

Santuck Baptist Church
Policies & Procedures
Updated February 20, 2022
Version 7

Primary Purpose

Policies and Procedures in this manual are to provide guidance for committees and ministries for the completion of their responsibilities and are to be followed as established by the Church. This manual is intended to provide for the effectiveness of the ministry for which Christ has established Santuck Baptist Church. (Cor. 14:40)

General Information

Contained in this manual can be found the Churches' Organizations, Sunday School, Deacon Selection process, Facilities Use, Guidelines, Finance, Committees, and Ministries.

Policies

Policies are specific in detail how the church operates. Policies can be changed in any regular business meeting by a simple majority vote.

- A. Policies define the following:
 - 1. Authority
 - 2. Boundaries
 - 3. Responsibilities
 - 4. Guidelines
- B. Determine who, why, when, and under what circumstances.
- C. Allows decisions to be based on situations rather than personalities.
- D. Who sets policies:
 - 1. Most administrative policies are established by the Senior Pastor and do not need a vote.
 - 2. Generally, the authority is delegated by the church as follows:
 - a) The Church establishes the church-wide policies by the Leadership Team to research and write policies.
 - b) Policies can be changed at any legally called business meeting by a simple majority vote.
 - c) The Personnel Committee establishes the personnel policies for support personnel and presents to church at a business meeting for a vote.
 - d) The Stewardship Committee along with the Treasurer sets financial policies and presents to the Church at a business meeting for a vote.

Procedures

Procedures are defined as the execution process of the policies. Procedures can be changed in any legally called business meeting by a simple majority vote:

- A. Procedures tell how a task is done.
- B. Procedures provide a detailed list of actions to be performed by those elected to serve on committees and ministries.
- C. Procedures are established or revised using information provided by various committees or ministries who are elected to carry out the policies and procedures.

- D. Procedures provide guidance for committees and ministries as they fulfill their responsibilities.

Committees and Ministries

Committees are groups of members elected by the Church to investigate, discuss, and consider a designated subject as described in this manual or as required by the By-Laws or as set forth when the committee is selected at a business meeting for a temporary designated task (ad-hoc) and to report findings to the church at a business meeting for the Church to act upon.

Ministries are groups of members elected by the Church to perform designated tasks as described within this manual or as set forth when the ministry is selected at a business meeting for a designated task (ad-hoc).

All Committees and Ministries that are provided with a budget are responsible for submitting to the Stewardship Committee an annual budget request and adhering to the budget requirements.

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Organizations Leadership team

Primary Purpose: The Leadership Team shall serve the church by leading in planning and coordinating programs of the church and its organizations. Planning the use of calendar time and other resources according to set priorities of program plans. Evaluate achievement in terms of meeting set objectives and goals of program plans.

Leadership Team

1. Senior Pastor.
2. Other pastoral or ministerial staff members.
3. Leaders of ministry teams.
4. Chairman of deacons.
5. Chairpersons of administrative committees.
6. Church clerk.
7. Ex-officio members shall be the chairpersons of standing committees and ad hoc committees.

Responsibilities

1. Prepare monthly church calendar as well as plan and implement activities and programs involving the entire church body.
2. Shall meet regularly or at the call of the pastor, or Chairman of the Deacons. Other church members may attend if they so desire.
3. Shall refer all matters proposed for church approval if deemed necessary by the pastor or Chairman of Deacons.
4. Make recommendations to church body that affect the calendar, programs, and ministries of our church.
5. Make recommendations or requests to departments or committees to enhance the programs and ministries of our church.
6. Meet in a retreat setting to plan the annual church calendar per request of the church staff or Leadership Team.
7. Be responsible for any functions required in the By Laws.

Policies and Guidelines

Children's Worship

Primary Purpose of Children's Worship: Children's Worship exists to give children an opportunity for worship on an age-appropriate level. The goal of Children's Worship is to train the children for corporate worship with the rest of the church family.

Children

1. Children's Worship is for children who are in 1st through 5th grades.
2. Children's Worship is offered during the 10:30 a. m. worship time.

Preschool

1. Every attempt will be made to have two workers present with the children at all times during church activities. Every effort shall be made to assure that one adult and youth is not left alone with one child.
2. Parents will be notified immediately if a child is sick or injured. An accident report form should be completed.
3. Children of teachers should be in their age-appropriate classroom or in the worship service unless otherwise approved by leadership.
4. Snacks may be served to children in our preschool.
5. Parents and other family members should not come into the classrooms.
6. Preschoolers will be cared for in the Preschool Department only when their responsible adult is attending a church function.
7. Preschool facilities are only available under the supervision of approved personnel.
8. Nametags are provided for informational and security purposes.
9. Workers and volunteers who have regular contact with children must be willing to submit to a background check.
10. Preschoolers may not be dropped off and picked up by anyone younger than 16 years of age.
11. All preschool workers should be 16 years of age or older.
12. The Organizational teachers (Sunday School, Discipleship, Choir, etc.) should be members of the church. All workers should be Christians.
13. When problems occur, parents are encouraged to approach the Preschool and Children's Director or appropriate leadership to discuss those concerns.

Policies & Guidelines

Funerals

Primary Purpose: The members of Santuck Baptist Church (SBC) believe a funeral service held in the church is a service of worship, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Our Senior Pastor, Associate Pastors and staff are happy to minister and share during this time.

General

Policies and Guidelines for Use of Church Facilities and Equipment will be followed when requesting to use SBC facilities for funerals. All parts of the service are to be consistent with the present worship practices of the church. The family may suggest or request items to be included in the service with the approval of the leadership of the church. Only ministers of like faith and practice will be considered to perform services. This will be discussed with and arranged with the Senior Pastor.

Music

Only music appropriate to a worship service and pre-approved by the leadership of the church shall be used. SBC does not have paid staff musicians. All musical arrangements must be taken care of by the family. Taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have pre-approval of the leadership of the church.

Audio Technician

All visual or audio equipment will be used only by trained members of SBC. The church does not have a paid audio technician. There will be a fee for Visual/Audio Technician time.

Video Presentation

Any videos used in the service must be submitted to the church office twenty-four hours prior to the service for review. Presentations should not exceed five minutes in length.

Flowers

The florist will have access to the sanctuary on the day of visitation for delivery of flowers. The florist should contact the church office by phone during normal business hours on at least the day before the service to arrange a convenient time for the delivery.

Family Visitation/Viewing

A viewing or family visitation time prior to the service, on same day as the funeral, may be set by the family if desired. All aspects of the timing of the visitation and viewing and beginning of the service will be determined at a previous time and upon agreement between the officiating pastor, the ministerial staff and the family. The funeral director in corporation with the officiating pastor will have direction over such matters as timing, music, casket, flowers, etc.

Parking/traffic assistance

Parking assistance is generally provided by the funeral home. The church does not have any resources to assist in traffic control.

Fellowship Hall/Kitchen

The fellowship hall and kitchen are available for use to provide a meal for the family of the deceased. A request to use these areas should be made at the same time as the request for use of the facilities.

Fee Schedule

If the services are held prior to the regularly scheduled housekeeping, there is not a fee for use of the sanctuary. If the service is held after the regularly scheduled housekeeping, there will be a fee for the extra cleaning required for Sunday services. If the kitchen and fellowship hall are used to feed the family the group preparing the meal is responsible for cleaning the kitchen and fellowship hall area as stated in the kitchen cleaning procedures. Any fees will be paid to SBC prior to the scheduled service.

A fee schedule for use of the facilities by non-members and members of SBC is listed in the Use of Facilities and Equipment policy.

Policies and Guidelines

Fundraising

Primary Purpose: As our church has grown, so have the ministry and mission needs. In order to help maintain a balance on solicitation of members and the community we want to be known as a giving church. We cannot do everything; however, we want to focus on fund raising that directly enhances the spiritual life of people through church-wide mission endeavors.

Church Sponsored Fundraising

All fund raising is discouraged on the Church Campus in any form by any individual or ministry except Church approved ministry or mission projects.

Wednesday Night or Sunday Lunch To-Go's

Wednesday and Sunday Lunch To-Go's will be our main way of raising extra funds for missions and ministry. Any activity other than the initial way should be approved by the Staff or Leadership Team.

To ensure successful fundraising endeavors

1. Reservations should be made with the Church office by the Team leader.
2. Only Santuck Baptist Church members should make reservations.
3. Fund raising activities should be limited to the reserved date, except for distribution of tickets. Baked goods, etc. should be limited to the reservation date.
4. Tickets should be distributed at a table in the Fellowship Hall after the morning worship services or after the evening service.

Policies & Guidelines

Open/Close Procedures

Primary Purpose: The mission of the Open/Close team is to ensure that access to all necessary facilities is available in a timely manner prior to the start of any church activity. The close procedures are to ensure the security of all facilities once church activities are concluded.

General Duties

1. Locking and unlocking doors may vary depending on the services being held. Special services such as “Come and Go Communion” & Consolidated Services may require special open or close time. (Check with Church Staff)
2. Growth Groups on Wednesdays and Sundays will require opening the doors at 4:30 P.M. and closing after all Growth Groups are completed.
3. Check with the Associate Pastor of Families and Discipleship for possible time changes prior to unlocking or locking.

Open/Close Checklist

1. North Wing: Performed by Open/Close Ministry before and after Services/Sunday School/Special events.
2. Sanctuary Doors: Unlock all entrance doors by 7:30 A.M. and lock all doors after services and Sunday School are completed. (Crash bars will need an Allen Wrench and outside key locks need to be checked too)
 - a. Front Doors (facing Hwy 9)
 - b. North Door (leading from Sanctuary to North Wing)
 - c. North Door (by bathrooms in Sanctuary foyer)
 - d. South Doors (main four door entrances facing Venable property, Sanctuary Foyer)
3. South Wing Doors: Unlock all entrance doors by 7:30 A.M. and lock all doors after all services and Sunday School are completed. (Crash bars will need an Allen Wrench and outside key locks need to be checked too)
 - a. West Doors top floor (Two doors at office foyer.
 - b. East Door top floor (near elevator)
 - c. East Door bottom floor (near elevator/children’s wing)
 - d. Confirm office door is locked
4. Fellowship Hall doors: Unlock all doors by 7:30 A.M. and lock all doors after services and Sunday School are completed. (Crash bars will need an Allen Wrench and outside key locks need to be checked too)
 - a. East Door. (Bottom floor Pre-school wing)
5. Sanctuary Thermostats: Do not change thermostat in Sanctuary (summer and winter 68-70 degrees) (avoid large variances, never turn off)
 - a. By prayer room (front foyer)
 - b. Main floor (one on both the west and east walls)
 - c. Balcony (one on both the west and east walls)
 - d. Sanctuary choir loft

- e. In choir rehearsal room (off sanctuary balcony)
- 6. Preschool Thermostats: Do not change thermostat in Preschool (summer and winter 68-70 degrees) (avoid large variances, never turn off)
 - a. One in room PS108 and room PS103
- 7. North Wing Thermostats: Set to moderate temperature (summer-70 and winter-66 Degrees) (Shut off when not in use.)
 - a. In Building A, near restrooms
 - b. Near room N110
 - c. Across from room N114
 - d. In room N103
 - e. Next to room N124
- 8. Fellowship Hall Thermostats: Do not change thermostat in Fellowship Hall. (Summer and winter 68-70 degrees) (avoid large variances and never turn off)
 - a. East end of Fellowship Hall near exit door
 - b. West end near preschool stairwell
- 9. Lights: All on or off depending on opening or closing.
- 10. Bathrooms: Confirm lights are on or off and no running water in toilets or sinks.

Policies and Guidelines

Playground Rules

Primary Purpose: Our playground is a wonderful place for children to grow physically and relationally with one another. Playing on the playground must be safe and supervised whenever children are playing.

In order to alleviate accidents and injuries the following rules should be followed.

1. No child is allowed on the playground without supervision.
2. Teachers may on occasion carry preschoolers to the playground.
3. Shoes must be worn at all times while on the playground.
4. Adults should supervise the equipment that has possible “collision” areas (such as slides and swings) to ensure that other children are out of the way of those using this equipment.
5. All doors and gates should be closed to prevent children from leaving the playground unsupervised or injuring themselves on open doors/gates.
6. No glass containers are allowed on the playground,
7. Adults should be active in watching children on the playground. An accident can easily happen while adults sit off to the side.
8. If any equipment is broken, please bring it to the attention of the Children’s Director or a Building and Grounds team member.
9. The playground will be considered closed during instruction time and inclement weather.

The playground is for children 5th grade and younger, unless otherwise designated by the Children Director or the leadership of the church.

Policies & Guidelines

Purchasing Policy

Primary Purpose: The purpose of this policy is to honor God through responsible stewardship and the wise management of church funds regarding the purchase of goods and services.

Responsibilities

1. All purchasing must be approved by ministry team leaders, staff or treasurer or the church at large prior to the purchase being made.
2. Team leaders should check their line item in the budget to make sure funds are available. (This includes allowing for funds spent since the last statement and prorated items that are scheduled for payment later in the year. If you're in doubt, check with the treasurer.)
3. If excess funds are available in a particular line item and the Ministry Leader approves the purchases, check with the treasurer to assure funds are available.
4. The person making the purchase must obtain approval from the treasurer, either in person or by telephone. Purchase vouchers (available at the church office) must be completed and signed by the appropriate person in authority before the purchase.
5. All purchases must have a receipt attached with the staff or Ministry Leader's signature for reimbursement.
6. Any capital purchase request in excess of \$1000.00 must be approved by the Building and Grounds, Stewardship Committee, or treasurer, or the church. Any major expense, repair, or service in excess of \$1000.00 must be approved by the Building and Grounds Ministry, The Stewardship Committee, or the treasurer.
7. Person making approved purchases is responsible for delivering paid receipt or invoice, attached to a completed purchase voucher to the church office, treasurer, or financial secretary **promptly**.
8. Reimbursable expenses must be approved as indicated above and paid receipt properly documented as described above. Properly documented purchases will be reimbursed in a timely fashion. Otherwise, the purchase should be considered as a donation. Any unauthorized purchase or charge may not be paid and will be the responsibility of the person making the purchase or charge.
9. Routine expenses, such as salaries, utilities, and other regular expenses have prior approval and are not subject to this policy.
10. This policy will apply with or without the use of a Purchase Order System.
11. No line item can be overspent without prior approval of the Stewardship Committee or the Church.
12. Any check written over \$500.00 must have two signatures.

Policies and Guidelines

Severe Weather

Primary Purpose: The intent of the Severe Weather policy is to ensure the safety of Santuck Baptist Church's guest, members, volunteers, and staff and to provide for effective communications regarding ministries and activities during severe or hazardous weather.

Responsibilities:

1. Security team personnel should be aware of any approaching weather conditions during the time you are on duty for church activities. In the event of a severe weather incident, quickly notify church staff and assist in the directing of people to appropriate safe locations.
2. Pastor or staff personnel who oversee a service will be responsible for directing church attendees of what actions to take.
3. Church service attendees are responsible for following the instructions of staff and security personnel. Remember Walk, Do Not Run.

If there is enough time to relocate:

1. Calmly announce the situation and tell people that the safest place is in the west end of the basement of the Fellowship Hall (Preschool Wing). If handicapped or elderly have trouble relocating to the basement, they should seek shelter in the hallway between the Sanctuary and Fellowship Hall.
2. Any security team personnel who are present should assume duty and take position along movement routes to assist primarily the elderly and children.
3. Security team personnel will notify occupants of the CAC, children, and preschool wing.

If there is not enough time to relocate:

1. Sanctuary
All occupants should position themselves on the floor between the chairs or as low as possible with your complete body positioned below the top of the chairs. Occupants from the balcony should relocate to the bottom floor as quickly as possible without pushing or shoving. Space under the stairwell and in the baptistery (If dry) could also be utilized.
2. Fellowship Hall
Top floor should relocate to the bottom floor as quickly as possible. The meeting room and hallway under the stairs should be the safest.
3. Preschool Wing
Preschool occupants should move towards the resource room (PS109) location in the hallway near or under the stairs.
4. Children's Wing
Children's wing occupants should move toward the kitchenette area in the hallway.

5. Youth Building (CAC)

If time permits, occupants should move as quickly as possible to the Preschool Hallway. If time does not permit, occupants should kneel with their backs to the south wall near the kitchen and storage closets. Occupants should cover their heads as best as possible to protect from any falling debris.

Policies & Guidelines

Social Media

Primary Purpose: Santuck Baptist Church (SBC) is increasingly exploring how the online community through social media can empower the Santuck family to be witnesses and servants of the Good News of Jesus Christ. We believe it is in the best interest of Santuck Baptist Church to be aware of and participate in the sphere of online community, interaction, and idea exchange to find opportunities to share the life change that comes through Jesus Christ.

General Information

The following best practices and guidelines aim to provide you helpful, practical advice and to protect both you and SBC itself, as the church seeks to embrace social media. As a member of SBC you are seen by outside parties as a representative of the church. Therefore, as in all areas of daily life, a church member's personal website or blog is a reflection on the church, whether the church is specifically discussed or referenced. If you choose to identify yourself as a SBC member or to discuss matters related to the church on your website or blog, please bear in mind that, although you may view your site as a personal project, many readers will assume you are speaking on behalf of the church. Therefore, we ask that you observe the following guidelines to preserve the Christian witness and effectiveness of both you and the church.

Acceptable in God's Eyes

Psalms 19:14 "Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O Lord, my strength and my Redeemer."

Be Yourself and Be Transparent

Philippians 2:3 "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves." Even when you are speaking or writing as an individual, people may perceive you to be speaking or writing on behalf of SBC. If you blog or discuss topics or activities related to the church, be upfront and explain that you are a member of SBC; however, include the following disclaimer on your blog or posts: "The opinions and views expressed on this site are my own and do not necessarily represent those of Santuck Baptist Church, Wetumpka, AL."

Do not allow people to anger you.

Proverbs 29:11 "A fool gives full vent to his anger, but a wise man keeps himself under control." One of the aims of social media is to create dialogue, and people won't always agree on an issue. When confronted with a difference of opinion, express your points in a clear, loving, and logical way. Don't pick fights but choose your battles wisely. Correct mistakes when needed.

Stay Timely

Proverbs 15:23 "A man finds joy in giving an apt reply and how good is a timely word!" Part of the appeal in social media is that the conversation occurs almost in real time. So, if you are going to participate in an active way, make sure you are willing to take the time to refresh

content, respond to questions and update information regularly, and correct information when appropriate.

Uphold Santuck Values

1 Corinthians 14:12 “So it is with you. Since you are eager to have spiritual gifts, try to excel in gifts that build up the church.” Always demonstrate loyalty to the church and to each other. Be sensitive if linking to content - redirecting to another site may imply an endorsement of its content. Report any misuse of Santuck’s trademark logo. Only those authorized by SBC may use the church’s logo, so be sure not to include them in your personal blogs or postings, even if it is used as a link to one of Santuck’s official web properties.

Protect Confidential Information and Relationships

Acts 20:28 “Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which He bought with His own blood.” Online conversations and postings are not private. Know that what you post online may be around for a long time and potentially shared with others. Avoid identifying and discussing others, including church members, guests, or staff, especially any pastoral details such as hospitalizations, deaths, health concerns or counseling engagements. Obtain permission before posting pictures of others or before posting copyrighted material. You must take proper care not to purposefully or inadvertently disclose or distribute any information or intellectual property that is confidential or proprietary to SBC. Be sure that what you are sharing has been published in some other official form of communication.

Press Inquiries

Postings may generate media coverage. If a member of the media contacts you about a posting on your personal blog or social network which relates to SBC, please contact Larry Gore at 334-567-2364.

Policies & Guidelines

Sunday School

Primary Purpose: Sunday School (SS) is the foundational program for Reaching/Teaching/Caring/Multiplying ministry of the church. It is the church organized to develop a biblical community, discipleship, ministry, and evangelism. Sunday School Bible Study is offered for all age groups, babies through senior adults each Sunday.

Teacher

1. Maintain a personal relationship with God through daily Bible study and prayer.
2. Seek God's leadership weekly in preparing and presenting the lesson.
3. Be punctual and prepared for each class.
4. Secure a substitute for your class in your absence.
5. Attend all worker meetings and training opportunities promoted by the church.
6. Give leadership to the in-reach and out-reach emphasis in your class.

Class Secretary:

1. Work with our teacher and SS leadership in keeping accurate records of class membership and attendance records.
2. Provide care group leaders with names of members who have missed more than two consecutive Sundays.
3. Attend all worker meetings.

Care Group Leader:

1. Work with your teacher in contacting absentee class members using a variety of methods such as phone call, card or visit.
2. Record contacts on Sunday.
3. Report contacts on Sunday.
4. Attend all worker meetings.

Outreach Leader:

1. Work with class teacher to weekly focus on prospects for our class.
2. Lead the class to discover prospects for your class (Ex. "Who Do You Know?") cards.
3. Be trained and encourage your class to have some type of evangelism training.
4. Lead the class to pray by name for lost and un-churched people every week in class.
5. Plan and promote intentional events outside of the SS class that lost and un-churched people can attend (3-4) events a year.
6. Keep your teacher up to date on your files for prospects, lost and un-churched.
7. Be the champion for our class to pray daily for prospects and the lost and un-churched.
8. Create and carry out monthly special time of focused prayer for the lost and un-churched.

**Policies and Guidelines
Preschool & Children's
Teachers and Volunteers**

Teachers and Volunteers

1. Teachers should be in their classrooms at least 15 minutes prior to the time for the session. Being prepared for children's arrival is very important.
2. Meet each child and his or her parents at the door of the room when they arrive to receive any instructions for the session. Encourage parents to remain outside the room to avoid the distraction of people entering and leaving the room. At the end of the session, a worker should greet each parent at the door with their child, while other workers keep the remaining children involved in activities.
3. Should plan age-appropriate activities suggested in their organization's leader guides. Planning in advance allows teachers time to assemble materials needed and to begin teaching when the first child arrives.
4. Should avoid favoritism and strive to show love, understanding and acceptance for all the children with whom they work.
5. Sit on a child-sized chair or on the floor whenever possible. A soft-spoken voice and confident movement create a secure, calm atmosphere.
6. Should contact absentees and prospects on a regular basis and minister to parents as opportunities arise.
7. An appropriate snack may be given as determined by the Preschool and Children's Director and or appropriate leadership.
8. Sunday School Teachers and directors are expected to attend Sunday School Worker meetings.
9. Teachers are responsible for getting their substitutes from an agreed list. A teacher who cannot be present should call the Preschool and Children Director and let them know the designated person.
10. Be faithful in contacting students:
 - a. Phone, visit or correspond with each absentee weekly. (For example, mail the send home sheet)
 - b. Phone, visit or correspond with regular attendees. (Make them feel special too)
 - c. Phone, visit or correspond with guests.
11. Rooms should be left ready for the next group.
12. Pray regularly and show a genuine concern for each pupil.

Children

1. Children should be greeted on their level as they arrive, with a smile and warm words, encouraging each child to become involved in learning activities.
2. If a child is injured, parents will be informed, and an accident report form shall be completed.
3. Parents will be notified immediately if a child is sick.
4. Only children who are the appropriate age and teachers and volunteers are permitted in the classroom unless preapproved by leadership.

Baby Teachers

1. Be certain you have all important information before the parent leaves the baby in the classroom.
2. Mark all possessions.
3. Wear gloves when changing diapers.
4. Position child on wax paper-lined changing table to change diapers.

Policies and Guidelines

Use of Church Facilities and Equipment

Primary Purpose: Our buildings and facilities are committed to be used for God's glory to meet the needs of our congregation and to share the Gospel of Christ with our community. Santuck Baptist Church's facilities shall not be used by persons or groups for any questionable activity or purpose that could possibly bring reproach upon the name and cause of Jesus Christ's honoring way.

General Guidelines

1. Any use of buildings and properties will be guided by the fact that they are dedicated to worship, Bible teaching, evangelism, character building and related activities.
2. Regularly scheduled meetings have priority over any request for special use of facilities and equipment.
3. Use of the facilities is subject to the approval of the Leadership Team, the Church Hostess and or church staff.
4. It is the general policy, that someone from the church be requested to unlock and lock the church buildings for security reasons.

Use of Buildings

1. No use of the buildings shall distract from the purpose and spirit of the church.
2. Use of music is not to be in conflict with Christian values.
3. No smoking, consumption of alcoholic beverages, use of illegal drugs shall be permitted. Persons under the influence of alcohol or drugs should not be permitted on church properties.
4. The use of decorations, posters, etc. shall not be used if they damage the building or furnishings.
5. All groups requesting reservations must provide adequate adult supervision with children and youth activities.
6. The erection of temporary structures (platforms, etc.) shall first be approved by the pastor, or his designee.
7. The moving of furniture shall be done only with approval of the Church Hostess and shall be returned to its proper place in time for regular meetings.
8. The person who is approved to use the facilities is responsible or cleanup and or damage of property.
9. All facilities used shall be left clean and in the same order as they were found.
10. All garbage is to be removed from the building.
11. Those using church property are responsible for turning off all lights, heat/air-conditioning settings, checking all bathrooms for running water and securing all doors before leaving.
12. The church is not responsible for any personal items left, stolen, or lost during an event.

Non-Church Members

1. It shall be the policy of this Church to require all non-Church members requesting the use of Church facilities to strictly abide by the aforesaid policy.
2. All non-Church members leave a damage deposit due at the time of scheduling use of facilities on the Church calendar.
3. All non-Church members strictly adhere to all policies of this church.

Safety and security

1. Safety and security is to be ensured of attendants and promote a disruption free environment for all gatherings on and in church properties. (Refer to Ministries – Safety and Security for details)

Scheduling

1. A request for using buildings or equipment is to be made with the church office so as to be coordinated with the church calendar.
2. Reservations should be made one month in advance. The facilities will be relinquished upon termination of reserved time. Reservations should be promptly canceled if plans are changed.
3. The Pastor, or his designee, will handle conflicts in scheduling.
4. All scheduling and utilization of facilities and equipment must follow existing guidelines (e. g., Building & Grounds policy, Sanctuary policy, Wedding policy etc.)
5. Proper forms should be filled out and deposits should be left with the Church office prior to event.
6. Fees for the use of the facility will be charged to members and non-members as follows:

<u>Facility Fee</u>	<u>Member</u>	<u>Non-Member</u>
Audio-Visual	\$XXXXXX	\$XXXXXX
Church Hostess	\$XXXXXX	\$XXXXXX
Church Custodian (Wedding)	\$XXXXXX	\$XXXXXX
Church Custodian (Reception)	\$XXXXXX	\$XXXXXX
Equipment Technician	\$XXXXXX	\$XXXXXX
Fellowship Hall	\$XXXXXX	\$XXXXXX
Funeral	\$XXXXXX	\$XXXXXX
Kitchen	\$XXXXXX	\$XXXXXX
Wedding	\$XXXXXX	\$XXXXXX

7. No Fee will be charged if the activity is considered to be a ministry or outreach of the church.
8. Forms can be found in the attachments or in the Church office.

Policies & Guidelines

Wedding

Primary Purpose: The members of Santuck Baptist Church (SBC) believe the wedding ceremony is a worship service. The actual significance of marriage should be paramount in the preliminary planning of the rehearsal and the actual ceremony. Our Senior Pastor, Associate Pastors and staff are happy to minister and share in this sacred hour. The wedding ceremony is a religious service; therefore, every member of the wedding party is expected to act with reverence and dignity. Dancing would not be in keeping with this request. It is expected that the wedding party attire be characterized by dignity suitable to the occasion.

General

Regularly scheduled meetings have priority over any request for special use of facilities and equipment. The use of the facilities is subject to the approval of the Leadership Team, the Church Hostess and/or church staff. It is the general policy that someone from the church be requested to unlock and lock the church buildings for security reasons.

Requesting the facility

A request for use of the buildings and/or equipment is to be made with the church office so as to be coordinated with the church calendar. Complete the "Request for Wedding Reservation" form (found in the attachments or church office) ahead of time, at least one month in advance. This must be done before the wedding invitations are printed and mailed. Reservations should be promptly canceled if plans are changed. The facilities will be relinquished upon termination of reserved time. All scheduling and utilization of facilities and equipment must follow existing policies (e.g. Building and Grounds, Sanctuary, Use of Church Facilities and Equipment, etc.)

Working with a Pastor

Contact a church Pastor immediately upon establishment of the wedding date and arrange for a personal interview. Only pastors of SBC may perform wedding ceremonies in our church unless approved by the pastoral staff. Free pre-marital counseling sessions are offered by the church. This is usually done during regular office hours and should be scheduled with the Pastor.

Church Hostess

The bride is responsible for notifying the church Hostess of the decorator who will be responsible for decorations, the caterer, and any other service people who will need access to the facility. These service people should contact the church Hostess at least one month prior to the wedding with the approximate time they will need entry to the church. The church Hostess will approve any moving of furniture. At a pre-arranged time after the wedding, the church Hostess and a designated person will check the facility to see if any damage has occurred and if all equipment and/or furniture has been returned to its proper place.

Service Equipment

All church owned equipment will be used only by trained members of SBC.

Music

It is the responsibility of the wedding party to secure the musicians. The wedding ceremony is a form of worship, and the music should be in keeping with the religious ceremony of the wedding. A listing of all music to be used during the rehearsal, ceremony and reception must be given to the Worship Pastor two weeks prior to the wedding date.

Facility Availability

The use of the Sanctuary, Fellowship Hall and South Wing rooms and restrooms are available. If the reception is not being held at the church, the wedding party will not have use of the Fellowship Hall or kitchen.

Audio Technician Service (six to eight hours) which include:

1. Operating and setting the sound board for microphones, DVD's, CD's, etc.
2. Working with the musicians and doing sound checks one hour before making sure the musician's and minister's microphones are working during the rehearsal and wedding.
3. Arriving one hour before the wedding to prepare the sound board and equipment.
4. Playing music (DVD, CD, MP3) prior to and during the wedding.
5. Responsible for storing the sound equipment and resetting the board for Sunday morning services.
6. Be present at the wedding rehearsal if needed.

Equipment Technician service fees: (three to four hours) and include:

1. Removing and safely storing all musical instruments and equipment from the platform prior to the wedding rehearsal.
2. Returning the musical instruments and equipment from storage and setting them up on the platform for Sunday services.
3. Checking the equipment and instrumental monitor connections to ensure they are ready for Sunday services.

Custodial Services fees

A listing of the custodial services provided is included with the Wedding Reservation Form.

Wedding Decorations

1. No wires, tacks, pins, screws, tape, or staples can be used in attaching decorations to the walls, furniture, chairs ceilings or drapes.
2. Only dripless candles can be used. Every precaution must be taken to ensure that the candles are not close to any flammable materials.
3. The decorators should take their property out of the church immediately after the wedding. The church is not responsible for the loss or damage to any such property.
4. All flowers and decorations must be removed as part of the wedding ceremony cleanup. If you wish to leave flowers, prior arrangements must be made.

Other

1. Make certain all lights are turned off, heat and air conditioning is set correctly, there is no running water in the restrooms and all doors are secure before leaving. All garbage is to be removed from the building and placed in the church dumpster.
2. NO rice, confetti or bird seed is to be thrown inside the building. Only bird seed may be thrown outside, and the grounds must be cleaned the same day by the family. No “bird friendly” rice is to be used.
3. No flash pictures or movies involving distracting sounds or lights should be allowed during this sacred religious service. The photographer is to be responsible for removing any discarded materials such as flashbulbs and film wraps.
4. NO FOOD OR DRINK is allowed inside the sanctuary.
5. NO SMOKING and NO ALCOHOL OR CONTROLLED SUBSTANCES is allowed inside buildings or on church property. Persons under the influence of alcohol or drugs should not be permitted on church property.
6. The wedding ceremony and or reception must end at the time designated on the Wedding Reservation Form and all decorations be removed within two hours from this time.
7. The wedding party is responsible for ensuring all rented or borrowed property is returned.
8. The church is not responsible for personal items (i.e., wedding dresses, wraps, purses, silver and glassware) brought into the church for use in the wedding and/or reception. The church is not liable for such items lost, stolen or damaged during these events.

Security

1. All activities associated with the wedding held on church property will have a security person in attendance. The security person will be provided by SBC and the fees associated with this service will be paid to the church by the wedding party.

Fee Schedule

A fee schedule is in place and the purpose of these fees are to provide the facilities and services, so the wedding parties are able to enjoy the ceremony as much as possible, to be good stewards by protecting church facilities, property and equipment and to make sure the facilities, property and equipment are ready for Sunday morning services. All fees are paid to SBC and must be paid two weeks prior to the wedding ceremony.

The schedule of fees for use of the facilities by non-members and members of SBC is listed in the Use of Facilities and Equipment policy.

Committees

Audit

Primary Purpose: Coordinate and oversee the annual audit process with the Church staff and auditor.

Committee Composition

1. The Audit Committee shall be comprised of three persons familiar with bookkeeping procedures.
2. The members will serve a staggered three-year term (except for the first election when one member shall be elected for three years, one member elected for two years, and one member elected for one year). They may or may not succeed themselves according to the will of the church expressed at the election.
3. Members of the Audit Committee should not be on the Counting Committee and should not be a paid staff member.

Responsibilities

1. Engage an independent Certified Public Accountant (auditor) to perform an annual audit of the church's books and records.
2. Establish/monitor communication lines for timely updates on the status of the annual audit.
3. Meet with the auditor to review audited annual financial statements and results of annual audit.
4. Report audit findings at the quarterly Church Conference following the completion of the audit.

Committees

Buildings and Grounds

Primary Purpose: Assist the church in matters related to property administration. The ministry work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Committee and the church staff regarding the need, and the employment of maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.

Buildings

1. Maintain a current listing of church assets, including buildings, contents (furniture & fixtures) and equipment.
2. Responsible for scheduling and/or performing repairs and maintenance to all buildings. This includes necessary repairs and upkeep, both inside and outside, to maintain building in original condition.
3. Responsible for scheduling and/or performing repairs and maintenance of equipment to support church properties, both inside and outside of structures. (Example: Heating and Air Conditioning Systems.)
4. The team leader will prepare the yearly budget needs of the building ministry, present them to the Stewardship Committee at the appropriate time and oversee the spending of the money.
5. The team leader will represent the ministry on the Leadership Team.
6. The team leader is expected to attend scheduled leadership meetings.

Grounds

1. Ensure lawns are kept mowed, raked, and fertilized on an “as needed” and/or regular schedule.
2. Ensure that shrubbery, plants and trees are properly cared for including, trimming, and fertilizing, watering, and other care necessary for proper beautification.
3. Make suggestions to the Senior Pastor or Designee for improving the landscaping of church property, buildings and grounds.
4. Provide parking facilities which are safe, easily accessible, and maintained in a clean and suitable manner.
5. The team leader will prepare the yearly budget needs for the grounds ministry, present it to the Stewardship Committee at the appropriate time and oversee the spending of the money.
6. The team leader will represent the ministry on the Leadership Team.
7. The team leader is expected to attend scheduled leadership meetings.

Committees
Committee on Committees

Primary Purpose: Seek nominations for and prayerfully determine and recommend the best-qualified church members to administrative committees, standing committees, ad hoc committees, and replacements for vacancies on these committees for election by the church.

Responsibilities

Committees

Community Missions

Purpose: The Community Missions Committee is to assist the membership, and regular attendees of Santuck Baptist Church in a crisis situation with essential life needs such as food, utilities, and housing payments. Non-member requests will be considered if funds are available, and they live within a three-mile radius of the church.

General

1. The person who is aware of a need or has a need should contact the chairperson or co-chairperson of the committee, or one of the pastors.
2. At least one member of the committee will verify the need.
3. The chairperson or one of the pastors, will request a meeting of the committee or notify all members to discuss and determine the type of assistance that may be provided.
4. A minimum of five committee members must approve or decline financial assistance. All members should be notified of the decision, including the Senior Pastor. Only in rare cases would cash be provided. Normally assistance would be handled through the church Treasurer. Payments are to be made directly to the service providers and not to the applicant.
5. All non-members must fill out a request form before consideration of any assistance. All members must fill out a request form the second time they make a request in a one-year period.
6. One of the pastors may issue a food voucher for up to \$50.00 without committee approval. The committee should be informed of the transaction at the next regularly scheduled meeting.

Amount of Assistance Provided

1. The maximum amount of assistance per family within a sixty-day period is \$500.00. All committee members must approve assistance exceeding \$500.00 or when a second request is received from the same family within one calendar year.
2. Financial counseling will be expected in cases of repetitive use.
3. Those who submit to vocational ministry and attend a Bible College or Seminary shall be eligible for financial aid up to \$100.00 per month for the nine-month school year. To qualify a student must be an established member of Santuck Baptist Church for a minimum of one year, and attend an institution approved by the Pastor and Deacons. They must fill out a financial aid request form each year and be considered "full-time" by that institution.
4. The names of those assisted should be kept confidential.
5. The funding shall be determined by the Stewardship Committee each new budget year with input from the committee and approved by the church at large.
6. Should the fund be exhausted during the year, the committee may draw from the Cooperative Program Allowance with the approval of the Associate Pastor of Family Discipleship.

Requests Other Than Essential Life Needs

1. Car payments, utility deposits, phone bills, credit card payments, travel costs, etc. are not usually considered as life needs. However, exceptions may be made upon the approval of the committee.

Committees

Offering Counting

Primary Purpose: To accurately record and itemize God's tithes and offerings in a secure setting, with discretion and confidentiality. To support and work alongside the church treasurer. At least two (2) people are to be present at all times to assure accountability.

Duties

1. Empty trashcans in the counting room of the trash from the prior week.
2. Sort the offering into the following groups:
 - a. Bills and coins (Loose money from the offering plate)
 - b. Checks without envelopes
 - c. Offering envelopes
3. Bills and coins are counted, and the amount is recorded on a blank offering envelope and marked as 'Loose Money'.
4. Checks without envelopes are listed on the Contributions Checks without Envelopes form and itemized in the appropriate columns. Once recorded, turn the checks over face down in a stack. The columns on the form are totaled down the page. The number of checks is written on the right side of the page. Date and initial the form in the upper right corner. Paperclip the checks to the form. When this information is transferred to the Santuck Offering Report worksheet, it will be recorded as one entry.
5. Retrieve a Santuck Offering Report worksheet, and date and initial the upper right corner. Designate which service the offering is from (1st or 2nd or evening).
6. Open one envelope at the time and remove the contents. Verify the amount inside against what is written on the outside of the envelope.
 - a. If nothing is recorded on the envelope, determine the amount of the contents, and record it on the envelope in the designated boxes.
 - b. If more than one (1) check is in the envelope, record on the envelope how many checks there are and the amount of each check. Verify the total of the checks agrees with what is written on the envelope or record the total on the envelope.
 - c. If bills and/or coins are in the envelope, write CASH on the envelope. Record the denominations of the bills and coins, and how many of each item is included. A tape from the adding machine can be used and stapled to the envelope.
 - d. (Ex) 2 - \$20 = \$40; 1 - \$10 = \$10; 2 - \$5 = \$10 = Total of \$60.

NOTE: If the offering inside does NOT match what is recorded on the envelope, have a second person verify the discrepancy. Mark through the entry on the envelope one time and record the correct information. Both people should initial the envelope for the correction.

7. Record the offering on the Santuck Offering Report worksheet and itemize it as outlined below. Each envelope is one entry on the form. If the envelope has more than one check in it, record the number of checks on the right side of the row on the worksheet.

The totals from the Contributions without Envelopes form are transferred over as one entry, noting the number of checks that make up this total.

- a. Budget or tithe is recorded under the Budget (Cont.) column
- b. Building and/or West Campus funds are recorded under the building column
- c. All other designated funds (ex: Celebrate Recovery, Senior Adults, Children's Ministry, Missions, Annie Armstrong, Lottie Moon, etc.) are recorded under the Designation column. For each designated entry, turn the worksheet over and record on the back what it is specifically designated for.

EXCEPTION: An envelope that has ONLY Flower Ministry funds is NOT recorded. The envelope is given to the treasurer to process.

- d. Loose bills and coins from the offering plate are recorded under the Budget Loose column.
8. Add each of the itemized columns across the worksheet and record the total in the center TOTAL column. Verify that this matches the total amount recorded on the envelope.
9. Itemize the offering as coins, bills, or check, or a combination of these, on the right side of the worksheet. Add these columns across the right side of the page and verify that the total matches what is recorded in the center TOTAL column.
(Reminder: If more than one check makes up the entry, be sure and record the number of checks on the right side of the page).
10. Once the entries are recorded, turn the envelope face down in one stack. Turn the check(s) face down in another stack. Turn bills face down in another stack. Sort coins into groups. (NOTE: Keeping these in order is critical if troubleshooting is needed later in the process).
11. Continue this process until all offerings are recorded or until your worksheet is full.
12. Add each column and record the total at the bottom of the page.
13. Add the totals from across the left side of the page and verify that it agrees with the center TOTAL column.
14. Add the totals from across the right side of the page and verify that it agrees with the center TOTAL column.
15. Turn the worksheet over and total all the designated funds listed. Verify that this total agrees with the total from the Designation column on the front of the worksheet.
16. Any discrepancies shall be investigated and resolved until all rows and columns are corrected, and the worksheet is in balance.
17. Turn the stack of envelopes over, bind with a rubber band, date, and initial the top envelope.
18. Turn the stack of checks over. Run an adding machine tape of these and verify that the total from the actual checks agrees with what you have recorded on the worksheet. Date and initial the tape. Stamp the back of each check with the 'For Deposit Only' stamp. Paperclip the checks together with the adding machine tape on top of the stack.
19. Turn the stack of bills over and sort by denominations. Count each denomination and enter that total into the adding machine. Total the entries and verify that the total agrees with the total on the worksheet in the Bill column. Date and initial the tape and notate what denomination each entry represents.

20. Sorts coins by denomination and enter the totals into the adding machine. Total the entries and verify that the total agrees with the total on the worksheet for the Coins column. Date and initial the tape and notate what denomination each entry represents.
21. Once the worksheet is balanced, it is verified by a second person.
 - a. The second person recounts the coins and initials the tape if they agree. The tape is stapled to the top left corner of the worksheet.
 - b. The second person recounts the bills and initials the tape if they agree. The tape is stapled to the top left corner of the worksheet.
 - c. The second person runs another tape for the check, dates and initials it, and verifies that it agrees with the total on the first tape. Paperclip both tapes with the checks and attach them to the worksheet.
 - d. Any discrepancies are investigated and resolved.
22. Bundle together the worksheet, along with the corresponding envelopes and checks.

Office Worksheet

Offerings, fund raiser money, refund checks, etc., are often turned into the treasurer and a worksheet generated. Follow the same steps as outlined above of balancing the worksheet and verifying all totals.

Sunday School Offerings

Envelopes for collecting offerings in Sunday School classes are available in each class. A Sunday School Offering form is filled out for each class, as needed. Follow the same steps and process as outlined above for totaling the columns and balancing the form. Using a Summary Worksheet record the class name under the appropriate group and transfer the totals from the Sunday School Offering forms. Total all columns and balance the worksheet across the page.

Combine all worksheets on the bottom of the Summary Sheet

Enter the totals from all worksheets on the bottom of the Summary Sheet in the appropriate places. Total all columns and balance the summary section. This should reflect the entire offering to be deposited.

Preparing the Deposit

1. Checks are NOT listed on the deposit slip. Checks are turned in with the paperwork and processed and scanned in-house.
2. Bills and coins from all worksheets are combined to make up the deposit.
3. Count the combined bills, generating an adding machine tape. This total must agree with the Grand Total shown in the Bills column on the Summary Worksheet. Label the tape as Grand Total Cash, date and initial. Notate the denomination by each entry. Staple the tape to the top right side of the Summary Worksheet.
4. Count the combined coins, generating an adding machine tape. This total must agree with the Grand Total shown in the Coins column on the Summary Worksheet. Label the tape as Grand Total Coins, date and initial. Notate the denominations by each entry. Staple the tape to the top right side of the Summary Worksheet.

5. A deposit slip for the bills and coins is filled out. Verify the totals of bills and coins with the worksheet, and that the Grand Total Deposit agrees with the worksheet.
6. Wrap the white copy of the deposit slip around the bills and secure it with a rubber band. The yellow copy is attached to the worksheet with a paperclip.
7. Place the coins in the small brown envelopes designated by each denomination. Paperclip the top of the envelopes so that the coins do not spill out.
8. Fill out the information on a plastic deposit bag, including the perforated section. Verify that the totals agree with the totals on the worksheet. Tear off the perforated section and retain it in the counting room.
9. Place the bills and coins and the deposit slip in the bag and seal. Put the bag in the safe and lock it or take the deposit bag to the designated person to take to the bank.
10. Bundle all worksheets with the associated checks and envelopes, and deposit slip copy together and take to the treasurer or the designated person.

VERIFY, VERIFY, VERIFY AT EVERY STEP. RESOLVE ANY DISCREPANCIES AND BALANCE ALL WORKSHEETS BEFORE COMPLETING THE PROCESS.

Committees

Stewardship and Budget

Primary Purpose: The Stewardship and Budget Committee serves God by working to place a loving emphasis on good stewardship plus the development and management of a church budget.

Responsibilities

1. The Stewardship Committee will begin meeting in early September to have the proposed budget available at the appropriate time.
2. The Stewardship Committee will see that copies of the proposed budget are made available to the church body by the second Sunday of November.
3. The committee chair will present the proposed budget to the church by the third Sunday of November at which time the remaining committee members should be present to support the discussion.
4. The committee chair will preside when the proposed budget is put to a vote, with no discussion, by the fourth Sunday of November at the close of the morning service.
5. The committee will review the current budget quarterly in order to recommend any needed changes and to screen any potential budget overruns. The changes and overruns will be brought to the attention of that department head or team leader.
6. The committee will develop and implement stewardship emphasis and education during the year.
7. The committee members that “roll off” for the new church year will remain on the committee in an advisory capacity through December 31st to close out any outstanding budget issues.
8. The committee chair will represent the Stewardship Committee on the church leadership team.
9. The committee chair is expected to attend scheduled leadership meetings.

Ministries

Baptism

Primary Purpose: Assist the pastor and candidate(s) for baptism in preparing for and administering the ordinance.

Responsibilities

1. Clean and fill baptistery, making sure the water is at a proper temperature (has digital readout, this is automatic).
2. Place carpet runners in hallway for safety.
3. Assist the pastor and candidates during the service.
4. Provide extra towels in case they are needed.
5. Clean up after the service.
6. Responsible for cleaning and upkeep of the baptismal robes and carpet runners.
7. The team leader will represent the ministry on the Leadership team.
8. The team leader is expected to attend scheduled leadership meetings.

Ministries

Bulletin Board

Primary Purpose: The Bulletin Board Ministry is responsible for keeping all hall bulletin boards attractive and seasonally decorated with a Christian theme.

Responsibilities

1. Routinely check the bulletin boards for neatness and remove all outdated materials.
2. Team Leader is responsible for:
 - a. Preparing a yearly budget and presenting it to the Stewardship Committee at the appropriate time.
 - b. Overseeing the financial transactions of the ministry.
 - c. Represent the ministry on the Leadership team.
 - d. Attending scheduled Leadership meetings.

Ministries

Celebrate Recovery

Primary Purpose: Celebrate Recovery is a spiritual growth discipleship program designed to teach people how to live their lives devoted to Jesus Christ. It creates a caring, safe, and biblical arena where people may deal with their hurts, habits, hang-ups, and struggles in a way that honors Christ. It is through God's truths, love, and power that true healing can be experienced.

Responsibilities

1. Directing people to Christ and His truths for living.
2. Encouraging those who come to grow in their walk with Christ, and to glorify Him and serve others in love.
3. Reach out to people who are dealing with hurts, habits, hang-ups, or any life issues.
4. Sharing God's truths and hopes and offering a caring community of fellowship in worship and small group interactions.
5. The team leader will represent the ministry on the Leadership Team
6. The team leader is expected to attend scheduled leadership meetings.

Ministries

Chair Back

Primary Purpose: Chair Back Ministry is to ensure that worship services run smoothly. Keeping the chair back pockets supplied with cards, brochures, pencils, and envelopes.

Responsibilities

1. Keep chair back items in the sanctuary straight.
2. During worship services, revivals, and special programs use information in the chair backs to connect with the congregation
3. Keep the chair backs up to date with current ministry brochures, tithe and offering envelopes, sharpened pencils, and other items for special occasions.
4. The team leader will represent the ministry on the leadership team.
5. The team leader is expected to attend scheduled leadership meetings.

Ministries Church Sign

Primary Purpose: Displaying that the church is open and loving, can begin on a sign through sign messaging. Make the church more relevant to people by engaging them through thought provoking words on a sign and serve as an invitation.

Responsibilities

1. Coordinate with the Pastor the message to be placed on the church sign.
2. Establish a schedule designed for updating the sign.
3. Responsible for notifying the Associate Pastor of Family Discipleship of any repairs needed to the sign.
4. The team leader will represent the team on the Leadership team
5. The team leader is expected to attend scheduled leadership team meetings.

Ministries

Comfort & Joy

Primary Purpose: The Comfort and Joy Ministry serves to love God and have compassion and love for others. Members of this ministry give their time, gifts, talents, resources, and monetary donations to bring comfort, hope and joy into the lives of hurting, sick and less fortunate people in our church and community.

Definitions and Procedures

1. The ministry meets on the first Thursday of each month in Fellowship Hall of Santuck Baptist church from 9:00 AM until 12:00PM. The leadership may change the meeting room and time if the need arises. Leadership may call additional workdays to work on projects.
2. The agenda consists of a devotion, business meeting, and time for members to work on the projects selected for that day. Members may provide refreshment items, but this is not a requirement.
3. Individuals complete a membership form when they join the ministry. The form lists areas of service which they may check based on their talents and gifts. A member of the ministry is one who contributes to any area listed on the form, whether at workdays or a home.
4. Leadership of the ministry is comprised of a leader and assistant leaders.

Gifts and Talents

God-given abilities in this ministry include basic sewing skills, crocheting and/or knitting, small craft projects, cooking/baking, visiting, and working with others.

Present and ongoing needs

Present and ongoing needs of this ministry include caring people with the gift of service who can help call and/or visit the Home Touch. Individuals with the gift of crafts, sew, crochet, and knit are needed. Donations to the ministry are welcome.

Future Plans

The future plans of this ministry include growth of the ministry by adding more members with God-given talents and abilities to enable us to share the gospel of Jesus Christ with our community. We want people to know the love of Christ and the love of a church family.

Home Touch

The Home Touch team calls and/or visits individuals from our church and community. Members deliver food and other small items that include basic needs as well as small, handcrafted gifts. Valentine's Day gift bags are assembled by members in January of each year. Members deliver these bags the first week of February. Christmas gift bags or stockings are assembled in November and delivered the first week of December each year.

Card and Telephone

The Card and Telephone team mails get well, sympathy, encouragement, thinking of you cards and others appropriate to the occasion to church members and others in the community as needs arise. Phone calls are made as well. Birthday cards are mailed to each member within the week of their birthday. Patriotic cards are mailed in July of each year to active and retired individuals in the armed forces.

Home Going

Home Going maintains a supply of paper goods at the church used by families with meals after celebrations of life.

River Region Pregnancy Center

Donations are delivered to the River Region Pregnancy Center in Prattville, Alabama in the spring of each year. Donations of handcrafted items include preemie and baby hats, blanket, burp cloths, and bibs. Other miscellaneous baby needs such as toiletries, toys, and other related items are included. These items are crocheted, knitted, sewn, or purchased. Items donated may change from year-to-year.

Montgomery Cancer Center, Prattville Campus

Donations are made to the Montgomery Cancer Center, Prattville Campus in the fall of each year. These items include crocheted and knitted cancer hats, and sewn items such as port pillows and mastectomy pillows. Items donated may vary from year-to-year.

Neonatal Intensive Care Unit (NICU)

Donations are made to the Jackson Hospital NICU in Montgomery, Alabama annually or more often as determined by the ministry. Flannel blankets are sewn to the NICU's specifications (30 x 36) and are donated along with preemie and baby hats which are knitted and crocheted.

Ministry of the Church

1. Operation Christmas Child (OCC). During the year, members work on making small items for OCC shoeboxes. Items can include tic-tac-toe games, bead bracelets, necklaces, hair scrunches and bows, barrettes, sewing kits, fishing kits, and soap sacks.
2. Isaiah 58 Ministry. Assists Isaiah 58 by providing and donating items as needed.
3. Foreign Missions. Provides and donates items to the foreign missions of the church as needed.

Ministries Criminal Justice

Primary Purpose: To minister to inmates and teach the truth of God and lead inmates in understanding the plan of salvation and the promises of God. Encourage men and women to have a better understanding of the Bible and learn to love God with all our being and love others as ourselves.

Requirements

Volunteers must be 18 years old or older to minister in the Elmore County Jail and will complete the Volunteer Release Form. The ministry must abide by regulations of the Elmore County Jail.

Responsibilities

The team leader will:

1. Guide and train volunteers for visitation to the Elmore County jail.
2. Represent the ministry on the Leadership Team.
3. Attend the scheduled Leadership Team meetings.

Ministries Flower

Primary Purpose: Oversee the provision of flowers for the Sunday worship service as well as special events in the Church.

Responsibilities

The team leader

1. Supply and dispose of flowers and/or plants for all worship services.
2. Coordinate with the church staff to ensure that only one person has responsibility to provide flowers on a scheduled Sunday.
3. Assure permanent plants used for interior decorating are properly cared for and replaced if necessary.
4. Supply decorative arrangements on holidays and special occasions and dispose of arrangements in a timely fashion.
5. Plan yearly budget needs to present to the Stewardship Committee at the appropriate time and to oversee the spending of that money.
6. Send thank you notes to people when they provide flowers.
7. Represent the ministry on the Leadership Team
8. Attend scheduled Leadership Team meetings.

Ministries

Greeters

Primary Purpose: To express God's love through Christ to all who come to Santuck Baptist Church through a personal greeting and a warm welcome. We are the first impression of the church and have the first opportunity to impact people's heart towards Jesus Christ.

Team Leader Responsibilities:

1. Represent the greeter ministry on the Leadership Team.
2. Attend scheduled Leadership Team meetings.
3. Recruit and invite others to participate in the ministry.
4. Provide training to new volunteers.
5. Provide a list of volunteers to the church office so that name tags can be made for each greeter.
6. Determine a monthly greeter schedule. Assign volunteers to a station, date, and time. Provide each greeter with a schedule (by text, email, or mail) each month. Submit a copy of each schedule to the staff person overseeing this ministry.
7. Provide the ministerial assistant with a list of contact information for all greeters such as phone numbers and email addresses. This is needed for reminder calls, texts, and emails for their upcoming service dates.
8. Coordinate and find substitutes when a volunteer is unable to serve on their assigned date and time.

Greeter Responsibilities:

1. Coordinate with the Team Leader dates you are available to serve.
2. Wear your name tag so that others can identify you as someone who can offer assistance.
3. Be at your assigned station 30 minutes prior to Sunday School and/or worship service and remain at your station for 10 minutes after the event starts. There are always late arrivers who need to be greeted and assisted.
4. Smile as you greet and make eye contact. Remember, you are the first impression of our church body. Communicate that their presence is important (FOCUS ON PEOPLE!) Stay out of lengthy conversations with friends while greeting.
5. Open doors for guests. This is especially needed after the service has started, so as to minimize the disruption.
6. Provide a worship guide.
7. If someone needs help, give assistance, or ask someone you know who is close by to lend a hand. (Ex. Someone in a wheelchair). The Host ministry and Security Team members can assist with these needs, also. Please do not leave your area unattended.
8. If possible, find out the names of each guest. Introduce yourself to them. Help them in finding the Welcome Center or ask someone close by to assist in getting them there.
9. Notify the Team Leader, as soon as you can, when you are unable to fulfill your ministry assignment date and time.

Ministries

Isaiah 58

Primary Purpose: Isaiah 58 ministry maintains a clothes closet in order to serve women in difficult situations by providing hygiene products, clothes, shoes, and accessories. We have served women who have had house fires, left abusive situations, or who are in difficult financial situations and need these items. The largest part of the ministry is to pack suitcases for ladies who are being released from Tutwiler Prison for Women. The ministry is completely dependent on donations. Volunteers come from different churches and walks of life.

Responsibilities

1. Receive donations, sort them and size them.
2. Receive request forms from the social worker at the prison, file the form by the release date, and pack suitcases according to their requests.
3. Deliver the suitcase to the prison on the day before their release.
4. If a lady comes to the clothes closet with a need, we explain what is available and help her find what she needs. We pray with her before she leaves.
5. Once a month we voluntarily go into the prison to participate in the Re-entry class. When ladies are within 30-60 days of release, they attend a Re-entry class where different agencies explain what resources are available to them. We explain our request form and what they may expect and include our testimony of faith and hope.
6. The closet is open Mondays, Wednesday, and Fridays from 9:00 am until 12:00pm

Ministries Kitchen

Primary Purpose: The Kitchen at Santuck Baptist Church (SBC) is for use and enjoyment of members and non-members within our community, upon request. Your help is needed and expected to keep and maintain this facility in an excellent condition to provide safe food service to all who use it.

Responsibilities

1. Monitor equipment periodically to ensure it is in working order.
2. Restock and maintain church fellowship supplies. Coordinate with other ministries within the church, so that the needed supplies will be available. Maintain an inventory list of all items in the kitchen.
3. Ensure there is an adequate number of clean dish towels and dish cloths available for all church functions.
4. Check the kitchen prior to usage for an approved wedding or funeral to ensure the kitchen is clean as specified in the kitchen checklist.
5. Be sure there are adequate cleaning supplies available (ex: dish detergent, sink cleaner, etc.).
6. Purchase new cooking or serving utensils as needed within the budget guidelines.

Team leader

1. Is responsible for establishing yearly budget needs and presenting them to the Stewardship Committee at the appropriate time.
2. Represent the ministry on the Leadership team
3. Attend scheduled Leadership Team meetings.

Guidelines

1. All groups must contact the primary kitchen monitor to reserve usage of the kitchen. Groups that use the kitchen weekly may keep a standing reservation on file with the understanding that the checklist must be completed each week.
2. Persons requesting use of the kitchen will receive a copy of the kitchen checklist. They will review and sign that they have read and will abide by these rules.
3. Kitchen monitor and church staff will follow up with items on the checklist to ensure that they have been completed. A staff member or the kitchen monitor will check to ensure the kitchen has been cleaned according to the checklist.
4. Persons requesting use of the kitchen for weddings or funerals should make their request to use the kitchen at the same time they request use of the facilities.

Fee Schedule

1. A fee schedule for use of the kitchen by members and non-members of SBC is listed in the Use of Facilities and Equipment policy.

Ministries Library

Primary Purpose: The church library supports each area of the church program by providing materials, both printed and non-printed, to strengthen and expand the program's ability to serve the members who attend. The library also provides the services necessary to maintain and use the materials which are housed in the library. These materials are available to individual members of the church for their personal and leadership enrichment.

Librarian

The church librarian is to manage the church library in such a way that it can be used as a tool to serve the educational and spiritual needs of its members while offering wholesome entertainment using Christian fiction books and movies. A church librarian should know as much as possible about the operation of all phases of church life, (e.g., Sunday School, youth work, evangelism programs, women's groups, and men's groups). A church librarian must be familiar with Christian literature and eager to learn more about it. While a church librarian doesn't need prior library experience, he or she does need a reasonable aptitude and willingness to learn basic library skills and procedures. Basic computer skills are needed, and the Team Leader is tasked with training library assistants.

Responsibilities

1. Pray for the success of the church library in meeting its goals and objectives.
2. Catalog all library books and A/V materials and keep the catalog current.
3. Choose all new books and non-printed materials in consultation with the Pastor and library assistant.
4. Organize the library in consultation with the Pastor and library assistant.
5. Supervise all book processing, cataloging, and shelving of books.
6. Order supplies, books, videos, equipment, and furnishings, as needed, and in accordance with the library budget.
7. Repair and mend damaged materials.
8. Send out a gentle reminder of overdue book notices, as needed.
9. Supervise inventory of all library materials once every year.
10. Check out and in all materials using the computer library program.
11. Return books, tapes, CDs, and DVDs back to their designated locations.
12. Should be available at regularly scheduled times to assist it check-outs and check-ins.

Team Leader

1. Prepare a yearly budget to be presented to the Stewardship Committee at the designated time.
2. Oversee the spending of that money
3. Represent the ministry on the Leadership Team
4. Attend scheduled Leadership Team meetings.

Ministries

Living Water

Primary Purpose: To share the Living Water (The Gospel) with those who attend the Santuck Community Flea Market (John 4:13-14).

Responsibilities

1. Coordinate the setup and staffing of the Living Water Station on the first Saturday of every month except January and February.
2. Ensure all needed items, such as bottled water, coolers, scripture verses, and tracts, are available and accessible each month.
3. Oversee the monthly outreach effort during the Santuck Community Flea Market.
4. Notify participants if the Living Water Station is cancelled.
5. Encourage and enlist classes and ministries to participate.
6. Type all pray requests and distribute them in the Sunday school class registers each month.
7. The team leader will represent the ministry on the Leadership Team.
8. The team leader is expected to attend scheduled leadership meetings.

Ministries

Men's

Primary Purpose: To disseminate various activities that will encourage men to have a better understanding of the Bible and its directives for men.

Responsibilities

1. Plan, promote and implement
 - a. Regular fellowships (ex. breakfasts, wild game suppers, etc.).
 - b. Retreats and men's conferences.
 - c. Mission opportunities (ex. Carpenters of Christ, disaster relief, etc.).
 - d. Bible and inspirational studies in conjunction with the growth groups of the church.
2. Team Leader
 - a. Prepare a yearly budget, present it to the Stewardship Committee at the appropriate time and oversee the spending of that money.
 - b. Schedule transportation with the Transportation Ministry as needed.
 - c. Plan the men's enrichment calendar conforming to the church calendar.
 - d. Formulate a support team to plan, promote, coordinate, and implement all phases of the men's ministry.
 - e. Represent the ministry on the Leadership Team.
 - f. Attend scheduled leadership meetings.

Ministries

Mission

Primary Purpose: Fulfill the mission of Santuck Baptist Church through mission involvement around the world

Responsibilities

1. Involve other ministries in mission projects.
2. Support various missions by carrying out Acts 1:8 strategy. (Home missions, domestic missions, cross cultural missions, and international missions)
3. To grow Christ's influence over the world as we become more obedient to the Great Commission.
4. Team Leader
 - a. Prepare a yearly budget and present it to the Stewardship Committee at the appropriate time.
 - b. Oversee the financial transactions of the ministry.
 - c. Represent the ministry on the Leadership Team.

Ministries

Multimedia Production

Primary Purpose: The Multimedia Production Ministry (MPM) is to support the church's ministries and functions through the use of quality audio and visual enhancements, and live-streaming video services.

General

MPM encompasses the development and management of sound mixing, lighting and/or visual products such as sermon notes, worship songs, pictures, etc. for projection onto sanctuary screens. The ministry is responsible to assist in the production of digital video discs (DVD), compact discs (CD) and other sermon/worship audio and visual support material. The live-streaming services of the church is an additional ministry responsibility. The Associate Pastor of Worship and Media works in conjunction with the ministry. MPM consists of Team Leader, Video Mixers, Audio Engineers (Sanctuary and Broadcast Audio), Graphics Managers, Camera Operators and Lighting Operators. Volunteers for this ministry must be able to walk upstairs into the sanctuary as there is no elevator. Multimedia team members must routinely arrive early to practices and services to set up and prepare equipment, and to remain after completion of the practice and service to shut down and store equipment.

Team Leader

1. Oversees all audio and visual production of the church.
2. Is the principal conduit of communications between church staff, committee personnel and multimedia resourcing management.
3. Is responsible for recruiting, training, and scheduling production equipment operators for every service and practice as deemed necessary by the pastor, worship leader or other responsible person as applicable.
4. Identifies technology needs to the budget committee and coordinates the purchase and installation of technology resources in support of the worship center, fellowship hall and wherever else requested by the Senior Pastor or Associate Pastor of Worship and Media.
5. Develops and presents the annual multimedia production budget to the stewardship committee and is responsible for managing the MPM budget.
6. Schedules training for the Multimedia team. This training is conducted at least annually but may be more often as needed.
7. Posts the schedule of qualified media operators in the Broadcast room. The schedule will include the operator's name and contact information.
8. Will represent the ministry on the church's Leadership Team and is expected to attend scheduled leadership team meetings.

Video Mixer

1. Operates the video mixer which controls images placed on the screens in the sanctuary and consolidates audio and visual inputs for livestreaming and recording for Sunday, Wednesday and other church supported services.
2. Maintains awareness of all images, graphics, and sound inputs before and during live-streaming broadcast. Takes action to prevent images and/or sounds from being transmitted during live broadcasts that might be inappropriate or bring discredit upon the church body, staff, or any other individuals.
3. Is the broadcast director of live-streamed and/or recorded events within the sanctuary and works closely with the Associate Pastor of Worship and Media, Senior Pastor or other responsible person filling the position of event Producer.
4. Arrives early for all scheduled practices and events to be live-streamed or video recorded to turn the system on and ensure preparedness for presenters and singers. Will coordinate with all participating personnel of the scheduled event to identify and plan for graphics, video inputs, lighting changes, audio needs, camera operations and participant activities.
5. Must wear a communications headset during Sunday and other services to communicate with Graphics manager.
6. Coordinates with the Associate Pastor of Worship and Media for scripts of all events; Sunday and Wednesday services, Weddings, Funerals, and other specific events.
7. Will stream and/or record Sunday morning service and other services as requested.
8. Is responsible to learn, in great detail, how the video mixer works, how all other equipment (lights, cameras, sound, graphics) support and feed the mixer, and to troubleshoot correct video production or streaming connection problems.
9. Is responsible to learn concepts and techniques of audience engagement through video presentations
10. Will assist the Team Leader in recruiting and training all other multimedia positions as necessary
11. Ensures copy write material is **NOT** broadcast without written release and permission on file in the main office.

Audio Engineer

1. Operates audio equipment in support of church ministries.
2. Assists in recruiting and training new audio engineers.
3. Sanctuary
 - a. Operates the sanctuary sound board for events using any sound enhancements (i.e., microphones, electric keyboard/guitar, drums, etc.) within the Sanctuary.
 - b. Arrives early for scheduled events to retrieve and distribute applicable sound equipment for presenters, singers, and musicians. Completes sound check and adjustments on all microphones and electronic instruments prior to event start.
 - c. Is responsible to learn how all audio equipment is connected into the worship center audio system, streaming audio system, and to troubleshoot and correct sanctuary audio problems.

4. Broadcast

- a. Operates the broadcast sound board for events using any sound enhancements (i.e., microphones, electric keyboard/guitar, drums, etc.) to be broadcast or recorded.
- b. Arrives early for scheduled events to assist the sanctuary audio engineer in retrieving and checking sound equipment for presenters, singers, and musicians. Completes sound check and adjustments on all microphones and electronic instruments prior to event start.
- c. Is responsible to learn how all audio equipment is connected from the worship center audio system to the video mixer, and to troubleshoot and correct broadcast audio problems.
- d. Ensures copy write audio material is **NOT** broadcast without permission.

Graphics Manager

1. Operates the visual graphics computers (two) for Sunday and other staff approved services. Must become proficient in using Apple computer and ProPresenter software.
2. Assists in the development and presentation of lower third graphics for presenting scripture, worship songs or other text and images to be shown on the screens in the sanctuary and/or broadcast. Assistance in the development and presentation of other graphics may be requested.
3. Arrives early for scheduled practices and services in support of presenters and the worship team.
4. Works closely with Senior Pastor, Associate Pastor of Worship and Media, and Video Mixer.
5. Must wear a communications headset during Sunday and other services.
6. Ensures copy write material is properly referenced and/or release and permission is on file with the Associate Pastor of Worship and Media or other office staff. Coordinate with the video mixer if there is a question regarding copy write images to be live-streamed.
7. Is responsible to learn how both graphics computers are connected from the worship center and broadcast booth to the video mixer, and to troubleshoot and correct graphics presentation problems.
8. Will assist in recruiting and training new Graphics Managers.

Camera Operator

1. Operates remote camera controller managing four fixed-point, pan-tilt-zoom (PTZ) cameras in the sanctuary during Sunday services and other services as requested.
2. Captures images appropriate for screen projection, live-streaming and recording and works closely with the video mixer and broadcast director for the selection of images for applicable transmission feed.
3. Maintains awareness of all camera images before and during live-streaming broadcast. Takes action to prevent images from being transmitted that might be inappropriate or bring discredit upon the church body, staff, or any other individuals.
4. Becomes proficient with the operation and programming of the PTZ video controller.

5. Arrives early for scheduled practices and services in support of presenters and the worship team. Stores and recalls camera presets for use during services.
6. Is responsible to learn how the camera controller is connected to the cameras and video mixer, and to troubleshoot and correct camera operation problems.
7. Will assist in recruiting and training new Camera Operators.

Lighting Operator

1. Operates the sanctuary's theatrical lighting system for services in which customized lighting is requested beyond the scope of the standard house lights.
2. Becomes proficient in the theatrical lighting system software to program lighting scenes according to event scripts. Uses lighting colors, shades, and hues to enhance service presentations.
3. Arrives early for scheduled practices and services in support of presenters and the worship team.
4. Is responsible to learn how the lighting controller is connected to the dimmer control panels, and to troubleshoot and correct lighting operation problems.
5. Will assist in recruiting and training new Lighting Operators.

Ministries

Operation Christmas Child

Primary Purpose: To participate in The Samaritan's Purse project, "Operation Christmas Child." Assisting in the collection of shoebox gifts filled with fun toys, school supplies and hygiene items. To be delivered to children in need around the world to demonstrate God's love in a tangible way.

Responsibilities

1. Promote Operation Christmas Child "Go Boxes."
2. Provide a list of items to be collected monthly.
3. Coordinate workdays to organize the purchased and donated items.
4. Schedule a "Packing Party" near to the collection week.
5. Do fundraising events to offset the postage cost to mail the boxes.
6. Represent the ministry on the Leadership Team and attend the meetings.

Ministries Prayer

Primary Purpose: The Prayer Ministry provides opportunities to involve the whole church family in prayer for every aspect of our services, ministries, events, and activities. The Prayer Room at Santuck Baptist Church (SBC) became known as the “War Room” on May 1, 2016. During the morning worship service prayer warriors of all ages, including our youth pray in the old prayer room located at the front of the church in the foyer. The “Prayer Chain” is a group of prayer partners who are willing to be available twenty-four hours a day to pray for emergency and non-emergency needs of individuals. If you would like to intercede in prayer during our services, please contact Jan Yates at jyates@santuckbaptist.org.

Responsibilities

1. War Room
 - a. Oversee the use of and maintain the War Room.
 - b. Pray for needs of church family as listed on prayer list.
 - c. Send prayer grams when appropriate.
 - d. Promote an awareness of the availability of the prayer room.
 - e. The team leader will maintain a current schedule of prayer room participants.
 - f. The team leader will represent the ministry on the Leadership Team.
 - g. The team leader is expected to attend scheduled leadership meetings.
2. Church wide Prayer
 - a. Plan prayer walks, special event prayer meetings, etc. to involve the church in praying for the needs of our church and to reach our community for events, activities, and evangelism.
3. Prayer Chain
 - a. The team leader will activate the prayer chain by contacting the first prayer partner when he/she receives a call.
 - b. The first prayer partner will contact the next person on the list, and this process will continue throughout the list.
 - c. The last prayer partner completes the loop by calling the team leader.
 - d. The team leader will call:
 - 1) the Sunday School teacher if the person is a member of SBC
 - 2) the pastor or church office
 - 3) the war room team leader
 - e. The team leader represents the prayer chain on the Leadership team.
 - f. The team leader expected to attend scheduled leadership meetings

Ministries

Revival

Primary Purpose: The Ministry team desires to see the lost saved and the saved revived, and a commitment to Jesus Christ empowered by the Holy Spirit. To pray for the ministry team that God would use them to bring about revival.

Responsibilities

1. The revival ministry works in conjunction with the Pastor to plan and oversee the management of revival meetings.
2. Arranges for lodging and provides hospitality for visiting evangelists, teachers, and speakers.
3. Assist the Pastor in preparing the church for revival each year.
4. The team leader will represent the ministry on the Leadership Team.
5. The team leader is expected to attend scheduled leadership meetings.

Ministries

Safety and Security

Primary Purpose: The mission of the Security Team is to ensure the safety and security of attendees and to promote a disturbance free environment for church gatherings. The Security Team will conduct themselves in a loving and professional manner so that God is always honored, and the church is represented in a positive manner.

- Emergency: 911
- Elmore County Sheriff's Office: (334) 567-5227
- Alabama State Troopers: (334) 270-1122

General Duties

1. The security team is responsible for patrolling parking areas, the church grounds, hallways and classrooms during Sunday Services, Wednesday Evening Services, and any other church function where attendance is expected to be large enough for a security need.
2. Be alert for any persons or actions out of the ordinary. Observation of entire campus especially isolated areas, paying special attention to the office area, children's wing and restroom areas.
3. Be alert for any severe weather approaching.
4. Control loud or disturbing noises.
5. Assist anyone needing help.
6. Always keep your safety and the safety of others in mind.
7. The team leader will represent the ministry on the Leadership Team.
8. The team leader is expected to attend scheduled leadership meetings.

Specific Duties

1. Be visible in order to discourage anyone looking for an opportunity to be disruptive or to commit a crime.
2. Stay alert and in assigned areas to ensure maximum protection.
3. Be on time prior to the start of church activities in order to receive any information regarding potential threats and to be issued any necessary keys and radio.
4. Once services have begun, allow a reasonable amount of time for late arrivals (about 10 minutes). After the time allowed has expired, secure all outside doors and buildings such as the North Wing and CAC. Leave the back door to the Preschool open for parents to come in and drop off/pick up children. Only the Preschool door and the four doors to the main foyer should be left unlocked.

Emergency Procedures

1. Criminal Activity:
 - a. Call 911
 - b. Notify other team members via radio for assistance
 - c. Maintain a safe distance
 - d. Get a good description such as race, sex, complexion, clothes, age, weapons

- e. Note vehicle make, color, tag number, direction of travel
 - f. Avoid confrontation if possible unless deemed necessary to protect life and property
2. Disruptive Behavior:
- a. Alert other team members for assistance via the radio.
 - b. Politely and professionally prevent the person/persons to enter the service.
 - c. If the disruption occurs in the service, then follow the instructions of a staff member.
 - d. Move in a non-threatening manner, be aware of other member's positions.
 - e. Be truthful, firm and tell them exactly what you want them to do.
 - f. Make every effort not to involve any others to keep the disruption as minor as possible.
3. Severe Weather:
- a. Alert other team members via radio.
 - b. Move inside the church building
 - c. Assist the staff and team leader to move attendees to designated safe areas in a calm and orderly fashion.
 - d. Be prepared to offer any assistance in the event any destruction occurs.

Ministries Senior Adult

Primary Purpose: To provide activities, programs, and fellowship for Senior Adults that affirm their value to the Lord and His Church. Encourage them to share their gifts, wisdom, knowledge and love for the Lord and others as they continue their walk with Him.

Responsibilities

1. Encourage and affirm Senior Adults through fellowship, programs, and service to continue to glorify, grow, and go in God's Grace.
2. Provide a church-wide setting for Senior Adults to come together for food, fellowship, and fun. To express prayer requests and concerns, to learn from each other and provide for the needs of shut ins.
3. The team leader will represent the ministry on the Leadership Team.
4. The team leader is expected to attend scheduled leadership meetings.

Ministries

Transportation

Primary Purpose: The Transportation ministry serves to love God and have compassion and love for others. The ministry works to provide transportation to and from church sponsored activities for both members and guests as necessary.

Care and use of Vehicles

1. Team leader or appointed member of the ministry should be responsible for storage and scheduling the use of all church-owned vehicles.
2. This ministry will be responsible for the upkeep and maintenance of all church-owned vehicles and perform monthly safety inspections.
 - a. See that the fire extinguishers show an adequate charge.
 - b. See that all seatbelts are in working order.
 - c. Make sure all lights are working.
 - d. Check to see that the brake pedal has firm pressure.
 - e. Make sure that all doors and door locks are functioning properly.
 - f. Make sure that all mirrors are in place and functional.
 - g. See that all alarms are functioning.
 - h. Check tire pressure.
3. In the event that a previously scheduled church-owned vehicle becomes inoperable, this ministry will assist in securing alternative transportation.
4. Provide garbage bags to be used during the use of the van in order to keep trash off the floor.
5. The ministry is charged with making people aware of the Alabama laws and regulations concerning passenger vans. (Number of passengers limited to the number of working seatbelts, no exceptions!)
6. The ministry will hold quarterly safety meetings with all approved drivers.
7. Ministry is responsible for seeing that all church-owned vehicles are properly insured before usage.
8. Ministry is responsible for investigation and recommending any major (over \$150.00) expenses or changes in insurance to the church body before the expenditures are made. The only exception would be in an emergency situation.
9. The team leader will represent the ministry on the Leadership Team.
10. The team leader is expected to attend scheduled leadership meetings.

Golf Cart

1. Must be 21 years old to drive a bus or golf cart.
2. Responsible for running shuttle service from the back parking lot at high traffic times each Sunday morning and during special events.
3. The team leader will maintain a current list of team members and schedule to ensure the shuttle runs at all appropriate times.
4. The team leader will represent the ministry on the Leadership Team.

5. The team leader is expected to attend scheduled leadership meetings.

Vehicle Usage

1. The vehicles of the church are to be used only for church-sponsored events.
2. The procedure for reserving a vehicle is to first place the event on the calendar at a Leadership Team meeting and fill out a church activity van usage request form. If necessary, request may be made through the church office.
3. The availability of the vehicle must be authorized by the Van Ministry team leader. Priority of use will be on a first come first serve basis approved through the church office.
4. Scheduling use of the vehicles must be done in sufficient time to allow for proper servicing.
5. The prospective drivers should have a valid Alabama driver's license and a good traffic record prior to being submitted to our insurance carrier for approval. Approved drivers will be required to submit driver's license number to insurance carrier and to the Van Ministry team leader prior to being placed on master driver's list. While a state approved CDL license is welcome, all drivers must comply with orientation and test drive requirements.
6. The designated driver must fill out the usage log.
7. The designated driver is responsible for seeing that the number of passengers is limited to the number of working seatbelts available, no exceptions (15 passenger maximum including driver).
8. The designated driver/trip coordinator is responsible for seeing that the vehicle is returned in a clean and orderly fashion. Garbage bags are provided to help with this responsibility.
9. The designated driver is responsible for general maintenance checks prior to short trips (less than 100 miles) and during extended trips (over 100 miles). General maintenance may consist of the following:
 - a. Oil check
 - b. Water in coolant jug (do not open radiator cap)
 - c. Visual inspection of tires
 - d. Visual fan belt inspection
 - e. Transmission fluids
 - f. All lights, brakes, horn, etc.
 - g. All seatbelts are to be worn when vehicle is in motion

Ministries

Ushers

Primary Purpose: The Ushers ministry is to serve God in a loving and compassionate way to ensure people who are attending any church service are assisted in any way necessary such as assistance in seating, collection of offering and other areas as needed.

Responsibilities

5. Ushers need to be in position in the foyer area of the church fifteen minutes prior to the start of each church service.
6. Be sensitive to guests and latecomers in the service by helping them to find a seat.
7. Help to screen any distractions in the services that would hinder the atmosphere of worship.
8. Be in place to receive offering at the appointed time and in an appropriate manner.
9. Be willing to assist in special services as well as Sunday services.

Team Leader

1. Enlist ushers for all Sunday morning and evening services.
2. Ensure ushers are available for special services as needed.
3. Conduct scheduled meetings to teach ushers their responsibilities.
4. Represent the usher ministry on the Leadership Team.
5. Expected to attend scheduled Leadership meetings.

Ministries Women's

Primary Purpose: To focus on encouraging and equipping the ladies within our congregation to have a better understanding of the Bible and grow in a personal relationship with Jesus Christ.

Responsibilities

1. Connect the hearts of women, generation to generation, and enable them through discipleship to fulfill scripture and equip them to faithfully serve the kingdom of God in the roles He has given them in their home, occupation, community, and church.
2. Help nurture ladies' relationship with Christ as they grow in the grace, love, and truth of God's word through Bible studies, conferences, retreats, fellowships and other special events.
3. The team leader will plan the women's ministry calendar and coordinates with the person responsible for maintaining the church calendar.
4. The team leader is responsible for preparing yearly budget needs for the ministry, presenting them to the stewardship committee at the appropriate time and for overseeing the spending of that money.
5. The leader will represent the ministry on the Leadership Team.
The team leader is expected to attend scheduled leadership meetings.

Ministries
Deacon
Selection Process
Revised 3.27.22

Primary Purpose: The purpose of Santuck Baptist Church (SBC) is to glorify God by joining Him to grow a community to go and to reach others. Fulfilling this purpose requires that each member of the church body faithfully fulfills the role to which God has uniquely called him or her. One such role is that of deacon. This document describes the process that SBC uses to recognize and select those men called by God to serve as deacons and assist the church in achieving its mission. Each church member plays an important part by prayerfully seeking God's will throughout the process. Because of the importance of the mission deacons are called to support through their ministry, the church individually and as a whole must seek God's will in the selection of deacons.

Definition of Deacon and their role

As the early church experienced explosive growth following Pentecost, the disciples realized that they would not be able to fill every need in the growing church body. To help meet the needs of a growing congregation the disciples sought out men who met certain qualifications to fulfill the role of servants. These servants became known as deacons and the circumstances leading to their selection are described in Acts 6:2 - 7. These verses provide the scriptural basis of the concept for deacons as servants in the church.

(Acts 6: 2 – 6 NIV)

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 ⁴and will give our attention to prayer and the ministry of the word."

(Acts 6: 5 – 6 NIV)

This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit; also, Philip, Procorus, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism. They presented these men to the apostles, who prayed.

(Acts 6: 7 NIV)

So the word of God spread. The number of disciples in Jerusalem increased rapidly, and a large number of priests became obedient to the faith.

These verses also tell us that being a deacon is more than just being a servant. Deacons are to be men *"who are known to be full of the Spirit and Wisdom."* This phrase provides important insight into the character of deacons.

Ministry Teams

Deacons fulfill a number of ministry roles as they are led by God. Deacons can and do serve as Sunday School teachers, assistant teachers, prayer leaders, ministry leaders or any number of other service roles in the church and community. The deacon body has established Ministry Teams to help meet the ministry needs of SBC. Deacons are required to serve on one or more of these teams. They are also encouraged to find another man with a passion for God and His church to work alongside them in the ministry in which they serve.

Family Ministry Team

The Families Ministries will work with the Church Staff to ensure the church family is ministered to regularly. To communicate needs up and down the family ministry chain based on needs in the church family. The Family Ministry team leader will communicate and pray with his or her families and then communicate these needs to their assigned deacon.

1. Shut-in Ministry Team
Works with the church staff to ensure that shut-in members are visited regularly and that any needs are communicated to the staff and the appropriate Sunday School classes.
2. Nursing Home Ministry Team
Works with the church staff to ensure that members residing in nursing homes are visited regularly and that any needs are communicated to the staff and the appropriate Sunday School
3. Hospital Ministry Team
Visits hospitalized church members or members' family and friends on Friday through Sunday to allow church staff to focus on their Sunday responsibilities. This team also has the unique opportunity to minister to family members and friends of patients and to share encouragement and the good news of Jesus Christ.
4. Evangelism Ministry Team
Supports the church staff by encouraging SBC to reach out to those in the community with the love of Christ. This ministry includes:
 - a. First Touch: Making the first contact with those who visit the church on Sunday, calling the visitors on Sunday afternoon or as soon as possible. The purpose of this contact is to thank visitors for attending SBC, answering any questions they may have about the church, asking if there is anything the church may pray about for them, and determining when they are available for someone to visit them in their home. The information obtained from the contact is relayed to the church staff on Monday for consideration during the weekly visitation planning.
 - b. Weekly visitation program: Being active in the church's weekly visitation program and mentoring others in the outreach ministry.
5. Lord's Supper Ministry Team
All active deacons are expected to serve on the Lord's Supper Ministry Team. The deacon vice-chairman is the team leader and is responsible for working with the church staff to schedule the Lord's Supper throughout the year ensuring deacons are available to serve. The vice-chairman is responsible to ensure there is an adequate supply of juice and communion bread, that all linens are clean and available and to organize the team. On

the day of the service, the team is responsible for arranging the communion table, serving the elements under the pastor's leadership, cleaning up after each service and returning items of communion to their proper storage location.

6. Widows Ministry team

All active deacons are expected to work with the widow assigned Lady Family Ministry Leaders to minister to the widows that are members of our church. The deacon leadership works with the church staff to maintain a list of current widows and ensure each widow has a deacon's support. Each deacon should encourage Family Ministry Team Leaders to contact their widow(s) periodically to build a relationship, listen for opportunities to minister, and pray with them as needed. Special events (such as banquets) may be held for SBC widows giving each deacon and Family Ministry Leader other opportunities in which to minister to their widow(s).

Guiding Principles for Selecting Deacons

The deacon selection process employed by SBC affords men who feel God's calling to serve as deacons the opportunity to serve in ministries described above or other ministries. The Bible provides the guiding principles upon which the process is based and makes it clear that God is more interested in the inward condition of a man's heart than the outward appearance of the man. A man's appearance includes more than just his physical attributes and may include his stature in the community, his leadership in the home, or even in his other areas of service.

(1 Samuel 16:6-7 NIV)

When they arrived, Samuel saw Eliab and thought, "Surely the LORD's anointed stands here before the LORD. "But the LORD said to Samuel, "Do not consider his appearance or his height, for I have rejected him. The LORD does not look at the things man looks at. Man looks at the outward appearance, but the LORD looks at the heart."

We, as human beings, tend to look first at outward appearance. Like Samuel, in this passage, we have a tendency to select the man that looks the best on the outside. However, God sees the heart. We need to realize that the heart of the matter is the matter of the heart! Our goal as Deacons and as Christians should be to have a heart like His!

Since only God and the man who senses God's call to be a deacon know the condition of the man's heart. It is up to those who are called to be deacons to examine their hearts and ask God to create in them the desire to serve Him unselfishly out of obedience to His calling. The Psalmist makes it clear that only God can create in us this kind of heart.

(Psalm 51:10 NIV)

Create in me a pure heart, O God, and renew a steadfast spirit within me.

God calls all of us to have clean and pure hearts. Everything we are – whether clean or dirty – emanates from the heart. Jesus said, *"But those things which proceed out of the mouth come from the heart and they defile a man."* (Matthew 15:18, NIV)

To summarize, men answering the call to be deacons at SBC should examine their hearts and ask God to create in them the kind of heart He desires. We are also to pray for God to renew a

steadfast spirit within us. That is, a spirit of faithfulness and obedience.

(Hosea 6:6 NIV)

For I desire mercy, not sacrifice, and acknowledgment of God rather than burnt offerings. Likewise, the lifestyle of the man called by God to serve as a deacon will reflect the condition of the man's heart. Hosea 6:6 provides a clear picture of what God desires from each believer. Sacrifice apart from faithfulness is not acceptable to God.

The deacon's lifestyle, or his walk, is characterized by his conduct and his conversation. As the early church sought men that would serve as deacons they had certain specific characteristics in mind, as recorded in Acts 6: 3-5. Men such as Stephen who were serious about serving God's church were selected to fill this very essential and important role.

(Acts 6:3-5 NIV)

Brothers, choose seven men from among you who are known to be full of Spirit and wisdom. We will turn this responsibility over to them and give our attention to prayer and the ministry of the word. This proposal pleased the whole group. They chose Stephen, a man full of faith and of the Holy Spirit, also Philip, Proconas, Nicanor, Timon, Parmenas, and Nicolas from Antioch, a convert to Judaism.

The deacon demonstrates that his walk is worthy of his calling by knowing that he has been called by God to serve, by being faithful in his service, by humbly viewing service as a privilege, by demonstrating patience as he serves, and exemplifying a forgiving spirit. A deacon whose walk is characterized by these attributes has a reputation for living well in the eyes of God and man and a firm understanding of God's love. Ephesians 4:1-2 records the Apostle Paul's exhortation to the early believers, but the exhortation is just as applicable to believers today and even more so for those called to serve as deacons.

(Ephesians 4:1-2 NIV)

As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love.

In these two verses, Paul points out the five characteristics that demonstrate how a deacon should walk worthy of his calling.

1. By knowing that they have been called by God to serve
2. By being faithful in their service
3. By humbly viewing service as a privilege, not as a right
4. By exercising patience as they serve
5. By exemplifying a forgiving spirit

Our greatest desire of God should be mercy and knowing Him, not just knowing about Him. We can easily go through the motions of external faith but fail to show mercy to our fellow man

and fail to really know God as He revealed Himself in His Son, Jesus. Again, it's not about externals. It's about the heart.

(Psalm 19:14 –NIV)

*May these words of my mouth and this meditation of my heart be pleasing in your sight,
LORD, my Rock and my Redeemer.*

However, successfully fulfilling the roles of husband, father and deacon would be an impossible task without God's empowering Spirit and the love and support of family members and fellow deacons. Deacons are not immune to the snares and pitfalls of the devil, and no one is perfect or without blemish as Romans 3:23 reminds us. It is for this reason that deacons must function as a unified body of believers within the church. This means that deacons must be accountable to one another and be willing to lift up fellow deacons when they stumble or struggle with difficult issues. The loving support of deacons for one another should be a model for the whole church body and must include a willingness to give and accept godly council. In Matthew 18:15-17 Jesus sets the pattern for the restoration process to be followed by believers.

(Matthew 18:15-17 NIV)

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

Deacon Qualifications

In 1 Timothy 3 Paul lays out the qualifications for pastors and deacons. Verses 1 through 7 provide the pastor's qualifications. When reading the pastors qualifications and then moving into the deacon's qualifications the NIV states, "In the same way" which implies that a deacon should also strive to meet the pastor's qualifications. The deacon's qualifications are recorded in 1 Timothy 3:8-13 and are to be applied to men being considered for ordination as well as for deacons being reactivated. The following verses describe clearly the kind of man to be considered for this important role.

(1 Timothy 3: 8-13 NIV)

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.

With the above qualifications in mind, the Deacon Body at SBC will take into consideration a

man's heart and character on an individual basis; understanding that God has forgiven all believers through the blood of Jesus Christ, and that we are a new creation after accepting Him as our Savior and Lord (2 Corinthians 5:17). Furthermore, Jesus does not keep a record of our sins after we have given our lives to Him, so it would not be in the spirit of Christ to hold the life lived as a lost person against a fellow believer (Hebrews 8:12). Scripture is also clear that a lost man cannot be expected to behave or have understanding like that of a Christian.

(1 Corinthians 2:14 (NIV))

The person without the Spirit does not accept the things that come from the Spirit of God but considers them foolishness and cannot understand them because they are discerned only through the Spirit.

(1 Corinthians 6:9-11 NIV)

Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God. And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God.

These verses put into context the following qualifications for deacons and provide the scriptural guidelines to be considered during the deacon selection process. The qualifications should be considered in light of 2 Corinthians 5:17-18 and apply only to believers who have accepted Jesus Christ as their personal Savior and Lord. Therefore, although not specifically listed below, a man who would be considered as a deacon candidate must first be a follower of Jesus Christ.

(II Corinthians 5:17-18 NIV)

Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here! All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation.

These qualifications will be discussed individually as we look at the importance and relevance of each one:

1. A deacon must be worthy of respect.
2. A deacon must be sincere.
3. A deacon must not indulge in much wine.
4. A deacon must not pursue dishonest gain.
5. A deacon must keep hold of the deep truths of the faith with a clear conscience.
6. A deacon must first be tested.
7. A deacon must have nothing against them. (blameless)
8. A deacon must be faithful to his wife.
9. A deacon must manage his children and his household well.
10. A deacon must have served well.

Worthy of respect (1 Timothy 3:8)

Thomas Paine said, "Character is much easier kept than recovered." We know this to be true and our culture is littered with men and women who have worked long and hard to build a good

reputation only to ruin it in a moment of poor judgment. Someone worthy of respect can be considered reverent or honorable. To be reverent and honorable means to be full of wisdom. Deacon's respect is not limited to the church family but must be exemplary outside the church as well. Men of respect are likely to be deacons who grow in their faith and remain faithful in their service.

Sincere (1 Timothy 3:8)

This verse describes the man of his word as sincere and not "double-tongued". A deacon must be a man who can be trusted and known for his honesty. *Proverbs 16:13 "Kings take pleasure in honest lips; they value a man who speaks the truth."* (NIV) For deacons to be men that can be trusted and followed. They must not be men who are "double-tongued" or men who twist the truth.

Not indulge in much wine (1 Timothy 3:8)

A deacon without offense has a lifestyle that sets a good example for others to follow and is related to the first qualification (worthy of respect). The word offense can be interpreted as stumbling block and is the reason deacons should be men who do not indulge in much wine or engage in other behaviors that could cause others to stumble (*Romans 14:21*). *"It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall"*. (NIV) While this verse pertains to all believers it is especially true for deacons who must guard against becoming an offense to others at all costs.

Dishonest gain (1 Timothy 3:8)

The phrase in 1 Timothy 3:8 "pursuing dishonest gain" paints a picture of someone that is greedy for money to the point that they are willing to obtain it anyway they can. The Bible has much to say about money and the pursuit of wealth. Jesus gave several stern warnings about allowing money to take our focus off of God and serving Him. The faithful giver is one who gladly shares what he has with others. A deacon who is faithful with his tithe and offerings will be motivated by his desire to see God's Word spread throughout the world. Paul wrote in *2 Corinthians 9:7* *"Each man should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver"*. (NIV)

Deep Truths of the Faith (1 Timothy 3:9)

The phrase in verse 9 "hold to the deep truths of the faith with a clear conscience" implies that deacons should be men who are students of God's Word and who regularly spend time in prayer and personal Bible study. Deacons should have a clear understanding of what they believe and why they believe it. This includes an understanding of church doctrines such as salvation by grace through faith, the resurrection, the rapture, and many other doctrines of the Christian faith. This understanding will produce a commitment to service and a trust in God's power. 1 Peter 3: 15-16 tells us that all believers should be ready to give a reason for the hope they have in Christ.

(1Peter 3:15-16 NIV)

But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect, keeping a clear conscience, so that those who speak maliciously against your good behavior in Christ may be ashamed of their slander.

First be Tested (1Timothy 3:10)

To be tested or proven means that a man's life experiences demonstrate a pattern of faithfulness and commitment to fulfill responsibilities. The role of deacon involves the trust of the church body, fellow deacons and the pastor. This trustworthiness should be evident in the life of deacons through their reputation in all areas of their life. Jesus illustrated this principle in Matthew 25 in the parable of the talents.

(Matthew 25:19-21 NIV)

After a long time, the master of those servants returned and settled accounts with them. The man who had received the five talents brought the other five. "Master," he said, "you entrusted me with five talents. See, I have gained five more." His master replied, "Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!"

Nothing against them (1 Timothy 3:10)

The term nothing against them as used here does not mean perfect since none of us are perfect. However, it does imply that there are no valid accusations that would indicate serious character flaws. Also, the term nothing against them means that the deacon's conscience is free of conflict between himself and others, as much as it depends on him. A blameless deacon seeks to live above reproach and has nothing in his life that Satan, the unsaved, or even other Christians might use to criticize him or the church. Paul writes of the importance of living a blameless life before God and man in Acts 24:16.

(Acts 24:16 NIV)

So, I strive always to keep my conscience clear before God and man.

Faithful to his wife (1 Timothy 3:12)

Among the qualifications of deacons mentioned in 1 Timothy 3 is the phrase "faithful to his wife" or "the husband of one wife" used in other translations. At the very least this phrase means that as a follower of Christ he is a man who is sexually pure and whose marriage commitment is to only one wife. The deacon candidate is a man who, since accepting Christ as Lord and Savior, has remained faithful and sexually pure in his commitment to his wife. In addition, the deacon candidate is a man who diligently guards his relationship with his wife by fleeing from all temptations that may bring harm to that relationship. Husbands, and especially deacons, are to love their wives just as Christ loved the Church. (Ephesians 5:25-31).

(Ephesians 5:25-31 NIV)

Husbands, love your wives, just as Christ loved the church and gave himself up for her to make her holy, cleansing her by the washing with water through the word, and to present her to himself as a radiant church, without stain or wrinkle or any other blemish, but holy and blameless. In this same way, husband's ought to love their wives as their own bodies. He who loves his wife loves himself. After all, no one ever hated their own body, but they feed and care for their body, just as Christ does the church^{for} we are members of his body. "For this reason, a man will leave his father and mother and be united to his wife, and the two will become one flesh."

Scripture will be the basis to determine if a divorced man may be considered as a Deacon.

(Matthew 19:3-9 NIV)

Some Pharisees came to him to test him. They asked, "Is it lawful for a man to divorce his wife for any and every reason?" "Haven't you read," he replied, "that at the beginning the Creator 'made them male and female,'¹ and said, 'For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh'? So, they are no longer two, but one flesh. Therefore, what God has joined together, let no one separate." "Why then," they asked, "did Moses command that a man give his wife a certificate of divorce and send her away?" Jesus replied, "Moses permitted you to divorce your wives because your hearts were hard. But it was not this way from the beginning. I tell you that anyone who divorces his wife, except for sexual immorality, and marries another woman commits adultery."

The translation "husband of one wife" may not be the best translation of the passage. The Greek phrase in 1 Timothy 3:2, "mias gunaikos andra", could be literally translated "one-woman man" or "a man of one woman." The last word, man, appears in a slightly different form in each of the three passages, but the meaning is the same. The key leaders of the church, elders and deacons, are to demonstrate themselves to the church as "one-woman men."

That accurate translation seems to almost explain itself. What is in view here is the man's heart. It involves much more than just being sexually faithful to his wife. A one-woman man is faithful in body, yes, but also in soul and spirit. He is devoted to his wife. His relationship with his wife demonstrates that he knows how to be a servant leader. If he is not faithful and devoted to his wife, it is unlikely he will be faithful and devoted to his church duties.

Manage his children and household well (1 Timothy 3:12)

This qualification is not intended to exclude men who are not fathers. It is intended, however, to mean that deacons who are fathers should have a reputation for "managing their children well". This phrase does not mean that the deacon's children are perfect or without struggles but that they are nurtured well, instructed biblically, disciplined appropriately, and guided safely. Deacons should model what it means to be godly to their children. Proverbs 20:7 emphasizes the value of being a godly father.

(Proverbs 20:7 NIV)

The righteous man leads a blameless life; blessed are his children after him.

In an age when the importance of the home is being minimized in our society, the role of the deacon as a spiritual leader at home has never been more important. Of course, the deacon's spiritual leadership at home must go beyond church attendance and must encompass all aspects of being a godly leader. This includes leadership in religious instruction of the children, engaging his family in Bible study, and demonstrating his love and devotion for his wife. The verses found at Ecclesiastes 4:12 and Proverbs 27:17 sum up the principle of accountability among believers and highlight why it should be an important part of the deacon ministry at SBC.

(Ecclesiastes 4:12 NIV)

Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.

(Proverbs 27:17 NIV)

As iron sharpens iron, so one man sharpens another.

Served well (1 Timothy 3:13)

This is more of what a deacon should have done or is doing during his walk as a deacon. If a deacon has served well, he will gain excellent standing within the church and in the community. This area encompasses most of the qualifications above and also great confidence in the faith that is in Christ Jesus. Matthew 25:21 says it in a very understanding way.

(Matthew 25:21 NIV)

"His master replied, 'Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!'

The Process for Selecting Deacons at SBC

1. Selection cycle, age qualification and term of office.
 - a. The active deacon body at SBC is comprised of deacons having the qualifications as per "Bylaws" and previously discussed who are at least twenty-five years of age and have been a member of SBC for at least one year.
 - b. Deacons will serve for a term of up to three years, except in the event deacon elections does not produce a sufficient number of deacons to replace the number of deacons rolling off or to make sure a sufficient number of deacons are available to serve the church body.
 - c. This exception would allow the deacons scheduled to roll off to serve one additional year with the approval of the active deacon body and subsequent approval by the church membership.
 - d. This process is intended to be flexible and will be reviewed by the deacon body, in consultation with the pastor, as needed. As the church grows, the number of deacons

comprising the active deacon body may also need to grow to meet additional ministry needs.

2. Nomination process

- a. Nominations for prospective deacons will be solicited from the church membership by the deacon body chairman each year.
- b. Church members will prayerfully consider nominating the men who they believe meet the qualifications.
- c. All nominating ballots should be received by the Chairman of Deacons at the end of the nomination period.
- d. Once all nominations have been received, the active deacons will contact each nominee to determine if they are willing to be considered as deacons.
- e. Those men who indicate that they feel called to be a deacon and are willing to be considered for election by the church will move on to the deacon candidate interview and orientation process.

3. Interview and orientation process

- a. The deacon candidate interview and orientation process provide an opportunity for prospective deacons and the current deacon body to become better acquainted and for each to ask questions of the other.
- b. Most importantly, it is an opportunity for the prospective deacons to fully understand the role and qualifications of a deacon at SBC, as described in this document and to reflect on their calling to be a deacon.
- c. All nominees, including men who have previously served and have been inactive for two years as a deacon, will be required to participate in the interview and orientation process.
- d. The deacon Chairman or selected deacon will schedule a time to have the deacon candidate, meet with all active deacons and the pastor.
- e. Each deacon candidate will be asked to complete the Self Evaluation Profile included at the end of this document.
- f. The profile includes a number of questions regarding reputation, self-control, godly values, the home, and spiritual maturity.
- g. It is intended to serve as a tool during the interview and orientation process to gauge the candidate's understanding of the principles upon which the role of deacon at SBC is founded.
- h. Each candidate will be provided a copy of the self-evaluation profile to review and complete prior to the interview and orientation process and the candidate should be prepared to discuss their responses during the meeting.
- i. The deacon candidates will be allowed to keep their self-evaluation profiles.
- j. During the meeting, each Ministry Team leader will discuss the team's purpose and responsibilities of team members and answer any questions that the deacon candidate might have about the ministry.

Following the deacon candidate interview and orientation process, with approval of the Deacon body, the names of those men who have met the qualifications and are convinced of their calling are placed on the deacon election ballot for consideration by the church membership.

The following section will describe the steps in the deacon election process and the typical timing of each one. The process is comprised of the following four distinct steps:

1. Nomination of potential deacon candidates
 - Solicitation for Deacon Nominations (1st week of August)
 - Deacon Nominations by Church Body (2nd & 3rd week of August)
2. Interview and orientation of nominated candidates
 - Deacon Candidate Interview/Orientation (4th week of August – 1st week of September)
 - Deacon Candidates announced (2nd week of September)
3. Election of Deacons
 - Deacon Election by Church Membership (3rd Sunday in September)
 - Post List of Elected Deacons (4th Sunday in September)
4. Ordination for first-time deacons
 - New Deacon Ordination Service (1st Sunday in October)

Election

1. Instructions to the Membership
 - a. Instructions for the voting process including a list of candidates will be published in the worship bulletin.
 - b. On the third Sunday in September, a deacon election ballot with instructions will be placed in the worship bulletin and the church membership will elect deacons from the list of candidates.
2. Counting the Ballots
 - a. After the church membership has voted, the Chairman, Vice Chairman, Secretary and/or selected deacons will count all submitted ballots.
 - b. The Chairman, Vice Chairman, Secretary and/or selected deacons will count the total number of church membership that voted; deacon candidates that receive a minimum of 20% net positive of total membership votes will have been selected by the church to serve as deacons.
 - c. Vote YES for those you believe are qualified.
 - d. Vote NO for those you do not believe are qualified. Abstain if you are uncertain.
(Example of Net Positive Vote:
100 members vote; 20 vote yes for a deacon candidate, 5 vote no, 75 abstain, Net of the vote is a positive 15%, the Deacon would not be selected by the Church Body.
3. Notification of selected deacons
 - a. Prior to the posting of the elected deacons, the Chairman, Vice Chairmen, Secretary and/or selected deacons will contact each elected deacon notifying them of their selection to the deacon body.
4. Ordinations
 - a. On the first Sunday in October, a deacon ordination service will be held during the

evening worship service for those men elected as deacons who have not previously been ordained.

- b. All newly elected deacons will begin their term in October.

Selection of Deacon Officers

Three officer positions exist within the deacon body at Santuck Baptist Church to fill very specific and very important functions. Each of the positions is to be occupied for one year by an active ordained deacon who has served for at least one year. These positions are the Chairman, Vice-chairman, and Secretary.

Responsibilities of the Chairman:

1. Prepare, with input from the Pastor, an agenda for regularly scheduled meetings.
2. Ensure that deacon meetings are conducted efficiently and orderly.
3. Assist Ministry Team Leaders to achieve stated ministry goals.
4. Provide encouragement to fellow deacons and assist with deacon accountability when necessary'
5. Assist the Pastor.
6. Serve the Pastor during the traditional observance of the Lord's Supper;
7. The chairman or his designee announces the beginning of the deacon nomination process to the congregation.
8. Receive nominations for deacon officer positions prior to officer elections.

Responsibilities of the Vice-chairman include:

1. Serve as Chairman during the Chairman's absence.
2. Assist the Chairman.
3. Prepare the annual list of deacons to give the Offertory Prayer during morning services and ensure that each deacon receives a copy.
4. Schedule deacon fellowships.
5. Lead in the preparation of the Lord's Supper.

Responsibilities of the Secretary include:

1. Taking minutes at all deacon meetings and distributing the minutes to active deacons for consideration and approval at the following meeting.
2. Maintain important documents, such as the Deacon Policy and Procedures Manual and current contact information for all active deacons; and Ministry Team member lists.
3. Assist the Chairman during deacon officer elections by preparing ballots for the Officer Nomination process.

Deacon Officer Elections

1. Held during October of each year.
2. Any active deacon, who has served for at least one year, either during his present 3-year term or during a previous 3-year term, maybe nominated by a fellow deacon, provided the nominee has consented to the nomination.

3. Deacons who wish to nominate a fellow deacon must contact the prospective nominee to receive his consent before notifying the current Chairman of the name of the nominee and the office, e.g. Chairman, Vice-chairman, or Secretary.
4. The nomination process will begin following the September meeting and all nominations must be submitted to the.
5. The Chairman and Secretary will prepare officer election ballots for the October meeting.
6. Each deacon will vote for one nominee for each office and all votes will be counted by two deacons selected by the Chairman and the newly elected officers will be announced during the meeting. The new officers will begin serving at the October meeting.

SANTUCK BAPTIST CHURCH
Deacon Candidate Self
Evaluation Profile

Name_____

Date of Evaluation_____

This profile is prefaced with the understanding that all men are in a process of maturing. Yet, while not perfect, all persons being considered for the office of Deacon must show progress in maturity. The following questions are intended to help you carefully and prayerfully evaluate important areas of your life that are both inward and outward indicators of your Christian walk. In some instances, your response may be a simple yes or no. For other questions, your response may lie along a continuum from unsatisfactory to outstanding and reflecting where you are in the process of becoming a mature believer. You may provide additional explanation for your response if you wish.

A. WORTHY OF RESPECT

1. BLAMELESS (Are you free from or not deserving blame?) (1 Timothy 3:10)

a. Are there any clear, reproachable pattern(s) of unresolved wrongdoing in the following areas?

- a) Morality – Examples include pornography, inappropriate relationships, and inappropriate speech

- b) Honesty – Examples include unfair business practices, dishonest financial reporting, and broken commitments at home, church or work

- c) Civil law – Examples include frequent fines or judgments indicating a pattern of disregard for civil law.

- d) Trustworthiness – Examples include frequently missing

appointments, being late for meetings, and not completing assignments or responsibilities.

- e) Are there some examples showing personal disregard for founded, expressed concerns of others, such as an unwillingness to resolve conflicts or to seek counseling when needed?

2. REVERENT (1 Timothy 3:8)

- a. Do you take your spiritual and organizational role seriously as evidenced by your attendance, service when called upon, and personal growth through Bible Study?

YES or NO

B. SELF CONTROL

1. NOT INDULGE IN MUCH WINE (1 Timothy 3:8)

- a. Is there an addictive tendency in any area of your life, including alcohol, food, sex, gambling, drugs, etc.? If so, is it under control now? YES or NO

- b. Do you maintain your sobriety? YES or NO

- c. Are you a bearer of twisting the truth, or saying one thing and meaning another?

- d. Do you spawn unhealthy "political/manipulative" attitudes which cause divisions and controversies in the church?

C. GODLY VALUES

1. MUST NOT PURSUE DISHONEST GAIN (not greedy for gain or dishonest with money) (1 Timothy 3:8)

a. Are you accountable to God for your finances, practicing the following characteristics?

- | | | | |
|-----------------|-----|----|----|
| a) Faith | YES | or | NO |
| b) Giving | YES | or | NO |
| c) Providing | YES | or | NO |
| d) Paying Taxes | YES | or | NO |

b. Are there any objections raised by others about your monetary motives? YES or NO

D. A HEALTHY HOME

1. HE MUST BE FAITHFUL TO HIS WIFE (1 Timothy 3:12)

a. Are you single-minded in your devotion to your wife? YES or NO

b. Is your behavior around other women appropriate and respectful? YES or NO

2. Do you take unnecessary chances by deliberately exposing yourself to temptation? YES or NO

3. HE MANAGES HIS HOUSE WELL (1 Timothy 3:12)

a. Are there any outstanding problems regarding your handling of the affairs of your home?

b. Is there a degree of discipline and order to your household?

4. A FAITHFUL WIFE (1 Timothy 3:11)

a. Does your wife support you in your service for Christ? YES or NO

b. Does she attempt to make peace in difficult circumstances? YES or NO

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E. MATURE IN THE FAITH

1. TESTED (1 Timothy 3:10)

- a. Have you demonstrated consistency in these standards over a period of time so that others can concur with you on this evaluation?

2. HOLD TO THE MYSTERY OF THE FAITH WITH A PURE CONSCIENCE (1 Timothy 3:9)

- a. Do you demonstrate founded and sincere faith and understanding of the "mystery" of Christ's righteousness?

- b. Do you keep short accounts with God and others about sin in your life and resolving personal conflicts?

It is important that this profile be completed and discussed with the Chairman and active deacons during the interview and orientation meeting to achieve reasonable objectivity in this evaluation. Affirmative responses to a majority of the questions with no "unsatisfactory" responses, provides a minimum preliminary evaluation that you may be appropriate to serve in the capacity of an active deacon.

However, general opinion should be cautioned by the occurrence of one or more "unsatisfactory" responses found in the evaluation. These issues should be settled prior to the candidate's name being placed on the voting ballot for election as an active deacon.

Deacon Candidate Signature / Date

Request Form

For Church Activity, Equipment & Van Use

Please return to the church office for approval.
This request must be approved before use. You will be notified when confirmed.

Today's Date _____

Person/Ministry making request:

Name: _____

Home Phone: _____ Cell Phone _____ Email _____

Requested reservation date: _____ Time: beginning at _____ ending at _____

Is this a recurring event? _____

Type of activity _____

Purpose of activity _____

Will this be happening on or off campus? _____ If on campus, will you need security? _____

Which room/rooms will you be using? _____

What equipment will you be needing/using? Chairs, tables, etc.

Will you be using the church van? _____

Please note that gas will be provided for ministry and mission purposes. All others are encouraged to pay for the gas used.

Who will be the driver? _____ (Driver must be listed on our insurance **BEFORE** they are approved to drive)

Please Note: You are responsible for leaving the room or van the way you found it.

Signature: _____

This request must be approved before use. You will be notified when confirmed.

Approved by: _____ Date: _____

Civilian Volunteer Release (Criminal Justice Ministry)

Civilian Volunteer Release Form

Date _____

I, _____, as a civilian volunteer participating in an Elmore County Jail Inmate Program in direct contact with the inmates, do hereby release the Elmore County Sheriff's Department, its staff and members from any liability concerning my safety and welfare. I understand that precautions have been implemented to protect me and maintain jail security as circumstances may warrant, but relinquish my right to monetary compensation in the event those precautions prove futile or unforeseen occurrences arise.

Volunteer Signature: _____

Jail Administrator: _____

Civilian Volunteer Information (Print)

Name: _____

Address: _____

DOB: _____

SSN: _____

Ex-Inmate ECJ? ☐ No ☐ Yes If Yes, When? _____

Convicted Felon? ☐ No ☐ Yes Related to

Inmate? ☐ No ☐ Yes Program: _____

Machine Copy DL or other ID w/photo below:

Submit this form to Jail Administrator

Facility Use Request Form for Weddings

For planning purposes, the following information will be provided to the church office.

1. Applicant _____
 - a. Bride's Full Name _____
 - b. Groom's Full Name _____
2. Address _____
3. Daytime Phone # _____ Evening Phone # _____
4. Date and time of event _____
5. Specific purpose of proposed use _____
6. Specific areas of the Church to be used _____ (see checklist attached)
7. Who will perform the ceremony _____
Counseling Dates _____
8. Music selections for the ceremony _____
9. Wedding Director _____ Phone # _____
10. Building monitor to be notified time/date _____
11. Member of Santuck Baptist Church? Yes _____ No _____
12. Amount to be paid \$ _____ Due Date _____
(Amount to be paid prior to use of facilities)

I have read and agree to the policies concerning usage of sanctuary and/or church buildings and assume responsibility for all these policies.

_____ Date _____ Signature

_____ Date _____ Witness

CHECKLIST FOR KITCHEN USAGE

Name

Ministry

Date and Time of Usage

Initials after each item below will be confirmation that the item was reviewed.

- a) Be sure there is no leftover food remaining in the refrigerator after each usage. ____
- b) All cooking equipment, such as stove, ovens, mixer, grill, tilting skillet and steam jacket, etc. should be properly cleaned.
- c) Coffee pots and carafes should be properly cleaned and returned to correct storage area. ____
- d) All counter tops should be washed down after every use. All storage items should be returned to the correct storage area. _____
- e) All sinks and drain boards should be cleaned. There should be no items left in the sink or on the drain boards. ____
- f) Floors should be swept and mopped after every use. _____
- g) All garbage removed from kitchen and placed in the outside garbage can after every use. If a garbage bag is removed a new one should be put in its place.
- h) All dirty towels, potholders, etc. are to be left in the assigned basket under the triple sink.
- i) Check all equipment such as the warmer, electric serving line, ovens, etc. to ensure that they are turned off. ____
- j) If you used the eating area, vacuum the floors, put the tables and chairs where they belong and make sure the bathrooms are picked up and lights turned off. _____
- k) All boxes/items should be off the floor in the pantry area. _____

I have received, read and understand the checklist and will abide by these rules.

Name of Group/Representative

Date

Phone #

Name of Kitchen Monitor

Date

Phone #