

CONSTITUTION and MINISTRY GUIDELINES



Leavenworth, Kansas

340 N. Thirteenth
682-4426

**CONSTITUTION
of the
First Baptist Church of Leavenworth, Kansas**

The Preamble

Resting on our faith wholly in the Lord Jesus Christ for our salvation, and believing in the teachings of the Holy Bible as the plenarily and verbally inspired Word of the living God, we have affiliated ourselves with one another as a body of immersed believers, and we adopt this constitution as a declaration of our convictions so that we may carry on the Lord's work decently and in order.

Article 1 — Name, Headquarters, Seal and Insignia and Duration

- A. Tabernacle Baptist Church was organized in 1858. First Baptist Church organized in 1860. 28 members of these two churches joined together on May 19, 1864. It is duly incorporated under the laws of the State of Kansas as The First Baptist Church of Leavenworth, Kansas.
- B. The principal office of this corporation shall be 340 North Thirteenth, Leavenworth, Kansas. Other offices for the transaction of business and management shall be located at such places as the Board of Directors shall from time to time determine.
- C. This corporation shall have a corporate seal, which shall be a circular impression having inscribed thereon the name of the corporation, and the words, "Seal" in the center.
- D. This corporation shall have such official insignia as the Board of Directors may determine.
- E. For legal purposes only, the Board of Directors shall consist of the Trustees Church Clerk (corporate secretary) and Church Treasurer. The Chairman of the Trustees shall be the chairman of the Board. Members of the Board of Directors shall be elected by a majority vote of a quorum at a regular business meeting. For regular business a quorum consists of the lesser of twenty (20) members sixteen (16) years of age or older, or ten percent (10%) of church membership, whichever is least. Any vacancy that occurs between annual elections shall be filled in accordance with Ministry Guidelines.
- F. This corporation shall be a non-profit corporation, renewed annual with the State of Kansas.

Article 2 — Purpose

The purpose of this church is to advance the Kingdom of God through preaching the Gospel, administering the ordinances of baptism and communion. Teaching of Scripture, encouraging Christian fellowship and ministering to the local community of Leavenworth, Kansas and supporting local, national, international missionary endeavors.

Article 3 — Denominational Cooperation

Recognizing with gratitude the rich heritage which this church has in the Baptist work in Kansas, it shall be the purpose of this church to continue with its affiliation with the American Baptist Churches of the Central Region, Northeast Area and the American Baptist Churches of the USA.

Article 4 — Church Doctrine, Statement of Faith and Church Covenant

A. Church Doctrine

This church accepts the Holy Bible as the basis of doctrine and practice. The 1833 New Hampshire Confession of Faith (taken from J. Newton Brown, D.D. *A Baptist Church Manual*) can be used as a commentary on the doctrines and practices of this church body. This church also recognizes the pamphlet *We Are American Baptists* as a statement of faith that captures our identity within the body of Christ.

B. Statement of Faith

We believe that God is the creator of the universe and all that is in it, including mankind which God made in God's own image with the capacity for communion with God. We believe the Bible, consisting of the Old and New Testament, was written through the inspiration of the Holy Spirit. We accept the Bible as the source and basis of our beliefs and practices. We believe the Old Testament reveals God's grace to redeem fallen mankind and to restore communion with God. We believe the New Testament reveals God through the life and ministry of Jesus Christ whom we recognize and accept as our Savior and Lord.

We support the historic beliefs of the Baptist heritage to include: the priesthood of every believer; the ordinances of believer's baptism and communion (the Lord's Supper); the autonomy and self-government of the local congregation; and religious freedom.

We believe the local church consists of a body of believers with Christ as the head and organized for worship, fellowship, discipleship, evangelism, and service.

We believe that wedding ceremonies on church property are spiritual acts of worship of the God who created this divine institution. As such, weddings on church property shall be officiated by one or more ordained or church licensed ministers of the Gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Such determinations may be made by the pastor and the Deacon Ministry Team subject to the direction of the church. No minister or employee of the Church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Compassion, love, kindness, respect and dignity shall be shown to every person.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive

to God. (Leviticus 18: 2-30; Psalm 127:3-5; Romans 1:16-32; I Corinthians 6:9-10; I Corinthians 7:1-2; Hebrews 13:4)

C. Church Covenant

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love:

- To strive for the advancement of this church in knowledge, holiness, and comfort;
- To promote its prosperity and spirituality;
- To sustain its worship, ordinances, discipline, and doctrines;
- To give it a sacred pre-eminence over all institutions of human origin;
- To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and personal devotion:

- To religiously educate our children;
- To seek the salvation of our kindred and acquaintances;
- To walk circumspectly in the world;
- To be just in our dealings, faithful in our engagements, and exemplary in our deportment;
- To avoid all tattling, backbiting, and excessive anger;
- To abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love:

- To remember each other in prayer;
- To aid each other in sickness and distress;
- To cultivate Christian sympathy in feeling and courtesy in speech;
- To be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior, to secure it without delay.

We moreover engage, that when we move from this place, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and the principles of God's word.

Article 5 — Church Government

- A. This church utilizes the Congregational Style of Government.
- B. This means that the final authority for the church's beliefs or actions rest in the congregation as a whole as it can best discern the mind of Christ using the Holy Bible as it's guide.
- C. All elected or appointed positions, policies and procedures and operations of this

Constitution are detailed in the Ministry Guidelines of First Baptist Church.

- D. This means that any Ministry, Committee, or Auxiliary of the church must have church authority to carry out its duties either as set forth in this Constitution, the Church's Ministry Guidelines, or by action of the church at a business meeting.

Article 6 — Church Disbandment

In the event that the church disbands, it is understood that upon the dissolution of the church, provisions shall be made for the payment of all of the liabilities and all of the assets of the church to be transferred exclusively for the purposes of the church to the American Baptist Churches of the Central Region if it shall at the time qualify as an exempt organization under SECTION 501 C, 3 of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law; or if it shall not so qualify, the Trustees shall transfer all of the assets of the church to the American Baptist Churches of the USA or its legal successor so long as it shall so qualify as a charitable, educational or religious organization. Any such assets not disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation of the church is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 7 — Amendments

- A. Any proposed amendments to this Constitution shall be submitted in writing at a regular business meeting or at a special called business meeting for that specific purpose. Questions, discussion and debate may ensue. Corrections, additions and deletions, may be presented but no votes may be taken until the next regular or special called business meeting. That meeting can be no sooner than thirty-one (31) days after the initial presentation. Proposed amendments may be submitted by any Ministry Team or by any member whose proposed amendment has been signed by ten (10) active members of the church.
- B. A quorum for a Constitutional Amendment shall consist of either thirty (30) members sixteen (16) years of age or older, or fifteen percent (15%) of the church membership, whichever is least.
- C. Voting shall be by ballot. An affirmative vote of at least three-fourths (3/4) of the ballots cast is required for passage.

MINISTRY GUIDELINES

of the

First Baptist Church of Leavenworth, Kansas



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**MINISTRY GUIDELINES
OF FIRST BAPTIST CHURCH
LEAVENWORTH, KANSAS 66048**

INTRODUCTION

Article I

MISSION STATEMENT

To build and train a body of believers who intentionally reach out to the world and community with the gospel of Jesus Christ.

To affect our local community by:

Presenting the Gospel to all people.

Encouraging all believers to maturity and service to others.

Ministering to the whole person, their spiritual, physical, emotional and social needs, and to strengthen the family structure with love and unity.

Article II

BIBLICAL MODEL OF MINISTRY

(Our Theological Basis)

The Bible says, "where the Spirit of the Lord is, there is liberty." These ministry guidelines are formulated as a means to set God's people free to carry out Christ's purpose for His church.

Therefore, these guidelines are modeled after "The Body of Christ." Paul likens the church to the human body. Christ is the head of the church body and the church members make up the body of Christ. (Reference: I Corinthians 12:12, 27)

Using that analogy, we find there are four (4) major systems that control the functions of the body. They can be related to the church as follows:

Section 1. The First Major System is the Brain or Head of the Body which is the control center.

A. Christ is the Head of the Church Body: (Ephesians 1:22, 4:15; Colossians 1:18)

1. Christ is our connection to God the Father;
2. Christ also administers God's Plan for the Church;

B. In the Church Body, this becomes our MINISTRY OF WORSHIP AND ADMINISTRATION.

1. The worship services are those times when the body as a whole is connected to God the Father through Jesus Christ His Son in the power of the Holy Spirit.
2. The Pastor will serve as the Chief Administrative Officer of the church. He will be assisted by the pastoral staff and the Ministry Leadership Team.

Section 2. The Second Major System is the Circulatory System.

A. The Circulatory System carries the blood supply throughout the body.

1. It carries life to the body;
2. It carries healing to us and to others;

B. In the church body, this becomes our MINISTRY OF EVANGELISM AND MISSIONS.

1. Winning souls to Christ is the life-blood of the church;
2. Sending missionaries to carry the message of salvation to others is essential to carrying out the Great Commission of our Lord.

Section 3. The Third Major System in the body is the Skeletal System.

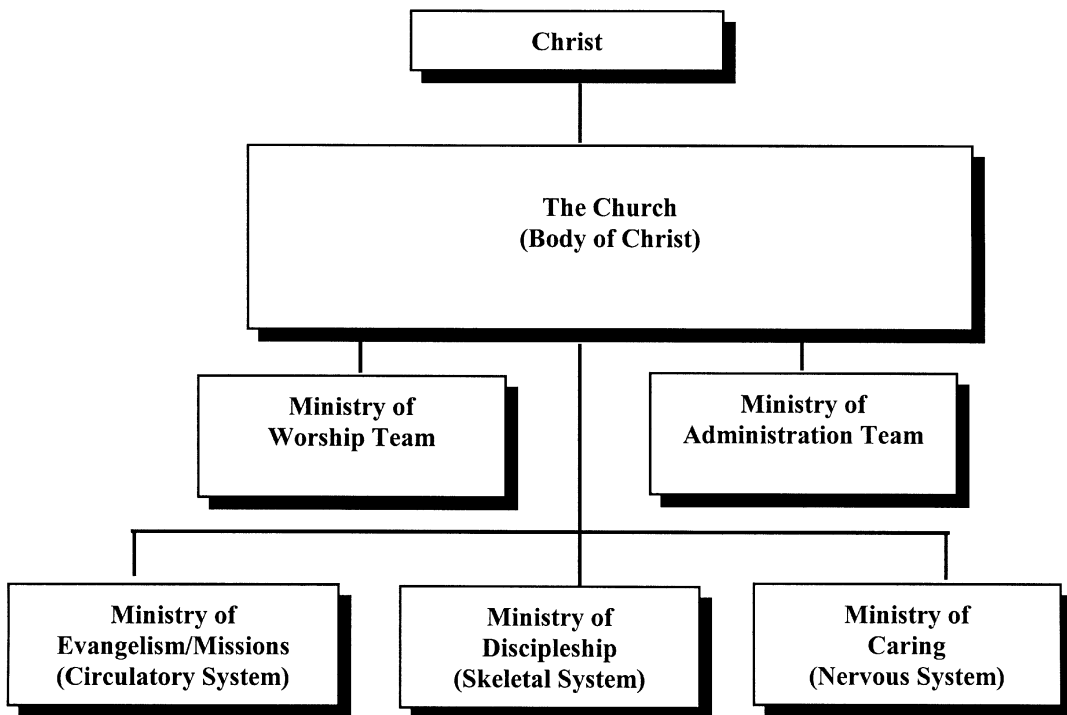
- A. The Body is only as strong as it's bone structure.
 - 1. The bone structure gives shape and form to the body;
 - 2. The bone structure gives strength to the body;
- B. In the church body, this becomes the MINISTRY OF DISCIPLESHIP.
 - 1. Discipleship includes teaching Christian doctrines and how to live for Christ;
 - 2. Discipleship includes training people to share their faith in Christ with others;
 - 3. Discipleship includes training people for ministry by developing their spiritual gifts;

Section 4. The Fourth Major System in the body is the Nervous System.

- A. The Nervous System does at least two things:
 - 1. It connects us with the outside world;
 - 2. It carries messages of pain to the head;
- B. In the church body, this becomes our MINISTRY OF CARING
 - 1. We care for those within the church body;
 - 2. We care for those outside the church body.

Section 5: The following chart will show how the Church (The Body of Christ) is organized to reflect these four (4) major systems or ministries:

- 1. The Body of Christ: (Worship and Administration)
- 2. The Circulatory System: (Evangelism /Missions)
- 3. The Skeletal System: (Discipleship)
- 4. The Nervous System: (Caring)



Section 6: These Ministry Guidelines will be outlined as follows:

- I. The Ministry of Worship
- II. The Ministry of Administration
- III. The Ministry of Evangelism/Missions
- IV. The Ministry of Discipleship
- V. The Ministry of Caring

Ministry I
THE MINISTRY OF WORSHIP

Article I

Our Theological Basis

Section 1: Our Scriptural Authority

A. Worship is the soul and spirit of a church. It is the whole body of Christ gathered to focus attention upon God.

Psalm 95:6-7 says, "Come, let us worship and bow down; Let us kneel before the Lord our Maker. For He is our God, and we are the people of His pasture, and the sheep of His hand."

Jesus said in Matthew 4:10: "You shall worship the Lord your God, and serve Him only."

B. Worship is when the church (the body of Christ) comes together to connect with God the Father through the Lord Jesus Christ in the power of the Holy Spirit.

It is during our worship times together that we corporately express to God our love and adoration and when God speaks to us of His desires and direction for our lives.

C. We define worship as "the occupation of the heart with God himself."

Section 2: Our Scriptural Authority on Marriage and Worship

A. God created the first marriage as a sacred covenant relationship between one man and one woman for the purposes of procreation, companionship, and dominion over creation, in keeping with the covenant relationship God himself established with his own creation. (Gen. 2:15-24; Romans 1:16-32) and

B. Jesus blessed a marriage celebration between a man and a woman with his presence and his first public miracle, thereby affirming the traditional definition of marriage as a cornerstone of every culture and community (John 2:1-11); and further that he advised those who are, for congenital or psychological reasons, unable to enter into marriage (i.e. between a man and a woman) to remain single and therefore celibate (Matthew 19:4-12); and

C. As First Baptist Church, we believe that the term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union. Marriage is to be defined biblically and theologically in God's own terms rather than man-made terms; and further that this church intentionally adheres to the highest standards for marriage, namely biblical standards, and that other legal definitions and court actions are secondary to our biblical mandate; and

D. This church affirms that all marriage ceremonies performed in the name of this church and any related celebrations or activities allowed in its facilities shall be for unions that meet the standards named in this church constitution, and further, that church ministers and staff engage only in marriage ceremonies in keeping with this church's adopted biblical and theological definition of marriage; and

E. We believe that in order to preserve the function and integrity of the Church as the local body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, shall abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

Section 3: Our Ministry of Worship Organized

A. To help us have worship services that are filled with the Spirit of God in an atmosphere of love and grace, the following committees shall be formed to give guidance and support to our worship.

B. Each of the following committees are elected annually by the church for one-year terms but can serve three terms.

1. Baptismal (2 members)

2. Music (5 members)

- 3. Greeting (3 members)
- 4. Flower (3 members)
- 5. Nursery (6 members)

C. The following individual is elected annually and can serve indefinitely.

- 1. Chief Usher

D. The following chart will show the organizational flow of The Ministry of Worship.

Section 3: Make-up and Duty of Committees

The Worship Planning Committee

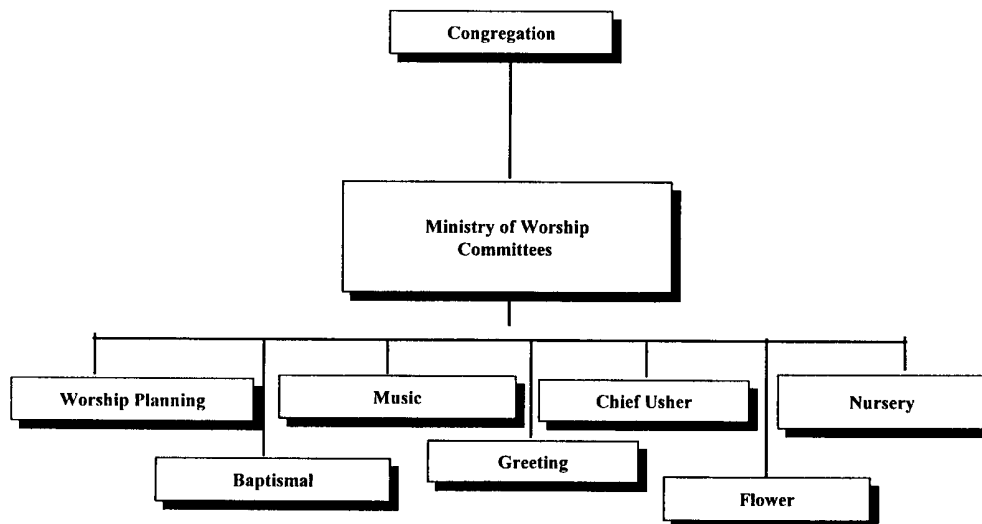
- A. The Worship Planning Committee will consist of the pastor and others appointed by the pastor that he deems necessary to help plan the worship services.
- B. Each worship planning committee that is formed will work closely with the leading of the pastor to make each worship service a spiritual experience for the worshippers.

The Baptismal Committee

- A. The Baptismal Committee shall consist of two members elected annually by the church. They may serve three one-year terms and then must be off of the committee for one year before they are eligible for re-election. If they are fulfilling an unexpired term, they can be re-elected to serve three 1-year terms.
- B. The Baptismal Committee shall assist those being baptized both physically and spiritually.
- C. They shall be responsible for the care and cleaning of the baptismal robes, towels & other items as needed.
- D. The Baptismal Committee shall each year prepare and present a proposed budget to the Finance Committee.
- E. The Baptismal Committee shall submit a report by January 31 to the church office of the previous year's activities.

The Music Committee

- A. The Music Committee shall consist of 5 members elected annually by the church. They may serve three one-year terms and then must be off of the committee for one year before they are eligible for re-election. If they are fulfilling an unexpired term, they can be re-elected to serve three 1-year terms.
- B. The Music Committee shall have supervision of the music of the church in keeping with the desires of the Pastor.



- C. The Music Committee in conjunction with the Pastor shall be responsible for the hiring of all music personnel.
- D. All music department personnel (employed and volunteer) shall be under the supervision of the Pastor and the Music Committee.
- E. The Music Committee shall each year prepare and present a proposed budget to include recommended salaries to the Finance Committee.
- F. The Music Committee shall submit a report by January 31 to the church office of the previous year's activities.

Chief Usher

- A. The Chief Usher shall appoint and have on duty at each worship service of the church a sufficient number of capable ushers. A program of training for all ushers enlisted shall be coordinated with the pastor each year.
- B. The Chief Usher shall submit a report by January 31 to the church office of the previous year's activities.

Greeting Committee

- A. The Greeting Committee shall consist of three members elected annually by the church. They may serve three one-year terms and then must be off of the committee for one year before they are eligible for re-election. If they are fulfilling an unexpired term, they can be re-elected to serve three 1-year terms.
- B. The Greeting Committee is responsible for securing some person or persons to be at the door each Sunday morning to greet those attending each worship service.
- C. The Greeting Committee shall each year prepare and present a proposed budget to the Finance Committee.
- D. The Greeting Committee shall submit a report by January 31 to the church office of the previous year's activities.

The Flower Committee

- A. The Flower Committee shall consist of 3 members elected annually by the church. They may serve three one-year terms and then must be off of the committee for one year before they are eligible for re-election. If they are fulfilling an unexpired term, they can be re-elected to serve three 1-year terms.
- B. The Flower Committee shall be responsible to see that floral decorations are provided for the church sanctuary at the regular Sunday worship services and other special services.
- C. This committee shall also be responsible for the placement of flowers outside the church buildings and for sending flowers to funerals of members, if appropriate.
- D. The Flower Committee shall each year prepare and present a proposed budget to the Finance Committee.
- E. The Flower Committee shall submit a report by January 31 to the church office of the previous year's activities.

Nursery Committee

- A. The Nursery Committee shall consist of six members elected annually by the church. They may serve three one-year terms and then must be off of the committee for one year before they are eligible for re-election. If they are fulfilling an unexpired term, they can be re-elected to serve three 1-year terms.
- B. The Nursery Committee in conjunction with the Pastor shall be responsible for the hiring of all nursery personnel.
- C. All nursery department personnel (employed and volunteer) shall be under the supervision of the Pastor and the Nursery Committee.
- D. They shall provide quality care for children from birth through age 4.

- E. They shall recommend nursery policies for church approval and make the membership aware of any approved changes. (See Appendix II)
- F. They shall ensure that all paid or volunteer workers abide by the Policies and Procedures for Reducing The Risk of Child Abuse In The Church in Appendix V of these guidelines.
- G. The Nursery Committee shall each year prepare and present a proposed budget to the Finance Committee to include salaries for paid nursery workers.
- H. The Nursery Committee shall submit a report by January 31 to the church office of the previous year's activities.

Ministry II
THE MINISTRY OF ADMINISTRATION

Article I

Our Theological Basis

Section 1: Our Scriptural Authority

"But let all things be done properly and in an orderly manner." (I Corinthians 15:40)

Article II

The CHURCH MINISTRY LEADERSHIP TEAM

Section 1: Our Scriptural Authority

- A. The Office of Pastor and his staff: "It is a trustworthy statement: if any man aspires to the office of overseer, it is a fine work he desires to do." I Timothy 3:1
- B. The Office of Deacon: "And the twelve summoned the congregation of the disciples and said, it is not desirable for us to neglect the word of God in order to serve tables. But select from among you, brethren, seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task." Acts 6:2-3
- C. The Church Ministry Leadership Team shall consist of the pastor and deacons.

Section 2: The Pastoral Staff

A. The Senior Pastor

- 1. There shall be a Senior Pastor of this church who shall be an ordained minister, or in the process of obtaining ordination; preferably holding a Master of Divinity Degree or equivalent.
- 2. The Senior Pastor shall perform the duties of overseeing the ministry of the church (I Timothy 3:1-2). The Senior Pastor shall be the chief administrative officer of the church.
- 3. The Senior Pastor shall be the administrator of the church staff. The Senior Pastor shall be an ex-officio member of all ministry teams, committees and organizations of the church with full voting privileges.
 - A. The Senior Pastor shall annually evaluate the Pastoral and Support Staff (*see appendix IV, Section 2) and report those evaluations to the appropriate Ministry Team or Committee, to include salary recommendations.
- 4. The Senior Pastor shall be responsible for the overall planning of the worship services of the church.
- 5. The Senior Pastor shall arrange for pulpit supply during an absence, with the assistance of the deacons (The Deacon Ministry Team) as needed.
- 6. The Senior Pastor, or his representative, shall in conjunction with the deacons, appoint such committees or task forces, not herein provided for, as may be needed from time to time to further the ministries of the church.
- 7. The Senior Pastor shall have the prerogative of calling a meeting of any committee or ministry team when he deems it necessary, after first contacting the chairperson of that committee or ministry team if possible.

B. The Assistant Pastor

If the church deems it necessary, there shall be an Assistant Pastor of this church who shall be an ordained minister or shall be working toward becoming ordained. The Assistant Pastor shall be under the supervision of and responsible to the Senior Pastor.

C. Other Pastoral Staff As Needed

If the church deems it necessary, there shall be additional pastoral staff called. They shall be under the supervision of and responsible to the Senior Pastor.

Section 3. The Calls

A. The Pastor

1. In the case of a vacancy in the office of the pastor, the church shall elect a search committee to find and recommend a pastoral candidate to the church.
2. The committee shall investigate the qualifications of every person under consideration in regard to their personal character, education, ministerial standing, and preaching ability.
3. When the committee has investigated each candidate, it shall select one person to recommend to the church for consideration.
4. The calling of a pastor shall come before the church at a regular or specially called business meeting. A vote of three-fourths of members present shall be necessary to extend a call. Only one candidate shall be presented at a time. The vote shall be by written ballot.
5. The pastor is called and elected by the church for an indefinite period which shall be terminated only by resignation or death, or in the case of unsatisfactory service by action of the church requiring a three-fourths vote of the members present. A minimum of 30 days notice shall be given.
6. When the office of pastor is vacant, the Assistant Pastor and the Deacon Ministry Team shall be responsible for securing pulpit supply during the interim period.

B. The Assistant Pastor

1. In case of a vacancy in the position of Assistant Pastor, the church shall elect a Search Committee to take the necessary steps to secure an Assistant Pastor. The committee shall investigate the merit of every person under consideration in regard to their personal character, education, and other requirements of the proposed job description. When the committee has investigated each candidate for the position, it shall select one person to recommend to the church for consideration.
2. The call of an Assistant Pastor shall come before the church at a regular or a special business meeting. A vote of three-fourths of the members present shall be necessary to extend a call. Only one candidate shall be presented to the church at a time. The vote shall be by written ballot.
3. The Assistant Pastor is called and elected by the church for an indefinite period which shall be terminated only by resignation or death, or in case of unsatisfactory service by action of the church requiring a three-fourths vote of the members present. A minimum of 30 days notice shall be given.

C. Other Pastoral Staff

1. Other pastoral leaders on the staff shall be called to ministries clearly defined in writing and understood by the candidate, the Senior Pastor, the Deacon Ministry Team and the committee seeking the candidate.
2. The call of other Pastoral Staff shall come before the church at a regular or a special business meeting. A vote of three-fourths of the members present shall be necessary to extend a call. Only one candidate shall be presented to the church at a time. The vote shall be by written ballot.
3. All pastoral leaders shall be trained, or willing to be trained, for the specific ministry for which each is called and shall be responsible to the Senior Pastor.

Section 4: The Deacon Ministry Team

A. The Election of the Deacon Ministry Team

1. The church shall strive to have 12 deacons to work with the pastor in carrying out the ministry of the church.
2. The active deacons shall be called The Deacon Ministry Team.
3. The deacons shall be nominated by the congregation after it has reviewed the Biblical qualifications of the office of deacon as stated in Acts 6:1-7 and I Timothy 3:8-13. The list

of possible candidates will be screened by the church Nominating Committee and the pastor. The Nominating Committee will then present a list of candidates to the church to be voted into office for a three-year term.

4. The deacons must be off the Deacon Ministry Team for one year before being eligible to be re-elected. If they are fulfilling an unexpired term, they can be re-elected to serve a full three-year term.
5. The candidates who accept a nomination shall agree to the deacon covenant and agree to be ordained by the church.
6. No deacon shall succeed themselves as chair of the Team.
7. No deacon actively serving on the Deacon Ministry Team shall be eligible to serve on another Team (Ministry of Worship, Ministry of Administration, Ministry of Evangelism/Missions, Ministry of Discipleship, Ministry of Caring or Trustee Committee).
8. Those deacons who have been ordained in another church will have their ordination reviewed by the pastor and the Deacon Ministry Team and a recommendation shall be made to the church that their ordination either be accepted or the candidate be ordained by this church.
9. When an ordained deacon rotates off the Deacon Ministry Team after their term, they simply become an inactive ordained deacon. If and when they come back on the Deacon Ministry Team, their ordination is simply reactivated.

B. The Duties of the Deacon Ministry Team

1. The Deacon Ministry Team shall assist the pastor in the work of overseeing the ministry of the church.
2. Routine church business matters that need attention in-between the quarterly meetings shall be handled by the Pastor and Trustees, or Pastor and Deacons whichever is appropriate according to their responsibilities as outlined in these guidelines. A special meeting of the congregation shall be called for major decisions.
3. They shall, along with the pastor, consider all applications for church membership and all requests for letters of dismissal and make appropriate recommendations to the church for a vote. They shall work with the Deaconess Ministry Team in making new members welcome by setting up new member events.
4. They shall assist the pastor when necessary in filling the pulpit in the pastor's absence.
5. They shall, along with the pastoral staff and the Deaconess Ministry Team, visit the members of the church. Special attention shall be given to the sick, the widows and widowers, the needy, the distressed, and the inactive members.
6. They shall assist the pastor in serving the Lord's Supper to the church.
7. They shall oversee the Deacon's Benevolence Fund (see Appendix I)
8. The Deacon Ministry Team shall annually evaluate the Pastor's ministry. The Team shall review the Pastor's evaluation report and salary recommendations for the Pastoral Staff and Office Personnel and shall submit their salary recommendations to the Finance Committee for inclusion in the church budget.

Article III

Church Membership

Section 1. Membership Definition and Eligibility

We define a member of this church as a person who meets the eligibility criteria and who has been received into membership by a vote of the church.

- A. Each member shall be a born-again believer in Jesus Christ;
- B. Each member shall have submitted to believer's baptism by immersion;
- C. Each member shall seek to live by the principles of Christian living set forth in the Church

Covenant;

D. Each member shall be faithful in their attendance at the church worship services;

E. Each member shall participate in at least one ministry each year.

Section 2. Reception of Members:

The Deacon Ministry Leadership Team shall approve reception of members and present them to the church body at the next business meeting to affirm their membership. Candidates for membership may be received in the following ways:

1. By a profession of faith in Christ and acknowledgment of his Lordship through baptism by immersion unless prohibited by physical disability. Such a disabled candidate for membership may unite with the church by a profession of faith in Jesus Christ made in the presence of and acceptable to the Pastor and the Deacon Ministry Team.
2. By letter from another Baptist church if immersion has been the mode of baptism.
3. By statement of a Christian experience in the absence of a letter or other evidence of church membership, such experience including baptism by immersion.
4. By restoration. Restoration of a person to the active membership role may be made at any time that such a person has resumed active participation in the church life.

Section 3. Watch Care Membership

Watch care memberships may be granted to members of other churches who desire to retain their membership in such church, but who request that they be placed under the watch care of this church during their temporary residence in this community. Applicants for watch care membership shall, upon the recommendation of the Church Ministry Leadership Team and the vote of the church, be received and shall be entitled to enjoy all the rights and privileges of membership except for serving on Leadership Teams that require a 3-year commitment. Their watch care membership will automatically be dropped when they move away.

Section 4. Membership Orientation

Candidates for membership, new members and new believers shall be encouraged to attend a Membership Orientation Class (*Basic Discipleship 101 "Belonging to the Family of God"*) conducted by the pastor or his representative.

Section 5. Definition of Active Member

- A. A member will be considered an active member of the church when they participate on a regular basis in the services and regularly support the church financially.
- B. If a member is providentially hindered by illness, disability or temporary duty yonder (TDY) from participating, the Church Ministry Leadership Team (see Article 4, Section 1C) shall determine the status of the membership.
- C. An active church member shall have the following privileges to include but not limited to: voting rights, serve on Ministry Teams or Committees, as a church officer, teacher, be a youth leader. Exception: See Article V, Section 8.

Section 6: Duties of Church Members

- A. It is the duty of church members to cherish and cultivate Christian love, to cherish and zealously guard the reputation of all fellow believers.
- B. It is the duty of church members to honor, esteem, and love their pastor; to pray for him fervently and daily; to support and encourage him in the scriptural exercise of his official authority; to manifest a tender regard for his reputation.
- C. It is the duty of church members to be faithful in attendance at the worship services of the church; to contribute financially (striving to be a tither) to the ministry of the church.
- D. It is the duty of church members to discover and use their spiritual gifts and talents in serving the Lord through one of the ministries of the church.
- E. It is the duty of church members to share their faith in Christ with those who are lost. To invite

their friends and neighbors to join them in church so they can hear the Gospel and respond to it.

- F. It is the duty of church members to keep the church office informed of any change of address, of any major sickness, of any tragedy or adverse circumstances so that the church may respond.

Section 7. Dismissal of Members

- A. The Deacon Ministry Leadership Team shall approve dismissal of members and present them to the church body at the next business meeting to affirm their dismissal.
- B. By inactivity: Any member who does not regularly participate in the worship services and financially support the church, without valid reason, shall be placed on inactive status by the Church Ministry Team. For the next year, the pastor and/or person(s) designated by the Deacon Ministry Team shall show special concern to this member with the purpose of restoring fellowship. If, after that time-frame, that member continues to be unresponsive to the Christian concern of the fellow members and persists in not participating in the services of worship and in financially supporting the church, the Deacon Ministry Leadership Team shall approve dismissal and present them to the church body at the next business meeting to affirm their dismissal.
- C. By departure from the community: Any member who has moved away from Leavenworth or the vicinity, and who has not maintained satisfactory contact with the Church or requested a letter of transfer or dismissal within six months, shall be considered for dismissal from the church membership rolls by the Deacon Ministry Team and presented to the church for a vote at a regular or special business meeting.

Section 8: Discipline of Church Members

- A. Matthew 18:15-18 *“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer. Truly I say to you, whatever you shall bind on earth shall have been bound in heaven; and whatever you loose on earth shall have been loosed in heaven.”*
- B. The Deacon Ministry Team and Pastor shall have the authority to place a member under church discipline because of a constant breach of church covenant vows (see Article III, Section 2). They shall place that member on inactive status until the issue is resolved. The issue would be resolved either by restoring the member to active status or by recommending them to the church congregation for dismissal.

Article IV

General Officers

Section 1: The Tenure of Office

- A. The following officers shall be elected annually by the church and shall not serve more than three consecutive terms in that office.
 - 1. Moderator
 - 2. Vice-Moderator
 - 3. Parliamentarian
- B. The following officers shall be elected annually and may serve for an indefinite period.
 - 1. Church Clerk
 - 2. Church Treasurer
 - 3. Financial Secretary
 - 4. Memorial Fund Treasurer
 - 5. Chief usher
- C. The following officers shall be appointed by the Pastor annually.
 - 1. Church Historian

- D. All officers of the church must be active members. (See Article V, Section 5)
- E. Each officer shall submit a written report of the previous years activities to the church office by January 31 of the following year.

Section 2: The Duties of Church Officers

A. Moderator:

1. The Moderator shall preside at all business meetings. It shall be the duty of the Moderator to conduct the meeting in an orderly manner.
2. The Moderator shall cause every meeting to be opened and closed with prayer. The Moderator shall call to order any member who, while speaking, introduces any subject foreign to the one under discussion, and shall call to order any member who uses discourteous language, or whose remarks might injure the reputation or feelings of another.
3. The Moderator shall appoint a temporary clerk or parliamentarian if the elected person is not in attendance.

B. Vice-Moderator:

1. The Vice-Moderator shall preside in the absence of the Moderator at all business meetings. In the event of the absence of the Moderator, Vice-Moderator, and Chairman of the Deacon Ministry Team, the Pastor shall serve as the Moderator.

C. Parliamentarian:

1. The Parliamentarian shall read and be familiar with Robert's Rules of Order and be present at all business meetings. If unable to attend, the Moderator shall appoint a temporary stand-in.
2. The Parliamentarian shall have the responsibility of advising the moderator as to the adherence to these Guidelines and Robert's Rules of Order at all business meetings of the church.

D. Church Clerk:

1. The Clerk shall be present at all business meetings and shall keep accurate and complete minutes of the business proceedings of the church, including the reception and dismissal of members and an official roll of the members of the church.
2. If the Clerk is unable to attend, arrangements shall be made to secure a temporary replacement. The Moderator shall appoint a temporary replacement if no one is in attendance.
3. The clerk shall issue letters of dismissal and statements of church membership as authorized by the church.
4. The clerk shall be responsible for correspondence and for preserving and properly filing all letters, reports and other documents pertaining to the clerk's office.
5. The clerk shall assist in the preparation of the denominational reports and any other report that may be required.
6. The Clerk shall deliver immediately to their successor all books, files, records, and other documents in their possession.
7. For legal purposes, the clerk shall be the secretary of the Corporation.

E. Church Treasurer:

1. The Church Treasurer shall upon authorization of the church, pay out all monies received.
2. The Treasurer shall present to the church at its quarterly business meetings an itemized report showing the actual financial condition of the church.
3. The Treasurer shall be responsible to ensure all tax forms are completed on time.
4. The Treasurer shall present the books to be audited at the close of the fiscal year or more

often if so requested by the church. The Treasurer shall deliver immediately to a successor all books and records pertaining to this office.

5. For legal purposes, the Church Treasurer shall be the treasurer of the Corporation.
6. The Treasurer shall be responsible for paying church insurance premiums.

F. Financial Secretary:

1. The Financial Secretary shall have the responsibility to keep an accurate account of monies received by the church through the envelope system and loose change.
2. The Financial Secretary is responsible for posting all records of giving and sending reports to the individual givers of record of the church at least annually.
3. The Financial Secretary shall chair the Counting Committee and be responsible for all deposits of money.

G. Memorial Fund Treasurer:

1. The Memorial Fund Treasurer shall deposit all memorial funds donated to the church.
2. The Memorial Fund Treasurer shall be responsible for keeping a record of all funds donated to the church and acknowledging all memorial gifts with a card of thanks and tax statement to the donor.
3. The Memorial Fund Treasurer shall submit at the quarterly business meeting an up-to-date report of funds.
4. The Memorial Fund Treasurer shall present the books to be audited at the close of the fiscal year or more often if so requested by the church. All books and records shall be turned over immediately to a successor.

I. Church Historian

1. The Church Historian shall keep a record of all church historical documents and events and update as necessary.

ARTICLE V

Church Meetings

Section 1. Worship, Bible Study and Prayer Meetings:

- A. The church shall meet regularly each Lord's Day, morning and evening, for the worship of God and the proclamation of the Gospel of our Lord and Savior.
- B. The ordinance of the Lord's Supper shall be observed on the first Sunday of each month. The Pastor and the Deacon Ministry Team may change the above schedule for reasons they determine pertinent.
- C. Except in extraordinary circumstances, there shall be midweek prayer services each Wednesday evening.

Section 2: Regular Business Meetings

- A. The regular business meeting of the church shall be held quarterly on the third Sunday evening of April, July, October and December. *Note:* The previous year's leaders and ministry reports shall be available during February.
- B. The date and time of the regular business meeting may be changed by the Deacon Ministry Team and the Pastor as circumstances warrant.
- C. Routine church business matters that need attention in-between the quarterly meetings shall be handled by the Pastor and Trustees, or Pastor and Deacons whichever is appropriate according to their responsibilities as outlined in these guidelines. A special meeting of the congregation shall be called for major decisions.
- D. Rules Governing Business Meetings
 1. Rules of Order

All meetings shall be conducted according to Robert's Rules of Order.

2. A Quorum

For regular business a quorum is the lesser of twenty (20) members sixteen (16) years of age or older, or ten percent (10%) of church membership, whichever is least.

3. Action on Recommendations

- a. Recommendations of Ministry Teams and Committees may be acted upon as they are presented.
- b. Business presented by an individual shall be recognized by the Moderator and shall be referred to either the Deacon Ministry Team or Trustee Committee for action. The individual making the proposal shall receive follow-up. A report shall also be submitted at the next business meeting.

4. Members speaking

- a. Any member who wishes to speak shall rise, respectfully address the Moderator and await recognition. The Moderator shall limit the time of discussion.
- b. The Moderator may speak on any subject under discussion by inviting someone to preside in his stead.

5. The following order of business shall be observed:

- a. Prayer
- b. Reading of Minutes
- c. Reception and Dismissal of Members
- d. Reports of Officers, Ministry Teams and Committees
- e. Reports of Special Meetings
- f. Unfinished Business
- g. Election of Officers
- h. New Business
- i. Adjournment

6. Voting Privileges

All active (see Article V, Section 5) members sixteen (16) years of age or older may vote. There can be no absentee ballots or proxy votes.

Section 3. Special Business Meetings.

- A. Special Business Meetings shall be held by the church upon recommendation of three members of the Deacon Ministry Team or by the Pastor.
- B. The meeting must be announced at the worship services on the Sunday preceding the called meeting. The purpose of the called meeting must be stated in the announcement.

ARTICLE VI

Church Elections

Section 1. Annual Election

- A. A copy of the roster of proposed candidates shall be mailed to the resident membership at least two weeks prior to the annual election. This does not preclude anyone from making nominations from the floor, provided they have obtained prior consent of the nominee.
- B. The Nominating Committee shall present the roster of proposed candidates for election at the business meeting in December.
- C. Voting shall be by ballot. The ballot shall be prepared by the Nominating Committee and shall provide opportunity for write-in candidates. There can be no absentee ballots or proxy votes.
- D. The candidates receiving the majority of votes shall be declared elected.

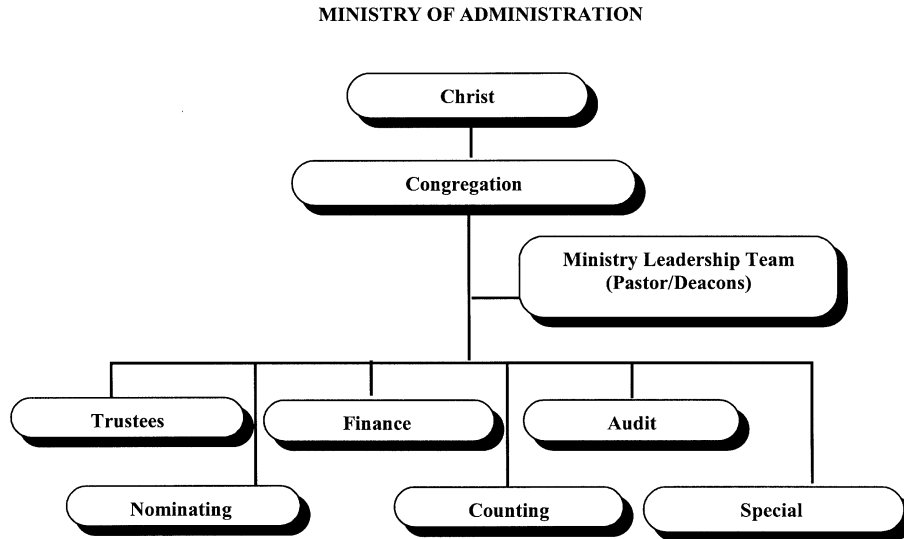
Section 2. Special Elections.

- A. Special elections may be held at any business meeting of the church when necessary to fill vacancies presented by the Nominating Committee.
- B. Voting shall be by ballot if deemed necessary. The ballot shall be prepared by the Nominating Committee and shall provide an opportunity for write-ins. There shall be no absentee or proxy ballots.

ARTICLE VII

Administrative Committees

The following chart will show the organizational flow of the Ministry of Administration committees:



Section 1: Make-up and tenure of committees

- A. The administrative committees are:
 - 1. Nominating Committee (8 Members: 3 at-large)
 - 2. Finance Committee (11 Members: 3 at-large)
 - 3. Counting Committee (5 Members)
 - 4. Auditing Committee (3 Members)
 - 5. Trustee Committee (12 Members)
- B. Members elected at-large to the Finance and Nominating Committees shall not be serving as elected or ex-officio members of the Deacon Ministry Team, Evangelism/Missions Ministry Team, Discipleship Ministry Team, Deaconess Caring Ministry Team or the Trustee Committee.
- C. Each Committee shall submit a written report of the previous year’s activities to the church office by January 31 of the following year.
- D. The tenure of office of any elected committee member shall be for one year except for Trustees. Four Trustees shall be elected annually for a three year term. No committee member shall serve more than one three-year term and must be off the committee for one year before they can be elected again. If fulfilling an unexpired term, they can be re-elected to serve a full three-year term.
- E. If a committee member misses three (3) consecutive meetings of that committee without explaining the absence to the chairman, the member shall be asked the reason and replaced if deemed necessary.

Section 2. Nominating Committee

- A. The Nominating Committee shall consist of eight (8) members as follows: one representative each from the Deacon Ministry Team, the Evangelism/Missions Ministry Team, the Discipleship Ministry Team, the Deaconess Caring Ministry Team, the Trustee Committee and three (3) members at-large elected by the church to no more than three (3) consecutive one year terms.
- B. The Nominating Committee shall have the responsibility of presenting the church a roster of candidates to fill all elected positions in the church. The elected positions are: Moderator, Vice-Moderator, Parliamentarian, Church Clerk, Church Treasurer, Financial Secretary, Memorial Fund Treasurer, Chief Usher, and all standing Committees (Auditing, Baptismal, Counting, Finance, Flower, Greeting, Music, Nursery & Trustee) and all vacancies on the ministry teams (Deacon, Evangelism/Missions, Discipleship, Church Fellowship, Community Ministries, Deaconess, and College and Service).
- C. Each nominee shall be interviewed by the Nominating Committee to ascertain their willingness and ability to serve.
- D. Reminder: All committee members are elected for one-year terms except for Trustees who are elected for a three-year term. Those filing unexpired terms would be the exception.
- E. This committee shall be a standing committee submitting names for all vacancies which might occur during the year to the Deacon Ministry Team. The Deacon Ministry Team will act on each name and report this action at the next regular business meeting.

Section 3. Finance Committee

- A. The Finance Committee shall consist of the following: Financial Secretary, Church Treasurer, Memorial Fund Treasurer, one representative each from the following Ministry Teams: The Deacon Ministry Team, The Evangelism/Missions Ministry Team, The Discipleship Ministry Team, The Deaconess Caring Ministry Team and The Trustee Committee plus three (3) members at-large. The members-at-large shall be elected by the church to no more than three consecutive one-year terms.
- B. The Finance Committee shall determine the Cost of Living Average each year prior to asking for budget proposals from all groups. They shall report it to those groups responsible for paid personnel.
- C. The Finance Committee is empowered to require the submission of a proposed ministries expenditure (budget) by all Ministry Teams, Committees, and Groups exercising supervisory responsibility over a segment of the unified budget of the church.
- D. The Finance Committee is charged with the responsibility of formulating the annual itemized ministries expenditure (budget) proposal for consideration by the general membership.
- E. The Finance Committee shall consider each proposal submitted, but has the authority to modify each proposal (except salary recommendations) as deemed necessary to insure a balanced and attainable ministries expenditure budget. Salary recommendations can only be changed by the Team or Committee responsible.
- F. A copy of the proposed ministries expenditure proposal (budget) shall be mailed to the resident membership at least two weeks prior to the December business meeting.
- G. The Finance Committee shall be responsible for a stewardship program in securing the necessary funds to meet the ministries expenditure proposal (budget) expenses.
- H. The Finance Committee shall also provide financial reports to the church. This Committee is charged with authorizing the expenditure of all monies from the General Fund and Major Funds unless otherwise specified by the general membership.

Section 4. Counting Committee

The Counting Committee shall take charge of the offerings of the church, counting them and submitting to the Financial Secretary a record of their findings. The Financial Secretary is an ex-officio member (with vote) of this committee.

Section 5. Auditing Committee

The Auditing Committee shall be responsible for the auditing of the books of all treasurers at the close of the fiscal year or more often as deemed necessary. The Auditing Committee shall give a written report at the annual business meeting. This committee shall submit a report by January 31 of the previous years activities.

Section 6: The Trustee Committee's Duties and Tenure of Office

- A. The Trustee Committee shall hold in trust all property belonging to the church and the corporation, and shall take all necessary measures for its protection, management and upkeep. Annually they shall scrutinize the church's insurance coverage in consultation with the Pastor and ascertain budgetary requirements for insurance and submit to the Finance Committee.
- B. The Trustee Committee shall consist of up to but not to exceed 12 members.
- C. One third (4 members) of the committee shall be elected annually. Each member shall serve a three-year term and must be off the committee for at least one year before being elected again.
- D. For all corporate purposes, the Trustee Committee shall constitute, along with the Church Clerk and Church Treasurer (see Constitution, Article 1.E), the Board of Directors of the church corporation. They shall keep all papers up-to-date at the Secretary of State's office in Topeka.
- E. The Committee shall, when so instructed by the church, secure the services of a custodian, at such salary as is authorized by the church.
- F. Routine church business matters that need attention in-between the quarterly meetings shall be handled by the Pastor and Trustees, or Pastor and Deacon Ministry Leadership Team which ever is appropriate according to their responsibilities as outlined in these guidelines. A special meeting of the congregation shall be called for major decisions.
- G. During emergencies, the Trustee Committee shall have blanket authority to spend such funds as are necessary to protect or safeguard property or assure essential function of the church. A report of such expenditures shall be made at the next business meeting of the church. Expenditures for non-emergency needs, as come under its jurisdiction, shall not exceed \$2000.00 for each project without authorization of the church.
- H. The Trustee Committee shall each year prepare and present a proposed budget to the Finance Committee.
- I. The Trustee Committee shall submit a report by January 31 to the church office of the previous year's activities.

Section 7: Special Committees

A. The Memorial Committee:

1. The Memorial Committee shall consist of six (6) members as follows: The Memorial Fund Treasurer, who shall be chair of the Committee, and a representative from the Deacon Ministry Team, Discipleship Ministry Team, Evangelism/Missions Ministry Team, Deaconess Caring Ministry Team and The Trustee Committee. This committee shall be responsible for the Memorial Fund.
2. This Committee shall be responsible for acknowledging and recording of Memorial donations. Memorial gifts will not be acknowledged with plaques. The committee will make recommendations for the use of the memorial funds, and proposed purchases will be approved by the Deacon Ministry Team or the Trustee Committee as appropriate.
3. The committee will be available to assist in estate planning if the church is being considered as a recipient of part of the estate or the proposed recipient of a legacy or trust.
4. The Memorial Committee shall submit a report by January 31 to the church office of the previous year's activities.

B. Delegates:

The church shall appoint delegates to represent it at the various denominational meetings such as: (1) Northeast Area Annual Meeting, (2) ABCCR Annual Meeting and (3) the ABC/USA

National Biennial Meeting.

C. Search Committee:

The Search Committee shall consist of five (5) members who shall be elected by the church upon the vacancy of the office of pastor or other pastoral staff. This committee shall be elected to represent all areas of interest in the church. Upon completion of its task the committee shall be disbanded.

D. Other Special Committees:

By authority of the church, the moderator shall appoint special committees as needed. Upon completion of its task, these committees shall be disbanded.

ARTICLE VIII

Fund Raising Projects

Section 1: General

The regulations and procedures set forth here shall be followed by all ministries of this church.

Section 2: Responsibilities

- A. The Deacon Ministry Team is the designated approval authority for all fund raising projects of this church.
- B. The Deacon Ministry Team shall monitor the scheduling of fund raising projects to insure they do not become a burden on, or a nuisance to, the members of the church.
- C. The sponsoring group will insure that all who participate in fund raising projects know that contributions to a fund raising event are not to be a part of their regular church giving and are considered as over and above gifts to meet a specific need.

Section 3: Procedures

- A. Ministry Teams, Committees, and other Groups shall prepare annually a prioritized listing of fund raising projects for the coming year.
- B. They shall then submit their projected fund raising projects in priority order and with a recommended date to the Deacons Ministry Team for approval no later than December or January.

Section 4: Prohibitions

- A. No funds generated by fund raising projects shall be used to meet the unified budget of the church. The unified budget shall be defined as the Church's Ministry Budget presented to the church by the Finance Committee and approved by the church for the year.
- B. Fund raising projects which involve public subscription or the selling of tickets to the general public are prohibited.
- C. Fund raising projects which do not have the expressed approval of the Deacon Ministry Team are prohibited.

ARTICLE IX

Emergency Procedures

Section 1: Severe Weather

In cases of severe weather or other emergency situations, scheduled worship services may be canceled by the pastor after consultation with the chairman of the Deacon Ministry Team. Other activities may be canceled by the person responsible for that activity.

ARTICLE X

Changes to Guidelines

Section 1: Changes

These ministry guidelines may be altered, suspended or amended at any business meeting of the

church by a two-thirds affirmative vote of the voting members present under the following criteria:

- A. Recommended changes from the Deacon Ministry Team, Evangelism/Mission Ministry Team, Discipleship Ministry Team, Caring Ministry teams or Committees may be acted upon as they are presented.
- B. Proposed changes by individuals or other groups within the church shall be tabled until the next business meeting.

Ministry III
THE MINISTRY OF EVANGELISM/MISSIONS

Article I

Our Theological Basis

Section 1: The Life-Blood of the Church

- A. Evangelism and Missions are the Life-Blood of the Church. Our bodies reach out to take in food for nourishment and the blood carries it's energy to every cell of our bodies. Without it our bodies would die.
- B. Just so, without Evangelism and Missions the Church (The Body of Christ) would die. We must reach out and win new people to Christ. Our mandate for doing so comes directly from the head of the church, our Lord Jesus Christ.

Section 2: Scriptural Authority

- A. Christ said in Matthew 28:19-20:
"Go ye therefore into all nations and make disciples, baptizing them in the name of the Father, the Son, and the Holy Spirit, teaching them to observe all that I have commanded you, and lo, I am with you always, even unto the end of the age."
- B. In Acts 1:8 He said: "But you shall receive power after the Holy Spirit is come upon you, and you shall be my witnesses in Jerusalem, Samaria, Judea, and the uttermost parts of the earth."
- C. Definitions:
 - 1. Evangelism can be defined as: Sharing the Gospel in the power of the Holy Spirit and leaving the results with God.
 - 2. Missions can be defined as: Local or reaching out beyond our local church and community to take the Gospel of Jesus Christ to the people of the world.

Article II

The Evangelism/Missions Team

Section 1: Tenure of Office

- A. This team shall consist of nine (9) members. Three members to be elected annually by the church each year. After serving a full three-year term, a member must be off one year before being re-elected.
- B. No person shall succeed themselves as chair of the team.
- D. No person serving on this team shall be eligible to serve on another ministry team.

Section 2: Responsibilities

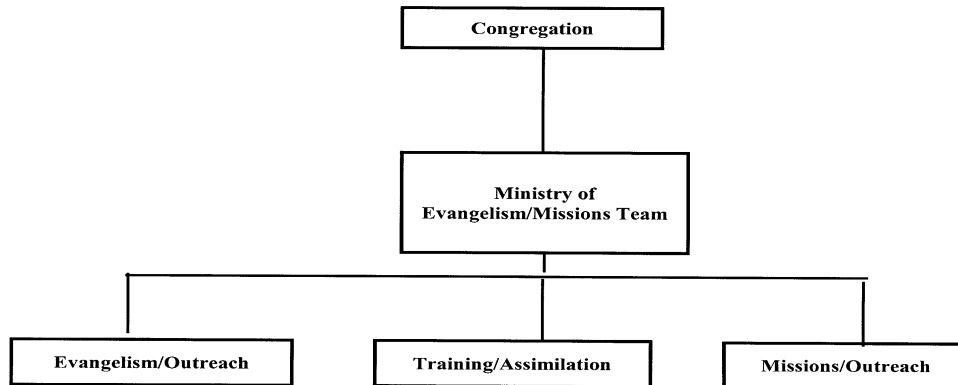
- A. This team shall be responsible for working with the pastor in developing, coordinating and evaluating the Evangelistic Outreach and Mission Ministries of the Church.
- B. This team shall pray and work with the pastor in developing ways to reach out and win people to Christ. Ministries can be divided into three categories as explained in Article III.
- C. They shall make a report of their activities to the church body at each regular business meeting.
- D. They shall plan for the next year's ministry and prepare a budget accordingly to be presented to the finance committee.
- E. This team shall submit a report by January 31 to the church office of the previous year's activities.

Article III

The Ministry of Evangelism/Missions Organization

Section 1: The Ministry of Evangelism/Missions Organizational Chart

A. The following chart will show how we can organize to carry out our Ministry of Evangelism and Missions:



Section 2: Categories of Ministries

A. Evangelistic Outreach Ministries: Here are several ways this team can lead the church to reach out and share the Gospel of our Lord Jesus Christ.

1. By leading our people to "Become An Inviting People";
2. By small group ministries;
3. By home Bible studies;
4. By Special Days — emphasizing attendance in Sunday School and church;
5. By holding revival meetings.

B. Training and Assimilation Ministries: Part of evangelism is assimilating new members into the Body of Christ (the Church) and training them in the basics of following Christ in their daily life.

1. Baptism: Once a person has accepted Christ as Savior and Lord, we lead them to follow the Lord in Believers Baptism by Immersion.
2. New Member Orientation: Each new member should be given a new member's packet of material. A new member's class can be held as necessary to help get them acquainted with the Christian life and the ministries of First Baptist Church.
3. Each new member can be assigned a spiritual partner who would befriend them, answer questions for them, encourage them in their daily walk, invite them to various services and activities of the church, and pray for them.

C. Mission Outreach beyond our local church:

1. This team shall work with the pastor in evaluating the church's support of our denomination's American Baptist Mission Program.
2. This team shall work with the pastor in promoting missions and educating the church in regard to missions outreach.
3. This team shall work with the pastor in promoting the four annual mission offerings of our American Baptist Denomination as listed below:
 - a. AFC (America For Christ Offering)

- b. OGHS (One Great Hour of Sharing Offering)
 - c. WMO (World Missions Offering)
 - d. Retired M&M (Retired Ministers and Missionaries Offering)
4. This team shall evaluate each year the various mission ministries outside our American Baptist denomination that our church supports financially and make recommendations to either continue that support as is, change it, or terminate it.

Ministry IV
THE MINISTRY OF DISCIPLESHIP

Article I

Our Theological Basis

Section 1: The Strength of the Body of Christ

- A. Our human bodies are only as strong physically as the bone and muscle structure is healthy.
- B. The Church body will only be as strong in carrying out it's ministry as the strength and depth of it's beliefs and commitments to Christ.
- C. Discipleship Ministry is intended to produce spiritually strong and healthy followers of Christ.

Section 2: Our Scriptural Authority

- A. Luke 14:27; "Whoever does not carry his own cross and come after Me cannot be my disciple."
- B. II Timothy 2:15; "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."

Article II

The Discipleship Ministry Team

Section 1: Church Responsibility for Team

In the event the church calls a Minister of Discipleship, the Minister shall have the oversight of the Discipleship Ministry of the church.

- A. The Discipleship Minister shall report directly to the Pastor.
- B. The Discipleship Minister shall work with the Discipleship Ministry Team in carrying out the discipleship ministry of the church.

Section 2: The make-up and tenure of office:

- A. This team shall consist of nine (9) elected members. Appointees will attend as needed. Three members to be elected by the church each year. After serving a full three-year term, a members must be off one year before being re-elected.
- B. No person shall succeed themselves as chair of the team.
- C. No person serving on this team shall be eligible to serve on another ministry team.

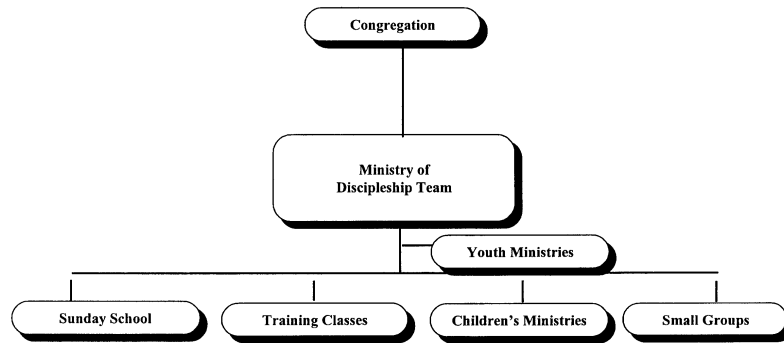
Section 3: Responsibilities of the Team:

- A. The Discipleship Ministry Team shall appoint a Sunday School Superintendent in consultation with the Pastor.
- B. This team shall work with the pastor (or Discipleship Minister) in organizing, administering, and supervising the Discipleship Ministry of the Church.
- C. This team shall be responsible for working with the pastor in developing and interpreting to the church body the discipleship objectives.
- D. This team shall be responsible for recruiting and training workers to carry out the Discipleship Ministry of the Church.
- E. This team, along with the pastor and Sunday School Superintendent, shall be responsible for approving all curriculum material used in the Discipleship Ministry of the Church.
- F. This team shall be responsible for planning ahead and submitting a budget for the next year to the finance committee.
- G. This team shall submit a report by January 31 to the church office of the previous year's activities.

Article III

The Ministry of Discipleship Organization

Section 1: The following chart will show the organizational flow for the Discipleship Ministry.



Section 2: The Sunday School:

- A. The Sunday School is the Church Body studying the Word of God. The objectives of the Sunday School shall be:
- 1) Teach the divinely inspired Word of God
 - 2) Provide a small group setting for fellowship
 - 3) Become an inviting people to win the unsaved to Christ
- B. The Sunday School Superintendent will work with the Discipleship Ministry Team and the Pastor to carry out the stated objectives for the Sunday school.
- C. The Superintendent may serve for an indefinite period of time. The Sunday School Superintendent shall consult with the Discipleship Ministry Team and the Pastor regarding the recruitment and training of an Assistant Sunday School Superintendent.
- D. The Sunday School Superintendent shall recruit, with approval of the Discipleship Ministry Team, and train Sunday school teachers and workers.
- E. The Sunday School superintendent shall be responsible for keeping accurate records and seeing that regular reports are made to the Discipleship Ministry Team and to the Church.
- F. The Sunday School superintendent shall be responsible for planning ahead and preparing a budget for the Sunday School to be submitted to the Discipleship Ministry Team.
- G. Anyone working with children and youth must abide by The Policies and Procedures for Reducing The Risk of Child Abuse in the Church in Appendix V of these guidelines.

Section 3: Training Classes:

- A. The Discipleship Ministry Team shall appoint a Training Class Director in consultation with the Pastor to organize, schedule, and supervise training classes as they may deem necessary.
- B. Our Discipleship Program includes the following:
1. Basic Discipleship Training Level 100 Series
 2. Essential Discipleship Training Level 200 Series
 3. Advanced Discipleship Training Level 300 Series
 4. Masters Discipleship Training Level 400 Series
 5. Family-Orientated Discipleship Training Level 500 Series

- 6. Others as needed
- C. Any curriculum used shall be approved by the Pastor.
- D. Anyone working with children and youth must abide by The Policies and Procedures for Reducing The Risk of Child Abuse In the Church in Appendix V of these guidelines.
- E. The Training Class Director shall present to the Discipleship Ministry Team and the Pastor a Summary Report of the Training Class within 30 days following the class. It shall consist of: a list of the teachers and helpers, the curriculum used, the number attending in each class, an itemized list of the cost, and any recommendations for the class.

Section 4: Youth Ministry (Grades 6-12):

- A. Even though for organizational purposes the Youth Ministry is under the Ministry of Discipleship, they are directed by the Pastor and the Youth Leadership Team rather than the Discipleship Ministry Team.
- B. All youth leaders, workers, and helpers must abide by The Policies and Procedures for Reducing The Risk of Child Abuse In the Church in Appendix V of these guidelines.

1. Youth (Grades 6-12)

- A. If the church has called a Youth Pastor, they shall be in charge of the youth ministry and report directly to the pastor.
- B. The Youth Pastor, in consultation with the pastor, shall appoint a Youth Leadership Team to work with them in carrying out the youth ministry.
- C. The Youth Leadership Team shall consist of the Youth Pastor and 3-8 adults over the age of 21 and 2-4 qualified youth appointed by the Youth Pastor and approved by the Senior Pastor. In the absence of a Youth Pastor, they shall be appointed by the Senior Pastor.

D. Definitions:

- 1. Youth Pastor: a pastoral staff member as called and approved by the church
- 2. Youth Leadership Team: 3-8 adults over the age of 21 and 2-4 qualified youth appointed by the Youth Pastor and approved by the Senior Pastor. They shall work with the Pastor & Youth Pastor in helping to develop the policies and programs for the youth ministry.

- 3. Youth Sponsors: Adults over the age of 21 who are asked to help on a specific youth activity.

- E. The Youth Leadership Team shall be responsible to develop Youth program policies and programs to be approved by the Pastor.

- F. The Youth Leadership Team shall be responsible to carry out the policies and programs.

- G. The Youth Leadership Team shall present a proposed budget for the following year to the Finance Committee.

- H. In the absence of a Youth Pastor, the Youth Leadership Team Chairman shall keep the Pastor informed of all youth activities.

2. Youth Mission Trips

- A. The Youth Leadership Team in consultation with the Pastor shall be responsible for developing, organizing, and supervising of any youth mission trip that may be planned.
- B. The Youth Leadership Team shall present to the Discipleship Ministry Team and the Pastor a summary report of the Mission Trip within 30 days following the trip. It shall consist of: a list of leaders participating, what curriculum (if any) was used, the names of youth that participated, an itemized list of the cost, and any recommendations for the next year.

Section 5: Children's Ministries (Ages 3-Grade 5)

Children's Ministries can consist of the following programs: (These can be added to or deleted from

by the Pastor and Discipleship Ministry Team as needed.)

1. AWANA (Ages 3 - Grade 5)

- A. The Discipleship Ministry Team shall appoint an AWANA Commander.
- B. The AWANA Commander will recruit helpers to run the program.
- C. Anyone working with children must abide by The Policies and Procedures for Reducing The Risk of Child Abuse In the Church in Appendix V of these guidelines.
- D. The AWANA Commander will present a proposed budget for the following year to the Discipleship Ministry Team for consideration.

2. VBS (Vacation Bible School)

- A. The Discipleship Ministry Team shall appoint a VBS Director as early as possible each year.
- B. The VBS Director shall work with the Pastor in selecting the VBS curriculum.
- C. The VBS Director shall recruit and train the needed teachers and helpers to carry out the VBS program.
- D. Anyone working with children and youth must abide by The Policies and Procedures for Reducing The Risk of Child Abuse In the Church in Appendix V of these guidelines.
- E. The VBS Director shall present to the Discipleship Ministry Team and the Pastor a Summary Report of the VBS within 30 days following the VBS. It shall consist of: a list of the teachers and helpers, the curriculum used, the number of children in each class, an itemized list of the cost, and any recommendations for the next year.

3. Camping

- A. The Discipleship Ministry Team shall appoint a Camp Director to oversee the camping program for children and youth from Grades 1-12.
- B. The Camp Director shall work with the Youth Pastor/Pastor and the Sunday School Superintendent in developing criteria by which the attending children and youth's partial camping fees can be paid by the church.
- C. The Camp Director shall be responsible for coordinating the registration and transportation of the children/youth to and from camp.
- D. The Camping Director shall present to the Discipleship Ministry Team and the Pastor a Summary Report of the camping program within 30 days following the last camp week. It shall consist of: a list of the workers participating, the children and youth who attended, an itemized list of the cost, and any recommendations for the next year.

4. Christmas Program

- A. The Discipleship Ministry Team shall appoint a Christmas Program Director to oversee the Christmas program.
- B. The Director shall work with the Pastor in selecting the Christmas Program material.
- C. The Christmas Program Director shall recruit and train the needed leaders and helpers to carry out the Christmas program.
- D. The Christmas Program Director shall present to the Discipleship Ministry Team and the Pastor a summary report of the program within 30 days following the Christmas Program. It shall consist of: a list of the teachers and helpers, the curriculum used, the classes participating, an itemized list of the cost, and any recommendations for the next year.

Section 5: Small Groups:

- A. The Discipleship Ministry Team shall appoint a Small Group Director to coordinate the Small Groups Ministry of the Church.
- B. The Small Group Director will advertise the small group ministry and be an advocate for any who wish to join one of the groups.

C. The Small Group Director shall present to the Discipleship Ministry Team and the Pastor a summary report of the year's activities to include budget recommendations along with any other recommendations for the next year.

MINISTRY V
THE MINISTRY OF CARING

Article I

Our Theological Basis

Section 1: The Heart of the Body of Christ

- A. We learn to love one another in the name of Christ through developing times of interaction in deepening personal relationships.
- B. Christ's love planted in the Heart of the Church Family reaches out in loving service to care for the physical, mental, emotional, and spiritual needs of those within the church family and those in our community.

Section 2: Our Scriptural Authority

- A. John 15:12 says, "This is my commandment, that you love one another, just as I have loved you."
- B. James 1:27 says, "This is pure and undefiled religion in the sight of our God and Father, to visit orphans and widows in their distress, and to keep oneself unstained from the world."

Article II

The Deaconess Caring Team

Section 1: Tenure of Office

- A. This team shall consist of nine (9) members. Three members to be elected annually by the church each year. After serving a full three-year term, a member must be off one year before being re-elected.
- B. No person shall succeed themselves as chair of the team.
- C. No person serving on this team shall be eligible to serve on another ministry team.

Section 2: Responsibilities of the Team

- A. This Team shall work with the pastor in organizing, administering, and supervising the Caring Ministry of the Church and Community Family.
 - 1. It is recognized that every person and group in the church is involved in "caring" in one way or another.
 - 2. This Ministry Team, however, shall be responsible for specific ways in which the church family as a whole "cares" or expresses Christian love to our church family and our community.
- B. This Team shall cooperate with the pastor and deacons in the visitation of the members of the church; and in caring for spiritual, emotional, physical and mental needs of people. Special attention shall be given to the sick, the widows, and widowers, the needy, the distressed, and the inactive members.
- C. This Team shall coordinate with the pastor on ministering to the families with newborn babies.
- D. This Team shall be in charge of the preparation of the Lord's Supper after consultation with the Pastor. They shall be responsible for acquiring all elements used and the clean-up following each communion service (to include cleaning of all cloths, overflow kitchen refrigerator & communion sets & utensils.)
- E. This Team shall coordinate with the Pastor events to honor new members.
- F. This Team shall coordinate with the Pastor in supervising the following:
 - 1. Food Panty
 - 2. Clothes Closet
 - 3. Thanksgiving and Christmas caring gifts

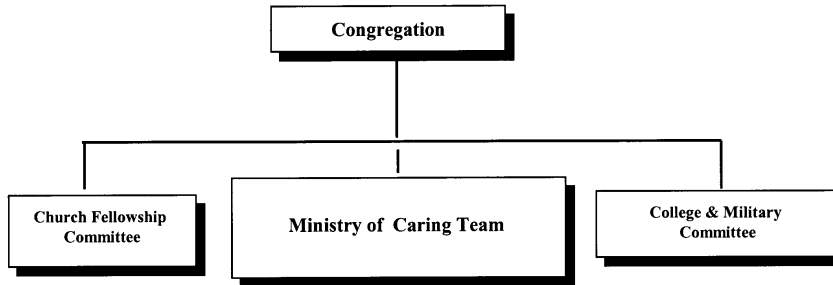
G. This Team shall prepare a proposed budget for the following year and submit it to the Finance Committee.

H. This Team shall submit a report by January 31 to the church of the previous years activities.

Article III

The Ministry of Caring Organization

Section 1: The Ministry of Caring shall be divided into three areas as shown on the organizational chart as follows:



Section 2: The Church Fellowship Committee

A. The Church Fellowship Committee shall consist of nine (9) members. Three members shall be elected annually by the church. No person who has served 3 consecutive years shall be eligible for re-election for a period of one year.

B. The purpose of Church Fellowship is to help people get to know one another better and therefore enhance our level of caring for one another.

C. This Church Fellowship Committee shall work with the pastor in developing such ministries as deemed necessary. Together with the pastor they shall form teams as needed to carry out each particular ministry. This purpose is carried out through various fellowship events throughout the year. They could include events such as:

1. July 4 picnic
2. Harvest Home Dinner
3. Other events

D. The Church Fellowship Committee shall have general supervision over all fellowship functions of the church as a whole.

E. The Church Fellowship Committee shall be responsible for the kitchen and its supplies.

F. The Church Fellowship Committee shall prepare a proposed budget for the following year and submit it to the Finance Committee.

G. The church Fellowship Committee shall submit a report by January 31 to the church office of the previous years activities.

Section 3: The College and Military Ministry Committee

A. The College and Military Committee shall consist of two (2) members. Both members are to be elected annually by the church. No person who has served three consecutive one-year terms shall be eligible to re-election for a period of one year.

B. The College and Military Committee's purpose is to minister to college students and military personnel who are out of the local area.

C. The College and Military Committee shall prepare a proposed budget for the following year and submit it to the Finance Committee.

D. The College and Military Committee shall submit a report by January 31 to the church office of the previous years activities.

Ministry VI

Auxiliary Groups

Each auxiliary group shall be responsible to select their own leaders.

Section 1. American Baptist Women's Ministries

A. In commitment to Jesus Christ as Lord and Savior and to the mission of the church, and through the enabling of the Holy Spirit, American Baptist Women's Ministries provides opportunities for each woman and girl to:

- Become and develop as God's person,
- Build God's faith community, and
- Serve God's world.

B. All women and girls are invited to participate in American Baptist Women's Ministries and AB GIRLS according to her own needs, interest and gifts as led by the Spirit of God.

C. American Baptist Women's Ministries provides a ministry to bereaved families by providing a family funeral dinner as needed.

D. This group also sponsors wedding showers when criteria is met. (See Appendix III for policies.)

Section 2. AB Men Alive

To encourage men and boys to use their God-given talents in fellowship, spiritual growth and action to the Glory of God.

- To lead men and boys to a vital relationship with Jesus Christ as Savior and Lord,
- To provide opportunities for fellowship, spiritual growth and development,
- To encourage men to be faithful in their relationship with their wives and families, and
- To strengthen their support of and participation in their local churches and the overall mission of American Baptists at home and abroad.

Section 3. Jollies

A "social" senior citizens group with a commitment to be "Gems for Jesus" by fellowship and helping others, for His sake. The main focus age is 50 years of age and/or older. However anyone can participate.

Appendix I - BENEVOLENCE FUND POLICY

First Baptist Church, in the exercise of its religious and charitable purposes, has established a benevolence fund to assist persons in financial need. The church welcomes contributions to the fund. Donors are free to suggest beneficiaries of the fund or of their contributions to the fund. However, such suggestions shall be deemed advisory rather than mandatory in nature. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Pastor and Deacon Ministry Team. They may consider suggested designations, but in no event is it bound in any way to honor them, since they are accepted only on the condition that they are mere suggestions or recommendations. Donors wishing to make contributions to the benevolence fund subject to these conditions may be able to deduct their contributions if they itemize their deductions. Checks should be made payable to the church, with a notation that the funds are to be placed in the church benevolence fund.

Currently First Baptist Church has two benevolence funds. They are explained as follows:

A. Deacon Ministry Benevolence Fund

Money (cash) collected for the Deacon Benevolence Fund does not show on your church contribution report.

1. This fund is used to help those in need with various things such as: utility bills, car gas, food and other needs as presented.
2. If you desire tax credit for giving to the Deacon Ministry Benevolence Fund, you must either use a church envelope or give by check through this special fund or through the church offering.

B. Food Basket Fund

Money (cash or check) collected for the Food Basket is generally reported on your church contribution report.

1. Primarily funds are spent for food help to those in need. However, there are instances when some of the money is used to help people in other ways.

Appendix II - NURSERY RESPONSIBILITIES AND POLICIES

Nursery Committee

The Nursery Committee shall be responsible for enlisting qualified nursery workers for all church services and other church-approved functions when staff is available. They shall recommend nursery policies for approval to the church and upon church approval inform workers and volunteers.

The Nursery Committee shall ensure quality nursery workers are provided, these procedures will be used:

- The committee will establish a job description and qualifications;
- Applicants will obtain an application form from the church office. Committee members and the Pastor will be responsible for the interviews, hiring and dismissing of workers;
- Committee members and the Pastor will be responsible for interviewing qualified volunteers.
- All policies will be followed by committee members and workers.
- A copy of all policies will be given to each committee member;
- A copy of all policies, worker guidelines, nursery guidelines, and job descriptions will be given to each worker and reviewed with them;
- A copy of nursery guidelines will be given to each parent;
- Daily procedures and nursery guidelines will be posted in the nursery and the two and three-year old rooms.
- The nursery area may be used for other church functions when church services are not in progress. The following policies are in effect during these times:
 - The church nursery policies and guidelines must be followed;
 - The area must be clean after usage;
 - The organization providing nursery care assumes full responsibility for the events and quality of care given;
 - To assist during these times, the nursery committee will provide snacks, list of employees and volunteers and wash sheets if needed.
 - The committee will keep the pastor informed about nursery activities.
 - The paid workers will be responsible to turn in worker time sheets to the Treasurer. Paid nursery staff shall receive compensation for 15 minutes prior and 15 minutes following each service. Time is rounded to the nearest 15 minutes. Actual time worked is paid with a one hour minimum. When nursery workers request to work less time, only actual time is paid.
 - Paid workers will be expected to work church services (which include holidays) unless they have informed the monthly coordinator or committee chairperson that they are unavailable. If other personnel are used, they must have completed the church's Child Abuse Policy process.
 - The Nursery Committee will check with the church office for any special events. Each employee will be given opportunity for additional hours during special events. The monthly coordinator will call to ask the employee to work.
 - There will be a ratio of no more than four (4) babies per worker and seven (7) two/three year olds per worker. Two worker minimum is necessary. The monthly coordinator will check to make sure these ratios are being met. If more children are present, the coordinator will help to find a volunteer.

Nursery Worker

1. All nursery workers shall be born again Christians with high moral conduct and position themselves as role models. They shall have a good attitude toward First Baptist Church

2. All nursery workers are expected to attend weekly services. Every attempt will be made to schedule work time around the worker's worship service of choice.
3. All nursery workers should teach the children about God by providing love, acceptance, trust and security. Children should always be spoken to gently and with Christian love. Each child is to be treated fairly and with respect.
4. Nursery workers must know and follow the church's "Reducing the Risk of Child Abuse" Policies and procedures.
5. Nursery workers will not be allowed to spank, pull, tug, shake, or inflict bodily harm of any kind on a child.
6. For inappropriate behavior (such as biting, hitting, kicking, throwing toys, or hurting another person) or speech (such as name calling), the following guidelines are to be followed:
 - Upon the first offense, the child will be given a "time out" of no more than 5 minutes.
 - If the child continues with inappropriate behavior, the parents will be called to remove the child from the nursery. Every attempt will be made to work with the parents in resolving any inappropriate behavior situations.
7. Safety in the nursery is our highest concern. Incident reports will be completed and filed for any occurrence of inappropriate behavior. Parents will be provided with a copy of the incident report.
8. Nursery workers are not permitted to give any medication for children with medical conditions. Any required medications must be given by the parents.
9. Nursery workers will be required to assist parents with check-in procedures.
10. If a nursery worker is unable to work, they are to contact the nursery chair as soon as possible. Emergency situations, such as a death in the family, are exceptions.
11. The schedule may only be changed by the monthly coordinator or by the nursery committee chairman.
12. Upon request, nursery workers will be asked to attend committee meetings.

Appendix III —WEDDING POLICIES

Purpose

Since marriage is a divine institution, Christians should have their marriage solemnized by a lawful minister of the church. The marriage ceremony is never just a social event for Christians, but a rite in which a man and a woman pledge themselves to each other under the blessings of God and are united in Holy wedlock.

This church affirms that all marriage ceremonies performed in the name of this church and any related celebrations or activities allowed in its facilities shall be for unions that meet the standards named in this church constitution, and further, that church ministers and staff engage only in marriage ceremonies in keeping with this church's adopted biblical and theological definition of marriage.

The First Baptist Church welcomes the opportunity of sharing with you in making your wedding plans. It is the pastor's and church's desire to make every wedding a memorable event, beautiful and meaningful; to extend every possible courtesy to weddings in this church. In order to maintain a regular practice with regard to weddings and to make available to inquiring bridal parties the accepted custom of this church, the following policies have been set forth. Any variations from these stated policies must be approved by the pastor.

Scheduling

Emphasis is placed on advance planning. Call the church to make an appointment for preliminary planning. Scheduling is to be done through the church office, giving dates, the exact hour of rehearsals, ceremonies, reception, facilities and services desired.

Members of First Baptist Church are given preference over non-members. (Members are defined as the bride or groom or the parents of either the bride or groom). Therefore, reservations should be made by non-members at least three months in advance.

The Minister

Ordinarily, weddings performed at First Baptist Church are conducted by one of its ministers. If another minister is to be invited to conduct the ceremony, or to share in the service, they must be approved by and invited by one of the ministers of First Baptist Church.

Counseling

Pre-marital counseling is required for all weddings performed at First Baptist Church. A pre-wedding conference with the minister performing the ceremony should be made as far in advance of the wedding as possible. This is so the minister can explain his counseling procedures and set up a schedule for the counseling sessions.

Music

Music adds much to the beauty of the wedding ceremony. This music, however, is not primarily for entertainment or a "cover" for seating guests; it is to set the mood for worship.

If an outside organist is desired, please consult with the pastor.

Decorations

The church has candelabra and candles to enhance the ceremony if you wish to use them. Flowers and candles should enhance the beauty of our sanctuary and chapel rather than hide it.

If other than the church candles are being used, then they must be of the non-drip variety; proper precautions should be taken for safety. Be sure someone has been designated to see that the candles are lighted and that they know where the lighting tapers are located.

Decorations attached by gluing, pinning, or nailing to pews, or permanent fixtures is prohibited. All wedding decorations other than flowers left with prior arrangements must be removed immediately following the service.

No rice or confetti may be used inside or outside the church building. Use of bubbles is restricted to the outside of the building.

Photographs

Photographs may be taken prior to the service or following the service if desired. Photographs may be taken of the bride as she comes down the aisle, but when she reaches the front of the sanctuary, no more photographs are to be taken during the service.

If the ceremony is to be video-taped, the camera and cameraman must be in position at least five (5) minutes prior to the beginning of the ceremony. They must remain in that position with as little movement as possible throughout the ceremony.

Please have the photographer confer with the minister about these procedures prior to the ceremony.

The Rehearsal

This is usually scheduled the night before the wedding is to take place, and at a time prior to any rehearsal dinner. This avoids having to rush the meal to get to a later rehearsal on time. Set the time when all parties involved can be present, and arrive promptly.

This rehearsal is a time of careful preparation for a service of worship. The bride who participates in the rehearsal in her proper role is the one who will best know and understand the proceedings of the wedding ceremony.

If the Pastor deems it necessary, a wedding coordinator could be secured. The Coordinator will work with the wedding party in working out the details of the wedding. It is to be understood that they will be at both the rehearsal and the wedding and be under the direction of the minister.

The Reception

Facilities of the church are at your disposal if they are desired for a reception. Consult the Pastor as early as possible concerning details of the reception if it is to be held at the church. A church Fellowship Committee member must be present at all wedding receptions held in the church.

Consult the Pastor if any decorations are to be used in fellowship hall.

Please remember, smoking is not allowed in any part of the building, alcoholic beverages are not allowed on church property and any person under the influence of alcohol will be asked to leave.

Nursery

The church is not responsible for providing a nursery during the wedding. If you wish to use our nursery facilities, consult the Pastor.

Wedding Fees

Plan your wedding wisely; modest arrangements which you can afford are more desirable than beginning your married life in debt. A church wedding involves certain basic costs aside from your clothing, invitations, dinners and the like. Consult the Pastor for wedding fees held at First Baptist Church. All wedding fees must be paid at least two weeks before the wedding.

Wedding Shower

American Baptist Women's Ministries provides a wedding shower to provide a ministry of love and outreach. The Bride-to-be or groom-to-be must be participating member(s) of the church (to include being away at college). It must be the first wedding of bride or groom-to-be.

If the criteria is met, the Pastor will contact a member of American Baptist Women's Ministries and they will contact the bride-to-be or groom-to-be to see if a shower is desired. If so, a date will be scheduled through the church office.

Appendix IV—PERSONNEL POLICIES

Section 1. Salaried Positions (Pastoral Staff)

All salaries and benefit packages shall be set at the time of employment, and shall be reviewed annually during the budget review process. The church currently provides a benefit package of: housing allowance and retirement. The retirement coverage is provided through the Ministers and Missionary Benefit Board. Participating in the church's Cafeteria Plan (Flexible Spending) is an additional option.

1. Pastor

- a. Two (2) weeks of vacation shall be allowed on beginning service to First Baptist Church, four (4) weeks with full salary, after the first January and five (5) weeks after 5 years of service. A maximum of eight (8) weeks can be carried over to the next year. First Baptist Church shall pay for accrued vacation time upon retirement or termination. The Pastor will work with the Deacon Ministry Team to determine dates for requested vacation leave.
- b. The pastor shall be entitled to one (1) day per month of sick leave annually. This shall not accrue over 30 working days total time and there will be no cash-in value at time of termination (voluntary or involuntary).
- c. The pastor shall be compensated annually for professional expenses incurred while in service to the church up to the approved budget limit.

2. Assistant Pastor

- a. Two (2) weeks of vacation shall be allowed on beginning service to First Baptist Church, four (4) weeks with full salary, after the first January and five (5) weeks after 5 years of service. A maximum of eight (8) weeks can be carried over to the next year. First Baptist Church shall pay for accrued vacation time upon retirement or termination. The Pastor shall authorize any requests for vacation leave.
- b. The assistant pastor shall be entitled to one (1) day per month of sick leave annually. This shall not accrue over 30 working days total time and there will be no cash-in value at time of termination (voluntary or involuntary).
- c. The assistant pastor shall be compensated annually for professional expenses incurred while in service to the church up to the approved budget limit.

3. Other Pastoral Staff

a. Full-Time Position

1. In a full time position, the employee shall be entitled to an annual vacation of two (2) weeks with full salary, on beginning service to First Baptist church, four (4) weeks after the first January and five (5) weeks after 5 years of service. A maximum of eight (8) weeks can be carried over to the next year. First Baptist Church shall pay for accrued vacation time upon retirement or termination. The Pastor shall authorize any requests for vacation leave.
2. The employee shall be entitled to one (1) day per month of sick leave annually. This shall not accrue over 30 working days total time and there will be no cash-in value at time of termination (voluntary or involuntary).
3. The employee shall be compensated annually for professional expenses incurred while in service to the church up to the approved budget limit.

b. Part-Time/Temporary Pastoral Position

In a part-time/temporary position, no benefits are given except for professional expenses incurred while in service to the church up to the approved budget limit.

Section 2. Support staff (non-pastoral hourly employees)

1. General Policies covering all full-time hourly employees:
 - a. Holidays: Each employee shall be entitled to ten (10) paid holidays as follows:

| | |
|-------------------------------|------------------|
| 1. New Year's Day | 6. July 4 |
| 2. Martin Luther King Jr. Day | 7. Labor Day |
| 3. President's Day | 8. Veteran's Day |
| 4. Good Friday | 9. Thanksgiving |
| 5. Memorial Day | 10. Christmas |
 - b. Sick Leave: Each employee shall be entitled to one (1) day per month of sick leave annually. This shall not accrue over 30 working days total time and there will be no cash-in value at time of termination (voluntary or involuntary). *Current staff (2009) will be grandfathered to policy in place at time of employment.
 - c. Vacation time: No employee shall be entitled any vacation until after ninety (90) days of employment. Employee shall be entitled to one (1) week after 90 days of employment during the year in which they were employed. Thereafter, annual vacation shall be given on a calendar year basis as follows: Beginning January 1 following the year of employment: Two (2) weeks per year; three (3) weeks per year after five years of employment; four (4) weeks after fifteen years of employment and five (5) weeks after twenty years of employment. Vacation time cannot be accrued for more than two (2) years of earned vacation. Vacation time shall be approved by the employee's supervisor.
 - d. Personal Day: Each employee shall be entitled to two (2) personal days in honor of their birthday and anniversary to be taken at their discretion with approval by their supervisor.
 - e. Flex time: Each employee can use "flex-time" with approval by their supervisor. Flex-time shall be defined as rearranging working hours to accommodate personal time off. The time shall be made up within the current pay period or no later than the next pay period. Time not made up will be charged to annual leave or loss of pay at the employees discretion.
 - f. Overtime: Overtime is defined as any hours worked beyond the normal eight hour work day. Overtime must be approved by the employees supervisor. Overtime will be paid at the rate of time and a half. No comp-time will be allowed for overtime.
 - g. Personal Conduct and Appearance:
 1. Employee dress shall be in keeping with the position and job.
 2. Interaction between employees and members of the church shall be professional, courteous and tactful.
 3. No employee shall smoke or be under the influence of alcohol or controlled substance while on duty or on church premises.
 4. Information obtained as an employee concerning church business matters or private or church related information about members or their families, must be kept confidential.
 - h. Conditions of Employment:
 1. All First Baptist Church support staff employees are employed "At-Will," which means employment may be terminated at any time with or without cause. No information distributed or representations made by any representative of First Baptist Church should be construed as an attempt to alter the "at-will" status of any position unless a contract is entered into which expressly addresses and replaces the "at-will" employment status.
 2. All employees are expected to perform to the best of their abilities in discharging their duties.

3. All employees are expected to be regular and dependable in their work schedule attendance.
2. Pastoral Secretary
 - a. Hours and job description shall be determined jointly by the Pastor and the Deacon Leadership Team.
 - b. The pastoral secretary shall operate under the supervision of, and is responsible to, the pastor.
 - c. The Deacon Leadership Team shall evaluate the secretary's salary at the end of each year and make recommendations to the Finance Committee for approval by the church.
3. Part-Time Secretary
 - a. The part-time secretary shall work under the supervision of the Pastor and the Pastoral Secretary. No benefits will be given and no guarantee of hours.
 - b. Hours and job description shall be determined jointly by the Pastor and the Pastoral Secretary.
 - c. The Deacon Leadership Team shall evaluate the Part-time Secretary's salary at the end of each year and make recommendations to the Finance Committee for approval by the church.
4. Custodian
 - a. Hours and job description shall be determined jointly by the Pastor and the Trustee Committee.
 - b. The custodian shall operate under the supervision of, and is responsible to, the pastor and the Trustee Committee.
 - c. The trustee committee shall evaluate the custodians salary at the end of each year and make recommendations to the Finance Committee for approval by the church.

Section 3. Music Ministry

- A. The Music Committee and the Pastor shall recommend the hiring of all music personnel. They shall recommend all salaries and submit their proposals to the finance committee for approval by the church. They shall develop job descriptions appropriate to each position.
- B. Employed music personnel shall work under the supervision of the Pastor and the Music Committee.
 1. Choir Director
 - a. The choir director shall lead the choir at the 10:45am worship service each Sunday and at other times as directed by the Pastor.
 - b. The choir director shall work with the Pastor and Worship Ministry Team to enhance the worship services with music.
 - c. This position shall be a part-time position with no benefits given.
 2. Instrumentalists
 - a. The instrumentalists shall be enlisted for the morning worship services. Volunteer instrumentalists are used in the evening worship service.
 - b. The instrumentalists shall work with the Pastor and Worship Ministry Team to enhance the worship services with music.
 - c. This position shall be a part-time position with no benefits given.

Section 4. Child Care

The Nursery Committee shall enlist persons to provide adequate care for the children in the nursery.

- A. Hours and job descriptions shall be determined jointly by the Pastor and the Nursery Committee. They shall recommend all salaries and submit their proposals to the Finance

Committee for approval by the church.

- B. The Nursery Committee in conjunction with the Pastor shall be responsible for hiring all paid nursery workers.
- C. This position shall be a part-time position with no benefits given and no guarantee of hours.

Section 5. Sabbatical Leave Policy

First Baptist Church of Leavenworth recognizes the value of periodic, extended leave from day to day responsibilities of the church. We understand that both the employee and the church benefit from the opportunity to study or serve in different circumstances from time to time. Given that principle, First Baptist Church will grant sabbatical leave to full-time pastoral staff employees under the following condition:

1. Sabbatical Leave involves a specific program designed to provide an experience, or series of experiences contributing to the personal enrichment and professional competence of the employee. The program can be composed of several different elements provided that each is related to the employee's regularly assigned responsibilities.
2. Staff member shall have served at least seven (7) years in a full-time position with the church.
3. Staff member will submit a proposal for leave to the Board of Deacons at least six (6) months before leave is to begin. It shall include:
 - a. The amount of financial support requested (up to \$1000) from budgeted funds to accomplish the intended goals.
 - b. The length of leave requested and the time frame to accomplish it.
 - c. Arrangement for the handling of normal job responsibilities while absent.
4. Full time pastoral staff member shall commit to serve a minimum of one (1) full year following such leave.
5. Leave shall not exceed thirteen (13) weeks total. However, it may be taken in conjunction with annual vacation leave to provide for extended leave.
6. The Deacon Leadership Team shall have responsibility for receiving, evaluating and granting any sabbatical leave request from staff. No leave shall be granted if it would seriously compromise the effective functioning of the church. Leaves of less than thirteen (13) weeks may be granted but that will be considered the total leave. Salary and benefits shall continue during sabbatical leave. Leave will not be granted more often than once every seven (7) years.

**Appendix V — POLICIES AND PROCEDURES
FOR
REDUCING THE RISK OF CHILD ABUSE IN THE CHURCH**

Introduction

The church is committed to being a place where the worth and dignity of all God's people is respected and affirmed. God intends justice and wholeness for all. Misconduct involving sexual contact or harassment by any employee or volunteer within the church damages the wholeness which God intends. Our concern, which mirrors God's concern, is for the victim(s), the congregation, and the abuser.

The goal of these Policies and Procedures are to provide a process to deal equitably with all parties when charges of misconduct are made. Also this document is a call to work at the prevention of such incidents by making all local church members aware of their individual and corporate responsibilities in the preservation of the integrity of all relationships within the church.

The adoption of this paper means this church seeks to respond compassionately and with justice for all parties involved whenever a misconduct charge is made. While this may require a rethinking of the way we do ministry, it should not cause us to abandon appropriate touch and intimacy which ensue from our spiritual base in the Lord.

Guiding Principles

A range of behaviors which includes sexual harassment (verbal and/or physical), sexual advances, and/or sexual contact between an employee, volunteer leader or chaperon and any other person in a church setting or church sponsored event is a form of misconduct and has legal ramifications under state law. Such behavior crosses appropriate boundaries and is an abuse of the trust and power placed in the leader.

Of particular concern is child sexual abuse which includes any form of sexual conduct or exploitation in which a minor is being used for the sexual stimulation of the perpetrator. The abuser may be an adult, an adolescent or another child.

In all instances, everyone in a position of leadership or authority in the local church is responsible for maintaining proper boundaries, irrespective of the behavior of other persons.

Values

The process of exploration of allegations shall be guided by several underlying values.

If a charge of misconduct is made, priority attention shall be given to restoration and justice for the victim, protection of other church members, and preservation of the integrity of the ministry of the church.

Concerns for the spiritual health and vitality of the church are the heart of the process. This means that concern will be given for the person making allegations, the accused, and the church body. Even when an incident may not be criminal, or involve notification of civil authorities, it may still be appropriate for the church to take action to clarify ethical principles so that spiritual health and vitality are maintained.

The church recognizes that abuse and particularly child sexual abuse is a crime according to federal and state laws. The church is in support of the state in its efforts to deal with abuse. The church intends to comply with the reporting requirements as set forth by civil law.

The church should retain Legal Council to guide it through the process of upholding the law.

Definition of child abuse:

The State defines an "abused child" as a person under age 18 who is being harmed by a parent, family member, boyfriend or girlfriend of the parent, or any person responsible for the child's welfare, such as a baby-sitter, day care provider or any other substitute care giver.

Harm to the child may be physical or emotional injury (or serious risk of injury), excessive punishment, sexual offenses, or child torture.

Child abuse may be violent or nonviolent. It can involve touching or non-touching aspects.

Definition of Church Leader:

When you read "church leader" in this paper it is referring to the Pastor, Assistant Pastor, or one of the Deacons.

Definition of Youth:

Anyone under 18 years of age, or who is still in High School.

Definition of Records:

(A) Limited Access Records. These include employment applications, volunteer applications, screening forms, documenting of personal interviews, reference checks, criminal record checks. These records are available only to the following:

- a. The responsible board/committee who interviews the applicant.
- b. Church leaders who are investigating an alleged case of abuse.
- c. The applicant and/or their legal counsel.
- d. Pastor
- e. Assistant Pastor
- f. Church Secretary

(B) Incident Records. These are any documents, interview paperwork, audio tapes, and any other materials gathered during the investigation of an alleged abuse. These records are "eyes only" records and are open on a need to know basis only to the following:

- a. The church leaders involved in the investigation
- b. Pastor
- c. Assistant Pastor
- d. Alleged victim(s)/abusers as the church's legal counsel determines.

Both Limited Access and Incident Records are to be kept under lock and key. Only five (5) keys will be available for these records. Those keys will be held by:

1. One (1) church leader
2. Pastor
3. Assistant Pastor
4. Church Secretary
5. Church safety deposit box - off premises (this will be a master key)

Types of Abuse:

1. Types that involve touching:
 - a. Hitting a child
 - b. Fondling
 - c. Intercourse
2. Types that involve non-touching:
 - a. Inappropriate verbal comments
 - b. Pornographic videos
 - c. Obscene phone calls
 - d. Exhibitionism
 - e. Allowing children to witness sexual activity

I. Purpose of Church Policies and Procedures:

1. To Safeguard the children and youth of our church from any form of abuse.
2. To Protect church staff and volunteer workers from potential allegations of abuse.
3. To Limit the extent of our church's legal risk and liability due to child abuse.

II. Plan: A fourfold strategy

1. The careful selection of workers
2. The close supervision of the workers
3. The clear reporting of obligations
4. The correct response to allegations

III. The Careful Selection of Workers:

All workers (paid and volunteer) who work with children and/or youth shall undergo a thorough screening process before they are allowed to begin work. The screening process shall include the following:

1. They shall complete an employment application
2. They shall complete a screening form
3. They shall have a personal interview with the responsible agency of the church.
4. Reference checks shall be made on each applicant.
5. They shall complete a criminal records check authorization form - to be used when considered appropriate.
6. Active Participant
 - a. They shall have been an active participant in the life of this church for at least six months before they can be selected as a children's/youth worker, with the exception of paid nursery workers or;
 - b. They shall have been an active participant in the life of another church for at least the past six months and have the recommendation of the pastor in writing before they can be selected as a children's/youth helper in this church. Those helping from another church shall not be selected as supervisors but helpers only.
7. After the above steps have been completed, the responsible agency shall approve/disapprove the selection of the worker.

IV. The Close Supervision of Workers:

1. The Two Adult Rule: (See Appendix Va)
 - a. Two adult supervisors will be present at any High Risk church activity. (See Appendix Va for explanation of Low-Risk and High-Risk)
 - b. Of the two adults one of them must be at least 21 years of age or older.
 - c. It is preferable for activities other than regular Worship and Bible Study times that one of the adults be a parent of one of the youth in attendance.
 - d. All adult chaperons and supervisors must be cleared in advance by the responsible agency. Regular chaperons and supervisors can be given a "blanket" clearance. A blanket clearance is a one-time clearance for all events from the date of clearance.
2. Obtain Parental Permission:
 - a. Youth must have parental permission to participate in church sponsored activities. (Permission slips can be obtained from the Assistant Pastor or the church office).
 - b. Parental permission must be obtained before a worker goes somewhere alone with a youth. If for some reason that is not possible, notify a parent or other youth leader as soon afterwards as possible.

- c. Workers should notify appropriate church leaders when they are meeting alone with any youth.
3. Suspicious Behavior Confronted Immediately:
- a. Any inappropriate conduct or relationship concerning a youth worker and a youth should be confronted and investigated by church leaders as soon as possible.
 - b. The confrontation can be just a comment from a fellow worker or if deemed appropriate reported to a church leader.
 - c. Prompt warnings should be issued when appropriate and the situation monitored closely.
 - d. If the adult worker does not respond and the inappropriate conduct continues, the adult worker should be dismissed from that responsibility.
 - e. If the inappropriate behavior is found to be on the part of the youth, a church leader will discuss the matter with the youth. If the behavior does not stop, their parents will be notified and the youth will not be allowed to attend youth activities until repentance is shown.

V. The Correct Response to Allegations:

1. The need for reporting inappropriate behavior:
 - a. The foremost concern is to protect the children and youth from abuse and the workers from false allegations.
 - b. It will also provide mutual accountability among the youth workers.
 - c. Church leaders need to be aware of any inappropriate behavior so corrective actions can be taken.
 - d. The reporting of inappropriate behavior is not an act of disloyalty, on the contrary, it is a reflection of our Lord's care and concern for children and youth.
2. The basis for making a report:
 - a. If one worker cautions another worker over a concern of questionable behavior and that worker refuses to discuss it, it should be reported to a church leader and that worker confronted as soon as possible.
 - b. If a worker violates the church's policy on child abuse, the worker should be confronted immediately (by two people if possible) and it should be reported to church leaders.
3. A description of possible indicators and symptoms of child abuse:
 - a. Physical signs may include:
 1. Lacerations, bruises, welts, or bite marks
 2. Burns
 3. Nightmares
 4. Irritation, pain, or injury to the genital area
 5. Difficulty with urination
 6. Unusual bleeding
 7. Discomfort when sitting
 8. Torn or bloody underclothing
 9. Venereal disease
 10. Pregnancy
 - b. Behavioral signs may include:
 1. Anxiety when approaching church or nursery area
 2. Nervous or hostile behavior toward adults

3. Sexual self-consciousness
4. "acting out" sexual behavior
5. Withdrawal from church activities and friends
6. Being extremely hyperactive, distractable or irritable

Great care must be taken in looking at these signs, as these are also symptoms of different behavior disorders that are not related to child abuse.

c. Verbal signs may include the following statements:

1. I don't like (a particular church worker)
2. (A church worker) does things to me when we are alone
3. I don't like to be alone with (worker)
4. (A church worker) fooled around with me

4. Procedures for reporting child abuse:

- a. When an alleged abuse has taken place, immediate action should be taken by the youth leaders in charge of the activity to secure the safety of the individuals involved.
- b. When an alleged abuse has taken place, a person observing the abuse should immediately report it to a church leader. The report should be documented in writing and given to a church leader within 72 hours.
- c. The Church Leaders shall set up a meeting with the alleged victim of the allegation of abuse.
 1. Two church leaders should be present at this meeting. In the case of a female victim, a female should be requested to help the church leaders in the interview process. A list of women to help shall be made and maintained by the church leaders.
 2. The alleged victim of the abuse should be encouraged to bring another person with them to the meeting. The parents of the alleged victim should be present if at all possible.
 3. The meeting should take place where confidentiality can be maintained. Permission shall be requested to audio tape the meeting. If permission is denied the meeting will not be recorded. If permission is given, it must be recorded on the tape at the beginning.
 4. A concern for all persons involved should be expressed and the meeting begun with prayer.
 5. The alleged victim must be given ample opportunity to explain exactly what happened and why they believe they were abused.
 6. The leaders should repeat the allegation back to the alleged victim to make sure they understand it correctly.
 7. Immediately following the meeting, the church leaders should prepare a written summary of the meeting. The summary should avoid personal feelings, speculations, or conclusions. It should communicate factual information shared in the meeting.
 8. The alleged victim should then have an opportunity to read the summary and make any comments they desire. The alleged victim's comments should then be summarized in writing. All persons present should then sign the paperwork. The summary and the alleged victim's comments then become a part of the church records.
- d. The Church Leaders shall set up a meeting with the person about whom the allegations are being made.
 1. Two church leaders should be present at this meeting. In the case of a female abuser, a female should be requested to help the church leaders in the interview process. A list of women to help shall be made and maintained by the church leaders.

2. The person about whom the allegations are being made should be encouraged to bring another person with them to the meeting.
 3. The meeting should take place where confidentiality can be maintained. Permission shall be requested to audio tape the meeting. If permission is denied the meeting will not be taped. If permission is given, it must be recorded on the tape at the beginning.
 4. A concern for all persons involved should be expressed and the meeting begun with prayer.
 5. The allegation of abuse should be explained to the person.
 6. The person must be given ample opportunity to respond to the allegations.
 7. Immediately following the meeting, the church leaders should prepare a written summary of the meeting. The summary should avoid personal feelings, speculations, or conclusions. It should communicate factual information shared in the meeting.
 8. The person should then have an opportunity to read the summary and make any comments they desire. The person's comments should then be summarized in writing. All persons present should then sign the paperwork. The summary and the person's comments then become a part of the church records.
- e. The Church Leaders should then convene to evaluate the alleged abuser and the Alleged victim's comments.
1. The church leaders should communicate to both the alleged victim and the alleged abuser that they care about both and will do their best with the guidance of the Holy Spirit to do that which will honor the Lord and be fair to both parties.
 2. After evaluating the comments from both parties the church leaders will now begin an investigation of the alleged abuse.
 3. The church leaders should talk to any witnesses and make a summary of their comments.
 4. After gathering all the information possible, and after prayer, the church leaders will decide what course of action to take.
 5. Possible Courses of Action:
 - a. The church leaders should consult with legal council regarding all written complaints and notify civil authorities depending on the advice of counsel.
 - b. If Church Leaders determine that no abuse has taken place:
 - a. Church Leaders will meet with the alleged victim and his/her parents to explain their reasons and try to help resolve the matter with the alleged victim and their parents.
 - b. Church Leaders will meet with the alleged abuser and explain their reasoning and encourage them to avoid any situation that could be misconstrued.
 - c. If Church Leaders have good reason to believe that abuse has taken place:
 - a. Church Leaders shall remember that a person is to be presumed innocent until proven guilty.
 - b. Church Leaders shall inform both the alleged victim and the alleged abuser that they are taking further action to resolve the situation.
 - c. After consulting with legal council they shall decide whether the allegation is of such nature to warrant reporting it to the Department of Social Rehabilitation Services (SRS) or try to resolve the situation through the process of church discipline. (Ref: Church Constitution Article VI, Section 2) Churches are not mandatory reporting agencies in the State of Kansas.
 - d. They can report the allegation to SRS.
 - a. If church discipline fails to resolve the matter satisfactorily to either party,

or the church leaders, then the church leaders shall consult an attorney for legal advice and file the necessary reports with the appropriate agency (Leavenworth SRS 651-6205.)

- b. Cooperate with the SRS in their investigation
- c. Notify the ABCCR (American Baptist Churches of the Central Region) office in Topeka, KS at 1-913-272-7622.
- d. Notify the church's insurance company, Church Mutual Insurance Co. 1-800-892-8774
- e. Church leaders shall make a complete written report of their actions and the actions of the SRS if they are involved. This report shall become a part of the church records.

Resources:

"Reducing the Risk of Child Abuse in Your Church", Richard R. Hammar, Steven W. Klipowicz, & James F. Cobble, Jr.; Christian Ministry Resources, copyright 1993.

"For Mandated Reporters: A Guide About Child Abuse and Neglect". Mike Paredes, J.D.; Kansas Child Abuse Prevention Council, nd.

Appendix V.a

REDUCING THE RISK OF CHILD ABUSE IN THE CHURCH

Explanation of THE TWO ADULT RULE

I. Risk Factors:

- A. See it in terms of moving from LOW-RISK to HIGH-RISK
- B. Low-Risk is when the children's/youth activity takes place on church property with lots of people around.
 - (1) Example: the Sunday School hour. Because the church is filled with people, you do not need two adults in every Sunday School class.
 - (2) If that same Sunday School class met in the church building in the afternoon there would need to be two adults present.
- C. High-Risk would be an isolated activity off of church property.
 - Key terms for High-Risk:
 - a. Off church property
 - b. Isolated event
- D. As you move from Low-Risk to High-Risk the more protection will be needed.

II. Key Terms to Consider:

- A. Time: The day and time of the activity is important.
- B. Place: The place where the activity is taking place is important.
- C. People Involved: The number of people as a whole and the number of adults present is important.
- D. Frequency: How often does the activity take place and how often does the opportunity for abuse happen?

Note: This explanation was given to Pastor Terrill by James F. Cobble, Jr. via telephone conversation May 10, 1995. James F. Cobble, Jr. is with Christian Ministry Resources and helped write the materials: "Reducing the Risk of Child Sexual Abuse in the Church."

Primary Screening Form for Children or Youth Workers

This application is to be completed by all applicants for any position (paid or volunteer) involving the supervision or care of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Personal

Name: _____

Last

First

Middle

(Identity must be confirmed with a state drivers license or other photographic identification)

City: _____

State: _____ Zip _____ Home Phone(____) _____

1. Please indicate the type of youth or children's work you prefer: _____

2. Please indicate the date you would be available to begin your work with us:

3. What is the minimum length of commitment you can make?

4. Have you ever been convicted of or pleaded guilty to a crime?

Yes (If yes, please explain - attach a separate page, if necessary)

No

5. Do you have current driver's license?

Yes (If yes, please list your drivers license number _____)

State of issue _____

No

Note: If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the senior minister rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children's or youth work.

6. Were you a victim of abuse or molestation while a minor?

Yes No

Church History or Prior Youth Work

7. Name of church of which you are a member _____

Address: _____

City, State, Zip: _____

8. List (name and address) of other churches you have attended regularly during the past five years.

9. List all previous church work involving children/youth work. (list each church's name, address, type of work you performed and the dates)

10. List all previous non-church work involving youth and or children (list each organization's name, address, type of work performed, and dates)

11. List any gifts, callings, training, education or other factors that have prepared you for children's or youth work:

12. Personal References (not former employees or relatives)

| | |
|---------------------|---------------------|
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| City: _____ | City: _____ |
| State/Zip: _____ | State/Zip: _____ |
| Telephone:() _____ | Telephone:() _____ |

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of the application by First Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws and policies of First Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I have read and agree to abide by the Policies and Procedures for "REDUCING THE RISK OF CHILD ABUSE IN THE CHURCH."

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature: _____ Date _____

Witness: _____ Date _____

First Baptist Church
Leavenworth, KS 66048

Request For Criminal Records Check and Authorization

I hereby request the Leavenworth Police Department to release any information which pertains to any record of convictions in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Signature: _____

Print Name: _____

Print Maiden Name if applicable: _____

Other Legal Names: _____

Print All Aliases: _____

Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

Driver's License Number: _____

State of Issue: _____

Today's Date: _____

Record Sent To:

Name: _____

Address: _____

First Baptist Church
Leavenworth, KS 66048
Reference Contact Form

Name of person making the contact: _____

Date: _____

Name of person (the applicant) for whom the contact is being made:

Name of person contacted: _____

Method: (phone, letter, personal, etc) _____

Summary of Contact:

Interview Form for Youth/Children's Workers

Name of person being interviewed: _____

Date: _____

Name of person/s doing the interview:

1. Would you please share with me your Christian Testimony?
2. How would you describe your personality? (Are you outgoing, quiet, reserved, do you make friends easily, do you get angry easily, etc.)
3. Would you describe your attitude toward the church, and a Baptist Church in particular?
4. How would you react if you saw a young person doing something wrong in the context of a church activity?
5. Would it be difficult for you to attend planning meetings if needed?

6. How important is it that the workers set a Christian example for the young people?

7. What kind of an example do you think a worker should set?

8. How would you describe "child abuse?"

9. Are you willing to attend a couple of hours or more of training to be a good children's/youth worker?

10. Are you willing to familiarize yourself with our church policies and abide by them?

Appendix VI - DISCIPLINE POLICY

The following procedures are for all teachers/leaders to follow when needed. Always remember to discipline with love.

1. Teacher attempts to resolve minor discipline problems one on one.
2. Possible suggestions are a time out chair, positive reinforcement techniques or time out from class participation.
3. If the problem persists, the teacher will confer with the child's parent or guardian for assistance.
4. If the problem still persists, a Discipleship Team member will be asked for assistance.
5. If all attempts for resolution have failed, pastoral intervention will be requested.

CLASSROOM RULES

1. Be kind to one another.
2. Walk in the classroom.
3. Be respectful to leaders.
4. Be a good listener.
5. Respect God's house.