

# Procedures



**TABERNACLE**  
BAPTIST CHURCH

150 Tabernacle Drive  
Carrollton, Georgia 30117

# Tabernacle Baptist Church Procedures

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# Procedures

# Child Protection

**Effective Date: 3/14/2017**

**Revision Date: 11/3/2019**

## **I. GENERAL POLICY STATEMENTS**

**(See Section III, b in the Tabernacle Baptist Church Policy Manual)**

## **II. SAFETY AND SECURITY**

- A. All workers must be 18 years of age or older unless they are under the direct supervision of an adult worker.
- B. Excluding paid employees, all workers must have been a member of Tabernacle Baptist Church for at least six months or a regular attendee for at least one year prior to working with minors.
- C. A minimum of two adults will be present during any church activity where minors are present.
- D. Workers are not permitted to spend time alone with a minor unless their contact is in an open/public setting. It is preferred that workers meet in small group settings, as opposed to a one-to-one environment. During private counseling sessions with a minor, the door will remain ajar with another worker in close proximity outside the room.
- E. Windows in preschool, children's, and students' classroom doors will be left uncovered. If there is no window, doors will remain open. Under no circumstances will classroom doors be locked during class sessions.
- F. Parental permission, including a signed waiver/release form will be obtained in writing for minors involved in church sponsored programs and activities which involve leaving church property or overnight activities.
- G. Parental permission, including a signed waiver/release form will be obtained in writing when an overnight activity requires an adult to share a room with a minor. The adult should avoid occupying the same bed as a minor, with the exception of a parent or guardian.
- H. Transportation to and from church related activities will be provided by licensed and insured commercial transportation companies or in church vehicles driven by church authorized drivers.
- I. If a minor needs assistance in a restroom, the door to the restroom must be kept open and a second adult will be notified prior to entering the restroom. Diapering should be done at diaper stations and in close proximity to other workers.
- J. An identification system will be utilized during church sponsored events and activities so that when an adult drops off a child, they are the same adults or the adult's designee who picks up the child.

### III. WORKER SCREENING

- A. All persons (paid and volunteer) wishing to work with minors must complete a *Ministry Application* and will be interviewed by the appropriate pastoral team member.
- B. Both a sex offender and a criminal history background check will be completed on workers **annually**. (Note: These requirements may be waived if an applicant's employer has a current sex offender and/or a criminal history background check on file as a condition of employment and a copy of these reports can be obtained.) **Additionally, certification from a child abuse training such as Darkness to Light is mandatory for all volunteers working with minor children. Re-certification is required every three years, or every five years if the volunteer is a public school teacher.**
- C. *Ministry Applications and Background Authorization* forms and criminal history and sex offender reports will be maintained in a confidential file by the appropriate pastoral team member.

### IV. WORKER SELECTION

- A. The appropriate pastoral team member will have responsibility for approving or declining a person's request to work with minors.
- B. Persons will not be permitted to work with minors if:
  - 1. They have been convicted of or pleaded guilty or no contest to any of the following:
    - a. Child abuse or neglect
    - b. Actual or attempted sexual molestation of a minor.
    - c. Any other crime involving children.
- C. Individuals may appeal any decision to the Deacon Administrative Committee.

### V. WORKER TRAINING

- A. Training in identifying victims of child abuse and procedures for reporting suspicions of child abuse will be provided to all workers.
- B. It is the responsibility of the appropriate pastoral team member to provide child abuse prevention training for those who work with children in his/her ministry area.
- C. A copy of these procedures will be given to and discussed with all workers so that they understand their responsibilities as well as the church's commitment to safeguarding against child abuse in the church.

### VI. REPORTING PROCEDURES

- A. Georgia State Code § 19 -7-5 will be the basis for all reporting procedures.
- B. Any worker who suspects that child abuse has occurred at the hand of a parent, guardian, or

or any other person (s) outside of the church is responsible to immediately report that suspicion to a pastoral team member who will direct them to the proper agency for reporting.

- C. Any worker suspecting that child abuse has occurred during a church related activity or ministry must report that suspicion to a pastoral team member immediately . A report of the suspicion will then be made to the proper agency.
  - 1. When suspicions of child abuse have been reported, the Deacon Administrative Council as well as the church's insurance agent and legal counsel will be notified immediately.
  - 2. All reports of suspected child abuse shall be confidential. No person shall communicate any information concerning the alleged event, including but not limited to the details of the incident or the identities of the child or the accused individual (s), to any person except as may be necessary to report the incident as set forth above. Any breach of this confidentiality by an employee of Tabernacle Baptist Church will be cause for immediate dismissal.

## **VII. RESPONDING TO ALLEGATIONS OF ABUSE**

- A. Any volunteer worker accused of child abuse shall be suspended from all church related duties involving children pending an investigation by authorities. In the case of a paid employee, the supervisor, in consultation with the Senior Pastor, Deacon Administrative Council, and/or the Personnel Committee shall determine the extent to which employment and compensation should be continued during the investigation.
- B. Pastoral care and counseling shall be provided (as appropriate) to all persons involved in an allegation of child abuse.
- C. If an allegation of child abuse has been made against a worker at Tabernacle Baptist Church, The Deacon Administrative Council will designate a spokesperson to respond to inquiries by church members, the media, and etc.
- D. Responses to allegations of child abuse will be positive in nature stating the church's concern for the victim and the steps Tabernacle Baptist Church has taken to reduce the risk of child abuse and to provide a safe environment for children. The response should also describe the precautions Tabernacle has taken and the policies that have been implemented as well as the steps that are being taken to investigate the allegations. Responses will not include denial or minimization of the allegations, nor will they place blame.
- E. All responses will safeguard the privacy and confidentiality of all involved.

# Waiver and Release Form

Tabernacle Baptist Church ♦ 150 Tabernacle Drive ♦ Carrollton, GA 30117 ♦ 770.832.7063

## Participant

## Emergency Contact

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Cell Phone \_\_\_\_\_

## Parent/Guardian

Work Phone \_\_\_\_\_

Name \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

## Participant's Medical Information

City, State, Zip \_\_\_\_\_

Medical Insurance Co. \_\_\_\_\_

Home Phone \_\_\_\_\_

Policy Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Physician \_\_\_\_\_

Work Phone \_\_\_\_\_

Phone \_\_\_\_\_

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (hereinafter referred to as "CHILD") agree to let CHILD participate in any and all church-sponsored activity in which I, or any legal guardian registers CHILD to participate. This authorization shall be continuing until withdrawn in writing.

**I HEREBY WAIVE AND RELEASE**, indemnify, hold harmless and forever discharge Tabernacle Baptist Church and its agents, employees, officers, directors, affiliates, successors and assigns, of and from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, in law or equity, that I or CHILD ever had or may have, arising from or in any way related to CHILD'S participation in any of the events or activities conducted by Tabernacle Baptist Church, including transportation to and from functions and events, including overnight activities where CHILD may be required to sleep in the same room with **two** or more **approved** adult chaperone (s) of the same sex.

I further agree to assume responsibility for any liability which may arise for damages, loss or injuries, as described herein which may be caused or contributed to by CHILD to the person or property of others. I further agree that I will reimburse Tabernacle Baptist Church for any expenses in connection with any such incident. If CHILD'S conduct is unbecoming or disruptive, it is understood that CHILD will be sent home at my expense.

I understand that Tabernacle Baptist Church may carry medical and hospitalization insurance coverage which, consistent with the exclusion, limitation, and terms thereof, may provide benefits over and above any personal medical and hospitalization coverage's availability to my family. I understand that any personal medical and hospitalization insurance available to my family will provide primary coverage and the church's medical and hospitalization secondary or excess coverage. I agree to apply first for benefits from personal hospitalization and medical coverages available to my family, if any, before applying for benefits that may be available from the church's medical and hospitalization coverage.

Continued on next page

I further understand that, in the event my child requires medical or dental treatment while engaged in the activity, reasonable efforts will be made to contact me. However, if I cannot be reached, I hereby consent and give permission to the church's sponsor or any adult counselor acting on behalf of the church with respect to the activity, as agent for me to consent to an x-ray examination, injections, anesthesia, medical, dental or surgical diagnosis and treatment, and hospital care and treatment advised and supervised by a physician, surgeon, or dentist (as appropriate) licensed to practice under the laws of the state where the services are rendered, either as an outpatient or in any hospital. To the best of my knowledge, I have listed below all of CHILD's medical allergies, medications, medical problems, and other pertinent information.

**Medical Conditions:** CHILD is subject to the following allergies or medical conditions and uses the prescribed medications listed below. I authorize the disclosure of this information to a physician or other medical professional in the event said CHILD should require emergency medical care:

**Prohibited Activities:** As a result of the above-mentioned medical conditions, or for other reasons, I, on behalf of CHILD, and prohibiting involvement in the following specific activities:

**Overnight Activities:** ~~CHILD has permission to sleep in the same room/bed as one or more chaperones of the same sex, with the following exceptions:~~

This WAIVER AND RELEASE contains the entire agreement between the parties, and supersedes any prior written or oral agreements between them concerning the subject matter of this WAIVER AND RELEASE. The provisions of this WAIVER AND RELEASE may be waived, altered, amended or repealed, in whole or in part, only upon the prior written request.

\_\_\_\_\_ Date  
\_\_\_\_\_  
\_\_\_\_\_ Printed Name of CHILD  
\_\_\_\_\_ Printed Name of Parent (Guardian)  
\_\_\_\_\_ Signature of Parent (Guardian)  
\_\_\_\_\_ Printed Name of Witness  
\_\_\_\_\_ Signature of Witness



# Ministry Application

Tabernacle Baptist Church ♦ 150 Tabernacle Drive ♦ Carrollton, GA 30117 ♦ 770.832.7063

## *Confidential*

This form is to be completed by all persons wishing to serve in a position involving supervision and custody of minors. Information supplied on this form is to be used by Tabernacle Baptist Church to help promote a safe environment for the preschoolers, children, and youth that participate in Tabernacle's programs and ministries. All information is strictly confidential and will not be disclosed to unauthorized persons.

### PERSONAL INFORMATION

Name Last \_\_\_\_\_ Maiden \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ How long at this address? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

Former Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ How long at this address? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

Phone Home \_\_\_\_\_ Mobile \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Drivers License# \_\_\_\_\_ State \_\_\_\_\_ Name on License \_\_\_\_\_

Sex:  Female  Male

Race:  Asian  Black  Hispanic  White  Other \_\_\_\_\_

My employer has conducted the following investigations on me as a condition of my employment:

Sex Offender Registry Check  Criminal History Investigation

If you checked either or both of these boxes, provide the name and address of your employer.

Employer \_\_\_\_\_ Address \_\_\_\_\_

### CHURCH AND VOLUNTEER MINISTRY HISTORY

Are you a member of Tabernacle Baptist Church?  Yes  No

How long have you been active at Tabernacle Baptist Church? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

List the name, address and phone number of other churches (or non-church organizations) in which you have worked with preschoolers, children, or youth in the previous five years.

Church or Business \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Church or Business \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

**CONFIDENTIAL INFORMATION**

If you prefer, you may decline to answer these questions and discuss them in confidence with the appropriate pastoral team member. If you answer "yes" to any of the questions, please explain on a separate sheet of paper.

- Yes  No Have you ever been convicted of a criminal offence, with the exception of a minor traffic violation?
- Yes  No Have you ever been convicted of, pled guilty or no contest to, or are now under probation or investigation for a crime involving a minor?
- Yes  No Have you ever been reported to a social service agency, law enforcement authority, or similar agency regarding abuse or neglect of a minor?
- Yes  No Have you ever been disciplined or dismissed from employment or a volunteer position following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct?

**STATEMENT** (Please initial each statement and sign below.)

\_\_\_\_\_ I authorize Tabernacle Baptist Church to conduct a comprehensive review of my background (including searches of criminal and sex offender registries) as received from reporting agencies and to periodically update this information at the church's discretion.

\_\_\_\_\_ I authorize any individual, church, denominational agency or official, reference, or any other person or organization, to divulge any and all information, verbal and written pertaining to me to Tabernacle Baptist Church. I further release them from any and all liability for damages of whatever kind or nature which may at any time result to me, on account of compliance or any attempts to comply with this authorization.

\_\_\_\_\_ I have read and understand Tabernacle's *Child Protection Policy*.

\_\_\_\_\_ I have read and understand the U.S. Department of Health and Human Services' brochure on recognizing the signs and symptoms of child abuse and neglect.

\_\_\_\_\_ I agree to speak privately with a Pastoral Team member if I am a victim of child abuse.

\_\_\_\_\_ Should my application be accepted, I agree to be bound by the Bylaws and Policies of Tabernacle Baptist Church and to refrain from unscriptural conduct in the performance of my services.

I further state that I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act. I understand that any misrepresentation or omission of material fact on my application may be justification for refusal of acceptance of my service. I understand that, if engaged, any misrepresentation made by me in completing this application shall be considered as sufficient cause for removal from service without advance notice.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# Financial Procedures

Effective Date: March 14, 2017

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- I. **DONOR BILL OF RIGHTS:** To ensure that philanthropy merits the respect and trust of Tabernacle Baptist Church's members and the general public as a whole, and that donors and prospective donors can have full confidence in Tabernacle's ministry causes they are asked to support, the church is fully committed to the principles contained in the Association of Fundraising Professionals Uniform Bill of Rights. (latest version may be found at <http://www.afpnet.org>)

II. **INTERNAL CONTROL**

- A. An Annual Ministry Budget shall be prepared for each fiscal year. This budget will provide a comprehensive financial plan that reflects the specific amounts of money allocated from contributions, anticipated sources, and related expenses for the fiscal year. Details of the budget process may be changed from year to year.
- B. The Finance Committee will review the current month and year-to-date financial reports, promptly investigate any inconsistencies, and take action if needed.
- C. Financial functions and responsibilities will be segregated as much as possible so that no one individual performs an important function without another person's review and approval.
- D. All monies not secured in the church safe must remain under the control of at least two individuals not connected by kinship or marriage.
- E. The Chairperson of the Finance Committee will make regular reports to leadership and church members concerning receipts and expenditures to show how gifts are received and disbursed.
- F. The Finance Committee will conduct monthly and annual reviews of the church's financial records. An external audit/review to be conducted no less than every five years by an independent certified public accounting firm. Alternatively, the Finance Committee may call upon members whose professional experience qualify them to conduct periodic financial reviews.
- G. All financial records will be maintained in a secure location.
- H. All contributions will be accurately recorded weekly.
- I. A safe deposit box will be maintained at a financial institution designated by the Finance Committee for safekeeping of critical documents. The Administrative Supervisor will maintain an inventory of the contents of this box. Those authorized access to the safe deposit box will include the chairperson of the Finance Committee, The Administrative Supervisor, and the Senior pastor. A minimum of two authorized persons must be present to access the safe deposit box.
- J. The combination to the church's safe will be maintained by the Administrative Supervisor and will be changed at least annually. Those authorized to access the safe include the following: Senior Pastor; Administrative Supervisor; Chairperson of the Finance Committee; Chairpersons of the Ushers; Chairperson of the Counting Committee and Sunday School Director.

### **III. CONFLICT OF INTEREST**

- A. Church employees and members will make every effort to avoid conflicts of interest or the appearance of conflicts of interest and must disclose any personal interest which they may have in any matter pending before the church. The Deacon Administrative Council is responsible for determining if a conflict of interest exists and what, if any action is appropriate.

### **IV. GENERAL ACCOUNTING SYSTEM**

- A. Tabernacle Baptist Church's fiscal year will begin on October 1 and end on September 30.
- B. A cash-basis of accounting will be employed by Tabernacle Baptist Church. Income will be recognized when contributions are received and deposited. Expenses will be recorded in the accounting period when bills are paid.
- C. The Administrative Supervisor will maintain a general ledger chart of accounts. All ledger accounts will be assigned an account number, descriptive account titles, and a brief description of account meaning and use. The chart of accounts will follow the sequence developed by the church's annual budget.

### **V. RELEASE OF FINANCIAL INFORMATION**

- A. Contributions are the confidential property of the giver and church administration. Information concerning a member's giving may be given only to the member or their legal representative. Release of financial information must be in accordance with standards established by the Finance Committee, or law, under the administration of the Administrative Supervisor.
- B. Tabernacle Baptist Church believes in and practices "full disclosure" of its finances. However, certain financial information is considered confidential and will not be printed for public distribution. Upon request to the Deacon Administrative Council, church members may request to view employee compensation packages in the church office.
- C. The Administrative Supervisor will provide annual budgets and monthly financial statements to any church member (s) upon request. Requests for church financial information from non-church members will be referred to the Deacon Administrative Council.

### **VI. BUDGETING**

Funding for Tabernacle's ministries and programs will be provided through a unified annual ministry budget. The Finance Committee will solicit budget requests from staff and lay leaders responsible for expenditures, make adjustments if necessary to align with projected receipts, review the preliminary budget with the Senior Pastor and present the budget to the deacons through the Deacon Administrative Council for modifications, if any, and for approval. Following deacon review and approval, the

preliminary budget will be presented to the membership at a church conference with any requested modifications voted on by those in attendance. After church review, a called church conference will be scheduled on a Sunday following the morning worship service for the purpose of voting on the budget without discussion.

## **VII. CHARITABLE CONTRIBUTIONS**

- A. The term “contribution” is synonymous with the term gift, and accordingly, a contribution is not deductible unless it constitutes a valid gift when the donor absolutely and irrevocably divests himself of title, dominion, and control over the item gifted.
- B. Contributions to Tabernacle Baptist Church will be considered deductible (for income tax purposes) and will be included on an individual’s contribution statement if they are given “to and for the use of” the church and any of her approved designated ministries and fund-raising activities as per Section 170 of the Internal Revenue Code, including gifts of cash or property made before the close of the tax year for which the gift is claimed.
- C. Gifts that are not tax-deductible (for income tax purposes) will not be included on contribution statements, including services rendered, unreimbursed childcare expenses while volunteering, gifts of partial interest, contingent gifts, vendor discounts, gifts for a specific individual or individuals with the exception of certain trusts, charitable split dollar insurance plans, and gifts with strings attached.
- D. Donations to Tabernacle Baptist Church will be accepted for unrestricted use or for any of the special restricted/designated funds or programs that have been properly established.
- E. Gifts given through Tabernacle Baptist Church but designated for entities outside of church approved ministries and programs will not be accepted.
- F. Tabernacle Baptist Church will accept electronic transfers of donations.
- G. Tabernacle Baptist Church will accept donations by way of credit cards with fees paid by the church. If a contributor elects to participate in a merchant’s rebate program for purchases made with their credit card, and if these rebates are donated to Tabernacle Baptist Church, the contributor is entitled to receive a charitable deduction in the year the credit card company transfers the rebate(s) to the church.
- H. Checks must be made payable to Tabernacle Baptist Church and under no circumstance made payable to an employee, agent, or volunteer.
- I. Non-cash gifts will not be accepted if it obligates the church to ownership of the gift in perpetuity.
- J. If undesignated, proceeds from the disposition of non-cash gifts, life insurance, bequests, etc., will be placed in the general operating account to be used at the church’s discretion.
- K. Gifts of real estate will be considered as received by the church upon receipt of the title or deed. All real estate will be advertised and disposed of to the highest bidder as soon as practical. As a minimum, real estate will be advertised in The Tidings for two weeks.
- L. Gifts of publicly traded securities (i.e., stocks, bonds, etc.) will be considered as received by the church upon receipt of the security certificate. All securities will be disposed of as soon as practical.

- M. Gifts of tangible personal property (e.g., jewelry, artwork, collections, etc.) will not be accepted unless the Finance Committee has reason to believe that the property can be disposed of quickly and has a value greater than the cost of disposal. No perishable property or property which will require special facilities or security will be accepted without prior approval of the Finance Committee. Gifts of tangible personal property will be disposed of as soon as practical.
- N. Series E and EE, H, and HH government savings bonds are nonmarketable and cannot be transferred to the church. The owner of these bonds is encouraged to cash them and donate the cash to the church.
- O. The Finance Committee, on behalf of the church, has the right to refuse any cash or non cash gift if it is against the interests of the church, from a source deemed inappropriate, or would cause a financial burden to the church.
- P. No finder's fees or commissions will be paid to anyone as consideration for directing a gift to the church.
- Q. When non-cash gifts are given by a donor, Tabernacle cannot place a value on the gift. It is the donor's responsibility to obtain an appraisal of the fair market value of the gift for tax-deductibility purposes. The church will simply indicate a description of the gift on the contribution statement.
- R. In compliance with the Revenue Reconciliation Act of 1993, Tabernacle Baptist Church will provide written acknowledgement (in addition to the donor's contribution statement) of each one-time gift of \$250 or more.
- S. Monies received at a fund-raising event must be evaluated to determine if any portion of the receipts represent a tax-deductible contribution to the donor.
  - 1. If a donor makes a quid pro quo contribution of more than \$75 (i.e., a payment that is partly a contribution and partly a payment for goods or services received in exchange for the contribution), the church must provide a written statement to the donor, for contribution purposes, that satisfies the following two conditions:
    - a. The statement informs the donor that the amount of the contribution that is tax deductible is limited to the excess of the contribution over the value of any goods or services provided by the church in return.
    - b. The statement provides the donor with a good-faith estimate of the value of the goods or services furnished to the donor.
  - 2. A written statement need not be issued if only "token" goods or services (i.e., a value of \$74.00 or less or 2% of the amount of the contribution, whichever is less) are provided to the donor.
  - 3. The quid pro quo rules do not apply to contributions in return for which the donor receives solely what the IRS calls an "intangible religious benefit" (e.g., attendance at worship services, bible study, etc.)
  - 4. The church's Finance Office will provide a contribution receipt to all donors who make quid pro quo contributions.
- T. All checks that have been returned for "insufficient funds" will be redeposited when the next deposit is prepared. Redeposited checks will not be posted twice to the donor's contribution records.
- U. Unsigned checks will not be endorsed and deposited. The Administrative Supervisor will contact the individual who wrote the check and request that he or she sign the check.



## VIII. RESTRICTED/DESIGNATED CONTRIBUTIONS

- A. A restricted (donor designated) contribution is one in which, at the time the gift is made, the donor specifically stipulates the purpose for which the gift is to be used.
- B. Once received and posted to the general operating account, contributors may not change their donation to a designated gift.
- C. All designated gifts must be within the scope of the church's mission and purpose.
- D. The Finance Committee will determine which designated accounts may be established and the length of time they may exist. Any member of the church may request in writing to the Finance Committee the establishment of a designated account. Once an account is designated, the church may accept funds into that account.
- E. Designated gifts will be refused if (1) the purpose is inappropriate or against the interests of the church, (2) the gift is clearly a commercial endeavor, or (3) the gift would obligate the church to undertake responsibilities, financial or otherwise, which it may not be capable of meeting. If a designated gift is deemed unacceptable, the donor will be counseled by the Finance Committee to remove or modify the restrictions.
- F. Designated funds may be used only for the purpose for which they were designated. Designated fund balances will be carried over to each new fiscal year until the balances have been expended for their intended use. Exception: When a designated account's time period has expired, the Finance Committee may either extend the time period or transfer any remaining funds into the general account. If funds in excess of those required for the designated purpose are received, the Finance Committee may transfer the funds into the general account.
- G. If, at any time, the church receives designated gifts which have not been approved and established by the Finance Committee, or the church does not intend to use the designated gifts for the purpose designated, the church will return the gifts to the donor or contact the donor for permission to transfer the gifts to another fund.
- H. When funds are designated for ministries already funded in the church's annual ministry budget, the Finance Committee may stipulate that the designated funds be disbursed before budgeted funds are used. The Finance Committee may also deny the disbursement of funds from the budget line item in an amount less than or equal to the amount designated.
- I. While designated funds may be accepted, the general operating budget (unrestricted gifts) of the church should be the primary source of giving to fund the ministries of Tabernacle Baptist Church.

## IX. MISSIONS OFFERINGS

- A. Unless otherwise designated, 10% of all annual budget offerings will be given to the missions endeavors of the Southern Baptist Convention (SBC) and/or the Cooperative Baptist Fellowship (CBF). Contributors will be afforded the opportunity to select which of these entities they wish to support by indicating their preference on their offering envelope. If no preference is indicated, the missions portion of their budget offering will be considered a gift to the church budget. Monies given to the Cooperative Baptist Fellowship will be divided between the National and Georgia CBF as follows: National CBF – 75%, Georgia CBF – 25%.
- B. World Missions Offering: To facilitate giving to church-approved missions endeavors, contributors are encouraged to give to the "World Missions" offering throughout the year. Monies given to World Missions will be disbursed as follows (adjusted to remove Soup Kitchen, which was moved to church budget, effective October 1, 2017):
  - 1. 13.6% Annie Armstrong – Southern Baptist Convention: North America Missions
  - 2. 5.8% Baptist Children's Homes
  - 3. 21.7% Global Missions - Cooperative Baptist Fellowship
  - 4. 36.9% Lottie Moon – Southern Baptist Convention: International Missions
  - 5. 4.6% Rockridge Assembly

- 6. 11.6% State Missions
- 7. 1.8% World Hunger - Cooperative Baptist Fellowship
- 8. 4.0% World Hunger - Southern Baptist Convention

**X. FUND-RAISING AND SPECIAL OFFERINGS**

- A. Fund-raising is defined as any activity where admission is charged, donations are required or actively solicited for participation in an event, sales take place, etc. Special offerings are defined as church-wide appeals to receive offerings for causes such as crisis relief, love offerings, benevolence, etc.
- B. All fund-raising activities and special offerings must reflect and relate to the mission of, and for the benefit of Tabernacle Baptist Church, its ministries, programs, or causes approved by the church.
- C. All routine fundraising events require prior review and approval of the Finance Committee. All major fundraising activities will also require approval of the Deacon Administrative Council.
- D. At no time will a visiting individual, ministry, group, or organization be allowed to solicit offerings directly on their behalf without the approval of the Finance Committee.

**XI. COLLECTION OF CONTRIBUTIONS**

- A. The church's ushers are responsible for collecting offerings during worship Services and securing them in the church's safe.
- B. Sunday morning Bible Study General Officers (e.g., Sunday School Director, General Secretary, etc.) are responsible for removing offerings from class record drawers and securing them in the church's safe immediately following their collection.
- C. Miscellaneous collections (e.g., Wednesday night dinner fees, activity fees, etc.) will be placed in the church's safe by the Administrative Supervisor and counted at the same time as the next general offering.
- C. Funds received through the mail, or offerings dropped off at the church during the week will be placed in the church's safe by the Administrative Supervisor and counted with the next general offering.
- D. All cash and checks will be maintained in the church safe. Money will never be removed from the church except to transport it to the bank for deposit.

**XII. COUNTING OF CONTRIBUTIONS**

- A. The Counting Committee is responsible for counting all contributions. All donor contributions must be kept in strict confidence by Committee members and must not be discussed among the Committee members or with any other individual. Members of the Counting Committee must not be involved in the disbursement of funds or the recording of contributions.
- B. If practical, counting of contributions will be accomplished each Monday morning at the church's financial institution. If the financial institution cannot supply a secure room for counting, the Counting Committee may count contributions in a locked room in the church.
- C. The Counting Committee will prepare deposit slips, verifying the accuracy of checks and cash (i.e., number of checks, amount of checks, amount of cash, etc.) against adding machine tapes.
- D. The Counting Committee will restrictively endorse all checks. The endorsement will state "For Deposit Only" and include the church's name and account number.

### **XIII. DEPOSITING OF CONTRIBUTIONS**

- A. If the church's financial institution is able to supply a secure room in which to count offerings, at least two members of Counting Committee will transport the offering to the bank's deposit drop following worship services each Sunday morning. If the bank cannot supply a secure room for counting, all monies will remain in the church's safe until removed for counting.
- B. Following the counting of contributions, all monies will be promptly taken to the bank for deposit by at least two members of the Counting Committee.

### **XIV. REPORTING AND RECORDING OF CONTRIBUTIONS**

- A. Donor contributions will be recorded and maintained on a strict confidential basis in the church's computer data base . Requests or offers to purchase, rent, or borrow Tabernacle Baptist Church's donor database is strictly forbidden. The computerized contribution database will be password protected by the Administrative Supervisor.
- B. Cash offerings will be recorded in the name of the giver whenever they can be identified. Loose cash receipts will be recorded to the general fund.
- C. Giving envelopes will be maintained in a secure and confidential location. Only the Administrative Supervisor has authorized access to offering envelopes.
- D. A letter acknowledging the receipt of non-cash gifts and gifts given in honor or memory of an individual will be mailed to each donor, as well to the individual or family of an individual for which a gift was given in honor or memory of within seven days of the gift's date of receipt.
- E. Contribution statements will be provided quarterly to church donors. Year - end statements will be mailed to donors no later than January 31 of the subsequent year.
- F. Tabernacle Baptist Church will comply with all federal and state laws as they pertain to the reporting of donations.
- G. To be included in a given year's record of contribution, contributions must be received by 12:00 midnight on December 31, or if mailed, the mailing envelope must reflect a postmark no later than December 31. Tabernacle Baptist Church will not accept backdated checks for the purpose of being recorded as a donation for a previous year.

### **XV. Bank Accounts**

- A. At a minimum, Tabernacle Baptist Church will maintain a general operating account and a payroll account at a local banking institution. The Finance Committee will authorize opening additional accounts as needed.
- B. The payroll account will be maintained at a minimum balance as required by the banking institution currently being used. Each payday, monies from the general operating account will be transferred to the payroll account in an amount equal to the church's payroll.
- C. The Chairperson of the Counting Committee will perform a monthly reconciliation of all church accounts. Any discrepancy will be investigated by the chairperson of the Finance Committee.
- D. Secure online banking and Automated Clearing House (ACH) withdrawals should be utilized as much as practical.
- E. The Administrative Supervisor, in cooperation with the Finance Committee, should research banking institutions a minimum of every three years to determine the most advantageous financial institution in which to deposit church funds. The Finance Committee will have authority to select the financial institution.
- F. Unless otherwise stated, interest from regular bank accounts will be deposited in the Capital Reserve designated/restricted account. Monies from this account may be used for routine or essential non-budgeted

purchases upon approval of the Finance Committee. Major or capital expenditures from this account must be approved by the Deacon Administrative Council.

#### **XVI. Financial Reports**

- A. Each week, the Administrative Supervisor will prepare the *Weekly Financial Report* including the amount of the previous Sunday's contributions to the general operating account and all designated/restricted gifts.
- B. Each month, the Administrative Supervisor will prepare the *Contributions and Ministry Costs Report* and an *Analysis of Revenues and Expenses*.
- C. Church members will be provided with these reports at regular church conferences or upon request.

#### **XVII. Maintenance of Checks**

- A. All checks will be sequentially pre-numbered and accounted for by the Administrative Supervisor.
- B. Those authorized to sign checks include the Administrative Supervisor and all members of the Finance Committee. If the amount of the check is \$750 or less, the Senior Pastor's Administrative Assistant is authorized to sign the check, along with the Administrative Supervisor. Individuals authorized to sign checks must have a signature card on record at the church's banking institution.

#### **XVIII. DISBURSEMENTS**

- A. The Administrative Supervisor is responsible for the general oversight and administration of all financial disbursements.
  - 1. In the absence of a designated account, expenditures for routine non-budgeted items must be approved by the Finance Committee. In the absence of a designated account, expenditures for major or capital non-budgeted items must be approved by the Deacon Administrative Council.
- B. A Pastoral Team member serves as administrator for each line item (or section) of the church's annual budget.
- C. The disbursement of funds from the church's annual ministry budget requires a properly completed and approved Purchase Order as well as all associated bills, receipts, invoices, etc. Exception: Payment for regular, ongoing operating expenses (e.g., utility bills, annuity contributions, insurance premiums, etc.) will be made without a purchase order.
- D. Purchases less than \$1,000 must receive prior approval from the Pastoral Team member who has administrative responsibility for the line item being charged. Purchases of \$1,000 and over must receive approval from both the Pastoral Team member who has administrative responsibility for the line item and the approval of the Senior Pastor.
- E. Whenever practical, competitive bids or price comparisons will be secured on purchases over \$5,000. An effort should be made to secure two or more bids.
- F. Disbursement procedures.
  - 1. Individuals wishing to make a purchase must complete a Purchase Order and obtain approval from the appropriate Pastoral Team member. Requests of \$250 or more that are not for routine expenses (i.e. utility bills, insurance premiums, annuity contributions, etc.) must first be approved by a member of the Finance Committee via a Funding Request.
  - 2. Purchase Orders and all receipts will be maintained by the Administrative Supervisor. Copies of

Purchase Orders will be returned to the appropriate Pastoral Team member following approval or denial.

G. Check Processing Schedule

1. The Administrative Supervisor will typically write and distribute checks for all properly completed and approved Purchase Orders by close of business each Thursday.
2. Each check will require two signatures.

H. Payroll processing: Pay periods will run from Sunday through Saturday and payroll checks will be written and disbursed biweekly on Tuesdays.

**XIX. PLANNED GIVING**

A. General Policy Statements

1. Planned giving is a comprehensive program for long-term financial support of Tabernacle Baptist Church through a broad range of charitable gift options. The Planned Giving Program will solicit and accept contributions through bequests and other advantageous tax, financial, and estate planning techniques. The goal of this policy is to encourage planned gifts and to guide the efforts of Tabernacle's Planned Giving Program.
2. The Finance Committee will have general oversight of Tabernacle's planned giving program and will have authority to determine the appropriateness and acceptability of planned gifts.
3. All planned giving agreements between a donor and Tabernacle Baptist Church will be reviewed by legal counsel prior to their execution. Prospective donors will be advised to consult with independent legal and tax counsel of the donor's choice in all matters related to planned gift instruments.
4. When named as trustee on planned giving instruments, Tabernacle Baptist Church will utilize the services of the Georgia Baptist Foundation for investing and managing planned gifts.
5. All fees and related costs associated with a planned gift will be charged against the amount transferred to Tabernacle Baptist Church. Where there are ongoing management costs associated with property or trust assets, those costs will be borne by the property or trust involved. Legal fees and expenses that may be incurred in the life of a trust will be borne by the trust.
6. The church will not endorse specific insurance products or agents, brokers, attorneys, financial advisors, etc., and will not furnish names to anyone for the purpose of marketing insurance products for the benefit of the donor or church.

B. Tabernacle Baptist Church will promote and accept planned gifts (subject to church policies and federal and state laws) through the following planned giving vehicles:

1. Bequests: Provision for a planned gift may be made in the form of a bequest or devise through a properly executed last will and testament.
2. Charitable Gift Annuity (CGA): an irrevocable contractual arrangement whereby a donor transfers assets to Tabernacle Baptist Church in exchange for fixed, guaranteed payments for the life or the annuitant(s) or for a term of years.
3. Charitable Remainder Trust (CRT) and its variations: Irrevocable trusts established by the donor that pay the donor an income for life or for a period of years (not to exceed 20). At death or at the end of the period, the remaining trust assets are distributed to Tabernacle Baptist Church.

A. Forms of Charitable Remainder Trusts include:

- (1) Charitable Remainder Annuity Trust (CRAT): Pays a fixed amount to the donor each year for the life of the

trust.

- (2) Charitable Remainder Unitrust (CRUT and its variations): Pays a fixed percentage (at least 5% of the fair market value of trust assets, as valued annually, to the donor each year.

#### 4. Gifts of Life Insurance

- a. There are various methods by which a life insurance policy may be donated to Tabernacle Baptist Church:

- (1) Paid up life insurance policies may be irrevocably assigned to the church.
- (2) Life insurance policies on which premiums remain to be paid may be assigned to the church contingent upon the donor continuing to make premium payments or pledging to make regular gifts to the church to cover the premium payments.
- (3) Tabernacle Baptist Church may be named as beneficiary on life insurance policies.

### **XX. ENDOWMENTS, TRUSTS, AND SCHOLARSHIP FUNDS**

- A. Unless otherwise stated, the Finance Committee and Deacon Administrative Council will have general oversight of church endowment, trust, and scholarship fund portfolios and will review these periodically to ensure that funds are invested appropriately and wisely.

### **XXI. GRANTS**

- A. Tabernacle Baptist Church cautiously encourages the securing of funding from grants for religious, educational, and charitable purposes consistent with the church's mission, values and purpose. All grants must be approved by the Deacon Administrative Council.

### **XXII. INVESTMENTS**

- A. The Finance Committee may invest funds with a limited amount of risk (i.e., insured savings accounts, government-insured certificates of deposit, money market accounts, etc.) The Committee with approval of the Deacon Administrative Council is also authorized to retain one or more investment managers to assume the investment management of funds and assets owned or administered by Tabernacle Baptist Church.
- B. The Finance Committee will review overall portfolio performance at least annually. When investments reach maturity, bids from local banks should be secured to ensure that monies are placed in accounts paying the highest interest with a minimum of risk.

### **XXIII. PROPERTY TAX**

- A. A state property tax exemption filing must be made on all property owned by Tabernacle Baptist Church and subject to taxation, including undeveloped and vacant land.
- B. Because the property tax exemption may be at risk by renting church property for nonreligious purposes, all rentals of church property must be pre-approved by the Properties Committee within the guidelines of church policy.

### **XXIV. STATE SALES TAX**

- A. While Tabernacle must pay sales tax in the state of Georgia, the church should apply for tax exempt status from other states in which it conducts business.
- B. Georgia sales tax will not be collected on the sale of items during a fund-raising event (e.g., sale of cookbooks, bake sales, etc.) as long as the number of days upon which the fund-raising activity occurs does not exceed 30 in any calendar year. (See the Official Code of Georgia Annotated 48-8-3 for clarification.)

## **XXV. FEDERAL AND STATE PAYROLL TAXES**

- A. As an employer, Tabernacle Baptist Church is responsible for complying with government regulations relating to payroll. Tabernacle will withhold, deposit, and report state and federal income tax (FIT) and social security and Medicare taxes (FICA) on the wages of non-ordained employees. Tabernacle will withhold, deposit, and report state and federal income tax on the wages of ordained employees, but will not withhold Self-Employment Contributions Act (SECA) tax on ordained ministers unless requested in writing by the ordained minister.
- B. Federal taxes will be deposited in accordance with applicable IRS guidelines. These taxes are accessed through the Federal Tax Payment System (EFTPS) for electronic transfer of funds to the Internal Revenue Service. State taxes are submitted monthly on or before the 15th of the following month after wages are paid.

## **XXVI. EMPLOYEE INCOME REPORTING**

### **A. Form W-2 (Employees)**

1. Every employee of Tabernacle Baptist Church, will receive a W-2 form no later than January 31. The W-3 transmittal form and copy "A" of all W-2 forms must be submitted to the Social Security Administration before February 28.
2. If certain payments made to, or benefits provided to an employee are considered taxable (e.g., an ordained minister's unused housing allowance, applicable life insurance premiums, etc.) they will be included on the employee's W-2 form.

### **B. Form 1099-MISC (Self-employed)**

1. The 1099-MISC form must be provided to all self-employed persons (e.g., non-employees such as plumbers, painters, evangelists, guest speakers, etc.) who were paid \$600 or more in compensation for services rendered in the church's normal course of operations.
2. 1099-MISC forms must be completed and issued to qualified self-employed persons no later than January 31. The Form 1026 transmittal form and copy "A" of all 1099-MISC forms must be submitted to the appropriate IRS Service Center before February 28.
3. Normally, the 1099-MISC form is only required when services are rendered and not when goods are purchased. However, if a service is performed and the church is billed for labor and materials together, then the total payment must be reported on Form 1099-MISC. If the church is billed separately, and the service provider is in the business of selling such parts and materials, then only the labor portion should be reported on Form 1099-MISC.

### **C. Federal income, FICA, and state payroll taxes will be reported quarterly using Form 941.**

1. The fourth quarter Form 941 will not be filed with the government until all Form W-2's and the W-3 transmittal are completed and agreed in totals.

## **XXVII. EXECUTION AND FUNDING OF CONTRACTS/AGREEMENTS**

- A. The execution of all contracts and agreements that obligate the church in a pecuniary manner is the responsibility of the Deacon Administrative Council or their designee.

## **XXVIII. INSURANCE**

- A. Fidelity insurance coverage (bonding) will be maintained on all church employees and volunteers who are involved in money handling.
- B. Liability insurance and insurance on all church property, including land, buildings, vehicles, etc. will be maintained at adequate levels determined by the Deacon Administrative Council.
- C. The Personnel Committee will recommend insurance benefits for employees of Tabernacle Baptist Church as approved in the church's Personnel Policy (e.g., workers' comp, medical, dental, life, disability, etc.)

## **XXIX ACCOUNTABLE REIMBURSEMENT PLAN**

- A. Any employee or volunteer of Tabernacle Baptist Church will be reimbursed for any ordinary and necessary business and professional expenses incurred on behalf of the church if the amounts are reasonable, appropriately documented and approved and reimbursement requests are timely (within 30 days).

## **XXX CREDIT CARDS**

- A. Credit cards are provided for ministry use only and are to be used to purchase items and services that are normally reimbursed through the church's annual budget. Credit cards may not be used for personal purchases.
- B. The church's Administrative Supervisor will maintain control of all credit cards issued by local stores and merchants. Credit cards should be returned to the Administrative Supervisor immediately after use.
- C. Business credit cards through the church's financial institution will be provided to Pastoral Team members and to the church office for the purpose of conducting routine church business.
- D. The Finance Committee will determine the monthly credit limit on all credit cards.
- E. Credit card users are responsible for the proper use of cards and must protect them as they would protect their personal credit cards. Misuse of a credit card will result in revocation of the card.
- F. Cardholders must surrender their card (1) should use privileges be suspended or revoked or (2) on the last day of employment with Tabernacle Baptist Church.
- G. Original credit card receipts (and/or supporting documentation) as well as a completed purchase order will be provided to the Administrative Supervisor within five days of making a purchase.
- H. Monthly billing statements will be received by the Administrative Supervisor who will reconcile the charges on the monthly statement with submitted receipts and purchase orders. Any discrepancies must be resolved before payment will be authorized.
- I. Unless directed by the Finance Committee, the Administrative Supervisor will pay credit card charges in full each month.

## **XXI. PETTY CASH**

- A. The Administrative Supervisor will administer Tabernacle's petty cash fund.
- B. Petty cash should be used only when absolutely necessary. It can be used to make small purchases or reimbursements for small, incidental expenses when immediate payment is required.
- C. A total of \$100 in cash (and receipts) will be maintained in the church safe for petty cash purposes. Petty cash funds will operate as "impress funds" (i.e., the total of receipts plus cash available must equal the petty cash fund amount).
- D. When a withdrawal is made from petty cash, a properly completed Purchase Order (with receipts) must be received within one week of withdrawal.
- E. Petty cash will not be used for personal expenditures or borrowing funds, nor will it be used to cash checks.

## **XXXII. BENEVOLENCE FUND**

- A. The Benevolence and Missions Team and the Administrative Supervisor will be given the authority to administer benevolent funds within the approved budget.
  - 1. "Benevolent Fund Requests" forms will be filed in a confidential file that is maintained by the Administrative Supervisor on behalf of the Benevolence and Missions Council
  - 2. Except for unusual circumstances, benevolence assistance will not be provided to an individual or family more than once in any six-month period.



B. Disbursement of benevolence funds.

1. Under no circumstances will cash be given or a check written to an individual requesting assistance. If the request is approved, checks will be written to the institution or company providing the service for which the benevolent request is made.

**XXXIII. STORAGE, RETENTION, AND DISPOSAL OF FINANCIAL RECORDS**

A. All financial records will be maintained in a secure location where they will not be tampered with, destroyed, or altered.

B. The disposal of financial records/documents will be accomplished annually by shredding those that exceed their retention period specified below.

C. Tabernacle Baptist Church will retain financial records for the period shown below:

Record	Retention Period
1. 501(c) 3 Documents	Permanent
2. Property tax exemption documentation	Permanent
a. General ledgers	Permanent
3. Articles of Incorporation and annual corporate report	Permanent
a. Audited financial reports	Permanent
4. Deferred giving instruments (e.g., wills, annuities, trusts, etc.)	Permanent
5. Form 941	7 Years
6. Salary reduction agreements	7 Years
7. Housing allowance designations	7 Years
8. Payroll records	7 Years
9. Form 8282 reporting the sale of donated property	7 Years
10. W-2 and 1099-MISC forms (including all associated forms)	7 Years
11. Invoices, receipts, and purchase orders	7 Years
12. Bank Statements and reconciliations	4 Years
13. Contribution statements	4 Years
14. Offering envelopes	4 Years

## Personnel Procedures

Effective Date: 3/14/2017

Revision Date: 4/22/2018

*The following procedures support the Personnel policies of Tabernacle Baptist Church of Carrollton, Inc. which is hereafter referred to as "the church".*

### I. EMPLOYEE CLASSIFICATIONS

(Refer to Personnel Policy Section I.)

### II. WORK SCHEDULE

(Refer to Personnel Policy Section II.)

### III. HOLIDAYS

(Refer to Personnel Policy Section III.)

### IV. LEAVE OF ABSENCE

- A. The Senior Pastor, Administrative Supervisor, and Facilities Manager will coordinate the leave schedule for the year to ensure adequate ministerial, clerical, and maintenance support for the church.
- B. Leave Sharing Program **(For Full Procedure Refer to Personnel Policy Section IV, K)**
  - 1. Recipient Procedures: To receive donations of leave, the recipient must follow the guidelines below:
    - a. An employee must make written application to become a leave recipient by completing Part 1 of the Recipient Application and submitting it to the Administrative Supervisor who will make a recommendation to the Personnel Committee.
    - b. If requested, a physician's certification of the medical condition must be submitted along with the Recipient Application.
  - 2. Donor Procedures: To donate leave, the donor must follow the guidelines below:
    - a. An employee may voluntarily request leave to another employee by completing Part 1 of the Donor Agreement form and submitting it to the Administrative Supervisor.
    - b. All donated leave that has been used by a recipient is irrevocable except for instances where the "Exclusions" apply.

## V. EMPLOYMENT

### A. Employment Procedures

#### 1. Ministerial Employees

- a. Senior Pastor: In the event the pulpit becomes vacant, the Nominating Committee and the Deacon Officers shall present to the church for approval a list of 7 persons with a designated chairperson to serve as a Senior Pastor Search Committee. This committee shall present its nomination for Senior Pastor to the Deacons for approval before presenting the candidate to the church.
- b. Ministerial Staff (other than the Senior Pastor): When a vacancy in the ministerial staff occurs, the Nominating Committee shall recommend to the church a Search Committee of 7 persons. After an appropriate person is agreed upon by the Search Committee and approved by the Senior Pastor, the candidate will be presented to the Deacons for approval before being presented to the church.
- c. Pulpit Supply: When there is a vacancy in the pastorate, a Pulpit Supply Committee consisting of 5 members will be appointed by the chairperson of the Personnel Committee, the chairperson of the Nominating Committee, and the chairperson of the Deacons to secure ministers to preach at the Sunday services on a temporary basis and to recommend to the Personnel Committee an Interim Preacher or Senior Pastor for consideration by the Deacons and by the church.
- d. As a condition of employment, all ministerial candidates are required to submit to a screening test for illegal drugs (as outlined in the Substance Abuse section of this policy), an academic credential check, a credit check, a nation-wide criminal history check, and a nation-wide sex offender registry check.
  - (1) All tests will be completed no later than the end of the 90 day probationary period.
  - (2) The Senior Pastor will review the results of these tests to determine the person's fitness for employment. If any test has an adverse report, the Senior Pastor, in consultation with the Personnel Committee, will determine the appropriate actions to take. In the case of the position of Senior Pastor, such results will be reviewed by the Personnel Committee.

#### 2. Non Ministerial Employees

- a. For new positions and when vacancies exist in established positions, approval of the Personnel Committee is required prior to proceeding with this employment procedure.
- b. When vacancies occur in established positions, the supervisor will advertise and receive applications for the position.
- c. All employment opportunities, excluding ministerial positions, will be advertised in publications of *The Tidings*.
- d. Initial screening of applicants will be conducted by the person who will supervise the employee. Qualified applicants will be referred to the appropriate minister for interview and final approval.
- e. Interns and Ministry Aides will be hired on an as-needed basis and as funds are available. The appropriate minister will interview and give final approval for the hiring of an intern or ministry aide.
- f. The Personnel Committee will be informed of the selection prior to hiring.
- g. As a condition of employment, all non-ministerial employees are required to submit to a screening test for illegal drugs (as outlined in the Substance Abuse section of this document), a nation-wide criminal history check, and a nation-wide sex offender registry check.
  - (1) All tests will be completed no later than the end of the 90-day probationary period.
  - (2) The Administrative Supervisor will review the results of these tests to determine the person's fitness for employment. If any test has an adverse report, the Administrative Supervisor, in consultation with the Senior Pastor, will determine the appropriate actions to take.

## **VI. TERMINATION OF EMPLOYEES**

**(Refer to Personnel Policy Section VI.)**

## **VII. COMPLAINT PROCESS**

- A. Employees other than the Senior Pastor shall follow a three-step process to resolve issues and to achieve unity with fellow employees.
1. Step 1—Issue Submission: The employee shall present the facts of the issue to his/her immediate supervisor for consideration and possible resolution. If the supervisor is the subject of the complaint, it shall be presented to the next level of supervision for consideration.
  2. Step 2—Written Complaint: If the complaint is not satisfactorily resolved by the supervisor in step 1, the employee may present it in writing to the next level of supervision. A written decision concerning the complaint will be provided to the employee.
  3. Step 3—appeal: If the employee is not satisfied with the decision in step 2, he/she may submit a written appeal to the Personnel Committee indicating why the employee believes the decision to be incorrect. A written decision will be provided to the employee by the Personnel Committee. Decisions by the Personnel Committee shall be considered final.
- B. Complaints by the Senior Pastor shall follow a three-step process.
1. Step 1—Issue Submission: The Senior Pastor shall present the facts of the issue to the Personnel Committee for consideration and possible resolution.
  2. Step 2—Written Complaint: If the complaint is not satisfactorily resolved by the Personnel Committee in step 1, the Senior Pastor may present it in writing to the Deacons. A written decision concerning the complaint will be provided to the Senior Pastor.
  3. Step 3—Appeal: If the Senior Pastor is not satisfied with the decision in step 2, he/she may submit a written appeal to the Church in conference indicating why he/she believes the decision to be incorrect. Decisions by the Church in conference shall be considered final.
- C. All employee issues will be handled in a timely manner.
- D. A copy of all written complaints, appeal documents, and decisions will become part of the employee's personnel file.
- E. Employees and ministers will not be penalized, disciplined, or prejudiced for exercising the right to present a complaint and/or an appeal.
- F. All ministers, employees and concerned church members are encouraged to submit their ideas to improve this process to achieve employee and member satisfaction.

## **VIII EMPLOYEE EVALUATIONS**

- A. Employee evaluations will be discussed with the Personnel Committee, and may be used for the purpose of adjusting duties and salaries as deemed necessary.
- B. Evaluations will be discussed with the employee to provide constructive feedback on strengths and limitations.
- C. The Senior Pastor, at his/her discretion, may review evaluations of all employees.

## **IX. EMPLOYEE COMPENSATION**

- A. Compensation Agreement: The chairpersons of the Finance and Personnel Committees, in cooperation with the Senior Pastor, will complete a compensation agreement for new employees and forward this agreement in writing to the employee when they are hired. This statement will include, but not be limited to, the following:
  - 1. Salary;
  - 2. Housing allowance;
  - 3. FICA agreement;
  - 4. Details related to retirement and insurance;
  - 5. Relocation allowance;
  - 6. Ministerial related expense accounts;
  - 7. Authorized vacation time, etc.
- B. Annual Compensation Recommendations:
  - 1. The Senior Pastor will provide annual compensation recommendations to the Personnel Committee.
  - 2. The Personnel Committee will then make a compensation recommendation to the Finance Committee for their consideration and inclusion in the annual budget.
- C. Christmas Bonus
- D. Service Awards
- E. Ministerial FICA
- F. Housing Allowance
  - 1. Prior to the start of each calendar year, the ministerial staff will submit a written request to the Personnel Committee, specifying the amount of their compensation package they want to be considered as a housing allowance.
  - 2. The Personnel Committee will then review and approve or reject as appropriate.

## **X. EMPLOYEE BENEFITS**

- A. Full - time Ministerial Staff
  - 1. Medical Insurance: The church will pay for medical insurance for full-time ministerial staff and their dependents.
  - 2. Dental Insurance: The church may provide dental insurance for full-time ministerial staff and their dependents contingent upon dental plan cost and the church's financial condition. This benefit will be reviewed annual by the Personnel Committee to determine if it will be funded in the annual budget.

3. Life Insurance: The church will provide term life insurance for full-time ministerial staff with a death benefit of up to two times the employee's annual income.
4. Disability Insurance: The church will provide disability insurance for full-time ministerial staff.
5. Retirement/annuity: Beginning in 2006, the church will pay annually an amount equal to 15% of salary and housing allowance for the Senior Pastor into his retirement program. Beginning in 2006, the church will pay annually an amount equal to 10% of salary and housing allowance for other full-time ministerial staff into their retirement program.
6. Ministerial Relocation: Full time ministerial employees relocating at the request of the church will have expenses of moving normal household effects paid by the church. Verifiable incidental expenses up to \$1,000.00 may be approved by the Personnel Committee upon submission of related receipts.

B. Full-time, Non ministerial, Salaried and Hourly Employees

1. Medical Insurance: The church will provide employee medical insurance for all full-time, non-ministerial employees. If eligible, the employee may add dependent coverage at his/her own expense.
2. Dental Insurance: The church may provide dental insurance for full-time, non ministerial employees contingent upon dental plan costs and the church's financial condition. This benefit will be reviewed annual by the Personnel Committee to determine if it will be funded in the annual budget. If this benefit is provided by the church, employees may add dependent coverage at his/her own expense.
3. Life and Disability Insurance
  - a. Full-time, Non Ministerial, Salaried Employees: The church will provide basic life and disability insurance for full time, non-ministerial, salaried employees. If eligible, the employee may increase the insurance benefit at his/her own expense.
  - b. Full - time, Non-ministerial, Hourly Employees: The church does not provide life or disability insurance for full-time, non ministerial, hourly employees. If eligible, the employee may purchase insurance at his/her own expense.
4. Retirement/Annuity
  - a. Full—time, Non ministerial, Salaried Employees: Beginning in 2006, the church will pay annually an amount equal to 10% of salary for all full-time, non ministerial, salaried employees into their retirement program.
  - b. Full-time, Non-ministerial, Hourly Employees: Other than the employer's portion of the FICA tax, the church does not provide retirement benefits for full-time, non-ministerial, hourly employees. If eligible, the employee may contribute to an annuity or retirement plan at his/her own expense.
  - c. Part-time employees: The church does not provide retirement, medical, dental, life, or disability insurance for part-time employees. If eligible, the employee may purchase insurance at his/her own expense.

## **XI. WORKPLACE APPEARANCE, CONDUCT AND CONFIDENTIALITY**

**(Refer to Section XI in Policy Manual)**

## **XII. VIOLATION OF SUBSTANCE ABUSE POLICY**

### **A. General Procedures**

1. An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred.

If, in the opinion of the supervisor, the employee is considered impaired, the employee will be required to take a drug test. An impaired employee will not be allowed to drive.

2. Opportunity to contest or explain test results—Employees and job applicants who have a positive confirmed test result may explain or contest the result to the Personnel Committee within five (5) working days after a representative of the church contacts the employee or job applicant and shows him/her the positive test result as it was received from the laboratory in writing.
3. Confidentiality: The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.
4. Pre-employment Drug Testing
  - a. All job applicants at Tabernacle Baptist Church will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.
  - b. Applicants will be required to submit to a urinalysis test at a laboratory chosen by Tabernacle Baptist Church, and by signing a consent agreement will release Tabernacle Baptist Church from liability.
  - c. If the physician, official, or lab personnel have reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.
5. Individuals who have failed a pre-employment test may initiate another inquiry with Tabernacle Baptist Church after a period of not shorter than six (6) months; but they must present themselves drug-free as demonstrated by urinalysis or other test selected by Tabernacle Baptist Church.

### **B. Employee Testing**

1. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to the following:
  - a. Observable behavior while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
  - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

- c. A report of substance abuse provided by a reliable and credible source.
  - d. Evidence that an individual has tampered with any substance abuse test during his or her employment with Tabernacle Baptist Church.
  - e. Information that an employee has caused or contributed to an accident while at work or;
  - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- 2. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. Tabernacle Baptist Church will also send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to church property occurs.
  - 3. As part of a follow-up treatment for drug abuse when an employee has involuntarily entered a rehabilitation program because of a positive confirmed test result. The frequency of such testing shall be a minimum of at least once a year for a two year period after completion of the rehabilitation program. Advance notice of testing shall not be given to the employee.
  - 4. When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.
- C. Alcohol Abuse: The consumption or possession of alcoholic beverages on Tabernacle's premises is prohibited, and the consumption or possession of alcoholic beverages on Tabernacle's premises shall be deemed misconduct. It shall also be misconduct, while on duty/church business, for an employee to have his/her normal faculties impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests indicate any level of alcohol, and shall be subject to discipline up to and including termination. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.
- D. It is the responsibility of Tabernacle's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe environment, and the co-workers should encourage anyone who has a drug problem to seek help.

### **XIII. IN THE ABSENCE OF SENIOR PASTOR**

In the absence of the Senior Pastor where designated in this document as having functional authority, that authority shall be exercised by the Personnel Committee.



# Properties Procedures

Effective date: 3/14/2017

## General Procedure Statement

**These procedures identify specific guidelines relating to the use of all church facilities, equipment, grounds, and vehicles. (Herein after Properties)**

All groups wishing to use the church properties shall contact the church office and complete the Property and Equipment Use Request. This form is available on the church website [www.tabernacle.org](http://www.tabernacle.org), and in the church office.

No outside events shall be placed on the calendar until the Property and Equipment Use Request has been submitted and approved by the Administrative Supervisor in consultation with the others, as is appropriate (i.e., responsible Minister, Wedding Coordinator, Facilities Manager, TLC Coordinator, Properties Committee Chair). All required fees, and complete set up instructions shall be received no later than two weeks prior to the scheduled event or the event will be removed from the calendar.

Requests received from outside groups more than three months before the use date (with the exception of weddings) must be approved by the Properties Committee.

Activities and programs are limited to the space that is reserved.

Dining or the serving of food is limited to pre-approved designated areas.

All music used must be appropriate for the setting. All music used on the TBC Property shall be approved in advance by the Associate Pastor for Music and Worship.

Responsible adult supervision by the person initiating the Property and Equipment Use Request shall be with the group at all times. Minor children must be supervised by an adult at all times.

The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.

Abusive or degrading language, profanity, or suggestive language is not permitted.

Groups/individuals using any church property must leave it in good condition. All trash shall be placed in appropriate receptacles.

Individuals or groups causing damage to any church property shall reimburse Tabernacle Baptist Church for expenses incurred.

Tabernacle is not responsible for lost, stolen, or damaged personal items.

Lost and found items will be kept at the TLC Welcome Desk or at the Receptionist Desk for no more than thirty days.

The following items are not allowed in or on any church property.

- Unauthorized Weapons
- Alcoholic Beverages
- Tobacco products
- Controlled substances/drugs

No exterior door shall be propped open for any reason.

Church owned equipment may be used only if requested on the Property and Equipment Use Request. Tabernacle does not provide table linens, dishes, cooking utensils, or paper goods.

Any furniture or equipment that is to be moved shall be indicated on the Property and Equipment Use Request and set up instructions. Only Tabernacle maintenance staff shall move or set up furniture or equipment in order to maintain the quality of the property and to prevent damage.

A custodian is normally on duty during regular business hours (Monday-Friday, 8:30 a.m.— 5:00 p.m.). If property usage is requested after regular business hours, a member of the Tabernacle Maintenance Staff shall be on duty, or the sponsoring staff member of the ministry group will serve as the church's representative if questions or needs arise during the event.

All decorations on church property shall be approved prior to the event. Nothing may be affixed to any surface without prior written consent by the Properties Committee.

Programs held in the Worship center, Chapel, or Gym that require the use of a sound system shall have one of the church's Sound Technicians on duty. This service will be included in the usage fee, if applicable.

Only Tabernacle's approved musicians/instrumentalists will be authorized to use the musical instruments, unless prior written request is approved by the Associate Pastor for Music and Worship.

No plantings, or removal of existing plants, shall be made on church property without the written consent of the Properties Committee.

Scheduled usage of any Tabernacle Property will take precedence over all other requests.

All activities shall be approved pending availability of space within ministry priorities.

Routine church related meetings shall be scheduled through the corresponding Ministry Area. All meetings shall be scheduled through the church's calendaring system and complete set up provided. This ensures proper heat/air, and space availability.

## **Tabernacle Life Center**

Membership in and use of the gym and/or indoor playground during Open Gym times will be open to the public with the following conditions:

1. Persons age 16 and above may apply for membership by completing a Tabernacle Life Center

Registration including a Waiver of Liability. The Registration form shall be signed by a parent or guardian for any person aged 16 and 17.

2. Persons who complete a Tabernacle Life Center Registration form and qualify for membership under the terms of the Properties Policy will be issued a TLC Membership Card that shall be used to log in/out of the gym or indoor playground.
3. During Open Gym time, persons under the age of 16, and adult guests, must be accompanied by a person with a TLC membership and must be signed in as the member's guest at the TLC Welcome Desk.
4. During Open Gym time, children using the indoor playground must be accompanied by an adult with a valid TLC membership who is 18 or older and who has properly logged in.

Authorized and trained volunteer receptionists will be positioned at the TLC Welcome Desk during any open Gym time.

Only authorized receptionists shall be permitted behind the Welcome Desk in the TLC.

Receptionists will be instructed in the following:

1. The interpretation of these procedures
2. Emergency Procedures
3. General First Aid

Church owned recreation equipment shall be checked out at the TLC Welcome Desk.

Personal recreation equipment may be used in the gym if it is marked with the owner's name and approved by the receptionist.

Hanging on basketball rims or nets shall not be allowed.

Access to the gym shall be limited to the schedule of activities on the church calendar.

Walkers and joggers shall walk in a counter-clockwise direction. Walkers to the inside, and joggers to the outside of the track.

No roller skates, skateboards, bicycles, tricycles, etc. shall be permitted in the gym.

All furniture used in the gym shall have glides or mats under the legs to protect from scratching the floor.

No food, drink, or gum is permitted in the gym during any recreational activity.

Participants using the showers on property must use their own towels and toiletries.

Use of the residential kitchen located in the TLC will be limited to events listed on the church calendar.

Groups/individuals using the residential kitchen (TLC) shall be responsible for cleaning all utensils and cookware used.

Unused food shall not be left in the refrigerator, in the cabinets, or on the counters in the residential kitchen (TLC).

## **Vehicles**

Use of church vehicles will be on a first-come, first served basis.

Vehicles shall be reserved through the corresponding Ministry area and the calendaring system.

Church owned vehicles shall be used for ministry purposes only.

If more than one vehicle is being used on a trip, every effort shall be made for the vehicles to travel together in the event that one or the other encounters difficulty.

Only authorized drivers shall operate church vehicles. A list of authorized drivers will be maintained in the church office by the Administrative Supervisor and in the Facility Managers office by the Facilities Manager.

The following items will be given to the driver of the vehicle prior to each trip and must be returned to the Facilities Manager following usage.

1. Vehicle keys
2. Credit Card (if applicable)
3. Vehicle Registration Card
4. Insurance Card
5. Trash Bag
6. Trip Report and Checklist including emergency telephone numbers
7. Vehicle Accident Report

Prior to each use, the Facilities Manager shall complete Section 1 of the Trip Report and Checklist. When a vehicle is returned following a trip, the driver shall complete Section 2 of the Trip Report and Checklist.

Each vehicle will be fully fueled prior to use. If a group needs to re-fuel before returning the vehicle to Tabernacle, they may do so and be reimbursed for the cost. A receipt shall be turned in to the Administrative Supervisor for reimbursement. Each ministry area is charged a usage fee per mile determined yearly by the Administrative Supervisor and Facilities Manager based on the current price of gasoline, insurance costs and vehicle upkeep.

All vehicles shall be cleaned upon their return by the person or group responsible for the trip.

All trash shall be picked up and placed in the trash bag provided.

Floors of the vehicle shall be swept out.

The Properties Committee, in cooperation with the Facilities Manager, is responsible for scheduling all vehicle maintenance.

The Properties Committee will inspect each vehicle and review the maintenance logs and schedules no less than every six months.

Routine preventative maintenance will be budgeted on an annual basis and will be scheduled to conform with the vehicle's operator manual. All maintenance, based on mileage, shall be done within 10% of the recommended mileage.

Unscheduled maintenance shall be approved by the Properties Committee. Maintenance of vehicles away from Carrollton, GA shall be done only on an emergency basis in order to get the vehicle back home to Tabernacle safely without danger to the vehicle or passengers.

In the event an emergency repair is needed, the driver shall contact the Facilities Manager or the Chairperson of the Properties Committee. These telephone numbers shall always appear on the Vehicle Accident Report given to the driver prior to each usage.

# Property and Equipment Use Request

Adoption Date: 3/14/2017 Revision Date (s): \_\_\_\_\_

## Applicant Information

Contact Name \_\_\_\_\_ Type of activity for which property  
Organization \_\_\_\_\_ is requested?  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

Is this organization a non-profit?  Yes  No

Date of Requested Use \_\_\_\_\_ Number of Guests \_\_\_\_\_

Time of Requested Use: From \_\_\_\_\_ To \_\_\_\_\_

Start of Actual Event : From \_\_\_\_\_ To \_\_\_\_\_

## Property Requested

Rooms/areas Requested  Worship Center  Fellowship Hall  
 Chapel  1/2 Fellowship Hall  
 Commercial Kitchen  TLC Fellowship Hall  
 Residential Kitchen/Cafe  Gym  
 Indoor Playground  Outdoor Pavilion  
 Other

Equipment Requested  Chairs Quantity \_\_\_\_\_  
 60 in. Round Tables Quantity \_\_\_\_\_  
 6 Foot Tables Quantity \_\_\_\_\_  
 Sound System  
 Other

Fees are charged for non-church sponsored events. See Fee Schedule.

## Statement of Agreement and Indemnification

I have read, understand, and agree to comply with all policy statements in Tabernacle's Policy Manual and in the Tabernacle Properties Procedures. I agree that neither I, nor any person attending shall hold Tabernacle Baptist Church responsible or liable for any damage to personal property or any injury which may be incurred during the function for which this request is being submitted.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Tabernacle Baptist Church Property Use Fees

**Effective Date: 3/14/2017**

*A refundable \$150 damage deposit is required at the time any of the following areas are reserved. The custodial fee is also required at time of reservation, but is also refundable if the rented area is left clean and orderly. The use fee is based upon two hours of usage plus one hour of set-up and is the minimum charge. Should use exceed three hours total, an hourly rate, determined by dividing the use fee by two, may be charged.*

<u>Area</u>	<u>Non-Member</u>	<u>Member</u>
Worship Center	\$425	\$150
Worship Center <i>Custodial</i>	\$150	\$150
Full Fellowship Hall (1)	\$275	\$125
Full Fellowship Hall <i>Custodial</i>	\$125	\$125
Half Fellowship Hall (1)	\$175	\$ 75
Half Fellowship Hall <i>Custodial</i>	\$ 75	\$ 75
Fellowship Hall Kitchen	\$150	\$ 75
Fellowship Hall <i>Custodial</i>	\$ 50	\$ 50
Chapel	\$150	\$ 50
Chapel <i>Custodial</i>	\$ 50	\$ 50
TLC Kitchen & Café (2)	\$ 75	\$ 50
TLC Kitchen & Café <i>Custodial</i>	\$ 50	\$ 50
TLC Fellowship Hall (3)	\$175	\$ 75
TLC Fellowship Hall <i>Custodial</i>	\$ 75	\$ 75
TLC Gymnasium	\$250	\$125
TLC Gymnasium <i>Custodial</i>	\$100	\$100
TLC Indoor Playground (4)	N/A	\$ 50
TLC Indoor Playground <i>Custodial</i>	N/A	\$ 25
Outdoor Pavilion (5)	N/A	\$ 50
Outdoor Pavilion <i>Custodial</i>	N/A	\$ 25

(1) Excludes the use of the Fellowship Hall Kitchen, which is rented separately.

(2) Rate for renting the TLC Kitchen and Café only. If the TLC Fellowship Hall is rented, there is no additional fee for using the TLC Kitchen & Café.

(3) Rate for TLC Fellowship Hall, including use of the TLC Kitchen & Café.

(4) For member's use only. Includes use of TLC Kitchen & Café.

(5) For member's use only. Includes access to the outdoor playground.

## Off-Premises Property Use Request

Adoption Date: 3/14/2017 Revision Date (s): \_\_\_\_\_

Contact Name \_\_\_\_\_ Type of activity for which property  
Organization \_\_\_\_\_ is requested?

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_  
\_\_\_\_\_

Is this a church activity?  Yes  No

Date of Requested Use \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_ Contact \_\_\_\_\_  
Phone \_\_\_\_\_

Return: Date \_\_\_\_\_ Time \_\_\_\_\_

Place of Use (Address) \_\_\_\_\_ Contact \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Equipment Requested  Chairs Quantity \_\_\_\_\_  
 60 in. Round Tables Quantity \_\_\_\_\_  
 6 Foot Tables Quantity \_\_\_\_\_  
 Other \_\_\_\_\_ Quantity \_\_\_\_\_  
 Other \_\_\_\_\_ Quantity \_\_\_\_\_

I have read, understand, and agree to comply with all policy statements in *Tabernacle's Policy Manual* and in the *Tabernacle Properties Procedures*. I agree that neither I, nor any person using this equipment shall hold Tabernacle Baptist Church responsible or liable for any damage to personal property or any injury which may be incurred while using the borrowed equipment.

\_\_\_\_\_  
Name (Print) Signature Date  
 Approved  
 Denied (Reason) \_\_\_\_\_

\_\_\_\_\_  
Name (Print) Signature Date

**Tabernacle Baptist Church Services Fees**  
**Effective Date 3/14/2017**

*The following fixed fees will be charged at the time an event is scheduled along with an estimate of the support required from kitchen staff, nursery workers or custodians, which will be billed at their hourly pay rate (1).*

<u>Service</u>	<u>Non-member</u>	<u>Member</u>
Minister	\$250.00	Honorarium
Wedding Coordinator	200.00	\$200.00
Light & Sound Technician	100.00	100.00
Kitchen Staff	(1)	(1)
Nursery Workers	(1)	(1)
Custodian (s)	(1)	(1)

**(1) Current hourly pay rate time actual hours worked rounded up to the next whole hour. Two hour minimum.**



# Trip Report and Checklist

Adoption Date: 3/14/2017

Revision Date: \_\_\_\_\_

## Section 1

To Be Completed by Facilities Manager

Driver's Name \_\_\_\_\_ Destination \_\_\_\_\_

Group/Ministry \_\_\_\_\_ Event \_\_\_\_\_

Date Requested \_\_\_\_\_ Pick Up Time \_\_\_\_\_

- Vehicle Assigned
- 15 Passenger Mini Bus (Blue)
  - 15 Passenger Mini Bus (Burgundy)
  - 12 Passenger Van (White)

### Pre-Use Checklist

- Check Fuel
- Check Fluids (oil, brake, coolant, transmission, etc)
- Check Belts, hoses, and tires
- Check Brakes (including emergency brake)
- Check windows and mirrors
- Check lights, turn signals, horn, windshield wipers, etc.
- Keys
- Credit Card
- Trash Bag
- Forms: Trip Report and Checklist, Registration Card, Insurance Card, Accident Report
- Beginning odometer reading \_\_\_\_\_
- Problems or discrepancies with the condition of the vehicle at this time

Trip Report and Checklist continued on next page.

**Trip Report and Checklist (Continued)**

**Section 2**

**To Be Completed by Driver**

Date Returned \_\_\_\_\_ Time Returned \_\_\_\_\_

**Mileage Information**

\_\_\_\_\_ Ending Odometer Reading

\_\_\_\_\_ Beginning Odometer Reading

\_\_\_\_\_ Total Miles Driven

**Expenses:**

\$ \_\_\_\_\_ Fuel Cost

\$ \_\_\_\_\_ Other Costs

\$ \_\_\_\_\_ Total Costs (Charged to Credit Card?  Yes  No

**Post-Use Checklist**

- Empty vehicle of all trash and sweep/vacuum. Wash exterior if necessary.
- Lock all doors.

**Return the Following Items to the Facilities Manager:**

- Keys
- Credit Card
- Forms: Trip Report and Checklist, Registration Card, Insurance Card, Accident Report
- Problems or discrepancies with the condition of the vehicle at this time.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Failure to complete this checklist may result in the loss of driving privileges.**

I have completed all action on the Post-Use Checklist above.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

# Vehicle Accident Report

Adoption Date: 2/21/201

Revision Date(s): \_\_\_\_\_

## Section 1 Church Vehicle and Driver Information

Driver's Name \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issuing State \_\_\_\_\_

Church Vehicle  12 Passenger Van (White)

Involved in Accident  15 Passenger Mini-Bus (Blue)

15 Passenger Mini-Bus (Burgundy)

## Section 2 Other Vehicle(s) and Driver(s) Information

Driver's Name \_\_\_\_\_

Driver's License# \_\_\_\_\_ Issuing State \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

## Section 3 Accident Information

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Attach a copy of the police report if available. If none is available, make a detailed drawing of the accident on the back of this form. Include street/route names and numbers, all vehicles involved, the direction each vehicle was traveling, all stop signs or traffic lights, etc. Indicate weather and road conditions.

## Section 4 Emergency Contact Information

Church Info: Tabernacle Baptist Church  
150 Tabernacle Drive  
Carrollton, GA 30117  
770.832.7063

Insurance Agent: Church Mutual Insurance Co.  
P.O. Box 342  
Merrill, WI 54452-0642  
800.554.2642 Option #2

Facilities Manager:  
Name \_\_\_\_\_  
Phone \_\_\_\_\_

Properties Committee Chairperson  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

# Tabernacle Baptist Church

## Wedding Procedures

**Effective Date: 3/14/2017 Revision Date: 6/27/2018**

*We are pleased that you are considering Tabernacle Baptist Church for your Christian marriage ceremony. Marriage is a covenant through which a man and a woman become one before God. The wedding ceremony is a sacred service that shall be designed to worship and glorify God. Because we take seriously our commitment to worship God, this policy has been designed to help you plan a wedding ceremony that will be pleasing to God.*

### 1. GENERAL POLICY

- A. The wedding ceremony is under the direction of the Senior Pastor who has final authority over the worship experience.
- B. The content of the wedding service must conform to the church's beliefs as defined in the Tabernacle Church Covenant.
- C. The church is not responsible for any items left in the church.
- D. Tabernacle's Wedding Coordinator shall be used for each wedding held at the church. The Wedding Coordinator serves as a liaison between the church and the wedding party to ensure that the wedding and rehearsal are accomplished according to church
- E. All Requests to the church by the wedding party will be directed to the Wedding Coordinator.
- F. Marriage is a lifetime commitment. To help the bride and groom with life adjustments that come with marriage, they must go through a program of premarital counseling with a certified marriage counselor, the officiating minister, or some other certified Christian counseling professional. If the officiating minister is not a member of the Pastoral Team of Tabernacle Baptist Church, the minister and/or counselor must submit a letter to the Senior Pastor or Associate Pastor verifying the couple has participated in a program of premarital counseling.
- G. It is expected that members of the wedding party conduct themselves at all times in a manner befitting the atmosphere of a place of worship. Confetti, rice and birdseed shall not be thrown inside the church building. Birdseed only shall be permitted on church property, including the grounds.
- H. At the time of confirmation of a scheduled wedding date, the \$150.00 refundable deposit is due. All other fees are due no later than sixty (60) days prior to the wedding date.
- I. Flowers, candles (dripless only) and decorations to be used must be approved by the Wedding Coordinator and must be removed following the ceremony.
- J. No flash photography is permitted during the wedding service. Video taping is permitted provided no special lighting is used and the camera operator is inconspicuous.
- K. Food and drink are allowed only in the Fellowship Hall and the Parlor.
- L. Changing rooms will be provided for the wedding party (bride and her attendants, groom and his groomsmen).
- M. the church will be open up to five (5) hours prior to the wedding for set up.
- N. Platform will be cleared and piano moved to the side. Drums and percussion equipment will not be moved.

## II. SCHEDULING WEDDINGS

- A. Individuals wishing to use the church facilities for weddings must read and agree to all parts of the Wedding Policy and Procedures before the wedding will be placed on the church calendar.
- B. Weddings will not be scheduled on Sundays, holidays, or during weeks of special services.
- C. All weddings will be scheduled at times that do not conflict with regular church services or activities. This will include time for decorating and clean-up. Regularly scheduled church functions will take precedence over weddings.
- D. Church members may schedule weddings up to one year in advance of the wedding. Non-church members may schedule weddings up to six months prior to the wedding date. No more than one wedding shall be scheduled per day.

## III. FORMS

- A. **Wedding Request Forms** - A two-part form must be completed by the wedding party and returned as stipulated below.
  - 1. Part 1: Application and Agreement - This form serves as a covenant agreement with the wedding party. A wedding will not be placed on the church calendar until Part 1 is completed by the wedding party and returned to the church office. Once the wedding date is placed on the church calendar, an email will be sent to the Bride and Groom, the Wedding Coordinator, and the Facilities Manager advising same.
  - 2. Part 2: Vendors, Child Care, Kitchen, & Music Requests - This form lists the wedding vendors/staff as well as music, child care, and kitchen requests. It must be completed and returned to the Wedding Coordinator no later than sixty (60) days prior to the wedding. The Administrative Supervisor will use this form to determine the amount of refund from the damage deposit.
- B. **Wedding Fees Form** - A Wedding Fees form will be completed by the Wedding Coordinator and given to the wedding party indicating all fees involved in the wedding. The wedding party must return this form and a check payable to Tabernacle Baptist Church in the amount indicated on the form to the church's Administrative Supervisor no later than 60 days prior to the wedding. The Administrative Supervisor will use this form to determine the amount of refund from the damage deposit.

## IV. MUSIC

- A. Wedding service music.
  - 1. The wedding ceremony is a worship service. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or Associate Pastor for Music and Worship.
  - 2. The wedding party shall complete a Wedding Music Request form (found in Part 1 of the Wedding Request form) and return it to the Wedding Coordinator at least sixty (60) days prior to the wedding. This form shall include all pre, during, and post music to be played during the ceremony.

3. Tabernacle's Sound Technician will be employed if the church sound system is used.
4. While it is not required, it is encouraged that Tabernacle's instrumentalists be employed if either the church piano or organ is to be used. If the wedding party chooses to use other instrumentalists, they must be approved by the Wedding Coordinator.

B. Music at Wedding Receptions held in the church's Fellowship Hall.

1. The use of a DJ is not permitted at receptions held in the Fellowship Hall.
2. All music must be appropriate for a church setting. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or Associate Pastor for Music and Worship.

## Wedding Fees

This form is to be completed by the Wedding Coordinator and given to the Wedding Party. The form is to then be submitted to the Administrative Supervisor along with a check in the total amount due, no later than sixty (60) days prior to the wedding.

---

### Wedding Party

(\*Please indicate address and phone number of couple following wedding)

Couple's Name \_\_\_\_\_

Mail Deposit Refund to: \_\_\_\_\_

\*Home Phone \_\_\_\_\_

\_\_\_\_\_

\*Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Fees

Facility/Service	Non Member	Member
<input type="checkbox"/> Damage Deposit <sup>1</sup> .....	\$150.....	\$150
<input type="checkbox"/> Worship Center.....	\$425.....	\$150
<input type="checkbox"/> Worship Center <i>Custodial</i> .....	\$125.....	\$125
<input type="checkbox"/> Removal of Chairs from Choir Loft.....	\$250.....	\$100
<input type="checkbox"/> Chapel <sup>2</sup> .....	\$150.....	\$ 50
<input type="checkbox"/> Chapel <i>Custodial</i> .....	\$ 50.....	\$ 50
<input type="checkbox"/> Full Fellowship Hall.....	\$275.....	\$125
<input type="checkbox"/> Full Fellowship Hall <i>Custodial</i> .....	\$ 50.....	\$ 50
<input type="checkbox"/> Half Fellowship Hall.....	\$175.....	\$ 75
<input type="checkbox"/> Half Fellowship Hall <i>Custodial</i> .....	\$ 75.....	\$ 75
<input type="checkbox"/> Fellowship Hall Kitchen.....	\$150.....	\$ 75
<input type="checkbox"/> Fellowship Hall Kitchen <i>Custodial</i> .....	\$ 50.....	\$ 50
<input type="checkbox"/> Minister.....	\$250.....	Honorarium
<input type="checkbox"/> Wedding Coordinator.....	\$200.....	\$200
<input type="checkbox"/> Light & Sound Technicians.....	\$100.....	\$100
<input type="checkbox"/> Kitchen Staff <sup>3</sup>		
<input type="checkbox"/> Nursery Workers <sup>3</sup>		

<sup>1</sup> The Damage Deposit is due within one week of the date on the email you receive advising your wedding date has been approved. This deposit (less child care, kitchen staff, and any damage cost will be returned to you 5-7 days after your wedding.

<sup>2</sup> No additional charge for the use of the Chapel, if used for photographs only.

<sup>3</sup> Fees for kitchen and nursery staff (two-hour minimum per person) will be deducted from your damage deposit.

Total Fee (less child care staff, kitchen staff and any damage costs) \$ \_\_\_\_\_

*Return this form to the church's Administrative Supervisor with a check made payable to  
Tabernacle Baptist Church no later than sixty (60) days prior to your wedding.*

\_\_\_\_\_  
Wedding Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**Deposit Return**

(to be completed by the Administrative Supervisor and mailed within 7 days of wedding)

Damage Deposit	_____
Less Damages	_____
Less Child Care Staff Cost	_____
Less Kitchen Staff Cost	_____
Less Other	_____
Total Deposit Returned	_____
Check Number	_____

**Itemized List of Damages**

\_\_\_\_\_  
Administrative Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**CC: Wedding Coordinator, Administrative Supervisor**



# Wedding Request - Part 1

Adopted Date: 3/14/2017

Revision Date (s) \_\_\_\_\_

## \* Required Information

### BRIDE'S INFORMATION

\*Name \_\_\_\_\_

\*Bride's Street Address \_\_\_\_\_

\*Bride's City, State and Zip \_\_\_\_\_

\*Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

\*Email \_\_\_\_\_

Is Bride a Tabernacle Member?  Yes  No

Bride's Mother's Name \_\_\_\_\_

Bride's Mother's Phone \_\_\_\_\_

Bride's Father's Name \_\_\_\_\_

Bride's Father's Phone \_\_\_\_\_

### GROOM'S INFORMATION

\*Name \_\_\_\_\_

\*Groom's Street Address \_\_\_\_\_

\*Bride's City, State and Zip \_\_\_\_\_

\*Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

\*Email \_\_\_\_\_

Is Groom a Tabernacle Member?  Yes  No

Groom's Mother's Name \_\_\_\_\_

Groom's Mother's Phone \_\_\_\_\_

Groom's Father's Name \_\_\_\_\_

Groom's Father's Phone \_\_\_\_\_

## Wedding Request - Part 1 - Page 2

### WEDDING AND REHEARSAL INFORMATION

\*Wedding Date (month, day, and year) \_\_\_\_\_

\*Wedding Time \_\_\_\_\_

\*Rehearsal Date (month, day, and year) \_\_\_\_\_

\*Rehearsal Time \_\_\_\_\_

Officiant's Name \_\_\_\_\_

Officiant's Denomination \_\_\_\_\_

Officiant's Phone \_\_\_\_\_

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### FACILITIES REQUESTED

- \*Facilities Requested
- Worship Center
  - Chapel
  - Fellowship Hall
  - 1/2 Fellowship Hall
  - Kitchen
  - Nursery

Comments/Other Requests

  
  
  
  
  
  
  
  
  
  

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### COVENANT AGREEMENT

I have read, understand, and agree to abide by the wedding policy of Tabernacle Baptist Church.

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Signature of Bride

Signature of Groom

**Wedding Request - Part II—Page 1**  
**Vendors, Child Care, Kitchen, & Music**

**This form must be completed and returned to the Wedding Coordinator**  
**at least 60 days prior to your wedding date.**

**WEDDING PARTY**

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Email Address \_\_\_\_\_  
Wedding Date \_\_\_\_\_ Email Address \_\_\_\_\_  
Rehearsal Time \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

**VENDORS/STAFF**

Coordinator \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Director \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Minister \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Organist \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Pianist \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Soloist \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Photographer \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Videographer \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Florist \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Caterer \_\_\_\_\_ Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_

**CHILD CARE REQUEST**

Indicate the number of children you anticipate will need child care during your wedding.

<b>Children</b>	<b># Anticipated</b>	<b>Children</b>	<b># Anticipated</b>
Bed Babies	_____	4 - 5 Years	_____
Toddlers - 3 Yrs	_____	Older Children	_____

Hours Requested: From \_\_\_\_\_ to \_\_\_\_\_

(Note: All Child care fees will be deducted from your damage deposit.)

### KITCHEN REQUEST

*Caterers must provide all items necessary for receptions except tables and chairs.*

*Tabernacle's kitchen personnel must be present. Fees will be deducted from the damage deposit.*

**List any special kitchen needs in the space below.**

---

### MUSIC REQUEST

*The use of a DJ is not permitted. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or*

*Associate Pastor for Music and Worship.*

**List all music you wish to be played at your wedding in the space below.**

---

### OTHER REQUEST

**List any special need you may have in the space below.**

---

### SIGNATURE

Bride or Groom \_\_\_\_\_ Date \_\_\_\_\_

**For Wedding Coordinator Use: cc Food Services Coordinator and Facilities Manager**

The Wedding Party will arrive at \_\_\_\_\_

Fern Stand  Organ Key  Clothing Rack

The Florist will arrive at \_\_\_\_\_

Chapel for photographs

Nursery Workers will arrive at \_\_\_\_\_

Remove chairs from choir loft—**See fee Schedule**

Kitchen Workers will arrive at \_\_\_\_\_

Flowers will be left for worship service

Soloist will require:  Tape/CD Accompaniment

Instrumental Accompaniment

Sound Technician will arrive at \_\_\_\_\_

# **Weekday Preschool Operating Procedures**

**Effective Date: 3/14/2017**

The Tabernacle Weekday Preschool Program (WPP) will follow the *Georgia Department of Early Care and Learning (DECAL)* rules and regulations for the state licensure ([www.decal.ga.gov](http://www.decal.ga.gov)) and the following operating procedures:

## **I. TUTION AND FEE DEPOSITS**

The Weekday Preschool Director will present all income and a prepared bank deposit statement to the Financial Administrative Supervisor. The Weekday Preschool Director or Assistant Director shall make the deposit and provide the Financial Administrative Supervisor with a validated deposit slip for official records. The Director shall maintain all records of tuition and registration payments.

## **II. SHARED FINANCIAL ARRANGEMENTS WITH THE CHURCH**

### **A. Financial Obligations of the Weekday Preschool Program**

1. All Weekday Preschool personnel costs (salaries, wages, payroll taxes, training, screenings).
2. All licensure fees to operate the program.
3. Purchase of all curricular and consumable materials used for teaching in the program.
4. Purchase of additional equipment and resources (e.g. computers and other technology) used exclusively for the operation of the program.
5. Maintain reserve funding to pay personnel costs and bills for up to two months in the event the Weekday Preschool is unable to operate due to natural disaster or other event beyond the program's control.

### **B. Shared Costs Between the Church and the Weekday Preschool Program**

1. Cost sharing between the WPP and the church for the purchase of classroom furniture, toys, utilities, custodial services and consumable cleaning supplies and toiletries will be determined annually through the budgeting process.
2. The Weekday Preschool Director and Associate Pastor for Children, in consultation

with Church Program Organization representatives, will coordinate cost sharing when needed for the representatives, will coordinate cost sharing when needed for the replacement of playground equipment, mulch, updates to security hardware and software, and other technology used on the first floor (preschool area) rooms.

### **III. FACILITY AND EQUIPMENT USAGE**

- A. All rooms on the first floor are shared by the children's programs of the church.
- B. All playgrounds and playground equipment on church property may be used by any church program for children of appropriate ages.
- C. Decisions relating to the use of church facilities that impact Church Program Organizations and church functions (e.g., placement and construction of new playground equipment, renovation and reallocation of space, etc.) shall be made by the Associate Pastor for Children in consultation with the Weekday Preschool Director and appropriate Church Program Organization representatives.
- D. The Weekday Preschool is permitted to use church owned vehicles according to established church policy.

### **IV. ROOM ARRANGEMENTS**

- A. The Weekday Preschool Ministry and each Church Program Organization may arrange the rooms to meet their needs. All ministries will leave rooms in good order after each usage.
- B. No major changes will be made to any physical space without the approval of the Weekday Preschool Director an appropriate church staff to insure compliance with DECAL state licensing regulations.

The following documents are maintained by the Weekday Preschool Director and can be reviewed upon request.

- Weekday Preschool Staff Handbook
- Weekday Preschool Parent Handbook

# Communication Plan Procedures

## Adoption date 4/22/2018

At current, the following tools are available for publicity as assigned by the 4-Level Plan:

1. Website calendar—The church calendar that is on the website. It can include name of event, date, place, who involved, registration opportunity, description, link to other part of website.
2. Pre-Service slides— A billboard with graphic that will run before each of the Sunday morning services. It can include date, who, and place for more information. These slides will also scroll on TVs throughout the campus during the week.
3. *The Tidings*—a weekly newsletter (Digital with some exceptions) that will go to every church member with an email address as well as posted on the website. Printed versions will also be available if requested. It can include name of event, date, place, who involved, action required, link to website, and a short blurb.
4. Sunday School Announcements—A sheet of 3-5 announcements given to each Sunday School department to be read to everyone. It can include the name of event, date, place, who involved, action required, place for more information.
5. Church Facebook page—A post with an eye-catching picture or graphic. It can include date, invitation to share, and link to website for more information.
6. Sunday Bulletin—A list of announcements handed out to each person who comes to morning worship. It can include event title, date place, who is involved, where to go to learn more or register, and a short blurb.
7. Website Home Page—Graphic of event with link to information on website.
8. Pulpit Announcements—An announcement from the pulpit during morning worship services that could include a video to promote event. It promotes the name of event, date, place, action required, and place for more information.
9. Information Presentation Booths— Presentation booths set up in the main hallway where people can register and/or pay for an event. It can include brochures, tickets, or other handouts concerning event or organization involved. Each event will be at a table for a set number of weeks.
10. Information Center Kiosk—Centrally located area where brochures, registration forms, information forms, and magazines can be place.
11. Bulletin boards—A wall board where posters and flyers concerning events can be displayed.
12. Outside Banners—A well produced banner that will be staked in a predetermined location in front of the church.

## Level 1 Event

During their annual calendar planning, Church Council in conjunction with staff will designate 10-12 events per year as Level 1 Events. Level 1 Events meet the following criteria:

1. It crosses all ages.
  2. It involves multiple ministries in church life.
  3. It contains an outreach component that attempts to bring new people into the life of the church.
  4. It contains an “all Hands on Deck” mentality involving all church members.
  5. It centers on a selected emphasis or theme.
- 

### **General Timeline for Promotion**

Website calendar when the event is booked and approved.

#### **6 weeks out or earlier**

- A pre-announcement slide will begin to run.

#### **5 weeks out**

- A save the date statement will be placed in *The Tidings*.
  - ♦ More details will be added 4 and 3 weeks out.
  - ♦ Reminders and links to website will be 2 and 1 weeks out.

#### **4 weeks out**

- Posters can be placed on bulletin boards around the church.
- A save the date line will run in the Sunday Bulletin.
  - ♦ More details will be added 3 and 2 weeks out.
  - ♦ Last opportunity will be run 1 week out.
  - ♦ A brief “call to action” announcement printed on a tear-off part of the bulletin.  
This will run for 2 weeks.

#### **3 weeks out**

- A Facebook post with a picture or graphic will run 3 weeks out.
- Details will be listed on Sunday School Announcements 3 and 2 weeks out.

#### **2 weeks out**

- A graphic and link will run on the homepage of the website 2 weeks and 1 week out.
- Table in the hallway if registration or tickets are required. This can be used for 2 weeks.

#### **1 week out**

- Announcement from the pulpit will be made. (This could include a video)



## Level 2 Events

A Level 2 Event is a ministry-initiated event not designated as Level 1. It will generally involve coordination and action by one or more Ministry Councils within Church Council. The number of level 2 Events depend on each ministry and the activities they plan. It would not be more than 20-24 per year. Level 2 Events meet the following criteria:

1. It involves multiple ages.
2. It is coordinated by one ministry.
3. Its purpose is primarily to build up the church body.
4. it centers on a selected emphasis or theme.

---

### General Timeline for Promotion

#### Immediately After Approval

- Website calendar when the event is booked and approved.
- a ministry has a section of the website they can use to promote the event at any time.
- Several of the ministries have social media pages they can use to promote the event as they choose.

#### 5 weeks out

- A pre-service slide will begin to run.

#### 4 weeks out

- A save the date statement will be placed in *The Tidings*.
  - ♦ More details will be added 3 and 2 weeks out.
  - ♦ Reminders and links to website will be 1 week out

#### 3 weeks out

- Posters can be placed on bulletin boards around the church.
- A save the date line will run in the Sunday Bulletin.
  - More details will be added 2 and 1 week out.

#### 2 weeks out

- Details will be listed on Sunday School Announcement 2 and 1 week out.

#### 1 week out

- A graphic and link will run on the homepage of the website 1 week out.
- Announcement from the pulpit will be made.

## Level 3 Events

A Level 3 event is an event that involves only one ministry. There could be many of these events, depending on the work of each ministry area. Level 3 Events meet the following criteria:

1. It involves one age group.
  2. It is coordinated by one ministry.
  3. Its purpose is primarily to build up those in that group ministry, or to enlarge that ministry.
  4. It centers around a selected emphasis or theme.
- 

### **General Timeline for Promotion**

Immediately After Approval

- Website calendar when the event is booked and approved.
- A ministry has a section of the website they can use to promote the event at any time.
- Several of the ministries have social media pages they can use to promote the event as they choose.

**4 weeks out**

- A save the date statement will be placed in *The Tidings*.

**3 weeks out**

- A save the date line will run in the Sunday Bulletin.
  - More details will be added 2 and 1 week out.

**2 weeks out and 1 week out**

- “print promotion” in *The Tidings* and bulletin will continue.
- 

## Level 4 Events

A Level 4 event is an event that involves one small group (Sunday School Department or Class, Bible Study Group, etc.). There are many of these events and no church-wide promotion is provided. These events are promoted within the individual group.

# **Items Required for Various Mediums of Communication**

## **Event Scheduling Forms (process starts here)**

- Using the 4 C's (Create, Calculate, Calendar, Communicate), complete all paperwork/outline requests required to get the event booked on the official church calendar through Administrative Assistants.

## **Website Calendar Information**

- all the information required for the calendar including event description. A link to information page on website or Face book post is recommended.

## **This is the information that must be provided to the church staff to ensure your event is promoted properly in *The Tidings*, the Sunday Bulletin, and in the Sunday School Announcements:**

- Logo or graphic. Something simple that could be used with the announcement. It will be small so almost no words (The contracted communication specialists, JDrakeProductions, can assist with graphic design).
- One line save the date attention getter for long term promotion.
- Basic information in paragraph form. What people need to know. Link information to website or Facebook.
- Last chance in paragraph form. Emphasis on acting now. Link information to connect to website or Facebook.
- A master document will be produced for each Sunday School director with 3-5 announcements.

## **Poster**

- Usually between 8 1/2 x 11 and 16 x 24. Print 50.

## **Brochure/sign up card/Registration form**

- Something to place in the Information area.

## **Sunday Bulletin Insert**

- Reserved for level 1 or 2 events as Church Council and Ministerial Staff determines.

# Christmas Store Ministry Team Guidelines

**The Christmas Store Ministry Team provides the church body an opportunity to minister to needy families during the Christmas season.**

## **MINISTRY TEAM**

Team members work with the Associate Pastor for Children who receives names from the area schools of families that need assistance with Christmas.

Provide the church with the necessary information to ensure that there will be enough items for the children (either by shopping or donating money) and to cover special needs of the family.

Encourage the church to donate canned goods for food boxes, used items to assist the families and books for children ages infant through 18 years.

Prepare designated area for the Christmas Store

Encourage church members to volunteer during the week and evening of the Christmas Store.

Operate from the budget of the church and donated monies to purchase items needed but not donated.

Make sure that leftovers are properly used or disposed of and the area used is properly cleaned.

# Flower Ministry Team Guidelines

Provides those with a passion to decorate the opportunity to decorate the church for special occasions and the opportunity to share flowers with our shut-ins.

## **MINISTRY TEAM**

Decorates the church for Advent/Christmas. Dismantles and puts away decorations after Christmas.

Place Easter lilies donated by members in the Worship Center for Easter Services and disperse the lilies that are not picked up.

Disperse fresh flowers that have been donated for a service to our members that are in the hospital or our shut-in members.

Recommend a budget for flowers or decorative needs of the church.

