

Calvary Baptist Church of Glenwood

Policy & Procedure Manual

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2009

Section I – Mission and Vision

Section II – Financial Controls

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CALVARY BAPTIST CHURCH

POLICY AND PROCEDURES MANUAL

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I. MISSION, VISION AND CORE VALUES

Mission Statement:

To impact the global community by spreading the Word of God in order to bring people to Christ and empower believers spiritually, economically, and physically.

Vision Statement

The Vision of Calvary Baptist Church of Glenwood is to be a place of spiritual development dedicated to nurturing the entire man by focusing on faith, building family relationships, and facilitating financial responsibility and physical fitness.

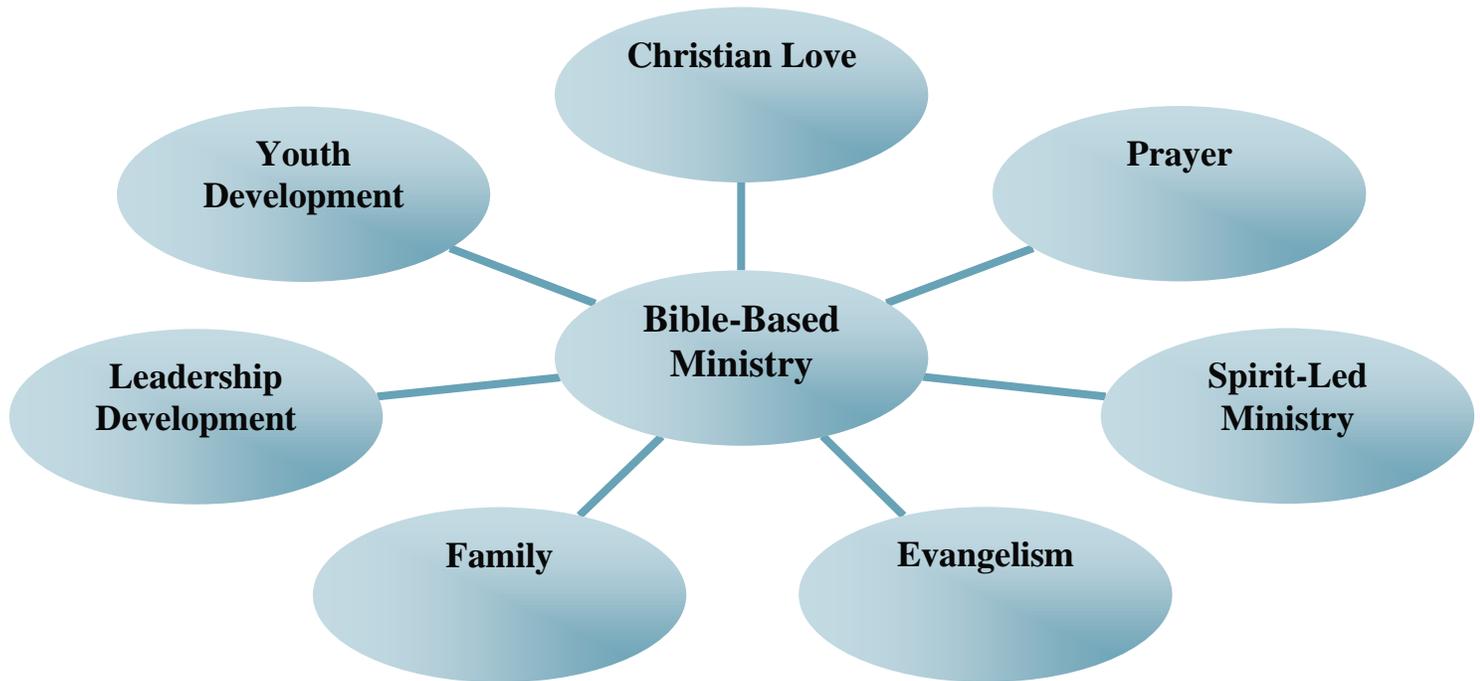
A. Adherence to Policy

No policies or procedures should conflict with the church by-laws.

The Calvary Policies and Procedures are designed to address issues that are not in the church by-laws or are to address issues that are not clarified by the church by-laws.

Any member of Calvary Baptist Church of Glenwood who refuses to abide by these policies and procedures are subject to disciplinary action as determined by the Pastor and Board of Deacons.

Calvary Core Values



II. FINANCIAL CONTROLS

A. Policy Statement

This document represents the official financial policy statement for Calvary Baptist Church of Glenwood. We are committed to doing everything to the Glory of God. To that end, we commit our handling of God's money in a way that is consistent with the word of God. All finances belong to God and must be used for God's purposes.

We will not use God's money for personal gain. We will comply with the laws of this country. Every financial transaction must be able to stand before open scrutiny before the church body.

Some General Principles include:

- 1. These policies apply to every member of Calvary, without exceptions.**
- 2. An authorized person must approve every expense. No one can approve his or her own expenses.**
- 3. Anyone who approves an expense is making the following assertions:**
 - A. This is a legitimate expense.**
 - B. It is for the purposes of the church.**
 - C. The proper approvals have been secured.**
 - D. This is the best choice of vendor or product. Additionally by your approval, you vouch for the need and attest that this expense conforms to this policy.**
- 4. All monies in every ministry belong to the Church. All ministry monies must be turned in to the Financial Secretary and deposited with a Calvary Baptist Church of Glenwood account that the Finance Committee controls. The Finance Committee will make every effort to ensure that ministry money is used for the ministry. However, if there is a church emergency as determine by the Finance chairman and the Pastor, ministry money can be used for legitimate church purposes.**
- 5. We will comply with all government regulations. This includes the issuance of 1099 forms for all services performed by non-employees. A W-9 form for these non-employees must be collected or appropriate taxes withheld from their payments. All employees (per IRS definitions) will receive a W-2.**

6. **All payments will be made by check and/or debit card. The only exception will be small dollar items covered through petty cash.**
7. **These policies will be the basis for regular audits by inside and outside auditors.**
8. **These policies will be reviewed at least annually and modified as necessary. Any modifications will be approved by the Official Board.**
9. **The pastor is an employee of the church for Federal Tax purposes and the appropriate forms will be filed. The pastor is considered self-employed for the purposes of FICA.**

B. JOB DESCRIPTIONS

1. Policy

The Calvary Baptist Church of Glenwood will create and maintain job descriptions for each job title held by employees of the church that are not clearly stated in the by-laws. The job description will consist of a general description, duties and responsibilities, and general, special and experience requirements where applicable.

2. List of Positions Requiring Job Descriptions

Pastor

Church Secretary

Administrative Secretary

Financial Secretary

Janitorial Staff

Musicians

3. Finance Committee

A committee consisting of five to seven members, including the President of the Trustee Ministry, Treasurer, Financial Secretary and a Deacon (excluding all Ministry Leaders). The Finance Committee is responsible for overseeing the financial affairs of the church and for preparation of the annual church budget. The Treasurer is the Chairman of the Finance Committee.

4. Counting Committee

For the worship service, the counting committee is a committee composed of the Church Treasurer along with the deacons and trustees of the church. It is their responsibility to receive, count, batch, prepare the Account Receivable Form and prepare church funds for deposit. For Sunday School Offerings, a committee determined by the Superintendent of Sunday School will establish their counting committee and associated procedures.

5. Check Signers:

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by the resolution of the Trustee Ministry or by the members of the corporation. All checks must have two signatures. In the absence of such a determination by the Trustee Ministry and by the members of the corporation, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the president or a vice president of the corporation.

6. Debit and Credit Cards

Calvary Baptist Church of Glenwood's Bank Debit Cards simplifies purchases and payment of certain items for the church. The advantages of the Debit Card is that the bank pays the vendor directly for purchases within a few days and the church pay a single monthly payment to the bank for all church charges. The Debit Cards should be used by the carriers whenever possible for purchases of supplies and small equipment in accordance with applicable purchasing procedures. (See the Expense Authorization and Approvals Section).

Debit Card Administrator

The head of the finance committee or his appointee is the Debit Card administrator and must reconcile the debit card at the end of each month. All original receipts of purchases must be approved and reconciled with the

bank statement before monthly payment. All debit card activities are subject to review by the finance committee and the Pastor. The finance committee can close the Debit Card account at anytime with the approval of the Pastor.

The Debit Card holder is the President of the Trustee Board and another member of the board appointed by the Finance committee and approved by the Pastor, the Trustee Ministry and the bank. The Debit Card holders must complete the bank application, authorization/agreement.

Debit Card Holder Responsibilities:

By accepting and using the Debit Card the card holder agrees to:

- **Use the card for purchases for Calvary Baptist Church of Glenwood.**
- **The card holder is personally responsible for all charges made on the card.**
- **Keep the telephone number listed on the back of the card of the issuing bank in an accessible place**
- **Notify the bank issuing the card immediately by calling the number on the back of the card; notify the Pastor, the Treasurer, and President of the Trustee Ministry if the card is lost or stolen.**
- **The card holder may be liable for all charges incurred until the Debit Card is reported lost or stolen to the bank.**
- **The card holder must understand and comply with the list of prohibited and restricted purchases in this policy.**
- **The card holder must provide complete shipping instructions when placing orders to vendors, and ask the vendor to include the receipts with the shipment. The receipt must include the vendors name, amount of order, date and an itemized description of the item (s) purchased.**
- **Verify that supplies are received and follow up with the vendor on any delivery problems, discrepancies or damaged goods.**
- **Handle any returns of purchases made on the Debit Card**
- **Pay no sales tax in Illinois. The card holder should emphasize the churches' exempt status and give the vendor the tax exemption number (EIN) when ordering. *Purchases outside of Illinois may or may not be exempt.***
- **The card holder must create an order log for each transaction made**

with the Debit Card. An order log is to be created immediately after each purchase. *This may be provided by the card holder or delegated to another individual provided with the necessary information.*

The order log must be presented to the finance secretary and contain the following information:

- **Transaction date for purchase**
- **Name of the vendor from whom the item(s) were purchased**
- **Total dollar amount of the transaction**
- **Description of purchase**
- **Original receipts**
- **Allowable meal receipts must state the name of each person attending the event and describe the meeting. (IRS regulations).**

Unauthorized purchases:

- **Personal items or items for family and friends.**
- **Purchases from businesses concerns of which the cardholder, family member is a sole or principal owner.**
- **Purchase of travel and hotel expenses without the approval of the Pastor and the board of trustees. Refer to travel and transportation.**
- **Cash advances**

C. ACCOUNTS RECEIVABLE PROCEDURES

1. Receipts of Tithes & Offerings

Collection Procedures:

- a. **Usher Ministry members collect Tithes and Offerings during worship services.**
- b. **After collection, funds are directly taken to the Finance Office.**
- c. **Usher Ministry Members turn funds over to members of the Counting Committee.**

2. Receipts of Ministry Funds and Donations

Collection Procedures:

- a. **Ministry leaders collect dues and donations.**
- b. **On a regular basis (at least twice monthly) funds are directly**

taken to the Finance Secretary.

- c. The Finance Secretary issues a receipt to the Ministry Leader and deposits the funds into the Calvary Baptist Church of Glenwood ministries account.**

3. Counting Committee Policy

Selection of Counters

Calvary's counting committee will be composed of five (5) trustees and five (5) deacons elected annually by the joint board members. The elected counters must be approved by the Pastor prior to beginning their position. One of the ten counting members will be the treasurer. Alternate counters will be deacons or trustees appointed by the pastor. It is the counting committee's responsibility to receive, count, batch, complete the Accounts Receivable Form and prepare church funds for deposit on the premises.

All Counters will adhere to these Principles for handling the church's money:

- All counters must be Tithers of Calvary Baptist Church of Glenwood.**
- It is understood that the recording of tithes/offerings is a confidential matter and such records are only available to the Pastor, Financial Secretary and the Finance Committee when required.**
- Complete and follow Accounts Receivable Procedures outlined in this section of the church's policy and procedure manual.**
- No individual will be allowed to handle the congregation's tithes/offerings alone at any time.**
- All money collected during services will be counted that day or placed in the church's safe for counting the next day by members of the counting committee (example; New Years midnight service, etc.).**
- All tithes/offerings transactions should be properly recorded on the premises.**
- Spouses and immediate family shall not be on the counting committee at the same time (Immediate family members include grandparents, parents, children, spouses or grandchildren).**

4. Counting Committee Procedures

a. Prayer

- b. Collection is divided among Members of the Counting Committee into batches. (Depending upon the size of the offering and the number of counters, batches may number between 1 and 5.)**
- c. Each counter should complete a Batch Worksheet (Schedule 1).**
- d. Each batch should be double-checked by a different counter and signed.**
- e. All Loose Money should be separated and counted by 2 separate counters. (Loose = cash & coins that is not able to be identified as a contribution by a specific member, i.e. no name on envelope).**
- f. Once Loose Batch has been calculated, it should be double-checked by a 3rd counter.**
- g. Once Batch Worksheets are final, they should be given to the Finance Committee Chairperson (or designee). Finance Committee Chairperson (or designee) will consolidate batch information into the Accounts Receivable Form (Schedule 2).**
- h. Information from the Accounts Receivable Form (Schedule 2) is used to complete the bank deposit ticket.**
- i. Bank deposit ticket and all funds are placed into bank bag and secured for Brinks Security pickup. Brinks Security will pick up and deliver to bank.**
- j. The Pastor shall receive a copy of the accounts receivable form for all Calvary services.**

5. Financial Secretary

A. Recording Collections/Stewardship

- i. Within the same week, record all the weekly offering receipts into the Membership Plus Program.**
- ii. Check to ensure amounts entered for all members reconcile with the Envelopes Total from the Accounts Receivable Form for the current time period (Schedule 2).**
- iii. Make any necessary changes to names and addresses as they appear on the offering envelopes.**
- iv. Check envelopes to ensure that money was not left in them. If money is found in any envelope, return envelope to the Counting Committee for inclusion in the following week's offering.**
- v. Record any ministry monies, etc. collected in the Church's**

Accounting System.

- vi. Print IRS Tax Receipt Reports – mailing by January 31st of each year.**
- vii. Storing of Envelopes – All offering envelopes received will be maintained for a period of three (3) years.**

B. Statement Preparation and Distribution

- i. Statements and reports are generated using the Membership Plus/Church Records Tracking System. Information from contribution envelopes and other collected funds is input into the system by the Financial Secretary from empty offering envelopes received on Mondays following Sunday's receipt.**
- ii. Annual reports are generated by the program based on the fiscal year end.**
- iii. A member or ministry head may request a printed report of their offerings at any time.**

C. Filing of Statements

The Membership Plus/Church Records Tracking System retains the data for as many years as the system can hold. Calvary will keep electronic records of the data for five (5) years. The system is to be backed up regularly.

D. Recording of Donor Contributions – All donor contributions will be recorded in a charitable contribution account for the church by the Financial Secretary.

Schedule 1

Calvary Baptist Church of Glenwood
Batch Worksheet

Batch #	_____
Name	_____ _____
Currency	
1's	_____
5's	_____
10's	_____
20's	_____
50's	_____
100's	_____
Total Currency	=====
Total Coins	_____
Total Checks	_____
Grand Total	=====

Schedule 2

**CALVARY BAPTIST CHURCH OF GLENWOOD
ACCOUNTS RECEIVABLE FORM**

	Batch 1	Batch 2	Batch 3	Batch 4	Batch 5	Envelope Total	Loose	Total
						\$		
1's						-		\$ -
						\$		
5's						-		\$ -
						\$		
10's						-		\$ -
						\$		
20's						-		\$ -
						\$		
50's						-		\$ -
						\$		
100's						-		\$ -
Total						\$		\$ -
Currency						-		\$ -
						\$		
Coins						-		\$ -
						\$		
Checks						-		\$ -
Total	\$	\$	\$	\$	\$	\$	\$	
Deposit	-	-	-	-	-	-	-	\$ -
Ministries/Other Donations:								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Total Ministries/Other Donations								\$ -
True Offering								\$ -

D. ACCOUNTS PAYABLE PROCEDURES

1. Expense Authorization and Approvals

Only legitimate expenses incurred in furthering the work of God and Calvary Baptist Church will be paid and/or reimbursed. All expenses must have the proper approvals and be accompanied by the Requisition Form (Schedule 3) before the Finance Committee will cut a check. If there is no invoice certain alternatives are acceptable such as: properly authorized and approved memos, registration forms, renewal notices, paid receipts, etc.

INTERNAL CONTROLS

- **All expenses must be properly approved.**
- **The person who approves purchases cannot prepare the checks for payment.**
- **The individual who prepares the checks cannot not be an authorized check signer.**
- **The check signer cannot approve invoices for payment.**
- **All non-operational expenses and ministry expenses (not previously approved) must be approved by the Pastor and Finance Committee.**

GENERAL NON-OPERATIONAL EXPENSES

<u>Approval amount</u>	<u>Approval required</u>
Up to \$5,000	Finance Committee and the Pastor
Over \$5,000	Official Board

MINISTRY EXPENSES

<u>Approval amount</u>	<u>Approval required</u>
Up to \$1000	Ministry Leader, Ministry Treasurer and the Pastor
Over \$1000	Ministry Leader, Ministry Treasurer, Finance Committee Member and the Pastor

In addition to the Ministry Leader and Ministry Treasurer, the Pastor's approval is required for all non-budgeted expenses.

The Finance Committee will review invoices for the enforcement of all approvals and general documentation for adherence to this policy. Payments will not be made unless the proper approved documentation is obtained. Those authorized to approve are responsible for ensuring that the documentation requirements are met. It is the responsibility of the Trustee assigned to the Building and Grounds Committee to approve or disapprove of services prior to authorizing final payment.

Check Signers serve as the final checkpoint before an expense is paid. Their responsibility is to ensure that all of the proper documentation has been completed, payment amounts match invoice amounts and the necessary signatures have been obtained. IT IS NOT THEIR RESPONSIBILITY TO APPROVE OR DISAPPROVE. Check Signers should not sign a check without proper documentation.

The proper documentation will usually include:

- 1. An invoice or alternative document supporting the purchase**
- 2. A clear indication regarding the nature of the goods or services purchased**
- 3. The amount to be paid**
- 4. Terms of the payment**
- 5. Name of the payee**
- 6. Mailing address of payee, if applicable**
- 7. Authorized signatures**
- 8. Ministry to be charged, if this is a ministry expense**
- 9. Signature stating all work is complete and approved on the invoice submitted for payment by the requestor and the appropriate Trustee**

Payment will be made as soon as practical. Do not expect less than 48 hour turnaround. Payment with a shorter turnaround time will require the authorization of the Trustee Ministry or the Deacon's Ministry, and the Pastor.

NO BLANK CHECKS, CHECKS WRITTEN TO CASH OR WRITTEN TO CALVARY BAPTIST CHURCH FOR CASH WILL BE ISSUED OR ACCEPTED.

CALVARY BAPTIST CHURCH

2. Purchase Orders

In an effort to maintain control over the purchasing of products necessary to conduct the official business of Calvary Baptist Church, Purchasing Agent(s) have been designated. It is the responsibility of the designated Purchasing Agent(s) to acquire any necessary items. Use the Requisition Form (Schedule 3) and submit the request to the Finance Secretary. Please do this with enough time for the Purchasing Agents to acquire what you need. This will normally require a week's advance notice.

Purchased Goods for the Church

Only the designated church trustee may approve purchases of goods for the church.

Purchases for Ministries

Only the Ministry Leader or Treasurer may approve purchases of goods and/or services in support of their ministry.

In cases where the requestor wants to also be the purchaser, an approved Requisition Form is required. If the exact amount of the purchase is known and the supplier is known a check will be issued to the requestor and they may make the purchase. If the exact amount is unknown, the request can be approved but the requestor will be required to use personal funds and be reimbursed later. A requisition form (Schedule 3) must be submitted prior to the purchase. They will be reimbursed as soon as the receipts are submitted with the approved Requisition Form (Schedule 3). No blank checks or checks without any amount will be issued.

If a purchase is made with personal funds with the intention of being reimbursed, the purchase must have prior approval by the ministry leader, Finance Committee and the Pastor.

All purchases require a Requisition Form (Schedule 3) with proper approvals to be submitted. Do not expect that the reimbursement will be automatic or immediate. This is NOT the way we want to conduct the business of the church.

All reimbursement requests must be submitted within 30 days of the original date of purchase for each item being submitted for reimbursement.

CALVARY BAPTIST CHURCH

3. Ministry Funds

Each ministry is encouraged to help support the expenses of their ministry. All monies collected for any ministry must be turned into the Finance Committee and accounted for in the official church books. There can be no private bank accounts or money kept in some private location, such as the home of a member. Monies collected by ministries should be turned in at least monthly. All ministry monies must be kept in bank accounts designated fro Calvary Baptist Church of Glenwood.

It is the responsibility of the ministry to keep track of the source of any money and donations (whether cash or non-cash contributions) collected or raised. The church official records will only track total amounts. For instance, if dues are collected, the ministry must keep itemized records.

The records of the church will reflect the amount that has been set aside for a particular ministry. No other ministry will be allowed to use this set aside money. However, in the true biblical principle, all money collected by any ministry belongs to the church. In special instances as designated by the official board, ministry money may be used to meet the general obligations of the church. This is not expected to be a normal circumstance.

A ministry will get a receipt for any money deposited into the general church accounts. The ministry will receive a quarterly report from the Financial Secretary of any monies collected and disbursed from their ministry funds.

MINISTRY EXPENSES

<u>Approval amount</u>	<u>Approval required</u>
Up to \$1000	Ministry Leader, Ministry Treasurer and the Pastor
Over \$1000	Ministry Leader, Ministry Treasurer, Finance Committee Member and the Pastor

Each year a ministry must give the names of the Ministry Leader and Treasurer to the Financial Secretary. Each ministry is expected to create a budget for its ministry on an annual basis. The budget process is described in the Budget Section of this manual.

CALVARY BAPTIST CHURCH

4. Travel and Entertainment

REIMBURSEMENT:

When church staff or members travel or entertain on approved church business, they will be reimbursed for their actual expenses. The method of handling these expenses is as follows:

- 1. Submit a Requisition Form (Schedule 3) for approval of travel and expenses.**
- 2. Maintain receipts for all expenses incurred.**
- 3. Submit a Travel and Entertainment Form (Schedule 4) to the Finance Committee and all receipts.**

ADVANCES:

Advances on Travel and Entertainment are not encouraged. However, when the Pastor or the Finance Committee Chairperson has approved an advance, a check request can be submitted along with the approved Travel and Entertainment Form (Schedule 4). Persons authorized to use church Credit/Debit Cards can use them. However, it is required that all receipts associated with the usage of the church Credit/Debit Card must be submitted to the Finance Committee within 30 days of the expenditure.

The Finance Committee is responsible for approving the expense reimbursement and will be responsible for the review of all receipts, ensuring that all the proper documentation of the business purpose is enclosed in the request for reimbursement. The church requires the original receipts to be kept on file (i.e. transportation, lodging, meals, etc.) All expenses must have a receipt for reimbursement.

The IRS requires the church to maintain a detailed record of all expenses. Records for travel expenses must include a complete description of individual expenses, the major purpose of the trip or expense, the persons or places visited and the inclusive dates for each segment of a trip or date of the expense. All legitimate church entertainment expenses must include the name of the place where entertainment took place, the type of entertainment, the name of the person(s) entertained and the purpose. Any expense without proper documentation will not be reimbursed. In the event proper documentation is not submitted to support an advance disbursement, the advance will be considered ordinary income and a 1099 will be issued and reported to the IRS.

Calvary will provide reimbursement based on daily a per diem of up to \$60 per diem maximum for food, \$100 per diem for lodging and the standard mileage rate for church related business travel.

Payment of reimbursement or other expensed allowances will not be combined into a single payment with payment for wages or other services. It will always be in a separate and identifiable check.

SCHEDULE 4

CALVARY BAPTIST CHURCH OF GLENWOOD

TRAVEL AND ENTERTAINMENT FORM

This form is to be submitted in advance of any requested travel or entertainment that the church be requested to reimburse.

Date _____ Name of Requestor _____

Type of expense (travel/entertainment/both) _____

Reason for request (place and purpose) _____

Date of event: _____

Estimated Cost: _____

Ministry Name (if applicable) _____

Ministry Leader Signature _____

TRAVEL ADVANCE:

Check made payable to: _____

Advance Amount Requested: _____

Approval Signatures:

Finance Committee Chairperson: _____

Ministry Leader: _____

Pastor: _____

Date: _____

CALVARY BAPTIST CHURCH

5. Petty Cash Fund

Calvary will maintain a petty cash fund to accommodate those smaller unplanned and non-recurring expenses. The Trustee Ministry will designate the amount to be set aside in the fund. Each week the Finance Committee will replenish the fund to the designated amount. The fund will be kept in the safe. The maximum amount that can be taken from petty cash in one transaction is \$1,000. The withdrawal of money from petty cash will require the approval of the Trustee President and the Pastor.

The Financial Secretary will be responsible to account for all dollars in and out of the petty cash account by completing the Petty Cash Disbursement Record (Schedule 5) with the amount and purpose for the withdrawal.

All disbursements require a signature. Recipients are required to submit receipt(s) for any petty cash funds disbursed.

SCHEDULE 5

PETTY CASH DISBURSEMENT RECORD

Amount	Ministry	Description of Expense	Balance
		Beginning Balance \$	

Approvals: Trustee President _____ Date __/__/__

Approvals: Pastor _____ Date __/__/__

CALVARY BAPTIST CHURCH

6. Benevolence Policy

Calvary generally believes in helping any member that has an emergency. This assistance is intended to help a family who is in crisis. It is not intended to help a family maintain a lifestyle. The assistance is temporary and not ongoing. Assistance is primarily intended for members of Calvary, but can be offered to non-members in special circumstances.

The decision on who to assist and/or how much assistance will be provided is under the control of a special committee appointed by the Pastor and Deacons Ministry. The committee will hold an interview with the needy person or family and then make a private determination on how best to provide assistance. The government requires a special case history on anyone receiving assistance be maintained. The Benevolence Form (Schedule 6) can be completed by either the requestor or a member of the special committee conducting the interview. **THE BENEVOLENCE FORM (SCHEDULE 6) MUST BE COMPLETED AND SIGNED BEFORE FUNDS CAN BE DISBURSED.**

Any two committee members with the approval of the Pastor can approve up to \$1,000. Assistance that is more than \$1,000 requires approval of the entire committee and the Pastor.

- a. No benevolence shall be paid to individuals directly, but shall only be paid to such providers of goods and services as electric companies and other utilities, grocers, landlords. Payments shall be made only by church check and not in cash.**
- b. Benevolence funds will be made available for hardships such as clothing, utility payments, medications, housing/rent and food.**
- c. There will be no loans made in lieu of benevolence.**
- d. Individuals receiving more than \$1,000 in benevolence in any calendar year may be subject to additional approval requirements.**
- e. Benevolence is primarily intended for members of Calvary Baptist Church. However, special circumstances may arise that may cause the committee to give benevolence to non-members.**
- f. Benevolence applicant must provide proof of identity (picture identification).**

g. The Pastor will be given a monthly log of the church benevolence.

SCHEDULE 6

CALVARY BAPTIST CHURCH
BENEVOLENCE REQUEST FORM

Name _____ Date _____

Address _____ Phone _____

CHURCH BACKGROUND:

STATEMENT OF NEED: (food, gas, rent/mortgage, etc.)

AMOUNT REQUESTED: _____ WHEN NEEDED: _____

Have you received help from us before _____, if yes, when _____

HOUSEHOLD INFORMATION: Number of household members _____

Relationship _____ Total income _____

Employment/source of income _____

Circumstances Which Created Need _____

Other Financial Assistance You Have Sought _____

Additional info/comments (if needed, use the other side of form)

I certify that the information listed on this form is true and accurate,
to the best of my knowledge.

Signature _____ Date _____

Official use only:

Assistance Provided _____

Approved By: _____ Date _____

CALVARY BAPTIST CHURCH

7. Contractual Services

The following are basic policies and procedures related to legal commitments in the form of contracts for services, items to be purchased or sold, transportation carriers and renting of space at off-site locations, made by Ministries and/or Members on behalf of The Calvary Baptist Church of Glenwood (CBCG). The following points are not exhaustive, but are listed as guidelines for contracts and/or obligations that Members/Ministries would like the church to enter into on their behalf.

In general: Calvary Baptist Church of Glenwood is a duly organized Illinois Not-For-Profit Corporation with a 501(c) (3) Federal Tax Exempt status and is recognized by the State of Illinois as being exempt from the payment of Illinois Sales Tax.

- **No Ministry within CBCG exists as an entity unto itself. There is no Ministry that stands alone outside of its relationship to CBCG.**
- **All contracts are to be in the name and address of CALVARY BAPTIST CHURCH OF GLENWOOD and not simply in the name of the Ministry. The name of the Ministry can be listed; however, it must be followed by “of CALVARY BAPTIST CHURCH OF GLENWOOD”. CBCG’s address and phone number must be on all contracts.**
- **No individual member of a Ministry is authorized to sign any contract on behalf of CBCG or a Ministry of CBCG; nor may they have their name listed as an authorized signatory.**
- **Individuals who do so will be held personally responsible for any and all charges incurred and the contract will be cancelled by CBCG.**
- **If a vendor does not have a contract or some similar document that can be signed both by CBCG and the vendor, CBCG will provide a Request for Bid Form (Schedule 7) that can be used in this instance.**

POLICY: All contractual services required by the Calvary Baptist Church of Glenwood (CBCG) must be presented for public bidding and submitted on the Request for Bid Form (Schedule 7). Calvary Members in good standing will be given first consideration.

PROCEDURE:

- a. **The need/service identified and presented in writing to a member of the Trustee Ministry.**
- b. **Trustee Ministry will assess/prioritize the need/service and provide financial limits, if applicable.**
- c. **Trustee Ministry reviews the need/service and establishes an Ad Hoc Committee from within the Trustee Ministry.**
- d. **The Ad Hoc Committee formed will establish requirements for each service required by CBCG.**
- e. **The requirements will be posted on the bulletin board, and elsewhere as determined by the CBCG Trustee Board.**
- f. **All bids submitted must be typed on company letterhead and submitted by the due date established. NO LATE BIDS WILL BE ACCEPTED – NO EXCEPTIONS!!**
- g. **All applicants must be bonded and insured and a copy of their current liability insurance must accompany the bid.**
- h. **The bid must be submitted to the CBCG Secretary who will time and date stamp bid upon receipt.**
- i. **A minimum of three bids is required.**
- j. **After the due date, the Ad Hoc Committee will meet and select the bid that best fulfills the requirements that have been established.**
- k. **The Ad Hoc Committee will present their selection to the Trustee Ministry and/or Official Board.**
- l. **The contract must be signed by the Trustee Ministry President only - - NO EXCEPTIONS.**

SCHEDULE 7

CALVARY BAPTIST CHURCH OF GLENWOOD

REQUEST FOR BID FORM

All contractual services required by Calvary Baptist Church of Glenwood must be presented for public bidding. Calvary Members in good standing will be given first consideration.

CONTRACT/PROPOSAL REQUIRED FOR:

REQUIREMENTS:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Please attach a copy of your company's most current liability insurance to this bid form.

DUE DATE: _____

LATE BIDS WILL NOT BE ACCEPTED – NO EXCEPTIONS !!

CONTACT PERSON (Name & Phone Number)

CALVARY BAPTIST CHURCH

8. The Audit Committee

There will be an Audit Committee charged with the oversight of all financial policies of Calvary. The committee will contain five members appointed from the membership. The members should have financial or accounting background. No one can serve on this committee for more than five consecutive years. This committee is appointed bi-annually by the Official Board.

This committee will work with outside auditors or accountants when the Trustee Ministry orders an external audit. The Audit Committee is authorized to have access to all financial materials of the church. This committee will annually review the financial policies and suggest improvements for financial reporting systems, procedures, and internal controls.

The Audit Committee is responsible for performing an internal audit at least annually. All findings must be documented in a confidential report to the Trustee Ministry. The following areas should be included in the report (this is not an all inclusive list):

Verification of bank reconciliation

Reconciliation of stewardship statement records

Review of all transaction postings and the general ledger (correct posting, proper documentation as necessary, proper procedures being followed.

All government reporting including payroll taxes, 1099's and misc. income 1099's

All collection procedures

Petty cash records

Benevolence records

Employee applications and youth worker screenings on file

Compliance with the job descriptions for the Treasurer and Financial Secretary

E. VISITING SPEAKERS

1. Review and Approval

It is the policy of Calvary Baptist Church of Glenwood that any visiting speaker that is scheduled to speak at the church must be reviewed and approved by the Pastor or his designee.

2. Remuneration

Compensation for guest speakers will be determined by the Pastor.



Calvary Baptist Church of Glenwood

Policy & Procedure Manual

Moses B. Herring, Pastor

2009

Section III – Personnel

Section IV – Facility Management

Prepared By: CBCG Policy and Procedures Committee	Approved By:	Creation Date:	Revision Date:
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CALVARY BAPTIST CHURCH

POLICY AND PROCEDURES MANUAL

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IV. Facility Management

- A. Church Rental**
- B. Handling of Church Emergencies**
- C. Building Management**
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CALVARY BAPTIST CHURCH

III. Personnel

This document represents the official personnel policy statement for Calvary Baptist Church of Glenwood. We are committed to doing everything according to God's way as outlined in His Word. To that end, we commit that all employees performing duties in God's house must adhere to the established personnel policies and procedures as well as abide by the church covenant if members of the church.

A. Employment Policy

All employed positions of the church will be filled through the process documented in the Calvary Baptist Church of Glenwood Policy and Procedures Manual.

B. Selection and Approval Process - Hiring

The Pastor of the church will identify the need for an employed position. Each employed position will have a documented and approved job description consisting of a general description, duties and responsibilities, and general, special and experience requirements where applicable. A notice of job opportunity and a brief description of the job will be posted in the church bulletin and on the bulletin board outside of the church secretary's offices for two (2) weeks internally, at which point it will be offered to external sources for posting. Every effort will be made to fill the position with church members when applicable. All positions will be filled as "at will" positions. The "at-will doctrine" is a rule of contract law (which is state law). The employee can quit at any time and an employer can fire an employee at any time and for any reason. Calvary Baptist Church of Glenwood reserves the right to terminate the employment of individuals in these positions at their discretion.

Once candidates have been identified, first level interviews will be scheduled with the Pastor or Pastor's designee. Once a candidate has been selected for employment a final recommendation will be made to the Trustee Ministry for hire determination. The Pastor will have the final say on all hiring matters.

C. Progressive Discipline - Termination

All employee's performance will be monitored by the Pastor or Pastor's designee. If a deficiency is noted a Notice of Deficiency (Exhibit A) will be given to the employee. This document will consist of a description of the performance problem, objectives for improvement and a specified timeframe for correction of the deficiency – not to exceed 30 days. After the probationary period has elapsed or the deficiency continues and worsens the employee will be reviewed by the Pastor and the Trustee Ministry and if applicable further disciplinary action up to and including termination may occur. A recommendation for termination may be submitted to the Trustee Ministry by the Pastor. The Trustees will review the documentation and make a recommendation to the Pastor. The Pastor will have the final say on all firing/ termination matters. A copy of all associated documentation will be given to the employee and also filed in the employee personnel file.

Exhibit A

**CALVARY BAPTIST CHURCH OF GLENWOOD
NOTICE OF DEFICIENCY**

EMPLOYEE NAME: _____

POSITION: _____

DATE OF MEETING: _____

1. Description of performance deficiency or issue:

2. Level of performance required:

3. Pastor/Employee plan for improvement:

4. Performance Monitoring Process:

5. Employee Comment:

Next Review Date: __/__/__

Trustee Signature: _____

Employee Signature: _____

D. Background Checks

The church reserves the right to require and conduct background checks for all paid and volunteer positions within the church (Exhibit B). Background checks are required for all positions working directly with children.

Exhibit B

FAIR CREDIT REPORTING ACT AUTORIZATION FORM Criminal Background Checks

I, _____, hereby voluntarily authorize Calvary Baptist Church of Glenwood to obtain a consumer report on me from a consumer reporting agency for employment purposes.

SSN: _____ **Date of Birth:** _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **County:** _____

Criminal Convictions: _____ Misdemeanor Felony

Year: _____ **County:** _____ **State:** _____

Your offer of employment is contingent upon the successful completion of a criminal background check. If as a result of these contingencies, you are determined to be “not competitive” the offer of employment may be withdrawn.

Signature: _____

E. Compensation

Pastor: A properly structured minister's compensation plan exists that addresses a reasonable salary level, housing allowance, fringe benefits and ministry-related expense reimbursements.

All Other Employees: All other employees will be compensated with a salary that is commensurate with and representative of their responsibility, experience and qualifications. Salary levels will be determined by the Pastor and then must be approved by the Official Board.

For all hourly employees, compensation will be based on receipt of completed and approved time sheets for hours worked which will be signed by the Pastor or the Pastor's designee.

F. Annual Employee Performance Evaluations

All Calvary employees will receive an annual performance evaluation. Employees will be evaluated during the month of March of each fiscal year. Evaluations will consist of an assessment of prior year's performance, documentation of accomplishments, objectives for the next review period and a salary increase, if appropriate.

G. Employee Grievance Policy

When differences of opinion or problems arise in the performing of the employees work or relationships, the employee will always speak first of these matters in private conversations with the Pastor's designee, which will be articulated to all employees by the Pastor. Should an occasion arise in which the employee feels that these concerns are not being adequately addressed, he/she will request a meeting with an assigned member of the Official Board. A decision concerning handling of the situation will be determined and documented by the Pastor and the Trustee Ministry.

H. Employee Handbook

A copy of the Calvary Baptist Church of Glenwood's Employee Handbook will be provided for every full-time employee. It is also available for review in the Church Secretary's Office. The following areas are covered in the Handbook:

- 1. Policy Statement**
- 2. Hours of Work**
- 3. Overtime Compensation**
- 4. Employee Definitions**
- 5. Holidays**
- 6. Vacations**
- 7. Sick Leave**
- 8. Accident or Injury**

- 9. Bereavement**
- 10. Leave of Absence**
- 11. Progressive Discipline**
- 12. Employee Grievance**
- 13. Performance Reviews**

Exhibit C Employee Handbook

1. Policy Statement

Every effort will be made to provide an atmosphere and the development of working conditions and relationships that are influenced by Christian principles as outlined in the Bible. Each employee will be encouraged to be considerate and cooperative with their staff members, sharing a common interest in the development of the church.

A concerted effort will be made to select and place each employee so that he/she will be physically, mentally and temperamentally fitted to the job he/she is expected to do.

The church will seek to supply adequate equipment and material for the work at hand, as well as an environment which is as pleasant and as comfortable as possible and practical.

Opportunity for personal and vocational growth, incentives for improvement, and reasonable security for continued employment; these are some of the values which will be encouraged in the relationships with each employee. Fair compensation and an adequate benefit package will be developed for each worker.

2. Hours of Work

Full Time Employees: The normal work week shall consist of 40 hours per week: eight (8) hours per day, five (5) days per week. The hours of work shall be from 8:30am to 4:30pm or 9:00am to 5:00pm, Monday through Friday with one (1) hour for lunch. Workers will be expected to take their lunch period away from their work area, and be willing to have it coordinated with others lunch periods.

Part time Employees: The normal work week shall consist of 32 hours or less. The hours of work shall be determined by the Pastor and Trustee Ministry at the time of hire. Terms of employment will be documented in an offer letter to the prospective employee.

Employees are expected to be punctual each morning and following each break or lunch period (if applicable).

Frequent or unexplained absences from work or repeated tardiness in

reporting to work will seriously impair the value of services offered to the church and is subject to disciplinary actions. Every effort must be made to report to work on time every day.

3. Overtime Compensation

Overtime will be paid to hourly employees after 40 hours of work only when the Pastor and Trustee President deems the need for such work is necessary and requests it. Overtime pay will be compensated at the rate of one and one-half times the hourly rate.

4. Full Time /Part Time Employees

A full time employee is one who is filling a permanent position in the church, with his/her normal work week consisting of 40 hours per week. Full time employees will be remunerated on an hourly basis.

A part time employee is one who is filling a permanent position in the church, with his/her normal week consisting of 32 hours or less. Part time employees will be remunerated on an hourly basis.

Benefits as listed below apply only to full-time employees. Benefits for permanent part-time employees may be provided as negotiated by the Pastor or Trustee President as incorporated into the employee's written job description at the time they are hired.

5. Holidays

The following are paid holidays for which secretarial and office employees shall be paid if it occurs on their normally scheduled work day:

- 1) New Years Day**
- 2) Martin Luther King Day**
- 3) Good Friday**
- 4) Memorial Day**
- 5) Independence Day**
- 6) Labor Day**
- 7) Thanksgiving Day**
- 8) Christmas Day**

6. Vacations

Vacation benefits are accrued during the employment year. For all current (as of January 1, 2009) full time secretarial and office employees, January 1st is the anniversary date of employment for vacation purposes.

Full-Time and Part-Time

Secretarial and office employees who have completed more than 12 months service shall be entitled to paid vacation benefits as follows:

**1 week after one full employment year of service
2 weeks after two full employment years of service**

Vacation time will be granted based on the amount of hours worked per week (i.e. Part-time employees will be granted 1 week equivalent to the number of hours worked per week).

Vacation dates must be requested at least one (1) month in advance in writing, and must be approved by the Pastor and Trustee President. No more than two (2) employees may take vacation during the same time and only with approval, length of service being taken into consideration if a conflict were to arise. In order to encourage adequate rest and rejuvenation, vacations must be taken before the end of the employment year in which they occur; they are not cumulative. Vacation pay is not to be taken in lieu of time off.

When a holiday (for which the employee would ordinarily receive paid holiday benefits) occurs within one's vacation time, the employee may be given the choice of an extra day of pay or an extra day of vacation to be taken at the time the holiday occurs.

When an employee terminates his/her services and is later reemployed, vacation benefits are based upon the date of reemployment.

7. Sick Leave

When a secretarial or office employee is ill or otherwise physically incapacitated, full pay at the employee's basic wage rate will be available as sick leave. It is understood that employees shall request sick leave benefits only when they are actually ill or physically incapacitated; such benefit is not to be used as vacation time.

All full time secretarial and office employees shall be entitled to the equivalent of one (1) week, or five (5) business days, sick leave per calendar year following one full year of employment.

Secretarial and office employees with less than a full year's employment shall be entitled to two (2) days sick leave for the first six (6) months of employment, and get an additional two (2) days during the next six (6) month period.

Sick leave benefits are accrued during the employment year; all current (as of 1/1/2009) employees shall consider January 1st as their anniversary date for the purpose of determining sick leave days available. Unused sick leave days do not accumulate from year to year.

No sick leave benefits will be paid for sickness, accident or injury

resulting from employment for wages outside the church.

All employees are covered by Workmen's Compensation insurance which provides certain benefits for employees who suffer injury directly or indirectly in the course of their employment. Medical costs are covered, and compensation for loss of time is paid under certain circumstances. If Workmen's Compensation benefits are provided due to loss of time, the salary benefits paid will be reduced according to the amount of the lost time benefits.

Three weeks maternity leave will be paid for full time employees only.

8. Accident or Injury

In case of accident, injury or sudden illness, the matter must be reported to the Pastor and Trustee Ministry immediately.

If an accident should occur while at work, regardless of how trivial it might seem it must be reported before the end of the day. An accident report form must be completed and submitted to the Church Secretary and a copy given to the Pastor.

A policy for health insurance will be offered to each full time employee. Information concerning the coverage will be provided at the time of hiring with annual updates if requested.

9. Bereavement

With the approval of the Pastor and Trustee Ministry, all employees shall be entitled to up to five (5) days bereavement leave with pay in the event of the death of one of the following relatives: spouse, parent, grandparent or child (natural, adopted, step).

10. Snow Days

The church office will not be closed due to snow unless a traffic emergency is declared by the governor of the state or by authorization of the Pastor. However, individual workers may be allotted a late arrival time of up to 90 minutes after discussing road conditions by phone with the Pastor or Pastor's designee. When permission is granted, remuneration will be provided.

11. Leave of Absence

An employee may request, in writing, permission to take a leave of absence for personal reasons without remuneration for a specified period of time. However, should this leave of absence exceed six weeks, the employee will not be guaranteed that his or her job will be returned to them unless such is specified in writing at the inception of the leave.

12. Severance Policies

a. Severance for Cause

Severance initiated by the church will take place when it is determined to be the proper action by the Pastor with the approval of the Trustee Ministry, with the Pastor having the final say.

b. Voluntary Separation

Employees who voluntarily resign are required to give the church at least two (2) weeks written notice of such intent before the actual separation.

c. Severance Pay

Severance pay will be determined by the Pastor in consultation with the Trustee Ministry.

13. Employee Grievance Procedure

When differences of opinion or problems arise in the performing of employee's responsibilities or relationships, the employee will always speak first of these matters in private conversations with the Pastor or Pastor's designee. Should an occasion arise in which the employee feels that these concerns are not being adequately addressed, he/she will request a meeting with an assigned member of the Official Board. A decision concerning handling of the situation will be determined and documented by the Pastor and Trustee Ministry.

14. Volunteers

All activities performed in support of the church functions are considered unpaid unless otherwise stated in the church by-laws.

15. Performance Review

Each employee's service record shall be reviewed by the Pastor or Pastor's designee annually. Factors to be considered in reviewing an employee's performance include:

Quality of work

Quantity of work

Attitude

Attendance

Knowledge of work

Reliability

Personal appearance

Adaptability

Judgment

Initiative

Organizing ability

Effectiveness with people/ co-workers

The purpose of this plan is to call attention to the employee's progress and also bring out work related problems, which may be corrected by friendly cooperation between the administration and staff. It is important for the employee to know how his/her performance is rated and to know in what ways performance may be improved. Raises shall be considered based on the economic condition of the employer, the current cost of living and the employee's performance reviews.

CALVARY BAPTIST CHURCH

IV. FACILITY MANAGEMENT

A. Church Rental

BUILDING AND EQUIPMENT USE REQUEST FORM

Today's Date _____

YOUR RESPONSIBILITIES:

I, _____ will be the accountable person for this event. I will check in and out of the facility with the caretaker. I will be responsible for: (1) leaving the room (s) in order: (2) disposal of trash: (3) if kitchen is used, it will be cleaned per kitchen use instructions: (4) if supplies are used they will be put back in their storage places.

**** OUT OF RESPECT FOR GOD'S HOUSE, WE REQUEST NO SMOKING, ALCOHOLIC BEVERAGES OR SECULAR MUSIC.**

Date of Activity _____

Name of Activity _____

Time you will need to be in the building _____ a.m. or p.m.

Time your event will begin _____ a.m. or p.m.

Time your event ends _____ a.m. or p.m.

Please circle the rooms needed for your event:

Sanctuary Fellowship Hall Kitchen Classroom (s) _____

Home telephone Number _____ Work telephone _____

Cell phone Number _____

Number of people attending event _____

Number of tables needed for food and beverages _____

Number of chairs needed _____ (8 chairs maximum per table)

**** Tables and chairs will be set up for your event. Please attach a diagram of how you want the tables arranged.**

PLEASE COMPLETE THE ATTACHED INDEMNIFICATION FORM

*** All Church Rentals must be approved by the Pastor before the contract is finalized**

Indemnification Form

Lessee shall defend, indemnify and hold harmless Calvary Baptist Church of Glenwood, its officers, directors, employees, agents, successors and assigns, from and against any and all claims, losses, damages, costs, expenses or other liabilities, including reasonable attorneys' fees and expenses, including those incurred in any dispute between the Parties, with any third party or in any enforcement of this provision arising out of, relating to or based upon the acts and / or omissions of Lessee.

SUBSCRIBED AND SWORN TO BEFORE ME BY

_____ (Notary's name)

THIS _____ **DATE OF** _____, 20__

SIGNATURE OF Notary Public **County/State**

My commission Expires _____

Notary Seal

Signature of person renting Calvary Baptist Church

B. Handling of Church Emergencies
1. Medical Emergency Policy/Procedure

Exhibit D

Calvary Baptist Church of Glenwood

MEDICAL EMERGENCY

EMERGENCY ACTIONS- In the event of an injury or other medical emergency: Do not move the victim unless they are in immediate danger. Broken bones can be misaligned if moved improperly and can cause further injury.

- Call 911
 1. Identify your location: street address, building name, area of injured victim
 2. Identify the situation: what happened, type of injury
 3. Send someone to the parking lot to direct EMT

- Request person trained in first aid or CPR as needed
- Notify the Deacon and President of Trustees.
- Notify the victim's family
- Complete a Medical Emergency Report

Exhibit E

**Calvary Baptist Church
of Glenwood, Illinois**

**Persons at church who are trained and certified to administer First Aid/
CPR/Defibrillator**

<u>Name/Medical Designation</u>	<u>First Aid</u>	<u>CPR</u>	<u>DEFIB</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

Exhibit F

Calvary Baptist Church of Glenwood

MEDICAL EMERGENCY REPORT

Victim: () Staff () Member () Visitor Date: _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Business:** _____ **Cell:** _____

Time of Injury: _____ **Place of Injury:** _____

Description of Injury: _____

Witness: _____ **Telephone:** _____

First Aid Administered by: _____ **Telephone:** _____

Was 911 called? () Yes () No

Hospitalized? () Yes () No Which Hospital? _____

Were Police here? () Yes () No Was a Report filed? _____

C. Building Management

The Trustee Ministry will establish a Building and Grounds Committee within the Trustee Ministry which shall consist of the designated trustees and the head custodian. They will be responsible for overseeing all concerns regarding the use and maintenance of the church building and property which include but is not limited to:

- 1. Maintain a work order management system to facilitate work priorities, oversight and completion. Responsible for inspection of work completion and quality of work.**
- 2. Facilitate repairs through coordination of staff, volunteers or outside contractors. This involves the repair of furniture, maintenance equipment, building surfaces, electrical systems, HVAC, plumbing, etc.**
- 3. Quarterly audit the entire building to determine custodial needs, maintenance needs and projects necessary to maintain the building in an excellent manner.**
- 4. Direct the activities of the custodian by (but not limited to) a schedule of activities both weekly and long term. To coordinate with the Christian Education and Worship Commissions any special requirements they may have for the custodian – e.g. table and chair arrangement for special functions, etc.**
- 5. Manage all building custodial services including supervision of custodians.**
- 6. Maintain an inventory of all the church's furnishings and equipment. This will help in replacement and/or repair decisions and also in the determination of insurance needs.**
- 7. Coordinate kitchen needs, equipment repair purchase requirements and any special "setup" needed to be made by the custodian (i.e. dinner arrangements, etc.)**

- 8. Coordinate special cleaning arrangements such as carpet, blinds, windows, etc.**
- 9. Schedule grass cutting, snow removal (walk and parking lots).**
- 10. Inventory items needed (i.e. rock salt).**
- 11. Maintain parking lot needs, signage and exterior lighting.**
- 12. Coordinate contractors, general policing of property, leaf removal, cleaning of drains, etc.**
- 13. Develop necessary supplies lists.**
- 14. Determine what equipment should be owned versus leased or use of specialty contractor.**
- 15. Determine best cost suppliers and monitor vendor relations.**
- 16. Maintain inventory of all equipment and supplies.**
- 17. Oversee key plan, door operation, video camera operation, intercoms, exterior lighting, alarm systems (fire and security).**
- 18. Work with new building contractor on punch lists and follow up on equipment under warranty. Make determinations on which equipment should be under maintenance contracts.**

D. Liability

Liability policies are insurance coverage for negligence by the Church or its representatives or false accusation. The Church shall maintain adequate insurance coverage and review annually for necessary amendments of the following:

- 1. Error & Omissions for Director, Officers, Leaders**
- 2. Theft & Vandalism**
- 3. Fire**

4. Building & Property

- a. **Persons using the Church facility shall provide proof of insurance, not covered by the Church policy**
- b. **All Contractors shall be bonded, insured and licensed**

5. Motor Vehicle

- a. **Persons driving their vehicle on the behalf of the Church shall be covered by their insurance policy, not covered by the Church policy**
- b. **Persons driving Calvary vehicles must pass the driving test provided/administered by the Trustee Ministry.**

6. Bond (coverage to protect against dishonest employees and volunteers who are entrusted with church money and other property)

7. Worker's Compensation

8. General Public (for injury or damage to property)



Calvary Baptist Church of Glenwood

Policy & Procedure Manual

Moses B. Herring, Pastor

2009

Section V – Church Policies

Prepared By: CBCG Policy and Procedures Committee	Approved By:	Creation Date:	Revision Date:
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CALVARY BAPTIST CHURCH

V. Church Policies

A. Ministry

- 1. Christian Education**
- 2. Leadership Requirements**
 - a. Leaders Commitment**
 - b. Leadership Covenant**

- 3. Ministry Requirements**
 - a. Guest Speaker**
 - b. Ministry Leaders**

B. Membership

- 1. Counseling**
- 2. Sexual Harassment**

C. Funerals

D. Weddings

E. Public Relations

F. Technology

- 1. Internet Usage**

CALVARY BAPTIST CHURCH

V. CHURCH POLICIES

A. Ministry

Christian Education

1. Christian Education Director

Principal Function

Ensure that all Christian Education objectives are met. This will entail assistance to church ministry leaders in planning, conducting and evaluating a comprehensive ministry of Christian Education in support of the church's mission and objectives.

Duties of the Director:

- 1. Assist the church program leaders in planning, conducting and evaluating a comprehensive program of Christian Education.**
- 2. Lead the church to be aware of the educational curriculum materials at hand and influence the church to select those that would be most contributory and practical.**
- 3. Devise special education and training projects such as COPP Classes, retreats and study seminars for various age groups within the congregation.**
- 4. Review and administer all printed materials for compliance to church doctrine and policies of the church.**
- 5. Keep informed on materials, methods, principles, procedures, promotions and administration as related to the education program.**
- 6. Give assistance to the Pastor in planning, conducting and evaluating congregational services, as requested.**
- 7. Serve as consultant and educational resource person to the leaders of church program and service organizations such as Sunday School, Church Training, Brotherhood, Women's Missionary Union, church library and church recreation.**
- 8. Formulate the discipleship training of all leaders.**
- 9. Arrange and conduct meetings of the committee. Plan an agenda for each meeting, so as to encompass the goals and activities of all the areas of the work of the committee.**
- 10. Make assignments to sub-committees and to individuals to provide for the achievement of educational goals adopted by the committee.**

- 11. Make all necessary Christian Education reports to the Christian Education Ministry and to the church in business meetings.**
- 12. Prepare and administer budgeting for the Christian Education Committee.**
- 13. Work with the Public Relations Committee in the production of informational and public relations materials such as the church newsletter and news releases.**
- 14. Perform all other duties as assigned by the Pastor.**
- 15. To respond to assignments provided by the Pastor.**
- 16. To work cooperatively with the Pastor, other church staff, leadership and all Christian Education personnel regarding the total church ministries.**
- 17. To serve as administrator of the Christian Education Department and coordinate the Christian Education Ministry with the calendar of the church.**
- 18. To conduct regular Christian Education Department meetings; train leaders of the department; and guide leaders of the department in determining program goals, organization, leadership, facilities, finances and administrative procedures.**
- 19. To give guidance and direction in the selection of teaching materials and curriculum for the children, youth, and adult programs, along with the Pastor.**
- 20. To coordinate an effective leadership training program and discipleship training program in keeping with the assessed needs of the church.**

21. To evaluate the total program and recommend changes so that a unified, progressive biblical program of outreach and spiritual growth may be accomplished for all ages.

2. Leadership Requirements

a. Leaders Commitment

- i. All leaders must regularly attend Calvary Baptist Church Worship Service, Sunday School, and Bible Study.**
- ii. All leaders must read and sign the Church Leadership Covenant and return it to the Christian Education Director, or Pastor as soon as possible. (As shown in Exhibit G.)**

EXHIBIT G

Church Leadership Covenant

I, _____, will accept the responsibility of leading the _____ ministry and I will commit to following God, the Pastor and leadership of Calvary Baptist Church of Glenwood. In addition, realizing that God elected me for this leadership position, I will strive to continually grow spiritually and personally. In doing so, I will seek to maximize my gift of leadership through serving my team, church and ultimately God.

There are three areas of leadership that must be evident in each Church Leader. Those three areas are: Leading Up, Leading Across and Leading Down. In doing so, I will become a 360° Leader.

Leading Up

Leading up is the area of leadership that illustrates one's ability to develop personal devotion to God through Christian discipleship. It is also the ability to provide prayerful insight and valuable constructive feedback to the leadership at Calvary Baptist Church of Glenwood that improves the ministry, decision making abilities and development.

In Leading Up, I will:

- a. Faithfully attend to prayer and fasting for my personal life and the vision and leadership at Calvary Baptist Church of Glenwood.
- b. Consistently attend Sunday morning worship services.
- c. Faithfully attend noon or evening Bible Study.
- d. Diligently attend Sunday School.
- e. Regularly attend monthly leadership meetings or have a representative from my ministry attend.
- f. Attend leadership training sessions or retreats for further development and spiritual enlightenment.
- g. Faithfully tithe of my income to the Lord via Calvary Baptist Church of Glenwood.
(Malachi 3:8-10)

If I am not able to make any of the aforementioned responsibilities, I will notify a replacement and the Christian Education Director prior to the event.

Leading Across

Leading Across is the area of leadership that illustrates one’s ability to positively influence others, specifically other Ministry Coordinators, to support Calvary Baptist Church of Glenwood’s vision.

In Leading Across, I will:

- a. Collaborate with other Ministry Coordinators to add value and reduce dissention.
- b. Work on projects with other Ministry Coordinators to creatively and effectively accomplish the vision for the year.
- c. Work with the Pastor and Christian Education Director to develop an annual vision and goals for the ministry for which I am responsible.

Leading Down

Leading Down is the area of leadership that motivates team members to strive to successfully fulfill the vision identified by Pastor for the year.

In Leading Down, I will:

- a. Host ministry meetings (on time and purposeful).
- b. Communicate to my team in order to keep them informed.
- c. Motivate my team to strive for the goals defined by the Pastor.
- d. Encourage and nurture my team members’ spiritual, physical, emotional and financial well-being.
- e. Promote creativity and innovation in overcoming any challenge my team faces.
- f. Pray with my team weekly.
- g. Refrain from any habits, attitudes or actions that will hurt my Christian Witness
- h. Refrain from all talk that will hurt Calvary Baptist Church of Glenwood.

I hereby covenant that the aforementioned statements of accountability and responsibility adopted by the leadership of Calvary Baptist Church of Glenwood are acceptable, realistic and obtainable. If I cannot fulfill the responsibilities of the office, I reserve the right to resign or may be asked to resign by the leadership of Calvary Baptist Church of Glenwood.

I hereby covenant that the habitual neglect of any of this covenant will disqualify me as a Ministry Leader at Calvary Baptist Church of Glenwood.

Ministry Leader _____ Date _____

Christian Education Director _____ Date _____

Pastor _____ Date _____

3. Ministry Requirements

a. Guest Speaker

Any visiting guest speaker for Calvary Baptist Church must be approved by the Pastor.

b. Ministry Leaders

- All ministries created at Calvary Baptist Church must be approved by the Pastor and the Director of Christian Education.**

- The Pastor by virtue of his office shall appoint ministry leaders of Calvary Baptist Church of Glenwood and has the right to remove any ministry leaders when he deems it necessary for the greater good of the church.**

- Maintain open communication with the Pastor of Calvary Baptist Church.**

- Create a ministry action plan that represents the purpose and vision of Calvary Baptist church.**

- Develop and submit a budget for ministry revenues and expenses on an annual basis.**

- Any ministry leader who collects monthly dues must keep a running log of all money collected. A copy of the log and amount collected must be given to the church finance secretary monthly for deposit into the Calvary Ministry's bank account.**

- Create and maintain a contact list of all ministry member's attendance and minutes/records of significant meetings and events and a copy of all minutes along with the agenda must be presented to the Pastor**

- The ministry must keep a record of all donations. The record must also include the purpose of the donation.**

- Each ministry must establish yearly goals and report on their accomplishments at the church's annual meeting.**

B. Membership

1. Counseling

All counseling for members, visitors or individuals at Calvary will be provided by the Pastor or Pastor's designee.

2. Sexual Harassment

Sexual harassment is prohibited at Calvary Baptist Church.

Sexual harassment is a violation of not only the law but also goes against the religious teachings of Calvary Baptist Church. The church is committed to providing an environment that is free from sexual harassment.

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal, visual or physical conduct of a sexual nature between people of the same or different gender when:

- **Submission to that conduct or communication is made a term or condition either explicitly or implicitly, of employment, participation in church activities or classes.**
- **Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's participation.**
- **Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's participation in church activities by creating and intimidating hostile or offensive environment.**

Sexual harassment may include but is not limited to:

- **Unwelcome verbal harassment of sexual nature (e.g. profanity, jokes of a sexual nature).**
- **Pressure for sexual activity**
- **Unwelcome, sexual or inappropriate physical contact (e.g. patting, pinching).**
- **Unwelcome visual harassment of a sexual nature (e.g. pictures, symbols).**
- **The use of authority to gain sexual favors (e.g. Sunday school teacher**

to student, pastor to staff, teen to child).

What you should do if you are being sexually harassed:

- **Notify the Pastor and a Deacon immediately (your appointed deacon if you are a Calvary Baptist Church member) of the incident and all parties involved.**
- **Document the misconduct in writing including date, time, person involved and a complete description of what occurred.**
- **The Pastor will review the information and determine the appropriate course of action.**
- **The person (s) against whom the complaint has been filed shall have the right to be heard before any final action is taken.**
- **All complaints will be dealt with promptly (within thirty days of receiving a complaint), and in confidence.**

C. Funerals

"A PLACE WHERE JESUS REIGNS AND THE SPIRIT RESIDES"



PROCEDURES FOR FUNERALS SERVICES

Death is an unfortunate truth that every human being will eventually face. It is during these difficult times in life that a person truly needs the support and love of their church family. As a church we have a responsibility to be there for our members and our members families during their time of bereavement. The Bible states in I Corinthians 14:40, "But all things must be done properly and in an orderly manner." Therefore, in the unfortunate event of the death of a member of Calvary or a member of Calvary's loved one, please adhere to these instructions:

1. Member should contact his or her deacon and the church via the church's Secretary, Sis. Cook.
2. Both Sis. Cook and the Member's Deacon will then contact the Pastor.
3. Pastor will then contact the family to pray, comfort, and gather more information about the arrangements for the funeral.

Note: If a member desires for someone other than Pastor Herring to officiate the funeral and/or preach the eulogy, please notify Pastor Herring as soon as possible for approval. Pastor Herring will need the name of the minister, minister's church affiliation, and phone number. Please do not book a minister to oversee or preach at the service until Pastor Herring is notified, has spoken with the minister, and approved him or her.

4. Once arrangements are approved by the Pastor, he will then inform the member's Deacon and Sis. Cook of the arrangements.
5. Sis. Cook will immediately contact Sis. Salter (Bereavement Ministry).
6. Sis. Salter will then contact the family to set up all the arrangements (flowers, contacting musicians, etc.) the for the funeral and repast. At that time Sis. Salter will get her staff together to make sure the family's needs are properly accommodated for the funeral and repast.
7. Lastly, the announcement of the death and plans will be announced to the congregation publicly during Sunday Services or Bible Study. The church will then be encouraged to pray and rally around the bereaved member(s) in order to lend support and help in the individuals' time of need.

D. Weddings

Wedding Reservation Contract

Groom: _____ Phones: Work _____

Address: _____ Home _____

Bride: _____ Phones: Work _____

Address: _____ Home _____
_____ Work _____

A. RESERVATION OF MINISTER AND CHURCH FACILITY

Wedding Date _____ Time _____ am/pm Rehearsal Date _____ Time _____ am/pm

Pre-Marital Counseling Appointment: Date _____ Time _____

To be scheduled through the church secretary if utilizing a Calvary Minister

Minister to perform ceremony: _____ Phone: _____

**** Non Calvary Ministers require the approval of Pastor Moses B. Herring****

B. RESERVATION OF FELLOWSHIP HALL – NOT TO EXCEED 180 PERSONS

Wedding Reception: Number of people: _____ Rehearsal Dinner: Date: _____ Number of People: _____

C. FEE SCHEDULE

	Members (Who Are Tithers)	Members Non Tithers	Non-Members
Sanctuary and Furnishings	No Cost	No Cost	\$450.00
Fellowship Hall	Donation not less than \$100.00	\$200.00	\$350.00
Janitorial Service	TBD	TBD	TBD
Sound Technician	\$50.00	\$50.00	\$50.00
Required Deposit	\$100.00	\$100.00	\$100.00

A two hour wedding rehearsal is included in this contract.

In respect for God's house we request:

NO SMOKING, ALCOHOLIC BEVERAGE, OR INAPPROPRIATE MUSIC.

We agree to comply with the requirements and fees for Calvary Baptist Church of Glenwood.

Groom: _____ Bride: _____

Signature/ Date
Date

Signature/

Deposit Received: \$ _____ on (Date) _____
*Balance is due two weeks prior to the wedding ceremony.

Witnessed: _____ Date: _____

Approved: _____ Date: _____

E. Public Relations

All formal communications from the church is the responsibility of the Official Spokesperson of Calvary Baptist Church of Glenwood. The Official Spokesperson is the Pastor. The Pastor shall prepare press releases, speak to the news media when appropriate and communicate Calvary's position relative to all matters of the church.

The church spokesperson is a volunteer position however all expenses incurred in the performance of the duties of this position shall be eligible for reimbursement of payment by the church.

F. Technology

1. Acceptable Use of Information Technology

Calvary Baptist Church of Glenwood provides computer and information technology for church business, programs, education, research, ministry use and administration by its members and staff. This Acceptable Use Policy stems from the church's bylaws and is part of its policies and procedures.

It balances the church's ability to benefit fully from information technology and the church's need for a secure and reasonably allocated information-technology environment.

In general, church employees, members and children may use church information technology in connection with the church's administration, education, worship and ministries.

Certain non-core uses that do not consume resources or interfere with other users may also be acceptable as determined by the Trustee Ministry and the Pastor.

Under no circumstances may employees, church leaders, members or visitors use church information technology in ways that are illegal, constitute sexual misconduct, threaten the church's tax-exempt or other status, or that interfere with reasonable use by other members of the church.

Use of information technology that violates this policy and rules based on it will result in disciplinary action which may have serious consequences and, in some cases result in legal action.

Definitions

- **Calvary Baptist Church of Glenwood Information Technology**
Any computer, networking device, video equipment, sound equipment, telephone, copier, printer, fax machine, or other information technology which
 - **is owned by the church or**
 - **is licensed or leased by the church**
 - **video equipment and sound equipment**

