

# **CHURCH OPERATIONS MANUAL**

**Northlake Baptist Church  
4823 Thompson Bridge Road  
Gainesville, GA 30506**

# **CHURCH OPERATIONS MANUAL**

## **INDEX**

|   |         |
|---|---------|
| Personnel Manual  | Page 3  |
| Church Ministry Teams   | Page 17 |
| Financial Policies and Procedures                               | Page 29 |
| Policies and Regulations Governing the Use of Church Properties | Page 33 |
| Request for Work Needed   | Page 36 |
| Request for Use of Church Facilities                            | Page 37 |
| Wedding Policy  | Page 38 |

# **ORGANIZATIONAL CHART**

## PERSONNEL MANUAL

1. Advance salary. An employee may receive in advance his salary check if its normal date of issue falls within his vacation time. Normally, checks are not given in advance.
2. Bereavement. Three days' leave (including the day of the funeral) will be granted with pay to all full-time employees for the immediate family. Immediate family includes spouse, children, parents, parents-in-law, brothers, sisters, grandparents, and corresponding step-relatives.
3. Car expenses. Car expenses for each full-time ministerial staff member shall be determined each year by the personnel team and recommended to the stewardship team. This amount will be approved by the church. A mileage form shall be turned in monthly for reimbursement according to the IRS regulation and the mileage rate shall be the maximum allowed by the IRS.
4. Vacation. Annual vacation with pay is provided to each full-time employee. Employees will arrange to take their regular vacation on a scheduled basis. The church plan provides that after twelve months of continuous service, the employee will be eligible for two weeks (ten days) of vacation time during the ensuing calendar year, unless current year vacation time has been negotiated at the time of employment.

The employee will be eligible for two weeks' vacation up to five (5) years of service. After five (5) years, the employee will earn one day for each additional year of completed employment up to a maximum of five (5) weeks of vacation time. A staff member or employee who has served in a similar capacity in another church may, at the discretion of the pastor search team or personnel team, be allowed to transfer his or her years of service in the consideration of vacation time only.

Vacation time should be taken in ½ day (4 hour) increments. Unused vacation for each calendar year may be carried over to the next calendar year with a maximum of one week (5 days). The amount of total vacation time per year cannot be more than 6 weeks.

5. Employee training, revivals, and educational meetings. The full-time ministerial staff shall be allowed to be away for a total of three weeks during each calendar year for revival, conference, educational meetings in which they serve as guest minister or clinician, and/or self-improvement type conferences with prior approval from the staff supervisor. These weeks are not cumulative. Other staff members shall be allowed to be away for job-specific training as approved by the personnel team or the pastor.

Georgia Baptist Convention and Southern Baptist Convention attendance is addressed in Article II, Section 2, Paragraph 5 of the BYLAWS FOR CHURCH CONSTITUTION.

6. Holidays. Each full-time employee shall be paid for the following holidays: New Year's Day, July 4th, Memorial Day, Labor Day, Thanksgiving (two days), Christmas Eve, Christmas Day, and one floating holiday to be used at the employee's discretion.
7. Week Work Days. Each full-time ministerial staff member will be permitted to select two days during the seven-day week to be considered "off" days, realizing that Sunday is considered a "work day" for them. For example, one might decide to take Fridays and Saturdays off and work the other five days.
8. Insurance benefits. Each full-time ministerial staff member will be permitted to select an insurance plan. The employee may select an amount to be designated for these costs through a salary reduction plan. This amount must be approved by the personnel team.

Insurance benefits for full-time non-ministerial staff members shall be negotiated by the personnel team at the time of employment.

9. Pension plan. Each full-time ministerial staff member will be permitted to select an annuity plan. The employee may select an amount to be designated for these costs through a salary reduction plan. This amount must be approved by the personnel team. Pension plan benefits for full-time non-ministerial staff members shall be negotiated by the personnel team at the time of employment.

10. Jury duty. Employees are encouraged to cooperate in citizen responsibilities. The full-time employee on jury duty will receive full pay in addition to jury fees.
11. Moving expense. Reimbursement for moving expenses of staff members shall be paid as recommended by the pastor search team or personnel team, whichever is appropriate, and approved by the church.
12. Office confidentiality. The records of the church office should be treated as confidential. Likewise, what is said or learned at the church as a worker should be considered confidential. Knowledge about people or circumstances gained because of staff relationships should be closely guarded.
13. Performance appraisal/evaluation. Every staff member will receive at least an annual review by the Pastor and/or staff supervisor. Reviews will be conducted based upon the employee's level of performance compared to the outline of duties listed on each individual job description. This evaluation will be discussed with the employee and a copy will be placed in his or her personnel file and another copy will be given to the personnel team. Salary changes will be considered according to personnel team recommendation and church budget approval.
14. Personnel records. Each employee shall have a permanent employment record known as the "Employee File." This record is the property of the church and shall consist of the following:
  - A. Pre-employment documentation
  - B. IRS form W-4
  - C. Work attendance record
  - D. Resume'
  - E. Job description
15. Personal leave. When an employee needs to be away from a scheduled work day, the Pastor/staff supervisor should be notified at least one hour prior to the reporting time giving reason for absence and the expected return to work. After ninety days of employment, full-time employees will be given 40 hours personal leave time to use at his/her discretion. These hours will be given on January 1 of each year and will be taken in not less than 30-minute increments. The hours will be prorated if a worker becomes employed after January 1. In the event the absence prevents the performance of duties by an employee for any regularly scheduled work day, the employee shall, to the extent of his accumulated personal leave, receive one day's pay for each such day's illness. Any personal time remaining on December 31 will not be cumulative or paid for non-use.
 

In cases of emergency for a period beyond accumulated personal leave, a special consideration may be given with respect to compensation by the personnel team.
16. Social security. The church shall pay the portion required by the federal government for all unordained employees. Ordained staff members will be responsible for their own social security tax.
17. Staff anniversary recognition. It shall be the policy of Northlake Baptist Church to recognize the faithful service of its regularly employed staff members. The church will recognize and show appreciation for all staff members on a yearly basis with appropriate comments in the church paper. It will be the responsibility of the Pastor and/or personnel team to see that this is carried out.

On the fifth, tenth, fifteenth, and twentieth year anniversary, the policy will be as follows:

- A. Letter of recognition and appreciation from Pastor and/or deacons.
- B. Article in church paper recognizing five years of service by staff member.
- C. Presentation by personnel team of appropriate memento/gift.
- D. On the tenth and twentieth years, a church-wide reception will be held in honor of the staff member. Recognition of longer tenures will be at the recommendation of the personnel team.

## ★ JOB DESCRIPTIONS ★

### **JOB DESCRIPTION:      Senior Pastor**

Principal Function:      According to Article II, Section 2 of the BYLAWS FOR CHURCH CONSTITUTION, the Senior Pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the chief administrator of the paid staff.

The Senior Pastor is responsible for:

1.      Leading and equipping the church for the work of ministry in order to accomplish her mission as a New Testament church by preaching the Word. Time will be prioritized to allow for prayer, preparation and personal growth. (Ephesians 4:10-13)
2.      Leading the congregation, the organization, and the church staff to perform their tasks.
3.      Leading the pastoral ministries in the church. As such, he works with the deacons and church staff in the following ways: lead the church in performing its tasks; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; proclaim the gospel to believers and unbelievers; supervise the church staff; and care for the church's members and other persons of the community.
4.      Having charge of the general welfare and oversight of the church. He shall conduct the worship services, give leadership to the entire program, preside at all meetings, except as otherwise provided in the Bylaws, give attention to the spiritual growth and well-being of the church and its organization.
5.      Being an ex-officio member of all leadership groups, ministry teams, and organizations of the church, and his counsel and leadership shall be recognized in them all. All staff members and employees shall be directly responsible to the Pastor.
6.      Representing the church in the meetings of the religious organizations with which the church maintains relationship, as set forth in Article IV of the Constitution. His expenses to such meetings shall be paid by the church as provided in the annual budget.

The above responsibilities may be delegated to associate, assistants, or church members (realizing that every member is a minister) as is necessary and is beneficial to edification of the body and the accomplishment of the church mission.

In addition to the above job duties, he must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

## **JOB DESCRIPTION:      Associate Pastor of Students and Church Administrator**

Principal Function:      The primary responsibility of the pastor of student ministry is building a spiritually healthy student ministry which is centered around the five purposes of the church: ministry, fellowship, discipleship, worship, and evangelism.  
(Matthew 22:37-40, Matthew 28:19-20)

Responsible to:      Senior Pastor

Qualifications:      The Associate Pastor of Students and Administration shall be a dedicated Christian who works to maintain a lifestyle of personal commitment, integrity and growth consistent with the Gospel to shepherd God's youth and their families. The pastor will work loyally alongside his Senior Pastor with brotherly love and in cooperation with the beliefs of Southern Baptist expressed through the Baptist Faith & Message 2000. Finally, he is the spiritual leader of his home and should prioritize his role in his family in obedience to Scripture and as an example to the church.

The Associate Pastor to Students and Administration is responsible for the following:

### **Student Ministry**

1.      Coordinating all educational areas pertaining to the Middle School and High School Ministry. This includes enlisting and training of workers.
2.      \*Conducting regular weekly activities for students that will have a purpose and focus on a specific audience.
3.      \*\*Planning and conducting special projects such as camps, retreats, mission trips, etc., for the students.
4.      Planning and implementing special ministry to the parents of the students of Northlake Baptist Church and the community.
5.      Being available for counseling with students and their parents as needed.
6.      Designing and implementing a strategy for reaching middle school, high school campuses in the area.
7.      Planning and submitting to the stewardship team a youth budget for their consideration.
8.      Maintaining modern, updated educational methods, materials, and trends by attending appropriate local, state and national conferences.
9.      Performing other duties as needed taking the initiative to meet the needs of the church.

### **Associate Pastor**

1. Assist the Senior Pastor in caring for all member of the church through pastoral care visits and being "on call" in coordination and cooperation of hours to respond to emergencies, sickness, and death as they come.
2. Manage a visitation program through REALM to notify Deacon Family Ministry of evangelistic prospects, church member and ministry needs.
3. Be prepared for pulpit supply as needed.

## **Church Administrator**

1. Coordinate and Plan the ministry efforts of the Benevolence Team, Building & Grounds, Finance, New Sanctuary, and Security Teams.

### Benevolence Team

1. Assist the disbursement of emergency benevolent funds coordinating with the Team and Office Manager.

### Building & Grounds

1. Oversee the care, maintenance and upkeep of the buildings, grounds, and equipment.
2. Report problems and work to resolve the problem
3. Plan and implement a maintenance budget to accomplish the maintenance and upkeep of church assets.

### Security Team

1. Assist the Security Team Director in the security efforts of the church.
2. Securing volunteer team members
3. Training volunteer team members

### Stewardship Team

1. Assist the Stewardship Team in the development of the annual budget.
2. Meet and consult with the Stewardship Team for monthly bank reconciliation.
3. Meet with the Stewardship Team each quarter for an audit of the budget.

2. Comply with all established church policies and procedures as well as all applicable federal and state laws.

## **\*Weekly Student Schedule**

Sunday – Sunday School

Wednesday – Wednesday night Bible Study

## **\*\*Annual Student Schedule**

January ... Winter Retreat

February

March ... United Weekend

April ... Easter Egg Hunt and Missions Round Table

May ... Graduate Recognition

June ... Adventure Trip & Vacation Bible School

July ... Mission Trip

August ... Back to School

September ... Fall Retreat

October ... Fields of Faith, Fall Festival

November ... Backpacks for Appalachia

December ... Christmas Shop / Activity



## **JOB DESCRIPTION: Minister of Music**

Principal Function: The minister of music is responsible for assisting the church in planning, conducting, and evaluating a comprehensive music ministry.

Responsible to: Senior Pastor

The Minister of Music is responsible for:

1. Directing the planning, coordination, operation, and evaluation of a comprehensive music ministry including choirs, vocal, drama, and/or instrumental ensembles.
2. Coordinating the church music ministry with the calendar and emphases of the church.
3. Working with the music team in determining music ministry goals, organization, leadership, facilities, finances, and administrative process.
4. Assisting the Pastor in planning congregational services of the church; being responsible for the selection of the music; directing music and worship groups and congregational singing.
5. Arranging and providing music for weddings, funerals, special projects, ministries, and other church-related activities upon request.
6. Cooperating with the church ministry placement team to enlist and train leaders for the church music ministry including graded choir workers, song leaders, and accompanists.
7. Leading in planning and promoting a graded choir program; directing and coordinating the work of lay choir directors; directing adult, youth, and other choirs as needed.
8. Coordinating the training and performance schedules of instrumentalists and vocalists in groups or as individuals.
9. Giving direction to a music ministry plan of visitation.
10. Planning, organizing, and promoting choir tours, mission trips, camps, festivals, workshops, clinics, and programs for the various choirs.
11. Maintaining music library, materials, supplies, musical instruments, sound and other equipment.
12. Keeping informed on music methods, materials, promotion, and administration, utilizing them where appropriate.
13. Supervising the organist, pianist, and sound personnel.
14. Preparing an annual music budget for approval; administering the approved budget.
15. Serving as an ex-officio officer on the audio service team.
16. Assisting the Pastor and deacons with pastoral care and outreach.
17. Assisting with administrative duties as directed by the Pastor and performing other duties as assigned.

In addition to the above responsibilities, he must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

**JOB DESCRIPTION:        Office Manager**

Principal Function:        The office manager is responsible for supervising office staff, assisting the Pastor and other ministerial staff in all work related to the office of Pastor and any duties assigned by them.

Responsible to:    Senior Pastor

The Church Office Manager is responsible for the following:

1. Supervising office staff.
2. Receiving incoming calls and visitors, directing them to the proper personnel.
3. Maintaining and coordinating the general church calendar.
4. Notifying team members and deacons of meeting dates.
5. Informing the pastor and appropriate deacons on call of deaths, illnesses and other crises of the membership.
6. Assisting the ministerial staff in ordering all literature.
7. Submitting an office supply budget to the stewardship team.
8. Preparing bank reconciliation statements monthly.
9. Preparing financial reports for stewardship team and church business meeting; preparing monthly and annual financial statements.
10. Making monthly, quarterly, and annual government reports and deposits.
11. Receiving bills and check requests, matching with approved purchase order, obtaining proper authorization, and paying bills as directed.
12. Checking and totaling all invoices when approved; informing responsible persons of their budget expenditures.
13. Filing invoices with purchase orders.
14. Receiving and answering queries concerning financial matters; maintaining file of invoices, correspondence, and reports.
15. Preparing and issuing checks to staff members, designations, and organizations in accordance with church policy.
16. Checking and computing weekly time cards of hourly paid workers; issuing direct deposit to salaried workers weekly.
17. Meeting with stewardship team monthly.
18. Keeping ample supply of financial forms (checks, deposit slips, requisitions, offering count sheets, etc.) on hand and order as needed
19. Preparing the budget for the stewardship team.
20. Maintaining at all times a high priority to hold individual, material, correspondence, and related church business and information as confidential.
21. Proofing and editing various documents.
22. Exercising tact, courtesy, and diplomacy in receiving callers, personal or telephone.
23. Performing other duties as needed by the ministerial staff.

In addition to the above responsibilities, she must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. She should prioritize her role in her own family in obedience to Scripture and as an example to the body.

**JOB DESCRIPTION:        Church Ministry Assistant**

Principal Function:        The church ministry assistant is responsible for assisting the Pastor and other ministerial staff in all work related to the office of Pastor and any duties assigned by them.

Responsible to:    Church Office Manager

The Church Ministry Assistant is responsible for the following:

1. Performing all secretarial work required by the pastor and other ministerial staff (including general office work, keeping records, maintaining various supplies and files, processing any correspondence as needed for the ministerial staff, mailing weekly visitors letters).
2. Receiving incoming calls and visitors, directing them to the proper personnel.
3. Informing the pastor and appropriate deacons on call of deaths, illnesses and other crises of the membership.
4. Maintaining all data regarding the membership of Northlake Baptist Church, including the printing, and posting of Sunday School attendance rolls as needed.
5. Preparing and copying the weekly bulletin.
6. Updating and maintaining the church website.
7. Receiving, and depositing all church offerings on Sunday and during week according to church policy.
8. Preparing deposit information for general and designated accounts.
9. Posting receipts and disbursements of all accounts according to financial system.
10. Performing other duties as needed by the ministerial staff.
11. Exercising tact, courtesy, and diplomacy in receiving callers, personal or telephone.
12. Maintaining at all times a high priority to hold individual, material, correspondence, and related church business and information as confidential.

In addition to the above responsibilities, she must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. She should prioritize her role in her own family in obedience to Scripture and as an example to the body.

**JOB DESCRIPTION:        Mission Pastor**

Principal Function:        The mission pastor is responsible for providing administrative leadership in the mission church and for using his skills in proclamation and pastoral care in meeting the needs of persons in the church and community.

Responsible to:            Senior Pastor and Missions Team

The Mission Pastor is responsible for:

1.        Being the spiritual leader and overseer of the mission church congregation.
2.        Providing administrative leadership for the total church program.
3.        Serving as chairman or delegating and sharing the leadership of the mission church council with such other staff members as he may, from time to time, designate.
4.        Proclaiming the Gospel and leading the mission church in proclaiming the Gospel to the church and community.
5.        Leading the staff and the church in a caring ministry for persons in the church and the community.
6.        Leading or delegating the leadership of the congregational services. This includes planning, coordinating, and evaluating congregational services.
7.        Preaching at all worship services or arranging for someone else to perform this function.
8.        Serving as moderator of the mission church.
9.        Recommending and advising on the selection of all staff members and on determining their duties.
10.      Giving supervision to other members of the church staff according to the staff organization as set forth in the church organizational chart.
11.      Planning for and providing leadership in the observance of the church ordinances.
12.      Conducting funeral services and wedding ceremonies as he is able and sharing and delegating to others on the staff responsibilities in this area.
13.      Appointing ministry teams as set forth in the Bylaws and other such special ministry teams as the church may request or he may deem advisable from time to time.
14.      Counseling with and assisting in training deacons for their responsibilities.
15.      Assisting as needed with counseling and ministry at Northlake Baptist Church.

In addition to the above responsibilities, he must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

**JOB DESCRIPTION: Hispanic Pastor**

Principal Function: The Hispanic pastor is responsible for providing administrative leadership in the Hispanic ministry and for using his skills in proclamation and pastoral care in meeting the needs of persons involved in the Hispanic church and community.

Responsible to: Senior Pastor

The Hispanic Pastor is responsible for:

1. Coordinating the overall Hispanic program at Northlake Baptist Church.
2. Involving believers in small group Bible study and discipleship training.
3. Organizing and participating in evangelistic outreach through visitation.
4. Serving as a mentor to the assistant in the Hispanic ministry.
5. Attending the Pastors' Conference at the Chattahoochee Baptist Association.
6. Assisting in times of crisis in the Hispanic community.
7. Being available to Hispanic ministry throughout Hall County as needed.

In addition to the above responsibilities, he must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

**JOB DESCRIPTION: Pastoral Assistant of the Hispanic Congregation**

Principal Function: The pastoral assistant of the Hispanic congregation is responsible for assisting the Hispanic pastor in providing administrative leadership in the Hispanic ministry and for using his skills in proclamation and pastoral care in meeting the needs of persons involved in the Hispanic church and community.

Responsible to: Hispanic Pastor

The Hispanic minister is responsible for:

1. Cooperating on a part-time basis with the Hispanic ministry at Northlake Baptist Church.
2. Involving new believers in small group Bible study and discipleship training.
3. Participating in evangelistic outreach through weekly visitation.
4. Meeting weekly with the Hispanic pastor to pray, discuss and plan activities of the Hispanic ministry
5. Attending the Pastors' Conference at the Chattahoochee Baptist Association.
6. Assisting in times of crisis in the Hispanic community.

In addition to the above responsibilities, he must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. He is the spiritual leader of his home and should prioritize his role in his own family in obedience to Scripture and as an example to the body.

**JOB DESCRIPTION:        Children’s Ministry Coordinator/Director**

Principal Function:        The children’s ministry coordinator/director is responsible for the preschool and children’s ministry.

Responsible to:        The Associate Pastor/Church Administrator or other designated staff person

The childcare coordinator is responsible for:

1.        Plan, promote, coordinate the efforts of volunteer leaders as they work with our children in nursery, Children’s Church, Helping Hands, Sunday School, choir, AWANA, and Summer Kidz Series.
2.        Plan and Promote special activities for our children like Christmas Programs, Easter Egg Hunt, VBS, Camp, Back to School parties, and Fall Festival aligning the event to an aspect of Northlake’s mission statement.
3.        Enlist and train volunteers in the care of children according to the Children’s Ministry Handbook
4.        Review and Recommend policy changes for the Children’s Ministry Handbook.
5.        Securing paid workers for services when needed. The decision to employ paid workers will be made in consultation with the Associate Pastor/Church Administrator in accordance with budget allocations.
6.        Plan, develop, and submit a budget for preschool and children’s ministry to the stewardship team.

In addition to the above duties, she must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel. She should prioritize her role in her own family in obedience to Scripture and as an example to the body.

**JOB DESCRIPTION:        Building Security Personnel**

Principal Function:        The building security personnel is responsible for the locking and unlocking of the facilities and setting the air conditioning/heating units.

Responsible to:            The Minister of Education/Administration or other designated staff person

The building security personnel is responsible for:

1.        On Friday afternoon or night, set the air conditioning and heating thermostat in Room 112 to 65° in the winter and 70° in the summer.
2.        On Saturday afternoon, set the air conditioning and heating thermostats to the temperatures given above.
3.        On Sunday mornings, open buildings by 7:00, unlocking all interior and exterior doors.
4.        After the Sunday morning service, lock all “finished” interior rooms and all exterior doors, set all “finished” A/C zones to 60° (winter) and 80° (summer), and turn off lights.
5.        Before the Sunday evening service, open all interior and exterior doors that will be used. After the evening service, do the same as after the Sunday morning service.
6.        For Wednesday night activities, open all exterior doors by 4:00 p.m. Either Tuesday night or Wednesday morning, set A/C zones to 65°(winter) and 80° (summer). The program supervisors will open interior doors at appropriate times. At the close of Wednesday night activities, follow same procedure as given for after the Sunday morning service.
7.        Other responsibilities include providing security for any special events as agreed upon (extra compensation included), reporting any broken equipment, furnishings, etc. to the minister of education or properties team chairman, and coordinating adequate backup when absent.
8.        He or she must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel and that serves as an example to the body.

Note: Other church groups that meet on a regular basis at the church or at times other than those listed above will be responsible for their own setup/closeup unless prior arrangement is agreed upon.



**JOB DESCRIPTION:      Organist**

Principal Function:      The organist is responsible for serving as organist in the services and activities of the church.

Responsible to:            Minister of Music

The Organist is responsible for:

- 1      Playing for all services of the church, both regular and special as directed by the Minister of Music.
2.      Playing for special meetings within the church such as evangelistic conference, weddings, and funerals, when requested.
3.      Accompanying choir rehearsals as directed by the Minister of Music.
4.      Maintaining an accurate account of organ needs and maintenance and notify the Minister of Music.
5.      Performing other duties as assigned.

In addition to the above responsibilities, he or she must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel and that serves as an example to the body.

**JOB DESCRIPTION:      Pianist**

Principal Function:      The pianist is responsible for serving as pianist in the services and activities of the church.

Responsible to:            Minister of Music

The Pianist is responsible for:

1.      Playing for all services of the church, both regular and special as directed by the Minister of Music.
2.      Playing for special meetings within the church such as evangelistic conference, weddings, and funerals, when requested.
3.      Accompanying choir rehearsals as directed by the Minister of Music.
4.      Maintaining an accurate account of piano needs and maintenance.
5.      Performing other duties as assigned.

In addition to the above responsibilities, he or she must work to maintain a lifestyle of personal commitment, integrity and growth that is consistent with the Gospel and that serves as an example to the body.

# **CHURCH MINISTRY TEAMS** **AND THEIR RESPONSIBILITIES**

## **CHURCH MINISTRY TEAM PHILOSOPHY**

### **The Importance of Church Ministry Teams**

Ministry team work in the local church is vital for carrying out the church's mission. Leo George said, "Any church that takes its mission seriously also will take seriously the work of its committees."

What are church ministry teams, and why are they important? Idus Owensby stated that "A church committee is a group of persons that has been assigned specific tasks by the congregation to perform for the larger body." These ministry teams are so essential because most of the time a church cannot make decisions or carry out specific assignments very effectively as a whole. Data must be gathered and studied before a rational decision can be made by the body. The task of gathering such information is best done by a smaller group. Then, the action itself almost always has to be assigned to a similar small group in order for it to be carried out. Such small groups are called ministry teams.

In addition to improving efficiency, ministry teams offer an excellent opportunity for utilizing the gifts and abilities of church members. The Today's English Version of 1 Corinthians 12:4-7 emphasizes the importance of each member's contribution to the body as a whole.

*"There are different kinds of spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability to everyone for all services. Each one is given some proof of the Spirit's presence for the good of all."*

Often a church ministry team is just the place for a believer to begin to develop gifts that might otherwise never be noticed.

A corollary of this principle is that a ministry team may be a tool for assimilating new believers or new members into a local church. New members usually do not serve as deacons or Sunday school teachers immediately, but they can assume a position on a ministry team soon after joining the church. Studies show that one of the characteristics of growing churches is that they are good at creating places for new members to serve. Alan Hare suggested that a church is assimilating new members successfully when 20 percent of its ministry team members are new (having joined the church in the last two years).

### **The Church's Expectations of Its Ministry Teams**

Northlake Baptist Church has high expectations of its ministry teams. Each team is expected to strive toward excellence in its work. God is worthy of the very best one can offer Him, and such excellence demands a commitment of time and effort.

Also, each team should understand its accountability to the church. No team exists for itself. It represents the interests and agenda of the body. It exists in order to help the church carry out its mission objectives. The mission objectives of Northlake Baptist Church are listed in its constitution, Article II, page one.

To be a dynamic spiritual organism empowered by the Holy Spirit to share Jesus Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man and their relationship to each other.

To be a church that ministers unselfishly to persons in our community and around the world in Jesus' name.

To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

Each team has a different role to play, but each team is vital for moving Northlake Baptist Church toward these objectives.

Finally, each team member has a responsibility to each other member. Respect for each person's opinions, doing one's share of the work, a cooperative spirit, and faithfulness to team meetings are essential if the work is to be carried out properly. No team will rise in effectiveness above its individual members.

### **Qualifications for Ministry Team Membership**

The goal of Northlake Baptist Church is not "a person for every job," but "a job for every person." It is the belief of the church that every born-again believer is gifted to serve and is responsible to use that gift in some capacity. However, there are certain basic qualifications that each person must demonstrate before being considered as a team member.

These qualifications are as follows:

1. Evidence of salvation and spiritual-mindedness;
2. A good standing in the church;
3. Availability and willingness to serve;

4. Reasonable regularity in church attendance;
5. Some evidence of capability in the area of consideration;
6. Assurance of a cooperative spirit and loyalty to the faith and program of the church; and
7. It is understood that all Leadership positions for these Ministry Teams will be filled by active church members. (See constitution & Bylaws - Section 7-2 Active Membership ). However, In order to aid in the assimilation process of encouraging church attenders to become active church members, we encourage visitors to become a member of a small group and to volunteer in church ministry teams. After regular attendance in for 3 months, someone who has not yet become a church member may serve as a volunteer helper in a ministry team if they are willing to be considered as a "Watchcare Member" and sign a statement of compliance with any church policies related to their ministry team (i.e. security manual, child protection manual, background checks if working with children, etc) . The ministry teams that are eligible for non-member participation are: Audio/Visual, Choir, Musicians, Helping Hands, Security, Ushers, AWANA, Food Pantry, VBS, and Trail Life.

## **CHURCH MINISTRY TEAMS**

- ★ Audio Service
- ★ Baptismal
- ★ Benevolence
- ★ Church Anniversary
- ★ Community Impact
- ★ Flower
- ★ Greeting
- ★ History
- ★ The Lord's Supper
- ★ Membership
- ★ Ministry Placement
- ★ Missions Development
- ★ Music
- ★ Pastor Search
- ★ Personnel
- ★ Properties
- ★ Senior Adult
- ★ Social
- ★ Stewardship
- ★ Transportation
- ★ Ushers

**CHURCH MINISTRY TEAM MEMBERSHIP,  
TERM OF OFFICE,  
AND RESPONSIBILITIES**

Unless otherwise specified, all teams will function on a three-year rotation basis. One-third of the team will rotate off and be replaced each year. Where there is a team of two, the term of service will be two years, and one person will rotate off each year. Where there is a team of four, two persons will rotate off and be replaced each year.

After serving a term, team members will be eligible to serve after a lapse of one year. The ministry placement team shall nominate a chairperson of each team.

Unless otherwise specified, non-rotating teams shall be nominated by the ministry placement team annually and elected by the church.

**★ AUDIO SERVICE TEAM ★**

Membership and Term of Office: The audio services team shall be a team of three persons nominated by the ministry placement team and elected by the church. The minister of music will serve as an ex-officio member of the committee. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Enlist, train, and schedule sound system operators for all church events where sound amplification or recording is necessary.
2. Maintain sound and recording equipment.
3. Inventory and secure equipment after use.
4. Recommend policies and procedures related to improving and maintaining all sound equipment.
5. Recommend to the stewardship team budget allocations for related expenses and administer approved budget.

**★ BAPTISMAL TEAM ★**

Membership and Term of Office: The baptismal team shall consist of four persons, preferably married couples, nominated by the ministry placement team and elected by the church each year. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. See that the baptismal pool is filled and heated to a comfortable temperature.
2. Ensure baptismal robes and towels for the candidates are on hand and in good order.
3. Meet with candidates prior to baptismal service, give directions to the dressing rooms, and answer any questions the candidates may have regarding the procedure.

4. Assist the pastor and candidates during and after the baptismal service in any way necessary.
5. Ensure the dressing rooms, robes, and all other necessary equipment is clean and in order for the next baptismal service.

**★ BENEVOLENCE TEAM ★**

Membership and Term of Office: The benevolence team shall consist of three members of the active deacon body appointed by the deacon officers to serve on a rotating basis. One member will rotate off each year.

Responsibilities:

1. To establish the amount and frequency of assistance to individuals or families to be provided by the church.
2. Locate church members, as well as other persons, which provide appropriate assistance in discovering needs in the church and community.
3. Work closely with other groups in the church that provide benevolent actions to assure proper coordination of such activities.
4. Survey to determine available community agencies that provide assistance which cannot be provided by the church—a list of such agencies should be maintained. The list should describe type of service available, the address, phone number and contact person.
5. Recommend budget requests for monies needed for this ministry. Love offerings should be considered to supplement the budget if needed.
6. Investigate requests and administer resources as needed. The policy should be observed that no money is given directly to the person or persons in need.
7. Report to the church on a quarterly basis the type of services provided, results of benevolence work, and the amount of expenditures. (Confidential records should be maintained listing name, address, phone number, and social security number of person assisted, as well as the type and amount of assistance.)

**★ CHURCH ANNIVERSARY TEAM ★**

Membership and Term of Office: The church anniversary team shall consist of six members nominated by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

Assist the church staff in planning, promoting, and carrying out the events relating to the anniversary celebration of Northlake Baptist Church.

**★ COMMUNITY IMPACT TEAM ★**

Membership and Term of Office: The community impact team shall consist of three members nominated by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Provide information about social, political, and moral issues of concern to the church.
2. Lead the church to respond biblically to these issues by offering avenues of action and involvement.

**★ FLOWER TEAM ★**

Membership and Term of Office: The flower team shall consist of four (was “two”) members nominated by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Recommend to the church council policies and procedures for securing, arranging, and disposing of flowers for congregational services and for providing flowers for deceased members.
2. Recommend to the stewardship team budget allocations for related expenses and administer approved budget.

**★ GREETING TEAM ★**

Membership and Term of Office: The greeting team shall consist of at least four members nominated by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Enlisting members to serve on a rotating basis, if desired, to greet members and visitors to activities of the church.
2. Make sure that proper visitor forms are available at easily accessible welcome stations.
3. Provide manpower for taking visitors to appropriate Sunday School classes.
4. Recommend to church leadership needs for welcoming stations or materials to be distributed to members and/or visitors.

**★ HISTORY TEAM ★**

Membership and Term of Office: The history team shall be composed of three persons: church clerk, photographer, and one other person nominated by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Preserve and use the historical records of the church.
2. Gather and preserve available church records, record full and accurate records, and use the records to help members understand and appreciate their heritage and mission.

**★ THE LORD'S SUPPER TEAM ★**

Membership and Term of Office: The Lord's Supper team shall be composed of four persons nominated by the ministry placement team and elected by the church. Two people will rotate off each year.

Responsibilities:

1. Maintain an adequate inventory of materials and supplies.
2. Determine equipment needs and make recommendations to the church concerning these needs.
3. See that all equipment and materials are in place prior to each observance of the Lord's Supper.
4. See that all equipment is gathered, cleaned, and stored after each observance of the Lord's Supper.



**★ MEMBERSHIP TEAM ★**

Membership and Term of Office: The membership team will consist of at least five persons nominated by the ministry placement team and elected by the church for three-year terms. The terms will be set in such a way that no more than two members rotate off each year.

Responsibilities:

The primary purpose of the membership committee is to nurture new and existing members in Christlike fellowship. This nurturing role will be carried out by their performing the following activities:

1. Recommend to the church body those who have requested church membership after proper investigation.
2. Develop a new member orientation program which includes the meaning, opportunities, and responsibilities of church membership.
3. Ensure that all new members attend the new member orientation and sign the church covenant.
4. Assign each new member an encourager to help assimilate the new member into the church family.
5. Help new members discover their spiritual gifts and find at least one ministry in the church in which they can use their spiritual gifts.
6. Ensure that all new members are properly counseled regarding their salvation experience and their spiritual walk.
7. Make sure that new members understand the doctrine of the Baptist church and the working of the Southern Baptist Convention.
8. Investigate any reasons for dissent presented by a church member concerning a prospective member.
9. Inform the church body concerning members who have failed to attend any of its services for one year (except for health, confinement or other valid reasons) for placement on the inactive membership roll. Encourage the church body to minister to these inactive members in whatever needs may be present and to help re-establish active membership.
10. Perform any other duties needed to maintain a Christlike spirit among the fellowship of the church.

**★ MINISTRY PLACEMENT TEAM ★**

Membership and Term of Office: The ministry placement team will consist of four persons nominated by the deacons and elected by the church for three-year terms, with these terms being set in such a way that not more than two members rotate off any year. The minister of education will be an ex-officio member. The church program directors will be included in discussions of their respective areas.

Responsibilities:

1. Coordinate the staffing of all church leadership positions that are filled by church members.
2. Discover, interview, enlist, and recommend to the church for election such persons who are suitable to fill all lay, elected positions within the church, except as provided elsewhere in the church Bylaws.
3. Establish a simple standard of essential qualifications for determining eligibility for office holding, giving proper consideration to the following: evidence of spiritual mindedness; good standing in the church; availability for the office; reasonable regularity in attendance at worship services; evidence of potential leadership ability; and assurance of a cooperative spirit and loyalty to the faith and program of the church.

4. Seek to be the heart, mind, and conscience of the church, and shall seek the leadership of the Holy Spirit in recommending for election such persons as will honor Christ and serve most effectively in the work of the kingdom. The team shall not render a perfunctory service, either by re-nominating automatically (was “uncritically”) those already in office or by merely confirming suggestions made by other leaders.

**★ MISSIONS DEVELOPMENT TEAM ★**

Membership and Term of Office: The missions’ development team shall consist of five persons—four persons nominated by the ministry placement team and elected by the church plus the missions’ director of the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Conduct studies and recommend plans for local, state, and foreign mission involvement.
2. Coordinate all mission work with the church council.
3. Act as liaison between the church and any church-sponsored missions.
4. In consultation with pastor and staff, prepare and recommend an annual budget for any church- sponsored missions and other mission endeavors requiring funds.
5. Promote special missions emphasis.

**★ MUSIC TEAM ★**

Membership and Term of Office: The music team shall consist of the president of the adult choir and the director of each graded choir. The president of the adult choir shall be the chairperson of the music team. The minister of music shall serve as ex-officio. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Assist in the music program of the church, working in close harmony with the Minister of Music.
2. Make recommendations to the ministry placement team concerning election of music program workers.
3. Submit a suggested annual budget to the stewardship team in the event of a vacancy in the Minister of Music position.

**★ PASTOR SEARCH TEAM ★**

Membership and Term of Office: Whenever there is a vacancy in the office of Pastor, the church shall elect a Pastor Search Team composed of persons well acquainted with the work and needs of the church and who represent the various organizations and groups in the church. The pastor search team shall be elected as follows: the officers of the deacon body (chairman, vice-chairman, and secretary) shall serve as a team to nominate to the church for election the person to serve as chairperson of the pastor selection team. After election, the chairperson shall serve with the deacon officers as a team to nominate to the church for election other members to serve on the pastor selection team.

Responsibilities:

1. Seek prayerfully to find the man whom God would have to serve as Pastor of the church, and shall submit its recommendation to the church.
2. The team shall bring to the consideration of the church only one man at a time.
3. After agreeing upon a nominee for the office of Pastor, the team shall also determine with him the requirements for salary, housing, vacation, allowances, and other matters of mutual concern. These

requirements shall be read at the time the nomination is placed before the church, and shall be approved or rejected with the nomination.

4. In all aspects of its work, the team shall welcome suggestions from the membership of the church, and shall seek the advice and counsel of the deacons in regard to major decisions.
5. See Article II, Section 2, Paragraph 9 of BYLAWS FOR CHURCH CONSTITUTION for selection of interim pastor.

#### ★ **PERSONNEL TEAM** ★

Membership and Term of Office: The personnel team consists of the pastor, chairman of deacons, chairman of the stewardship team, and three members recommended by the ministry placement team and elected by the church. The three members elected by the church shall serve for three years, with their tenure being set in such a way that only one rotates off each year. The pastor serves as chairman of the team; in his absence, the chairman of deacons shall serve in this role.

#### Responsibilities:

1. Meet at the call of the pastor preferably before the meeting of the Church Council each month.
2. Assist the church in matters related to employed personnel administration and be responsible for the general oversight of the work of staff members and employees of the church.
3. Consistent with the provisions of Article II, Section 3 of BYLAWS FOR CHURCH CONSTITUTION, the personnel team shall act on behalf of the deacons and the church in all personnel matters, including such areas as determining staff needs, employment, salaries, benefits, termination of services and personnel services. The team shall prepare and maintain job descriptions for all personnel.
4. Make recommendations and/or reports to the deacons and church on all their activities consistent with the provisions of Article II, Section 3 of BYLAWS OF CHURCH CONSTITUTION.

#### ★ **PROPERTIES TEAM** ★

Membership and Term of Office: The properties team shall consist of six members nominated by the ministry placement team and elected by the church for three-year terms. Two members will rotate off each year.

#### Responsibilities:

1. See that all church buildings and grounds are maintained for ready use.
2. Recommend maintenance policies and procedures to the deacons.
3. Recommend to the personnel team the employment of needed maintenance personnel.
4. Assign responsibilities to and supervise all maintenance personnel.
5. Maintain an inventory of all church properties, buildings, and furnishings.
6. Submit to the stewardship team an annual budget for maintenance of all buildings and grounds and see that the approved budget is administered.

#### ★ **SENIOR ADULT TEAM** ★

Membership and Term of Office: The senior adult team shall consist of three members nominated by the ministry placement team and elected by the church. The senior adult director will serve as ex-officio. The members will serve three-year terms, with one member rotating off each year.

Responsibilities:

Work with the senior adult director to plan, promote, and carry out ministries to and through senior adults.

**★ SOCIAL TEAM ★**

Membership and Term of Office: The social team shall consist of six members nominated by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Plan for meals, desserts, and other food items at all church functions where such is called for by the Pastor and church council. This may involve working with a caterer when such arrangements are deemed necessary.
2. Recommend to the church council policies and procedures for food service.
3. Ensure that adequate kitchen supplies, equipment, and utensils are available and in order.
4. Recommend a social team budget to the stewardship team and administer approved budget.

**★ STEWARDSHIP TEAM ★**

Membership and Term of Office: The stewardship team shall consist of six eight members, serving four-year terms, nominated by the ministry placement team and elected by the church plus the church treasurer. Two members will be appointed as the chair and vice chair of the stewardship team. The vice chair will assume the position of chairman upon the departure of the chairman. Members of the stewardship team must be regular, proportional givers to Northlake Baptist Church. The church office manager and church administrator will serve as ex-officio members. Two members will rotate off each year.

Responsibilities:

1. Responsible for proper handling, accounting, depositing, and disbursing of church funds, according to the approved church budget.
2. Examine monthly financial statements. The church administrator and church office manager will meet with the Stewardship Team to review credit card statements and to review bank statement reconciliation with the church accounting system.
3. Prepare and submit to the deacons an annual proposed budget, after obtaining estimated needs from all departments of the church.
4. Lead in promoting Christian stewardship and to encourage the membership to support Christ's work in this community and around the world by regular and cheerful giving.
5. The stewardship team will go through an orientation each year to understand their responsibility as a steward of the church finances by the church administrator. Throughout the year additional stewardship training opportunities as those are available through the CBA and/or GBMB.

This team shall meet monthly. The chairperson of the stewardship team will serve as a regular member of the church council.

**★ TRANSPORTATION TEAM ★**

Membership and Term of Service: The transportation team consists of two persons nominated by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Maintain church vehicles in safe and legal operating condition at all times.
2. Recommend a transportation budget to the stewardship team and administer accordingly.
3. Recommend policies and procedures for use of church vehicles to the church council.
4. Secure a list of capable and properly licensed drivers and make sure a copy of the driver's license of each one is on file in the church office.
5. Make sure that evidence of insurance is in each vehicle.

**★ USHERS TEAM ★**

Membership and Term of Office: Every church usher shall be selected by the ministry placement team and elected by the church. The ushers shall be led by an usher chairman and assistant chairman also selected by the ministry placement team and elected by the church. THIS IS A NON-ROTATING TEAM.

Responsibilities:

1. Greet and give direction or assistance to persons at the entrances to the auditorium building and worship center.
2. Ensure that the auditorium is in comfortable and presentable order before each worship service.
3. Ensure offering plates, bulletins, and other needed aids and supplies are in their proper places.
4. Devise a plan for handling disturbances, injuries, and other emergencies should they occur during the services.
5. Seat persons appropriately at worship services and other congregational meetings.
6. Distribute visitor cards and other handouts.
7. Collect tithes and offerings.

## **FINANCIAL POLICIES AND PROCEDURES**

### **CONTRIBUTIONS**

1. Ushers will collect offerings at the designated time during worship services and turn them over to the teller committee to be counted at the end of the service.
2. The teller committee, a committee of three, consisting of the treasurer, a deacon, a member of the stewardship team will take the offering to a secure place to count it. When the offering has been counted, a tally sheet (see TALLY SHEET, page 33) will be prepared and the offering and tally sheet will be placed in the church office. The tally sheet must be signed by two members of this committee.
3. On the next bank business day, two people the church office manager and the church ministry assistant will recount the offerings, verify the tally sheet, prepare contributions by account to balance with the tally sheet, prepare deposit slips for the various accounts as needed, transport the cash deposits to the bank, and electronically scan the checks to the bank.
4. Tally sheets and deposit slips will be reviewed by the church treasurer on a timely basis.
5. The church office manager will post contributions to the donor's account. Access to these records will be limited to the church office manager and the treasurer.
6. The church office manager will issue contribution statements at least annually. Annual reports will be issued during the month of January to reflect the donor's contributions during the prior year.
7. Designated funds will be accepted for all expenditures and programs approved by the church. Designated contributions will be kept in a separate fund and disbursed according to the intended purpose. The church, however, reserves the right to determine use of all funds received.
8. Gifts received in memory/honor of an individual will be promptly acknowledged by the church. The church office manager will report all such gifts to the pastor and then be responsible for making sure the family of the honoree is notified and appreciation is expressed to the donor.
9. When gifts other than cash or check are received, the donor will be responsible for valuation of those gifts. The church office manager will then provide the donor with a receipt and church administrator with a copy of that receipt.

### **DISBURSEMENTS**

1. The church will maintain only 3 Credit Cards being, Minister of Students, Minister of Worship, and the Church Office Manager. The Church Office Manager's credit card may be signed out for local purchases.
2. A purchase order (see copy, page 34) is required for all purchases. Purchases which total more than \$25 shall be made only on the authority of a requisition which has been processed in the following manner:
  - A. Requisition forms may be picked up at the church office, prepared by the intended purchaser, and returned to the box marked "Requisition Requests."
  - B. The requisition shall be approved by the appropriate Sunday school division director, church program director, and/or team chairperson. The purchase shall be authorized only if there is sufficient money credited in the appropriate budget item against which said purchase will be charged and sufficient money in the bank.
  - C. In the event there is not sufficient funds credited in the appropriate budget item or if the supplies, equipment, or services are not a budgeted item then the stewardship team must approve the requisition before the purchase is made. Approved requisitions will be placed in the box marked

"Requisitions Approved." At that point the approved requisition may be picked up and the purchase made.

3. All checks must have two authorized signatures. Authorized signers are members who have been approved to be on the bank account signature cards by the Stewardship Team. Signators will be approved at the church annual business meeting. New signators must go to the bank with a copy of the church business meeting minutes in order to update the bank signature card.
4. Disbursements may be made from the benevolence fund of \$25 or less with authorization by a member of the pastoral staff. Any disbursement of greater than \$25 must be approved by the benevolence team.
5. Special missions emphasis contributions will not be budgeted, but there will be a gathering of designated offerings from the congregation which will then be sent to the designated agency.

#### **RECORD KEEPING AND REPORTING**

1. The church office manager will provide monthly reports for the stewardship team, church clerk, and congregation regarding receipts and disbursements of budget accounts and balance totals of bank accounts. The monthly report to the church will be signed by the Church Administrator, Treasurer, and Chairman of the Stewardship Team.
2. Payroll and accounting records will be kept for a minimum of seven years.
3. Contribution records will be kept indefinitely.
4. The church administrator will monitor the daily account balances and activities of church funds at the bank.

#### **OTHER FINANCIAL AREAS**

1. Fundraising projects undertaken by any group within the church must have the approval of the church staff prior to their actual beginning.
2. A list of fixed assets with a value of \$250 or more will be maintained by the church office manager showing the date of acquisition, value at acquisition and life expectancy. A copy of this list will be kept in the safe deposit box with all deeds, titles, and insurance documents.
3. At the discretion of the stewardship team, funds received in excess of three months of the approved budget expenditures in the general fund may be invested in interest-bearing accounts.
4. The deacons will appoint three people each church year to serve on an audit team to conduct an in-house audit of financial records and procedures, fixed assets, and insurance coverages. A report of their audit and results will be made to the chairman of deacons. Additionally, the deacons may call for an audit by an accountant from outside the church at their discretion.
5. Access to the safe deposit box and church vault will be limited to the church treasurer, chairman of the stewardship team, and church office manager.
6. The stewardship team shall prepare and submit to the deacons an annual proposed budget, after obtaining estimated needs from all department heads of the church. The personnel team should prepare their annual compensation review with written recommendation that are signed and dated by the chairman of the personnel team. Once the payroll budget is approved by the stewardship team, the written recommendations should be signed and dated by the chairman of the stewardship team and then filed with the annual budget. The treasurer must sign all personnel documents that are sent to the IRS.

**NORTHLAKE BAPTIST CHURCH**

**TALLY SHEET**

Contribution Summary Form

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

|                               |                     |             |
|-------------------------------|---------------------|-------------|
| <b>Total Checks:</b>          |                     |             |
| <b>Total Currency:</b>        |                     |             |
| <b>Total Coins:</b>           |                     |             |
| <b>Total Deposit:</b>         |                     |             |
|                               |                     |             |
| <b>Contributor</b>            | <b>Account Name</b> | <b>Cash</b> |
| <i>Anonymous (Plate Cash)</i> | Tithes & Offerings  |             |
|                               | Tithes & Offerings  |             |
|                               | Tithes & Offerings  |             |
|                               | Tithes & Offerings  |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               |                     |             |
|                               | <b>Total:</b>       |             |



**PURCHASE ORDER**

Northlake Baptist Church 4823 Thompson Bridge Road Gainesville  
GA 30506

Phone: (770) 536-7338

Pay to the Order of: \_\_\_\_\_ PO# \_\_\_\_\_

For: \_\_\_\_\_ NBC Account Number: \_\_\_\_\_

\_\_\_\_\_ NBC Account Name: \_\_\_\_\_

**AMOUNT:**

| MONTH/YEAR |  | AMOUNT |  | MONTH/YEAR |  | AMOUNT |  |
|------------|--|--------|--|------------|--|--------|--|
| January    |  |        |  | July       |  |        |  |
| February   |  |        |  | August     |  |        |  |
| March      |  |        |  | September  |  |        |  |
| April      |  |        |  | October    |  |        |  |
| May        |  |        |  | November   |  |        |  |
| June       |  |        |  | December   |  |        |  |

Dept. Head Approval \_\_\_\_\_ Treas. Approval \_\_\_\_\_ Buyer \_\_\_\_\_

## **POLICIES AND REGULATIONS GOVERNING THE USE OF CHURCH PROPERTIES**

### **GENERAL POLICIES**

1. Any consideration of special uses of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.
2. Regularly scheduled meetings and services shall have prior claim to space, facilities, and equipment ordinarily used by them.

### **ADMINISTRATIVE**

1. The property team will meet on a regular basis to assure the facility and grounds are maintained.
2. Any organization within the church requesting work or services should submit a written request to the property team through the church office using REQUEST FOR WORK NEEDED form (see page 38).
3. All custodial work will have a weekly checklist, supervised by the Minister of Education.
4. Asset Maintenance Schedule:
  - A. Vehicles (See Church Vehicles).
  - B. HVAC equipment will be inspected twice yearly (fall heating, spring cooling). Filters should be checked or changed every three months or as needed.
  - C. Office/audio video equipment (Minister of Music or Minister of Education/Administration).
  - D. Grounds (when team determines or needs arise).
  - E. Safety equipment (fire extinguisher, exit signs, etc.) to be checked every 30 days by the person designated by the pastor or minister of education/administration..
5. Building and Property Diagrams:

All buildings should have diagrams to identify water, gas, electrical, septic tank, and meter locations and shut offs. (Diagrams to be located at church office and each building.)
6. Policy for office/audio visual equipment:

The purchase and maintenance of office/audio visual equipment will be the responsibility of the minister of education in consultation with the stewardship team.

7. Insurance Coverage:

All church property is to be adequately covered with insurance. Policies are to be under the supervision of the deacons.

- A. Personnel Insurance.
- B. Liability. Liability insurance is presently through Church Mutual Insurance Company. A copy of the policy is kept in the church office files.
- C. Property. Same as B above.
- D. Auto. Same as B above.

8. Sound System:

The audio service team is responsible for regular maintenance of the sound system within budget guidelines.

**USE OF FACILITIES AND EQUIPMENT**

- 1. Regularly scheduled meetings and services shall have prior claim to space, facilities, and equipment. Church equipment is not to be removed from property except for church-related activities.
- 2. Before scheduling an activity requiring a meeting room or other church facility for church functions, a request for such space shall be made to the church office, so that all assignments may be coordinated and recorded on the church calendar of activities.

Reservations for facilities for non-church functions may be made by submitting a REQUEST FOR USE OF CHURCH FACILITIES form (see page 39) to the church office for review by the pastor and/or the property team. The form must be filled out and signed by each party requesting use of church facilities. Appropriate payment to cover the cost of utilities and extra services may be charged. Approval will be given by letter or phone.

- 3. The church does not allow any alcohol or smoking in its facilities. Any damage to the facilities will be the responsibility of the person or group using the facility.
- 4. The church reserves the right to deny use of the church and/or equipment to anyone applying for such use.
- 5. All federal, state, county, and city laws must be obeyed.

**MAINTENANCE PERSONNEL**

See Article II, Section 3, Paragraph 6 of BYLAWS FOR CHURCH CONSTITUTION. All custodial work shall be on a yearly basis subject to a quarterly review.

## CHURCH VEHICLES

### Use of church vehicles:

1. Chairman of the transportation team will be responsible for use and maintenance of vehicles in consultation with the pastor.
2. Vehicles are not to be used for personal business.
3. Transportation to and from Sunday School and Vacation Bible School have first priority in using vehicles. Other persons requesting use of church vehicles should reserve by contacting the church secretary. Privilege of using vehicles will be on a "first come" basis. The church reserves the right to deny use of the vehicles to anyone applying for such use.
4. Building materials, furniture, metal, or anything that may damage the interior of the vehicles are not to be placed or hauled in them.
5. Passengers must wear seat belts, and infants must be in safety seats in accordance with state law.
6. If possible, a second licensed driver should accompany the driver, especially on long trips.
7. The driver/group is responsible for returning the vehicles with clean interior, a full tank of gas, and properly completed trip information..

### Normal maintenance procedures:

1. Check oil level and add as needed. Change oil, oil filter, and lubricate vehicles every 3,000 miles. A record of service information is to be kept in the vehicles.
2. Check liquid level in the Coolant Recovery System, and add as needed. Flush the radiator once per year and change coolant.
3. Inspect hoses for fluid leaks and replace as needed.
4. Check all tires (including the spare) for wear and proper inflation. If new tires are needed, notify the transportation team or the pastor.
5. Check headlights, tail and brake lights, directional signals, and windshield wipers. Replace as needed.
6. All repair work is to be done by a certified mechanic.
7. All safety equipment such as fire extinguisher, flares, etc. will be located under the last seat in all vehicles.

**REQUEST FOR WORK NEEDED**

(Please fill out this form in duplicate.)

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

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Work needed:

Cost estimate:

Action taken:

Approval: \_\_\_\_\_

**REQUEST FOR USE OF CHURCH FACILITIES**

**Northlake Baptist Church  
Gainesville, GA 30506  
(770) 536-7338**

(For non-church functions by organizations, groups, or individuals)

The following church facilities are requested to be reserved:

Room: \_\_\_\_\_ Building: \_\_\_\_\_

Approximate number attending: \_\_\_\_\_

Date desired: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Organization, group, individual making request:

\_\_\_\_\_

We agree to abide by the policies of Northlake Baptist Church. Appropriate payment to cover the cost of utilities and extra services may be charged. Approval will be given by letter or phone.

We understand that Northlake Baptist Church does not allow any alcohol or smoking in its facilities. Any damage to the facilities will be the responsibility of the person or group using the facility. All federal, state, county, and city laws must be obeyed.

We also understand that we are responsible for seeing that the reserved church facilities are left clean.

Signed \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

ZIP \_\_\_\_\_

**NORTHLAKE BAPTIST CHURCH**

## **WEDDING POLICY**

A "Church Wedding" is a Christian wedding and therefore should be distinctive. Our requirements are designed to enhance that distinction and are open to active members of Northlake Baptist Church only.

### **A. GENERAL**

1. If our pastor is to be in charge of the ceremony, there must be at least two (2) meetings with him; the first meeting, no less than 2 months prior to the wedding.
2. Rehearsal and wedding dates should be cleared with the pastor and placed on the church calendar as early as possible. Dates are reserved on a "first come" basis.
3. No alcoholic beverages may be served on our church property, and smoking is not permitted inside our buildings.
4. No dancing shall be allowed in the church buildings or on church grounds.

### **B. MUSIC AND SOUND SYSTEM**

1. Since your wedding is a sacred service, you should choose your music carefully. The minister of music will make recommendations upon your request.
2. You will need to discuss use of the system with the Minister of Music at least a month before the wedding date. He will arrange to have a qualified person available to operate the system.

### **C. CHARGES AND FEES**

1. Charges for use of our facilities for weddings and receptions are for active church members only. Fees for the use of our facilities are \$100 for the use of the auditorium only, and \$150 for the use of the auditorium and kitchen.
2. Please pay the appropriate fee to the church secretary as you return the attached form. The wedding will be put on the calendar when the fee is paid.
3. Payment for any services provided by church personnel will be the responsibility of the couple being married.

#### D. DECORATIONS

1. If candles are used, a protective plastic mat must be placed under them to protect the carpet. Non-wax candles are strongly encouraged.
2. No tacks, pins, nails, or tape may be used.
3. For safety reasons, the use of rice is not permitted. Bird seed may be used, but only outside the buildings and away from the entrance.

#### E. REHEARSAL

1. To insure that your wedding ceremony runs smoothly, a rehearsal is necessary. A competent director should be used.
2. Members of the wedding party are expected to be on time for the rehearsal and to follow the direction of the minister and director.
3. If you wish to have the rehearsal dinner at the church, you should make arrangements with the caterer in advance, who will be responsible for seeing that the building is left clean.

#### 6. MAINTENANCE OF BUILDINGS

1. If air/heat needs to be on in advance, please be sure our secretary is aware.
2. A key for buildings may be secured from the church office prior to use of the building. Please contact the church secretary during office hours a week in advance. Please return the key as soon as possible

#### 7. CLEANING

1. The person who reserved the church facilities is responsible for proper cleaning of the facilities following its use.
2. Any damage resulting from violations of these policies will be billed to the wedding couple.



**NORTHLAKE BAPTIST CHURCH**

**WEDDING INFORMATION**

This completed form, along with your fees, must be returned before the wedding can be scheduled.

BRIDE'S FULL NAME \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

\_\_\_\_\_

GROOM'S FULL NAME \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

\_\_\_\_\_

WEDDING DATE \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Dinner? \_\_\_\_\_ If so, where? \_\_\_\_\_

Reception? \_\_\_\_\_ If so, where? \_\_\_\_\_

Minister to Officiate \_\_\_\_\_

Assisting Minister \_\_\_\_\_

If not the Northlake Pastor, please give name and address:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Wedding Director \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Individual responsible for making sure buildings are in order after the service:

\_\_\_\_\_ Phone \_\_\_\_\_

If our Pastor will be in charge of the ceremony, please list dates for counseling sessions:

(First Choice) First Session \_\_\_\_\_ Second  
Session \_\_\_\_\_

(Second Choice) First Session \_\_\_\_\_ Second Session \_\_\_\_\_

(A copy of these policies should be given to all parties concerned and are available upon request at the church office.)

We understand fully the wedding policies of Northlake Baptist Church and agree to comply with these policies.

\_\_\_\_\_ Fees Paid: \_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature