

Church Operations Manual

Hope Baptist Church
208 Granville Drive
Lebanon TN 37090

To Know Jesus and to make Him Known to the ends of the Earth.
Philippians 3:8-10

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Personnel Manual

- Bereavement: Three days' leave (including the day of the funeral) will be granted with pay to all full-time employees for immediate family. Immediate family includes: spouse, children, parents, parents-in-law, brothers, sisters, grandparents, and corresponding step-relatives.
- Car expenses: Car expenses for each full-time ministerial staff member shall be determined each year by the Elders and recommended to the finance team. This amount will be approved by the church in the annual budget.
- Mileage Reimbursement: Mileage reimbursements will be in accordance with IRS regulation and the mileage rates shall be the maximum allowed by the IRS.
- Vacation: Annual vacation pay is provided to each full-time employee. Employees will arrange to take their regular vacation on a scheduled basis. After twelve months of continuous service, the employee will be eligible for two weeks (ten days) of vacation time during the ensuing calendar year, unless vacation time has been negotiated at the time of employment.

The employee will be eligible for two weeks' vacation up to five (5) years of service. After five (5) years, the employee will earn one day for each additional year of completed employment up to a maximum of five (5) weeks of vacation time. A staff member or employee who has served in a similar capacity in another church may be allowed to transfer his or her years of service in the consideration of vacation time only.

Vacation time should be taken in ½ day (4 hour) increments. Unused vacation for each calendar year may be carried over to the next calendar year with a maximum of one week (5 days.) The amount of total vacation time per year cannot be more than 6 weeks.

- Employee training, revival, and educational meetings: Full-time ministerial staff shall be allowed to be away for a total of three weeks during each calendar year for revivals, conference/conventions, and educational meetings in which they serve as a guest minister or clinician, and/or self-improvement type of conference with prior approval from the staff supervisor. These weeks are not cumulative. Other staff members shall be allowed to be away for job-specific training as approved by the Elders or Senior Pastor.
- Holidays: Each full-time employee shall be paid for the following holidays: New Year's Day, July 4th, Memorial Day, Labor Day, Thanksgiving Day (two days), Christmas Eve, Christmas Day, and one floating day to be used at the employee's discretion.
- Week Workdays: Each full-time ministerial staff member and support staff member will be permitted to select two days during the seven-day week to be considered "off" days, realizing Sunday is considered a "work day" for them. For example, one might decide to take Fridays and Saturdays off and work the other five days. These days are to be approved by the Elders and/or Senior Pastor.

- Sabbatical: Each Pastoral Staff member will be awarded one month sabbatical every seven years of service. After fifteen years of service, a two month sabbatical will be available. Pastoral staff must present a sabbatical plan to the elders three months prior to the beginning of the sabbatical for approval.
- Insurance Benefits: Each full-time ministerial staff member will be permitted to select an insurance plan. The employee may select an amount to be designated for these costs through a salary reduction plan. This amount must be approved by the Elders and Finance Team and confirmed in the annual budget by the church.
- Retirement: Each full-time ministerial staff member will be permitted to select a retirement plan. The employee may select an amount to be designated for those costs through a salary reduction plan. This amount must be approved by the Elders and Finance Team and confirmed in the annual budget by the church.
- Jury duty: Employees are encouraged to participate in citizen responsibilities. The full-time employee on jury duty will receive full pay in addition to jury fees.
- Moving expenses: Reimbursement for moving expense of prospective staff members shall be paid as recommended by the pastor search team and/or elders.
- Office confidentiality: The records of the church office should be treated as confidential. Likewise, what is said or learned at the church as a worker should be considered confidential. Knowledge about people or circumstances gained because of staff relationships should be closely guarded. A disclosure of confidential records or information may be grounds for dismissal with cause.
- Performance appraisal/evaluation: Every staff member will receive at least an annual review by the Pastor and/or staff supervisor. Reviews will be conducted based upon the employee's level of performance compared to the outline of duties listed on each individual job description. This evaluation will be discussed with employee and a copy will be placed in his or her personnel file. Salary changes will be considered according to the Finance Team submittal, the Elders recommendation and church budget approval.
- Personnel records: Each employee shall have a permanent employment record known as the "Employee File." This record is the property of the church and shall consist of the following: Pre-employment documentation, IRS form W-4, Work attendance record, Resume, Job description and Performance appraisals.
- Personal/Sick leave: When an employee needs to be away from a scheduled workday, the Pastor/staff supervisor or designated Elder is to be notified at least one hour prior to the reporting time giving reason for absence and the expected return to work. Exceptions will be considered for emergencies. After ninety days of employment, full-time employees will be given 32 hours' personal leave time to use at his/her discretion. These hours will be given on January 1 of each year and will be taken in not less than 30-minute increment. The hours will be prorated if a worker becomes employed after January 1. In the event the absence prevents the

performance of duties by an employee for any regularly scheduled work day, the employee shall, to the extent of his/her accumulated personal leave, received one day's pay for each such day's illness. Any personal time remaining on December 31 will not be cumulative or paid for non-use.

- Social security: The church shall pay the portion required by the federal government for all un-ordained employees. Ordained staff members will be responsible for their own social security.

Job Descriptions

Senior Pastor – Full Time

The senior pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the Biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the chief administrator of the paid staff.

Responsible to: Elder Body

Responsibilities:

1. Leading and equipping the church for the work of ministry in order to accomplish her mission as a New Testament church by preaching the Word. Time will be prioritized to allow for prayer, preparation, and personal growth. (Ephesians 4:10-13)
2. Leading the congregation, the organization, and the Church staff to perform their tasks.
3. Leading the pastoral ministries in the church. As such, he works with elders, deacons, and church staff in the following ways: lead the Church in performing its tasks; lead the church to engage in worship, witness, education, ministry, and application; proclaim the gospel to believers and unbelievers; supervise Church staff; and care for the Church's members and other persons in the community.
4. Having charge of the general welfare and oversight of the church. He shall conduct the worship services, give leadership to the entire program, preside at all meetings, except as otherwise provided in the Bylaws, give attention to the spiritual growth and well-being of the church and its organization.
5. Being an ex-officio member of all leadership groups, ministry teams, and organizations of the church, and his counsel and leadership shall be recognized in them all. All staff members and employees shall be directly responsible to the Pastor.
6. Representing the church in the meetings of the religious organizations with which the church maintains relationship. His expenses to such meeting shall be paid by the church as provided in the annual budget.

The pastor may delegate responsibilities to associates, assistants, or Church members (realizing that every member is a minister) as necessary and is beneficial to edification of the body and the accomplishment of the church mission.

He must work to maintain a lifestyle of personal commitment, integrity, and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body as Paul wrote to Titus in Titus 1:5-9.

Family Pastor – Full Time

Primary Responsibility – To develop and implement a pathway that will help children from birth through college to develop their identity in Jesus and develop a plan to engage Wilson County with the gospel of Jesus.

Responsible to: Senior Pastor

Responsibilities:

1. Coordinating and giving oversight to all discipleship areas pertaining to the Pre-K through High School and College Ministry.
2. Develop and train Hope Kids ministry team.
3. Develop a Family Ministry Pathway with the following elements: Dedication to Home, Dedication to the Word, Dedication to the Gospel, Dedication to Service, Dedication to Spiritual Maturity.
4. Serve as primary teacher/leader for Student Ministry on Wednesday nights. (6th – 12th)
5. Plan Hope Students camps, mission trips, retreats, etc.
6. Develop Hope Students annual Ministry Plan/Budget.
7. Enlist and train ministry team members for Hope Students and Hope Kids
8. Assist the Senior Pastor in hospital visitation and office administration.
9. Preach in Senior Pastor's absence.
10. Assist the Senior Pastor in vision planning and communication.

He may delegate responsibilities to associate, assistants, or Church members (realizing that every member is a minister) as necessary and is beneficial to edification of the body and the accomplishment of the church mission.

He must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body as Paul wrote to Titus in Titus 1:5-9.

Music Pastor – Part Time

The Music Pastor's primary responsibility is to plan, conduct, and evaluate a comprehensive music ministry.

Responsible to: Senior Pastor

Responsibilities:

1. Directing the planning, coordination, operation, and evaluation of a comprehensive music ministry including choirs, vocal and/or instrumental ensembles.
2. Working with the music team in determining music ministry goals, organization, leadership, facilities, finances, and administrative process.
3. Assisting the pastor in planning congregation services of the church; being responsible for the selection of the music; directing music and worship groups and congregational singing.
4. Arranging and providing music for weddings, funerals, special events, ministries, and other church-related activities upon request.
5. Enlist and train leaders for church music ministry including graded choir workers, song leaders, and accompanists.
6. Leading in planning and promoting a graded choir program; directing and coordinating the work of lay choir directors; directing adult, youth, and other choirs as needed.
7. Coordinating the training and performance schedules of instrumentalists and vocalists in groups or as individuals.
8. Planning, organizing, and promoting choir tours, mission trips, camps, festivals, workshops, clinics, and programs for the various choirs.
9. Maintain a music library, materials, supplies, musical instruments, sound and other equipment.
10. Keeping informed on music methods, material, promotion, and administration, utilizing them where appropriate.
11. Supervising the instrumentalist, band, and sound personnel.
12. Preparing an annual music budget for approval; administering the approved budget.
13. Serving as an ex-officio officer on the audio-visual team.
14. Assisting the pastor, elders, and deacons with pastoral care and outreach.
15. Assisting with administrative duties as directed by the pastor and performing other duties as assigned.

He may delegate responsibilities to associate, assistants, or church members (realizing that every member is a minister) as necessary and is beneficial for the edification of the body and the accomplishment of the church mission.

He must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

Children's Director – Part time/Volunteer

The children's director's primary responsibility is building a spiritually healthy children's ministry.

Responsible to: Family Pastor

Responsibilities:

1. Coordinating all education areas pertaining to the pre-school and K- 5th grade children, which includes enlisting and training workers.
2. Conducting regular monthly activities for children that will have a purpose and focus on a specific audience.
3. Planning and conducting special events such as camps, retreats, mission trips, etc., for the children.
4. Planning and implementing special ministry to parents of the children of Hope Baptist Church and community.
5. Planning and submitting to the elders and finance team a children's ministry budget.
6. Maintaining modern, updated education methods, material, and trends by attending appropriate local, state, and national conferences.
7. Performing other duties as assigned.

He/ She may delegate responsibilities to associate, assistants, or church members (realizing that every member is a minister) as necessary and is beneficial to edification of the body and the accomplishment of the church mission.

He/ She must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. If male, he is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

Administrative/Financial Assistant – Full Time

The administrative assistant's primary responsibility is to assist the pastor and other ministerial staff in all work related to the office of pastor and any duties assigned by them.

Responsible to: Senior Pastor

Responsibilities:

1. Perform secretarial work required by the pastor and other ministerial staff (including general office work, keeping records, maintaining various supplies, and files, processing any correspondence as needed for the ministerial staff.
2. Receive incoming calls and visitors, directing them to the proper personnel.
3. Keeping the pastor's appointments and schedules on a calendar.
4. Maintaining and coordinating the general church calendar.
5. Notifying team members, deacons and elders of meeting dates.
6. Informing the pastor and appropriate deacons on call of deaths, illnesses and other crises of the membership.
7. Maintaining all data regarding the members of Hope Baptist Church, including the printing and posting of Encourage Group attendance data as needed.
8. Assisting the ministerial staff in ordering all literature as needed.
9. Submitting an administrative/office supply budget to the finance team and elders.
10. Exercising tact, courtesy, diplomacy, and Christ like love in receiving callers, in person or telephone.
11. Preparing and copying the weekly bulletin.
12. Preparing weekly mailings, emails and announcement slides.
13. Develop high-quality social media posts with the purpose of highlighting HBC ministries.
14. Maintain Church website and Church directory.
15. Receiving bills and check requests, matching with approved purchase orders, obtaining proper authorization and submitting payment requests for approval.
16. Filing invoices with purchase orders.
17. Receiving and answering queries concerning financial matters; maintaining files of invoices, correspondence, and reports.
18. Keeping an ample supply of financial forms (checks, deposit slips, requisitions, offering count sheets, etc.) on hand and order as needed.
19. Performing other duties as assigned.

He/ She must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. If male, he is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

Security and Safety Team Leader – Volunteer

The safety and security team is responsible for providing a safe worship environment.

Responsible to: Chairman of Deacons

Responsibilities:

1. On Sunday mornings, open the building by 7:45, unlocking the front door. At the conclusion of Sunday morning service, turn off lights, and secure all exterior doors.
2. On Sunday mornings, remain in the building until counters have completed counting the offering.
3. For Wednesday night activities, open the exterior door by 5:00pm. At the close of Wednesday night activities, turn off lights, and secure all exterior doors.
4. Provide security for any special events.

He/ She may delegate responsibilities to associate, assistants, or church members (realizing that every member is a minister) as necessary and is beneficial to edification of the body and the accomplishment of the church mission.

He/ She must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. If male, he is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

Pianist/Musician – Part time/ Volunteer

The pianist is responsible for serving as pianist in the services and activities of the church.

Responsible to: Music Pastor

Responsibilities:

1. Playing for all services of the church, both regular and special as directed by the Music pastor.
2. Playing for special meetings within the church such as evangelistic conferences, weddings and funerals, when requested.
3. Accompanying choir rehearsals as directed by the Music pastor.
4. Maintaining an accurate account of piano needs and maintenance.
5. Performing other duties as assigned.

Maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel and that serves as an example to the body.

Ministry Teams/Volunteers

Ministry teams in the local church are vital for carrying out the church's mission. Leo George said, "Any church that takes its mission seriously also will take seriously the work of its committees."

Responsible to: Elders Board

Responsibilities:

1. Assist in the assimilation of new members into an area of service.
2. Assist the church in accomplishment of the church's vision/mission.

Requirements:

1. Evidence of salvation
2. A good standing in the church
3. Availability and willingness to serve
4. Regular in church attendance
5. Displays a cooperative spirit and loyalty to the faith and ministry of HBC.
6. Completed Discover Hope Class
7. Church member

Ministry Teams

1. Audio and Visual Team
2. Baptism Team
3. Loving Lebanon Team
4. First Impression Team
5. Guest Response Team
6. Security Team
7. Praise Team
8. Instrumental Team
9. Finance Team
10. Counting Team
11. Children's Ministry Team
12. Student Ministry Team

West Hills Baptist Church
DBA
Hope Baptist Church
Finance Policies

Biblical Basis

“Having land, sold it, and brought the money, and laid it at the apostles’ feet.” Acts. 4:37 (KJV)

The financial responsibility of the church is to be a wise steward of the resources God has entrusted to this fellowship. The church is accountable to its membership to make sure the resources of the church are handled with the highest level of trust and integrity as possible. Ultimately, the church is responsible to God for the stewardship of its funds. If a financial conflict arises, the instruction in Matthew 18 should be followed as a guiding principle.

Stewardship Emphasis

The church needs to conduct an on-going stewardship emphasis. The emphasis can be delivered through a special program, sermon series, or campaign.

Unrestricted Gifts

Members are encouraged to support the ministry of the church through regular gifts and offerings to the general operating budget and any capital campaign building fund of the church. The annual ministry plan or general operating budget is a comprehensive spending plan for the church’s ministries.

Designated Gifts

Individuals can give designated gifts for the ministry of the church. However, the designated fund must be established before the church receives the cash or cash equivalent designated gift.

The process of establishing a designated fund by the church:

1. Any member of the church may request the establishment of a designated fund.
2. The member must present a written request to the Finance team and the Finance team will submit for Elder approval if the team approves.
3. The Elders and the church must approve the establishment of the requested designated fund.
4. Before the church accepts a contribution for the designated purpose, the designated fund must be approved.
5. If the Finance team or the Elders fail to approve a request for a designated fund, the designated fund cannot be established, and the church will not receive the donation.

The established designated fund must meet the following requirements in writing by the finance team:

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

Once the fund has been authorized, the Church reserves the right to use the property for the purpose of the church. The Church will try to honor the intention of the donor, but the Church reserves the authority to use or dispose of the gift that best fosters the church's ministry and is deemed to be an unconditional donation to the fund. Approved current designated funds are reflected in Appendix B. The use of this property must be documented from time of donation until disposal by the church.

A designated fund may be removed by action of the Finance Team and Elders

Administration of Budget

- **Organization**
 - a. The budget is organized and managed by major sections.
- **Responsibility**
 - a. The Elders are responsible for the overall administration of the budget.
 - b. A ministerial staff member is responsible for each major section of the budget.
 - c. The Finance team will review and recommend appropriate actions regarding church finances.
- **Oversight**
 - a. Oversight of the budget is the responsibility of the Elders.
 - b. Management of the major sections of the budget will be through the responsible staff members.
- **Expenditures**
 - a. Expenditures are to be recorded within budget line-item descriptions.
 - b. Unbudgeted needs should be directed as soon as possible to the Elders by the staff member responsible for the budget section.
 - c. Personnel budget will be used only for personnel costs.
- **Over Expenditures**
 - a. The Finance team may approve requests to overspend a major section (as listed in Appendix A) of the budget up to \$2,500 each and up to \$10,000 for the total budget.
 - b. Requests approved by the Finance team to overspend more than \$5,000 will be presented to the Elders for approval per major section.
 - c. Requests approved by the Elders to overspend more than \$10,000 within a budget year must be presented to the church for approval.
 - d. The staff member responsible for a section of the budget will review with the Finance team a need due to the inadequate budget, seek to resolve the need through line-item adjustments within that section, and agree on a recommendation to the Elders if necessary.
 - e. No major section of the budget may be overspent except upon prior approval of the Finance team or the Elders of the church.

Budget Presentation

The Finance team will present a budget for the church adoption prior to February 15 of the budget year.

Fiscal Year

The church fiscal year shall begin January 1 and conclude December 31.

Financial Records

The church will be responsible for maintaining adequate financial records at the church facilities. Members can request to review financial records by submitting a written request to the Finance team. The Finance team will make the financial records available and will meet with the respective members while such records are being reviewed. The church financial records or copies will not be removed from the church premises.

Financial Reports

Monthly financial reports of expenditures and receipts shall be made available. An annual summary financial report should be presented to the congregation.

Fundraising Events

The normal practice of financial operations of the church is for members to give their tithes and offerings through the general budget of the church. The Finance team or Elders must approve all fundraising events. Contribution credit will not be given for items purchased at a fundraising event.

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 give **at least ten percent of its unrestricted gifts** to mission causes through the Cooperative program, associational missions, or other approved church missions.

Disbursement of Funds

The Finance team shall be responsible for the disbursement of church funds according to the budget adopted by the church. Two approvals are required for the disbursement of funds for any expenditure.

However, any authorized signer that is documented on the church records and bank resolutions and signature cards, has the authority to approve as a sole signature if circumstances require immediate issuance and a PO request has been completed and signed either physically or electronically by the respective staff member over the budget section which he is responsible for an approved budgeted expenditure request.

Funds shall not be disbursed without an adequate receipt or invoice being provided by the individual requesting the funds.

Normally, requests for funds should be given at least one week in advance and disbursements will occur on a set time each week.

Payroll and other staff compensation is to be made by direct deposit as approved in the Church Budget.

Contribution Statements

If requested, contribution statements will be provided to each donor of the church. A member's contribution statement will be provided only to that specific member of the church. In accordance with Church By-laws, no member shall be entitled to an individual giving record, other than their own record of contributions. A list of contributors and their contributions is maintained for Internal Revenue Service record-keeping requirements.

Church Bank Accounts

The Elders, in consultation with the finance team, will be authorized to open and close church bank accounts under the control and authority of the church. Only bank accounts controlled by the church may be allowed to use the church's federal identification number. Appropriate notification of such activities should be made by the finance team at the next scheduled business meeting.

Emergency Reserve Funds

The goal of the church will be to maintain \$100,000 of reserve funds for general operating expenses and six months coverage for debt obligations to be used in the case of emergency or temporary budget shortfall.

Property and Liability Insurance

The church will insure the church property at fair market value. At least every two years, the Elders should review the church's current property and liability insurance coverage and consider appropriate revisions prior to the policy being renewed.

Certificates of Insurance should be obtained by a responsible member/committee whereby monetary payments are to be made for services performed, especially all construction activities. If sufficient certificates are not provided and agreed upon with Finance team established standards, all efforts should be made to find a provider that will meet the standard. The Finance team should approve any exceptions. Minimum liability insurance of \$1,000,000 is required.

Procurement Policy

When goods and services are procured for the church, the vendor should be requested to bill the church so payment can be made directly to the vendor. This is especially important for large purchases (greater than \$2,500 per single instance) since it will allow the finance office to arrange to make incremental payments when needed or evaluate obtaining appropriate financing or holding special offering, especially if the emergency fund would be partially depleted.

All purchases for ministry are the responsibility of the sponsoring staff minister. All purchases and contracts for systems, facilities, furniture, and equipment are the responsibility of the Elder team working in conjunction with the respective ministerial staff member and/or finance team.

Direct billing to the church is required.

A purchase order must be secured from the church ministry assistant in advance for the purchase for any direct billing. Purchaser should provide name of supplier, budget to be charged, and approximate amount of purchase. Purchases require purchase order approval by the responsible budget ministerial staff member, as defined in the annual budget plan process, prior to obligating the church for the purchase to ensure overall management of respective budgets and to ensure funding is in place for the

purchase prior to commitment. The responsible staff member is responsible for determining the account to be charged and that sufficient budget is available to cover the purchase. All purchases are to be charged to the appropriate budget per the annual budget plan established by the church. Unbudgeted items must be approved by the appropriate minister, Finance team, and Elders (\$5,000) and church ($\geq$ \$5,001) before commitment.

Items purchased, according to the approved purchase order, for the church by an individual by either cash or individual's credit card will be reimbursed upon completion of payment request listing payee, account to be charged, amount, brief explanation, and signature of responsible staff minister. Receipts for purchases must be attached to the requisition. Sales tax paid in excess of \$5.00 may not be reimbursed. All reasonable efforts should be taken to receive tax exemption for church-related expenditures.

Certain vendors require usage of their proprietary company charge cards to charge purchases to the church's account. A list of such vendors will be posted in the church office. Each member is expected to use these cards when purchasing from these vendors or obtain a tax exemption certificate if buying direct with reimbursement. Otherwise, failure to obtain exemption may be at the purchaser's expense. For all other vendors, it is the responsibility of the purchaser to provide the Tennessee Certificate of Exemption information if not on file with the supplier.

Church Usage Fees

Church members and non-members can reserve the church facilities for personal use if the reservation is not in conflict with the church's schedule. The church operation manual states what fees are to be charged for church usage. Each requestor is responsible for submitting timely payment to the Church as defined in the church operations manual.

Accountable Reimbursement Policy

In accordance with the Internal Revenue Service regulations, Hope Baptist Church hereby establishes a reimbursement policy for all ministers and employees with the following terms and conditions:

1. The church will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:
 - Business use of an automobile, up to the current IRS standard mileage rate or identified annual automobile allowance established as part of the annual budgeting process.
 - Church business travel away from home: transportation, lodging, and meals on overnight trips.
 - Convention, conference, and worship expenses.
 - Subscriptions, books, and tapes, if related to ministry or employment and are part of an approved church budget.
 - Entertainment/hospitality expenses, if business connection requirement is met and are a standard part of the church budget.
 - Cell phone charges if required for church use only and budget and approved by the church.
2. The minister or employee will account for each allowable expense in writing at least every thirty days. Documentation will include the amount, date, place, church business purpose of each expense. A receipt will accompany the documentation or reimbursement will not be made as receipts are an IRS requirement for the church for adequate financial records.

Under this policy, the church will not report reimbursed amounts as taxable income on the minister's or employee's Form W-2.

APPENDIX A
Hope Baptist Church Financial Policies

Missions

- Cooperative Program
- Associational Missions
- Miscellaneous Member Missions
- Benevolence Fund
- Annie Armstrong
- Golden Offering
- Lottie Moon
- Loving Lebanon
- South Asia Gifts

Ministry-Education

- Sunday School Literature
- Education Supplies
- Advertising Print & Social Media
- Bible Study Resources
- Ladies' Ministry
- Men's Ministry

Ministry- Preschool & Children

- Fellowship/Activities
- Children's Camp
- TEAMKid
- Easter Story Walk Thru/Egg Hunt
- Technology
- Background Checks
- Nursery Supplies
- VBS

Ministries-Youth

- Fellowship/Activities
- Missions/Camp
- Supplies
- Conferences
- YEC
- Outreach

Ministry-Music

- Music Literature & Supplies
- Special Events
- Pageants/Outreach
- Equipment
- Pulpit Supply
- Worship Ministry Other

Ministry-Other

- Sound/Visual Aids
- 50+ Ministry
- Food Fellowship
- WMU
- Baptist & Reflector
- Revival
- Pastoral Staff Library Expense
- Pastor's Discretionary Allowance

Administrative/Operations

- Interest Expense
- Church Utilities
- Church Maintenance
- Property Insurance
- Pastor's Convention
- Pulpit Supply Pastor
- Office Supplies
- Office Equipment Contracts
- Postage
- Sanctuary flowers/Church decorations
- Custodian
- Church Custodian Supplies
- Miscellaneous Operations Expenses

Salaries & Benefits

- Compensation
- Housing Allowance
- Retirement Benefit
- Health/Life Insurance
- Staff Bonuses and Gifts
- Staff Car Allowances
- Payroll Taxes
- Staff Cell Phones

APPENDIX B

Hope Baptist Church Finance Policies Designated Funds-Memorials, Honoraria, and Endowment

On occasion, we may be at a loss as to what would be a fitting way to recognize and/or honor someone. This desire may be motivated by any number of reasons including, but not limited to, death, achievement, birth/birthday, anniversary, return of a favor, etc... One option you may wish to consider would be to honor the person(s) **and** advance the work of our Lord and His Church at the same time.

Some occasions are:

- Death-memorial offerings in the person's name
- Mother's/Father's Day-memorials and/or honoraria
- Special Recognition (congratulations, thanks, etc)- honoraria and/or memorials
- Memorial Day or Veteran's Day as memorials and/or honoraria
- Easter-Memorials and honoraria instead of Easter lilies
- Other noteworthy occasions

Designated contributions may be made to any of the Hope Baptist Church budget accounts noted in Appendix A including, but not limited to:

- Building Fund
- Bibles (new Bibles for new babies, new Christians, etc.)
- Youth Ministry
- Children's Ministry (materials, supplies, equipment, etc.)
- Music Ministry (music, instruments, etc)
- Benevolence Ministry
- Fellowship Ministry
- Loving Lebanon
- Mission trips for members (trip must be approved by the Pastor for church funds to be appropriated)
- Hope Baptist Church Scholarship Funds (child/youth special church sponsored camps, etc.)

Tennessee Baptist Mission Board (TBMB) and/or Southern Baptist Convention (SBC) agencies may be designated:

- SBC Cooperative Program
- North American Mission Board (Annie Armstrong, NAMB)
- International Mission Board (Lottie Moon, IMB)
- Tennessee Missions (Golden Offering, GOTM)
- Baptist Children's Homes (BCH)
- Tennessee Baptist Adult Home
- Baptist Collegiate Ministry (BCM)
- Wilson County Baptist Association (WCBA)
- Gideon International

Other options might be: (if approved by the church)

- Lebanon Missions/Wilson County Community Help Center, etc.
- Nashville Rescue Mission

- Joseph's Storehouse

Please note under the heading "*Designated Gifts*" on page 15 for qualifications regarding HBC's acceptance of designated funds.

By-Laws of Hope Baptist Church

ARTICLE I - NAME

The name of this church is West Hills Baptist Church of Lebanon TN, Inc. D.B.A. as Hope Baptist Church of Lebanon

ARTICLE II – PURPOSE

The purpose of the Church shall be to obey the God given mandate of evangelism and discipleship as found in Scripture. (Matthew 28:18-20, Acts 1:8, and Ephesians 4:11-16.)

The foundation of this church is the Lord Jesus Christ and it is guided in all its affairs by the Word of God as recorded in both the Old and New Testaments. (1 Corinthians 3:11, Colossians 1:15-19)

The vision of Hope Baptist Church is to share hope with the nations.

The mission of the Church is to see its membership become fully mature followers of Jesus Christ by making disciples who make disciples. Thus, the mission of Hope Baptist Church is to share hope with every person we meet.

ARTICLE III – STATEMENT OF FAITH

Hope Baptist Church accepts the 2000 Baptist Faith and Message as its Statement of Faith:
See Addendum One.

ARTICLE IV - CHURCH GOVERNMENT

Section 1: General Statement

The purpose of church government is to adhere to the gospel and promote spiritual maturity both individually and corporately as a New Testament church (Ephesians 4:11-13).

Section 2: Church Authority

Scripture teaches that Jesus Christ is the Head of the Church. Jesus Christ has revealed His will for us, as the Church, through His Word, the Bible (Ephesians 5:23).

Section 3: Church Polity

The Government is vested in the body of members who compose the church as further defined in these by-laws. The church is subject to no other ecclesiastical body, but is associated with churches for purposes of fellowship, consultation and cooperation. This and any other voluntary associations with other bodies shall not infringe on the rights of this church.

ARTICLE V – LEADERSHIP

Section 1: Summary

The biblical offices in the church are elders (shepherds, pastors, overseers) and deacons.

Section 2: Elders

Elders are not chosen or elected by the church rather they are discovered or recognized by the church and affirmed according to God's calling and God's giftedness.

The elder body shall be comprised of not less than three men who are members of HBC and who satisfy the qualifications for the office of elder set forth in 1 Timothy 3:1–7, Titus 1:6–9, and 1 Peter 5:1–5. In addition to these men, HBC elders may include staff elders. (i.e. senior pastor, family pastor, music pastor, etc.) Should circumstances arise that leaves the church with fewer than three non-staff elders, the remaining elders shall act as soon as possible to propose a qualified elder(s) to the congregation. The remaining elders shall have authority to act until such time as a replacement elder(s) is approved by the Church.

Subject to the will of the congregation, the elders shall oversee the ministry and resources of the church. In keeping with the principles set forth in Acts 6:1–6 and 1 Peter 5:1–5, the elders shall devote their time to prayer, the ministry of the Word by teaching and encouraging sound doctrine and shepherding God's flock.

The church shall discover and recognize men gifted and willing to serve in this calling. Current elders will recognize and propose additional elders to the church. Elders must be affirmed by the church by an 80% vote at a member's meeting. These men shall be received as gifts of Christ to His church and set apart as elders. Elder(s), other than the senior pastor, or staff pastor(s) may serve only two consecutive three year terms on the elder body. After elders have served two consecutive three-year terms, they may only be elected to the office after a sabbatical of at least one year. In the event that the elder body and church cannot identify additional qualified and willing men to serve as elders, the elder body may ask the church to extend an elder's term for an additional year on a year-by-year basis.

An elder's term of office may be terminated by resignation or by dismissal. Any two active church members with reason to believe that an elder should be dismissed should express such concern to the elders and, if need be, to the congregation. Any such action shall be done according to the instructions of our Lord in Matthew 18:15–17 and 1 Timothy 5:17–21. Subsequent to the fulfillment of the process those texts require, any of the elders may be dismissed by an 80% vote of the congregation at any members' meeting of the church.

The elders shall take particular responsibility to examine and instruct prospective members, examine and oversee nominations of all prospective candidates for offices and positions, oversee the work of the deacons and appointed church agents and teams, conduct worship services, administer the ordinances of baptism and communion, equip the membership for the work of the ministry, encourage sound doctrine and practice, admonish and correct error, oversee the process of church discipline and mobilize the church for world missions.

The elders are to ensure that all who minister the Word to the congregation, including outside speakers, share our fundamental convictions.

Elders may establish or eliminate offices other than deacon and elder, ministry teams, or staff positions, in accordance with the approved budget. The membership shall approve all candidates to fill the position of pastor. The scope and approval of job descriptions for any staff position shall reside in the hands of those with hiring authority for that position. The elders shall have primary responsibility for

the employment, supervision, and evaluation of staff members. Staff evaluation should be conducted annually. This responsibility may, on a case-by case basis, be delegated to a staff member.

Each year the elders shall propose to the church an itemized budget/Ministry Plan. No money shall be solicited by or on behalf of the church or any of its ministries without the approval of the elders.

The elders shall appoint a chairman of elders' meetings and shall also appoint one of their numbers to serve as moderator of members' meetings. Elders should always strive to find unity and have unanimous opinion before taking action. However, in the advent a unanimous decision cannot be found, elders must have a super majority confirmation within the elder body before taking any action.

Staff elders are men who meet the biblical qualification for elders as outlined above and serve in paid pastoral positions. These men will be co-laborers with the senior pastor. Staff elders will serve as members of the Elder Body. Staff elders cannot represent HBC as trustees or serve on teams that influence staff compensation.

Section 3: Deacons

The office of deacon is described in 1 Timothy 3:8–13 and Acts 6:1–7. Members who are giving of themselves in service to the church, and who possess particular gifts of service shall be nominated to a three-year term to serve as a deacon by the church after being evaluated by the current deacon body and the body of elders and affirmed by the congregation according to the provisions on elections in these By-laws. They shall be received as gifts of Christ to His church and set apart as deacons. After deacons have served two consecutive three-year terms, they may only be elected to the office after a sabbatical of at least one year. In the event that the elder body and church cannot identify additional qualified and willing men to serve as deacons, the elder body may ask the church to extend a deacon's term for an additional year on a year-by-year basis.

Deacons shall care for the widows, widowers, and orphans of HBC. In addition, deacons shall care for the temporal needs of members, attend to the accommodations for public worship, and encourage and support those able to help others and those with gifts of administration.

Section 4: Teams

The elders may appoint a team(s) as necessary to fulfill the vision and mission of the Church. The team(s) will be disbanded at the conclusion of their work or at such time as the elders may determine that their work is no longer required.

ARTICLE VI – MEMBERSHIP

Section 1: Qualifications

To qualify for membership in this church, a person must be a believer in Jesus Christ who gives evidence of regeneration, who has been baptized, in obedience to Christ, following his or her regeneration, and who wholeheartedly believes in the Christian faith as revealed in the Bible. Each member must affirm the teaching of Scripture as expressed in the 2000 Baptist Faith and Message Statement of Faith, and must promise to strive to keep the commitments expressed in the Church Covenant. The elders shall be responsible for determining each person's qualification for membership. In making this determination, they may rely on a person's profession of faith, or such other evidence, as the elders deem appropriate.

Section 2: Admission of Members

To be admitted into membership, applicants shall complete the new members class (Discover Hope) and be recommended by the elders for admission and affirmed by the church at any members' meeting or regular public service and shall at that time relinquish their membership of other churches.

Section 3: Duties and Privileges of Membership

In accord with the duties enumerated in the Church Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of the church, consistent with God's leading and with the gifts, time, and material resources each has received from God. Under Christ this congregation is governed by its members. Therefore, it is the privilege and responsibility of members to attend all members' meetings and vote on the election of officers, on decisions regarding membership status, and on such other matters as may be submitted to a vote. At such a meeting, a member may only vote in person. In addition, members must be 16 years of age to be eligible to vote at any members' meeting.

A member shall be entitled to examine and copy in person or by agent, accountant, or attorney, at any reasonable time and for a proper purpose, the books and records of Hope Baptist Church.

Section 4: Dispute Resolution:

Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (Matthew 18:15-20, 1 Corinthians 6:1-8) the church shall require its members to resolve ordinary civil disputes among themselves according to biblically-based principles, without reliance on the secular courts.

Consistent with its call to peacemaking, the church shall encourage the use of biblically-based principles to resolve disputes between itself and those outside the church, whether Christian or pagan and whether individuals or corporate entities.

In the case of criminal activity involving the congregation, the State has a God-given responsibility to protect the peace and security of its citizens that should be supported and encouraged.

Section 5: Church Discipline

Any member consistently neglectful of his or her duties or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored as defined by Scripture, and so, opposing the welfare of the church, shall be subject to the admonition of the elders and the discipline of the church, according to the instructions of our Lord in Matthew 18:15-17 and the example of Scripture. Public church discipline, then, should ordinarily be contemplated only after individual private admonition has failed.

Church discipline can include admonition by the elders or congregation, suspension from communion for a defined period, deposition from office, and excommunication (see Matthew 18:15-17; 2 Thessalonians 3:14-15; 1 Timothy 5:19-20; 1 Corinthians 5:4-5).

The purpose of such discipline should be:

- a) For the repentance, reconciliation, and spiritual growth of the individual disciplined (see 1 Corinthians 4:14; 1 Timothy 3:4-5; Hebrews 12:1-11; Psalm 119:115; 141:5; Proverbs 17:10; 25:12; 27:5; Ecclesiastes 7:5; Matthew 7:26-27; 18:15-17; Luke 17:3; 1 Corinthians 5:5; Galatians 6:1-5; 2 Thessalonians 3:6, 14-15; 1 Timothy 1:20; Titus 1:13-14; James 1:22);
- b) For the instruction in righteousness and good of other Christians, as an example to them

(see Proverbs 13:20; Romans 15:14; 1 Corinthians 5:11; 15:33; Colossians 3:16; 1 Thessalonians 5:14; 1 Timothy 5:20; Titus 1:11; Hebrews 10:24–25);

c) For the purity of the church as a whole (see 1 Corinthians 5:6–7; 2 Corinthians 13:10; Ephesians 5:27; 2 John 10; Jude 24; Revelation 21:2);

d) For the good of our corporate witness to non-Christians (see Proverbs 28:7; Matthew 5:13–16; John 13:35; Acts 5:1–14; Ephesians 5:11; 1 Timothy 3:7; 2 Peter 2:2; 1 John 3:10); and supremely;

e) For the glory of God by reflecting His holy character (see Deuteronomy 5:11; Ezra 6:21; Nehemiah 9:2; Isaiah 52:11; Ezekiel 36:20; Matthew 5:16; John 15:8; Romans 2:24; 15:5–6; 2 Corinthians 6:14–7:1; Ephesians 1:4; 5:27; 1 Peter 2:12).

Section 6: Restoration of Membership

The church acting according to the spirit of 2 Corinthians 2:7-8, shall restore members dismissed by the Church upon evidence of repentance, reformation, and when their lifestyles are in accordance with the membership covenant. The Church may restore to membership any person previously dismissed upon request of the excluded person, and by affirmation at any regular worship service or members meeting.

Section 7: Termination of Membership

The church shall recognize the termination of a person's membership in the following ways:

- a) After his or her death.
- b) After he or she has voluntarily resigned or joined with another church.
- c) As an act of church discipline (ordinarily, but not necessarily, at the recommendation of the elders) upon congregational affirmation of the elder's recommendation of the members present at any regular or special meeting of the members.

ARTICLE VII - ELECTIONS

Section 1: Principles

The process for church elections shall be interpreted and carried out to fulfill the following principles:

- a) Substantial prayer, both individually and corporately, should be an integral part of the election process.
- b) All candidates for church office should be treated with the grace, kindness and honesty appropriate in evaluating fellow members.
- c) The election process shall express that spirit of mutual trust, openness, and loving consideration that is appropriate within the body of our Lord Jesus Christ.
- d) Those eligible to vote must be members of good standing and at least 16 years of age.

Section 2: Selection of Officers

The affirmation of officers shall be held at a members' meeting of the church. Names of those recognized to serve as elders and deacons shall be presented publicly to the congregation for at least two weeks prior to affirmation, and the affirmation shall proceed as directed by the moderator. The elders should seek recommendations and involvement from the general membership in the recognition process. Any member with reason to believe that a candidate recognized is unqualified for an office should express such concern to the elders. Members intending to speak in opposition to a candidate should express their objection to the elders as far in advance as possible before the relevant church members' meeting.

The moderator shall declare affirmed all individuals receiving an 80% majority of all votes cast.

This and all other action of the congregation must be taken with at least the approval of a majority of the members present and eligible to vote, not merely a majority of members present and voting. The persons elected shall assume their respective offices upon affirmation, unless another date has been specifically designated.

Section 3: Selection of Senior Pastor

In the event that the office of Senior Pastor is vacant due to death, dismissal or resignation the Elder Body will recommend and ask for recommendations for individuals to serve on a Pastor Search Team. After a time of prayer and examination by the Elder Body, they will recommend the team to the church for confirmation. The team will be presented as a whole and will require a vote of 80% of eligible voting members present for confirmation. The Pastor Search Team will work in concert with the Elder Body to find a suitable candidate to present to the church for confirmation. The Pastor Search Team and the Elder Body must be in agreement on the candidate prior to the recommendation to the church. The candidate will be presented at a members' meeting called for the specific purpose of voting on the confirmation of the candidate. The candidate must have a vote of 80% or better of eligible voting members present to be confirmed.

In the absence of a senior pastor, the elder body shall determine who fills the pulpit for worship services.

Section 4: Selection of Staff Member (s)

In the event, that there is an open staff position or the creation of a new staff position, the Elder Body will be charged with finding a suitable candidate, or creating a team to find a suitable candidate. After the candidate is identified and confirmed by the Elder Body, the Elder Body will bring the candidate to the church for confirmation at a members' meeting called for the purpose of confirming the candidate. The candidate must have a vote of 80% or better of eligible voting members present to be confirmed.

ARTICLE VIII – MEETINGS

Section 1: Worship Meetings

Worship services shall be held each Lord's Day, and may be held throughout the week as to be determined.

Section 2: Members' Meetings

In every meeting together, members shall act in that spirit of mutual trust, openness, and loving consideration, which is appropriate within the body of our Lord Jesus Christ.

There shall be a regular members' meeting at least every quarter, to be announced in weekly services for at least two weeks prior by announcement in worship services, and/or by any acceptable electronic means. All such meetings shall be held at Hope Baptist Church.

An elder appointed by the elders shall preside as moderator at all members' meetings of the church. The elders shall see that the stated meetings of the church are regularly held and that required reports are submitted to the church by the responsible members. Provided all provisions in these By-laws for notification have been met, a quorum (that is, the minimum number of members necessary to conduct business) shall be understood to be met by those members present and will be so even if members choose to leave the meeting before the meeting adjourns. At any regular or special members' meeting, officers may be affirmed, and positions filled as needed, so long as all relevant requirements in these By-laws have been met.

“Motions to be presented at any congregational meeting shall be submitted to the elder body for consideration at least one week prior to the meeting.”

Special members’ meetings may be called as required by the elders, The date, time, and purpose of any special meeting shall be announced at all public services of the church for two weeks preceding the meeting, and/or by any acceptable electronic means.

Section 3: Rules Governing Business Meetings

Robert’s Rules of Order shall be recognized as the general pattern for the conduct of the business meetings of the church. Seeking the Lord’s wisdom and blessing through thankful prayer shall be a part of every meeting.

ARTICLE IX - COOPERATION

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a local, state or national convention exists and functions by the will of the churches. Cooperation in a convention is voluntary and may be terminated at any time.

ARTICLE X - FINANCES

Section 1: Summary

The elders or a duly designated team named by the elders shall present an operations and missions budget for approval by the membership at a members’ meeting not more than one month after the start of the fiscal year. Prior to this approval and subject to the elders’ discretion, expenditures may continue at the prior year’s level.

Section 2: Fiscal year

The fiscal year of the church shall begin January first and end December thirty-first.

ARTICLE XI – PROPERTY USAGE

Use of Church property, by members or non-members, shall be limited to:

Oversight and control of such persons that actively recognize and observe the authority, sovereignty and laws of God according to the 2000 Baptist Faith and Message.

Use of church property must be approved in advance by the elders, designated team or staff member assigned by the Elder Body for this purpose.

Article XII – Legal

Section 1: Elders

No elder shall have any right, title, or interest in or to any property of the church. No elder shall be personally liable for the debts or obligations of the church of any nature whatsoever, nor shall any of the property of the elders be subject to the payment of debts or obligation of the church.

Section 2: Indemnification

If a legal claim or criminal allegation is made against a person because he or she is or was an officer, employee, or agent of the church, the church shall provide indemnification against liability and costs incurred in defending against the claim if the elders determine that the person acted:

a) in good faith,

- b) with the care an ordinarily prudent person in a similar position would exercise under similar circumstance,
- c) in a manner the person reasonably believed to be in the best interest of the church, and the person had no reasonable cause to believe his other conduct was unlawful.
- d) Indemnification shall be up to the maximum of the church's liability insurance limit.

Section 3: Trustees

The non-staff elders shall serve as the church's trustees. If the non-staff elder body drops below three, the Chairman of Deacons and Vice Chairman may serve as trustees as needed. No staff elder shall serve as a trustee.

The non-staff elders as trustees serve to fulfill the State of Tennessee regulations related to the requirement of not for profit institutions to have a "board of directors." Trustees' only duty and authority is to execute legal documents first approved by the church body and/or the elders.

Any church approved legal matter may be executed by any one of the trustees.

ARTICLE XIII - AMENDMENT

Amendments to these by-laws may be introduced through written motion at any members' meeting, providing the motion has been provided to the elders at least one week in advance of the members' meeting with the exception of Article III regarding the Statement of Faith, which may only be amended subsequent to a recommendation of the Elders to the church. Amendments shall not be acted on until the following members' meeting, at which time affirmative vote of an 80% majority of those members present at the meeting and voting shall be required for acceptance, provided that notice of the proposed change or amendment be given from the pulpit and/or by any acceptable electronic means on at least two weeks prior to the meeting.

ARTICLE XIV – DISSOLUTION AND DISBURSEMENT OF ASSETS

The church may be dissolved or merged with another congregation by a 80% majority of members present and voting at a meeting called for this purpose, subsequent to at least two week's notice following the recommendation of the elders, or a motion proposed and adopted by the congregation at any regular or appropriately called special members' meeting.

In the event of dissolution of the church, no part of the church's earnings or assets shall inure to the benefit of any of its members; the residual assets of the church shall be distributed to the Wilson County Baptist Association which is exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue code of 1986, or corresponding sections of any prior or future law, or to the federal, state or local government exclusively for public purpose.

Alternatively, a 80% majority of members present and voting at the meeting of dissolution may designate any portion or all assets to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue code of 1986, or corresponding sections of any prior or future law, or to the federal, state or local government exclusively for public purpose and its mission is consistent with the 2000 Baptist Faith and Message.

ARTICLE XV – Hope Baptist Church Covenant

Upon request for membership, all members covenant together to pursue the following and be held accountable to the following:

1. Membership of HBC will strive to protect the testimony of the church by living holy and circumspect lives as described in 1 Peter 1:14-16, Ephesians 4:22-24 and 2 Corinthians 7:1.
2. Membership of HBC will strive to protect the spirit of unity and love for one another in the local body as described in Ephesians 4:1-3, 1 Peter 1:22-23, Matthew 18:15
3. Membership of HBC will strive to proclaim the hope of the by gospel by remaining sensitive to the Holy Spirit's prompting as describe in 1 Peter 3:15, Colossians 4:6, Acts 1:8 and Matthew 28:18-20.
4. Membership of HBC will strive to promote the gospel and welfare of the church by faithful prayer, tithes, and offerings, faithful attendance, faithful service in the ministries of the church as described in Philippians 4:17-19, 2 Corinthians 9:5-7, Galatians 5:13, Ephesians 4:11-13, and Hebrews 10:23-25.
5. Membership of HBC will strive to grow in faith by participating in a discipleship ministry as described in Matthew 28:20, 2 Timothy 3:16-17, and 2 Timothy 2:2.

2000 Baptist Faith and Message

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke

1:35; 4:41; 22:70; 24:46; John

1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts
1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians
1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians
1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy
2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter
2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation
1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew
1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John
4:24; 14:16-17,26; 15:26; 16:7-14; Acts
1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans
8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians
1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2
Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew
16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians
1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest

sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1

Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke

4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual

and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

Hope Baptist Church Church Use Policy

1. Purpose and Scope

- a. The purpose of these guidelines is to state the policies and procedures to be used in determining and controlling the use of real property and facilities at Hope Baptist Church.
- b. These guidelines will be used to govern the uses of the church property and facilities for any and all purposes.
- c. The terms “facility” and “facilities”, for use in this document are defined to include all property owned by the church at 208 Granville Drive, Lebanon, TN 37090.

2. Authority and Approval

- a. The administrative functions pertaining to these guidelines are the responsibility of the appropriate staff member in the church office, unless otherwise designated in these guidelines.
- b. These guidelines are developed and will be reviewed as needed.
- c. Any exceptions to the guidelines contained in this document will reviewed and approved by church leadership and/or Elders of Hope Baptist Church with a target resolution within two (2) weeks of submission

3. Priority of Use

- a. Church sponsored uses of the facilities will be given priority in scheduling, however, once an event is on the calendar, church sponsored uses cannot preempt other scheduled events.
- b. Church member requests will be given priority in scheduling over non-member requests, however, once an event is on the calendar, church member requests cannot preempt other scheduled events.
- c. No activities will be scheduled by outside groups at times church is being used for worship services.
- d. Use of the facilities by outside groups will be on a first come, first served basis.
- e. Special events such as weddings should be reserved on the church calendar at least 6 months in advance and/or be approved by the Church Office.
- f. For the purposes of this document, the term “member” is defined as an individual on the church membership roster at the time of the request.

4. Scheduling Facility Use

- a. All scheduling of the use of church facilities will be performed by the appropriate staff member in the church office. Individuals or groups wishing to use the church facility must work through that staff member to approve that usage.

- b. A “Hope Church Building Use Form” and appropriate deposit must be provided for all facility usage requests. Balance of fees must be received in the church office no later than 14 days prior to the requested event date.
- c. Reservations should be promptly canceled if plans are changed, by calling the church office at (615) 444-2606, or email the church at info@hopelebanon.com.

5. Facility Use Charges and Insurance Coverage

- a. Any group that is part of, or sponsored by, Hope Baptist Church may normally schedule and use the church facilities without facility usage charges if the function has no attendance fees.
- b. Any group that is a recognized Christian organization or other non-profit organization and approved by the Church Leadership requesting the use of the facilities without charging for attendance may normally schedule and use the church facilities.
- c. A current Certificate of Insurance (\$1,000,000) is required for each non-Hope Baptist Church group using the church.

6. General Considerations

a. General Guidelines for Facility Usage

- i. Keys to the church facility will not be provided to a church member unless authorized by the church staff.
- ii. The sponsor/host/hostess must be in attendance and responsible for the church at all times for all activities/events.
- iii. No alcoholic beverages, illegal drugs, or other substances, fireworks or dancing are allowed on the church property.
- iv. No smoking, vaping, or use of e-cigs inside church building or around church entrances.
- v. No for-profit business meetings or activities are allowed.
- vi. No food or drink is allowed in the Auditorium.
- vii. No outside doors are to be propped or left open.
- viii. No swearing, foul or vulgar language is acceptable on the property.

b. Cleanup

- i. All groups must clean up after themselves at each event.
- ii. All trash must be taken and placed inside the outside dumpster.
- iii. Floors are to be free of trash upon event completion.

c. Guidelines for using:

i. Classrooms

- 1. Chairs and furniture should remain as set up for Encourage groups use, or replace as such if removed for other uses. (It is recommended to take pictures before any chairs or furniture is moved)
- 2. White boards must be used for all display articles.

3. No pins, tape, nails, or screws are allowed on wallboard, drapes, or curtains.
4. All white boards must be erased after each use.
- ii. **Kitchen Area**
 1. No food or drink is to be left in the refrigerators or freezers.
 2. All countertops and floors must be cleaned prior to departure.
 3. All events must provide their own paper and food products.
- iii. **Audio/Visual**
 1. All use of A/V equipment must be authorized and/or operated by a member of the A/V team.
 2. Approval must be obtained to use TVs, DVD players, etc. by Church Leadership.
- iv. **Equipment and Furnishings**
 1. Equipment and furnishings may not be loaned out to anyone not a member of Hope Baptist Church.
- v. **Music Equipment**
 1. All music instruments and printed material are under the care and supervision of the Minister of Worship. He must be contacted for permission to use these items.

7. Special Events

a. Funerals

- i. Use of the church for funerals must be coordinated through the Pastor and church office.

b. Emergency Shelter

- i. The church building may be used in case of large scale emergency that affects a large group of people such as flood or tornado, if requested by the Red Cross, Sheriff's Office, Wilson Emergency Medical Association (WEMA) or other official entity.

c. Overnight Guests

- i. Overnight guests may use the building under adult supervision and approval of the church office (such as visiting youth or choir groups).

Hope Baptist Church Facility Usage Agreement

I understand the policies concerning the usage of facilities of HOPE BAPTIST CHURCH. I agree to follow these policies as stated herein, and will do our utmost to see that all individuals associated with my event follow the policies. I understand that a member of Hope Baptist church must be present at my event and for all times of the event held at the church.

I am enclosing, with the return of this application, the amount of \$ _____ as a Deposit (50% of fee), and understand that nothing is officially on the church calendar until this form and deposit are returned to the church office and the dates and places are confirmed. By my signature, I agree that failure to comply with the stated policies in any way or by anyone connected to my event could be considered “disregard of policy” and could result in forfeiture of my deposit.

I also understand that a written notification of cancellation less than thirty(30) days from the event date will result in forfeiture of the deposit.

Printed Name of Person Reserving Facility

Phone Number

Email Address

Signature of Person Reserving Facility

Date

HOPE BAPTIST CHURCH
FACILITY USAGE FEES
(Non-Wedding)

Fees charged for use of the church facilities are established to offset expenses incurred by the use of the building and property to ensure that the physical structures and contents are maintained in a proper manner.

NON-MEMBERS

Use of auditorium, foyer, classrooms, and kitchen area **\$250 per day or event**

Areas of use are to be approved before the reservation is confirmed. Only areas of approved usage are to be used. Custodial fees are included in the above fees.

OPTIONAL

If Audio/Visual services are required, there will be an additional **fee of \$100**. This will include up to four (4) hours of A/V service.

If A/V services are required for over 4 hours, a rate of \$25 per hour will be applied.

Payment Schedule

A DEPOSIT OF 50% IS REQUIRED TO SECURE THE DATE REQUESTED. This amount will be applied toward total fees.

Remaining balance is due to the church office no later than 14 days prior to the event start date. Church business hours are Monday through Thursdays, 8am-4pm.

CANCELLATION:

Full deposit will be refunded if canceled more than 30 days in advance.
No refund will be given if canceled within the final 30 day period.

MEMBERS

Members may use church facilities at no charge. A charge for custodial services may be required depending on the event and number of people expected. This is to be determined on an individual case by case basis approved by the church office.

If Audio/Visual services are required, there will be a fee of \$100. This will include up to four (4) hours of A/V services. If A/V services are required for more than 4 hours, a rate of \$25 per hour will be applied. Any fees associated with Audio/Visual services must be approved by the church office.

No deposit is required for a church member to use any part of the church facilities for non-wedding purposes.



FOR CHURCH OFFICE USE ONLY

Hope Member Name: _____
 Approved: Y/N _____ Date ____/____/____
 Date Added to Calendar: ____/____/____
 Confirmation Sent: ____/____/____
 Fee Total: _____
 Amount Paid: _____
 Check # _____

Building Use Form

Please complete the form and sign below. There is not a building use fee for members of Hope Baptist Church. However, there are fees if your event requires set up, tear down, Audio/Visual services and/or cleaning afterwards.

DATE SUBMITTED

/ /

PERSONAL INFORMATION

Event Name:

Your Name:

Event Date:

 / /

Event Times:

Set Up Time:

Finished Time:

Church Key Needed:

☐ Yes ☐ No

Set Up Needed:

☐ Yes

☐ No

Clean Up Needed:

☐ Yes

☐ No

Audio/Visual Needed:

☐ Yes

☐ No

Tear Down Needed:

☐ Yes

☐ No

Areas of Usage:

(only areas indicated and/or have permission may be used)

☐ Foyer

☐ Children's Area

☐ Adult Classrooms

☐ Auditorium

CONTACT INFO

Your Address :

City :

State :

Zip Code :

Mobile:

Email:

AGREEMENTS (PLEASE INITIAL IF YOU AGREE)

- ☐ All events are responsible for providing their own paper, food products, or coffee if required.
☐ All children must be supervised at all times.
☐ If I have chosen no services needed, I will make sure the list is completed after my event.
☐ I am aware that there is no smoking, illegal drugs or drinking of alcohol inside the building.
☐ All audio/visual equipment shall not be used for this event.

OPTIONAL FEES

Audio/Visual \$100

Cleaning Fee \$100

Set Up, Tear Down \$100

All fees include up to 4 hours. Each hour is an additional \$25.
 Individual checks should be written to those who provide services needed.
 Payment is expected at least 7 days prior to event.
 No refunds will be given if event is cancelled within 7 days of the event.

Signature

Date



FOR CHURCH OFFICE USE ONLY

Hope Member Name: _____
 Approved: Y/N _____ Date ____/____/____
 Date Added to Calendar: ____/____/____
 Confirmation Sent: ____/____/____
 Fee Total: _____
 Amount Paid: _____
 Check # _____

Building Use Form-Non-Member

Please complete the form and sign below. There is not a building use fee for members of Hope Baptist Church. However, there are fees if your event requires set up, tear down, Audio/Visual services and/or cleaning afterwards.

DATE SUBMITTED

/ /

PERSONAL INFORMATION

Event Name:

Your Name:

Event Date: / / Event Times:

Set Up Time: Finished Time: Church Key Needed: ☐ Yes ☐ No

Set Up Needed: ☐ Yes ☐ No Clean Up Needed: ☐ Yes ☐ No

Audio/Visual Needed: ☐ Yes ☐ No Tear Down Needed: ☐ Yes ☐ No

Areas of Usage:
(only areas indicated and/or have permission may be used)

☐ Foyer ☐ Children's Area ☐ Adult Classrooms ☐ Auditorium

CONTACT INFO

Your Address :

City : State : Zip Code :

Mobile: Email:

AGREEMENTS (PLEASE INITIAL IF YOU AGREE)

- ☐ All events are responsible for providing their own paper, food products, or coffee if required.
- ☐ All children must be supervised at all times.
- ☐ If I have chosen no services needed, I will make sure the list is completed after my event.
- ☐ I am aware that there is no smoking, illegal drugs or drinking of alcohol inside the building.
- ☐ All audio/visual equipment shall not be used for this event.

REQUIRED FEES

Building Use Fee \$250

OPTIONAL FEES

Audio/Visual \$100

Set Up, Tear Down \$100

All fees include up to 4 hours. Each hour is an additional \$25.

Individual checks should be written to those who provide services needed.

Payment is expected at least 7 days prior to event.

No refunds will be given if event is cancelled within 7 days of the event.

Signature _____ **Date**

CHECKLIST FOR BUILDING USE

- ☐ Take a picture of each room used so it may be put back like it was found.
- ☐ No food should be left in the refrigerator, back kitchen, or other area of the building.
- ☐ Only Mavelous tape should be used to hang decorations on the walls.
- ☐ Pictures, posters, or other things on walls should not be removed.
- ☐ All tables and chairs should be moved back.
- ☐ All trash should be taken outside to dumpster.
- ☐ All areas used should be moved back like your picture. All toys, etc in nursery, preschool, and/or children's area should be cleaned up. (please do not use crafts, etc in these areas.)
- ☐ Only areas on reservation are to be used.
- ☐ All doors should be checked and locked before leaving.
- ☐ Return key to church office within 2 business days.

The Christian Marriage Service at Hope Baptist Church

Who may have a wedding at Hope Baptist Church

Hope Baptist Church is available to members and nonmembers for the purpose of weddings. The auditorium will be reserved only after the requested date has been verified by the church office, completion of the necessary registration form(s) and appropriate deposit is received by the church office. At the time of confirmation, a Hope Baptist Church Host/Hostess will be provided by the church office. Cancellations must be received at least 30 days in advance or deposit will be forfeited. Please contact the Hope Baptist Church Wedding Host/Hostess as soon as possible if you should have a change in the date or need to cancel.

The term “member” shall be taken to mean that the Bride or Groom or a parent or grandparent of the Bride or Groom is a member of Hope Baptist Church. A “member” is also defined as an individual who is on the church membership at the time of the request.

Officiating Minister

All weddings will be officiated by one of the ordained ministers of the church staff. Other officiating ministers must be pre-approved by the Pastor or Elders. Our Pastor or Elders are to be informed of visiting Pastor’s name, church affiliation, phone number, and address.

Scheduling Considerations

Weddings cannot be performed on holidays, holiday weekends, or during the period of Thanksgiving week through January 1st without prior approval. Weddings will not be scheduled on dates that conflict with special worship services or events involving the church body. Saturday weddings will begin no later than 6:00pm. Only in special circumstances will Sunday weddings be allowed.

All wedding requests should be scheduled at least 6 months in advance.

Hope Baptist Church Host/Hostess

The Hope Baptist Church Host/Hostess is not to take the place of the wedding party’s own wedding coordinator. The Wedding Host/Hostess is to be the key contact person for your wedding plans after the event has been scheduled through the church office. The Wedding Host/Hostess will bear the burden of the coordination of your wedding with respect to facility usage, building access and overall guidance with respect to Hope Baptist Church. The Wedding Host/Hostess is required to be in attendance at all non-member wedding events held at Hope Baptist Church.

The Wedding Host/Hostess responsibilities include:

- Be available for consultations concerning any part of your wedding with respect to Hope Baptist Church accommodations.
- Arrange for the church to be open as needed, up to 6 hours prior to the wedding. And ensure the church is secured at the wedding conclusion.
- Arrange for and notify the wedding party of the location of dressing rooms for their use.

- Make arrangements with Hope Baptist Church custodians, audio/visual staff, and other appropriate staff as necessary.
- Answer questions regarding the facility usage and ensure policy guideline adherence.

The Wedding Host/Hostess responsibilities do not include:

- Conducting your wedding rehearsal or directing your wedding.

Premarital Counseling

All persons marrying at Hope Baptist Church should participate in premarital counseling. This counseling is to be conducted or approved by our Pastor. This counseling should be coordinated through our Pastor well in advance of the wedding date.

Wedding Party

It is very important to our church that members of the wedding party respect our place of worship. The church is God's house and deserves appropriate conduct and behavior. We forbid the presence and/or consumption of alcoholic beverages on the church premises at any time. Smoking/vaping is not permitted in the church building.

General Facility Guidelines

The Wedding Host/Hostess will provide the bridal party with locations of the two (2) dressing rooms available for their use on the day of the wedding. Dresses, tuxedos, etc. should be brought that day and removed following the wedding and reception at times agreed upon by the Wedding Host/Hostess. These rooms will not be locked, therefore, Hope Baptist Church cannot be responsible for items left in these rooms unattended. Please secure all valuable personal belongings before the wedding.

Chairs and furniture should remain as set up for Encourage Group use, or replaced as such if removed for other uses. White boards must be used for all display articles. No pins, tape, nails, or screws are allowed on wallboard, drapes, or curtains. All white boards must be erased after each use.

Church Furnishings

Hope Baptist Church Audio/Visual personnel will remove all furniture from the podium area in the auditorium and replace it after the wedding. Please discuss your needs concerning furniture, microphones, etc. with your Host/Hostess who will work directly with Church staff as necessary. A table for the bride's guest book can be provided by the Wedding Host/Hostess if desired. You will be responsible for providing any table covering for this table if used.

Any silk arrangements on the pulpit may be used in your wedding if you wish. They will be removed unless you inform the Wedding Host/Hostess otherwise. Other floral arrangements and greenery in the church building are not to be moved without prior approval. It is normal that we decorate the Auditorium and foyer for various holidays, celebrations, and special services. We may also display special promotional materials for special emphasis. Although we cannot remove such decorations for weddings, you may make use of and/or supplement these decorations. All facilities, decoration, arrangements, etc. used by the wedding party must be approved by the Wedding Host/Hostess and restored to their original location and condition.

Special Note

No rice, confetti, or bird seed is to be used inside the church facility or on the church grounds. A balloon release, bubbles, rose petals used only outside could be a nice alternative. Any materials used for this purpose must be cleaned up after the wedding.

Rehearsal, Rehearsal Dinners, & Receptions

If you desire to have your rehearsal, dinner, or reception at the church, this must be arranged at the time of scheduling your wedding. If requested, the wedding rehearsal is required to be held no earlier than the day before the wedding. Rehearsal dinners can also be scheduled, if needed, through the Wedding Host/Hostess. There is an additional facility usage fee for rehearsal dinners and receptions.

No dancing is allowed at any time.

Flowers/Candles

The florist may obtain access to the building by coordinating the time with the Wedding Host/Hostess. Church audio/visual personnel will remove the podium and stage furniture/instruments. All candles must be dripless. No tape, tacks, or staples may be used to attach decorations to walls, woodwork, or other furniture or floors. Clear matting or fabric must be placed under candelabras to protect the carpet/flooring from damage.

Real flower petals may not be used in the aisle ways or any area where individuals may step on them. Silk petals provide an excellent alternative and will not damage the carpet.

All decorations must be removed within two hours of the conclusion of the ceremony.

Photographer

The photographer may obtain access to the building by calling the Wedding Host/Hostess. Photographs may be taken before and after the ceremony. Video cameras are allowed while maintaining discretion and reverence. No flash photography allowed during the wedding ceremony with the exception of the Bride's entrance/exit.

Music

The wedding is a worshipful experience and selection of music should maintain worship as the central focus. Hope Baptist Church Minister of Worship is available to assist with the wedding music selection if necessary and can be coordinated through your Wedding Host/Hostess. The Worship Minister can also provide names of musicians available to play for your wedding if necessary. Fees for musicians are not included in the overall facility fees and need to be discussed directly with the musicians.

Catering/Kitchen Use

You, your family, and the caterer are responsible for cleanup of the kitchen area. Setup and takedown of tables are the responsibility of the wedding party. If you would like to have set up and/or take down provided, this should be negotiated with your Wedding Host/Hostess. This option is available for an additional fee (\$50 minimum, \$150 maximum depending on needs). You must supply your own items (plates, silverware, glasses, utensils, etc.) You must also supply your own food items. We require that your caterer clean and remove his or her own silver and glassware and clean whatever parts of the kitchen used. Because all areas of the church are used on Sundays, we cannot store any rented equipment. Hope Baptist Church will not be held responsible for any items left behind after the wedding/reception is concluded.

It is expected that the caterer will professionally and respectfully use and care for the facility. All refuse from the reception is to be taken from the kitchen area and placed in the dumpster. Food and beverages are not allowed outside the reception area.

No food or drink is to be left in the refrigerator or freezer.

Hope Baptist Church Wedding Policy Agreement

WE understand the policies concerning weddings held at HOPE BAPTIST CHURCH. We agree to follow these policies as stated herein and will do our utmost to see that the members of our wedding party and contractors understand and follow the policies. We understand that a member of Hope Baptist Church Wedding Host/Hostess must be present at all wedding events held at the church.

We are enclosing, with the return of this application, the amount of \$_____ as a Deposit (50% of fee) and understand that nothing is officially on the church calendar until this form and deposit are returned to the church office and the dates and places are confirmed. By our signatures, we agree that failure to comply with the stated policies in any way or by anyone connected to my event could be considered “disregard of policy” and could result in forfeiture of our deposit.

We also understand that a written notification of cancellation less than thirty (30) days from the wedding date will result in forfeiture of the deposit.

Printed Name of Bride

Signature of Bride

Printed Name of Groom

Signature of Groom

Date

****Must be provided with a completed Wedding Facility Use Request Form.**



FOR CHURCH OFFICE USE ONLY

Hope Member Name: _____
 Approved: Y/N _____ Date ____/____/____
 Date Added to Calendar: ____/____/____
 Confirmation Sent: ____/____/____
 Fee Total: _____
 Amount Paid: _____
 Check # _____

Wedding Facility Use Form- Member

Please complete the form and sign below. There is not a facility use charge for members of Hope Baptist Church. However, there are fees if your event requires set up, tear down, Audio/Visual services and/or cleaning afterwards. There is also no charge for the minister's premarital counseling services for members. Members may choose to be their own Host/Hostess with approval.

DATE SUBMITTED

/ /

PERSONAL INFORMATION

Bride's Name
 Groom's Name
 Rehearsal Date / / Rehearsal Times:
 Wedding Date / / Wedding Times:
 Set Up Needed: ☐ Yes ☐ No Clean Up Needed: ☐ Yes ☐ No
 Audio/Visual Needed: ☐ Yes ☐ No Tear Down Needed: ☐ Yes ☐ No
 Areas of Usage:
(only areas indicated and/or have permission may be used)
☐ Foyer ☐ Children's Area ☐ Adult Classrooms ☐ Auditorium

CONTACT INFO

Your Address :
 City : State : Zip Code :
 Mobile: Email:

AGREEMENTS (PLEASE INITIAL IF YOU AGREE)

- ☐ All events are responsible for providing their own paper, food products, or coffee if required.
☐ All children must be supervised at all times.
☐ If I have chosen no services needed, I will make sure the list is completed after my event.
☐ I am aware that there is no smoking, illegal drugs or drinking of alcohol inside the building.
☐ All audio/visual equipment shall not be used for this event without A/V team present.

REQUIRED FEES

Audio/Visual \$150/ Cleaning Fee \$150/ Set Up, Tear Down \$150/ Host/Hostess \$200

All fees include up to 4 hours. Each hour is an additional \$25.
 Individual checks should be written to those who provide services needed.
 Payment is expected at least 30 days prior to event.
 No refunds will be given if event is cancelled within 30 days of the event.

Signature

Date



FOR CHURCH OFFICE USE ONLY

Name: _____
 Approved: Y/N _____ Date: ____/____/____
 Date Added to Calendar: ____/____/____
 Confirmation Sent: ____/____/____
 Fee Total: _____
 Amount Paid: _____
 Check #: _____

Wedding Facility Use Form- Non-Member

Please complete the form and sign below.

DATE SUBMITTED

/ /

PERSONAL INFORMATION

Bride's Name

Groom's Name

Rehearsal Date / / Rehearsal Times:

Wedding Date / / Wedding Times:

Areas of Usage:
 (only areas indicated
 and/or have permission
 may be used)

☐ Foyer ☐ Children's Area ☐ Adult Classrooms ☐ Auditorium ☐ Kitchen Area

CONTACT INFO

Bride's Address :

City : State : Zip Code :

Mobile: Email:

Groom's Address :

City : State : Zip Code :

Mobile: Email:

Bride's Home Church : Name of Pastor:

Groom's Home Church : Name of Pastor:

Wedding Officiant: Contact Number:

Wedding Coordinator: Contact Number:

Caterer:		Contact Number:	
Florist:		Contact Number:	
Musicians:		Contact Number:	

REQUIRED FEES

Building Use	\$300
Host/Hostess	\$150
Audio/Visual	\$150
Cleaning Fee	\$150

All fees include up to 4 hours. Each hour is an additional \$25.
 Individual checks should be written to those who provide services needed.
 Payment is expected at least 30 days prior to event.
 No refunds will be given if event is cancelled within 30 days of the event.

OTHER HONORARIUMS

Other honorariums not included in the above, but may be provided directly to the individual by the wedding party:

- Officiating Minister
- Minister of Worship Assistance
- Musicians

Bride's Signature

Date

Groom's Signature

Date