

## **Proposed Changes to *Policies and Procedures Manual* submitted by the Constitution and Bylaws Committee**

After reviewing the current *Policies and Procedures Manual* adopted by the church on Dec. 8, 2024, the Constitution and Bylaws Committee requests the church's approval for the following amendments to the document to align with current practices:

- 1) Change the title of Financial Secretary to Financial Administrator on p. 23 (Maintenance Supervisor responsibilities)

To coordinate with the **Financial Administrator** to order and maintain stock of cleaning supplies, paper products for restrooms, light bulbs, vacuum cleaner bags, or any other products that the church uses.

- 2) Change the title of Financial Secretary to Financial Administrator on p. 32 (Counting Committee).

The Counting Committee will consist of the **Financial Administrator** and at least five other members.

- 3) Under Financial Administrator, on p. 20, remove Item J., which references dispensing petty cash, and list the remaining paragraphs accordingly. (The church no longer has a Petty Cash Fund.)

~~J. To dispense petty cash whenever needed.~~

- 4) Replace the description of the Property Committee on p. 38 with the newly approved description of the Property Committee.

- 5) Replace the description of the Usher Committee on p. 39 with the newly approved Usher Committee description.

- 6) Incorporate the newly approved revisions to the policies for Use of Vinton Baptist Church Buildings.