

Section 4 – Operating Policies

Mission Trip Financial Policy

The coordinator/organizer of the mission trip will complete a Trip Planning Report to present to senior pastor as soon as is reasonably possible and then to the church body during a regularly scheduled business meeting for approval by the body. A final Trip Report will be completed by the coordinator/organizer of the mission trip as soon as possible after the completion of the mission trip and submit the finalized report to the senior pastor and to the church body during a regularly scheduled business meeting.

The mission trip should be planned with sufficient time to allow participants to raise funds to pay their share of the costs for the trip. This amount should cover travel, food and accommodations.

Accommodations are usually provided by a campsite or church at the destination. This expense should be included in the cost decided in the planning stage. If participants must spend the night on the road, this cost should also be figured into the initial fee.

Food is usually provided by the host camp or church. Any meals not provided by the host should be paid for by individuals, if this cost cannot be determined in the planning stage.

Designated gifts given to defray costs may be used to reimburse participants for travel expenses if money is available at the end of the trip.

Participants who wish to serve in the mission trip, but cannot pay the initial fee should contact the Missions or Stewardship Committees chairperson to request scholarship monies. An appeal will be made for donations for this eventuality.

Policy/Procedure for filling a full-time pastoral staff position.

The membership of First Baptist Church of Lolita will enter into a special called business meeting for the purpose of seeking God's will in filling a full-time pastoral staff position. The special called meeting will immediately follow the service during which the candidate is presented to the church body.

Only members of First Baptist Church of Lolita who are present during the business meeting will be invited to cast a vote concerning the candidate. The voting will be done by secret ballot with one vote per member. Voting by proxy will not be permitted.

The deacons present during the voting process, along with the search committee chairperson, will collect and count the votes. The search committee chairperson will report the results to the moderator who will announce the desire of the church body as determined by the vote based on the following standard:

- a. To invite the candidate to serve as Senior Pastor, the vote must be at least 90% in favor of the call.
- b. To invite the candidate to serve in a position other than Senior Pastor, the vote must be at least 80% in favor of the call.

Once the desire of the church body is determined, the moderator, or a designated representative, will inform the candidate of the church's desire and await the candidate's response.

Miscellaneous Policies

Church Calendar:

- Annual Budget adopted in December and implemented in January
- Nominating Committee elected in March.
- New Sunday School teachers elected in May
- Sunday School Promotion last Sunday in June
- New Committees elected in October to allow for annual budget planning.

Kitchen:

- Trashcan emptied after use
- All linens should be cleaned by users
- No dishes or utensils leave the church building without permission
- Kitchen cleaned after use
- No leftovers left in refrigerator
- Nothing loaned from kitchen except coffee urn

Church Van: (approved 2-14-10 business meeting)

- Use of the church van will be coordinated through the calendar located in the church office.
- Maintenance and gasoline purchases for church van use will come from the van ministry line item in the church budget with the following exception: for any use of the van exceeding 250 miles round trip, the group/activity using the van is responsible for gasoline purchases during that use, to include filling the tank at the conclusion of the trip.
- The van will be filled with gasoline after each use by the person/group using the van.
- The inside of the van will be cleaned after each use by the person/group using the van.
- The van will only be used by members of First Baptist Church, Lolita unless specifically approved by the church body.
- Coordinate with the church van committee before using the van on any trip exceeding 250 miles round trip.

Church property and monies:

- At a minimum, keys to the church are to be given to: pastor, custodian, music director, youth pastor and one kept at the parsonage
- Memorials are to be part of general financial report, but kept separate and used at the discretion of the church body.

Cost of camps:

- Church will pay all the fees for sponsors.
- Campers are responsible for any registration fees.
- Camp costs for campers are the responsibility of the camper. Monies may be provided through event fundraisers, scholarships, donations, etc.

The following three policy additions/amendments were approved 1-11-09

Permanent Committees:

- Individuals serving on a Committee must be an active member of FBC, Lolita for a minimum of three months immediately prior to serving on a Committee.
- ~~Committees will consist of no less than three members and no more than five members.~~
(Rescinded during business meeting 12-12-10)
- Committee members will be elected by church vote during a regularly scheduled business meeting by October of each calendar year and serve from January through December of the following year.
- The Committee chairperson will be a member of the incoming committee and will be chosen by the members of the incoming Committee with the exception of the Weekday Education, Youth Ministry, and Pastor Advisory Team. These will be chaired by the appropriate staff member leading the committee.
- As appropriate, the Committee chairperson will submit a budget proposal for their particular Committee Team to the Stewardship Committee by November 1st for consideration in the next annual budget.

Bereavement Flowers:

- The church will provide bereavement flowers in the event of the death of a church member or the immediate family of a church member (spouse, mother, father, child or sibling).
- Arrangements for bereavement flowers will be coordinated by the pastor with the assistance of the church secretary or by another designated church member.

Use of church facilities and resources:

- Church facilities and resources may be used by active church members and church organizations/ministries for special events without additional costs or obligations as long as the activities are coordinated through the church office.
- The person in charge of coordinating the activity/event is responsible for insuring the facilities are cleaned after use.
- Use of church facilities and resources may be used by non-church members and/or non-church related activities/events as long as it is not in conflict with a church related activity/event.

- Use of church facilities and resources for non-church related activities/events will be coordinated through the pastor and church office.
- A minimum fee of \$100 will be charged for use of church facilities by non-church members and/or non-church related activities/events. The \$100 fee will be deposited in the church's general budget.
- A \$100 refundable deposit is required before using church facilities for weddings, or similar events. If, after the event, church facilities are cleaned to the condition prior to the event, the \$100 will be refunded. Otherwise the deposit will be pay for custodial work.
- Church facilities will not be used for overnight, non-church related activities/events.

The following policy was approved during our regular monthly business meeting on May 16, 2010

Youth – the youth ministry consists of students in grades 7-12.

The following policy recommendation from the Stewardship Committee was approved during our regular business meeting on July 11, 2010.

Spending approval:

- Controls are necessary to insure that church funds are managed effectively and that purchases are made in accordance with the policies of the church. All purchases in excess of \$250 must be approved in advance by the committee, which has budgetary authority for those funds. Approval must be obtained through a committee meeting or poll of the majority of the committee.
- In the case of an emergency, where the potential exists for harmful physical damage to church property, the purchase may be made out of necessity.
- This policy applies to both the general account fund and the designated fund.