

Pine Hill Baptist Church, Inc. Of Cairo

Policies and Procedures Manual

PREFACE

This manual has been prepared as a guide to all who serve in a leadership position at Pine Hill Baptist Church, Inc. Its purpose is to aid in the effective and efficient functioning of staff, ministry groups and church members; to assist church leadership in sound decision making; to optimize the fulfillment of Pine Hill Baptist Church's ministry purpose and goals; and to have in written form necessary ministry guidelines in one place for easy and quick reference.

This manual contains official documentation of Pine Hill Baptist Church, Inc. The church's Philosophy of Ministry, as documented in the Constitution and current copies of the Articles of Incorporation and Bylaws, are enclosed. Organizational charts have been included which display the various levels of leadership and ministry structure. Leadership Position and Ministry Descriptions are also enclosed. This manual serves to bring the organizational and operational structure of Pine Hill Baptist Church, Inc. together in one concise fashion to assist leadership in organizing and operating His House in a more "decent and orderly" manner.

If a conflict between doctrine, philosophy of ministry, organizational structure, leadership and ministry descriptions, or any other related organizational matter of the church arises, the content in this manual should address an appropriate method for solution. However, the Constitution and Bylaws will always take precedent over other content found in this manual.

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Section I - LEADERSHIP AND MANAGEMENT**Section A, FEDERAL INCOME TAX EXEMPTION****STATEMENT OF POLICY:**

Pine Hill Baptist Church qualifies for exemption from federal income tax and is eligible to issue tax deductible contribution statements to donors. This exemption is allowed under Section 501(c)(3) of the Internal Revenue Code. Pine Hill Baptist Church has filed Form 1023 with the Internal Revenue Service and has received a determination letter from the agency granting the exemption. To maintain this exemption, Pine Hill Baptist Church must remain organized and operated exclusively for religious or other charitable purposes, its net earnings may not inure to the benefit of any private individual or officer, no substantial part of its activity may be the carrying on of propaganda or attempting to influence legislation, and the church may not intervene in political campaigns.

Therefore, Pine Hill Baptist Church leaders will not knowingly perform "prohibited activities" which could result in the denial or revocation of Pine Hill Baptist Church's federal income tax exempt status as granted under section 501(c)(3) of the Internal Revenue Code. Pine Hill Baptist Church reserves the right, under the authority given by God, to speak out against governmental leaders, their practices and issues if such individuals and actions are in a direct violation of Scripture; the only source for absolute truth.

PROCEDURES**1.0 INUREMENT AND PRIVATE BENEFIT**

- 1.1 Churches exempt under section 501(c)(3) are prohibited from engaging in activities that result in inurement of the church's net earnings. The prohibition against inurement means that the persons who organized or who now control or oversee an exempt organization, including its officers, directors, staff and members, may not use their control to acquire any of its funds or assets (other than for the payment of reasonable compensation for services rendered or in return for the payment of fair market value).
- 1.2 Examples of inurement include the payment of unreasonable levels of compensation to its staff, granting of interest free loans, and the payment of legal fees on behalf of its individual members and officers acting in their "private" capacity. The church's payment of reasonable rent to an insider for the church's use of the insider's property would not constitute inurement of net earnings but the payment of an excessive amount in the form of rent would. The prohibition against inurement is absolute; therefore, any amount of inurement is grounds for loss of exempt status.
- 1.3 In addition to the prohibition on inurement to "insiders," there is the requirement that a section 501(c)(3) organization's activities may not serve private interests. In general, an organization's activities must be directed toward exclusively religious, charitable or educational purposes. The beneficiaries of the organization's activities must be recognized objects of charity (such as the poor or the distressed) or the primary benefit of the activity must flow to the community at large (for example, through the conduct of religious services or the promotion of religion).
- 1.4 To ensure that inurement and private benefit activities are not engaged in, the church has approved the following individual policies:
 - Salary and Wage Administration Plan

- Conflict-of-Interest

1.5 These policies can be found under the Personnel Manual for Pine Hill Baptist Church

2.0 POLITICAL ACTIVITY

2.1 Churches and other organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code are prohibited from participating or intervening directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. If the IRS finds that an organization has engaged in these activities, it could result in the loss of exempt status and may assess an excise tax on the amount of the funds spent on such activity.

2.2 Therefore, to avoid violating the political campaign provisions of the law, Pine Hill Baptist Church will avoid the following practices:

- Endorsing a candidate directly or indirectly through a sermon, speech, newsletter, or sample ballot.
- Using a rating program to evaluate candidates.
- Publishing a candidate's statement.
- Publishing the names of candidates who agree to adhere to certain practices.
- Publishing candidate responses to a questionnaire that evidences a bias on certain issues.
- Publishing responses to an unbiased questionnaire focused on a narrow range of issues.
- Raising funds for a political candidate.
- Providing volunteers, mailing lists, publicity, or free use of facilities unless all parties and candidates in the community receive the same services.
- Paying campaign expenses for a candidate.
- Distributing statements about candidates or display campaign literature on church's premises.

3.0 ATTEMPTING TO INFLUENCE LEGISLATION

3.1 In general, no organization, including a church, may qualify for tax-exempt status as a charitable organization if a substantial part of its activities is attempting to influence legislation.

3.2 An organization will be regarded as "attempting to influence legislation" (commonly known as "lobbying") if it contacts, or urges the public to contact, members of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation. Organizations may, however, involve themselves in issues of public policy so long as the involvement does not result in attempts to influence legislation that constitute a substantial part of their activities. For example, churches may conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an "educational manner" without jeopardizing their exempt status.

Section B, VOLUNTEER OVERSIGHT

STATEMENT OF POLICY:

All volunteer workers, persons who perform a work of ministry without financial compensation and without being forced to perform such tasks, are considered vital to the successful fulfillment of the ministry purpose of Pine Hill Baptist Church. Furthermore, to reduce the likelihood of allegations regarding the negligence of volunteers, selection, screening and supervision procedures shall be established and followed. These procedures will demonstrate that Pine Hill Baptist Church acted with reasonable care in the selection and use of its volunteer workers.

PROCEDURES

4.0 ORGANIZATIONAL STRUCTURE

4.1 The organizational structure of Pine Hill Baptist Church is as follows:

- Committees
- Ministry Teams
- Ministry Staff
- Deacon Fellowship

5.0 MINISTRY DESCRIPTIONS

5.1 When a new Ministry Team or Committee of the church is established, a Ministry Description will be completed including the following information:

- Title of ministry
- Who the ministry reports to
- Team responsibilities and duties

5.2 The Ministry Team Description is found in Appendix A of the Policies and Procedures Manual.

6.0 LEADERSHIP POSITION DESCRIPTIONS

6.1 Leadership Position Descriptions will be prepared to assist in leading its activities. This description will provide the following basic information:

- Title of position
- Who the leader reports to

6.2 The Leadership Position Description will further define, in sufficient detail, the duties and responsibilities.

7.0 IDENTIFYING VOLUNTEERS

7.1 The Nominating Committee of Pine Hill Baptist Church is the primary group that is responsible for presenting volunteers to the church for election. The Nominating Committee will work closely with staff and ministry team leaders to identify, enlist, and elect volunteer leaders.

8.0 SCREENING PROCEDURES

8.1 Volunteers enlisted to work with or around children or youth must complete the requirements as stipulated in the Prevention of Children and Youth Abuse Policy. This policy is included in this section of the Policies and Procedures Manual.

8.2 All volunteers are expected to faithfully carry out the principles of the Membership Covenant (Article IV, Constitution).

8.3 Other screening procedures will need to be performed if the volunteer is to perform any of the following duties or responsibilities:

- Handle church finances - Bonding and a credit check may be required.

9.0 ORIENTATION OF VOLUNTEERS

9.1 All volunteers of Pine Hill Baptist Church will be provided a copy of the mission statement of Pine Hill Baptist Church. Some may have received this as a New Member when they joined the church.

Section C, PREVENTION OF CHILDREN AND STUDENT ABUSE

STATEMENT OF POLICY:

Church leadership is committed to providing an environment which is as safe as possible for children and youth who attend the church activities or any sponsored program or activity, and to take the necessary precautions to protect church leaders from accusations or suspicions.

PROCEDURES:**10.0 GUIDING PRINCIPLES**

- 10.1 We recognize that certain people have exceptional talents and gifts for teaching and supporting the growth and development of Pine Hill Baptist Church's children and youth and we wish to encourage them. At the same time, we have set certain criteria for those who choose to serve in these ministries so as to protect the well-being of our children and youth.

11.0 PROHIBITED BEHAVIOR

- 11.1 The following behaviors are prohibited for all paid employees and volunteers:
- Threatening or inflicting physical injury upon a child and youth, other than by accidental means.
 - Committing any sexual offense against a child or youth, or engaging in any sexual contact with a child or youth.
 - Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.

12.0 WORKER ENLISTMENT AND SCREENING

- 12.1 Individuals considered for positions in the preschool, children and youth areas of ministry must be members in good standing of Pine Hill Baptist Church for a minimum of six months before serving without supervision in these areas.
- 12.2 All paid workers must also complete the Criminal Records Check.
- 12.3 Individuals who have been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse cannot be used to serve nor will they be employed for any church sponsored activity or program for preschool, children or youth.

13.0 GUIDELINES FOR VOLUNTEERS OF CHILDREN'S MINISTRIES**13.1 Volunteer Conduct**

- 13.1.1 Under no circumstances shall a volunteer be alone with a child behind a closed door. A minimum of two adults must always be present in each room where children are present.
- 13.1.2 Classes third grade and under shall remain in the assigned spaces. If there is to be a change, the director of that ministry must be informed and approve the change.
- 13.1.3 Two adult volunteers must be in all preschool rooms at drop-off and pick-up times. If one of the volunteers has not arrived, a parent must be asked to stay in the room until the second volunteer arrives.
- 13.1.4 Only a parent or other person specifically designated by the parent and known to the volunteer may pick up pre-school or kindergarten children. Parents will be requested to provide the Minister of Children with any special information regarding a possible child custody dispute where leadership should pay

particular attention to who picks up the child. First and second grade children may be released without being picked up by a parent or other designated person if the parent provides written permission to do so. Third grade and older children will be released at the end of class unless the parents provide special instructions to the contrary. When the parents must pick up a child, the parents should do so immediately after the service and before going to other activities.

13.1.5 Parents of pre-school age children are encouraged to change the diapers of their own children and should check on their children between services if they plan to leave their child for both services. A volunteer will change a diaper only at the parents request. This request can be contained on the registration form for the child. Parents who expect volunteers to change diapers are encouraged to supply the diapers.

13.2 Discipline of Children

13.2.1 Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary.

13.2.2 The behavior of a child who is a constant disruption to a class should be discussed with his or her parents and the ministry director. In appropriate circumstances, the parents can be asked to attend class to observe or control the problem behavior. If the behavior persists, the child may be removed from the class. A child who is a danger to other children shall be removed immediately.

13.3 Communication with Parents

13.3.1 Parents shall report suspected abuse or other concern regarding a classroom situation to the appropriate church leader and be assured that they will not be retaliated against for making a report.

13.3.2 Parents shall be advised that they must pick up their children no later than ten (10) minutes after the service is over unless special arrangements are made, with consent of the volunteers concerned.

13.3.3 Parents shall not leave a child if the child has a fever or other severe illness. Parents must advise the volunteers if the child is on medication.

13.4 Staffing of the Children's Ministries

13.4.1 There shall be a minimum of two (2) adult volunteers assigned to each class, and a minimum of one (1) assigned to each "break-out group" which is part of a larger class.

13.4.2 The ministry director shall make provision for last-minute replacements of a volunteer who cannot be present on a given day. If the required number of volunteers cannot be obtained, the class must be combined with another class.

13.4.3 Parents may be requested to work in children's rooms to fill in or substitute for other volunteers.

14.0 GUIDELINES FOR VOLUNTEERS OF STUDENT MINISTRIES

14.1 Physical Contact

14.1.1 Touching need not be completely avoided, but staff and volunteers must be aware of how it looks and how the person being touched may interpret the contact. Inappropriate or uncomfortable behavior shall not be allowed.

14.2 Staffing Considerations for Planned Activities

14.2.1 A minimum of two (2) adults should be present for all activities.

14.2.2 Any one-on-one meeting involving a youth must be conducted with the door open. Planned one-on-one lunches with members of the opposite sex must be held in public places and may only occur if (1) proper approval has been given by the parent or guardian, (2) the designated church official has been notified, and (3) separate transportation is used. At no time shall a youth worker pursue a dating relationship with a student.

14.3 Driving Rules

14.3.1 Only leaders or other qualified, individuals may drive. All drivers must have, and upon request, show to the person in charge of an event, a valid driver's license and proof of insurance. When one vehicle is used for an event, the two-adult rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event, keeping the other vehicles in sight is an acceptable substitute for the two-adult rule. The number of persons per vehicle must not exceed the number of seatbelts, and seatbelts must be worn by all occupants.

14.4 Overnight and Trip Rules

14.4.1 Written Permission and Medical Consent forms must be completed prior to the trip.

14.4.2 While attendance at on-campus activities is permissible for post-18 year olds, any student over the age of 18 who accompanies an overnight or other off-campus trip must be considered an adult and must complete appropriate screening.

15.0 REPORTING AND INVESTIGATIONS

15.1 Reporting Requirements

15.1.1 All volunteers and employed children or youth workers shall immediately report and document any incident of abuse or violation of the two-adult or open door policy of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.

15.2 Incident of Abuse Defined

15.2.1 An "incident of abuse" means any occurrence in which any person:

- Has threatened or inflicted physical injury upon a child, youth or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
- Commits or allows to be committed any sexual offense against a child, youth or vulnerable adult, or engages in any sexual contact with a child, youth or vulnerable adult, or is reasonably suspected to have done so.
- With respect to if a child, youth, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or engages in other verbal, visual or physical conduct of a sexual nature, or is reasonably suspected to have done so.

15.3 Reporting Procedure

15.3.1 The person reporting an incident of abuse shall contact:

- The Senior Pastor or Ministry Director if an incident of abuse involves a child.
- The Senior Pastor or Ministry Director if an incident of abuse involves a youth.
- The Ministry Director shall report the incident immediately to the Senior Pastor.

15.3.2 Upon receiving the report the Senior Pastor shall determine if sufficient evidence exists that an incident actually occurred. If evidence of an incident exists, the Senior Pastor shall begin the process of reporting and correction as outlined in 15.4 and 15.5 of this manual.

15.4 Obligation to Report to the Child Abuse Investigators

Where any child or youth worker has reasonable cause to believe that a child or youth, under their supervision, may be abused or neglected, they will report their suspicions to the Pastor. The Pastor, upon investigation, shall make a report to the local law enforcement agency's child abuse investigators following the procedures in Section 6.5 that follows.

15.5 Responding to the Report

When the Pastor receives a report of an incident of abuse, he shall immediately take all steps necessary to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented, the person receiving the report shall:

- Immediately contact parents or guardian of the alleged victim to inform each one of them of the incident and shall ensure each parent or guardian has been notified. If one parent or guardian is the alleged wrongdoer, the person receiving the report shall contact the other parent or guardian and inform him or her of the incident individually.
- Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending investigation.
- Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with children, youth or vulnerable adults pending the investigation.

Section D, CHURCH MEETINGS AND RECORD KEEPING

16.0 STATEMENT OF POLICY:

The church recognizes the need for having regular and special called meetings of its members and leaders. The church also understands the importance of maintaining permanent records of all such meetings. Therefore, all congregational, ministerial staff, councils and committees meetings of Pine Hill Baptist Church will be held on a regular basis and their proceedings will be appropriately documented for permanent record purposes.

PROCEDURES:

17.0 MEETINGS

17.1 Congregational Meetings

17.1.1 Article III of the Bylaws stipulates the requirements for membership meetings.

17.1.2 All business meetings shall be conducted through formal proceedings according to parliamentary procedures of *Roberts Rules of Order*.

17.2 Ministerial Staff Meetings

Ministerial staff meetings will be held at times established by the pastor. The pastor will establish who should attend such meetings, what notification procedures need to exist and the agenda format.

17.3 Committee Meetings

17.3.1 Committee meetings of Pine Hill Baptist Church will be held as considered necessary by the chairperson of the group. The normal protocol for holding committee meetings is as follows:

- Notification - Upon decision of the chairperson of the Committee to hold a meeting or by the calling of a special meeting, each Committee member shall be notified by the chairperson.
- Items of Business - The notification should include any specific items of business to be discussed and/or resolved at the meeting.
- Meeting Procedures - The procedures for conducting the meeting will be left to the chairperson of the committee but should use rules of order and conduct consistent with the church's mission and witness. Two issues are:
 - Any committee or church member with a personal-gain or financial interest in an item to be voted upon shall abstain from voting on the item.
 - Minutes of all meetings shall be recorded and available for review of any member upon request.

18.0 FILING OF MEETING MINUTES AND OTHER DOCUMENTS

The original minutes and attachments of meetings where official actions are taken shall be submitted to the church secretary for filing in the church office. Minutes of committee meetings shall be kept by the chairperson or an elected recorder until such time the committee's work is completed.

Section E, GENERAL GUIDELINES FOR COMMITTEES

STATEMENT OF POLICY:

The church has established two types of committees are used for accomplishing the mission of the church.

All committees of Pine Hill Baptist Church are elected or appointed according to the processes described in the Bylaws or Policies and Procedures Manual. No council or committee shall be recognized that does not conform to these processes.

PROCEDURES:

18.1 COMMITTEES

18.1.1 Two types of committees can be established. They are:

- Standing Committees
- Ad Hoc Committees

18.2 STANDING COMMITTEES

18.2.1 Standing committees are permanent committees, established in the church's bylaws, which relate to the ongoing governance and operations of the church. Members are elected to three-year terms. Standing committees/councils are:

- Baptistery Committee
- Cemetery Committee
- Facilities Committee
- Finance Committee
- Hostess Committee
- Outreach Committee
- Personnel Committee
- Nominating Committee
- Sound System Committee
- Worship Committee
- Website Committee

18.2.2 Elections of standing committee members shall be completed prior to the beginning of the church year. Special elections may be held as needed. Persons elected at regular elections shall begin their service on the first day of the new church year immediately following their election, unless otherwise stated. Election of standing committee members shall use the following process:

- The Nominating Committee shall review the church rolls for members gifted and talented to serve in the ministry in question. Upon agreement of the committee, a member of the Nominating Committee shall contact the candidate and secure permission to place the candidate's name before the church.
 - ◆ The Nominating Committee shall present the candidates to the church in accordance with Article III, Section 1 of the Bylaws.
 - ◆ Committee rotation, action to remedy unexpired terms, and other necessary actions shall be processed in accordance with Article III, Section 1 of the Bylaws.
 - ◆ Persons completing a full three (3) year regular term will not be nominated or re-elected to the same position until a one (1) year waiting period has passed. The one (1) year waiting period does not affect service in other positions.

18.3 AD HOC COMMITTEES

18.3.1 Ad Hoc committees are created for specific purposes. Ad Hoc committees should be instituted for a specified period.

18.3.2 Ad Hoc committees shall be appointed according to the following process:

- Upon the identification of a special ministry or administrative task that required the attention of a special Ad Hoc Committee, the pastor shall bring the need to the church in a regular business

meeting.

- The church shall approve the creation of the Ad Hoc committee.
- Any church member may appoint members of the church to an Ad Hoc committee. Members should be appointed on the basis of special gifts and skills required to effectively conduct the ministry of the Ad Hoc committee.
- Upon the completion of the assigned ministry task, the committee shall be disbanded.

19.0 COMMITTEE ORGANIZATION

19.1 Committee Chairperson

19.1.1 Sets the tone for committee work, ensures that members have the information they need to do their jobs, and oversees the logistics of the committee's operation.

19.1.2 Should be nominated and elected at first meeting of committee, at the beginning of the church year.

19.1.3 Reports on committee business he or she works closely with the pastor and other staff liaison to the committee.

19.1.4 Assigns work to committee members, schedules meetings, chairs meetings, and ensures distribution of minutes and reports to members.

19.1.5 A general Leadership Position Description for a committee chairperson can be found in the Organizational Manual. This description can be enhanced to more fully describe specific duties unique to the committee.

19.2 Committee Members

19.2.1 Must make a serious commitment to participate actively in the committee's work, including substantial participation in committee meetings and discussions.

19.2.2 Should volunteer for and willingly accept assignments and complete them thoroughly and on time.

19.2.3 Must stay informed about committee matters, review agendas and support before each meeting, prepare themselves well for meetings, and review and comment on minutes and committee reports.

20.0 TRAINING

20.1 When training necessary for a committee to properly discharge its duties is deemed necessary, all committee members shall be present and cooperate. Training resources shall be identified by the committee chairperson in cooperation with the pastor and church staff.

Section F, CONFLICT RESOLUTION

STATEMENT OF POLICY:

The church will follow the Biblical standard for redemptive resolution of conflict as found in Matthew 18. If the process described in Matthew 18 cannot resolve the conflict, then church leadership will use arbitration. Arbitration is a private, informal process by which all parties agree, in writing, to submit their claims or disputes to one or more impartial persons authorized to resolve the controversy by rendering a final and binding award that is enforceable in court.

PROCEDURES:**21.0 COMPLAINT SUBMITTAL**

21.1 Church members and employees are encouraged to submit complaints and suggestions in writing in a sealed envelop marked "Confidential for Leadership" for consideration. Complaint submittals that have not been signed will be disregarded. Individuals making such submittals should not fear any form of retaliation.

21.1.1 The responsible individual and person submitting complaint will work to resolve the issue in a Christ-like manner.

22.0 CHURCH DISCIPLINE - MATTHEW 18 PRINCIPLE**22.1 General Overview of Church Discipline**

22.1.1 Believers who have fallen into a deliberate, persistent and unrepentant lifestyle of sin are treasures to be regained. In Matthew 18, our Lord tells us the steps of healing love to take in hopes of regaining lost treasure.

- Vv. 1-4 You must enter the kingdom of God like a little child with humility and simple trust.
- Vv. 3-9 You must protect a little child from sin and harm.
- Vv. 10-14 You must go after and care for a wayward child.
- Vv. 15-20 You must discipline a wayward child.
- Vv. 21-35 You must forgive and restore a repentant child.

22.2 Discipline of Pine Hill Baptist Church Members**22.2.1 STEP 1 - Personal and Private Conference (v. 15)**

- Do I have personal first-hand knowledge of the sin?
- Personal purity - Before pointing out someone else's sin, I must first confess my own (Matt. 7:3-5).
- Is my honest motivation and purpose for going to this person that of restoration?
- Can I go with an attitude of love, gentleness and humility? (Gal. 6:1-3).
- If he/she listens and repents, you have restored him/her; If he/she doesn't, then proceed to step 2.

22.2.2 STEP 2 - Private Reprove With One or Two Witnesses (v.16)

- These witnesses are people who have personal purity, proper attitude and correct purpose.
- Getting more people involved prevents wrong reporting of the meeting and conversation.
- If he/she listens and repents, you have restored him/her; If he/she doesn't, then proceed to step 3.

22.2.3 STEP 3 - Tell It To Proper Church Leadership (v. 17a)

- The pastor, should be contacted and provided all the facts to this point.
- The Pastor may select one or two staff ministers and/or deacons and meet with the one being reprovved.
- If the individual continues to be unrepentant, he or she should be advised that the next step is to inform the entire Fellowship of Deacons at their next meeting.

- The Fellowship of Deacons will be informed where the matter will be prayerfully considered under the direction of the pastor.
- A registered letter with return receipt requested will be sent to the individual regarding the concerns and results of the Fellowship of Deacons meeting. This letter should have been reviewed by legal counsel. This letter should inform the person that if the Pastor has not heard from the person by a specific date, the membership of the church body will be informed.
- If he/she listens and repents, you have restored him/her; If he/she doesn't, then proceed to step 4

22.2.4 **STEP 4** - Public Announcement of the Exclusion From The Church Fellowship (v. 17b)

- Prior to discussing the discipline matter before the church, all visitors and non-church are dismissed.
- The letter sent by registered mail will be read.
- The members of the church are enlisted to continue to pray and assist in calling the one being reprovved to repentance and restoration.
- The members of the church are informed that the unrepentant party will be removed immediately from the church roll and is no longer a member of this fellowship.
- A letter by registered mail will be sent to the individual informing him/her of removal from church membership and fellowship. This letter should be reviewed and approved by legal counsel.
- Any contact with this individual should be carefully guarded and limited - always prayerfully and lovingly seeking to call them to repentance and restoration.
- If at any time during the Biblical procedure the one being reprovved requests in writing to be removed from the church roll, this will be honored, the church will respond to this request in writing. This letter should be reviewed and approved by legal counsel.

22.2.5 **STEP 5** - Restoration of Repentant Person (2 Cor. 2:5-11; Matt. 18:21ff)

- If the one being reprovved eventually repents, he/she should be immediately forgiven and restored. If repentance occurs after Step #4, public exclusion, then restoration should be public as well.

23.0 ARBITRATION THROUGH CHRISTIAN CONCILIATION**23.1 General Comments**

23.1.1 Whenever the disciplined member rebels against leadership or challenges the Matthew 18 principle, the church will then utilize arbitration to resolve the dispute. Arbitration is simply a written agreement on how to resolve disputes by the use of impartial means. Disputes arising from employment, church contracts, etc. may also require arbitration proceedings,

23.1.2 Arbitrators are selected based on their knowledge and experience of the subject matter being disputed. Arbitrators can render decisions based on their review and analysis of the facts of the dispute. These decisions are final and binding and are enforceable in a court of law.

23.2 Staff Disputes

23.2.1 All staff are encouraged to resolve disputes in an expeditious manner. As Matthew 18 stipulated, the first step is to approach the applicable staff person one-on-one as a brother and sister in Christ. If this does not resolve the matter, the employee should then bring the dispute immediately to the Pastor or the Chairperson of the Personnel Committee.

23.2.2 Staff disputes must be resolved on a prompt basis so that reconciliation and serving together can be restored. If a conflict between staff is not resolved within 48 hours the matter must be brought to the attention of the Chairperson of the Personnel Committee, who will immediately seek to coordinate resolution between the affected staff and, if appropriate, notify appropriate council.

23.3 Professional Assistance

23.3.1 Church legal council shall be consulted in all conflict resolution matters. Also, the church's insurance agent should be consulted if liability coverage is available.

Section G, FRAUD PREVENTION**STATEMENT OF POLICY:**

Church income, from whatever source, is held by the church in trust for the church's religious, educational and charitable purposes. The Internal Revenue Code conditions the exemption of Pine Hill Baptist Church from federal income taxation on several factors, which includes that none of the church's net earnings can inure to the benefit of a private individual, except for the payment of reasonable compensation for services rendered. The Internal Auditing process of Pine Hill Baptist Church is responsible for detecting defalcation, misappropriation, and other irregularities. Each member of the Administrative Council and Standing Committees should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity.

The conditions of this policy apply to any irregularity, or suspected irregularity, involving not only church employees but also church members, vendors, integrated auxiliary ministries, and/or unknown parties. Any investigative activity required will be conducted without regard to the suspect wrongdoer's length of service, position/title, or relationship.

PROCEDURES:

24.0 ACTIONS CONSTITUTING FRAUD

24.1 Actions constituting fraud refer to, but are not limited to:

- Diverting church funds for personal benefit
- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to a church member or donor
- Forgery or alteration of a church check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other church assets
- Impropriety in the handling or reporting of church money or financial transactions
- Accepting or seeking anything of (material) value from vendors or persons providing services/material (exception: perishable gift less than \$75 in value intended for a group of employees, such as candy, flowers) to the church
- Destruction or disappearance of records, furniture, fixtures, equipment or other assets of Pine Hill Baptist Church
- Any similar or related irregularity.

25.0 PREVENTIVE MEASURES

25.1 Following is an abbreviated list of steps approved by Pine Hill Baptist Church to assist in the prevention and detection of fraud within Pine Hill Baptist Church's organizational structure and operations. More detailed guidelines can be found in the church's Financial Policies and Procedures section of this manual.

- a. The establishment of plurality of leadership within church governances.
- b. Receipt of unopened bank statements and preparation of bank reconciliations by a person not responsible for handling cash.
- c. All checking and savings accounts require the signature of two unrelated church authorized signers.
- d. Vendor invoices must accompany all checks to be signed and the check-signer must review all invoices before checks are signed.
- e. Blank check stock is properly safeguarded.
- f. Segregation of duties of those individuals responsible for cash collections, bank deposits, bank reconciliations and cash disbursements.
- g. Adopted Accountable Expense Reimbursement policy.
- h. Financial audit policy to be established by the Finance Committee
- i. A salary and wage compensation planning and approval process for its staff.
- j. Well documented operational policies and procedures that have been effectively communicated to staff, and committees.

26.0 INVESTIGATIVE RESPONSIBILITIES

26.1 The Finance Committee has the primary responsibility for the investigation. If the investigation reveals that fraudulent activities have occurred, the committee will issue reports to the pastor and the Administrative Council.

26.2 Church disciplinary procedures will be made in conjunction with input from the church's legal counsel and ministerial team.

27.0 CONFIDENTIALITY

The results of investigations conducted by the Finance Committee *will not be disclosed or discussed*

with anyone other than those persons associated with the church who have a legitimate need to know, in order to perform their duties and responsibilities.

28.0 TERMINATION OF EMPLOYMENT OR CHURCH DISCIPLINE

- 28.1 If an investigation of fraud results in a recommendation to terminate an employee, the recommendation will be reviewed for approval by the Pastor and the Personnel Committee, and if necessary, by outside legal counsel before any such action is taken.
- 28.2 If an investigation of fraud results in a recommendation to discipline an employee or member, the process shall follow the procedures described in Section F above.

Section H, INFECTIOUS DISEASE AND AIDS

STATEMENT OF POLICY:

In fulfilling the ministry God has given Pine Hill Baptist Church, we are called to respond to the needs of all people, both physical and spiritual. We commit ourselves to providing an accepting, loving, and safe environment for all whom would come to our church, which includes ministering to persons with various infectious diseases.

We define an infectious disease as any disease that spreads from one person to another person. These diseases include, but are not limited to, HIV, Tuberculosis, Hepatitis B, etc.

Any individual who has been diagnosed with any infectious disease and/or is HIV Positive or has AIDS should be treated similarly to any other individual attending Pine Hill Baptist Church. In general, we will not reject or ostracize anyone who has an infectious disease, is HIV Positive or has AIDS, as long as that individual presents no real threat to the safety of others in the congregation (i.e., open sores or similar medical conditions).

Confidentiality regarding individuals who have infectious diseases or are HIV Positive or have AIDS will be respected.

PROCEDURES:

29.0 EDUCATION

Proper education can dispel fear, instill hope, and enhance ministry. Therefore, we are committed to educating ourselves and our community regarding AIDS and other infectious diseases.

30.0 CONFIDENTIALITY

As in all personal matters, confidentiality will be maintained by all professional and lay members of our congregation. Because of the unique nature of AIDS and most communicable diseases, we must reaffirm our belief in celibacy outside heterosexual marriage, monogamy within the marriage, and the honoring of the human body as a temple of the Holy Spirit. Knowledge that an individual has a communicable disease or other compromising medical disability will remain confidential outside of those who have a compelling need to know.

31.0 MINISTRY TO CHILDREN WITH HIV/AIDS

- 31.1 Children with HIV/AIDS, except for those subject to the conditions described in .03 below, will be permitted to participate in church programs in an unrestricted manner because of the virtually non-existent risk of transmission of HIV/AIDS in normal settings.
- 31.2 Assessment of the risk of the HIV/AIDS child participating in normal church functions, in an unrestricted manner, will be made by the child's physician, who is aware of the child's medical status, and/or a physician designated by Pine Hill Baptist Church.
- 31.3 Children (whether HIV Positive or not) who display aggressive behaviors, such as biting, and with communicable medical conditions such as oozing lesions, will not be permitted to participate in normal church functions in an unrestricted manner.
- 31.4 If a child is HIV Positive, and shows symptoms of the disease, it is recommended that they remain at home in order to minimize their personal risk of contacting potentially life threatening, communicable illnesses.

32.0 UNIVERSAL PRECAUTIONS

- 32.1 The policy of Pine Hill Baptist Church is to use recognized "universal precautions" in handling all bodily fluids. These bodily fluids may contain infections, including HIV/AIDS, therefore all such fluids will be handled by all preschool/children's workers in a safe manner.
- 32.2 Precautions beyond the use of normal actions would only be required in unusual circumstances in the church setting. These precautions include:
- a. Disposable gloves provided and used by all caregivers in the handling of any bodily fluids.
 - b. Diapers shall be changed in the child's own crib or on a non-porous surface which is sanitized after each use. Soiled diapers must be placed in plastic bags before placing them in the covered containers.
 - c. Strict hand washing is of the utmost importance in the prevention of the spread of infection. The hands of caregivers and children must be washed after using the toilet, after using a tissue for wiping eyes and nose, before eating or serving snacks and after dealing with a sick child.
 - d. An appropriate disinfectant solution must be used in wiping any surface which could have been contaminated by body fluid before another child can come into contact with it.
 - e. All toys must be disinfected before using again.
 - f. If a child is known to have AIDS or a communicable disease, the Minister to Children or an appropriate staff member will personally speak to the family and attempt to meet their needs in other fashions.

33.0 PARENTAL RESPONSIBILITIES

- 33.1 Parents will be requested to refrain from bringing their children to church functions if the child registers a fever, has a rash, or if diarrhea is present. Ill children are to be isolated from others or, if necessary, their parents should be immediately notified by the appropriate staff member.
- 33.2 If any child exhibits persistent biting behavior while at church, his or her parents will be asked by the appropriate staff member to remove that child from those activities until such behavior ceases.
- 33.3 Procedures appropriate to Preschool would also apply to grade school children in grades 1 and 2 specifically regarding the sanitation and the quarantine need for ill children.

*Section II - MINISTRIES***Section I, WORSHIP SERVICES****STATEMENT OF POLICY:**

Worship services are considered to be the primary corporate gathering time of the church. A schedule of worship services will be planned and followed so as to maximize the effectiveness of Pine Hill Baptist Church's ministry emphases of praise, worship and the expository preaching and teaching of scripture.

PROCEDURES:**34.0 REGULAR WORSHIP SERVICES****34.1 Sunday Morning and Evening Worship Services**

Sunday worship services will be conducted every Sunday of the year except for extraordinary circumstances.

34.2 Cancellation of Worship Services

Sunday morning and/or Evening worship services can be cancelled when any of the following circumstances occur:

- Morning and Evening Service when Christmas or New Year's Day falls on a Saturday, Sunday, or Monday.
- Evening Service when the Grady County Community Thanksgiving Service is conducted on Sunday evening.
- Evening Worship Service on Easter Sunday.
- Evening Service in the event of a Death of a Member of the Church, and family visitation occurs on Sunday Evening.

34.3 Wednesday Evening Prayer Meetings, and Children's Missions**34.3.1 Prayer meeting services will be conducted each Wednesday evening of the year with the following exceptions:**

- When July 4th falls on Wednesday.
- On the Wednesday prior to Thanksgiving.
- When December 24, 25, or 31 falls on Wednesday.

35.0 SPECIAL WORSHIP SERVICES**35.1.1 The following special worship services will be conducted yearly:**

- Easter Sunrise Service
- Homecoming

36.0 LORD'S SUPPER SERVICES

- 36.1 The Lord's Supper shall be observed at least once every three months.
- 36.2 The Active Deacons and their wives will be responsible for the preparation of the Lord's Supper.
- 36.3 The Active Deacons will assist the pastor or his designee in serving the Lord's Supper to the church members.

37.0 FUNERAL SERVICES

- 37.1 It is the policy of Pine Hill Baptist Church to assemble as the desires of the family dictate, not to mourn the dead, but to praise eternal life brought about by a living Lord. The funeral process will be a statement of the church family of the love to the departed one's family, and an affirmation of our witness of eternal hope.
- 37.2 Funerals at Pine Hill Baptist Church will be considered worship services.

Section J, USHERING IN WORSHIP SERVICES**STATEMENT OF POLICY:**

Church ushers will ensure that all aspects of a worship service are handled in a "decent and orderly" manner.

PROCEDURES:**38.0 USHERING MINISTRY TEAM**

- 38.1 The Ushering Ministry Team will be lead and supervised by the deacons of Pine Hill Baptist Church.

39.0 DUTIES AND RESPONSIBILITIES

- 39.1 All ushers will be responsible for warmly greeting people who enter the sanctuary.
- 39.2 Ushers should always try to be aware of where all available seats are located in the area of the auditorium in which they have been assigned to facilitate the seating of members and visitors.
- 39.3 When the time arrives in the worship service for the collection of the tithes and offerings as stipulated in the order of service, the minister will call for ushers to come forward.

Section K, PRESCHOOL MINISTRIES**STATEMENT OF POLICY:**

This ministry is to help: provide a safe, Christian environment for preschool children on every occasion when they are at church; promote communication and understanding between parents and teachers; encourage active participation by parents in their worship, instruction, fellowship, and evangelism efforts; and enlist cooperation on the part of the entire church to continually improve the program for preschool children.

PROCEDURES:**40.0 CURRICULUM**

All curriculum materials are Bible based. Each piece is designated for teachers, parents, and children according to age group and purpose. Most materials are published by LifeWay Christian Resources of the Southern Baptist Convention. The Sunday School Director in cooperation with the Pastor will make

the final determination on the publisher of materials.

41.0 GUIDELINES FOR TEACHERS AND VOLUNTEERS

- 41.1 Individuals elected for a position in the preschool ministry must be members in good standing of Pine Hill Baptist Church for a minimum of six months before serving in this ministry, with the exception of extended care volunteers.
- 41.2 All preschool ministers must be screened as outlined in the Prevention of Children and Student Abuse Policy as documented in the Leadership and Management Section of this Policies and Procedures Manual.
- 41.3 A minimum of two adults will be present at all times in teaching and social situations sponsored by Pine Hill Baptist Church.
- 41.4 All preschool teachers will be at least eighteen (18) years of age. Special helpers under 18 yrs must have constant adult supervision.
- 41.5 All volunteer and employed teachers are under the direct supervision of the Minister of Children.
- 41.6 Preschool teachers and volunteers will be in their places of service at least fifteen (15) minutes before the beginning of each session to be ready for the arrival of the first child and teaching opportunities as they occur.
- 41.7 Teachers are expected to teach children according to accepted principles and methods making optimum use of curriculum materials and resources available.
- 41.8 All enlisted and employed workers are expected to participate in training opportunities sponsored by the church. Teachers are also expected to attend Preschool department planning meetings when they are called.
- 41.9 Toys, books, etc. added to any preschool department must first be approved by the Minister of Children or designated church member appointed by the Ministries Council.
- 41.10 Teachers are not to give medication to any child.
- 41.11 A child's parent (or guardian) should register him on the first visit to the nursery. The registration should include the parent's (or guardian's) name, address, and telephone number.

42.0 RECEIVING AND DISMISSING PRESCHOOLERS

- 42.1 Preschool facilities will open fifteen minutes prior to meetings and services. Parents are asked to call for their preschoolers immediately at the close of each session.
- 42.2 Only the appointed and enlisted teachers are to be in the preschool department with the children.
- 42.3 Teachers are instructed to receive and dismiss children at the door of the department. Under no circumstances should a child be released from a classroom without the approval of the parent or guardian.

43.0 AVAILABILITY OF CHILD CARE

- 43.1 Child care will be provided for all younger preschoolers (birth through four years) during the following church functions:
 - Sunday School
 - Worship Services

- Sunday night activities (if needed)
- Wednesday night activities
- Revivals

43.2 In case parents are needed during church services, parents are asked to provide cell phone numbers to child care, leave them on a silent or vibrate ring, to allow child care workers to notify them by text message if they are needed.

44.0 GUIDELINES RELATING TO ILLNESS AND INJURIES

44.1 For the protection of a child and other children, parents will be asked not to leave a child who appears ill.

44.2 When in doubt, please apply the "Golden Rule". Parent cooperation is essential to the well being of their child and other children at Pine Hill Baptist Church.

44.3 Children who become ill during a church activity will be isolated and the parents will be called to pick up the child immediately.

44.4 If a nursing baby is hungry or a child gets sick, leadership will notify the parent. Notified parents are expected to come to the preschool area as soon as possible.

44.5 Teachers and volunteers will not give medication to any preschoolers for any reason (including colic medicine). Parents should not ask.

44.6 Parents will notify teachers of any allergies their child has so leadership will have an appropriate record.

Section L, CHILDREN'S MINISTRY

STATEMENT OF POLICY:

The purpose of the Children's Ministry is to extend ministry helps to parents and accomplish the ministry purposes set forth for Pine Hill Baptist Church. These ministry purposes directly relate to the spiritual growth of the child in preparation for entering the Student Ministry.

PROCEDURES:

45.0 GENERAL

45.1 Children are defined as those in grades 1-6.

45.2 The children's ministry of Pine Hill Church has a primary focus on 1) the spiritual conditions of the child's home, and 2) the child's spiritual growth.

45.3 Parents of children will be expected to work as needed in the children's ministry of the church.

46.0 CURRICULUM

All curriculum materials are Bible based. Each piece is designated for teachers, parents, and children according to age group and purpose. Most materials are published by LifeWay Christian Resources of the Southern Baptist Convention. The Minister of Children in cooperation with the Pastor and the Minister of Education will make the final determination on the publisher of materials.

47.0 GUIDELINES FOR TEACHERS AND VOLUNTEERS

- 47.1 Individuals considered for a position in the children's ministry must be members in good standing of Pine Hill Baptist Church for a minimum of six months before serving in this ministry.
- 47.2 All teachers and volunteers must be screened as outlined in the Prevention of Children and Student Abuse Policy as documented in the Leadership and Management Section of this Policies and Procedures Manual.
- 47.3 A minimum of two adults will be present at all times in teaching and social situations sponsored by Pine Hill Baptist Church.
- 47.4 All teachers will be at least eighteen (18) years of age.
- 47.5 All volunteer and employed teachers are under the direct supervision of the Minister of Children.
- 47.6 Teachers will be in their places of service at least fifteen (15) minutes before the beginning of each session to be ready for the arrival of the first child and teaching opportunities as they occur.
- 47.7 Teachers are expected to teach children according to accepted principles and methods making optimum use of curriculum materials and resources available.
- 47.8 All enlisted and employed workers are expected to participate in training opportunities sponsored by the church. Teachers are also expected to attend department planning meetings when they are called.
- 47.9 Teachers are not to give medication to any child.

48.0 RECEIVING AND DISMISSING CHILDREN.

- 48.1 Generally, the following dismissal rules apply:
- Grades 1-2 shall be dismissed whenever a guardian or parent is present to receive the child.
 - Grades 3 and above may be dismissed at the conclusion of the session.

49.0 SAFETY AND SECURITY

- 49.1 To safeguard against sexual abuse of minors, all student workers will abide by the Prevention of Children and Student Abuse Policy as outlined in the Leadership and Management Section of this manual.
- 49.2 Parents should not leave their children unattended on church property. Children who are on church property but do not attend scheduled programs must be with their parent/guardian and under their supervision.

Section M, STUDENT MINISTRY**STATEMENT OF POLICY:**

The purpose of the Student Ministry is to extend ministry helps to parents and accomplish the ministry purposes set forth for Pine Hill Baptist Church. These ministry purposes directly relate to the equipping of our student to become the future spiritual leaders of our homes, church and marketplace.

PROCEDURES:**50.0 GENERAL**

- 50.1 Students are defined as those teenagers in grades 7-12.
- 50.2 The student ministry of Pine Hill Church has a primary focus on 1) the spiritual conditions of the student's home, and 2) the student'
- 50.3 Parents of students will be expected to work as needed in the student ministry of the church.

51.0 SAFETY AND SECURITY

- 51.1 To safeguard against sexual abuse of minors, all student workers will abide by the Prevention of Children and Student Abuse Policy as outlined in the Leadership and Management Section of this manual.
- 51.2 Parents will not leave their teenager unattended on church property. Student who are on church property but do not attend scheduled programs must be with their parent/guardian and under their supervision.

Section N, BENEVOLENCE MINISTRY

STATEMENT OF POLICY:

To glorify Christ by sharing His love in a material way with needed people in and outside our congregation. Benevolence assistance will be given when it is determined that a person or family is truly "in need" and such individual(s) demonstrate an effort to follow biblical money management principles and be accountable for their financial practices.

PROCEDURES:

52.0 GENERAL PROCEDURES

- 52.1 When an applicant who desires help makes contact with the church, the pastor and/or Deacon Fellowship will determine the extent of the services needed.
- 52.2 All benevolence funds come from congregational contributions. The primary means of benevolence support is derived from the annual budget process as well as any special offering that may be approved by the pastor and Fellowship of Deacons.
- 52.3 We do not give cash directly to applicants; rather, we meet actual, verified needs. Example: A family needs food. Rather than giving them money, the Fellowship of Deacons will evaluate the need, verifies its genuineness, and a deacon takes the family food shopping.

Section O, WORLD MISSIONS

STATEMENT OF POLICY:

World Missions at Pine Hill Baptist Church shall be defined as any ministry aimed outside the Continental United States or a cross cultural ministry within the Continental United States, the purpose of which is to fulfill the great commission by proclaiming the Gospel of Jesus Christ through evangelism, discipline, church planting, church development, and training/equipping of Christian leadership.

PROCEDURES:

53.0 AFFILIATIONS

As a cooperating church cooperating with Southern Baptist life, Pine Hill Baptist Church voluntarily affiliates with the International Mission Board of the Southern Baptist Convention, the North American

Mission Board of the Southern Baptist Convention, and the mission efforts of the Georgia Baptist Convention and Grady County Baptist Association.

54.0 MISSIONS OFFERINGS

- 54.1 Pine Hill Baptist Church shall take annual offerings designated for the Foreign Mission Board, the North American Mission Board, and the Florida State Convention.
- 54.2 Annual mission offerings shall be promoted and supervised by the Baptist Women's organization with support from the general church congregation.
- 54.3 The missions offering goals shall be established by the Women's Missionary Union in cooperation with the pastor, staff, and Baptist Men's organization.

55.0 MISSIONS EDUCATION

- 55.1 Mission's education shall be conducted as a regular and systematic part of the church educational ministry.
- 55.2 While mission education shall be integrated into all parts of the churches curriculum, specific mission education shall be coordinated and supervised by the Baptist Women's and Baptist Men's organizations under the leadership of the church staff.
- 55.3 Specific focus shall be placed on organizations designed for the purpose of instructing and guiding children and students to understand the work and opportunities available through Southern Baptist life. Examples of these organizations are:
- Girls in Action
 - Royal Ambassadors
 - Mission Friends

56.0 SPECIAL MISSION PROJECTS

- 56.1 To provide missions experience and encourage commitment to missions, Pine Hill Baptist Church shall engage in periodic mission projects throughout the years as these opportunities arise. These projects shall be coordinated through the Missions Ministry organizations in cooperation with the pastor and staff.
- 56.2 Missions projects are to be sponsored for all ages (children, students, adults) and are to be given priority by the ministry leaders of the church. Pine Hill Baptist Church recognizes the value of experiential missions as a training and motivational ministry leading to the commitment of members to serve as career and short term missionaries for Southern Baptist and Florida Baptist agencies.

57.0 MISSIONARIES

- 57.1 Pine Hill Baptist Church, in cooperation with the Southern Baptist Convention and the Georgia Baptist Convention, encourages its members to seek God's guidance concerning involvement in long-term and short-term mission ministries with the agencies of the national and state conventions.
- 57.2 Pine Hill Baptist Church, through the Baptist Men and WMU organizations, shall make available the latest announced missionary opportunities from the International Missions Board and the North American Missions Board. Current opportunities for mission assignments are available at <http://www.imb.org> and <http://www.namb.net>.

Section P, DEATH OF PINE HILL BAPTIST CHURCH MEMBERS

POLICY STATEMENT

Pine Hill Baptist Church considers the death of a member to be a time of rejoicing because God has called His own to be with Him. It is also a time of Christian remembrance and a time to appropriately grieve the loss of a loved one. The church will do everything possible to meet the needs and requests of the family of the loved one.

PROCEDURES:

In the event of a church member's death, flowers or memorial Bibles are to be sent to the immediate family (husband, wife, mother, father, child, or grandparent) of the member. Generally, a dinner/lunch is provided to the family of the deceased church member immediately following the funeral. This dinner is provided at no cost to the family. The Hostess Ministry Team will give oversight to such dinners/lunches and will be reimbursed for expenses incurred in dinner preparation, if they desire.

Section Q, OVERNIGHT AND OUT-OF-TOWN TRIPS OF MINORS

POLICY STATEMENT

Pine Hill Baptist Church recognizes that Christian growth for children and students often occurs when “hands-on” experiences such as missions trips and off-campus events are provided. The church also recognizes that Christian nurturing can take the form of the occasional “fun” trip. The church expects such trips to comply with the following procedures.

PROCEDURES:

58.0 APPROVAL

- 58.1 A detailed request for trip approval from the appropriate ministry must be presented in writing 30 days prior to any overnight trip. All one day out of town trips must follow the normal ministry guidelines; i.e., appropriate sponsorship, appropriate activities according to church guidelines and appropriate communication with parents.
- 58.2 The trip leader will be responsible to clearly state guidelines, discipline and consequences that will be expected of each participant on overnight trips. An agreement to abide by the guidelines, discipline and consequences shall be signed by parent and child for each overnight trip.
- 58.3 A Permission and Medical Consent form shall be signed by parent and child before participation is allowed on any overnight trip or out of town trip. A new written parental consent and written medical release shall be obtained in the event of a newly designated custodial parent. All medical releases and parental consents shall be updated at least annually. One copy of each medical release form shall be kept on file at the church office and one copy shall be taken with the trip leader on any trip.
- 58.4 Consequences of not following trip guidelines or unacceptable behavior will be determined by the trip leader. Major violations, such as stealing, immoral sexual behavior, possession of alcohol, tobacco or illegal mood altering substances, or the abuse of legal substances, will result in the participant being sent home at his/her parent's expense. The conduct and activities of the participants during the trip should represent and follow the beliefs and standards of Pine Hill Baptist Church. The expected standard of conduct should be understood by all participants and sponsors.
- 58.5 Pine Hill Baptist Church's Prevention of Children and Student Abuse Policy must be adhered to at all times regarding overnight and out-of-town trips of minors. This policy is documented in the Leadership and Management Section of this Policies and Procedures Manual.

*Section III - MINISTRY LEADERSHIP DESCRIPTIONS***59.0 MINISTRY LEADERSHIP****GENERAL POLICY:**

Section III of the Pine Hill Baptist Church Policies and Procedures Manual provides basic ministry leadership functions and descriptions. The policy of the church is to engage in ministries that the church is mandated by the New Testament to provide for the community of Cairo and the surrounding area. These ministries are described in the mission statement of the Constitution of the church. Pine Hill church believes that God-called and church-trained leaders should be sought and enlisted in the key leadership positions of the church.

This section of the Policy and Procedures Manual outlines general procedures to be followed in selecting, training, and directing the leadership of Pine Hill Baptist Church. It is recognized that the ministries of the church are highly flexible and subject to the changing context of the community. Therefore, the materials in Section III are to be used as guidelines only and should be applied with a maximum of flexibility, yet in a manner that leaders may provide effective and visionary ministries.

Section R, PASTOR

Reports To: Congregation

59.1 Ministry Purpose Statement

As churches were established in the faith, pastor-teachers were appointed to continue the ministry in each local church (Eph. 4:11). To the pastor-teacher was given the ultimate responsibility for the oversight of that particular church body, and the shepherding of its members. Qualifications must be followed in the selection of pastor-teachers (1 Timothy 3:1-7; Titus 1:5-9).

59.1.1 Specific List of Responsibilities

- Shepherd the Flock

Serving in all humility, pastors are to guide, direct, guard and protect the members of the body, seeking to meet their needs and assist in any way possible, warning against harmful influences and guarding against false teachers. (Acts 20:35)

- Lead Through Example

The pastor is to provide a Scriptural role model and is to set a pattern before the flock of a rightly ordered life-with a single purpose, to glorify God. (1 Timothy 3:4-5; 5:17)

- Teach and Exhort

The pastor is to see that the flock is fed through insightful and accurate Biblical instruction and admonition. Teaching will be centered on equipping the members of the body to perform works of ministry. (1 Timothy 3:2; Titus 1:9-16; John 21:17)

- Refute Those Who Contradict Truth

The pastor is to confront those who are teaching what they should not teach or who are continuing in a pattern of behavior contradictory to Biblical truth. Thus, elders are to keep closing potential entrances for Satan, so that the truth of Christ will remain credible to both the congregation and the community. (Acts 20:17, 28-31; 1 Thessalonians 5:12)

- Manage the Church

The pastor is to oversee the life of the church with the assistance of other godly leaders. They must be people who can "rule well". Deacon qualified men will be selected to assist the Pastor in the ministry of the church (1 Timothy 5:17). The Ministries will give direct oversight to the ministry teams and committees of Pine Hill Baptist Church.

59.1.2 Additional governing responsibilities are as follows.

- Cast ministry vision and maintain the church's mission and purpose statements
- Guard the church's values and ministry distinctives
- Support the staff and the church's annual ministry plan
- Ensure that church resources are adequate and are being used effectively
- Lead in quality strategic ministry planning
- Keep members adequately informed on key issues of the church

NOTE - Refer to the Bylaws for additional Pastor Information, such as: qualifications, term of service, means of nomination, etc.

Section S, DEACON FELLOWSHIP

Reports To: Pastor

59.2 Ministry Purpose Statement

Deacons are the servant-ministers of the church. Their purpose is to relieve the pastor of the multitude of practical duties of caring for the flock. Acts 6 stresses the role of deacon as being gifted to engage in specific ministries as the church has need. Deacons are to give their primary attention toward caring for the congregation's spiritual and physical welfare. Deacons have the honor of modeling, for the local church and the lost world, God's compassion, kindness, mercy, and love. As the church compassionately cares for people's needs, the world sees a visible display of Christ's love, which will draw some people to the Savior. Deacons are to be an example of commitment, unity, and harmony in their service.

59.2.1 Specific List of Responsibilities

Deacon's primary service will consist of giving ministry oversight to Ministries and the ministry teams.

Examples of specific service would be: the [provision of ministries for relief of the distressed, the poor, the jobless, the sick, the widowed, the elderly, the homeless, the shut-in, and the disabled. They comfort, protect, and encourage people, and help to meet their needs. Although they do in many ways meet spiritual needs of those whom they serve, their primary service is related to physical needs.

Deacon duties are church wide, covering areas of need, ministry, soul winning, etc. It is their duty to be a positive encouragement in all matters concerning the ministries of the church, but it is understood that they do not have authority over the church. It is also understood that deacons will not create conflict over issues that come before the church. A deacon may have personal objections to a particular matter but those objections will be settled in committee or deacon fellowship meetings.

The Deacon Fellowship will be the primary pool of spiritually qualified individuals who the pastor will use to assist in meeting ministry of the church as they arise. Each deacon must be supportive of the pastor, staff, and ministry philosophy of Pine Hill Baptist Church. The pastor will call upon them as a collective group for assistance and council concerning the ministries of Pine Hill Baptist Church.

59.2.2 Election Process

The election of deacons will follow the Act 6 model adapted to Southern Baptist practices where applicable.

- 1) Deacons shall be elected annually, as the need arises and at the request of the church.
- 2) The number of deacons to be elected shall be determined by ministry needs and not by a fixed number of positions to be filled.
- 3) Deacons shall be elected to fulfill the ministries of deacons as set forth in the church by-laws.
- 4) Deacon election shall follow these steps:
 - a. A list of all deacon- eligible men will be compiled and provided to the church body. Eligibility will be: the man must be 25 years of age, have been a member of Pine Hill Baptist Church for at least one (1) year, must be an active member (regular attendance) and meet the qualifications according to 1 Timothy 3:8-13.
 - b. The list of eligible men shall be provided to the church with instructions to select the required number of candidates from the list and return the list to the deacons. Normally, this will be done during a regularly scheduled worship service.
 - c. The deacon sub-committee will tabulate the results of the nominations and select the top-ranked candidates for presentation to the church. Only the number of candidates required to fulfill the required vacancies will be presented.
 - d. In a special-called business meeting during a regularly scheduled worship service, the church will elect the presented candidates.
 - e. The Deacon Fellowship in cooperation with the pastor will arrange an ordination service for any elected candidate who has not been previously ordained.

Section T, STANDING COMMITTEES

60.0 BAPTISTERY COMMITTEE

Reports To: Congregation

Status: Standing Committee

60.1 Ministry Purpose Statement

The Baptistery Committee is responsible for ensuring the Baptistery is ready for any scheduled Baptismal Service. They are also responsible for making sure the appropriate linens, etc. are available (if needed).

60.2 Specific Responsibilities:

- Communicate with pastor and other worship leaders for order of service
- Enlist appropriate people for duties such as operating curtains.
- Clean, fill baptistery pool, and ensuring water is at a comfortable temperature.

61.0 CEMETERY COMMITTEE

Reports To: Congregation

Status: Standing Committee

61.1 Ministry Purpose Statement

To supervise the operations of the Pine Hill Baptist cemetery.

61.2 Specific List of Responsibilities

- 1) To develop and maintain policies for the use of the cemetery.
- 2) Continually evaluate the cemetery property and make recommendations to ensure that it is kept in a well-maintained condition.
- 3) Ensure guidelines are followed for securing a lot in cemetery:

- a. Burial spaces will be purchased at a cost of \$50.00 for members of Pine Hill Baptist Church and Pine Hill Holiness Church, and their children under 12 years old, and at a cost of \$100.00 for all non-members.
- b. Cemetery Committee should check with Church Secretary for a list of Current Members.
- c. In order to facilitate mowing and maintenance, no border markers should be placed above ground level.
- d. No mausoleums will be allowed.

62.0 FACILITIES COMMITTEE

Reports To: Congregation

Status: Standing Committee

62.1 Ministry Purpose Statement

To ensure the proper maintenance and use of church properties including grounds, parking lots, buildings and equipment. Implement wise stewardship measures to safeguard church property and equipment.

62.2 Specific List of Responsibilities

- 1) Ensure that proper repairs and maintenance are made to church property and equipment in accordance with budgeted resources. Review competitive bids on service contracts.
- 2) Develop and implement a preventative maintenance program for routine periodic inspection and maintenance procedures on all church facilities.
- 3) Work with staff in determining needs in repairs, contract maintenance, rental and/or replacement of furniture and equipment used in all areas of the church.
- 4) Work to promote efficiency and economy in the purchase, use of, and repair to equipment.
- 5) Develop a group of lay volunteers who have businesses or special talents in the area of facilities and grounds. Call upon these individuals as minor needs arise or when special "Work Days" are called. Let the body use their gifts and talents.
- 6) Make recommendations to the Finance Committee for any non-budgeted emergency repair/maintenance needs.
- 7) Evaluate all church property and buildings and make recommendations to ensure that the space is accessible to disabled persons and the elderly.
- 8) Assist the church staff by providing vendors for the obtaining of competitive bids in the selection of furnishings for church programs and activities.
- 9) Develop plans to ensure safety and protection of members, guests and employees while on church property.
- 10) Supervise the work of the Cemetery and Decorating/Social sub-committees.

63.0 HOSTESS COMMITTEE

Reports To: Congregation

Status: Standing Committee

63.1 Ministry Purpose Statement

To supervise all official decorating and social activities.

63.2 Specific List of Responsibilities

- 1) Coordinate all social events that are officially planned by Pine Hill Baptist Church.
- 2) Ensure that the policies for the use and cleanliness of the sanctuary, kitchen, and fellowship areas

of the church are followed below:

- a. The facilities shall only be used by members of Pine Hill Baptist Church. Members include those who have joined the church and immediate family members of those church members.
 - b. If a member wishes to use the church facility they need to check the church calendar on the bulletin board by the kitchen and if the date is available they need to list the time and dates that they wish to use the building.
 - c. There will not be a charge for members to use the facilities.
 - d. General cleanliness is expected in all buildings after use. The building needs to left in the same condition in which it was found. This includes vacuuming, sweeping and cleaning up all spills that occur. It is also the responsibility of the member who reserves the building to make sure all trash cans used are emptied and that the trash is removed from church property.
 - e. Rules for Decorating: if any article of furnishings are moved they need to put back in place before you leave the building. No adhesive of any kind, tacks, nails, pins, screws or any other object shall be driven into or attached to the walls, floors, pews or other furnishings in the sanctuary. Potted plants, greenery or containers of flowers must be placed so that no dampness seeps through.
 - f. Sound System Use: If the sound system needs to be used you will need to contact the Audio/Video Committee so that one them will be available to run the sound system for the event.
 - g. No alcoholic beverages of any kind shall be allowed in the church or on church property. No smoking is permitted in any church building.
 - h. Church paper goods are not to be used for personal functions unless it is replaced.
- 3) Coordinate the purchase of needed equipment and supplies with the church office.
 - 4) Oversee the decorating of the church and fellowship area for sanctioned events such as dinners, holiday functions, etc.
 - 5) Coordinate all budget need with the Facilities Committee
 - 6) Make recommendations to the Facilities Committee for any non-budgeted emergency repair/maintenance needs.

64.0 FINANCE COMMITTEE

Reports To: Congregation

Status: Standing Committee

64.1 Ministry Purpose Statement

Counsel, guide and direct church in the judicious use and management of all financial resources of Pine Hill Baptist Church and all of its integrated auxiliary ministries. Ensure that adequate internal financial controls are in place to safeguard the church's financial resources and to protect the reputation of the staff and Pine Hill Baptist Church. Maintaining the integrity of Pine Hill Baptist Church's finances is the ultimate mission of the Finance Committee.

64.2 Specific List of Responsibilities

64.2.1 Primary Responsibilities:

- 1) See that accurate and complete financial records are being maintained in the Finances of Pine Hill Baptist Church.

- 2) Oversee the spending of the annual general operating budget and anticipate possible financial problems.
- 3) Maintain adequate levels of cash reserves for summer months and possible drops in giving. Study seasonal patterns of budget receipts and disbursements and adjust cash reserve levels accordingly.
- 4) Safeguard church assets by implementing proper internal financial controls.
- 5) Ensure compliance with all federal, state, and other governmental reporting requirements.
- 6) Help the congregation and church staff to understand the church's financial condition.

64.2.2 Specific Responsibilities:

- 1) *Review the monthly Financial Reports prior to its presentation to the members at church business meetings. Make sure a current Balance Sheet is being prepared as part of the financial reports.*
- 2) *Oversee the use of non-cash gifts to the church and determine if IRS reporting is required (IRS Form 8282).*
- 3) *Make recommendations as to sources of needed funds not provided for in the general operating budget.*
- 4) *Make recommendations for use or application of surplus budget funds, if any, at the end of each budget year.*
- 5) *Review and recommend financing for all long-range capital needs.*
- 6) *Authorize the investment of idle funds.*
- 7) Oversee the church's financial policies and procedures as documented in the Business and Finances Section (Section IV) of the church's Policies and Procedures Manual. Develop new or revise existing policies as determined necessary. Assist staff to develop procedures to accomplish such policies.
- 8) Make budget allocation adjustments as needed with the prior approval of the committees and staff involved.

65.0 NOMINATING COMMITTEE

Reports To: Congregation

Status: Standing Committee

65.1 Ministry Purpose Statement

The Nominating Committee will, in prayer, and faith, look for the appropriate people to work and lead the church. They must be able to recognize spiritual gifts among the members and work with the members to align them in the appropriate roles to best suit Pine Hill Baptist Church.

65.2 Specific List of Responsibilities

The Nominating Committee should meet regularly to review current nominations, and upcoming nominations. The committee should find people to fill those roles, before the new church year. At the business meeting prior to the new church year, the Nominating Committee will present a list of the proposed new positions to the church for approval.

66.0 PERSONNEL COMMITTEE

Reports To: Congregation

Status: Standing Committee

66.1 Ministry Purpose Statement

To assist the church in all matters relating to personnel administration. Give oversight to all employment and personnel practices for both ministerial and non-ministerial staff. Maintain compliance with all labor-related legislative issues at the national, state, and local levels.

66.2 Specific List of Responsibilities

- 1) Establish and maintain a staff structure where employment classifications are consistently applied.
- 2) Periodically review the hiring and new employee orientation process. Ensure that proper documentation is being received and maintained, and that proper screening procedures are being followed..
- 3) Stay current on special tax and labor provisions relating to ministerial staff.
- 4) Interview all ministerial staff positions with the exception of pastor. Non-ministerial staff will be interviewed by the appropriate ministerial staff.
- 5) Develop and recommend changes to the employee's fringe benefits program. Evaluate insurance and retirement coverage every three years.
- 6) Oversee the church's personnel policies and procedures as documented in the *Personnel Manual for Pine Hill Baptist Church*. Develop new or revise existing policies as determined necessary.
- 7) The Personnel Committee shall be composed entirely of individuals who are unrelated to and not subject to the control of a person in a position to exercise substantial influence over the affairs of the church - i.e. ministers, administrators, etc. who is being considered for receiving compensation and benefit arrangements/transactions from the church.

67.0 SOUND SYSTEM COMMITTEE

Reports To: Congregation

Status: Standing Committee

The Sound System Committee is responsible for ensuring the sound system is in working order and ready for any need the church has.

67.1 Ministry Purpose Statement

As technology becomes are bigger part of our lives, the church will use it as appropriate to enhance the services, and ministries of Pine Hill Baptist Church. Technology should be used to enhance the teaching and preaching of the gospel, and never entertain.

67.2 Specific List of Responsibilities

- 1) The committee is responsible for making sure services are recorded for those members who are shut-ins, or are in nursing homes or assisted living facilities, and request record services.
- 2) Ensure that the system is working properly and if not work to resolve it quickly.

68.0 WORSHIP COMMITTEE

Reports To: Congregation

Status: Standing Committee

The Worship Committee should is responsible for working with the pastor and setting times and order of services for Pine Hill Baptist Church.

69.0 WEBSITE COMMITTEE

The Internet has become a daily tool in the lives of people to disseminate information. There is almost no limit to where we can get and send information on the internet. The church can either get on the information super highway, or be left behind.

69.1 Ministry Purpose Statement

The church web site is used to publicize and inform members and others about who our church is, what we're doing to serve the Lord. All members of the church can take a part in using the church's web site, by regularly updating the content of the site which they have a particular interest or responsibility in.

69.2 Specific List of Responsibilities

- 1) To regularly update the web site with upcoming events, news about the church, and audio of sermons or special events.
- 2) Look for ways to improve the site and effectively communicate the message of the church.
- 3) Improve how and when the site is updated.
- 4) Look for ways leaders in the church can contribute to the content of the site.

70.0 AD-HOC COMMITTEES

Reports To: Appropriate Standing Committee

Status: Standing Committee

Ad-Hoc committees are authorized by Article III of the By-laws. Ad-Hoc committees are specially appointed committees serving special needs identified by the church for a specified time frame. At the conclusion of the task for which these committees are appointed, they will be disbanded.

The process for electing Ad Hoc committees is as follows:

- 1) The need for an Ad Hoc committee shall be identified by any administrative, or ministry committee, or team. The decision to bring the need before the church will be a cooperative effort on the parts of the originating Standing Committee, Pastor, and or a church member
- 2) In either a regular or specially-called business conference, the need for the Ad-Hoc committee will be presented to the church by the proper Standing Committee.
- 3) Upon approval of the church to establish the Ad Hoc committee, any church member may appoint the members of the committee.

The functioning of an Ad-Hoc Committee:

- 1) Ad-Hoc committees shall determine the most efficient approach to accomplish the ministry task for which the committee has been appointed. No formal ministry description is needed.
- 2) Ad-Hoc committees shall report regularly to the church for appropriate, periodic status reports.
- 3) At the conclusion of the ministry task, the Ad-Hoc committee shall provide a final report to the Standing Committee and be declared disbanded.
- 4) Due to the temporary nature of Ad-Hoc committees, specific committee responsibilities are not listed in the Policies and Procedures Manual but will be determined on a committee-by-committee basis.
- 5) Examples of Ad-Hoc committees:
 - a. By-laws amendment committee
 - b. Building Committee
 - c. Pastor Search Committee

71.0 MINISTRY TEAMS

Pine Hill Baptist Church exists to provide Christian ministries to the community of Cairo and surrounding areas. In order to accomplish this task the church utilizes a team approach. Each team has a leader elected by the church. The leader is accountable to the church to insure the ministry of that team is conducted in accordance with the mission, purposes and core values of Pine Hill Baptist Church. Team members are enlisted by the leader according to individual gifts and interests in the ministry of that team. The purpose of the team approach is to create as many opportunities for Pine Hill Baptist Church members to engage in ministries and to exercise their spiritual giftedness with as much efficiency and flexibility as possible.

Election of team leaders will be facilitated through the normal work of the Nominating Committee.

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