

POLICY MANUAL
of First Baptist Church Macon, Missouri
Adopted 6-22-2014

TABLES OF CONTENTS

Introduction & Purpose of the Manual

Authority of the Policy

Section 1 – Personnel

Section 2 – Vehicles & Equipment

Section 3 – Nursery

Section 4 – Financial Policies & Procedures

Section 5 – Building & Grounds

Section 6 – Wedding Policies

INTRODUCTION

The purpose of this manual is to describe miscellaneous policies and procedures including, but not limited to, personnel. This is so that church members and guests might understand how our ministry operates, and that it might answer any questions concerning the ongoing operations at First Baptist Church of Macon. We understand that there will be things come up that are not contained in our Policy Manual. The church has the right to change, add, or delete the contents of this manual at any regular and/or special called Family Meeting.

AUTHORITY OF THE POLICY

The policies contained in this manual have been approved by the First Baptist Church of Macon and carry the full authority of First Baptist Church. They shall be followed by all staff members in all situations. In extenuating circumstances, exceptions to policies must be made by a majority vote of the Pastoral Staff, Deacon Body, and/or Personnel Committee, but will be affirmed during the first scheduled Family Meeting of each year.

SECTION 1 - PERSONNEL

GENERAL INFORMATION

I. INTRODUCTION

- A. Welcome to the staff of First Baptist Church of Macon. You are important to the overall mission of the Church and in ministering to others on the staff, the Church as a whole, and the entire Macon area. Your personal spiritual growth and active involvement in a local church is an integral part of your ministry on this staff.
- B. This policy manual is provided to acquaint you with the employment benefits and policies of First Baptist Church of Macon.
- C. Please keep this manual readily available as a guide to better understand your employment at First Baptist Church of Macon.
- D. All terms and conditions expressed in this Personnel Policy and Procedures Manual are for informational purposes only and are not to be understood or construed to constitute contractual terms and conditions of employment. The church reserves the right to modify this manual at any time, with or without notice to its employees, and may modify and amend any and all terms and conditions of employment as the Church deems appropriate.

II. ADMINISTRATION OF THE POLICY

- A. The Lead Pastor and the Personnel Committee are responsible for overall compliance with the Personnel Policies and Procedures.

- B. Any questions regarding the daily carrying out of these policies shall be referred to the Lead Pastor. His decision, in consultation with the Personnel Committee Chairperson, shall be considered final.

III. STATEMENT OF CONDUCT AND APPEARANCE

The Church exists for our Lord to carry out His business on earth. The conduct of all staff members shall be worthy of their calling as followers of Jesus Christ. All activities shall be performed in love.

Only those actively following Jesus Christ will be considered for employment at First Baptist Church of Macon.

Anyone living in known sin, including but not limited to adultery, fornication, homosexual / lesbian acts, or gender re-identification, will not be considered for employment at First Baptist Church of Macon.

The appearance of staff members shall be appropriate to the occasion and their duties. If less formal activities are anticipated, the attire should be less formal, but still neat and attractive to the casual visitor to the Church.

IV. PASTORAL JOB DESCRIPTIONS

A. LEAD PASTOR

1. The Lead Pastor shall faithfully preach the Word of God by means of diligent prayerful study.
2. The Lead Pastor shall do the work of an evangelist, taking the gospel to unreached people at home and abroad, as well as training others to do the same.
3. The Lead Pastor shall shepherd the church family by providing pastoral care in times of illness, death, conflict, and joy.
4. The Lead Pastor shall provide leadership and vision for the church family and church staff.
5. The Lead Pastor shall intentionally disciple men in order to develop godly husbands, fathers, and leaders within the church.
6. The Lead Pastor shall serve as Ex-Officio member of all boards, bodies, or committees.
7. The Lead Pastor shall assign pastoral duties to current pastoral staff as specified in the current Policy Manual of First Baptist Church of Macon.

8. The Lead Pastor shall attend the important denominational meetings, as his duties will permit and report same to the church.
9. The Lead Pastor shall abide by the Constitution and By-Laws of this church in both faith and practice.
10. The Lead Pastor shall devote himself to prayer for the health and growth of the church and the spread of the gospel.

B. PASTORAL STAFF

1. The Pastoral Staff shall serve, fulfilling the job description provided by the current Lead Pastor and the Personnel Committee.
2. The Pastoral Staff shall also act as an Advisor to the Lead Pastor and provide assistance in preaching, teaching, counseling, phone calls, hospital visits, home visits, funerals, weddings, and membership interviews.
3. The Pastoral Staff shall abide by the Constitution and By-Laws of this church in both faith and practice.
4. The Pastoral staff shall devote themselves to prayer for the health and growth of the church and the spread of the gospel.
5. The Pastor staff shall serve at the Lead Pastor's discretion on future committees, events, ministries, and/or activities.

V. RESPONSIBILITIES OF EMPLOYEES

- A. Time and ideas promote change; therefore, it may be necessary to change an employee's major responsibilities.
- B. Employees should check regularly with the calendar for information and direction.
- C. Employees should keep the receptionist/secretary informed of their whereabouts, especially when they leave the Church property. Also, it is a mark of efficiency to alert the receptionist/secretary when employees are "not available," and to give the reason.
- D. Employees are responsible to maintain their own office and work space in an efficient and attractive manner. Employees need to assume security and protective care of their equipment. Employees also need to assume clean-up of their own work and activities in other parts of the work area.
- E. No property is to be loaned or removed from the Church without following church office check out policy. If equipment, such as overhead projectors, etc., is to be used in another part of the facility, the receptionist/secretary will be notified.
- F. All employees are to return all phone calls in a reasonable amount of time.

VI. EMPLOYEE RELATIONSHIP TO CHURCH MEMBERS

- A. Employees are to work closely with the leadership and Church committees.
- B. They are expected to carry out the decisions of the Church.
- C. Each member of the Church is privileged to inquire into the programs of the Church; therefore, discretion is vital and necessary.
- D. Work of the church may involve confidential material concerning others. It is a mandatory rule to respect this confidence. Failure to comply will result in disciplinary action up to and including termination.

VII. INDIVIDUAL REQUIREMENTS

- A. Personality Requirements
 - 1. Employees must be able to accept interruptions of schedule in a congenial, cooperative manner.
 - 2. Employees must be able and willing to receive visitors equally and congenially regardless of inner tensions.
- B. Staff Relationships
 - 1. All personnel must be willing to help each other, equalizing workloads as much as possible.
 - 2. All personnel must be dependable in handling confidential matters.
 - 3. Employees designated by the Lead Pastor will participate in staff meetings.

VIII. EVALUATION

Employees will be evaluated on an annual basis by their immediate supervisor and the Lead Pastor.

PERSONNEL POLICIES

I. THE STAFF OF THE CHURCH IS DESIGNATED AS:

(M) MINISTERIAL STAFF

All Church-called ordained ministers

(S) SUPPORT STAFF (FULL-TIME EMPLOYEES - EITHER PAID BI-MONTHLY OR HOURLY - 30 OR MORE HOURS.)

- 1. Office Staff

2. Maintenance and Custodial Staff
3. Temporary Help

(PT) PART-TIME STAFF (LESS THAN 30 HOURS PER WEEK) THIS INCLUDES BOTH MINISTERIAL AND SUPPORT STAFF.

(V) VOLUNTEER STAFF (THIS INCLUDES BOTH MINISTERIAL AND SUPPORT STAFF, FULL-TIME AND PART-TIME)

In compliance with the Fair Labor Standards Act, employees are either Exempt or Non-Exempt.

Exempt employees are not governed by the overtime requirements of the FLSA (Fair Labor Standards Act), and are categorized as Exempt Executive, Administrative, or Professional

Non-Exempt employees are those employees who must be paid overtime when they have worked over 40 hours per week.

II. HOURS

A. NORMAL WORK WEEK

1. The Church office will be open from 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m.-12 noon Friday. Individual hours will be agreed upon with the Lead Pastor for all ministerial, support, and part-time staff. Each ministerial staff member will have one day off per week (plus Saturday). Their scheduled day off will be established and coordinated by the Lead Pastor.
2. The Church office will be closed on scheduled holidays.

- B. Recognizing that “full-time” employees are typically scheduled to work no more than 36 hours per week, overtime compensation will be paid only when an employee works more than 40 hours in a work week.

III. DEFINITIONS

A. ABSENCES (M) (S) (PT)

1. Any absence, planned or emergency, shall be brought to the attention of the immediate supervisor as soon as possible.
2. Any injury or illness should be reported to the Administrative Pastor immediately.
3. Request for time off for personal reasons, such as family events, legal or civic duties, shall be cleared and approved by the immediate supervisor.

B. PAY PERIODS (M) (S) (PT)

1. The Pay Period will be every two weeks.

- a. Pay checks will be available on Wednesdays for the previous two weeks' work, (Sunday through Saturday). If Wednesday falls on a holiday, then checks will be provided on the previous working day.
- b. An employee may receive his regular compensation in advance of his vacation if the normal compensation date falls within his vacation time. Advance pay out of regular compensation will not be granted.

C. COMPENSATION AND REVIEW

1. Each employee will receive their compensation for what was agreed to at the time of hiring, as updated by the yearly budget, or by any action by the church.
2. Rate of compensation for full time support staff and part time staff will be equal to the hours worked multiplied by the hourly rate.
3. Each employee is entitled to at least a yearly review prior to the new budget year. An evaluation will be performed by the immediate supervisor, Lead Pastor and, at their discretion, individual(s) from the Personnel Committee can and may be present to aid in the evaluation. The Personnel Committee will do a study on cost of living increases and will bring their recommendation to the Finance Committee for consideration in the new budget year.

D. TELEPHONE CALLS

1. The Church will pay for all business long distance calls.
2. No personal long distance calls should be made on the church phone unless the call is billed to the calling person's home phone or calling card.
3. Employees will limit their personal calls, local or long distance, to a minimum.

IV. HOLIDAYS (M) (S)

A. The following holidays are recognized as paid holidays:

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Friday following Thanksgiving
9. Christmas Eve Day

10. Christmas Day

- B. In the event the holiday occurs on Saturday or Sunday the following Monday will be considered the holiday.
- C. If the holiday occurs on a Minister's day off the previous day will be taken as a holiday, or whatever is agreed upon with the Lead Pastor.

V. TERMINATION PROCEDURES (M) (S) (PT)

A. RESIGNATION

Employees are expected to provide advance written notice of voluntary termination at least two weeks prior to the effective date of resignation.

B. INVOLUNTARY TERMINATION

Involuntary termination of employment will only be considered after documented appropriate counseling of the employee and offense that warrants discharge. If work performance or unacceptable conduct persists, the Lead Pastor, in consultation with the Pastoral Team/Personnel Committee and/or Deacon Body, may terminate the employee without prior benefit of counsel.

VI. VACATION TIME

A. Ministerial Staff Vacation

- 1. The following table will be used to determine amount of vacation received by Ministerial Staff. Pro-rated vacation time will be granted each bi-weekly pay period.

Credited Service	Vacation/Year
1-4 Years	10 days
5-14 years	15 days
15-25 years	20 days
Above 25 years	25 days

- 2. Vacations are eligible to be taken as granted. The number of vacation days earned will be determined by the length of service in the ministry and not based just upon the service at First Baptist Church. As years of service in ministry are much like serving in a major company, moves from one ministry location to another should not negatively impact considered "tenure" for vacation.
- 3. Vacation days may be accumulated and carried over from year to year. However, employees will not be allowed to use more than 30 days (240 hours) in a year's time. Any hours accumulated over 240 hours in a calendar year will be forfeited.

4. Vacation time may be taken in one-hour increments. Vacations may be scheduled at any time during the calendar year provided they are not taken at a time that will adversely affect the orderly operation of the office, and must be requested so that approval can be given at least one (1) week in advance.
5. All vacation time must be approved by the Lead Pastor. The Lead Pastor's vacation time will be coordinated with the Pastoral Staff.

B. Full-time Support Staff Vacation

1. Support staff members must be full-time employees of the church and have worked a minimum schedule of 30 hours per week during the year the vacation was earned to earn vacation.
2. The following table will be used to determine the amount of vacation received by full time support staff. Credited service is only earned while working at First Baptist Church for the support staff. Pro-rated vacation time will be granted each bi-weekly pay period.

Credited Service	Vacation/Year
1-4 Years	10 days
5-14 Years	15 days
15-25 Years	20 days
Above 25 Years	25 days

3. Vacation days may be accumulated and carried over from year to year. However, employees will not be allowed to use more than 30 days (240 hours) in a year's time. Any hours accumulated over 240 hours in a calendar year will be forfeited.
4. Vacation time may be taken in one-hour increments. Vacations may be scheduled at any time during the calendar year provided they are not taken at a time that will adversely affect the orderly operation of the office, and must be requested so that approval can be given at least one (1) week in advance.
5. All vacation time must be approved by the immediate supervisor/Administrative Pastor.

VII. PERSONAL TIME: CONFERENCES AND REVIVALS

A. PASTORAL STAFF

1. The Lead Pastor and one other Pastoral Staff member, along with their wives will be allowed to attend the Southern Baptist Convention yearly. Expenses will be paid by the church budget as available.
2. The Lead Pastor will be allowed to represent First Baptist Church at speaking engagements or conferences. He will keep the Pastoral Staff informed of all engagements and conferences. Expenses will be paid by the church budget for appropriate conventions and conferences as available.

3. In cases of emergency in which the Lead Pastor is unable to fulfill his duties the Pastoral Staff will be responsible for seeing that the pulpit is filled and for fulfilling the Lead Pastor's other duties as much as possible. In an extended emergency, the Pastoral Staff may recommend to the church the services of a particular interim pastor to assist them temporarily until the Lead Pastor is able to reassume his duties.

B. PASTORAL AND SUPPORT STAFF

Time will be allowed to lead revivals, attend conferences, seminars, and conventions. Pastoral and Support Staff must receive approval by the Lead Pastor to attend and participate in these events. Expenses will be paid by the church budget as available for approved conferences and conventions.

VIII. SICK LEAVE (S)

A. Full Time Ministerial and Support Staff Sick Leave

1. Sick leave will be granted at 10 days per year on a prorated basis each bi-weekly pay period. If an employee's sick leave exceeds 30 days (240 hours) at the end of any bi-weekly pay period, then the sick leave amount will be adjusted back to 30 days. Sick leave days may be used for personal illness, routine doctor visits, and immediate family illness.

IX. SICKNESS OR DEATH IN THE FAMILY

- A. In the event of serious illness or death in the immediate family of an employee, the employee's supervisor, at his discretion, may allow an employee to be absent from work at the employee's regular rate of pay. The total allowance for time off for a death is up to three (3) days. Any additional time off must be counted against vacation or time off without pay.
- B. For purposes of this policy, family normally includes spouses, children, mothers, fathers, brothers, sisters, grandparents, grandchildren and corresponding in-laws.

X. JURY DUTY (M) (S)

Full-time salaried employees receive their usual compensation while performing jury service less the jury duty fees received from the court.

It is expected, however, that they will report for work when not actually required to be in attendance at the proceedings.

XI. PERSONAL LEAVE/INCLEMENT WEATHER

In the event of inclement weather, employees are expected to report to work. If an employee chooses, he/she may use vacation in lieu of working on inclement weather days. It is

understood that if vacation days have been used and the employee chooses not to work during inclement weather, the time may be taken as leave without pay. If an employee is unable to report to work because of inclement weather, he/she is expected to notify their immediate supervisor by 8 a.m. If the Lead Pastor chooses to close the church office because of inclement weather, employees will be paid as usual.

XII. SEXUAL HARASSMENT POLICY

It is the policy of First Baptist Church of Macon, Missouri that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of First Baptist Church's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or (3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of sexual harassment at

work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisor's immediate supervisor or the Chairman of the Personnel Committee.

If a supervisor knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension, an investigation will be conducted by First Baptist Church of Macon, Missouri. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

If an employee is dissatisfied with response to his/her complaint, he/she may bring the situation to a full Pastors' Meeting and/or Deacons Meeting.

SECTION 2 – VEHICLES & EQUIPMENT POLICIES EQUIPMENT

The following rules are to be used governing the use of the church vehicles and equipment.

- A. No fees will be charged to church members for use of the church vehicles because they cannot be rented or borrowed due to insurance regulations.

- B. The use of church vehicles by our organizations and individuals insured to drive them will be governed by the following:
1. Each class or group function making a request for the use of the church vehicles be considered on its own merits. (Date, time needed, destination, estimated number riding.)
 2. Decisions regarding the use of church vehicles will be made by the Administrative Pastor or another pastor as designated by the Lead Pastor.
 3. Decisions regarding the use of church vehicles for purposes other than the Church will be made by the Administrative Pastor.
 4. Church vehicles will not be loaned out to groups or persons that are not members of First Baptist Church of Macon, Missouri.
 5. The Administrative Pastor may designate someone to supervise the maintenance and upkeep of the church vehicles and be authorized to spend up to \$1,000 without church approval.
 6. Each group or organization using the church vehicles will be given a list of these rules and regulations.

SECTION 3 – NURSERY POLICIES

The following Policies and Procedures have been established by our Nursery Team in order to provide our children with a safe, healthy, and nurturing learning environment.

1. A minimum of two (2) workers who are members of First Baptist Church of Macon will be in each classroom at all times. There will also be an appropriate student/teacher ratio. All nursery workers have received a background check prior to working in the nursery, and every three years thereafter. No one under the age of 14 years old may work in the nursery.
2. Nursery is provided for children birth through three (3) years old during all regularly scheduled church-wide events.
3. Only nursery-aged children and authorized workers are allowed in the nursery rooms or nursery reception area.
4. Nursery facilities will be open 15 minutes before any regular church-wide event.
5. Parents leaving children in the nursery will complete an information form at the nursery reception area. These forms will identify any special feeding, napping, allergy or other needs of the child. Infants will be fed according to parents directions, and will only be fed what parents provide. For health and safety

reasons parents are not allowed in the nursery areas. Parents will be given an identification tag with their child's name on it to keep while at the church event. The child will receive a matching nametag which will be placed on him/her to wear while they are in the nursery.

6. Pagers are available to check out so the nursery workers may contact parents, if necessary. The pager number will be recorded on the check-in sheet.
7. Each child's diaper bag and belongings will be labeled. Items needed in the bag include:
 - a. Diapers and ointment
 - b. Wipes
 - c. Clean change of clothes
 - d. Bottles if needed (labeled with instructions)
 - e. Special blankets or other security items
 - f. Labeled sippy cup
8. Only one parent should come to pick up children. Come to the nursery reception area and present your child's identification tag. Your child will be brought to you. We will only release your child to persons presenting the identification tag. We cannot release your child to anyone under the age of 16.

Please pick up your child promptly at the close of each event.

9. PHYSICAL NEEDS:

Diapers are changed as often as necessary.

Beds have clean sheets each time before a different baby is put in the bed. The changing table is cleaned after each use.

Bed, toys, and all surfaces will be cleaned regularly with disinfectant.

Workers wear clean socks or booties over their shoes. Nursing moms are welcome to use the nursing area provided in the baby room. Please wear socks or booties.

10. WELLNESS POLICY:

Sick children will not be admitted to the nursery. If a child has displayed any of the following symptoms within the last 24 hours, he/she will not be placed in the nursery.

Fever of 100 degrees or more

Diarrhea

Vomiting

Severe cough

Rash or skin infections

Pink eye or other eye infections

Sore throat

Head lice

Symptoms of childhood disease

If a child who is sick is brought to the nursery or develops these symptoms while he/she is in the nursery, the parent will be contacted and the child will be removed from the nursery as soon as possible. This policy also applies to all nursery volunteers.

In an extra effort to prevent the spread of illness, please dress your child in an outfit which covers his/her diaper. Your child must also have his/her feet covered.

Nursery workers will not administer any medications.

NURSERY VOLUNTEERS:

In addition to the previously listed policies, the following are some procedures to be followed by Nursery Volunteers:

1. **Reminder Cards and/or Text** – You will be reminded by mail or text during the week prior to your scheduled day to volunteer. If you are unable to fulfill your duty, please find someone from the approved list to replace you and then notify one of the nursery coordinators.
2. **Be on Time** – Please arrive in your scheduled nursery room 15 minutes prior to the start of the event for which you are serving.
3. **No food or drinks** will be permitted in the nursery.
4. **Wash hands frequently** – Wash your hands first thing upon entering the nursery room. Also wash before and after feeding babies, and before and after diaper changes.
5. **No shoes or bare feet** – Remove shoes and put on socks or place booties over your shoes (socks and booties are available in reception area).
6. **Parent instruction cards** – For babies, review cards filled out by parents and then place them on the same hooks where diaper bags are hung. Refer to the cards frequently and follow parent feeding/napping instructions as carefully as possible.

Infants are to be fed according to parent directions, and may only be fed what parents provide.

7. **Diapers** – Only adult females will change diapers. Please be sure diapers are changed at least once during the event to prevent overly wet diapers. Dispose of diapers immediately in provided containers. Always wash hands and clean changing pads before and after diaper changes. All diaper changes should be completed prior to parent pick-up.
8. **Clean-up** – Before leaving the room at the end of a scheduled event, please straighten the toys, wipe down all surfaces with Clorox wipes, take used sheets off beds and place in the laundry basket, place used or dirty toys in sinks or dirty toy tubs.

Please work hard to provide a safe, clean, loving environment for our children.

SECTION 4 - FINANCIAL POLICIES AND PROCEDURES

- A. The Stewardship/Finance Committee shall be responsible to report to the church for all money, insurance policies, and valuable papers. They shall meet regularly with the Lead or Administrative Pastor and with the Church Financial Director as needed, and then present to the church at scheduled business meetings their report for approval.
- B. The Church Financial Director or designated person shall be responsible to write checks, pay bills, and input data into the computer and keep a good filing system. This person will work directly with the Pastoral staff and be able to give all appropriate information to the Stewardship/Finance Committee.
- C. All checks drawn against any account of the First Baptist Church shall be signed by the Financial Director or other designated person(s). Checks over the amount of \$1,000.00 must be countersigned by an additional approved person.
- B. No checks will be written and signed without the proper approval of the Pastoral Team. In the event that the Pastors are not available for an unusual reason the Finance Director or Chairperson of the Stewardship/Finance Committee may approve orders and purchases by signing appropriate documentation.
- E. Check Request Forms are available in the church office. These forms must be filled out before approval can be made for budget items. Before one requests budget money the person filling out the form should check with the Financial Director to see if adequate funds are available.

SECTION 5 – BUILDING AND GROUNDS

1. All facilities at First Baptist Church for use, which includes the chapel, multipurpose facility, classrooms and grounds must be scheduled through the church office.
2. First Baptist Church reserves the right to refuse the use of any of its facilities to anyone, without cause. A Building Use Form generated by First Baptist Church must be signed and submitted to the church office to reserve the use of the building and/or equipment.
3. All requests for the use of the building shall be made at least three (3) weeks in advance of proposed activity. This includes individuals, as well as groups, whether members of the First Baptist family, members of sister congregations, community agencies, etc., except as set forth in the wedding policies. All requested events will be reviewed and approved during the scheduled staff meetings of the church.
4. The building and grounds will only be used for activities that are in harmony with the goals, principles, and values espoused by the First Baptist Church of Macon, Missouri.
5. Reservations will be scheduled and posted on the calendar.

6. No smoking, use of tobacco products, or use of marijuana of any kind, is allowed in the building or on the church property. Alcoholic beverages are absolutely prohibited at all times. Food and drinks are limited to designated parts of the facility only. Red punch and other red-colored drinks are prohibited.
7. Music used at or for any activity scheduled at First Baptist Church, must be pre-approved by one of the pastors of First Baptist Church prior to use.
8. No organized dances are permitted on First Baptist Church property.
9. All activities must end no later than 10:00 PM. (Special permission will have to be given for events that will last later than 10:00 P.M.)
10. There is no charge for First Baptist Church's church activities, church groups, or small groups, but a custodian or Trustee will be on duty for all activities. (Custodian expenses for these functions will be covered by the church budget.) Events for personal use or non-church sanctioned events will require a maintenance fee.
11. Set-up and/or decorating for personal use or non-church sanctioned events needs to be set on the church calendar at the time of bookings. Set-up and/or decorating during regular office hours is permitted, as long as the calendar is clear of other activities. Set-up and/or decorating that needs to be scheduled after office hours, will require a maintenance fee.
12. Damage of any kind to the church facilities and/or equipment must be reimbursed at the repair/replacement price.
13. Reservations need to be made in advance for piano/organ practices and/or lessons and be approved by the Worship Pastor.
14. Any exceptions to these policies must be approved by the Pastoral Team.

Sound System, Computer, and Audio Visual

Only designated member(s) of the First Baptist Church will be allowed to operate the sound system, computers, and audio visual machines (i.e. video projectors). The charge for this service is included on the fee schedule (Appendix III).

Furniture & Equipment

First Baptist Church will remove and replace all furniture (communion table, podium, music, etc.) that is not permanently attached, upon request. No permanently attached furniture or fixtures will be moved. Furniture and greenery located in the foyers cannot be moved. No staples, thumbtacks or heavy-duty adhesive backing tape will be allowed to attach items to the walls, woodwork, pews, or other furnishing. It is recommended that masking tape be used.

Church tables, chairs, and other equipment will not be taken out of the building for personal use (i.e. garage sales, birthday parties, etc.). Special consideration will be made for church-sponsored functions.

Kitchen Use (Upstairs Kitchen)

For health and safety reasons, only members of the Kitchen Committee at First Baptist Church, or those approved by the Committee, will be allowed to cook food in the kitchen, operate the stove, other cooking equipment, or the dishwasher. Caterers must prepare food offsite and provide their own silverware, warmers, and accessories. Refrigerators and freezers may be used to preserve the food until serving time; however, no raw meats are to be stored in the refrigerators or freezers.

Caterers are to use their own equipment (dishtowels, detergent, etc.) for cleanup.

There is a complete kitchen downstairs by the Reception Room that can be used by church members. Use of the kitchen needs to be reserved at the time building is booked for an event.

Funerals

There will be no charge for funerals.

The church will not be available to hold funerals on Sundays. Funerals held at the church on Wednesdays will only be held in the Legacy Chapel. The multipurpose room will be available for use any other day of the week as long as the church calendar is clear.

Funeral Dinner

A funeral dinner will be offered to the family of any deceased person who was a member of First Baptist Church. Dinners for non-members must be approved by the Pastoral Team.

Funeral dinners will not be available on Sundays.

SECTION 6 - WEDDING POLICIES

COVENANT:

Below is a sample covenant that we ask every engaged couple to sign before getting married at First Baptist Church. We ask this because of the seriousness of marriage and for the sake of the testimony of the church. In today's ever-changing society we realize that the world's value system has come to accept what is commonly practiced today. We believe that a man and woman are to refrain from sexual contact until marriage. Because of this we ask that engaged couples who wish to be married in First Baptist Church not live together and refrain from sexual contact. If for some reason you already live together or are already sexually active, then we ask you, according to God's Word, and with love, that you repent, seek God's forgiveness and make corrective changes. Then we will be more than glad to walk

alongside of you asking God's blessings upon your marriage. Where some might see this as a judgmental stand, we desire God's best for you in your marriage. We simply ask you to walk according to the way that He would want you to.

We believe that homosexual sex acts, as well as gender changes, are contrary to biblical teaching on human sexuality. Therefore, First Baptist Church of Macon will not allow our facilities nor our pastors to be used in the performance of a wedding of a homosexual or lesbian couple nor the wedding of any couple of whom either party has altered the gender of his/her birth.

Our Marriage Covenant

A contract is based on distrust, limited liability, and can be voided by mutual consent. A covenant is based on trust between parties, on unlimited responsibility and cannot be broken if new circumstances occur.

Marriage is established by God as a covenant, not a contract.

...She is your partner, the wife of your marriage covenant. Malachi 2:14

The marriage covenant is not made merely between two people and their witnesses. It is made in the presence of God!

Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral. Hebrews 13:4

Marriage is only to be entered into after much prayer and consideration of all things. Marriage is to be entered into purely. By signing this covenant you are both saying that you have prayed together, fully understand this covenant of marriage you will take part in on _____, and understand the seriousness God takes with all covenants. You must both know without question that this is God's good and perfect will for your lives. You must both realize that you will be held accountable to God for all the future holds and how you both guard and protect this covenant.

So they are no longer two, but one. Therefore what God has joined together, let man not separate. Matthew 18:6

Signed: _____, Groom

Signed: _____, Bride

Witnessed by God and: _____, Pastor

Dated: _____

GENERAL WEDDING POLICIES

Couples requesting the use of First Baptist Church for their wedding ceremony and/or reception are required to adhere to all policies outlined in the policies and procedures for building use. Before making any definite plans or public announcements regarding church weddings, the following rules will apply:

SCHEDULING THE WEDDING DATE:

1. The Wedding Couple will need to contact the church office to determine available dates for the church and minister. A tentative wedding date can be requested, however, not guaranteed until approved by one of the pastors and the church calendar. A Wedding Application and a Building Use Application must be filled out and returned, as well as a meeting with the wedding coordinator to review policies and fees, and an appointment with the Pastor before the date will be approved. Upon approval, non-church members will be required to pay half of the building use fee (see Appendix III), with the final payment being made at least one week prior to the wedding. Church members, as well as non-church members, will be required to pay a deposit of \$150 (this is an amount over and above the building use fee) at the time paperwork is submitted requesting the date of the wedding .
2. Should there be a desire to request the Minister and/or staff to officiate or participate, this date too should be scheduled prior to the request for the use of the facilities. Communication should be directly with the Minister who will be officiating the wedding. The bride and groom are responsible for obtaining confirmation of the wedding date.
3. If the couple desire to have someone other than one of the Ministers of the First Baptist Church of Macon conduct the wedding ceremony, pre-approval will have to be given by the Church Leadership.
4. Wedding dates will not be accepted for consideration earlier than ten (10) months prior to the wedding date.
5. Set-up and/or decorating for the wedding and/or reception, needs to be set on the church calendar at least three weeks before the wedding. Set-up and/or decorating during regular office hours is permitted, as long as the calendar is clear of other activities. Set-up and/or decorating that needs to be scheduled after office hours, will require a maintenance fee.
6. A diagram of set-up (i.e. chairs, tables, etc.) needs to be submitted to the Wedding Coordinator at least three weeks before the wedding, to assist the staff in setting up the building.
7. No couple living together will be allowed use of the church facilities.
8. The couple must agree to go through pre-marital counseling with the approved Minister or one approved by the Lead Pastor.

9. Our statement of faith, The Baptist Faith and Message 2000, expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one person born as a man and one person born as a woman in an exclusive covenant commitment for their joint lifetimes. Christian marriage is God's unique gift to reveal the union between Christ and His Church. As such, this local church believes that wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. The Church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Such determinations may be made by the pastors, deacons, or church as a whole. No minister or employee of the church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.
10. The Multi-Purpose Worship Center, Reception Room, and Legacy Chapel may be used for weddings, except on Sundays and Wednesdays (church activities on these days preclude scheduling weddings), provided the use does not conflict with previously scheduled services or meetings of the church.
11. The following holidays may be in conflict and should not be scheduled for weddings: New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, Thanksgiving Day, Independence Day, Good Friday, or Easter.
12. Damage of any kind to the church facilities and/or equipment must be reimbursed at the replacement price.
13. Birdseed or rice is prohibited from both inside and outside of the church building due to safety reasons. Bubbles may be used outside. (If there is any question of what can or cannot be used, please consult the Wedding Coordinator.)
14. No smoking, use of tobacco products of any kind, or use of marijuana is allowed in the building or on the church property. Alcoholic beverages are absolutely prohibited at all times. Food and drinks are limited to designated parts of the facility only. Red punch and other red-colored drinks are prohibited.
15. Carrying lighted candles down the aisles is prohibited. Only encased candles are allowed in candelabra.
16. The bride and groom are responsible for informing the members of the wedding party of all policies that are relevant to the wedding. The wedding party will conduct themselves in an acceptable manner at all times.
17. If it becomes necessary for the communion table, pulpit, or musical instruments to be removed and replaced back into their appropriate spaces, it is the responsibility of the bride and/or groom to make such request to the church designated wedding coordinator. Moving of equipment will be done by the First Baptist Church custodial staff.

DRESSING ROOMS:

There are dressing rooms available for both the bridal party and the groomsmen. There are several rooms to choose from, which the Wedding Coordinator will show you at the initial consultation. You have the responsibility of making sure that the rooms are returned to their prior condition. We ask that all make-up, nail polish, and etc. be applied in the restrooms.

WEDDING POLICIES OF THE MINISTER:

1. The Minister performing the wedding ceremony will schedule to meet with the wedding couple to discuss the order of service and the ceremony, as well as for pre-marital counseling. If the Minister performing the wedding ceremony is not the one administering counseling, a pre-approved counselor will verify that it has been completed.
2. The Minister cannot legally perform a wedding ceremony without a marriage license. The license should be presented to the Minister, Wedding Coordinator, or Church Office two days prior to the date of the wedding.

WEDDING COORDINATOR:

All weddings done at First Baptist Church are required to use our church's Wedding Coordinator. The purpose of this is to ensure that a spiritual and quality wedding is performed. The coordinator will assist in all areas of wedding preparation including etiquette, ceremony suggestions, building usage, and resources available, as well as assist at the rehearsal and wedding ceremony. If an outside wedding coordinator is desired, he/she must be approved by our Wedding Coordinator and must be willing to work with our coordinator.

WEDDING REHEARSAL:

All wedding rehearsals should be scheduled no sooner than 5:00 P.M. and should end no later than 8:00 P.M. on the day preceding the wedding ceremony. Any change from this time must be agreeable to both the church and the officiating Minister. The bride and groom are encouraged to inform the wedding party of the importance of being prompt for the rehearsal and for the wedding.

The following are recommendations which should help guide the bride and groom to prepare for the wedding rehearsal:

- a. The Minister and/or the Wedding Coordinator should be in charge of the wedding rehearsal;
- b. Members of the wedding party should be present, including grandparents of the couple;
- c. The ushers, soloist(s), and musicians should also be present.

WEDDING MUSIC:

It is the responsibility of the bride/groom to secure approval from the Leadership of the Church for the music that has been selected for the wedding. Approval should be obtained at least one month prior to the wedding date.

- a. The bride and/or groom must provide any soloist, musician, and instruments. Use of First Baptist Church instruments and/or outside musicians must be pre-approved by the Worship Pastor.
- b. The church sound system is to be operated by the First Baptist Church authorized personnel.
- c. Musical instruments are to be moved from the building immediately after the wedding and/or reception and before the next church service.

PHOTOGRAPHER:

The Photographer and/or Video Photographer are the responsibility of the Wedding Couple. The Photographer must work with the Wedding Coordinator in choosing his/her placement of equipment.

THE FLORIST:

No tacks or nails, tape or materials, which may permanently deface the furnishings, may be used for decorating.

- a. Flowers and decorations must be removed immediately following the wedding ceremony and/or reception. The facilities must be left in the same order in which they were found.
- b. The marriage party should provide the florist's schedule for bringing the decorations to the church, to the church Wedding Coordinator, to assure that the building will be open.
- c. Only encased candles can be used with candelabra to prevent candle drippings and for safety.
- d. No fresh flower petals may be used down the aisle without a wedding runner.

If a Unity Candle is used, a polyethylene liner must be placed under the Unity Candle to protect the carpets and/or furnishings.

WEDDING RECEPTION:

It is the responsibility of the bride/groom to inform the caterers of the church wedding policies. A copy of this page should be given to the caterers.

Caterer:

Wedding receptions may be held in the Multi-Purpose Worship Center or the Reception Room. A kitchen adjoins each of these areas, and may also be used. The caterers must clear all arrangements for the reception with the church wedding coordinator in advance.

- a. All caterers using the church facilities will be expected to leave the kitchen and reception area in the condition in which it was found.
- b. The caterer and/or the bride are responsible for furnishing supplies (i.e. punch bowls, plates, serving items, table linen, etc.)
- c. The caterers must arrange with the church Wedding Coordinator the time when equipment and supplies are to be brought to the reception area.
- d. Only personnel approved by the First Baptist Church Kitchen Committee may operate the stove, other cooking equipment, or the dishwasher.

- e. For health reasons, only members of the Kitchen Committee at First Baptist Church or those approved by the Kitchen Committee will be allowed to cook food in the kitchen. Caterers must prepare food offsite and provide their own silverware, warmers, and accessories. Refrigerators and freezers may be used to preserve the food until serving time; however, no raw meats are to be stored in the refrigerators or freezers. Caterers are to use their own equipment (dishtowels, detergent, etc.) for cleanup.
- f. Red punch and other red-colored drinks are prohibited.

First Baptist Church of Macon, Missouri is not liable for damage to outside equipment brought in not belonging to First Baptist Church.

If outside parties damage equipment belonging to First Baptist Church they shall be liable for repair or replacement.

FEE SCHEDULING FOR BUILDING:

FEE SCHEDULE FOR BUILDING USE

There is NO charge for the use of the facility or maintenance fee when the event is a church sanctioned event and approved on the church calendar. However, a maintenance person will be required to be available at all events. (Custodian expenses for these functions will be covered by the church budget.)

The following fees are listed below for the use of the building. These fees are not imposed to profit but only to offset the expenses for things such as air conditioning, electricity, gas, custodial service, etc. that will incur when non-church sanctioned events are held. (Member denotes a member of the First Baptist Church.)

	<i>MEMBER */ ***</i>	<i>NON-MEMBER ***</i>
<i>Multi-Purpose</i>	<i>No Charge</i>	<i>\$300.00</i>
<i>Legacy Chapel</i>	<i>No Charge</i>	<i>\$200.00</i>
<i>Reception Room</i>	<i>No Charge</i>	<i>\$100.00</i>
<i>Classroom (each)</i>	<i>No Charge</i>	<i>\$ 50.00</i>
<i>Wedding ** (see below)</i>	<i>No Charge</i>	<i>\$500.00</i>
<i>Sound Technician</i>	<i>\$20 per hour</i>	<i>\$20 per hour</i>
<i>Computer Technician</i>	<i>\$20 per hour</i>	<i>\$20 per hour</i>
<i>Wedding Coordinator</i>	<i>\$20 per hour</i>	<i>\$20 per hour</i>
<i>Custodial Fee</i>	<i>\$15 per hour or custodian's current rate of pay</i>	<i>\$25 per hour</i>

Additional notes for charges:

- 1) A deposit of \$150 will be due at the time the building is requested and paperwork is turned in by all groups/individuals that use the building for a non-church function. Maintenance fees for the custodian will be deducted from this amount. The Finance Director will then reimburse the party the difference if maintenance fees do not go over \$150, or charge the party for fees that run over \$150.

- 2) The hourly rate for custodian charges begin thirty (30) minutes before event begins, and for the hours the Maintenance Assistant is in the building and until he/she is through cleaning up after the event. Though it is not required, any help the party can do to assist the custodian in cleaning up will shorten the hours that will be required to pay.
- 3) The person booking an event will be billed for any damages that are incurred during his/her scheduled event. Payment for damages will be due 15 days from billing.
- 4) Requests for exceptions for these fees may be considered by the Trustees at the regular monthly meeting.

* Denotes a current member of the First Baptist Church of Macon.

**Denotes the use of the chapel, multi-purpose area, and all other areas of the facility.

***The church reserves the right to change fees.

WEDDING APPLICATION

Bride's Name: _____ **DOB:** _____

Bride's Address: _____

Home Phone: _____ Work Phone: _____

Bride's Parents: _____

Parent's Address: _____

Parent's Phone: _____

Groom's Name: _____ **DOB:** _____

Groom's Address: _____

Home Phone: _____ Work Phone: _____

Groom's Parents: _____

Parent's Address: _____

Parent's Phone: _____

Date and Time of Ceremony: _____

Minister Officiating: _____

Wedding Coordinator: _____

Building Reserved: _____

Fee for Building Usage: _____

We have read through the First Baptist Church Wedding Manual and agree to follow these written guidelines in planning and preparing for our wedding.

Bride's Signature: _____

Groom's Signature: _____

Pastor's Signature: _____

Wedding Coordinator's Signature: _____

Deposit Paid: Amount _____ Date _____

Balance Paid in Full: Amount _____ Date _____