

**THE GOVERNING  
DOCUMENTS  
OF  
WRENS BAPTIST  
CHURCH**

**REVISED FALL 2003**



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**THE CONSTITUTION  
OF  
WRENS BAPTIST CHURCH**

**REVISED FALL 2003**



**THE CONSTITUTION  
OF  
WRENS BAPTIST CHURCH**

**ARTICLE 1**

**NAME**

This congregation shall be known as the WRENS BAPTIST CHURCH of Wrens, Georgia.

**ARTICLE 2**

**DECLARATION**

This church is a congregation of baptized believers in Christ, united by covenant for the worship of Almighty God, and associated in the faith and the fellowship of the Gospel to practice its precepts, to recognize Jesus Christ as their supreme law-giver and ruler, and to take the Bible alone as the standard by which all matters of belief and conduct are to be tried. This church accepts the Scriptures as its final authority in matters of faith, doctrine and practice.

**ARTICLE 3**

**MEMBERSHIP**

**Section 1. Presentation for membership.** Candidates for membership may be received at any regular service in any one of the following ways:

- a. By profession of faith in the Lord Jesus Christ and giving evidence of a change of heart, and being baptized by immersion.
- b. By letter or promise of letter from a church of like faith and order.
- c. By statement of faith, baptism and previous church membership in a church of like faith and order. Any member of another denomination, believing in Jesus Christ as Lord and Saviour, who has been baptized by immersion and believes that Baptism is in no way connected with salvation, but symbolizes the death,

burial and resurrection of Jesus and is an act of following Him, may be admitted to the fellowship and privileges of the church. Any question of membership qualification shall be referred to the Diaconate for investigation and reporting to the church.

- d. By restoration. After membership has been withdrawn, a person may be restored to membership when proper acknowledgments are made with evidence of sincere repentance.

**Section 2. Associate Membership.** A member of the church shall be considered an Associate Member after absenting himself from the church for more than one year. An Associate Member shall not have the right to vote or hold any office in the church, including the office of teacher, and shall be considered a Non-Resident member for the purpose of reporting church membership totals to the Georgia Baptist Convention. Associate Membership is a means of maintaining communication, increasing fellowship, and moving toward full restoration with the church. They may be reinstated to full member privileges upon returning to the church for one year and exhibiting like faith and practice. The Associate Member may request from the Diaconate a vote of confidence for immediate reinstatement as a full member. Members that are home bound, in military service, in college, ill, or in other special circumstances shall be exempt from Associate Membership as deemed appropriate by the Diaconate

**Section 3. Termination of Membership.** Membership shall terminate upon any one of the following conditions:

- a. Upon due notice of the death of a member, the name shall be dropped from the roll.
- b. Letters of transfer will be granted to churches of like faith and order upon request by such church on behalf of a member of this church, or upon the request of the member (upon the vote of the majority of the members present and voting).
- c. If a member requests to be released from his obligations to this church, the request shall be referred to the Pastor and the Diaconate. If their efforts to

secure continuance in fellowship fail, such request shall be granted and membership terminated.

- d. Upon satisfactory evidence that a member has united with a church of another denomination, notice will be given at a regular business meeting and the name dropped from the roll (upon the vote of the majority of the members present and voting).
- e. Should a member become an offense to the church by reason of immoral or unchristian conduct or by denying acceptance of fundamental doctrines of the church or not adhering to like faith and practices of the church, membership may be withdrawn upon recommendation of the Diaconate.

#### **ARTICLE 4**

##### **DUTIES OF THE MEMBERS**

**Section 1.** It shall be the duty of the members of the church to honor, esteem, and love their Pastor, to pray for him frequently, and to manifest a tender regard for his reputation.

**Section 2.** It shall be the duty of the members of the church to attend its regular meetings appointed by its authority; to cultivate personal holiness and family devotion; to sustain the public worship of Almighty God and the ordinances of the Gospel; to contribute to the necessary expenditures of the church, to the spread of the Gospel to all nations, to offer relief to the poor; to watch over and counsel one another in the spirit of brotherly love, to strive for the growth of the whole body in Christian knowledge and holiness, and to govern their actions.

**Section 3.** It shall be the duty of the members moving from the church territory, and not expecting to return, to promptly unite with another church of like faith and order.

**Section 4.** Any resident member absenting himself from the church for one year or more without communication with the church respecting his spiritual life may be subject to the discipline of the church after contact has been made.

**ARTICLE 5**  
**AMENDMENTS**

**Section 1.** This Constitution may be amended by vote of the church at any regular business meeting provided that:

- a. Notice has been given at least one month in advance in a regular conference,
- b. The proposed amendment has been printed in our publications,
- c. An announcement has been made from the pulpit two Sundays prior to the vote,  
and
- d. A three-fourths majority vote is received in a regular conference.

**Section 2.** This Constitution of Wrens Baptist shall take precedence over all other constitutions of any prior date.

**THE BY-LAWS  
OF  
WRENS BAPTIST CHURCH**

**REVISED FALL 2003**



**THE BY-LAWS  
OF  
WRENS BAPTIST CHURCH**

**ARTICLE 1**

These By-laws shall adhere to the principles and precepts set forth in the Constitution of Wrens Baptist Church.

**ARTICLE 2**

**MEETINGS**

**Section 1.** The church shall meet regularly on the Lord's Day for the public worship of Almighty God.

**Section 2.** At least once in each week, it shall be the duty of the members to meet for prayer and testimony and Bible study.

**Section 3.** The regular meetings of the church for business shall be held the second Wednesday of each month. A business meeting may be postponed to a later date in the month by the consent of the church.

**Section 4.** Special meetings of the church for the transaction of business may be called by the Pastor, Associate Pastor, or Chairman of the Diaconate. Such special meetings shall be called only to transact specific or stated business and then only after an announcement in the church newsletter and/or an announcement from the pulpit in both Sunday worship services, giving at least three (3) days notice. In the absence of the Pastor, Associate Pastor, and Chairman of the Diaconate, special meetings may be called by the Vice-chairman or Secretary of the Diaconate.

**Section 5.** A quorum for the transaction of business at any regular or special meeting shall be no less than forty-five (45) resident members of the church voting. For the call of a Pastor, twenty (20) percent of the resident membership voting shall constitute a quorum. In the event a quorum is not present and voting, the meeting will be postponed

one (1) week, and the number present shall constitute a quorum; however, fifty-one (51) percent of the quorum must vote.

**Section 6. The ordinance of the Lord's Supper** shall be observed at least quarterly by the church and at other times at the Pastor's discretion.

### **ARTICLE 3**

#### **OFFICERS**

**Section 1. The officers of the church** shall be the Pastor, associate Pastor, minister of youth, minister of education, minister of music, pianist, organist, and other salaried officers as deemed necessary by the church.

These officers shall be called for an indefinite time, and they shall be at liberty to resign the care of the church by giving thirty (30) days notice of their intention, and the church shall have the right to dispense with their services on giving similar notice. The thirty (30) days notice may be dispensed with by mutual consent of the officers and the church.

Deacons, trustees, clerk, treasurer, director of Bible Study, director of Discipleship Training, director of Brotherhood, director of WMU, and librarian are to be elected as hereinafter stated. All officers, teachers, leaders, and committee members shall be members of the Wrens Baptist Church.

**Section 2. Trustees.** The Trustees of our church shall consist of the Chairman and Secretary of the Diaconate and the Clerk of the Church. The Vice-chairman of the Diaconate shall serve as an alternate in the absence of any one of the above named three.

**Section 3.** The Clerk, Treasurer, Director of Bible Study, Director of Discipleship Training, Director of Brotherhood, Director of Women on Missions, and other officers except the Diaconate and Trustees shall be elected annually. Vacancies occurring during the year may be filled by persons recommended by the Nominating Committee.

## ARTICLE 4

### DUTIES OF OFFICERS

**Section 1. Pastor.** His duties are fourfold: as Preacher, to teach the Gospel; as Bishop, to superintend the work of the church; as Pastor, to be shepherd of the flock; and as Minister, to serve the people for Jesus' sake. Further, the Pastor shall serve as ex-officio member of the Diaconate and all committees of the church.

**Section 2. Associate Pastor.** He shall assume the duties of the Pastor in the Pastor's absence.

**Section 3. Minister of Youth.** The Minister of Youth must look to the Pastor for leadership in the entire program of the church. A cordial, friendly, cooperative attitude will make for successful staff relations. The Minister of Youth is responsible for the leadership of all youth programs in the church. He is to seek to enlist young people of all ages into an active youth program. His aims in the youth ministry should be to guide the youth of the church (1) in spiritual growth and knowledge and salvation in Jesus Christ, (2) in comradeship among peers, (3) in loyalty to the church, (4) to develop cooperative spirits and attitudes, and (5) in general, to help them to develop as mature, responsible Christians. The Minister of Youth shall give guidance to the purchase of all needed youth supplies. He shall use the services of the Pastor to recommend the purchases of new youth equipment, and he shall have the prerogative to purchase minor items at his discretion. He shall endeavor to be frugal in budget allocations affecting this area of work.

**Section 4. Minister of Education.** The Minister of Education must look to the Pastor for leadership in the entire program of the church. A cordial, friendly, cooperative attitude will make for successful staff relations. The Minister of Education should lead the church in planning, conducting, and evaluating a comprehensive program of Christian education and should serve as an educational resource person and advisor to the various officers of the church. The Minister of Education shall give guidance to the purchase of all educational materials and supplies. He shall use the services of the Pastor to recommend the purchases of new educational equipment, and he shall have the

prerogative to purchase minor items at his discretion. He shall endeavor to be frugal in budget allocations affecting this area of work.

**Section 5. Minister of Music.** The Minister of Music must look to the Pastor for leadership in the entire program of the church. A cordial, friendly, cooperative attitude will make for successful staff relationships. The Minister of Music shall plan the musical programs of the church, teach and train members of the choir, and encourage members of the church to dedicate their musical talents to the service of God. The Minister of Music should think in terms of the total program of the church when planning music or music education activities. He shall be responsible for the planning, preparation and presentation of all choirs and musical groups in the church program and shall endeavor to build a perpetual music program for all ages, preschool through adult. He shall plan the worship services under the guidance of the Pastor. He shall be responsible for all musicians whether on the church staff or volunteers. He shall be responsible for a substitute musician in his absence. The Minister of Music shall give guidance to the purchase of all needed music supplies. He shall use the services of the Pastor to recommend the purchase of new music equipment, and he shall have the prerogative to purchase minor items at his discretion. He shall endeavor to be frugal in budget allocations affecting this area of work. He shall endeavor to organize and catalog the music library.

**Section 6. Clerk and Assistant Clerk.** It shall be the duty of the Clerk to keep a correct record of the proceedings of the church in meetings for business, to keep a register of the names of all members of the church, to sign all letters of dismissal, to be the custodian of all records and papers belonging to the church, and to submit to the business meetings of the church on a quarterly basis a statement of the gains and losses in membership. The Assistant Clerk shall be responsible for the above duties in the absence of the Clerk and shall assist the Clerk at any other time which might be expedient.

**Section 7. Treasurer.** It shall be the duty of the Treasurer to receive all money and to pay all authorized warrants drawn on said money as authorized in the church budget. He shall keep a true and fair book of accounts and shall render monthly to the church a statement of all receipts and disbursements.

**Section 8. Trustees.** It shall be the duty of the Trustees to oversee legal matters and sign all documents that require legal signatures as instructed by the church.

## ARTICLE 5

### THE DIACONATE

**Section 1. The duties of the Diaconate** shall be to cooperate with and assist the Pastor in the administration of all interests of the church; to devote themselves to the spiritual welfare of the church members and their enlistment in active church service; to ascertain such members of the church or others as may need assistance and to use the offerings of the church donated to such purposes for their relief when necessary; to serve the bread and wine when the Lord's Supper is observed; to use all proper efforts to reclaim such members as may have become remiss in their covenant engagements; to meet at least once each month for the consideration of their specific duties and the general welfare of the church, and to make such recommendations to the church as seem to them expedient. It shall be their duty to secure proper legal protection of all property of the church. Special meetings of the Diaconate may be called at any time by the Pastor, Chairman, Vice-Chairman, or Secretary of the Diaconate. The quorum for Deacons meetings shall be fifty-one (51) percent of the active elected Diaconate.

**Section 2. The method of electing Deacons** shall be as follows. During the morning worship service on the 1<sup>st</sup> Sunday in June, the qualifications for the office of Deacon shall be read from the pulpit and nominations will open. Official nomination forms will be made readily available to resident church members. Each resident church member may nominate as many as six (6) men by (1) submitting his name, (2) writing a brief statement explaining why the nominee should be considered for the office of Deacon, (3) indicating his willingness to serve if elected, and (4) signing the nomination form. All four criteria must be met for the nomination to be valid. The nomination forms will include the list of currently active Deacons who cannot be nominated. Nominations will be closed at the conclusion of the morning worship service on the 4<sup>th</sup> Sunday in June. The screening committee will then meet with the nominees. Following a detailed interview process, the screening committee will present the list of nominees to the church

body on the 1<sup>st</sup> Sunday in August. Deacon election shall take place by secret ballot during the morning worship service on the 3<sup>rd</sup> Sunday in August. Members obtaining official absentee ballots must return those ballots by the end of the morning worship service on election Sunday. Should there be fewer than six men nominated and/or elected, the Diaconate will function with fewer members for that church year.

**Subsection A. The screening committee** shall be composed of the chairman, vice-chairman, and secretary/treasurer of the Deacons, one Deacon at large (elected by the Diaconate), and the Pastor. The screening committee should examine each nominee, referencing all of the scriptural duties of a Deacon as well as the duties set forth in the by-laws for Deacons. The committee shall discuss in further detail other issues related to the office of Deacon (i.e. finances, family matters, public life, etc.). While it is important that the candidates strive to fulfill every requirement for the office of Deacon, the committee should acknowledge that few candidates will in fact fulfill every one. Each nominee must receive an affirmative majority vote from the screening committee to be placed on the Deacon election ballot.

**Section 3. The number of active Deacons** shall be determined in proportion to the number of families in the church. Fifteen church families for one Deacon is the suggested maximum. Four (4) months prior to the beginning of the church year, the current active Diaconate shall discuss and work out with the Pastor whether or not an increase or decrease in the active Diaconate is necessary and present a recommendation to the church for approval.

**Section 4. The qualifications for Deacons** are to be read prior to nomination and election.

- a. The term of office for a Deacon shall be three (3) years. A Deacon shall not be eligible to succeed himself in office until after one (1) year from the date of expiration as an active Deacon has passed. He may, however, succeed himself after serving out the unexpired term of another Deacon. He must be at least 21 years of age and a resident member of the Wrens Baptist Church for a minimum of three (3) years.

b. The highest honor a layman can ever receive is to be elected to the Diaconate by his church. But a man must pay a price for this honor. There are further requirements which he should strive to meet. For the benefit of men who aspire to this high office, these requirements are listed below:

1. He should live a consecrated Christian life, bringing no reproach by his conduct upon the church or the cause of Christ.
2. He should be a resident member attending church every Sunday morning and night, every Wednesday night, and all special church meetings, unless hindered by some reason which is approved by a good conscience.
3. He should be a tither, bringing his tithe systematically to the church for the Lord's work.
4. He should be evangelistic and missionary in spirit, deeply interested in the salvation of souls at home and abroad.
5. He should be fully cooperative with the Pastor and church in the advancement of the spiritual health of the church body.
6. He should be a man who restrains from destructive criticism of his Pastor and church, willing to settle all difficulties in a quiet and Christian manner, without hurting the cause of Christ and His church.
7. He should be able to keep in secrecy those things which should not be discussed with others.
8. He should be active in the various activities of the church, Bible Study, and Discipleship Training.
9. He should be a man about whom people say, "He is a Christian man."
10. He should strive to fulfill the requirements given in 1 Timothy 3:8-13:  
*"Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as Deacons. In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and*

*trustworthy in everything. A Deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.”*

11. He should strive to fulfill the requirements given in Acts 6:2-4:

*“So the Twelve gathered all the disciples together and said, ‘It would not be right for us to neglect the ministry of the word of God in order to wait on tables.*

*Brothers, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them and will give our attention to prayer and the ministry of the word.’”*

**Section 5. Any vacancy in the Diaconate** shall be filled by a special election to be called by the Diaconate if they deem advisable and appropriate. If this vacancy is to be filled at the regular election, the man who was next highest in the balloting shall be the one elected to fill the unexpired term.

**Section 6. Any Deacon elected to serve who is unable to fulfill the obligations** of the office or who fails to attend the regular meetings of the Diaconate for a period of three (3) consecutive meetings without acceptable reason to a majority of the Diaconate, shall be relieved of his office automatically.

**Section 7. Deacon Emeritus.** The church may elect former active Deacons to the position of Deacon Emeritus for life. Any recommendations for Deacon Emeritus shall be considered and evaluated by the active Diaconate prior to a formal recommendation to the church.

## **ARTICLE 6**

### **DISCIPLINE**

**Section 1.** In all cases of personal difficulty between members of the church, the parties involved shall endeavor to bring about a reconciliation in the manner laid down by our Saviour and recorded in Matthew 5:23-24 and Matthew 18:15-16.

**Section 2.** If a member should become an offense to the church by reason of immoral or unchristian conduct or by denying acceptance of fundamental doctrines of the

church, the Diaconate shall at once give notice to the person implicated and shall proceed immediately to investigate it. Should the investigation result in favor of the member, or should the person remove the cause of grief, the Diaconate shall make no report to the church.

**Section 3.** If any member shall hold the disseminate views of doctrine considered by the church unscriptural and hurtful, or shall be the cause of strife and division, and after the proper labor to reclaim such a member, he persists in the harmful practice, it shall be considered a disciplinary offense.

**Section 4.** In every case in which a member is charged with an offense that subjects him to expulsion, the Diaconate shall invite such a one to meet with them and hear the charges and offer such explanation and evidence as may be desired. After this hearing, the Diaconate shall, by themselves, express a judgment upon the merit of the case and shall communicate their judgement with recommendation to the church. The accused shall be duly notified of their proposed action, and the church shall adopt on request their recommendation without discussion, unless the accused demands a re-hearing; in which case the examination before the church shall be conducted in the same manner as before the Diaconate, it being understood that any member may, upon his own responsibility, bring charges directly before the church.

## **ARTICLE 7**

### **FINANCE**

**Section 1.** As a church, we adopt the system of proportionate giving as set out in the New Testament: *“Upon the first day of the week, let every one of you lay by him in store as God has prospered him.”* 1 Corinthians 16:1

**Section 2.** All money or other property contributed to the church by members and others directly or through any department of the church shall be delivered to the Church Treasurer. All contributions received by the Treasurer shall be deposited in a reliable banking institution and disbursed by checks issued in the name of the church. All money received by the Treasurer, except designated contributions, shall be disbursed as specified in the church budget, or as may be otherwise authorized and directed by the church. All

designated contributions shall be applied according to the will of the donors in accordance with the policies of the church.

**Section 3.** The Treasurer shall pay out no money unless it is authorized in the church budget or appropriated by vote of the church in conference.

**Section 4.** There shall be no activities promoted for the purpose of raising funds for the support of the church. Solicitations outside the church are not permitted for any reason. Fund raising by organizations within the church may be allowed for specific reasons such as missions, special projects, trips, etc. They will not be held for the purpose of raising funds for the general budget. Prior approval must be obtained from the church in conference, and the event must be placed on the church calendar. Advertising for any fund-raising activities shall be strictly limited to Wrens Baptist Church announcements and publications.

**Section 5.** The church hereby adopts the unified budget system based on a calendar year. The financial program of the church shall be governed by an annual expenditure budget which shall cover missions, benevolence, salaries, supplies, literature, property maintenance, retirement of church debts, and any other necessary expenses and expenditures.

**Section 6.** All matters pertaining to the financial expenditures shall be referred to the Budget and Finance Committee for study and recommendation.

## **ARTICLE 8**

### **REPRESENTATION IN DENOMINATIONAL MEETINGS**

**Section 1.** Twice each year messengers may be sent to represent the church in the district association and to cooperate with the messengers of other churches in promoting the interest of the Kingdom of Christ.

**Section 2.** Messengers may be appointed each year to attend the sessions of the Georgia Baptist State Convention and the Southern Baptist Convention.

**Section 3.** The Pastor shall be considered a duly appointed messenger at all times to these denominational meetings. His expenses will be provided for in the church budget. He shall report to the church the highlights of the meetings.

**Section 4.** A layperson shall represent the church on the Executive Committee of the local association of which this church is a member.

## **ARTICLE 9**

### **AUXILIARIES**

**Section 1.** All auxiliary organizations must be authorized by the church at a regular business meeting and must be subject to its supervision.

**Section 2.** All auxiliary organizations shall, unless otherwise ordered, make reports to the church monthly and an annual report of the preceding year's activities at the first business meeting of the new church year.

## **ARTICLE 10**

### **MANNER OF CONDUCTING BUSINESS**

**Section 1.** The Pastor, Associate Pastor, Chairman of the Diaconate, or in their absence, any one whom the church may appoint, shall act as Moderator in all meetings for the transaction of business.

**Section 2.** It shall be the duty of the Moderator to keep order, state and explain propositions, permit discussions of debatable motions which have been properly seconded, and take vote or ballot on such motions that are in order and have been duly seconded, according to Robert's Rules of Order.

**Section 3.** The Moderator shall direct the business meetings of the church in the order outlined below. The Moderator may rearrange this order for convenience.

1. Reading minutes of previous meetings.
2. Unfinished business.
3. Reports from officers and department heads written and handed to the clerk.
4. Reports from committees of the church.
5. New Business.
6. Acknowledgments.
7. Suggestions for the welfare of the church.
8. Adjournment

## **ARTICLE 11**

### **AMENDMENTS**

**Section 1.** These By-laws may be amended by vote of the church at any regular business meeting, provided that:

- a. Two weeks prior notice has been given,
- b. The proposed amendment has been printed in our publications,
- c. An announcement has been made from the pulpit the two Sundays prior to the vote, and
- d. A three-fourths majority vote is received in a regular conference.

**Section 2.** These By-laws of Wrens Baptist Church shall take precedence over all other by-laws of any prior date.

**THE MINISTRIES, ORGANIZATIONS, AND  
COMMITTEES  
OF  
WRENS BAPTIST CHURCH**

**REVISED FALL 2003**



**THE MINISTRIES, ORGANIZATIONS, AND COMMITTEES  
OF  
WRENS BAPTIST CHURCH**

**ARTICLE 1**

These Ministries, Organizations, and Committees shall adhere to the principles and precepts set forth in the Constitution and the By-laws of Wrens Baptist Church.

**ARTICLE 2**

**ORGANIZATIONAL LEADERSHIP AND THEIR DUTIES**

**Section 1. Director of Bible Study.** It shall be the duty of the Director to assume the general management and direct the work of that organization.

**Section 2. Director of Discipleship Training.** It shall be the duty of the Director to assume the general management and direct the work of that program.

**Section 3. Director of Brotherhood.** The duties of the Director shall be to assume the general management of the Brotherhood.

**Section 4. Director of Woman's Missionary Union.** The duties of the Director shall be to assume the general management of the Woman's Missionary Union.

**Section 5. Librarian.** The duties of the Librarian shall be to assume the general management of the Media Center.

**Section 6. Director of Vacation Bible School.** The duties of the Director shall be to assume the general management of our Vacation Bible School.

**Section 7. Lay Representative to the Executive Committee of the Hephzibah Baptist Association.** It shall be the duty of the Lay Member to the Executive Committee to represent Wrens Baptist Church in all official capacities at the Hephzibah Association Executive Committee meetings.

**Section 8. Director of Children's Church.** The duties of the Director shall be to assume the general management of the Children's Church Ministries.

**Section 9. Director of Technology.** The duties of the director shall be to oversee the operation of the audio, video, projection, recording, producing, and editing equipment for all regular and special church functions and any other activities at the church, including weddings and funerals, which require the use of said equipment.

### **ARTICLE 3** **COMMITTEES**

**Section 1.** The committees of a church exist to plan, coordinate, implement, and evaluate the various ministries of the church to which they have been given responsibility.

**Section 2.** The members of all committees shall be nominated by the Nominating Committee and elected by the church prior to the beginning of each church year, with the exception that membership in any new committee, created by church action during the year, may be filled either by volunteers, appointment, or referral to the Nominating Committee. During the first month of the new church year all committees are to report directly to the congregation at the allotted time during the regular monthly business meeting. For all committee action two-thirds (2/3) of the members present shall constitute a quorum.

**Section 3.** For the sake of carrying out the ministry of the church, committees are divided into two (2) categories: (A) Standing, and (B) Special. Standing committees shall maintain rotational membership. One-third (1/3) of its members shall rotate off each year with the Nominating Committee selecting persons to fill the vacancies. Although a 3-year rotational system shall be the norm for standing committees, unique circumstances may arise where a standing committee needs a rotational system other than the one described above. No member shall be able to succeed himself on the same committee. He may, however, succeed himself on the same committee after serving out an unexpired term of another committee member. Prior to a formal announcement, standing committees shall share with the Diaconate all proposals to be presented for church action. Special committees shall be nominated annually by the Nominating Committee.

## A. STANDING COMMITTEES

1. **Budget-Finance** (9 members). It shall be the duty of this committee to
  - a. Prepare a budget including in detail the needs of the church and present it to the Diaconate two (2) months prior to the beginning of the new budget year,
  - b. Present the proposed budget to the church one (1) month prior to the beginning of the new budget year for adoption,
  - c. Promote the budget as to enlist every member's support, and
  - d. Study and report on all matters pertaining to expenditures not included in the annual budget.

Ex-officio members shall be the Church Treasurer and the Chairman of the Diaconate.

2. **Nominating** (6 members). It shall be the duty of this committee to bring before the church nominees for:
  - a. Sunday School Director and Discipleship Training Director,
  - b. All general officers of the church and its organizations (except the Pastor, the Diaconate, and other officers elected for an indefinite period),
  - c. Sunday School officers and teachers,
  - d. Discipleship Training officers and leaders,
  - e. Members of all standing and special committees,
  - f. Woman's Missionary Union and Brotherhood officers (who shall be the same as those nominated by the proper authority of their respective organization).

Ex-officio members shall be the Sunday School and Discipleship Training Directors, the Brotherhood and the Woman's Missionary Union Directors, and the Chairman of the Diaconate.

3. **Buildings and Grounds** (6 members). It shall be the duty of this committee to:
  - a. Be responsible for the maintenance of the church properties and for the necessary repairs to all buildings owned by the church,

- b. Be responsible for carrying out whatever recommendations may be adopted by the church regarding the buildings and grounds,
- c. Be frugal with budget allocations affecting their area of work, and
- d. Make recommendations of proposals to the church that would affect the physical appearance of any work project.

This committee may spend up to one-fourth (1/4) of its annual budget appropriation on any one project without seeking the approval of the church. Ex-officio members shall be the Chairman of the Diaconate and the Chairman of the Budget-Finance committee.

**4. Nursery** (6 members). It shall be the duty of this committee to:

- a. Formulate policies that will provide the best of care for the children in this department,
- b. Provide physical properties that will lend themselves to a learning experience for the children, and
- c. Regulate the schedule of all volunteer personnel in the nursery. Upon reaching their third birthday, children shall be promoted to the adult or children's worship service.

**5. Music** (3 members). It shall be the duty of this committee to assist the Minister of Music in planning the general music program of the church. Ex-officio members shall be the Minister of Music, all choir directors, the pianist and organist, the president of the Adult Choir, and the Chairman of the Diaconate.

**6. Youth** (12 members). It shall be the duty of this committee to assist the Minister of Youth in planning, organizing, implementing, and evaluating all the programs for the children and youth of the church. Ex-officio members shall be the Minister of Youth and the Chairman of the Diaconate.

**7. Personnel** (3 members). It shall be the duty of this committee to:

- a. Work with the Pastor in all matters concerning personnel and staff members,
- b. Be of assistance to the Pastor in seeking qualified persons to fill vacancies in established or newly created positions,

- c. Consult with the Pastor and Diaconate if the need arises to dispense with the services of any staff member (except the Pastor) or employee and present the matter to the church for approval,
- d. Fill the pulpit in the event the church becomes without a Pastor either by supply or by recommending an interim Pastor to the church, along with duties, salary and/or other compensation, and
- e. Work with the Pastor search committee during any time the church is without a Pastor.

Ex-officio members shall be the chairman of the Diaconate and the chairman of the Budget and Finance Committee.

**8. Transportation** (3 members). It shall be the duty of this committee to:

- a. Oversee the maintenance and upkeep of all church-owned vehicles, and
- b. Assess the transportation needs of the church and make recommendations through proper channels to meet these needs.

Ex-officio members shall be the Chairman of the Diaconate and the Chairman of the Budget and Finance Committee.

**9. Church Council.** The duties of the Church Council shall be to:

- a. Work together as a group toward the planning and welfare of the church, and
- b. Nominate to the church, as the need arises, the members of a Pastor search committee.

The Church Council shall consist of the following: The directors of Sunday School, Discipleship Training, the Woman's Missionary Union, and Brotherhood; the Church Treasurer, Church Clerk, Librarian, Chairman of the Diaconate, Chairmen of all standing committees, and members of the church staff. The Pastor, Chairman of the Diaconate, or (in their absence) anyone whom the council may appoint, shall act as Moderator in meetings for the transaction of business.

**10. Long Range Planning** (5 members). It shall be the duty of this committee to make long range plans on behalf of the church in regards to finances, land, buildings, capital improvements, etc. The committee shall operate on a five-year rotational system.

**11. Children** (3 members). It shall be the duty of this committee to plan, organize, and implement activities to supplement those programs already provided by the church.

## **B. SPECIAL COMMITTEES**

**1. Hostess.** It shall be the duty of this committee to minister to the needs of our church through planning and preparing and serving those who may be members or guests of our church. This committee shall play the role of a good hostess in ministering on behalf of programs and/or activities of our church.

**2. Baptism.** It shall be the duty of this committee to assist in the Ordinance of Baptism.

**3. Lord's Supper.** It shall be the duty of this committee to make all preparations for the church to observe the Ordinance of the Lord's Supper.

**4. Ushers.** It shall be the duty of this committee to:

- a. Perform such duties as would add to the ease and comfort of all worshipers,
- b. Assist in the seating and welcoming of worshipers,
- c. Receive the offering, and
- d. Respond in any manner which will aid in the order of service.

**5. Decorating and Flower.** It shall be the duty of this committee to:

- a. Provide flowers for the sanctuary through the administration of the flower calendar, and
- b. Provide appropriate decorations as needed for regular and special church functions.

**6. Public Relations.** It shall be the duty of this committee to work with the church staff and all church organizations in publicizing the programs and activities of the church through the various media available.

**7. Greeters.** It shall be the duty of this committee to greet and welcome worshipers as they enter prior to the beginning of the service.

**8. Counting.** It shall be the duty of this committee to accurately prepare:

- a. The weekly deposit of all moneys contributed to the church, and
- b. The preliminary contribution records of members and guests.

Ex-officio members shall be the Church Treasurer and the financial secretary of the church.

**9. New Building Committee.** It shall be the duty of this committee to initiate and oversee any and/or all new construction as and when authorized by the church. It shall be administered through the following subcommittees: Site Development, Fund Raising, Construction, and Furnishings.

**10. Bereavement.** It shall be the duty of this committee to minister to church members and their families in the event of the death of a family member or other family crisis.

**11. Cemetery.** It shall be the duty of this committee to oversee the needs, location, building, and maintenance of a perpetual care cemetery.

**12. Church History.** It shall be the duty of this committee to gather and preserve documents and other memorabilia that accurately reflect the history and actions of the church.

**13. Child Development Center** (4 members). It shall be the duty of this committee to serve as a liaison between the CDC Director and the church body. The committee will meet with the Director a minimum of once per quarter in order that he may give an update on staffing, enrollment, upcoming special events, items that may require budget approval, and other items the Director feels he needs to share with the committee. The Director may call meetings of the committee. The committee shall consist of four (4) members. One member shall always be the Church Treasurer, and the other 3 members will come from the church at large. Although the Church Treasurer is considered a voting member of this committee, he may not serve as chairman.

**14. Child Protection Committee.** It shall be the duty of this committee to formulate policies and procedures to best protect children (age 17 or under) from any act of sexual, emotional, or physical abuse while participating in functions of the church. The committee shall consist of two (2) members. One member shall be the Chairman of the Diaconate, and one member shall be the Church Clerk.

## **ARTICLE 4**

### **CHILD DEVELOPMENT CENTER**

**Section 1. Child Development Center Director.** The CDC Director shall be responsible for the administration of the center's day-to-day activities, staffing, enrollment, procedure policy enforcement, etc. His immediate supervisor is the church Pastor, and his personal employment issues fall under the duties of the Personnel Committee. The church shall provide a CDC Committee to act as a liaison between the CDC Director and the church; however the ultimate administrative responsibility of the CDC is that of the CDC Director.

## ARTICLE 5

### AMENDMENTS

**Section 1.** These Ministries, Organizations, and Committees may be amended by a vote of the church at any regular business meeting provided an announcement has been made from the pulpit at least one (1) Sunday prior to the vote and that the amendment passes with a three-fourths majority.

**Section 2.** These Ministries, Organizations, and Committees of Wrens Baptist Church shall take precedence over other ministries, organizations, and committees of any prior date.



**THE POLICIES AND PROCEDURES  
OF  
WRENS BAPTIST CHURCH**

**REVISED FALL 2003**



**THE POLICIES AND PROCEDURES  
OF  
WRENS BAPTIST CHURCH**

**ARTICLE 1**

These Policies and Procedures shall adhere to the principles and precepts set forth in the Constitution, the By-laws, and the Ministries, Organizations, and Committees of Wrens Baptist Church.

**ARTICLE 2**

**USE OF CHURCH FACILITIES BY  
WRENS BAPTIST CHURCH ORGANIZATIONS**

**Section 1. Reserving the church.** The church buildings will be reserved on a “first come, first served” basis. Persons desiring the use of the church facilities must clear the date through the church office. The church office and the Pastor will make every effort to accommodate all requests which are in accordance with the guidelines which follow. The Diaconate of Wrens Baptist Church will serve as the final level of appeal. Space will not be reserved at a time that will interfere with regularly or previously scheduled church activities.

**Section 2. Responsibility.** The person reserving any area of the church buildings or grounds shall be fully responsible for the conduct of those present at the event and see that nothing is planned or allowed which would be out of keeping in a building dedicated to God. The responsible party shall abide by all policies pertaining to the buildings and grounds, including cleaning and straightening areas used, leaving them in a “better-than-found” condition. In the case of using the Fellowship Hall, the responsible party must follow the cleaning instructions as posted.

**ARTICLE 3**  
**USE OF CHURCH FACILITIES BY**  
**WRENS BAPTIST CHURCH MEMBERS AND**  
**NON-MEMBERS FOR**  
**OCCASIONAL PRIVATE USE**

**Section 1.** The church buildings may be occasionally reserved by church members and non-members for private use. The church buildings will be reserved on a “first come, first served” basis. The church office and the Pastor will make every effort to accommodate all requests which are in accordance with the guidelines which follow. The Deaconate of Wrens Baptist Church will serve as the final level of appeal. Use of the church facilities will be permitted under the following conditions:

1. That one be designated as the Responsible Party who will ensure that the use policies of Wrens Baptist Church are upheld.
2. That the goals and aims of the event not conflict with those of the church. At no time may facilities of the church be used for profit making where tickets are sold or where any solicitation is made of persons attending the event.
3. That the proposed date of usage does not conflict with church activities or the use of the facilities by our own church organizations. Except in special circumstances, one will not be allowed to reserve the sanctuary more than two months in advance of the date of use. The Pastor or his designee may further restrict the length of time for which the sanctuary may be reserved in advance.
4. That application is made at the church office as a general rule six weeks prior to the date of usage.
5. That the Responsible Party making the application for the use of the church facilities assume all responsibilities for straightening and cleaning the facilities used.
6. That the Responsible Party making the application for the use of the church facilities assume all responsibilities for damages to the premises during the period of usage.

7. That no decorations, posters, etc., are used that will damage floors, carpets, walls or furniture. Nails and screws are not to be used on any parts of the building.
8. That all arrangements for the use of kitchen items and appliances are made through the Hostess Committee.
9. That church pianos/organ will not be used unless prior permission is given.
10. That all of the Wrens Baptist audio, video, and projection equipment must be run by a Wrens Baptist church technician.
11. That the use of **tobacco** products is not allowed within any church facility, and that the use of **alcohol** is not allowed in the buildings or on the church premises.
12. That if the outside facilities are used, they are expected to be in order at the conclusion of the event.
13. That the areas used are cleaned and straightened, leaving them in a “better-than-found” condition, and in addition, the Fellowship Hall must be cleaned following the instructions as posted.

**Section 2. Fees** for the use of the Wrens Baptist Church Facilities.

1. Security Deposit: \$100.00
2. There are no other fees for the occasional private use of the facilities of the church for members as well as non-members. However, the church would like to remind the Responsible Party that there are real overhead costs associated with using the facilities. As a matter of information, the costs associated with the day use of the facilities are listed below.

Sanctuary	\$350.00
Fellowship Hall	\$200.00
Class Rooms	\$ 50.00
North and South Lobbies	\$ 50.00

**Section 3. Church use application for members and non-members.**

Date of first contact with church: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Responsible Party's Address: \_\_\_\_\_

Responsible Party's Phone: \_\_\_\_\_

Please reserve the following:

Sanctuary\_\_\_\_\_, Sound\_\_\_\_\_, Video\_\_\_\_\_, Projection\_\_\_\_\_

Fellowship Hall\_\_\_\_\_, Sound\_\_\_\_\_, Video,\_\_\_\_\_, Projection\_\_\_\_\_

Class Rooms\_\_\_\_\_ (include number of rooms and size requirements)

North Lobby\_\_\_\_\_

South Lobby\_\_\_\_\_

Reservations for:

Date\_\_\_\_\_ Start Time\_\_\_\_\_ Finish Time\_\_\_\_\_

Security Deposit \$\_\_\_\_\_ Date Received\_\_\_\_\_

Please return this application to the church office as soon as possible as your reservation can be confirmed only upon the receipt of the Security Deposit and the above information.

I agree to comply with the rules and regulations of the Wrens Baptist Church regarding the use of the church facilities.

Signature of Responsible Party\_\_\_\_\_ Date\_\_\_\_\_

Approved\_\_\_\_\_ Not Approved\_\_\_\_\_ By: \_\_\_\_\_

**ARTICLE 4**  
**USE OF CHURCH FACILITIES BY**  
**OTHER ORGANIZATIONS**

**Section 1.** It is the policy of the Wrens Baptist Church to permit other organizations the use of church facilities. The church office and the Pastor will make every effort to accommodate all requests which are in accordance with the guidelines which follow. The Diaconate of Wrens Baptist Church will serve as the final level of appeal. Use of the church facilities will be permitted under the following conditions:

1. That the organization designate one of its members as the Responsible Party who will, along with the organization, ensure that the use policies of Wrens Baptist Church are upheld.
2. That the goals and aims of the organization requesting the use of Wrens Baptist Church facilities not conflict with those of the church. In no event may facilities of the church be used by a profit making organization for an event where tickets are sold to the public or where any solicitation is made of persons attending the event.
3. That the proposed date of usage does not conflict with church-related activities or church organizations. Except in special circumstances, organizations will not be allowed to reserve the sanctuary more than three months in advance of the date of use. The Pastor or his designee may further restrict the length of time for which the sanctuary may be reserved in advance.
4. That application is made at the church office as a general rule six weeks prior to the date of usage, and the appropriate forms are completed and approved and all fees paid ten (10) days in advance of the proposed date of usage. The fees may be waived or adjusted by the Diaconate only.
5. That the Responsible Party and organization making the application for the use of the church facilities assume all responsibilities for straightening and cleaning the facilities used, even knowing that the church's cleaning service will put a final

- cleaning on the facilities used. In the case of using the Fellowship Hall they must follow the cleaning instructions as posted.
6. That the Responsible Party and organization making the application for the use of the church facilities assume all responsibilities for damages to the premises by their members during the period of usage.
  7. That no decorations, posters, etc., are used that will damage floors, carpets, walls or furniture. Nails and screws are not to be used on any parts of the building.
  8. That all arrangements for the use of kitchen items and appliances are made through the Hostess Committee.
  9. That church pianos/organ will not be used unless prior permission is given.
  10. That all of the Wrens Baptist audio, video, and projection equipment must be run by a Wrens Baptist church technician.
  11. That the use of **tobacco** products is not allowed within any church facility, and that the use of **alcohol** is not allowed in the buildings or on the church premises.
  12. That if the outside facilities are used, they are expected to be in order at the conclusion of the meeting.
  13. That the church's cleaning service is secured through the church office to put a final cleaning on the facilities used.
  14. That other organizations will be subject to all fees even if a Wrens Baptist Church member reserves the facilities.

**Section 2. Fees** for the use of the Wrens Baptist Church Facilities.

The facilities of the church include lights, air conditioning or heating, and cleaning service.

1. Security Deposit: \$200.00
2. Sanctuary. A \$350.00 (minimum) fee covers the use of the room for four (4) hours. An extra charge of \$100.00 per hour will be incurred for any time over the initial four (4) hours
3. Fellowship Hall a \$200.00 fee (minimum) covers the use of the room for four (4) hours. An extra charge of \$50.00 per hour will be incurred for any time over the initial four (4) hours.

4. The Upper Room. A \$150.00 fee (minimum) covers the use of the room for four (4) hours. An extra charge of \$25.00 per hour will be incurred for any time over the initial four (4) hours.
5. Other conference rooms. A \$50.00 fee (minimum) covers the use of an assembly room for four (4) hours. An extra charge of \$10.00 per hour will be incurred for any time over the initial four (4) hours.
6. North or South Lobbies. A \$100.00 fee (minimum) covers the use of either lobby for four (4) hours. An extra charge of \$20.00 per hour will be incurred for any time over the initial four (4) hours.
7. Cleaning Service. The church secretary will contact the cleaning service. The fee for the Sanctuary is \$150.00, the Fellowship Hall is \$150.00, the Upper Room is \$50.00, each conference room is \$50.00, and each lobby is \$50.00.

**8. Section 3. Church use application for other organizations.**

Date of first contact with church: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Responsible Party's Address: \_\_\_\_\_

Responsible Party's Phone: \_\_\_\_\_

Group Representing: \_\_\_\_\_

Group's Address: \_\_\_\_\_

Group's Phone: \_\_\_\_\_

Please reserve the following:

Sanctuary \_\_\_\_\_, Sound \_\_\_\_\_, Video \_\_\_\_\_, Projection \_\_\_\_\_

Fellowship Hall \_\_\_\_\_, Sound \_\_\_\_\_, Video, \_\_\_\_\_, Projection \_\_\_\_\_

The Upper Room \_\_\_\_\_

North Lobby \_\_\_\_\_

South Lobby \_\_\_\_\_

Conference Rooms \_\_\_\_\_ (include number of rooms and size requirements)

Reservations for:

Date \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Estimated Fees \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Please return this application to the church office as soon as possible as your reservation can be confirmed only upon the receipt of the Security Deposit and the above information.

I agree to comply with the rules and regulations of the Wrens Baptist Church regarding the use of the church facilities.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ By: \_\_\_\_\_

**ARTICLE 5**

**WEDDING POLICIES**

Wrens Baptist Church believes that a wedding is a sacred occasion between one man and one woman as set forth in Genesis 2:24. The best way to ensure this is with careful planning on the part of the families and wedding consultants. The church office and the Pastor will make every effort to accommodate all requests which are in accordance with the guidelines which follow. The Diaconate of Wrens Baptist Church will serve as the final level of appeal.

Please read these policies fully and carefully.

**Section 1. Scheduling.** Plan early so that church space can be arranged without conflict. The church requires you to name a Responsible Party that will be in charge of making certain that the building and grounds are used in accordance with these policies. Please call the church to schedule a conference with yourself, the Responsible Party, and the church secretary to clear your date on the church calendar and to review the Wedding Policies.

The facilities include: Sanctuary (seating capacity 550)

Fellowship Hall (seating capacity 300)

Bride’s Room (Upper Room)

Groom’s Room (Choir Room)

North Lobby (no kitchen facilities and limited water source)

South Lobby (no kitchen facilities and limited water source)

**Section 2. Fees:**

The deposit is required at the time of application. Full payment must be received by the church office before the day of the wedding.

	<u>Members and Non-members</u>
Security Deposit	\$200.00
Sanctuary	\$200.00
Fellowship Hall	\$100.00
Bride’s Room (Upper Room)	\$ 25.00

Groom's Room (Choir Room)	\$ 25.00
North Lobby	\$25.00
South Lobby	\$25.00
Cleaning Services:	
Sanctuary	\$150.00
Fellowship Hall	\$150.00
Bride's Room	\$ 50.00
Groom's Room	\$ 50.00
North Lobby	\$ 50.00
South Lobby	\$ 50.00

Room charges include both rehearsal and wedding. The use of the church's cleaning service is mandatory for both members and non-members.

**Section 3.** The use of **tobacco** products is not allowed within any church facility. The use of **alcohol** is not allowed in the buildings or on the church premises.

**Section 4.** The Sanctuary has been dedicated to our Lord and Savior. All music must be suitable for performance in the house of the Lord. All selections, especially vocal selections should be sacred or traditional wedding music. If there is a question, please contact the Pastor, minister of music, or church organist/pianist. Please call the church organist if the organ is to be used. On the organ there are many settings that must be left in their original positions. These cannot be changed without prior permission from the church organist. Arrangements must be made prior to the rehearsal for both the piano and organ.

**Section 5. Photography, Audio, Video, and Projection .** All of the Wrens Baptist audio, video, and projection equipment must be run by a Wrens Baptist church technician. Although close in proximity, one person cannot operate all of the audio, video, and projection equipment. If you choose to use your own equipment, we cannot disconnect any of our equipment for a personal system. Advanced arrangements must be made with the Audio Technician for extra vocalist practice sessions outside of the usual wedding rehearsal schedule. The moving of the pulpit must be supervised by the Audio Technician. This piece of furniture must be placed back in position immediately after the

wedding so that the Audio Technician may ready it for the next service. Because of the size and weight of the pulpit, the Responsible Party must have at least three (3) people to move the pulpit and to replace it after the service.

**Section 6. Decorations and Equipment.** It is extremely important to every wedding party that the decorations be a beautiful backdrop for their ceremony. However, extreme caution must be used in this area. Our facility allows only “perma candles” to be used to avoid any spillage of wax. **No live or dried eucalyptus may be used at any time in any facility.** No nails or staples will be used to secure any decorations to the railings or pews. All railing areas must be cleaned of any spillage from flowers, fern containers, etc. All wedding equipment, boxes, etc. will be removed from the sanctuary, bride’s room, groom’s room, and adjoining bathrooms, etc. All porches and walkways will be swept and cleaned of any birdseed, packaging, and ribbon. All tables and chairs will be returned to their original position in the Fellowship Hall, and no dishes may be removed from the kitchen area. The Responsible Party will inform the florist and caterer of these requirements. In the case of using the Fellowship Hall they must follow the cleaning instructions as posted. The Responsible Party shall ensure that all of the policies and procedures are followed, and they will be held accountable for any extra cleaning, straightening, or damage that may occur.

**Section 7. Wedding and reception application.**

Name of Bride: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Groom: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are either a member of Wrens Baptist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (home): \_\_\_\_\_ (work): \_\_\_\_\_

Please reserve the following:

Sanctuary \_\_\_\_\_

Fellowship Hall: Rehearsal Dinner \_\_\_\_\_ Reception \_\_\_\_\_

The Upper Room: Rehearsal Dinner \_\_\_\_\_ Reception \_\_\_\_\_

North Lobby \_\_\_\_\_

South Lobby \_\_\_\_\_

Sound Technician \_\_\_\_\_

Video Technician \_\_\_\_\_

Projection Technician \_\_\_\_\_

Cleaning Service is required

Date and time of wedding \_\_\_\_\_ Date and time of rehearsal \_\_\_\_\_

Minister (male as set forth in the 2000 Baptist Faith and Message) \_\_\_\_\_

Florist \_\_\_\_\_

Caterer \_\_\_\_\_

A Security Deposit of \$200.00 is required at the time of application for both members and nonmembers. Please return this application to the church office as soon as possible as your reservation can be confirmed only upon the receipt of the Security Deposit and the above information. Full payment must be received by the church office well in advance of the wedding.

Security Deposit \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Estimated Fees \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

We agree to comply with the policies and procedures of Wrens Baptist Church regarding church weddings and receptions.

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ By: \_\_\_\_\_

**ARTICLE 6**  
**VAN POLICIES**

**Section 1. Scheduling.**

- A. The church vans are to be used as an extension of the ministries of Wrens Baptist Church.
- B. All van activities shall be coordinated through the church office and shall be planned to avoid conflicts with Sunday services and other regularly scheduled church activities.
- C. A scheduling calendar will be maintained in the church office.
- D. The church office and the Transportation Committee will make every effort to accommodate all requests which are in accordance with the guidelines which follow. The Diaconate of Wrens Baptist Church will serve as the final level of appeal.

**Section 2. Guidelines.**

- A. These vans are for the express use of Wrens Baptist Church and the classes, choirs, fellowship, and other groups which are sponsored by the ministry of the church wholly or in part.
- B. The van is not to be hired or loaned, and members may not use it for activities in which they may participate outside the church without the express approval of the Pastor and the Transportation Committee.
- C. Requests for scheduling will be considered in the order received and duly placed on the calendar when approved. There will be no “standing” reservations. In the event of a disaster, the use of one van for Disaster Relief will have priority.
- D. The van driver, with the cooperation of the leader(s) of the group of passengers, is responsible for the conduct of the passengers. The driver is instructed to stop the van, if necessary, until the desired level of conduct is achieved and maintained.

- E. There shall be no smoking or use of tobacco in other forms, alcohol, or controlled substances on the bus at any time.
- F. All drivers must hold a valid driver's license, be at least 21 years of age, and conform to any other limitations imposed by the insurance carrier. A list of qualified drivers will be kept in the church office.
- G. The church will hold the driver responsible for obeying the guidelines set forth for the operation of the van and for **refilling the van with gas.**
- H. The driver assumes responsibility for observing all traffic regulations. The church is not responsible for fines or violations relating to the driver's operation of the vehicle.
- I. The driver will perform a safety inspection or have the following checked prior to departure:
  - 1. Water level in radiator
  - 2. Engine oil level
  - 3. Gasoline level
  - 4. Tire inflation and condition
  - 5. Brakes
  - 6. Steering
  - 7. Battery
  - 8. All lighting (head, tail, break, turning, and running)
  - 9. Door locks
  - 10. Windshield wipers
- J. The group using the van should plan to sweep out the interior within 24 hours of their return.
- K. The vans will be parked at the church when not in use, unless being repaired or serviced.
- L. All vehicle registration and insurance information should be kept in the van.

- M. Operating expenses are the responsibility of the group using the van. While some of these may be charged to the church budget (through various organizations), it is recommended that each group using the van include funding for van operations as part of the planning for their trip. **The van must be refilled with gas upon return to the church or within 24 hours.**
- N. All drivers must log their trip and sign the log form (forms are in vans).
- O. The consumption of food and beverages on the van should be kept to a minimum.
- P. The driver must report all maintenance needs to the church office.
- Q. **Van keys must be returned to the church office.**

## ARTICLE 7

### NURSERY POLICIES

1. The Nursery Department will provide care for children from birth through two years of age during worship services, Wednesday night activities, and other specified events. **Children will graduate from the Nursery Department the Sunday following their 3<sup>rd</sup> birthday.** Older brothers and sisters will be permitted to stay for other specified occasions.
2. No person under 16 years of age is to be secured as a nursery worker for any service. (Exception: Children under the age of 16 may work in the nursery only when their parent is also working in the same nursery.) Those between the ages of 16 and 18 must work in a room with an adult.
3. Infants will be promoted from the bed baby nursery to the toddler room when developmentally ready as determined by their parents and the nursery workers.
4. Only workers and children staying in the nursery are allowed inside the nursery. Parents should give their children to the worker at the door.
5. Children will not be brought to the nursery for any reason other than the attendance of a church related function by the person bringing them and only during times when the department has been announced as being open.
6. Only a parent or grandparent of a child may pick up the child unless other arrangements have been made with the workers.
7. The nursery will be open 15 minutes prior to the beginning of all functions and will remain open a maximum of 15 minutes after all services and meetings. Children are to be picked up promptly after services.
8. A sick child will not be permitted to stay in the nursery. A child running a fever or with a communicable disease is considered sick. If a child shows signs of illness, parents will be contacted to take the child in order to avoid contact with other children.
9. Parents should provide disposable diapers and are encouraged to provide an extra change of clothes. All items should be labeled with the child's name.

10. Parents of infants are responsible for providing formula and any additional food for their child. The nursery department provides snacks (cookies, crackers, juice, etc.) for the toddlers. If your child does not eat the snacks provided, you may provide your own snacks from home. **If you do not wish for your child to be given a snack, or if your child has a food allergy, please notify the workers.**
11. Workers will be responsible for straightening rooms after their sessions. The church custodian is to keep floors, halls, rooms, and restrooms clean.
12. All nursery equipment and supplies will be bought by the church and are not to be removed from the nursery area. Donated items must be approved by the Nursery Committee and should be safe, washable items.
13. All situations not covered by these policies will be referred to the Nursery Committee for consideration.

**ARTICLE 8**  
**PERSONNEL**

**Section 1. Employment.**

- a. As vacancies occur on the staff, the Pastor will confer with the Personnel Committee with respect to filling such vacancies.
- b. All personnel employed by the church including key staff members who are extended a formal call from the church body, shall be the responsibility of the Pastor with the aid and assistance of the Personnel Committee.
- c. Conditions of employment for all employees shall be agreed upon by the Personnel Committee, the Pastor, and the new employee. The conditions should then be confirmed in writing from the Pastor, or in his absence, the chairman of the Personnel Committee to the new employee.
- d. A full background check and drug screening is required prior to employment.

**Section 2. Employee Absences.**

- a. In case of the death of a member of the immediate family or household, the employee is paid for the absence from scheduled work for a period not to exceed one week.
- b. In case of the death of a relative other than the immediate family, the employee is paid for up to three days, including the day of burial.
- c. In case of jury and witness duty, the employee is paid for the time absent from work while on such duty and is entitled to retain all compensation received from such service. If an employee's service as a juror or witness is not required for the entire day, he is expected to report to his place of responsibility for the remainder of the workday.
- d. In case of unexpected personal business, such absences must be approved by the Pastor. If all vacation time has been used for the year unpaid time may be approved at the discretion of the Pastor.

- e. In case of personal illness, such absences from regular assigned duties should be reported by 9:30 AM of the first day of illness. In reporting, he or she should give the best possible information concerning the date of his or her expected return. After three (3) consecutive days a doctor's excuse is required. Serious illness in the immediate family may be classified as personal illness at the discretion of the Pastor. Sick days are accumulated at the rate of one (1) day of sick leave per month of employment, up to twenty (20) workdays. This said, leave is to be used only for personal illness or immediate family illness as defined above. Sick leave is valid only during the time of employment.
- f. In case of a leave of absence, such absences should be recommended by the Pastor with the agreement of the Personnel Committee.

**Section 3. Holidays.** All employees of the church are to receive pay for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday immediately following Thanksgiving Day, Christmas Eve, and Christmas Day. In the event one of these holidays falls on Saturday or Sunday, the church office will be closed normally the previous Friday. The program of the church may at times necessitate an employee working on a holiday. The Pastor will then arrange time off immediately following the holidays.

**Section 4. Office Hours.** The office hours of the church are Monday through Friday, 8:00 AM to 4:30 PM with thirty (30) minutes for lunch required.

**Section 5. Overtime Pay.** Most staff members are employed on the basis of "the job to be done," and do not receive overtime pay.

**Section 6. Publicity.** The origination of news which could reflect upon the policies, doctrines, procedures, or convictions of the church for use in newspapers, radio, or television is permitted only when cleared in advance with the Pastor.

**Section 7. Salary Adjustments and Job Performance Evaluations.** Salaries are based upon job responsibilities and merit. There can be no deviation from continuous, carefully planned, intelligent, and dedicated hard work among staff members. Dedication to the Lord's work and to the church program cannot be overemphasized. Annually, the performance of the employee will be evaluated in a formal, written manner by the Pastor, three (3) months preceding the next fiscal year. At that time, the work efforts, progress, and compensation of each staff member is carefully reviewed and discussed by the Personnel Committee, the Budget and Finance Committee, and the Pastor. Recommendations are then made to the church for approval of proper salary adjustments.

**Section 8. Service Allowance Eligibility.** A regular employee released from the payroll for reasons other than proven dishonesty or immorality of conduct prejudicial to the best interest of the church is eligible to receive a service allowance based upon his length of continued service. The purpose of this service allowance is to provide financial assistance to released employees while they are seeking other employment. Payment of the service allowance is computed as follows: Two weeks pay for up to five years of service, three weeks pay for up to ten years of service, four weeks pay for over ten years of service. Employees who resign are not ordinarily paid a service allowance. They receive pay through the last day worked and for any vacation earned.

**Section 9. Vacation Policies.**

- a. General staff employees on full time service who have been on the payroll for one year are eligible for two (2) weeks of vacation. After five (5) years of service they are eligible for three (3) weeks of vacation. After ten (10) years of service, the employee will accumulate one (1) day of vacation per year of service, not to exceed four (4) weeks of vacation. All vacation days must be taken during year earned. There will be no vacation scheduled during the period of December 1<sup>st</sup> through December 23<sup>rd</sup>.
- b. If it is deemed necessary by the Personnel Committee or the Pastor for an employee to take a vacation allowance before the first anniversary of

employment, then the allowance is one day for each month worked, not to exceed seven days.

- c. All staff members of the church should arrange vacations and absences so they will not occur during the Pastor's vacation period. Exceptions must be approved by the Pastor. Employees are asked to submit their vacation preferences well in advance to be approved by the Pastor and the Personnel Committee. No more than two (2) weeks of vacation may be taken at one (1) time. Vacation days must be taken in one half (½) or full day increments.
- d. Key staff personnel vacation allowances are contained in their job descriptions.

**Section 10. Workweek.** The official workweek is approximately forty (40) hours for the church staff and until the job is through for all other key staff members.

**Section 11. Dress Code.** It is often difficult to determine the limits of good taste in professional attire due to the trends of modern fashion. Employees of Wrens Baptist Church should have every freedom to wear fashions of current style, yet remain in good professional taste. Acceptable guidelines are as follows:

- a. Suits, dresses, shirts, blouses, sweaters, skirts, pants, sport coats, skorts, and walking "knee-length" shorts when worn as a suit or with a jacket shall be of a conservative nature and be properly fitted. Pants will be straight legged and not have a casual appearance.
- b. Men are to dress in business casual attire unless the activities of the day require differently. Business casual is defined as: collared shirt, dress pants or khakis and dress shoes.
- c. Undergarments must be worn and should not be visible through outer garments. Personal grooming and shoes are required and should be consistent with business attire and work area.

- d. The following items are considered inappropriate professional attire: tank tops, muscle shirts, halters, tube tops, midriffs, short shirts, novelty t-shirts, cutoffs, short skirts, or any other attire more than three inches above the bend of the knee. Ripped or torn clothing, exercise clothing (wind suits, jogging suits, sweats, leggings, body suits, etc), see-through clothing, flip-flops, caps/hats and blue jeans are all prohibited.

**Section 12. Supervision.** The Pastor of the church is the Chief Administrator. All staff members are directly responsible to the Pastor or the individual he designates in his absence. If a staff member has a grievance he must first seek counsel with the Pastor. If the grievance cannot be settled, then the staff member may request to go to the Personnel Committee. The Pastor will then call a meeting of the Personnel Committee to meet with him and the staff member to help solve the grievance.

## ARTICLE 9

### **CHILD PROTECTION POLICY & PROCEDURES**

**Section 1.** The purpose of this document is to protect the children who participate in the functions of Wrens Baptist Church and to protect the children in mission areas where adults from the church serve on church-sponsored events. This document covers Wrens Baptist Church functions only. It has no bearing on the policies or practices of any other organization.

The Wrens Baptist Church is committed to protecting preschoolers, children and youth from sexual, emotional and physical abuse. The church has a zero-tolerance policy prohibiting any act of sexual, emotional, or physical abuse. This document requires that all employees and volunteers immediately report to a Child Protection Committee member or to the Pastor any occurrence or suspected occurrence of abuse.

All employees and those volunteers who work with children (age 17 or under) will be given and required to read a copy of the Child Protection Policy & Procedures, which includes the definition of child abuse, physical and behavioral indicators of abuse, and the abuse reporting procedures in an effort to help a worker gain an appreciation for the reality of the concern and help a worker identify signs of child abuse.

**Section 2. The unannounced supervisory drop in procedure** shall be practiced by the church. Throughout any event where children (age 17 or under) are involved there will be unannounced visits by event supervisors into all areas during the event. One or both of the following will also be practiced at all times during the event:

**a. The two adult rule**, which requires a reasonable number of adult workers to be maintained in each situation involving the supervision of children (age 17 or under) but with a minimum of two workers. A married couple or two family members account for only one in the two adult rule.

**b. The open visibility rule**, which requires that visibility into the room be unobstructed at all times if there is only one worker in the room with children (age 17 or under).

**Section 3.** All employees will complete and sign The Child Protection Policy & Procedures Agreement Statement, which will be kept on file by the church. Volunteers having a Wrens Baptist Church planned assignment with children (age 17 or under) will complete and sign The Child Protection Policy & Procedures Agreement Statement which will be kept on file by the church.

**Section 4.** All employees will complete and sign The Criminal History Report Consent Form allowing the church to conduct a criminal history check. Volunteers having a Wrens Baptist Church planned assignment with children (age 17 or under) will complete and sign The Criminal History Report Consent Form allowing the church to conduct a criminal history check.

**Section 5.** The Child Protection Committee shall make a copy of The Criminal History Report Consent Form for the church's records and send the original to the Jefferson County Sheriff's office for them to run the criminal history check. When the criminal history check is returned by the sheriff's office, a note will be made on the church's copy of the consent form that the check was completed, the date that the check was completed, and that the person was either cleared to serve or was not cleared to serve. If a person is not cleared to serve, the Pastor both in writing and in person will notify them regarding the reason they cannot serve. The person not cleared to serve may view the information received from the sheriff's office. The church's copy of the consent form will be kept in a secure location in the church office, and the original information received from the sheriff's office will then be destroyed.

**Section 6.** A criminal history check must be performed on individuals once every five years.

**Section 7. Defining Child Abuse**

- Emotional Abuse: Occurs when a child's emotional and mental health needs are not being met
- Neglect: Occurs when a child's needs for food, shelter, clothing, or supervision have not been met
- Physical Abuse: Occurs when someone inflicts visible or invisible bodily harm

- Sexual Abuse: Involves direct or indirect sexual acts or behavior including but not limited to language and audio visual materials

### **Section 8. Identifying Physical and Behavioral Indicators of Abuse/Neglect.**

Disclaimer: The following indicators are not exhaustive and do not verify actual abuse; however, when observed, they may warrant further investigation. If these indicators are detected, see reporting procedure.

- Wary of others
- Clingy (clinging) to others
- Uncomfortable with emotions (crying)
- Emotionally detached
- Extreme changes in behavior when not around parents
- Manipulative or controlling/Poor image of self
- Delinquent behavior
- Self-mutilation, drug, and alcohol abuse
- Bruises, welts, burns, bite marks, bed wetting, fractures
- Reluctant to change clothes in front of others
- Questionable sexual behavior, knowledge beyond the particular developmental age
- Promiscuous
- Withdrawn, distant
- Self-conscious
- Obsessively clean
- Extreme compliance or defiant
- Anxious
- Fearful
- Pain or itching in genital area
- Injury to genital area

**Section 9. Reporting Procedure.** Any suspicion or allegation of abuse and/or neglect of a child by a staff member, family member, or any individuals shall be confidentially reported to the Child Protection Committee member or the Pastor immediately. No suspicion or accusation shall be treated as frivolous.

The decisions regarding further assessment of any danger, seeking consultation, notification of parents/custody holders, and any further necessary services will be based on the decision of the Wrens Baptist Church Child Protection Committee following consultation with the Pastor.

**Section 10. Media Communication.** The church Pastor, under the specific direction of the Child Protection Committee, should handle all press communications as related to child abuse. All questions and inquiries should be referred to this individual. In the absence of the Pastor, one member of the Child Protection Committee shall act as spokesman.

**Section 11. The Child Protection Policy & Procedure Agreement Statement.**

I have received a copy and have read this the Wrens Baptist Church Child Protection Policy & Procedures and understand it in its entirety. I agree to abide by the policy and procedures as detailed in that document.

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

—

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ DOB: \_\_\_\_\_

Employee/Volunteer Signature: \_\_\_\_\_

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

## **ARTICLE 10**

### **SPECIAL EVENTS**

Special events can be defined as any conferences, concerts, entertainment, etc., that are in line with the doctrinal beliefs of this church as defined in Article 2 of The Constitution of Wrens Baptist Church and where registration fees may be charged. The Church's overhead costs associated with the special events may be recovered according to the manner defined in The Policies and Procedures outlined in Article 3, Section 2, of The Policies and Procedures of Wrens Baptist Church. Any funds accrued in excess of the cost of the event will be deposited in an account designated for special events and used to underwrite any future events. There will be no events on Sundays where fees are charged. All events must be approved by the church in regular conference and placed on the church's calendar of events.

## **ARTICLE 11**

### **ADDITIONAL MEMBERSHIP REQUIREMENTS**

Anyone desiring to become a member of Wrens Baptist Church must meet the qualifications for membership as set forth in Article 3, Section 1 of the Constitution and should strive to fulfill the duties of membership as set forth in Article 4 of the Constitution. In addition, the candidate will be required to satisfactorily complete the appropriate New Member Course(s) and sign the New Member Covenant as approved by the Pastor and the Diaconate.

## **ARTICLE 12**

### **AMENDMENTS**

**Section 1.** These Policies and Procedures contained in this document may be amended by a vote of the church at any regular business meeting provided the amendment passes with a three-fourths majority.

**Section 2.** These Policies and Procedures of Wrens Baptist Church shall take Precedence over all other Policies and Procedures of any prior date.