not active or not members of our church.
3. Meet once a month, usually on the 2nd Tuesday, for trips, food and fellowship.

5.05 Hospitality Ministry

Function: To provide fellowship meals for Cave Spring Baptist Church.

A. The director is recommended by the Nominating Team and approved by the church.

B. Responsibilities:

1. Schedule, plan and prepare Wednesday night meals.
2. Coordinate fellowships with/for the church.
3. Set out plates, forks, spoons, etc. Arrange the food that has been brought in or prepared, set up the drinks and make sure there is ice for the fellowship meals.
4. Coordinate with the different teams to organize tables and chairs.
5. Assist the Bereavement Team as needed for meals.
6. Contact church members to bring certain items, if needed.
7. Maintain enough paper goods (3 months' worth or more).
8. Wash dishes, clean tables and kitchen.
9. Take all dirty towels and table cloths, wash them, and bring them back.

5.06 Baptism Ministry

Function: To assist people who are going to be baptized and make sure the baptismal rooms are in order for the service.

A. The director is recommended by the Nominating Team and approved by the church.

B. Responsibilities:

1. Fill and heat baptism tub.
2. Assist the candidates to their changing rooms.
3. Assist candidates into and out of the tub, if needed, and back to changing rooms.
4. Make sure each candidate has a towel.
5. Remain outside changing room until they are dressed and ready to leave.
6. Drain and clean baptism tub, rooms, and clean and return towels following service.

5.07 Bereavement Meals Ministry

Function: To facilitate a post funeral meal when notified of a death in the Cave Spring Baptist Church family.

A. The director is recommended by the Nominating Team and approved by the church.

B. Responsibilities:

1. When a death occurs in our church family, or an immediate family member of a CSBC member (father, mother, brother, sister, child, spouse), the church will provide meat (chicken, BBQ, ham, etc.) for any post-funeral meal that is needed based on the number expected by the family.
2. The Bereavement Meals Team or their delegates will be responsible for contacting members for sides/desserts needed along with the time/date to drop items off at the church.
3. There is a \$200 limit for items needed (meat, plates, cups, etc.), per event, before additional approval is required by the Senior Pastor or Stewardship Team Chairperson.
4. The use of the fellowship hall for the meal will be offered as long as no other church function is already scheduled on the church calendar for the date needed. The Bereavement and Hospitality Team will work together to provide meals, serving and clean-up afterwards.

****If the fellowship hall is already booked, the food may be delivered to their home instead. The Bereavement Team will decide if this is feasible.**

5. For non-church members, the fellowship hall may be used for a meal but must not coincide with any other church function and must be approved by the Senior Pastor and /or Church Leadership Team. The party using the room will be responsible for providing the meal, serving and all clean up. A fee may be required and must be approved prior to the event. A Facility Request Form should be completed and turned in to the secretary.

5.08 First Touch (Greeters)

Function: To aid the church in welcoming members and visitors to worship services, by providing greeters at each door, providing a smiling face at the Welcome Desk, escort visitors with children to the appropriate areas, provide coffee and follow up with visitors with a home visit.

A. The director is recommended by the Nominating Team and approved by the church.

B. Responsibilities:

1. To welcome and assist all church members and visitors as they enter Cave Spring Baptist Church.
2. Provide greeters at each door of the church.
3. Provide someone at the Welcome Desk.
4. Escort visitors to the Nursery when necessary.
5. Maintain and order the appropriate supplies needed.
6. Prepare and provide coffee at the coffee station before services.
7. Clean up coffee station and wash containers, coffee pots, etc. after services.
8. Collect visitor cards and enlist couples to visit after the service as needed.
9. Email copies of the visitor cards to the member of the First Touch Ministry in charge of sending an email to the visitors
10. Turn in any visitor cards to the pastor's box by the secretary's office.

5.09 Flower Ministry

Function: Coordinate the placement of flowers in the Sanctuary and in planters outside Cave Spring Baptist Church.

A. The director is recommended by the Nominating Team and approved by the church.

B. Responsibilities:

1. Purchase Sanctuary flowers and outside planter flowers as needed. Cost will be charged to Property and Space budget.
2. Water and maintain planter flowers through each season.
3. Replace planter flowers as need to ensure Cave Spring Baptist Church maintains a welcoming entrance. Cost will be charged to Property and Space budget.

5.10 5-1-8 Mission Team

Function: To promote the idea and concepts of missions and to plan and organize trips with the church membership.

A. The director is recommended by the Nominating Team and approved by the church.

B. Responsibilities:

1. Meet as needed to promote missions and plan and organize trips.
2. Keep Cave Spring Baptist Church informed of Local Mission's needs (Ex. Committee of Church Cooperation)
3. Keep CSBC informed of State Missions (Ex. ALSBOM).
4. Keep CSBC informed of National and International Missions (Ex. Annie Armstrong Offering, Lottie Moon Offering, etc.).

5.11 Prayer List Ministry

Function: To aid the Cave Spring Baptist Church family with a list of praises and needs to foster intercessory prayer.

A. The director is recommended by the Nominating Team and approved by the church.

B. Responsibilities:

1. To maintain an active list of church and community praises and needs.
2. Reach out to people for updates
3. Provide a list to church members communicating prayer needs and celebrating praises.
4. Send cards monthly to the ones on the prayer list.
5. Provide an urgent prayer request posting on CSBC Prayer Page or calling others as needed.

5.12 Dorcas Ministry

Function: The Dorcas Ministry is a service ministry, with church support, striving to help church families and those of our community meet the needs of daily living, per Matthew 25:37-40, in the following ways:

A. The director is recommended by the Nominating Team and approved by the church. The director will build their team with the Nominating Team as a resource.

B. Caring for the hungry

1. Monthly 3rd Sunday, food items are donated by the church congregation. Once a quarter, self-care and home care items may be added to the donation.
2. The following Tuesday, items are counted and packaged for delivery to selected food bank services. The donation is rotated between two banks.
3. Each month the church will be notified of the amount of the donation and where delivered.

B. Staying in Touch

1. Rotation schedule for calling and checking on those who may not have a strong support system. It may include visits, if acceptable and planned with the individual.
2. Sending cards of support and encouragement to our missionaries.
3. Acknowledge and thanks for the services that keep our church and community safe.

Section F

Pastoral/Ministerial Staff Policies

Reference Bylaws: 4. Church Staff – Pastoral/Ministerial Staff

1.00 Pastoral/Ministerial Role

The policies noted below regarding pastoral/ministerial staff are in part set forth in the bylaws as well as here. Other policies may be established by the pastoral/ministerial staff regarding internal matters.

A. Pastoral/Ministerial Responsibilities:

A full job description will be given to the pastor/minister during the hiring process. The role will include the following:

1. Set as a guideline of personal behavior the standard required in 1 Timothy 3:1-7 and 1 Peter 5:1-4.
2. Provide administrative leadership for the total church program.
3. Maintain a regular program of study to enable himself to plan and conduct meaningful worship services.
4. Prepare for and conduct worship services; lead in the observance of the ordinances; and, lead the church in proclaiming the gospel to the church and community.
5. Visit members and prospects and lead the membership in an outreach program.
6. Supervise other members of the church staff according to staff organization.
7. Coordinate and communicate with the other pastors/ministers the spiritual and physical needs of the congregation.
8. Conduct counseling sessions as needed in the areas of, but not limited to: premarital, vocational, family, bereavement, etc. Advise of other professional help when necessary.
9. Perform wedding ceremonies and conduct funeral services.
10. Work with deacons, church officers and teams in performing assigned responsibilities. Be available for and lead in training as needed.
11. Cooperate with and lead the church in cooperating with associational, state, and denominational leaders. Keep the church informed of developments within the denomination.
12. Serve as a representative of the church in civic matters.
13. Serve as the leader in seeking to win the unsaved and un-enlisted; lead the membership in soul-winning training.
14. Plan and promote periods of evangelistic emphasis for the unsaved and renewal for the Christians.
15. Responsibly manage the church's financial resources according to the approved budgetary guidelines, utilizing the best accepted practices of accounting, and adhering to the highest ethical, moral and biblical standards.

16. Support and attend special ministry events hosted by the church, providing support and planning assistance when appropriate.
17. Support the church and participate in ministry outreach events in the community.
18. Serve as Chairman of the Church Leadership Team in planning, organizing, directing, coordinating and evaluating the total church program.
19. Act as moderator for church business meetings, if required by church bylaws.
20. Maintain a high level of spiritual leadership and displaying proper influence and testimony.

2.00 Pastoral/Ministerial Search

In the event of a need for Senior Pastor or Ministerial Staff member the following procedure will be followed:

2.01 Pastoral Search Team

- A. This process typically applies to the Senior Pastor position but may be used for any Pastoral staff/Ministerial staff position.
- B. Most often, Associate Pastors and Ministerial Staff will be recommended to the Personnel Team by church leadership, a church member, advertisement, etc. The Personnel Team will initiate the hiring process for these candidates (receive resumes, interviewing, checking references, etc.).
- C. When the need arises, a Pastor Search Team of 5 members shall be nominated by the church. The Pastor Search Team election ballots will be given to the congregants at a Sunday morning service and collected after giving the church a period of time for prayer to recommend up to 5 members to serve (typically 2 weeks). The deacon body will collect the ballots, tally the results and verify nominees are a member in good standing. The top 5 nominees (in good standing) will be asked first to serve, continuing down the list until 5, that are willing to serve, are elected.
- D. The Pastor Search Team shall proceed promptly and diligently to seek to find a pastor who, by calling, training, and proven ability, seems qualified spiritually, mentally and physically to lead the members of this church. In its efforts to meet its responsibilities, the Team shall be responsible to the church directly and give regular updates on the status of the search.
- E. A Pastor Search Team budget, job description, and pastor compensation/benefit package should be discussed and finalized at the onset of the search.
- F. Members of the Pastor Search Team shall be reimbursed by the church Treasurer for any necessary travel and subsistence expenses that are incurred in the performance of their duties. Pastor applicants should be re-imbursed for reasonable travel expenses as well.
- G. Pastor Search Team resources/training are available at the Office of LeaderCare, Alabama State Board of Missions.

2.02 Election/Call of a Pastor/Minister

- A.** The Pastor Search Team will make their recommendation to the Personnel Team (only one candidate at a time).
- B.** The Personnel Team Chairman (or another Personnel Team member in their absence) shall give the congregation a two-week notice of the vote to call a pastor/minister.
- C.** The weekend of the vote to call, the Search Team shall provide ample opportunity for the members of the church to become familiar with the candidate, assess his appropriateness and calling for the church and the terms of the call proposed by the Personnel Team.
- D.** After the candidate delivers a sermon on Sunday morning, visitors will be excused and the church will be called into a business meeting for the purpose of a vote to call.
- E.** To be elected, the pastor/minister will be nominated by the Personnel Team Chairman (or another Personnel Team member in their absence) and must receive at least 2/3 of those members present. Votes will be cast by secret ballot and counted by the Deacon Body.
- F.** If the Personnel Team's nominee fails to receive the required vote, the business meeting moderator shall declare the nominee not elected, and shall refer the matter, without debate, to the Personnel Team for further investigation and further recommendations.

3.00 Pastoral/Ministerial Staff Employment Relationships

3.01 Pastoral/Ministerial Staff Employment Policies

- A.** The church has established and set forth these employment policies in regard to the pastoral/ministerial staff and adopted them as an aspect of the calling of a pastor/minister and annually review such policies.
- B.** Such policies shall not constitute a contract and are subject to modification by the church at any time.

3.02 Identification of Pastoral /Ministerial Staff

- A.** The Personnel Team shall make recommendations as a matter of general policy, and in individual calls, as to what staff members shall be classified as members of the pastoral staff and ministerial staff, giving recognition to the church's biblical and theological views, the church bylaws and any employment law implications of such classifications.
- B.** The church shall also, in that process, identify and set forth in writing those persons whose classification, ordination status and church practice are authorized to perform the principal rituals and ceremonies of the church, including the performance of weddings.

3.03 Pastor/Minister - Congregational Covenant

The pastor/minister and the church may choose to enter into a written specific covenant as an expression of the aspirations of the pastor and congregation regarding the nature and quality of the relationship. Any such covenant, however, shall not create any legal rights or duties on any party.

4.00 Pastoral/Ministerial Staff - Ministry Accountability and Review

4.01 Annual Review

- A.** The Personnel Team shall develop and implement a process of ministry review with each member of the pastoral/ministerial staff. This review shall seek in collaborative and constructive ways to assess ministry strengths and areas of weakness or concern, and seek to identify means to enhance effectiveness in ministry and in the pastor's growth in all dimensions of life and work.
- B.** Where appropriate, priorities may be mutually set, and means developed for addressing problems or concerns.

4.02 Pastor/Minister Relations Team

- A.** In the first year of a new pastor/minister's tenure, the Pastor Search Team shall seek to provide support and counsel for the pastor, sharing visions for ministry and reflecting the expectations and/or concerns of the congregation.
- B.** They shall be sensitive to the pastor/minister's personal and family needs, spiritual nourishment and ministerial effectiveness. The Team shall, in consultation with the Church Leadership Team, engage in a review of the church's ministry, and where appropriate, work to develop goals and objectives to enhance ministerial effectiveness.

5.00 Pastoral/Ministerial Staff Benefits and Related Policies

5.01 Pastoral/Ministerial Continuing Education

All staff is encouraged to participate in denominational and other educational opportunities to develop professional skills and ministry effectiveness. Pastoral/Ministerial staff who wish to enroll in extended educational programs including programs leading to degrees and certificates, or matriculation with educational institutions such as universities, theological schools or institutes, or where such programs will involve times when the pastoral/ministerial staff are otherwise assumed to be performing their ministry, shall review their interests and proposals with the Personnel Team (or deacons), setting forth in writing the nature of the program, time commitments, length and relevance for ministry. The Personnel Team may make such recommendations to the church as they deem appropriate.

5.02 Pastoral/Ministerial Housing Allowance

The Stewardship Team shall annually request of those who qualify for a "Housing Allowance" the submission of estimated housing expenses, satisfy itself that the total does not clearly exceed the fair-market rental value of the furnished home plus utilities, and recommend to the church prior to next tax year, a sum to be designated in that next year as "Housing Allowance."

5.03 Pastoral Ministerial Outside Employment

- A.** Pastoral/Ministerial staff are expected to give sufficient energies to the ministry of the church. Any other employment or active business involvement involving the time and energies of the pastoral/ministerial staff must be disclosed to the Personnel Team (or the deacons).

- B.** Where, in the opinion of the Personnel Team, such activities are likely to in appearance or fact intrude upon the commitments toward the church, the Team shall refer the matter to the church. The Team may make recommendations to the church regarding the church's approval, limitations on, or disapproval of the outside involvements.

6.00 Pastor/Minister Termination

6.01 Biblical Commitment

The church commits itself to address issues of church conflict involving pastoral/ministerial staff in a manner consistent with biblical doctrines of reconciliation, confession and forgiveness, and the specific admonitions of Matthew 18.

6.02 Conflict Management

The Personnel Team shall give serious consideration in cases of conflict involving the pastoral/ministerial leadership to utilizing outside resources which may assist in understanding and resolving such conflicts.

6.03 Pastoral/Ministerial Termination Procedure

The pastor is called to serve until the relationship is dissolved at the request of either the pastor or the church.

- A. Resignation** - The pastor/minister may resign but shall normally provide at least two weeks' notice before the termination of his services. A written resignation or an oral resignation delivered at a Sunday morning service or business meeting of the church, if without conditions, shall be final and binding. If any resignation is subject to conditions, it shall be effective and binding when accepted by majority ballot vote of the church.
- B. Removal – The following procedure should be followed for removal of a pastor/minister:**
1. The officers and members shall make every effort to follow biblical principles including the process set forth in Matthew 18 in dealing with conflicts regarding pastoral/ministerial staff. An effort should be extended to permit reconciliation of conflicts in a manner consistent with our Christian faith and doctrine.
 2. A vote may be initiated by the recommendation of the Deacon Chairman or Personnel Team Chairman by a motion calling for removal and passed by majority vote at a congregational meeting as outlined in the church bylaws.
 3. A vote may also be initiated by written petition signed by not less than 1/3 of the active membership and given to the deacons or its chair. In the event of such a petition, the deacons shall set a time for the vote as outlined in the church bylaws. The vote should take place within 60 days of the petition being verified.
 4. No member-petition based call for a vote on the pastor's tenure shall be effective if such a petition has been filed and a vote taken within the last twelve (12) months.
 5. Removal shall be effective immediately upon the adoption of a motion terminating the pastor/ minister.

6. A severance package (if required) will be determined by the Personnel Team. Any resolution to dismiss may also contain recommendations concerning other financial aspects of the termination.

6.04 Suspensions of Pastoral/Ministerial Staff

- A. The Personnel Team Chairman along with the Deacon Chairman may temporarily suspend, with pay, all or some of the duties of pastoral/ministerial staff in the face of gross misconduct which cause them to believe that suspension is required for the credibility of the church and/or the safety and security of the church, the church members, or those it serves.

B. Gross Misconduct

Instances of gross misconduct include, ***but are not necessarily limited to***, the following offenses:

1. **Sexual Misconduct** - Any form of sexual harassment, abuse, or inappropriate relationships, especially those exploiting their position of power within the church.
2. **Financial Misconduct** - Embezzlement, fraud, misappropriation of church funds, or any unethical financial behavior.
3. **Substance Abuse** - Habitual misuse of alcohol, illegal drugs, or prescription medications.
4. **Criminal Behavior** - Engaging in illegal activities, including but not limited to theft, assault, or any activity that leads to criminal charges.
5. **Ethical Violations** - Severe breaches of trust, dishonesty, or unethical behavior that undermines the integrity and trust of the church leadership.
6. **Abuse of Authority** - Physical, emotional, or spiritual abuse of church members or staff, including bullying, coercion, or intimidation.
7. **Doctrinal Deviations** - Promoting teachings or beliefs that are significantly contrary to the core doctrines and values of the church.
8. **Neglect of Duties** - Willful neglect or abandonment of pastoral duties, significantly harming the church's operation and spiritual well-being of its members.
9. **Conflict of Interest** - Engaging in relationships or activities that constitute a conflict of interest, particularly those that harm the church's reputation or financial standing.
10. **Defamation and Slander** - Making false or damaging statements about individuals or groups within the church or broader community.

These actions can severely damage the church's reputation, hinder its mission, and harm its members, justifying immediate termination, without the standard compensation, if determined to be true.

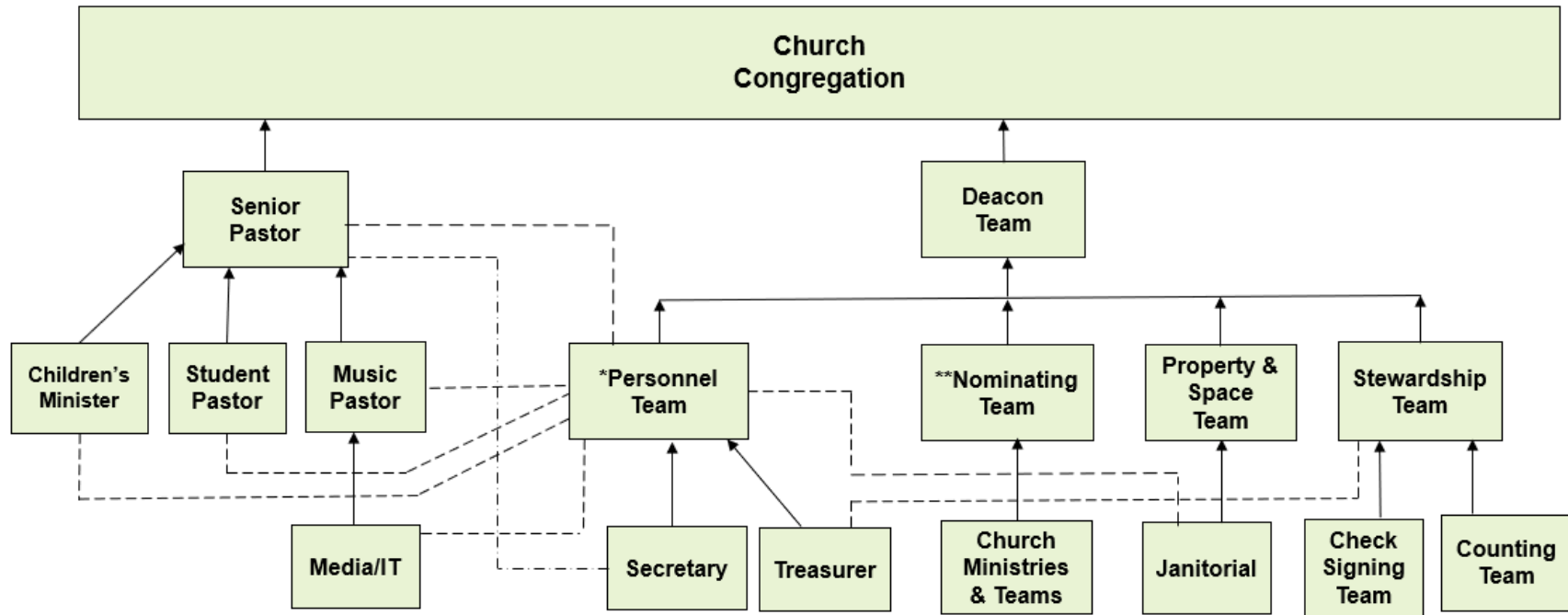
- C. Such suspension may include conditions or prohibitions related to their employment status. Such suspension may only extend for a period sufficient for the congregation to take appropriate action consistent with other provisions in the bylaws, and in no event more than thirty (30) days without congregational action extending such. At any proper congregational meeting such suspensions may be terminated, modified, affirmed or extended for indefinite or defined periods of time.
- D. **Such suspensions shall not be understood as necessarily concluding the truth of charges against the pastoral staff member, but to provide an appropriate process for investigation by the Personnel Team and the Deacon Team.**

7.00 Ministry Guidelines

- A.** The church may adopt guidelines regarding any specific area of ministry. The pastoral staff may also develop their own ministry guidelines and advise the church and, if the pastor so wishes, ask the church's endorsement of those policies. Special consideration should be given to the development of such policies in areas of pastoral counseling.
- B.** Pastoral staff ministry guidelines (pastoral counseling, private meeting with the opposite sex, etc.) that a staff member has implemented will not supersede or override any policy or procedure in this manual.

Section G Organization Chart

Cave Spring Baptist Church Organization Chart



*The Personnel Team has employer responsibility over all paid staff.

**The Nominating Team helps fill volunteer positions and presents them to the congregation for approval. When approved, the Team/Ministry will have a Team Lead/Director that oversees the Team/Ministry.

The congregation has ultimate authority over all ministries, teams and staff.

Section H

Church Forms

1. Equipment Loan Form ----- p. 85
2. Vehicle Use Request Form ----- p. 86
3. Funeral Request Form ----- p. 87
4. Facility Request – Wedding Form----- p. 88 - 89
5. Facility Request – Non-Wedding Form ----- p. 90
6. Benevolence Request Form ----- p. 91
7. Child/Youth Medical Release and Travel Release Form ----- p. 92
8. Employee Discipline Documentation Form ----- p. 93
9. Harassment Complaint Form ----- p. 94
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11. Baby Dedication Form ----- p. 96
12. Performance Review Form ----- p. 97 - 98
13. Volunteer Application Form ----- p. 99 – 100
14. Revision Sheet ----- p. 101

**Cave Spring Baptist Church
Equipment Loan Form**

Name: _____

Street Address: _____

City, State Zip Code: _____

Email Address: _____

Phone Number: _____

Event: _____

Location: _____

Event Purpose: _____

Event Date: _____

Equipment Needed: _____

Equipment Pick Up Date: _____

Equipment Return Date: _____

Church use only:

Date Submitted: _____

Date Approved: _____ Approved By: _____

Date Notified: _____

**Cave Spring Baptist Church
Vehicle Use Request Form**

First Name: _____ Last Name: _____

Contact #: _____ Email: _____

Date(s) Requested: _____

Time of Departure (Approximate): _____

Time of Return (Approximate): _____

Person/Group Making Request: _____

Destination: _____ Approximate Mileage: _____

Purpose of Trip: _____

Number of Persons: _____ Age Range: _____

Number of Drivers: _____

Names of Drivers: _____

Church use only:

Date Submitted: _____

Date Approved: _____ Approved by: _____

Date Notified: _____

**Cave Spring Baptist Church
Funeral Request**

Name of Deceased: _____

Name of Spouse or Next of Kin: _____

Was deceased a member? ☐ Yes ☐ No

If no, is the deceased an immediate family member of a church member? ☐ Yes ☐ No

If both questions above were no, a fee may be required, depending on the services provided, and must be discussed with the Senior Pastor.

Date of Service: _____ Service Time: _____

Is the desired service a Memorial or Full Service? _____

If a Full Service, please provide the Funeral Home being used:

_____. The church will contact them about the service and any needs they may have.

Pastor you are requesting to do the service: _____. A pastor from outside the church must be approved by the Senior Pastor.

Please provide the order of service and audio/lighting needs to the church secretary. The church will verify the availability of the Media/IT Team for the date of the service.

Will a meal need to be provided after the service? ☐ Yes ☐ No

If so, please provide the approximate number of guests: _____. The church will provide a meal for up to 50 people.

Will other areas of the church will be needed for the service (fellowship hall, classrooms, etc.)? if so, please list: _____.

Please see the Funeral and Bereavement Meal Policies for further details.

Church use only:

Date Submitted: _____

Date Approved: _____ Approved by: _____

Date Notified: _____

**Cave Spring Baptist Church
Facility Request - Wedding**

BRIDE

Name: _____

Address: _____

Phone#: _____

GROOM

Name: _____

Address: _____

Phone#: _____

Is the Bride, Groom, or Parent(s) of either, a member of CSBC? ☐ Yes ☐ No

Areas Requesting: Please circle - Sanctuary, Fellowship Hall, Kitchen, Classrooms. Please specify how many classrooms will be needed: _____.

If other areas are needed, please specify: _____

Date/Time of rehearsal: _____

Approximate number of people expected: _____

Date/Time of wedding: _____

Approximate number of people expected: _____

Time of reception: _____ Approximate number of people expected: _____

Minister: _____

Guest minister (must be approved): _____

Guest Minister contact number: _____

Guest Minister approved by: _____

Guest Pianist: _____

Contact number: _____

Sound/Lighting operator needed? ☐ Yes ☐ No

A Sound/Lighting fee may be required and will be discussed beforehand. Outside Sound/Lighting operator must be approved by the church Sound/Lighting Lead person.

Tablecloths are available upon request; a cleaning fee may be required and will be discussed beforehand.

Table and chairs needed: Tables: _____ Chairs: _____

You must provide a team to setup and take down tables and chairs as well as cleaning all used areas according to church guidelines.

Member Deposit: \$100.00 Non-Member Deposit: \$150.00

I understand that I am responsible for the cost of additional cleaning, replacement or repair of any items lost, stolen, or damaged by me or by guests during the wedding event. I agree that the deposit may be used to pay for any damage or cleaning and I also agree to pay Cave Spring Baptist Church for any cost in excess of the deposit.

Any remaining deposit amount, up to the full deposit, will be returned.

Signature: _____ Date: _____

Witness: _____ Date: _____

Church use only:

Date Submitted: _____

Date Approved: _____ Approved by: _____

Date Notified: _____

Deposit amount to be returned:

☐ Full amount

☐ Less than full amount – list amount and reason:

☐ Additional amount required – list amount and reason:

Church employee that determined deposit amount: _____

**Cave Spring Baptist Church
Facility Request Form
Non-Wedding Event**

Name: _____ Date: _____

Address: _____

Phone Number: _____

Email: _____

Cave Spring Baptist Church Member: ☐ Yes ☐ No

Primary Contact Person: _____ Phone Number: _____

Reason for use/explanation of event: _____

What area(s) are you requesting? (Circle all that apply)

Sanctuary Fellowship Hall Kitchen Classrooms Other: _____

Date/Time Needed: _____ Start Time: _____ End Time: _____

Approximate number of people expected: _____

Please circle items needed: Tables Chairs Other _____

Available for additional fee: Tablecloths A/V Technical Support

Will a fee be required? ☐ Yes ☐ No If yes, amount required: _____

You must provide a team to setup and take down tables and chairs as well as cleaning all used areas according to church guidelines.

Church use only:

Date Submitted: _____

Date Approved: _____ Approved by: _____

Date Notified: _____

Cave Spring Baptist Church Benevolence Request Form

Name: _____ Date: _____

Address: _____ Email: _____

1. Are you a member of Cave Spring Baptist Church? ☐ Yes ☐ No

2. If no, are you a member at any Church? ☐ Yes ☐ No

3. If a member of Cave Spring Baptist Church, which best describes your attendance?

☐ Frequent ☐ Sometimes ☐ Seldom ☐ Never

4. In your opinion, which description best describes your financial situation?

☐ Short term emergency ☐ Short term problem ☐ Long term problem

5. What is the total amount of your request? _____

6. What is the purpose of the request? _____

7. Who should the check be made out to? _____

8. Are you willing to participate in financial counseling? ☐ Yes ☐ No

9. Are you currently employed? ☐ Yes ☐ No ☐ Full Time ☐ Part Time

Name of Employer: _____

10. If married, is your spouse currently employed? ☐ Yes ☐ No ☐ Full Time ☐ Part Time

Name of Employer: _____

11. Total number of people in your household: _____

12. Total household income: Weekly: _____ Monthly: _____

13. Briefly, explain your needs and what led you to request assistance:

Signature: _____ (Benevolence Team member or Deacon can assist in completing)

Church Use Only

☐ Approved via Email ☐ Approved at Meeting ☐ Need more information ☐ Denied

Committee Review Date: _____ Approved Amount: _____

Check # _____ Date to be Paid: _____

Venmo, Cash App or address funds mailed to or person given to: _____

Cave Spring Baptist Church
Child/Student Medical Authorization and Travel Release Form

Child/Student Name: _____

Date of Birth: _____ ☐ Male ☐ Female

Parent/Guardian Name: _____

Home Phone: _____ Work Phone: _____

Email: _____

Family Insurance Company: _____ Policy #: _____

Allergies: Food: _____

Medicine: _____

Current Medications Taking: _____

Other Relevant Medical History: _____

AUTHORIZATION TO MONITOR MEDICATION:

I, undersigned, grant Cave Spring Baptist Church staff and adult volunteers' permission to monitor my child to verify oral prescription medication is being taken, if onsite nurses are not available. If onsite nurses are available, they will handle all medication responsibilities. The medication shall be in the original container and all instructions must be legible. Cave Spring Baptist Church staff and volunteers are not allowed to administer medication.

SICKNESS/INJURY MEDICAL AUTHORIZATION:

I, undersigned, grant Cave Spring Baptist Church staff and adult volunteers' permission to obtain and/or authorize medical attention for my child in case of sickness or injury and to do all things for and in my name with full authority to sign all papers or documents while in their care.

LIABILITY RELEASE:

I have given permission for _____ (*child/student*) to participate in the activities of the children/youth group of Cave Spring Baptist Church. I understand they will be traveling to/from the activity. I further agree to release Cave Spring Baptist Church and its workers from any liability in the event of any injuries, accidents, or illnesses incurred during these activities.

This document will remain in force until it is revoked (in writing) or replaced by me. The undersigned further states that this Release Authorization has been carefully read by the undersigned.

Signed: _____ Date: _____
(Do not sign except in presence of Notary)

Signature of Notary Public: _____

My Commission Expires: _____

Date: _____

Seal of Notary:

**Cave Spring Baptist Church
Employee Discipline Documentation Form**

Employee Information

Name of Employee: _____

Employee's Job Title: _____

Incident Information

Date/Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

Witnesses to Incident: _____

Was this incident in violation of a church policy? ☐ Yes ☐ No

If yes, specify which policy and how the incident violated it. _____

Action Taken

What action will be taken against the employee? _____

Has the impropriety of the employee's actions been explained to the employee? ☐ Yes ☐ No

Did the employee offer any explanation for the conduct? If so, what was it? _____

Signature of person preparing report: _____

Signature of Pastor or Personnel Team Chairperson: _____

**Cave Spring Baptist Church
Harassment Complaint Form**

Your Name: _____

Date: _____ Title/Position: _____ Phone Number: _____

Status: ___ Employee ___ Volunteer ___ Other (Specify) _____

Department: _____

Complaint Information

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Please describe the incident in detail:

If there are others who have witnessed the incident, please provide their names and phone numbers below:

Is this the first time you have raised this concern about this person? ☐ Yes ☐ No

Do you have any suggestions for resolving the complaint? If so, please explain.

Do you have any additional information or complaints? If so, please explain.

Signature: _____

Print Name: _____

**Cave Spring Baptist Church
Accident/Incident Report**

Name: _____ Age: _____

Date and Time of Accident/Incident: _____

Place of Accident/Incident: _____

Describe Accident/Incident:

Describe nature of injury (scratch, bruise, etc.):

Witness(es) to accident/incident:

What action was taken?

Was Parent/Guardian Contacted? ☐ YES ☐ NO Time: _____ How? _____

Describe medical treatment/first aid:

Church official(s) who has been notified of incident:

Signature of Reporter & Date/Time: _____

Signature of Parent/Guardian & Date/Time:

Signature of Person in Charge & Date/Time: _____

Signature of Church Official & Date/Time: _____

**Cave Spring Baptist Church
Baby Dedication Form**

Child's Full Name: _____

Date of Birth: _____ Birth Place: _____

Date the Baby Dedication is scheduled: _____

Father's Name: _____

Mother's Name: _____

Siblings: _____

Grandparents: _____

Great Grandparents: _____

Please email csbcmediabooth@gmail.com with 10 pictures for the PowerPoint, to be played during the dedication.

If you have any questions, please contact Angie Slaten or Andrea McLemore.

**Cave Spring Baptist Church
Performance Review Form**

Name: _____

Job Title: _____

Evaluator Name: _____

Date of Evaluation: _____

Work Performance Assessment:

1. What are the employee/volunteer's greatest strengths?

2. What areas require additional focus?

3. What support or resources would help improve performance?

Evaluation Table:

Attributes	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
Work Quality				
Productivity				
Attendance				
Punctuality				

Problem-Solving Skills				
Leadership Potential				
Compliance with Policies				
Attitude and Behavior				

Future Performance Goals:

☐ Maintain current standards.

☐ For paid staff: Consider adding these skills for career progression.

Signatures:

Employee/Volunteer: _____

Reviewer: _____

****A copy of this review should be given to the employee/volunteer and the original filed in a secure location.***

Cave Spring Baptist Church Volunteer Application

Applicant: _____ Date of Birth: ____ - ____ - ____

Phone #: _____ Do you text: ☐ Yes ☐ No

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Previous address (if less than 5 years): _____

City: _____ State: _____ Zip Code: _____

Reason for moving:

Position requesting: _____

Days/Services available: ☐ Wed night ☐ Sunday School ☐ Sunday Worship

☐ Other, please explain:

Are you familiar with our doctrine and core beliefs?

Prior experience for position:

If applying for a position involving children, have you ever worked with children before?
Please give dates and positions held. Use the back of this sheet if needed.

1. _____

2. _____

Have you ever been accused of any type of sexual misconduct, either with an adult or with a child under the age of 18? If so, please explain

Have you ever been charged or convicted of a felony? If so, please explain:

Have you ever been ask to step down from a volunteer position? If so, please explain:

Do you engage in any activities that are contrary to our beliefs as a church? If so, please explain:

Last church attended. Please include the name and address of pastor at the time you attended.

Is there any reason why a previous pastor would not recommend you? If so, please explain:

References: Please furnish name, address or email and phone number.

1.

2.

3.

The information given will be used for the purpose of screening applicants. As a church, we have a duty to protect everyone attending our services and/or activities.

With your signature below, you agree that all statements given by you are true and accurate. Your signature gives the church permission to contact any prior church, pastor and reference.

Your signature below also gives the church the permission to run a background check, when required, to ensure the safety and protection of all parties attending our church. More information may be required at that time (ex. drivers license #, social security number, etc.). Any sensitive information not required to be kept on file will be destroyed/deleted after use.

I GIVE PERMISSION FOR THE CHURCH TO RUN A BACKGROUND CHECK ON MYSELF AND TO CHECK OUT ANY REFERENCES AND EXPERIENCES.

Signature of Applicant

Date

REVISIONS		
Change(s) Made	Date Approved	Approved By
New Document – Rev. 0	8/13/2025	Church Leadership and presented to the church at qtr. business meeting.