

# **Corinth Baptist Church**

## **Administrative Handbook**

Updated 2025

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# **By-Laws & Constitution**

## **Constitution**

### **Introduction**

We declare and establish this constitution to preserve and secure the principles of our faith, and to orderly govern the body. This Constitution will preserve the liberties in each individual church member and the freedom of action of this body in relation to other churches. Corinth is a Southern Baptist Church whose goal is to bring glory and honor to God, sharing the truth of God's love and saving power, with excellence.

The purpose of the Constitution & Bylaws is to provide general guidance regarding organization, governance, and operation based upon biblical principles and practices.

The ultimate authority for Corinth Baptist Church's organization, governance and operation is the Bible. When a conflict or ambiguity exist regarding these Bylaws, reverence is to be given to the Bible.

### **I. Name and Principal Office**

1. The name of this corporation on is Corinth Baptist Church, Inc. (Further referred to in this document as "church").
2. The location of the church is 530 Old Clemson Hwy, Seneca, SC 29672.

### **II. Beliefs & Doctrine**

1. The church is a member of the Southern Baptist Convention. The church adheres to the "Baptist Faith and Message," set forth by the Southern Baptist Convention.
2. The church bases its belief on faith in Jesus Christ the son of God, whom died on a cross for the forgiveness of all of man's sins and rose three days later.
3. A full list of our beliefs can be requested within the church office or accessed at <http://www.sbc.net/bfm2000/bfm2000.asp>.

### **III. Relationships**

1. All members of the church have a vested interest in the government of the church. The church subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist Churches. In so far as is practical, this church will cooperate with and support the Beaverdam Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention. It is understood that this relationship may be discontinued by the method hereinafter provided for in the amending of this constitution.

### **IV. Dissolution**

1. The trustees shall allow the church members to decide, by ballot vote, the dissolution of the church. An 80% majority vote of members present, at a special called conference for that purpose, is required for the dissolution of the church. Upon the approval of the vote of dissolution of the church, the trustees shall, after paying or making provisions for payment of all liabilities, cause all assets of the church to be distributed to the Beaverdam Baptist Association or another church of like faith and kindred spirit.

# Bylaws

## I. Annual Description

1. All of the church's business / affairs will operate on the calendar year, January – December.

## II. Membership

1. The New Testament presents a definable group of people who make up the local church. This group of people is committed to the Lord and to implementing the principles of accountability and commitment to the local body of Christ. This is defined in the New Testament and practiced in the early church. The Church recognizes a need for formal membership. (*Acts 2:42-46; Romans 16:1; I Corinthians 1:2; II Corinthians 8:1; Philipians 1:1; and Acts 11:26*).
2. Membership is viewed as a privilege and a covenant.
3. Membership is not a prerequisite for involvement in every area of ministry, however, it is required for ministry leadership and participation in church conference voting.
4. Membership is open to any person who:
  - 1) Openly professes Jesus Christ as Savior and Lord.
  - 2) Has been baptized by immersion as a believer.
  - 3) Desires to be committed to the Church.
  - 4) Completes the membership orientation.
    - The membership orientation will explain the mission, vision and operation of the church. During this orientation each person will agree to a covenantal agreement including:
      - Faithfulness to serve God through the church
      - Faithfulness to church attendance
      - Faithfulness to tithing, which represents Lordship
      - Faithfulness to the church family and leadership
5. Individuals who desire church membership will be presented to the church during a regular worship service time. Individuals who have met the four requirements above and have been agreed upon by the church will then become members of the Church.
6. Church membership is continual and will be reaffirmed on a periodic basis by way of membership commitment forms.
  - Anyone who does not reaffirm their membership during this time, will be removed from church membership.
  - Any member that unites with another church will be removed from membership during this time or by the request of their new church.
  - Any member that is found to be in sin will undergo church discipline, as defined in the next section. In the event no resolve and restoration is reached, members will be removed from membership at that time.

## III. Church Discipline

### 1. Purpose

- Church discipline is applicable only to its members, and is not meant to give license to church leadership in gray area trivia, but rather the end result should be to restore an erring member, to purify the church, to deter sin, and to demonstrate the reality of righteous living to the unsaved world (1 Corinthians 5:6-8).

### 2. Attitude

- The heart attitude of the church in discerning and dealing with erring members through the means of church discipline must therefore demonstrate the following:
  - Avoid both vengeance and arrogance — Gal. 6:1.

- View the individual as an erring brother and not a bitter enemy —2 Thess. 3:15.
- Approach them with sorrow and not sarcasm — 1 Cor. 5:2; 2 Cor. 2:4.
- Be ready to forgive them when repentance occurs —2 Cor. 2:7:7:10-11.

### 3. Procedure

- Church discipline is to be handled prayerfully, carefully, and justly, with individual attempts of corrective or preventative action as follows:
  - Identify those who are in need of biblical correction (Rom. 16:17; 2 Thess.3:14)
  - Arrange a private meeting with the offender (Matt. 18:15). Confront him/her about their sin and if they repent, forgive him (Luke 17:3).
  - If there is no repentance, set up a second meeting with several others present (Matt. 18:16). During these private and semiprivate meetings, the individual should be Biblically admonished (Titus 3:10), rebuked (2 Tim. 4:2), and warned (1 Thess. 5:14) about his sin and unwillingness to repent.
  - If there is no repentance, the deacons will seek to restore the offender. If there is still no repentance the church is notified of the sin. The church then seeks to encourage the person toward repentance (Matt. 18:17; Tim. 5:20). If the erring member refuses to heed the warning and correction of the deacons and the Church, they shall be dismissed from the church, removed from the membership rolls, with the hope and prayer of repentance and reconciliation. There shall be no appeal to any court from that decision.

## General Organization

### IV. The Pastor

- 1) Christ alone is the head of the church (Colossians 1:18, Ephesians 1:22-23).
- 2) For the purpose of order, and in accordance with the teaching scripture, certain individuals have been charged with leadership according to their spiritual giftedness (Ephesians 4:11-13).
- 3) Pastor requirements are found in 1 Timothy 3:1-7 and Titus 1:7-9.
- 4) Pastoral Leadership
  - Pastors are called and directed by the Bible to lead the church in vision and direction.
  - The Pastor is the administrator of the church, equipping and overseeing the ministries of the church and the church body, as a whole.
  - Members of a local church are to lovingly support their leaders and to submit to their leadership.
  - The overseeing of this church is led by the Pastor, accompanied by staff and other ministry leaders.
  - The calling of ministerial staff and ministry leaders, and other employees will occur under the direction of the Pastor, assisted by the Personnel Committee, appropriately appointed search teams, and/or the nominating committee.

*Acts 11:30; 14:23; 20:28-32, Philippians 1:1, Timothy 5:1; 17; 3:1-7, Exodus 18:17-18, John 21:17-17, Acts 20:17, 28, Ephesians 4:11-12, Titus 1:5-7, 1 Peter 5:1-4, Hebrews 13:17, 1 Corinthians 16:16, 1 Thessalonians 5: 12-13*

#### 1. Filling the position of Pastor (percentage of vote)

- When the church is without the Pastor, the deacons will be responsible for seeing that the pastoral leadership responsibilities are fulfilled.
- If need be, the Deacons will call an interim pastor, that the church will vote on.
- The Church will nominate individuals to serve on a Pastor search team.
  - This search team will appoint a team leader who will oversee the team and be the spokesperson to the church.
  - Chairman of Deacons, Chairman of the Personnel Committee, and Budget Director will serve as an ex-officio member of the search team.
  - This search team will be responsible for all aspects of calling/hiring a Pastor.

- The search team will recommend the candidate for pastor to the church. The church will vote in conference to call or not to call candidate as the new pastor.

## **V. Ministerial Staff**

1. Ministerial staff will be responsible for overseeing all aspects of the ministry they are responsible for as described in their job description.
2. Ministerial staff will be supervised by and report to the Pastor.
3. The Pastor and appropriately appointed search team, approved by the personnel committee will serve in calling/hiring staff vacancies.
4. The personnel committee will be responsible for creating, updating, and maintaining job descriptions for all Ministerial staff. Job descriptions can be found in the church administrative handbook.

## **VI. Deacons**

1. Deacons provide servant leadership in the local church by assisting the Pastor in any and all needed areas so that the Pastor can appropriately fulfill his spiritual responsibilities of the church.
2. The church, active deacons, and Pastor will nominate individuals in the fall of each year to serve, on a three-year rotation, beginning the following church year.
3. Deacons will not be allowed to serve concurrent terms.
4. Once nominations have been made, the Pastor and active deacons will propose the appropriate number of individuals needed to serve as deacons.
  - This process will involve a thorough examination of individuals spiritual, personal, and home life.
  - This examination will serve the purpose of ensuring individuals are Biblically qualified to serve as a deacon.
5. A list of Biblical qualifications and church expectations will be kept in the church administrative handbook.
6. Proposed deacons are presented approved by the church in conference by vote.
7. Deacons shall appoint a chairman. This chairman will serve as the point of contact and spokesman on behalf of the deacons.

## **VII. Committees** *(The Pastor will serve as an ex-officio member on all committees.)*

### **1. Nominating Committee**

- The nominating committee shall consist of three individuals who will serve on a three-year rotation.
- Individuals will not be allowed to serve concurrent terms.
- The current nominating committee will appoint a new member each year.
- The nominating committee will be responsible for recommending and overseeing the filling of positions including, church administration, program leaders, committees, and ministry team leaders.
  - A list of ministry teams and their descriptions will be kept on file in the church administration handbook.

### **2. Personnel Committee**

- The personnel committee shall consist of three individuals who will serve on a three-year rotation.
- Individuals will not be allowed to serve concurrent terms.
- The nominating committee will appoint a new member each year.
- The personnel committee will be responsible for creating, updating, and maintaining all personnel documents, which can be found in the church administrative handbook.
- The personnel committee will be responsible for any and all matters pertaining to personnel.
- Under the supervision of the Pastor, the personnel committee will serve in supervising and terminating individuals/positions for reasons that may arise.
- The personnel committee will make annual recommendations, regarding financial adjustments, for the Pastor and all staff to the budget director.
- The personnel committee will appoint a chairperson to serve as the point of contact and spokesperson on behalf of the personnel committee.

### **3. Cemetery Committee**

- The cemetery committee shall consist of three individuals who oversee the administration and maintenance of the cemetery.
- The cemetery committee will be responsible for meeting with families/individuals and coordinate burial plots and other cemetery matters.
- The cemetery committee is a standing committee.

## **VIII. Church Council**

1. Church council provides leadership in the church's administration and operation. It provides oversight and council for decisions impacting the Church and the fulfillment of its mission.
2. The church council will at a minimum consist of the Pastor, deacon chairman, budget director, and the personnel committee chairman.
  - The council can appoint additional individuals as necessary as the need arises.
3. The church council will be led by the Pastor.
4. The church council will serve alongside the budget director to provide accountability, input, and oversight.
5. The church council will serve to review and vet all major decisions concerning the church.
  - Major decisions are defined as any decisions that include finances outside or beyond the current approved process, facility changes, contractual agreements with the Church, etc.
6. The church council will present major decisions to the church during conference to discuss and vote on prior to acting.

## **IX. Administration**

### **1. Clerk**

- The church clerk shall keep a suitable book of records of all actions of the church.
- The church clerk will work with the current administrative assistant through the church management software to keep current membership records.
- The position of church clerk is a one-year term that can be served consecutive years by the same individual.

### **2. Bank account managers**

- There will be three bank account managers to serve each church year. Individuals can serve consecutive years.
- Bank account managers will be responsible for verifying and signing checks.
- Bank account managers will be responsible for various banking needs as they arise (picking up requested documents from the bank, etc.).

### **3. Budget Director**

- The budget director is a one-year term that can serve consecutive years by the same individual.
- The budget director is responsible for oversight of church finances and ensures annual review and budget development.
- The budget director will make available quarterly financial reports.
- The budget director presents annual budget for approval by the Church in church conference.

### **4. Church Trustees**

- The church shall have three trustees who shall be our legal representatives, according to the laws of our state.
- Trustees are involved in transactions of Real Property of the church.
- Church trustees serve a one-year term and individuals can serve consecutive years.

## **X. Program Directors**

1. Program directors will be responsible for leadership and implementation of various programs set forth by the church.
2. These programs support the discipleship model of the church.
  - Programs may be added or removed by the pastor and appropriate staff and/or leaders.

3. Program directors are required to be church members.

#### **XI. Ministry Team Leaders**

1. Ministry team leaders will be responsible for leadership and implementation of various ministry teams set forth by the church.
2. These ministry teams recruit and use volunteers to accomplish a variety of tasks and services in the church.
3. Ministry Team leaders are required to be church members.

## **Discipleship**

#### **XII. COR Groups**

1. COR Groups are a small group discipleship ministry. COR, represents the center most part of discipleship, that is to be dependent upon Christ. COR groups exist to
  - o Honor and glorify our Heavenly Father.
  - o Promote spiritual growth through Bible study, fellowship, and life experiences together.
  - o Promote the growth of our church through spiritual understanding and a sense of community.
  - o Birth new COR groups as our church grows.
2. Apart from the pastoral preaching & teaching, COR Groups are the primary method of disciplining and educating for adult church members.
3. COR Groups serve as part of a church wide outreach ministry.

#### **XIII. Youth & Children's Ministries**

1. Youth and Children's ministries are both staffed positions within the church.
2. Youth and Children's ministries are programs that serve as discipleship for appropriate ages.

## **Finances**

#### **XIV. Annual Budget**

1. The Church operates on an annual budget presented and approved by the church each year.
2. Committee, program and ministry leaders are responsible for providing input request for the upcoming years annual budget.
3. A proposed annual budget is made available to the church at least one week prior to the church conference for review.

#### **XV. Spending**

1. The procedure for spending and reimbursements will be listed in our administrative handbook.
2. Leaders responsible for their respective budgets should adhere to the spending approved in the annual budget. Deviations from or additional request beyond the annual budget should be made to the budget director prior to exceeding the annual budget.
3. The budget director has approval for line expenses beyond the annual budget up to \$1000.00.
4. The Church council has approval for line expenses beyond the annual budget up to \$2500.00.
5. Approved spending request shall be made available to the Church at the next available conference.
6. New expense request beyond \$2500.00 require Church approval prior to spending.



**XVI. Audit**

1. The audit of the Church's financial matters will be performed by a Certified Public Accountant when the need arises.

**XVII. Records & Reports**

1. The church shall maintain the following records and reports
  - Adequate and current books and records of accounts
  - Statements for Church contributors

## **Policy & Procedures, Church Conferences, Denomination Meetings, Real Property**

**XVIII. Policy & Procedures**

1. Policy & Procedures and other administrative documents are maintained by the Church. These documents contain additional detail in the implementation and description of the respective area.
  - Examples: personnel, staff job descriptions, deacon expectations, fellowship building & church usage, church van usage, etc.
2. A copy of all policy and procedure documents are separate from the Constitution & Bylaws document. A copy of the policy and procedure documents are kept in the administrative handbook.
3. Revision to these documents are made by the respective leader(s).

**XIX. Church Conferences**

1. Church conference are the means to which the church votes to approve reports and all major decisions set forth before the church.
2. Notification of church conferences will be made available two weeks ahead of called conference.
  - The pastor, church council, or deacons can call a church conference, as needed.
  - In an emergency, the pastor, deacons, or church council can call a special meeting.
  - Any member can request a conference to be called to the pastor, deacons, or church council.
3. The Pastor and/or church council will set the agenda for all church conferences.
4. The chairman of the deacons will moderate the church conferences.
  - In the event that the deacon chairman is unable to moderate meeting then another member of the church council can moderate.
5. There will be no absentee voting.
6. Voting can be either secret ballot, by raise of hand, or verbal. This will be stated on the agenda.
7. Church conference and voting will take place on the date set as long as there are a minimum of 25 members present.
8. Roberts' Rules of Order, Revised, is the authority for parliamentary rules of procedure for all church conferences.
9. Members must be 18 years old to cast a vote.

**XX. Denominational Meetings**

1. Messengers must be approved by the church to attend meetings held by the Beaverdam Baptist Association, the South Carolina Baptist Convention, and the Southern Baptist Convention.

**XXI. Real Property**

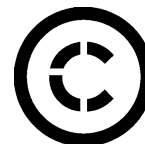
1. The title to real property of the church shall be in the name of the church.
2. Real property may be purchased in the name of or on behalf of the church with the affirmative vote of church and the trustees.

3. Real property of the church may be sold, mortgaged, conveyed, transferred, or otherwise disbursed with the affirmative vote of the church and the trustees.

## **Amendments**

### **XXII. Amendments**

1. With regard to all amendments of the Constitution & By-Laws, the nominating committee will appoint an ADHOC Committee to fulfill this responsibility.
2. The Constitution and Bylaws will be made available to the membership and notice of the conference will be given at a minimum of four weeks prior to conference.
3. This Constitution and Bylaws may be amended, altered, or repealed by a 80% majority vote of the members present at a regular church conference. If such amendment, alteration, or repeal must be given in writing to the church at a minimum of four weeks prior to the conference.
4. This Constitution and Bylaws shall be considered adopted and in effect when approved by the church.



## Corinth Leadership Culture

At Corinth, we hold excellence in high regard. We believe that leadership in any capacity, places us in a position of public scrutiny that must be handled very professionally and seriously, regarding our words, actions, and conduct in general.

Below is a list of expectations that have been prayerfully and thoughtfully established by our Church Council & Deacon Team. These expectations will define the standard of conduct and operated as an understood. If in the event a trend of defying these expectations becomes obvious or even noticeable, a private/confidential meeting with the Pastor and appropriate leadership will be scheduled to, hopefully, resolve. We ask that the same respect be given if you should have an issue with someone. Please keep the matter between those involved, privately.

Corinth exist to know and make known the love of God. Our ministry model is designed in three parts with this mission in mind.

1. **Discipleship** – This is experiencing, knowing, and growing in our walk with the Lord Jesus Christ. Below are the mainstream areas of discipleship at Corinth:
  - Corporate preaching as demonstrated on Sunday mornings
  - COR Groups, children, youth, & senior adult programs, ladies & men's ministries
  - Corporate fellowships
  - COR Conferences
2. **Worship (corporate)** – This is us the church making our love for God known to God. Below are the mainstream areas of corporate worship.
  - Corporate worship services as demonstrated on Sunday mornings
  - Special worship services as planned (worship nights, Christmas, Easter...)
3. **Missions** – This is us the church making the love of God known to the community and beyond. Below are the mainstream areas of our mission ministry.
  - Local involvement in and with the community as a church. Some recent examples
    - Get-2-Give ministries, Trunk-or-Treat, Salt Up (VBS)
  - Beyond Community missions. Some recent examples:
    - Summer mission trips, Ladies mission trips, Men's mission trips

Any individual involved in a leadership compacity is expected to be committed to all three parts of the above ministry model by being consistently involved at some level.

Involvement can look two main ways:

- Simply attending / participating (not just when it's your turn)

- Serving – Almost every area of our ministry model demands volunteers for: children, nursery, greeting, security, set up, take down.....

We believe that our leaders must promote a standard of excellence by their example. Committed to consistent involvement should be easily noticeable by the church as a whole.

## **ATTITUDE**

- Always demonstrate a Christ-like attitude towards the church.

## **TITHING**

- Financial Biblical tithing/giving in effort to promote Lordship and to support the budget of the ministry model of the church should be an understood and practiced.

## **ALCOHOL**

- Our pastor, staff, & deacons are asked to be unified in a stance not to drink alcohol.
- If you hold any other leadership position at Corinth, you are advised not to drink alcohol, in effort to promote unity in conviction and counsel. If you drink, we ask that you consider the following.
  - A time of prayer and fasting (alcohol) for clarity and discernment regarding your consumption of alcohol.
  - Drinking should be done privately and with respect shown to people who do not drink. Alcohol can be a very controversial issue and can also be a stumbling block for others. If your drinking (even without becoming drunk) causes someone else to stumble or creates confusion for someone, it has become sinful in nature.
  - Guard yourself from the appearance of evil (drunkenness) and temptation (scripture commands us to flee from temptation). In effort to ensure we do not send confusing or compromising messages to others, pictures and/or comments regarding drinking alcohol should not be posted on your social media accounts.

## **SOCIAL MEDIA**

- Leaders in our church who have social media accounts are expected to use their accounts in ways that bring glory and honor to God only. A leader should not block other individuals within our church family from viewing, commenting, etc. on their social media account. Likewise, leaders within our church should not deny friend request, etc. from others within our church family. If a leader is not comfortable with socializing with someone, within our church family, on social media, please contact the pastor or church council for support and guidance.

## **STAFF & TEAM LEADERS**

- Volunteers must recognize that the staff and team leaders have been appointed and empowered to lead their particular area of ministry. They are the final decision makers and should be respected. Your thoughts and opinions are valued and important. However, they must be communicated at the right time and in the right way.

## **COMMUNICATION**

- As part of our local church culture, we ask that leadership and volunteers read and respond appropriately to text, voicemails, or emails.
  - In a lot of cases a general understanding is had that you have received and understand the communication at hand.
  - Some cases you will be expected to respond by showing up and /or being prepared for whatever the communication is about.
  - There also may be times that you are asked to specifically respond to a text, call, voicemail....



## Corinth Worship Team Culture

**The worship team is considered to be part of the leadership at Corinth.** We ask you to prayerfully commit and agree to our vision and our culture that has been established.

**Worship Goal:** Our worship goal is to humbly use our gifts and talents to glorify our Heavenly Father. The heartbeat of our Worship Team is to be emptied of selfishness and pride so that we can honor, worship, and glorify Christ on and off the stage.

**Attitudes:** please keep a positive attitude during practice and or Sunday mornings. Be open for suggestions or changes by our worship leader. Issues, cultural or expectation questions, or major ideas please talk to the worship leader in private.

Patience and humility is contagious! Flexibility is the key;)

### Annual Meeting:

- All worship team members are expected to attend an August housekeeping meeting.
  - The culture and any changes will be discussed.
  - Upcoming events will be gone over.
  - At this time worship team members will renew their commitment for the next year of serving.

**PRACTICE/REHEARSAL:** Practices and rehearsals are considered two different entities. **Practice** is viewed as self-directed, advanced preparation work, listening & becoming familiar to new music, and being prepared for practice.

**Rehearsal** is the direct result of practices. Here is where together, we will sharpen anything that is questionable.

- Rehearsal will BEGIN at 8:15 on Sunday mornings.
- Rehearsal will include the set for that day and new music.
- If team member misses' rehearsal they will need to sit out that particular Sunday.
- Special services, WUTS, CCL, etc. will involve Wednesday practices.

**Punctuality:** Please be on time, tuned, and ready to sing/play at the designated time. Everyone's time is valuable; we can never restore wasted time. At CBC we want to respect everyone's time!

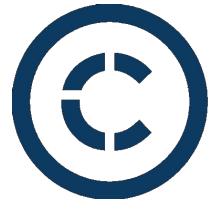
**Dress Code:** Modesty is expected. Our attire should not distract from what the Lord is doing during worship. If it's questionable-don't wear it!

**Auditions:**

We all can agree that auditions can be intimidating! Here at CBC, we will try to make them as relaxed as possible.

This following is the procedure for auditions:

1. Submit via file or link of the participant playing/singing to the worship leader. The worship panel will observe and discuss.
  - Worship Panel will include worship leader, pastor, a lead singer, and /or instrumentalist.
  - Our desire as a worship panel is to help you steward your gifts in the right direction whether that will be a lead vocalist, vocalist, lead instrumentalist, or instrumentalists. In some cases, the applicant's abilities may not have been developed enough to serve on a regular basis with the team.
2. Complete commitment form/application through our website/app.
3. An interview meeting will be scheduled by the worship leader to wrap up the audition.



## Corinth Student Ministry Culture

The goal of our student ministry at Corinth is to partner with parents by providing a SAFE environment, along with discipleship resources to aid parents in Biblically raising their children. These resources include Biblical teaching, fellowship, and mission mindedness.

So, how do we make this possible? Staff and leaders are asked and expected to embrace the following:

### General

- Be committed to this program with an “all in” mentality.
  - Regularly attend church services, participate in worship, and attend other events.
- Mingle with students from any school and make newcomers feel welcome.
  - Everyone is welcome no matter what they look like, smell like, or how they talk!
- Find areas of need in the youth ministry and offer suggestions for improvement. These suggestions should be brought to the Student Pastor privately.

### Services/Activities

- Be on time for all activities (at least 15 minutes early unless specific ministry requirements require more).
- It is very important that you let us know beforehand if you are unable to attend an event – especially one that you are specifically leading in one way or another.
- Set an example in your worship – authentically during the music, and respectfully during the message.
- Message plans and series plans will be shared with leaders on a weekly or monthly basis, whichever is appropriate.
- Leaders are expected to help engage students by providing fun games and activities for use during the worship service.
- Lead a small group discussion based on the message series.
  - This requires personal study related to the current series, or discussion questions.

### Communication/Contact

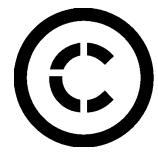
- Diffuse gossip, rumors and conflict.
- Be sensitive to the needs of the students and assist in meeting those needs when possible.
  - This includes mentorship, times of temptation, and counseling.
  - One-on-one visits or contact should always occur in a public place or somewhere that you can be easily seen by others.
  - In the event a student seeks counsel from a Corinth SM staff member/leader, the Student Pastor must be made aware of the interaction immediately to ensure it was handled properly (i.e. disclosure of sexual activity, alcohol use, drug use etc).
- Public media (Facebook, tiktok etc.) should be Christ-like in manor.
  - Pictures, videos, or other posts supporting worldly ideologies will not be tolerated (alcohol, drugs, sex, strong political views, etc.).



### **Relationships Among Staff and Students**

- If you have a concern or question about anything involving Corinth Youth, please contact the Student Pastor immediately – before chatting about the issue or situation with another leader, parent or student.
- Relationships between staff/leaders and students should always remain professional, but fun!
  - Include all students and build relationships with everyone, not just your “favorite” student.
  - Staff and leaders are responsible for each student, regardless of relationship.
  - Leaders and staff may not speak with students in a negative manor regarding Corinth Church or Corinth Student Ministry.
- The student pastor may seek out to confide in staff members. Such as, sharing about an interaction with another student, confiding to correct behaviors or standards of a student etc.
  - All information is understood to be shared in confidence unless otherwise stated and should not be shared with the student(s) in question.

Corinth Student Ministry should be conducted in a way that shows excellence and gives glory to God. An attitude of respect, kindness, compassion, mercy, grace, and inclusiveness within this program is always expected. Remember, you are the light of the world, and the light to one of the most easily influenced groups found in Christian Ministry.



## Corinth Children's Ministry Culture

**Children's Ministry Goal:** The goal of our Children's ministry at Corinth is to provide an interactive, safe, and fun environment where our elementary school age students can learn about, discuss, and worship God. Our goal at Corinth is to partner with parents to provide the basic fundamental knowledge of the Bible and a firm foundation in the knowledge and love of Jesus Christ.

### **Our staff and Children's Church volunteers are expected follow these guidelines:**

- Attitudes: All teachers and assistants are expected to have a loving, caring, and respectful attitude towards all children - while maintaining a respectful atmosphere during class time.
- Answer all questions with Biblical truth and communication with other staff members and/or parents.
- Support our children in growing in the knowledge and love of God.
- Regularly attend church services and other events- participate in Children's events, special occasions, parties, etc..
- Children's Church leaders and volunteers are expected to give glory to God in all aspects of their lives: during church services and outside of church services, in-regards to social media, interactions within the community and at home. (See church leadership culture doc for details)
- Encourage and support our children in mission projects within the church and community.

**Annual Meeting:** All Children's Church volunteers will be expected to attend an annual meeting to discuss the progress and areas of improvement for the area of Children's Ministry. However, if at any point a volunteer has suggestions or concerns please bring them to the attention of the Children's Ministry Director or other staff member at the church.

**Preparation:** All teachers are expected to prepare ahead of time to teach the lesson that was provided to them- if any changes need to be made to the lesson or supplies/ items are needed for the lesson, this can be communicated with the Children's Ministry Director prior to Sunday morning.

**Punctuality:** Please arrive on your scheduled Sunday morning by 9:45 AM- to have time to set up and discuss prepared craft, video, activity, etc..

If you are unable to teach or attend church on your scheduled Sunday, please communicate this with the Children's Ministry Director as soon as possible, coverage will be found for you.

We consider it a privilege to serve God in the area of Corinth Children's Ministry. The joy that comes with experiencing the true faith of a child can only strengthen our own faith and grow our own walk with the Lord.

## **Guidelines for Use of Fellowship / Multipurpose Building:**

- All reservations will be made on a first come, first served basis. Church members or leaders reserving the fellowship building must do so by one of two ways:
  - Fill out form online (website or app) under resources / forms.
  - Contact secretary via email or phone during her office hours (Tuesday & Thursday 8:30am – 12:30pm).
- The church secretary will verify all reservations and make arrangements for keys and alarm turn off.
- Please note that no nonmembers will be allowed to reserve our fellowship / multipurpose building.
- The member who reserves facility should be present during the time of usage.
- All reservations are subject to approval by the pastor or appropriate leadership. The fellowship building will not be reserved during the time any church worship service is being held. All scheduled church activities will take precedence.
- Members of the activity are prohibited to come to the church under the influence of alcohol or drugs. The pastor or appropriate leadership has authority to cancel any reservation at any time for any deviation from this rule. No alcoholic beverages may be served at any function at this church.
- Smoking is not allowed inside any church building or near the entrance of any church building.
- The person reserving the fellowship building will be responsible for locking up and turning the lights off when leaving unless otherwise instructed.
- All other parts of the interior church property are completely off limits with no exceptions.
- Decorations for the building should be kept within the bounds of simplicity and good taste with caution being exercised to prevent any damage to the furnishings or buildings. Exits must be left free of decorations because of safety regulations.
- Items in the fellowship building such as paper cups, plates, napkins, etc. are to be used by Corinth Baptist Church functions, and not for private parties.
- All persons using the fellowship building are responsible for leaving it clean and orderly. All trash is to be removed and placed outside in the appropriate container.
- The building should be left set up exactly the way it was found.
- Unless the activity is sponsored by Corinth Baptist Church NO church property (i.e. chairs, tables, etc.) shall be removed from the church grounds.
- The persons reserving for use shall be responsible for paying costs incurred by the church in repairing, or replacing any part of the building or its furnishings and equipment that has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
- The church reserves the right to pre-empt any facility use for its own use in cases of emergencies, such as funerals. Notice will be provided as early as possible.
- Church facilities shall not be used for activities whose primary purpose is the sale of products. The sale of books, CDs, DVDs, etc. by guest speakers will be allowed with prior approval. There shall be no gambling in the church at any time.

# **Guidelines for Weddings & Sanctuary Usage**

Please note that the Sanctuary cannot be used for anything other than a wedding or funeral.

## **General Information**

- Same as guidelines for fellowship / multipurpose building

## **The Minister**

- Couples who desire to use the church for wedding ceremony and desire services of a Minister from another church must first consult with Pastor of Corinth Baptist Church. The minister in charge must be ordained and adhere to similar/like faith.

## **Music**

- The wedding is a service of worship. Music selected for this very meaningful and sacred ceremony must be of appropriate nature.
- Someone from Corinth Baptist Church Sound and Media Team will be required to run any equipment that belongs to the church. The wedding party will be responsible for securing this responsibility through the church office. The person running sound or media equipment can charge a personal fee of up to \$30 but no more. This will be taken care between the wedding party and individual directly.

## **Decorations & Sanctuary Arrangements**

- Decorations for the sanctuary should be kept within the bounds of simplicity and good taste with caution being exercised to prevent any damage to the furnishings or buildings. All decorations shall be removed immediately following the ceremony.
- Nothing can be nailed, pinned or taped to the walls of any part of the church building or fellowship building.
- Any furniture or sound equipment that needs to be moved must be done by an individual appointed by the church.
- Exits must be left free of decorations because of safety regulations.
- Provision must be made to protect furnishings and floors from damage from candle drips and the dampness of potted plants.

## **Miscellaneous**

- Birdseed & Rice, under no circumstances should it be thrown in the church buildings. If it is thrown on the walkways and steps, the wedding party is asked to sweep walkways and steps after the wedding.
- Any damage should be reported to the church secretary and appropriate action will be taken.

## **Church Van Policy & Procedure**

- The van is to be used for church purposes.
- If the van is requested for any misc. reason, it must be approved by the pastor and/or church council.
- Anyone driving the van must be 21 years of age and on the approved driver list associated with our insurance company
- The van can be reserved for uses through our website or app under resources / forms.
- The van should be dropped off:
  - Where it was found
  - With the gas level where it was before use (the church is not responsible for supplying gas for program ministries) Each ministry should use their budget for gas
  - As clean or cleaner than before use
- Anything broke or in need of repair should be reported to the church office ASAP

# **CORINTH BAPTIST CHURCH PERSONNEL POLICIES**

## **1. SALARIES & WAGES**

- Salary and schedules and adjustments shall be based upon such as education, experience, extent of responsibility, amount of supervision required, and cost of living.
- The Personnel Committee will review salaries and wages at least annually recommend adjustments in light of changing conditions, the value of services rendered, and the prevailing salary scales paid by churches of similar services.
- The Personnel Committee will recommend increases in salaries to the budget director.
- Full-time staff members will not be permitted to engage in outside remunerative work except for occasional speaking appointments and writing royalties without the approval of the Personnel Committee.
- Any changes in the General Church Personnel Policies must be approved of by the church council.
- Staff salary details will not be shown in the annual budget report. This information is available upon request of a meeting with the personnel committee chairman, budget director, and pastor.

## **2. BASIC WORK SCHEDULE**

- It is understood that the nature of church employment is such that the work schedule of a staff member cannot always be confined to a rigid schedule. Therefore, the Pastor will have a “working agreement” with other staff members, determined through cooperative staff planning.
- The work week and days off will be determined through cooperative staff planning, under the supervision of the Pastor & Personnel Committee.
- All staff members will be paid as normal for Christmas, New Year's, or any other holidays that fall on Sunday when the church does not have normal schedule.

## **3. VACATION POLICY**

- A full or part time salaried employee is eligible for vacation as follows:
  - One week is granted after six months of continuous service and a second week after completing twelve months of continuous service.
  - Staff members who have completed 4 years of service are eligible for 3 weeks of vacation.
  - Staff members who have completed 8 years of service are eligible for 4 weeks of vacation.
  - Staff members who have completed 10 years of service are eligible for 5 weeks of vacation.
  - Staff members who have completed 15 years of service are eligible for 6 weeks of vacation.
  - Staff members who have completed 20 years of service are eligible for 8 weeks of vacation.
  - A week is defined: Sunday – Saturday
  - Vacation weeks cannot be taken more than 4 weeks at a time unless approved by the pastor and/or personnel committee.

- The Pastor & Staff shall, by January 31<sup>st</sup>, arrange vacations so that time off does not seriously handicap the church's ministries. The staff member with the most seniority will have preference of vacation time. The personnel should be made aware of vacation plans.
- The vacation is considered as being applicable to and for the current calendar year.
- A staff member may have an additional week of vacation without pay upon the Pastor and/or Personnel Committee's approval.
- Vacation time is not accumulative from one year to the next; nor can a staff member use vacation time in a current year that would not be earned until the following year.
- Staff members will not receive additional pay for vacation not taken.
- If staff terminates their position, no unused vacation will be given. When at least two weeks' notice of an employee's departure is given, the Pastor and Personnel Committee will meet and agree upon any type of severance package that will be given.

#### **4. LEAVE OF ABSENCE/ SICK LEAVE**

- When a staff member is ill, injured, unable to work, or a dependent family member is sick, he/she will be eligible for sick leave with pay as follows: up to two weeks total. This means only 2 Sundays as the week is measured from Sunday – Saturday. (non-accumulative)
- When sick leave is exhausted, and additional leave must be taken, this addition will be arranged and approved by the Pastor (deacons if the pastor is the one needing leave of absence) and / or personnel committee.
- Sick leave may not be carried over from year to year.
- In case of extended illness, the Personnel Committee & Pastor will make recommendations concerning the salary and other remuneration.

#### **5. TIME AWAY FROM CHURCH**

- Each full-time staff member will be given the opportunity to participate in the following activities, provided the church's ministries will not be hampered by the staff member's absence:
  - Two weeks for leading in Revival / Conferences.
  - One week for continuing education.
- Each full or part-time staff member should not be away on Sundays more than their personal allotted vacation time combined with their sick time. If staff member ask for more than their allotted time off in a year's time, then a mandatory meeting will be held with the pastor and/or personnel committee to determine reason for absence and course of action.

## **6. RESIGNATION & RELEASE**

### **RESIGNATION:**

- The Pastor should present a written resignation to the Chairman of Deacons & Personnel Committee at least two weeks prior to the effective date.
- Other staff members should present a written resignation to the Pastor & Personnel Committee at least two weeks prior to effective date.
- The resignation will be considered a matter of business and will be formally accepted by the Pastor, Personnel Committee, and church council. The resignation will be made known to the church as a whole based upon recommendations
- When at least two weeks' notice of an employee's departure is given, the Pastor and Personnel Committee will meet and agree upon any type of severance package that will be given
- Failure to give the required notice as stated above will result in the forfeiture of the possibility of any severance package.

### **RELEASE:**

- The church will give at least a thirty-day notice in case of release for the following reasons:
  - Downsizing and Eliminating a specific job
- If in the event the Pastor, and Personnel Committee, determine that the staff being released has a bad attitude, problematic, or possibly could be problematic then the staff will be released immediately.
- When a staff member is released, accrued vacation allowance for the current year will be included in the final paycheck.
- The pastor, personnel committee, and church council will meet and agree upon any severance package to be offered.
- Releases can occur in the case (but not limited to): of incompetence, misconduct, malfeasance, retrenchment, or re-organization.
- Release for misconduct or malfeasance may be without notice, pay, or any release benefits.



# **Worship Leader**

## **Job Description & Expectations**

The Worship Leader will be responsible for leading corporate worship for the church as a whole

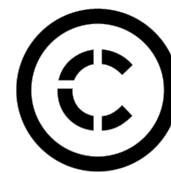
### **Job Description**

- Plan and organize order of service for each Sunday
  - This includes ensuring that all media and sound needs are met each week
- Plan and organize weekly music, sound, & media rehearsals
  - This includes organization and preparation of music information & supplies
  - This includes incorporating new music and ideas to ensure freshness and cultural relevance
- Plan special corporate worship for Easter & Christmas services each year
- Provide support to all other ministries in the church

### **Presumed Expectations for all staff & leadership**

- Become a member of Corinth, along with family members living in the home.
- A sense of calling and passion for ministry.
- Correct view and practice of Biblical tithing.
- Some experience in church ministry.
- Positive, effective and clear communication skills.
- Ability to manage a budget.
- Ability to manage time appropriately and effectively.
- Ability to organize, with excellence, life and ministry.
- Ability to effectively teach Biblical Truths.
- Basic computer & smart phone skills.
- Basic media skills.

Corinth expects all staff to be present at all services, as well as all church-wide activities. Time off and/or absence from any church-wide activity must be discussed in advance with the pastor as he is the supporting supervisor to all staff.



## Minister of Students & Families

### *Job Description & Expectations*

#### Objectives of Ministry Position

1. Partner with parents in discipling their students.
2. Lead a youth program that fosters both spiritual and numerical growth.
3. Lead a student ministry program that fosters church-wide growth.

#### Job Description

Minister of Students & Families will be responsible for leading/overseeing ministries that involve students K5 -12<sup>th</sup> grade and their families. Minister will ensure that the family dynamic, within the church, is spiritually healthy. He will inspire, create excitement among students and their parents, and encourage a passion for Jesus Christ through Bible study and fellowship.

This is a part-time position, working approximately 20 hours per week, including Sundays. Office hours will be coordinated with the pastor. While staff member is in school, they will be available through the week by appointment.

#### Administrative Duties

- Recruit, support, and equip volunteers for children and youth ministry teams.
- Ensure that the space designated for Children and Youth is maintained, well-organized, consistently improving, and exemplifies excellence within our church.
- Run background checks on volunteers and ensure that student safety is enforced.
- Organize/Schedule, Promote, and manage calendars for student ministries.
- Establish method/system to receive ongoing feedback from families.
- Ensure that the curriculum used, at each level of spiritual development, connects to the next level and is parallel to Bible teachings.
- Evaluate/Analyze budget for all student ministry programs and make recommendations (for the following year) to budget director in the fall of each year.

#### General Duties

- Integrate students into the “life of the church” by encouraging participation in Sunday corporate worship and by facilitating meaningful connections between students and faithful adults in the congregation.
- Direct Vacation Bible School
  - Recruit, train, equip and support VBS volunteers and leaders

- Establish and nurture relationships with leaders in local schools and community, maintaining a strong and positive presence.
- Establish and nurture relationships with parents to embody the partnership in the discipleship of their student.
- Contact and work with parents who do not attend CBC as a form of outreach.
- Communicate precisely with students and parents regarding the student program.
  - Parents of youth and children should hear from you each week in some way...
  - Announcements should be communicated in the following ways:
    - Newsletter
    - Bridgelement phone & email
    - Followed up with additional text message...
- Establish and oversee proper transition for students from nursery to children and children to youth.
  - The educational year for student ministry will run from August – June.
  - Exceptions to the proper age requirements requires a meeting with parents and all leaders involved.
- Provide ministerial support to students and families with community involvement
- Establish and oversee discipleship that focuses on the biblical roles/responsibilities of parents.
- Assist the senior pastor in preaching and other responsibilities when called upon.
- Provide support to all other ministries in the church.

#### 6<sup>th</sup>–12<sup>th</sup> Grade

- Plan/Organize weekly youth services, corresponding to the overall discipleship model of the church.
- Plan/Organize quarterly opportunities for youth to engage in discipleship through fellowship.
- Plan/Organize annual youth camp/retreats
- Plan/Organize annual youth mission projects.

#### K5-5<sup>th</sup> Grade

- Teaching and providing structure/organization to the Children's program
  - Including Sunday AM Children's Church
  - Including Sunday PM Kids Ministry
- Plan/Organize annual children and family event(s)
  - Example – fall festival, etc.
- Plan/Organize children mission projects

#### Presumed Expectations for CBC Staff/Leadership

- Become a member of Corinth, along with family members living in the home
- Consistent involvement in COR groups, mission projects, and corporate worship
- A sense of calling and passion for ministry
- Correct view and practice of Biblical tithing
- Some experience in church ministry
- Positive, effective and clear communication skills
- Ability to manage a budget
- Ability to manage time appropriately and effectively
- Ability to organize, with excellence, life and ministry
- Ability to effectively teach Biblical truths

- Basic computer and smart phone skills
- Basic media skills

All staff members are expected to be present at all services, as well as all church-wide activities. Time off and/or absence from any church-wide activity must be discussed, in advance, with the pastor, as he is the supporting supervisor to all staff.

**EVALUATION:**

- Each staff member will meet with the pastor and/or personnel committee for an annual evaluation.

# Deacon Ministry

## Scriptural Qualifications

1 This is a true saying, If a man desire the office of a bishop, he desireth a good work. 2 A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behaviour, given to hospitality, apt to teach; 3 Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; 4 One that ruleth well his own house, having his children in subjection with all gravity; 5 (For if a man know not how to rule his own house, how shall he take care of the church of God?) 6 Not a novice, lest being lifted up with pride he fall into the condemnation of the devil. 7 Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.

8 Likewise must the deacons be grave, not doubletongued, not given to much wine, not greedy of filthy lucre; 9 Holding the mystery of the faith in a pure conscience. 10 And let these also first be proved; then let them use the office of a deacon, being found blameless. 11 Even so must their wives be grave, not slanderers, sober, faithful in all things. 12 Let the deacons be the husbands of one wife, ruling their children and their own houses well. 13 For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus. 1 Timothy 3:1-13 (KJV)

1. **Christian Dedication** (3:8) – The word grave means a respect for the teachings of Christ. A deacon must be an individual who is not ashamed to be open with their faith in any situation. The word grave is used to describe a person for whom Christ like qualities are very serious.
2. **Truthfulness in speech** (3:8)- This describes a person who does not lie.
3. **Disciplined Christian Living** (3:8) – The words in verse 8 calls for an individual to be good stewards of good influence. The freedom in Christ gives us the opportunity to make choices that influence other people for good.
4. **Integrity in Christian Conduct** (3:9) – At all times, actions, speech, and attitudes should reflect Christ.
5. **Proven Spiritual Maturity** (3:10) – This simply means “tested”. This means that an individual’s spiritual maturity must be proven.
6. **Christian Family Life** (3:13) – An individual must be a leader in their home before the church.

## Corinth Baptist Church Deacon Expectations

1. A deacon is a deacon is a deacon, active or inactive. The same is expected out of both active and inactive. 58 Therefore, my beloved brethren, be ye steadfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord. 1 Corinthians 15:58 (KJV)
2. Deacons and wives are expected to meet the Biblical qualifications.
3. Deacons and wives are expected to be in good positive fellowship with church family members.
4. Deacons and wives are expected to regularly attend: Sunday morning worship, COR Groups, and Church events and activities. Corinth has an understanding attitude regarding work schedules.
5. Corinth recognizes that the deacon is a minister and not a manager of the church’s affairs. Corinth expects all deacons to hold this same view as it is the Biblical view.
6. Deacons are expected to commit themselves to a growing spiritual life.
7. Deacons and wives are expected to present themselves as examples of excellence and professionalism in speech, attitude, behavior, and dress.
8. Deacons and their families are expected to be committed to the church and in good standings with other church members.

9. Deacons are expected to attend deacon meetings.
10. Deacons are expected to be faithful in their financial tithing to the church.
11. Deacons are expected to pray for their church.
12. Deacons and their wives are expected to support their pastor and staff members publicly and privately.

## Deacon Ministry Overview

- **Deacons are Christian servant leaders. Leadership and management are not necessarily the same. Managing refers to a control function while leadership refers to influencing or guiding function.**
  - Servant hood – Meets the needs of others
  - Commitment – Promotes a positive influence while demonstrating a deep commitment to God and the church
  - Vision – Is a visionary servant leader
  - Perseverance – Presses on no matter the situation or circumstances
  - Enthusiasm – An encourager
  - Lead by
    - Being an example to the church
    - Participating in church life
    - Being a catalyst
- **Deacons proclaim the Gospel by:**
  - Their faithful involvement Worship services
  - Greeting church family and visitors
  - Teaching God's word
  - Decision counseling
  - Personal witness
- **Deacons are Caregivers**
  - Caregiving qualities to be had:
    - Knows Jesus Christ personally
    - Sensitive
    - Selfless
    - Patient
    - Alert
    - Involved
    - Teachable

## Counting

- All money must be handled by 2 individuals
- Cash should be counted by both individuals
- Go over checks several times together
- Always include address in the name line for individuals you do not recognize
- Be sure to read the memo line on the checks / envelopes
- Envelopes with names on them must be shredded

# Nursery Policy & Procedure

## GENERAL INFORMATION

- Before your initial drop off, please complete a permission/release form for your child. This is only required annually, unless your information changes before the end of 12 months.
- Due to germs and over crowdedness, parents are asked to refrain from going in the nursery.
- If you are a nursing mom, at the end of our nursery hallway, there is a private nursing room for you to use.
- Our nursery workers are prepared to provide the best possible care for your child. All linens, toys and equipment are cleaned and each baby is given personal attention and will find warmth in the midst of our church.
- Please bring a diaper bag – diapers, sippy cup, snack, pacifier (if needed), change of clothing (if not fully potty trained)

## CHECK-IN AND DISMISSAL

- Please give your child and diaper bag to the worker and register him/her on the check-in sheet.
- Please indicate on the check-in sheet:
  - Any special instructions (ex. - feeding times if bottle-fed)
  - Any known allergies
  - When child should be taken to bathroom if not potty trained.
  - Name of person dropping off, if visitor. This person is the only person permitted to pick up child.
- Please give your child to one of our volunteers without opening the bottom half of the door (remains closed). If you are unable to do this, an exception will be made. Your child's snack and cup will be individually labeled and your child's bag and coat will be placed in a specific cubby labeled for them.

## COMING INTO THE NURSERY DURING THE SERVICE

- You may be asked to come to the nursery during service for a variety of reasons:
  - If we sense your child is in some form of distress and have tried to comfort your child with no success
  - If your child is not responding to disciplinary measures (verbal warning or time out) in such a way as to be a continuous disruption to the nursery environment
  - If we do not have the necessary items to care for your child (change of clothes, bottle, etc.)
  - If there is any type of emergency

- Entering the nursery during the worship service
  - If you are needed during service time, a volunteer will text you. If we still haven't been able to get you, a member of our security team will come get you from service.
  - If in the event you come to the nursery and are not seen by a volunteer, please ring the bell and someone will let you in.
  - We ask that no parents come to the nursery during the worship service to check on their child, with exceptions. Often children are left in distress if a parent comes in to check on him/her and then leave again. It can also upset other children if they sense it is time to see their parent when it is not. We understand you may like to check on your child, especially if you hear him/her crying. In this case, peek through the nursery window and catch a worker's eye, and he/she will be sure to motion you inside if you are needed.

## FOOD

- Please assist us in seeing that your child is fed any regular meals necessary before registering them (bottle fed babies are an exception).
- If an infant needs to be fed baby food, the nursery will do its best to feed your child at the appropriate time.
- Allergy concerns should ALWAYS be listed on the check-in sheet.
- Please bring a snack for your child. If this is forgotten, a snack will be provided. If you do not want your child to have a snack, please indicate this on the sign-in sheet.

## BUG FREE NURSERY!

### PLEASE DO NOT BRING CHILDREN THAT HAVE:

- Fever
- Runny Nose (yellow, green)
- Cough
- Vomiting
- Diarrhea
- Unknown Rash
- Discharge from eye(s)
- Ear infection or irritability/pulling at ears
- Cough that is deep/congested
- Child on antibiotics less than 24 hours
- Lice, mites, or ringworm

***Any children with these above symptoms will be returned to parents. Thanks for keeping our nursery healthy!***