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believe. become. be sent.

POLICY AND PROCEDURE HANDBOOK

The Policy and Procedure Handbook of
North Albemarle Baptist Church

This policy and procedure handbook rescinds all rules and laws previously adopted by North Albemarle Baptist Church. This handbook was originally proposed on October 2, 2022, and the vote to approve was held on November 30, 2022.

The Bylaw Committee hosted Question and Answer Sessions for the church body on October 12, 2022 and October 19, 2022.

The Bylaw Committee consists of:

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The Policy and Procedure Handbook of
North Albemarle Baptist Church

Albemarle, NC

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POLICIES

Before the completion of any transaction, the committee chairperson/team leader or the committee secretary must provide written instructions regarding any financial transactions to the administrative ministry assistant on behalf of the entire committee.

Event Promotion Policy

Planning:

All committees/ministries should plan a quarter ahead of time for all events.

- Quarter 1 consists of January, February, and March
 - Plan for Q1 at the beginning of Q4 (Plan for January in October)
- Quarter 2 consists of April, May, and June
 - Plan for Q2 at the beginning of Q1 (Plan for April in January)
- Quarter 3 consists of July, August, and September
 - Plan for Q3 at the beginning of Q2 (Plan for July in April)
- Quarter 4 consists of October, November, and December.
 - Plan for Q4 at the beginning of Q3 (Plan for October in July)
- Put your meetings for the next quarter on your calendar AND the church calendar
- Fill out the appropriate digital form to notify the office.

Identify Your Target Audience:

- Small Group – Individual members, specific committee, one Life Group class
- Large Group – North Kids, North Students, Adults, Men’s Ministry, Women’s Ministry, Whole Church, Community, etc.

Is It A “Be Sent” Outreach Event?

- If “yes,” utilize pulpit announcements, North Weekly Emails, and social media posts.
- If “no,” utilize pulpit announcements and North Weekly Emails.

What Media Should Be Used?

- Graphics – utilize if an event is promoted from the pulpit, weekly email, or on Social Media.
 - Texts & small group emails do NOT need graphics.
- Videos – utilize to personally speak about your event and to get creative with your announcement
 - Videos are not needed if the Pastor can speak about your event and if you're happy with a graphic
- Sign Up Sheet – utilize if you need an exact number of attendees or specific information from attendees

Promotion:

- Complete the online form found under "Online" on our website and the media director will reach out directly to you if needed
- Graphics and Sign Ups require a two-week notice
- Videos require a four-week notice
- Local Events that need RSVP should be promoted three weeks before the RSVP deadline
- Conferences & Camps need four-six weeks of promotion in emails and media but will not have four-six weeks straight from the pulpit
- Most other events need one-two weeks of pulpit announcements and three-four weeks of email and media promotion

Implementation:

Two weeks before the event, the committee chairperson/team leader should complete and submit the Event Breakdown form, which includes the following information: contact person for the event, name of the event, building access time and event time, facilities used for the event, volunteers and people needed for the event (including livestream, sound, proclaim, cleaning, speaker, etc.), and a timeline of the event for each day of the event.

Facility Use Policy For Extra-Curricular Activities

- All events should be scheduled at least 30 days in advance
- All groups and individuals are responsible for leaving the buildings in the same order as they were found (including cleaning and arrangements.) All reusable equipment must be properly cleaned and stored appropriately.
- Any form of tobacco, alcoholic beverages, or illegal drugs is not permitted on church property.
- If using the kitchen, provide the name of the person responsible for cleaning up the kitchen according to the Kitchen Use Policy to the office.
- Church facilities are first come first serve. Church activities always have priority. Church properties are not available for personal/group use on Sunday mornings (before 12:00 pm) or Wednesday evenings. All events must end by 9:30 pm.
- Birthday parties, anniversary observances, and reunions are permitted in the Family Life Center.
- No animals are permitted in the church facilities unless it is a service dog or for church productions.
- No food or drinks are permitted in the sanctuary.
- Equipment on the stage may not be moved.
- Any sound, video, or technological equipment may only be operated by NABC personnel.
- No wheeled toys of any kind are permitted in any church facilities (skates, skateboards, tricycles, bicycles, Heelys®, etc.)
- It is expected that all weddings will have someone to direct them.
- The florist will be responsible for decorating and removing decorations without interfering with other scheduled activities. The time required for the florist to decorate must be included in the facility use time needed.
- Any time needed to bring decorations, refreshments, etc. before the event date must be included in the facility use time. Doors will be locked and unlocked according to the times given.
- There will be no tacks or nails used in the facilities. All floors/carpets will be protected from burning candles. The responsible party using the facilities will be liable for any damage to the facilities.
- An inspection of the facilities will be made by either the staff, Properties Committee or Church Custodian after the event to make sure it has been properly cleaned and left in good order. Carpet stains are to be cleaned immediately. North Albemarle reserves the right to charge you or your group for professional cleaning or repair of carpet as well as repairs or replacement of any church equipment or furnishings damaged by the renting group or individual. Failure to leave the facilities in proper order AND clean will result in the user losing opportunity for any future use of facilities.

Key Policy

Introduction:

North Albemarle Baptist Church has been richly blessed by God with a facility that He has built to be used for His honor and glory. Coincident with the privilege of using the church building to accomplish the Lord's work is the obligation to ensure it is properly secured at all times. As stewards of God's resources, this is the responsibility of all of us. It is for this purpose that a policy to control the distribution of keys to the facility has been developed.

The Key Control Register will be required to be reviewed and audited at least annually by the Properties Committee, and at the end of the term of a Properties Chair by both the outgoing Properties Chair and the new Properties Chairman. Should the outgoing and incoming chair be the one and the same, the Administrative Ministry Assistant should stand in as an auditor.

Section I lists the names of those authorized to issue or loan keys as well as to who keys may be issued or loaned. **Section II** governs the use of keys by members of North Albemarle Baptist Church. **Section III** consists of the procedures by which members may obtain keys. **Section IV** outlines the procedure for issuing keys to contractors and other external parties that may require entry to provide services essential to the maintenance or repair of the facility. **Section V** outlines Uncut key inventory.

Section I: Key Use Authorization/Persons Eligible to Receive Keys

The following individuals are authorized to Review and approve the distribution of keys on either a:

Permanent basis:

- Properties Committee (as a committee/not an individual)

Temporary basis only (Temporary basis will be considered less than 72 hours)

- Pastors
- Administrative Ministry Assistant
- Properties Committee

Permanent Keys may be issued only to the following individuals:

- Full-time Office Staff (Masters)
- Brotherhood Men's Ministry (E Key for Educational Building)
- Chair of Deacons (Master)
- Chair of Finance Committee (E Key for Educational Building)
- Chair of Nominating Committee (E Key for Educational Building)
- Chair of Personnel Committee (E Key for Educational Building)
- Chair of Properties Committee (Master)
- Contract Custodians/Cleaning (Master)
- Counseling Director (E Key for Educational Building)
- Custodian (Master)
- Discipleship Director (E Key for Educational Building)
- Kitchen/Hospitality Director (G Key for Family Life Center)
- Outreach Director (No Key to be issued)
- Sunday School Director (E Key for Educational Building)
- Security Team Lead – (Master)
- Law enforcement or other emergency response personnel (Master in Lockbox)
- Others as authorized by the Properties Committee

In all cases, keys issued on a permanent basis must be returned to the church office upon termination of employment, expiration of term of service, non-active membership or if you become non-affiliated with North Albemarle Baptist Church for any reason. Any person to be issued a permanent key must also sign the Key Contract Agreement prior to receiving the key.

Temporary keys may be issued to the following individuals:

- NABC members at least 21 years of age with a Key Request Form
- Contractors and other service providers

Section II: Policies Governing Keys Issued to NABC Members

Policies governing the use of keys by NABC members are intended to balance ease of building access with adequate security considerations. Borrowing keys is a privilege available to all members 21 years of age or older and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to the care of the facility when in private use may lead to revocation of this privilege at the discretion of the pastoral staff and/or Properties Committee.

Loss of keys loaned to NABC members exposes the church to considerable financial and security risk with a potential loss value of thousands of dollars. Borrowers of keys must exercise great care to ensure keys issued to them are in their control at all times and are not to be loaned or duplicated.

The policy for use of keys by NABC members is as follows:

- Keys may be requested by filling out the Key Request Form and submitting it to the church office
- Keys will only be loaned to members when the proposed use of the building is consistent with NABC's Building Use Policy (Certification of Insurance may be required)
- The requestor must obtain the keys in person at the church office. Children will not be permitted to accept keys for their parents.
- All keys should be individually marked with an identifying mark or number
- The member to whom the key is issued must first verify his/her address and phone number as well as provide a \$50 key deposit prior to obtaining the key. The Administrative Ministry Assistant (or alternate) shall document the member's name/address/phone number/ key identification number/ date of issuance/and date of due return on the KEY REQUEST FORM.
- All members to whom a key is loaned shall receive a copy of this policy and will be required to initial the KEY REQUEST FORM prior to receiving key(s).
- It is understood that loaned keys MUST be returned to the church office by the specified date and in person to receive a refund of the \$50 key deposit. Keys must not be mailed or left in the church office. The Administrative Ministry Assistant or other authorized individual will acknowledge the key's return and document such in the appropriate place on the KEY REQUEST FORM.
- It is understood keys will not be duplicated, or made available to unauthorized persons nor will alarm codes be distributed or made available to others.
- Report lost or stolen keys immediately to the church office or contact the church custodian so he may come to the facility to secure the building.
- The holder of the key to any building of the facility assumes responsibility for the safekeeping of the key and its use. When leaving the building, all doors, windows, and alarms must be secured as they were upon arrival.
- Persons to whom keys are issued are financially responsible for replacement cost of lost or broken keys
- The pastoral office staff and/or the Properties Committee reserves the right to request the return of any loaned key at any time.

Section III: Procedures for NABC Members to Obtain Keys

Active members desiring to borrow keys must utilize the following procedures prior to receiving a key;

1. Call or stop by the church office during regular business hours, Monday – Thursday: 8:30AM – 4:30PM.
 - It may be advisable to call ahead to verify the keys desired are available for pick-up.
2. Read the policy governing issuing of keys to NABC Members (Section II)
3. Sign for the key(s) on the KEY REQUEST FORM and initial receiving the KEY USE POLICY
4. Specify option of Custodian to unlock/lock facility or \$50 key deposit

5. Return the key(s) by the required date/time to receive the refund of the key deposit

Keys will only be available for pick-up during regular business hours or immediately following a service with prior arrangements. Keys are required to be returned the next business day following your event to receive the refund of the key deposit.

Section IV: Keys Issued to Contractors and Other External Parties

Before keys may be issued to a contractor or another external party, a representative of the company may be required to sign a document stating that he/she is authorized to receive keys on behalf of that company and that the company is assuming complete financial responsibility for all re-keying required to restore security due to keys lost or not returned. The above referred to document must be signed by an appropriate officer of the company, if applicable. Loss of keys may require rekeying at the church's discretion and may cost several thousands of dollars.

The policy for use of keys by contractors and other external parties is as follows:

- The authorized representative to whom the keys are issued must present picture identification and personally sign for all keys (SEE KEY SIGN IN/SIGN OUT KEY LOG)
- Picture ID may be held in a secured place until the key is returned during a business day
- All keys issued to contractors should have an identifying mark or number
- The contractor shall provide a list of all employees to whom keys may be issued, including names/addresses/phone numbers. It is NABC's due diligence to verify this information prior to issuing keys.
- It is understood keys will not be duplicated, loaned, or made available to other
- Report lost or stolen keys to the church office immediately.
- The contractor must notify the church office when any person to whom a key has been issued terminates employment, voluntarily or involuntarily. The contractor must return his/**her** key to the church office. Replacement employees or new hires will be assigned a key only when needed and authorized.
- The holder of a key to any building of the NABC facility assumes responsibility for the safekeeping of the key and its use. When leaving the building, ensure that all doors/windows are secured.
- Broken keys must be returned to the church office before a replacement will be issued
- NABC reserves the right to perform a full or partial key inventory at its sole discretion at any time.
- Should the contractor's relationship with NABC be terminated for any reason, all keys must be returned to the church office. Written confirmation from a designated church representative that all keys are accounted for is required before the final invoice will be paid.

Note: Keys issued to law enforcement and/or emergency response personnel are exempt from these provisions. The pastoral office staff is authorized to issue these such keys at their discretion at any time.

Section V: Uncut Keys Inventory

Should there be an Uncut Key inventory maintained by NABC, those uncut keys must be secured and locked with limited access in the church office. Uncut keys must be audited at least annually and at the end of the term of a Properties Chair by both the outgoing Properties Chair and the new Properties Chairman. Should the outgoing and incoming chair be one and the same, the Administrative Ministry Assistant should stand in as an auditor.

If additional keys should be required, the Properties Committee, as a committee, will approve and provide a certification signed by committee members, stating the number of keys to be cut, the designation of the building, and the key number to be assigned for each new key. The Keys will then be documented on the NABC Control Key Register in the appropriate places.

Marriage & Human Sexuality Policy

Marriage:

According to our religious beliefs presented in the Statement on Marriage and Sexuality, and our belief in the need for a practice of fidelity to these beliefs, it is our policy that the facilities of this church may not be used for any ceremony that in any way approves of, solemnizes, supports or allows a same-sex union or a polygamist or any union which, in the judgment of the church, is inconsistent with our beliefs. Furthermore, any remarriage will only be approved or supported in the case of the death of the previous spouse, or so long as the officiating pastor is satisfied that the former divorce is what constitutes a biblical divorce. It is also the policy of the church that no pastor or member of the church staff will officiate at any ceremony designed to solemnize, promote, create, or approve of such a union. Nor may any member of the church enter into such a union without being subject to the church membership policy, per our bylaws.

A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of marriage found in the NABC statement on marriage and sexuality.

Sexual Sin:

Recognizing that we all struggle with sin, North Albemarle Baptist Church will provide an environment that welcomes people who struggle with sexual sin. We will seek to love all people in Jesus' name, pointing them toward Christ's power to forgive and heal. We will seek God to discern ways that we can directly and indirectly minister and share God's love with those who struggle with every kind of sin, with the desire for repentance and restoration. We also recognize that there is a difference between temptation and behavior and while temptation is sometimes unavoidable we are responsible for our behavior.

Clergy:

- Ordained clergy or licensed ministers employed by the church will affirm the statement of faith on marriage and human sexuality adopted by this church.
- Only ordained or duly licensed clergy approved by this church will officiate at marriage ceremonies conducted on church property.
- Clergy employed by the church will be subject to dismissal for violating this statement of faith on marriage and human sexuality or by officiating at a marriage ceremony that violates the letter or the spirit of this policy, regardless of the location of the ceremony.

Applicants for weddings performed by church staff:

- Applicants wishing to have a ceremony performed by a member of the clergy employed or clergy or judiciary approved by the church or to use the church facilities for their wedding will affirm the statement of faith regarding marriage and human sexuality and will conduct themselves in a manner that is consistent therewith.
- Applicants will participate in premarital counseling by clergy or counselors employed by this church or other persons who, in the sole opinion of the pastoral staff of the church, have the appropriate training, experience, and spiritual understanding to provide such counseling. All pastoral staff, counselors, or other persons providing premarital counseling will affirm the statement of faith of this church on marriage and human sexuality.

Use of Facilities:

- Any marriage performed on church premises will be officiated by an ordained or duly licensed member of the clergy. Any officiate not employed by North Albemarle Baptist Church will serve at the discretion of the pastor and deacons.
- Clergy officiating marriage ceremonies on church premises, whether or not employed by the church, will affirm their agreement with the statement of faith on marriage and human sexuality adopted by this church and conduct themselves in a manner that is consistent therewith.

- Clergy and staff assigned by the church to implement the procedures contained in this Marriage Policy may, at their discretion, decline to provide church facilities for, and/or decline to officiate at a ceremony when in their judgment, there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.
- North Albemarle Baptist Church reserves the right to decline the request of any person to use North Albemarle Baptist Church facilities or property to host or house any group, function, or event inconsistent with the biblical standards for marriage and this policy on Marriage and Human Sexuality.

Membership, Leadership, and Staff:

- Every minister and employee, hired by the church, will affirm their agreement with the North Albemarle Baptist Church statement on marriage and human sexuality and conduct themselves in a manner that is consistent therewith.
- Church officers will be asked to affirm their agreement with this policy on marriage and human sexuality and will conduct themselves in a manner that is consistent therewith.
- Church leaders, teachers, and members are expected to teach and live in a manner that is consistent with this policy and with the NABC statement on marriage and sexuality.

Media Request Policy

Timeline:

- Graphics and Sign Ups require a two-week notice
- Videos require a four-week notice
- Local Events that need an RSVP should be promoted three weeks before the RSVP deadline
- Conferences & Camps need four-six weeks of promotion in emails and media but will not have four-six weeks straight from the pulpit
- Most other events need one-two weeks of pulpit announcements and three-four weeks of email and media promotion

Requests:

- Complete the online form found under "Online" on our website and the media director will reach out directly to you if needed
- If the form is not completed within the timeline requirements, the media request may be denied or unable to be completed by the requested deadline

Meeting Request Policy

Planning:

All committees/ministries should plan a quarter ahead of time for all meetings.

- Quarter 1 consists of January, February, and March
 - Plan for Q2 at the beginning of Q1 (Plan for April in January)
- Quarter 2 consists of April, May, and June
 - Plan for Q3 at the beginning of Q2 (Plan for July in April)
- Quarter 3 consists of July, August, and September
 - Plan for Q4 at the beginning of Q3 (Plan for October in July)
- Quarter 4 consists of October, November, and December.
 - Plan for Q1 at the beginning of Q4 (Plan for January in October)

Schedule Your Meeting:

- Put your meetings for the next quarter on your calendar.
- Fill out the appropriate digital form to notify the office of your request.
- The administrative ministry assistant will contact you if there is a conflict with your requested time or location.

Reminders and Changes:

- Remind meeting attendees of the date and time one month before the meeting (when applicable)
- Remind meeting attendees of the date and time one week before the meeting
- Notify the administrative ministry assistant immediately if the date/time of the meeting changes

Sexual Harassment Policy

Definition (EEOC 29 Code of Federal Regulations 1604.11):

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Purpose:

To define the policy of the North Albemarle Baptist Church that all volunteers and members have the right to a church environment free from all forms of sexual harassment.

Policy:

The church's position is that sexual harassment is a form of misconduct that undermines the integrity of the relationship. No member, volunteer, or attendee -- either male or female -- will be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

- Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including dismissal from membership.

Policy Implementation:

It is the responsibility of the senior pastor, ministers, and deacons to make sure the organizational component for which each is responsible is in full compliance with this policy. Persons who have complaints should report such conduct to church leadership. If this is not appropriate, members are urged to report and ask for the assistance of the senior pastor. If the act was criminal in nature, immediately call law enforcement to investigate. Otherwise, it is the responsibility of the senior pastor to provide guidance, investigate charges of impropriety, and recommend appropriate action. All claims must be thoroughly investigated.

Complaints Procedure:

1. Complaints

- Complaints of sexual harassment should be brought to the attention of the senior pastor. If the senior pastor is the offender, the employee or member should take the complaint directly to the chairman of deacons.

2. Process

- After notification of the person's complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. The senior pastor will have the primary responsibility for investigations. If the senior pastor is the offender, the deacons will have the primary responsibility for investigations.
- After the investigation has been completed, a determination will be made regarding the resolution of the case by the senior pastor. If the senior pastor is the offender, the deacons will decide regarding the resolution of the case. If warranted, disciplinary action, up to and including dismissal from church membership, will be taken. If no action is warranted, then both parties will be informed that the facts did not substantiate the allegations. In this situation, steps must be taken to facilitate both parties continuing to work with each other.
- Non-Retaliation - This policy prohibits retaliation against persons who bring sexual harassment charges or assist in investigating charges. Any such person will not be adversely affected in terms

and conditions of attending and serving, nor discriminated against or discharged because of the complaint.

Responding to Reported Adult Sexual Misconduct:

There are three areas of responsibility: the victim(s), the congregation, and the reported perpetrator.

- The Victim(s)
 1. Provide immediate attention to the victims(s). Follow NABC's sexual harassment process. If the act was criminal in nature, immediately call law enforcement to investigate.
 2. There should be immediate contact from the pastor to provide pastoral care and to inform the victim(s) and their families of the planned process the church is taking.
 3. Assign church members who are close to the victim(s) to provide immediate and long-term ministry.
 - Note: If the victim is a minor, then immediate reporting to law enforcement is mandatory.
- The Congregation
 1. The pastor should not try to handle the situation alone. He should immediately involve a key lay leader such as the deacon chairman. The key lay leader should become a part of devising a strategy of response. If the pastor is the one accused, the lay leader should lead the response process.
 2. Contact outside sources for advice and counsel:
 - Associational Mission Strategist
 - Baptist State Convention of NC resources
 - Legal Counsel
 3. Contact the church's insurance company.
 4. Notify the church deacon ministry of the situation.
 5. Inform the congregation when deemed necessary.
 - Tell the truth. That does not necessarily mean divulging all the details. The church should never be able to accuse its leadership of misinforming them. It is better to share nothing with the congregation than to tell them something misleading.
- The Perpetrator
 1. Inform the accused person of the allegations.
 2. Inform the accused person of the process to be followed:
 - i. During the time of the investigation, the accused should step down from the position held.
 - ii. If the accused is a church employee, there should be compensation during the time of the investigation.
 - iii. If there is a confession or credible evidence of wrongdoing, the perpetrator should be given the option of a confession, preferably in a resignation letter.
 - iv. If there is a confession or credible evidence and the person refuses to resign, he/she should be told of the process for dismissal.
 - v. Severance pay should be considered for the sake of the family. The spouse and children are secondary victims.

Volunteering with Minors Policy

The following policy is put in place to be good stewards of the responsibility that God has entrusted to North Albemarle Baptist Church in the discipling of minors. This policy is an effort to protect the children of our church from potential harm and to protect our church from litigation.

A minor is defined as any person under the age of 18 years. Volunteers for any church program that involves the leadership of, care for, service to, or any general oversight of minors (this includes, but is not limited to: the nursery ministry, children's Sunday school teachers, youth workers, etc.) must meet the following criteria:

- Be a member of North Albemarle Baptist Church.
- Be at least 18 years old.
- Submit to a background screening; including a criminal history check and national sex offender registry check.
 - Background checks will be filed for legal purposes in the church office and will only be viewed by the Administrative Ministry Assistant. If issues on a background check show a history of violence or child-related offenses, the applicant will not be eligible to volunteer in any ministry that involves the leadership of, care for, service to, or any general oversight of minors, as defined above. If issues on a background check show a history of violence or child-related offenses, the necessary leadership will only be told that the applicant is not eligible to serve, but details will not be given.
- Never be alone with a minor. Always be partnered with another volunteer. There must always be 2 adults with minors. In the event that the group of minors consists of both males and females, one of the adults present must be a female.

LEADERSHIP

Administrative Ministry Assistant

Responsibilities:

- Office Management – Greet and assist visitors, answer and direct phone calls and emails, and confidentially handle information.
- Equipment and Supplies – Order all office/church materials, manage all contracts, and maintain preventative maintenance requirements.
- Financial Responsibility – Record all weekly contributions and deposits, keep precise records of the church budget and accounts receivable/payable, prepare financial reports for the finance committee, and assist in yearly budget preparation.
- Church Assistant – Generate or copy and print documents/reports for committees and ministry departments, and communicate information to the church family/body.
- Pastoral Assistance – Assist in scheduling appointments, protect pastors in office time, maintain confidentiality
- And additional duties as required by the Pastor

Media Director

Responsibilities:

- Graphic Media & Design – create and maintain all graphic design for NABC
- Online Media - create and maintain all online media for NABC
- LiveStream Media – provide oversight to all livestream media of NABC
- In-Person Media – provide oversight to all in-person media of NABC
- Photo/Video Media – provide oversight to all photo/video media of NABC

Student Ministry Leader

Responsibilities:

- Teaching - Plan and lead student teaching - the student leader will be expected to coordinate the teaching. He does not have to teach every single opportunity, but he will teach 50% to 75% of the time while coordinating, training, and equipping volunteer leaders to teach as well.
- Discipleship - Prayerfully develop student discipleship plans through small groups, prayer groups, etc.
- Opportunities - Oversee student activities regularly- being present and active on Sunday mornings and Wednesday evenings and at least one quarterly youth event (social, outing, etc.)

Worship Leader (adopted January 17, 2024)

Responsibilities:

- Communicate appropriately and effectively with the lead pastor or pastoral team in preparation for all worship services.
- Select music for all worship services in conjunction with the lead pastor.
- Manage worship team:
 - Schedule and lead rehearsals
 - Schedule vocalists and instrumentalists weekly
- Introduce new music to worship team and congregation
- Utilize appropriate digital tools (in conjunction w/ the Media Director), such as: multitracks, Planning Center Online, and Proclaim.
- Oversee regular maintenance of church instruments (tunings, etc.).
- Manage yearly music line items in the church budget.

COMMITTEES

Benevolence Committee

Purpose & Responsibilities:

- The Benevolence Committee will investigate all requests for aid from church family members and/or church neighborhood family members and will take actions as may be needed within the limits of the amount budgeted for this committee.
- We will require proof of need by having those who request aid fill out appropriate papers with needs listed. If necessary, we will require a one-on-one conversation for the request with the person requesting help from the church.

Membership:

- The Benevolence Committee consists of three active church members who are nominated by the Nominating Committee for election by the church.

Method of Election:

- Members of the proposed Benevolence Committee will be nominated by the current Nominating Committee and elected by the church.

Counting Committee

Purpose & Responsibilities:

- The Counting Committee will count, make deposit slips, and deposit any money contributed in Sunday School, worship service, or by a special offering.

Membership:

- This committee will consist of three members with a term length of one year.

Method of Election:

- Members of the Counting Committee will be nominated by the Nominating Committee and elected by the church.
- This committee, upon election by the church, will meet as soon as possible after the election. This will primarily be an organizational meeting.

Counting Committee Procedures:

1. Two members of the counting committee should be in the counting room to receive and count the money.
2. A person should count loose cash collected and make a cash envelope for the loose cash/coins. For the name on the Offering Envelope write "Loose Cash" and put the dollar amount in General Offering and Total
3. For checks placed in the offering plate without envelopes, fill out an envelope for each check received.
 - a. Name, \$ Amount, and Check Number (on the Name Line)
4. Envelopes should be examined and separated for cash/check. As you open the envelopes, make sure all the information is filled out and agrees with the dollar amount of cash and/or check and check the inside of the envelope.
 - a. Write "Cash" on the Name Line after the name on all envelopes with cash and coins. Any discrepancy found has to be corrected by the giver immediately.
 - b. Write the Check Number on the Name Line after the name on all envelopes with checks inside.
 - c. Some envelopes may have both cash and checks.
 - d. On a separate sheet of paper, list and designate offerings and givers
 - i. Building Debt Fund- Joe Smith \$50.00; John Doe \$10.00; Total \$60.00
 - ii. World Hunger- Tom Allen \$100.00; etc. ...
5. For checks: As you verify that all information on the envelope is correct, place checks in one stack and the check envelopes in a separate stack while keeping them in the same order.
 - a. This will help quickly find errors when you verify the totals.
6. For cash: As you verify that all information on the envelope is correct, place the cash in stacks by money denomination (\$100s, \$50s, \$20s, \$10s, \$5s, \$1s, and coins) and put cash envelopes in a separate stack.

Counting and Verifying Cash and Checks:

- Counting Cash – Using a calculator with tape, add by money denomination and total money amount for cash/coins. Add cash/coin envelopes using a calculator with tape and verify that both totals are the same.
- Counting Checks – Using a calculator with tape, add each check and total the money amount for checks. Add check envelopes using a calculator with tape and verify that both totals are the same.
- Once verified – add the total cash and total of checks together to get the grand total offering to be deposited in the bank.
- Give verified tape and all envelopes to the Administrative Ministry Assistant.

Depositing Offering In Bank

1. Stamp the back of all checks- North Albemarle Baptist Church
2. Fill out the bank deposit slip
3. After church service, take the deposit to the bank

Finance Committee

Purpose & Responsibilities:

- The Finance Committee will have the general supervision of the financial and business aspects of the church. In addition, it will have the following specific responsibilities:
 - To prepare and submit to the church annually a budget of estimated expenses of the church for the coming year. The final budget is to be presented at least two weeks before the scheduled time for approval, and adoption of the budget should occur at a scheduled Member's Meeting.
 - To plan and direct the campaign to promote the budget in cooperation with the pastor.
 - To review church expenditures and to keep the church membership informed of the financial and economic condition of the church.
 - To determine policies and standards to govern all fiscal operations and to be responsible for obtaining an annual audit of the books of the church treasurer.
 - To maintain written records of its actions, which records will be maintained at the church office.

Membership:

The Finance Committee will consist of six members serving on a rotation, who will be elected for a term of three years. Two members will be elected each year. No member will be eligible for re-election until after the lapse of one year. In case of vacancy, the unexpired term will be filled as soon as possible.

Method of Election:

- Members of the Finance Committee will be nominated by the Nominating Committee and elected by the church.
- This committee, upon election by the church, will meet as soon as possible after the election. This will primarily be an organizational meeting. In this meeting, a chairman and secretary will be elected.

Definitions:

General Tithes and Offerings-

- These monies are used to fund the day-to-day business of the church including salaries, mortgage, utilities, Sunday school materials, programs; etc.; this money is spent through the budget process.
- General offerings are tax deductible.

Church Approved Designated Gifts-

- Gifts given over and above (tithes and general offerings)
- Designated offerings are tax-deductible

Restricted Funds-

- Funds received by the church for a specific purpose; examples: Deposits for special events (pass-through), Gifts given to be used for specific use; example: money given to pay for "pipe organ," Property Insurance claims, endowments, grants (cannon foundation)
- Restricted funds are NOT tax-deductible

Available Funds (adopted July 9, 2025)

- At the beginning of the year the general checking account has a minimum of 5% of the current year budget AND there is no loan or line of credit outside NABC AND that the emergency reserve account is not below the minimum after having reached the minimum after the passing of this policy.

General Policy:

- During the budget planning process, all budget request forms should be reviewed by all committee members unedited.
- At the end of the fiscal year, the finance committee should review general checking and emergency/reserve balance, and in the event of a surplus, should recommend to the church in member's meeting suggestions for excess (ex. Pay down principal or add to reserve/ emergency fund).
- Any credit card expenditures or reimbursements must be accompanied by receipts.

Designated Funds:

- No name changes are to be made to designated accounts without committee recommendation and church approval.
- Must be approved by the church for special situations; for example "debt principal reduction fund" "Annie Armstrong", "Lottie Moon", youth summer camp, etc.
- Should have an expected beginning and end date

Restricted Funds:

- Restricted funds should be discouraged.

Emergency/Reserve Policy:

- Maintain a minimum of 6 months of the current year budget in an emergency/reserve account (revised July 9, 2025).
- The finance committee should give written instructions to the administrative ministry assistant anytime the emergency/reserve account is used.
- If the use of the emergency/reserve account becomes necessary for discretionary items or non-budgeted items, the finance committee should bring a request to a member's meeting for church approval.
- On January 1st of each year 5% of that year's budget remains in the general checking account and any remaining funds should be immediately applied first to any loan or line of credit. If there is no loan or line of credit then the remaining funds will be applied to the emergency reserve account (adopted November 16, 2025).

Insufficient Funds Policy:

- When there are insufficient funds in the General Checking Account:
 - Enact a spending freeze on all discretionary spending until the finance committee meets to discuss and funds are sufficiently resupplied.

Messengers

Purpose:

- This is a special committee whose purpose is to represent North Albemarle Baptist Church at the annual/semi-annual Stanly Montgomery Association Business Meetings and the State and National Southern Baptist Convention if necessary

Responsibilities:

- Attend the annual/semi-annual Stanly Montgomery Association Business Meetings and the State and National Southern Baptist Convention if necessary.
- Cast votes as needed on items presented at the meetings
- Report to the church all matters presented at the meetings as needed

Membership:

- This committee will consist of two members with a term length of one year.

Method of Election:

- Messengers will be nominated by the current Nominating Committee and elected by the church.

Nominating Committee

Purpose:

- It is the purpose of this committee to nominate and present for election all candidates for the various ministries and committees of the church.

Responsibilities:

- Select candidates who are faithfully involved and demonstrate qualities or experience that meet the needs of a particular committee/ministry and will give their best service to the church body.
- Contact prospective candidates, explain the responsibilities involved, and obtain their prayerful consent to serve if elected.
- Name a Chairman and Secretary for that year
- Prepare and submit a list to the church body of the nominees for election. This list is to be submitted for approval in an August business meeting each year.
- Address and fill vacancies in committees that open throughout the year.
- The Sunday School Director will present to the Nominating Committee in May of each year a list of Sunday School workers and teachers for the new church year for their consideration.
- The Sunday School Director will make other recommendations to the Nominating Committee during the year as needed.

Membership:

- This committee will consist of six members with a term length of two years. Three members will rotate off each year and three new members will be nominated to replace those coming off. These will be presented to the church during the August business meeting for approval. Their term of office will be from January through December. (adopted July 17, 2024)

Method of Election:

- Members of the proposed Nominating Committee will be nominated by the current Nominating Committee and elected by the church.
- This committee, upon election by the church, will meet as soon as possible after the election. This will primarily be an organizational meeting. In this meeting, a chairman and secretary will be elected.

Personnel Committee

Purpose & Responsibilities:

The Personnel Committee will have the responsibility of administering the personnel policy of the church. The committee will have the specific responsibility of carrying out the following.

- Advise and assist the pastor in his duties as the chief administrative officer of the church.
- Make recommendations to the Finance Committee for staff salaries.
- In cooperation with the pastor, fill staff vacancies and terminate the employment of staff members.
- In cooperation with the pastor, draft, maintain, and periodically review job descriptions for church staff and associate pastors and ensure that the functions described in the respective job descriptions are carried out.

Membership:

- The Personnel Committee will consist of six persons serving on a rotation basis who will be elected for a term of three years. Two members will be elected each year. No member will be eligible for reelection until after the lapse of one year.

Method of Election:

- Members of the Personnel Committee will be nominated by the Nominating Committee and elected by the church.
- This committee, upon election by the church, will meet as soon as possible after the election. This will primarily be an organizational meeting. In this meeting, a chairman and secretary will be elected.

Annual Salary Increases (adopted April 2, 2025)

Annual salary increases will be evaluated on a three-part percentage increase:

1. COLA: A base percentage will be given to each employee according to a yearly cost of living increase. This percent will be taken from NC Social Security Administration (<https://www.ssa.gov/cola/>)
2. Merit-based increase: quarterly check-ins/annual reviews/summative 5-point evaluations will be completed for each employee by the Lead Pastor. Evaluations should be based on the Core Values of NABC, job title responsibilities, as well as personal goals of the employee. The 5-point scale will be used to evaluate annually the job performance and goals, and then an average score, and the result of these evaluations will be shared with the Personnel Committee.

The 5-point scale is:

5- Outstanding; 4- Exceeds Expectations; 3 – Meets expectations; 2- Needs Improvement; 1- Unacceptable

Each point defined:

- Unacceptable means job performance is severely below expectations, requiring disciplinary action, and an improvement plan monitored by supervisor regularly. Unacceptable cannot be tolerated for a prolonged period of time.
- Needs Improvement means job performance is not meeting expectations, but minor adjustments can be made to improve performance in a timely manner. An improvement plan will be recommended for the employee to bring performance to meeting expectations.
- Meets Expectations means job performance is being met, and job is being accomplished well. Personal goals are being met. Supervisors are satisfied. Employees should normally be found in this evaluation rating.
- Exceeds Expectations means job performance is above and beyond expectations, accomplishing more than required by job description.
- Outstanding means that job performance is obviously exceptional. Ratings of outstanding are rare but attainable.

Rate of Merit Increase:

- 1% increase - “meets expectations” (average of 3)
- 2% increase – “exceeds expectations” (average of 4)
- 3% increase – “outstanding” (average of 5)

Notes:

- Average of 1 (unacceptable) or 2 (needs improvement) does not merit an increase.
- The percentage rates are intended to be a sliding scale to better represent the average performance score of each employee. An average score of 3.5 will result in a 1.5% increase.

Longevity bonus: one-time annual payment based on years of service to be paid at the beginning of the first month (January) yearly after the fifth full year of service. This will be paid once a year and should not be considered a base rate increase.

Longevity Rates for Full Time Employees

- 5-10 years – \$1000
- 10-15 years – \$2000
- 15-20 years – \$3000
- 20+ years – \$4000

Part Time Employees

- 5-10 years – \$500
- 10-15 years – \$1000
- 15-20 years – \$1500
- 20+ years – \$2000

Custodian

The custodian will be approved by the church upon recommendation of the Properties Committee, or the deacons if a Properties Committee is not functioning. He/she will be under the direct supervision of the chairman of the Properties Committee and/or the pastor. He/she will meet with the Properties Committee once each quarter as scheduled on the church calendar to discuss any needs or problems that relate to his/her duties and work.

Duties:

- Keep adequate supplies in restrooms.
- Put out chairs and tables as needed for church functions, restoring them as necessary afterward.
- Clean and dust offices and furnishings at least twice weekly.
- Fill the baptistery as and when the pastor directs.
- Make sure spaces to be used for regular meetings (church-wide) are properly heated or cooled as the season dictates. This is for all events, personal and private.
- Check lights and restrooms and lock doors after Sunday and Wednesday services and after any other church-wide function.
- Clean walks, porches, and ironwork as needed in winter and summer.
- Empty all trash daily when needed.

The custodian will be paid extra for cleaning up after personal & private events upon request by the person in charge, & they will be responsible for payment before the event.

Janitorial Services

The janitor will be approved by the church upon recommendation of the Properties Committee, or the Deacons if a Properties Committee is not functioning. He/she will be under the direct supervision of the chairman of the Properties Committee and/or the Pastor. He/she will meet with the Properties Committee once a year as scheduled on the church calendar to discuss the contract for cleaning, housekeeping, &/or janitorial services & any needs or problems that relate to his/her duties and work.

Sanctuary Duties:

- Vacuum all carpet, sweep or vacuum tiled foyer (weekly)
- Pews pick up all trash in pews, wipe down all pews with sanitizing wipes (weekly)
- Clean (4) main restrooms (sweep, mop, sanitize toilets & sinks), clean water fountains, and clean (3) main entry doors. (weekly)
- Vacuum stairs & balcony. (monthly)
- Mop tiled foyer, dust window sills, welcome center & (2) desks, tables & chairs, chair railing, fire-extinguisher boxes & piano. (monthly)
- Vacuum all other carpet areas outside the sanctuary & clean baptismal restrooms. (monthly)

Education Building Duties:

- Office area MUST be cleaned during open business hours. (Monday- Thursday, 8:30am-4:30pm)
- Vacuum all carpet areas. (weekly)
- Clean (7) restrooms (sweep, mop, and sanitize toilets and sinks) (weekly)
- Office breakroom & up stair kitchen (sweep & mop) (weekly)
- Clean (4) main glass entry door. (weekly)
- Clean all downstairs hallway classroom doors & windows. (weekly)
- Clean all water fountains. (weekly)
- Sweep & mop both stairways & clean handrails with disinfecting wipes. (monthly)
- Dust window sills, furniture, chair railing, and fire-extinguisher box. (monthly)

Family Life Center:

- Vacuum foyer & stage. (weekly)
- Clean downstairs restrooms, sweep, mop, and sanitize toilets and sinks. (weekly)
- Clean both youth classrooms upstairs as well as restrooms. (weekly)
- Sweep & mop both stairways, & clean handrails with disinfecting wipes. (monthly)

The Janitor will turn in a worksheet with weekly & monthly duties completed checking each area completed & turned into the office.

The Janitor will be paid extra for cleaning up after personal & private events upon request by the person in charge, & they will be responsible for payment before the event.

Properties Committee

Purpose & Responsibilities

- Ensure that the church building, property, and equipment are maintained in good repair.
- Hire and supervise such personnel as are needed to maintain and repair church properties.
- Establish policies covering the use, decorations, and appointment of church properties.
- Order all maintenance materials, equipment, and repairs as needed.
- Maintenance and improvements of grounds, including lawns, shrubbery, and parking lot.
- Schedule Property Committee meetings at a minimum quarterly. Any additional meetings will be added as needed.
- Prepare contracts and submit a budget to the Finance Committee.
- Consider matters of sale and purchase of church property; however, any sale or purchase must be approved by the body of deacons and then be voted on by the membership in a Members' Meeting.
 - Recommendations for the sale or purchase of church properties will be sent via church email and presented to the church membership at least two weeks before being voted on.
 - Approval of recommended action will be by a two-thirds majority vote.
- Maintain a written record of its action, which record will be maintained at the church office.
- Establish accountability of church keys once a year.

Membership:

- The Properties Committee will consist of six members, at least two of which are women, with knowledge of construction, maintenance, beautification, & administration, who will be elected for a three-year term. No member will be eligible for reelection until after the lapse of one year.

Method of Election:

- Members of the Properties Committee will be nominated by the Nominating Committee and elected by the church.
- This committee, upon election by the church, will meet as soon as possible after election. This will primarily be an organizational meeting. In this meeting, a chairman and secretary will be elected.

MINISTRIES & TEAMS

Kids' and Students' Ministry

Policies for Nursery and PreK Classrooms:

Volunteers:

- Volunteers must submit to and pass a criminal background check and sex offender registry check every 3 years.
- Every room should always maintain a minimum of 2 volunteers.
- Volunteers should be 18 years old.
 - 15-17 year-olds may volunteer under adult supervision
- Older children are discouraged from being present but may serve with a parent if necessary.

Arrival:

- Arrive 10-15 minutes early
- If coming to worship hour, get any instructions from SS volunteers as they depart. Ask any questions. Be aware of any allergies or special circumstances.
- Check that you have all materials for any crafts, snacks, etc.
- If no children arrive on your scheduled day, to ensure there are no late arrivals, please stay until:
 - 9:45am for SS
 - 11:15am for worship
 - 6:45pm on Wednesdays
- 2 name tags are printed at check-in: 1 for the child and 1 for his or her bag. Ensure that you have both when receiving a child.

Safety:

- Children who leave the classroom should always be accompanied by one of the scheduled volunteers or a parent/guardian
- If you leave the room as a class, notify the security team via radio

Supplies:

- If we are low on any supplies, please let the Director know before the next Sunday, preferably the day the need is noticed, to allow for replacements.
- All supplies should be provided by the office.

Cleaning Policies

- Wash hands before prepping/serving snacks
- Wash hands after each diaper change or potty assist
- Use Clorox wipes on tables after each service
- Use best judgment as to deep cleaning of toys (ie: if they've been in a child's mouth, on the floor, etc.)
 - Let the Director know if there is any issue with toy cleaning.
- If sheets are used in the cribs, please remove them at the end of each Sunday for washing.
- Tidy the toys and room at the end of the day before leaving

Policies for K-5th Grade Classrooms:

Volunteers:

- Volunteers must submit to and pass a criminal background check and sex offender registry check every 3 years.
- Every room should always maintain a minimum of 2 volunteers.
- Volunteers should be 18 years old.
 - 15-17 year-olds may volunteer under adult supervision
- Older children are discouraged from being present but may serve with a parent if necessary.

Arrival:

- Arrive 10-15 minutes early
- Check that you have all materials for any crafts, snacks, etc.
- If no children arrive on your scheduled day, to ensure there are no late arrivals, please stay until:
 - 9:45am for SS
 - 6:45pm on Wednesdays
- 2 name tags are printed at check-in: 1 for the child, and 1 for his or her bag. Ensure that you have both when receiving a child.

Safety:

- Children who leave the classroom should always be accompanied by one of the scheduled volunteers or a parent/guardian
- If you leave the room as a class, notify the security team via radio

Supplies:

- If we are low on any supplies, please let the Director know before the next Sunday, preferably the day the need is noticed, to allow for replacements.
- All supplies should be provided by the office.

Cleaning Policies

- Wash hands before prepping/serving snacks
- Use Clorox wipes on tables after each service
- Tidy the room at the end of the day before leaving

Policy for Volunteers with Minors

The following policy is put in place to be good stewards of the responsibility that God has entrusted to North Albemarle Baptist Church in the discipling of minors. This policy is an effort to protect the children of our church from potential harm and to protect our church from litigation.

A minor is defined as any person under the age of 18 years. Volunteers for any church program that involves the leadership of, care for, service to, or any general oversight of minors (this includes, but is not limited to: the nursery ministry, children's Sunday school teachers, youth workers, etc.) must meet the following criteria:

- Be a member of North Albemarle Baptist Church.
- Be at least 18 years old.
- Submit to a background screening; including a criminal history check and national sex offender registry check.
 - Background checks will be filed for legal purposes in the church office and will only be viewed by the Administrative Ministry Assistant. If issues on a background check show a history of violence or child-related offenses, the applicant will not be eligible to volunteer in any ministry that involves the leadership of, care for, service to, or any general oversight of minors, as defined above. If issues on a background check show a history of violence or child-related offenses, the necessary leadership will only be told that the applicant is not eligible to serve, but details will not be given.
- Never be alone with a minor. Always be partnered with another volunteer. There must always be 2 adults with minors. In the event that the group of minors consists of both males and females, one of the adults present must be a female.

Kitchen Team

Purpose:

- Plan for and generally supervise the use and operation of the church kitchen

Responsibilities:

- Plan for and coordinate church-wide social activities (ie Homecoming, Easter Sunrise Breakfast, Wednesday Night Meals & other church-wide receptions).
- Coordinate menus and meals for special fellowship dinners, various church-wide functions, and hosted special events
- Purchase necessary food items and supplies for functions or other events as requested/required
- Establish and maintain policies and procedures for the use of the kitchen and its equipment
- Maintain an inventory of all kitchen equipment, supplies, and assets
- Recommend to the Finance Committee a budget for the operation of the kitchen and the acquisition of needed equipment and supplies
- Plan for and assist in the purchasing of equipment necessary for food preparation

Membership:

- This team consists of members recruited by the Kitchen Director who serve on a year-to-year basis.

Method of Election:

- Kitchen Director of the Kitchen Team will be nominated by the Nominating Committee and elected by the church.

Kitchen Use Procedures:

- Dishes, flatware, cooking utensils, pots, pans, trays, pitchers, etc. should be washed, dried, and returned to their assigned location.
- All countertops, sinks, the refrigerator, the stove, and the griddle (if used, empty grease pans) should be cleaned.
- Tables & chairs must be returned to their original placement.
- Kitchen pantry items are for church-sponsored events only.
- Organizations, groups, and individuals must provide their own paper products and pantry items.
- Organizations, groups, and individuals must provide dish towels necessary for their event's preparation & clean up. These will not be left in the church kitchen at the end of the event.
- All tables (dining & serving) should be covered with appropriate tablecloths.
- Personal items must not be left after any event. Any such items left will be disposed of.
- Do not bring or donate home items to the church kitchen. They are often inappropriate in design for safety and health standards for a commercial kitchen.
- All food must be removed from the premises at the conclusion of each event. All foods prepared for an event must be consumed at the time of the event, distributed among the people using the kitchen, or taken home by the event holder.
- No leftover food items are to be left in the refrigerator, freezer, counters, cupboards, or pantry. This includes condiments such as ketchup, mustard, etc.
- Church-owned utensils/equipment are not to be removed from the church kitchen or Family Life Center.
- No children under the age of 16 may be in the kitchen unless they are assigned helpers and are under the direct supervision of an adult.

Church groups, individuals, and outside organizations using the church Kitchen and Family Life Center are asked to please complete a checklist following each function. Please return this completed checklist to the front section of the binder on the kitchen counter. An informational 3-ring binder kept in the Kitchen will provide Kitchen guidelines, equipment operation instructions, and other information pertinent to kitchen use.

Men's Ministry

Purpose:

- Men believing the Gospel of Jesus, becoming like Jesus, and being sent on the mission of Jesus.

Outreach Team

Purpose:

- To be the arm of the church that provides events and opportunities that proclaim the Word, encourage others to be involved within the church, and provide a solid foundation for believers to be His hands and His feet within the community.

Responsibilities:

- Plan, communicate, and coordinate outreach events with church staff and congregation
- Develop an annual budget as a committee to enhance growth
- Be a prayer partner for North with a vision that seeks to have faith in what you can't see, but believe that, with Jesus, anything is possible
- Take opportunities to speak and greet members and visitors and let them know about upcoming events
- Whenever possible, invite new members and visitors to attend events to make them feel a part of our North Family
- Pray through how we can fit new members (and current members who are not serving) into our outreach activities without overwhelming them
- Report concerns and suggestions to the Deacon liaison to prohibit division and encourage unity and strengthen outreach
- Share the workload while enhancing their God-given talents
- Uplift each other and be willing to listen faithfully to each other's situations
- Bring ideas to the Outreach committee and remain open to all suggestions
- Use purpose as a screening tool for all proposed events to determine if we will move forward with the proposed idea

Membership:

- This team will consist of at least six members.

Method of Election:

- Members of the proposed Outreach Committee will be nominated by the current Nominating Committee and elected by the church.
- Outreach Committee members are proposed by the nominating committee and then voted on by the church. There are no term limits for outreach committee members.
- This team, upon election by the church, will meet as soon as possible after the election. This will primarily be an organizational meeting. In this meeting, a chairman and secretary will be elected.

Standard Operating Procedures:

- Meet once a month on the second Wednesday and additional meetings will be added as needed
- Committee will appoint a "secretary" who will be responsible for taking meeting notes
- Either the chairperson or secretary will be responsible for maintaining a master outreach calendar and sending out meeting notes or additional details to the committee
- Outreach Team will meet in September or October to get a tentative plan ready for the upcoming year and submit those dates to the Pastor and the office
- Committee Chair will be responsible for submitting the Meeting Request Form in October for ALL meetings for the service year and sending out a reminder of the meeting a week in advance
- Since meetings are scheduled consistently and with plenty of notice, Committee Members will strive to be at each meeting barring any extenuating circumstances
- All proposed ideas must
 - proclaim the Word, encourage others to be involved within the church, & provide a solid foundation for believers to be His hands and His feet within the community.

Security Team

Purpose:

- To provide safety plans & procedures to help ensure a safe place to worship and the safety of all in attendance.

Responsibilities:

- Cooperate with local Law Enforcement & Fire - a lock box outside the educational building with a Master key inside. This key will be used for emergency response personnel, i.e., Law Enforcement, Fire Department.
- Security Training - provide annual training for security team members. Provide other opportunities for advanced training (CPR, CCW, safe Firearms handling, etc.)
- Patrolling our campus - Team members walk outside & inside of the Church campus.
- Safety Plan - an emergency plan that answers all the questions of what, where, when, how, & who in case of a sudden calamity.
- Carry out Standard Operating Procedures (SOP) of the Security Team

Membership:

- The Security Team consists of members recruited by the Security Team Leader(s)
- Team Leaders Terms - no term limits
 - Team Leader(s) is/are responsible for maintaining/updating the calendar/schedule & roster
- Team Members - no term limits.

Method of Election:

- Security Team Leader(s) will be nominated by the Nominating Committee and elected by the church

Church Security Guidelines:

- Reading the guidelines and knowing them so you can be doing a great service to the Church.
- Adding your assigned date to your calendar so you can have your own reminder.
 - If needed, make any necessary steps to cover your day if you're not going to be able to be there.
- Responding to the "Reminder" text message (i.e.: "I'll be there" or "Sorry, I won't be there").
 - The reminder text is a great way to keep everyone on the team in the loop. It can be used all the way up to Sunday morning because things happen, and we all understand. When this happens (and it will), we just need a team member to step in to fill in for that brother. You can volunteer or trade dates for a later date on the calendar. Whatever works to cover the day.
- Be on time! You'll need to have keys issued and hand out 2-way radios to the needed classrooms. This needs to begin before our church family begins to arrive.

What to do in an emergency?

We are serving our God and serving our Church family. Our goal is to help everyone feel safe and secure, taking actions to our comfort level. We all have many talents but different talents. We have members who serve/served in the Military, Law Enforcement, Fire Fighters, and EMS Supervisors and many other areas who face challenges or danger in different ways whether it's head-on, who talk things out and negotiate, or who step back and observe.

This is called Fight, Tactical Observer & Hide.

- Fight: When attacked, we move to the attacker.
- Tactical Observer: Grab your phone & call 911, then in great detail advise what's our emergency!
- Hide: Take who you can with you to safety & hide, securing the doors in any way you can.
- If you're the individual that observes the emergency, get on the radio for help & warn anyone with a radio to start taking the appropriate actions. Then, take one of the 3 stands: Fight, Tactical Observer, Hide. Not all scenarios can be the same, so we need to be quick to adapt to an emergency.

Expectations On Shift:

- Your shift begins right before Sunday school @ 9:15
- Take possession of church keys, 4 each per team member: one for each building (3) & closet door (1). The closet door key also opens the stairwell doors to the youth classroom in the fellowship hall. The usher's room & video room as well.
- Pass out radios to Children's teachers or child care workers and youth leaders.
 - Turn on radios and ensure they are working; also make sure the teacher or worker is familiar with working the radio.
- Doors to all buildings will be unlocked.
 - Once you see that the member traffic has slowed down (all here for Sunday school) lock the parking lot entry doors to all buildings.
 - Once you see members coming to Church for the worship service (just before Sunday school is to be let out) unlock all doors.
 - The Gym or fellowship doors can stay locked unless there will be an event after church service, then unlock the courtyard door only.
 - Setting up a party may need other doors open which will be addressed at that time.

During Worship Service:

- Sanctuary Doors – all unlocked while Church members coming in. Having a team member standing by parking lot doors assisting morning greeters. (Observing people entering, looking for that unusual subject, something not right.) At this time, contact the security team leader ASAP. (Who, What, Where, When, Why)
- Once member traffic slows down (when the praise team starts to sing 2nd song) lock the 2 parking lot doors to both the Sanctuary & Education buildings keeping only the courtyard doors open for members to flow back & forth between buildings.
- Lock doors to ALL leaving only the door to the courtyard unlocked, doing so will cause you to assist anyone on our Church campus that needs it. (i.e., entering any building after doors are locked, locating a child's classroom, or their Sunday School Classroom.)
- Foot patrol church grounds, parking lot, Sanctuary (inside & outside of), and Family Life Center if occupied. Checking doors to ensure they are closed & locked when needed. (Someone may leave a locked door & that said door doesn't close properly.) Be quiet when in the welcome area, and quietly close doors, so we do not disturb the worship service.
- Unlock ALL doors needed to buildings before the church service ends. (If the Family Life Center is to be used, also unlock the front door and playground door.)
- Offering - Usher's room is being used to count the offering. This door will be closed & locked once the offering has been collected. The offering will then be conducted by the counting team. BE alert of this room at this time.

Ending Your Shift:

- Unlock all campus doors needed. These should be all doors going to the parking lots.
- Collect all radios, turn off, and place them back in the usher's room (account for 9 radios)
- Return keys to Security Team Director

Transportation Team

Purpose and Responsibilities:

- Provide transportation to and from church for those in the church who can't drive themselves.

Requirements:

- Age- 21 and up.
- Time Commitment- 30 minutes before church and 30 minutes after church for a total of one hour a week about 10 times a year.

Membership:

- The Transportation Team consists of members recruited by the Transportation Team Director.

Method of Election:

- Transportation Team Director will be nominated by the Nominating Committee and elected by the church.

Usher Team

Purpose and Responsibilities:

- Be present during scheduled services to greet people and assist with seating if needed
- Take up offerings and assist with handouts

Membership:

- Only church members who volunteer on an as-needed basis

Method of Election:

- Head usher is selected by the Nominating Committee each year and then approved by the church during the annual meeting to approve nominations in August
- All other ushers are selected by the head usher or designated person to assist on an as-needed basis

Welcome Team

Purpose:

- To help everyone visiting our campus feel welcomed by offering a friendly greeting and by assisting guests in preparing to worship.

Responsibilities - Door Greeter:

- Wear a name tag that includes your first and last name. Introduce yourself to visitors and guests you don't know. Ask if this is their first time worshipping with us.
- Be at your door 15-20 minutes before service and stay 5-10 minutes after service begins to greet latecomers.
- Hold doors open. Help guests with small children and point them in the right direction.
- Engage guests. Speak to each family member and ask their name.
- Listen for details. Ask questions (ie. New to the area? Looking for a new church?, Invited by a friend?, etc).
- Provide first-time guests with Connection cards and a pen. Encourage them to fill out connect card and leave a clipboard on their seat. Tell them to keep the pen as our Welcome gift!
- Lead people to the next place. Walk with them to the nursery or balcony door. You can introduce another church member to escort them if your door is too busy.
- Introduce yourself again and offer yourself up to serve them. "My name is _____, if you need anything else please let me know!"

Responsibilities - Floating Greeter:

- Wear a name tag that includes your first and last name.
- Move through the sanctuary and approach guests before and after service.
- Introduce yourself and engage with as many of the guests as you can. Try to find out what brought them to North. If after service, please thank them for coming and invite them to come again!

Responsibilities - Follow-Up Greeter:

- Make contact with guests 4-5 days after their visit by the preferred contact method indicated on the connect card.
- Identify and attempt to make a connection with each repeat visit

Responsibilities - Team Director:

- In cooperation with the lead pastor, create a Welcome strategy to be used by each member of the team.
- Recruit and train team members.
- Prepare the team schedule.
- Be prepared to fill in at any area when needed. Be an active Floater at each service.
- Collect connect cards after service and share contact information with the pastor and follow-up greeters.

Membership:

- The Welcome Team consists of members recruited by the Welcome Team Director.

Method of Election:

- Welcome Team Director will be nominated by the Nominating Committee and elected by the church.

Women's Ministry

Purpose:

- Women believing the Gospel of Jesus, becoming like Jesus, and being sent on the mission of Jesus.

Worship Team

Purpose & Responsibilities:

- To be determined upon the hiring of a Worship Leader and then approved by the congregation

ADOPTION AND AMENDMENTS

Section 1. This policy and procedure handbook will be adopted and in immediate effect, if and when two-thirds of the members present and voting, vote in favor of the same. This vote will be taken no less than 30 days after the formal presentation to the church.

Section 2. This policy and procedure handbook may be amended, altered, or repealed by a simple majority vote of the members present and voting, at any regular business meeting of the church. Any amendment, alteration, or repeal must be given to the Administrative Ministry Assistant in writing.

PARLIAMENTARY RULE

Business Meetings:

- No important business should be done without an attendance that would be considered representative.
- The order of business may be suspended at any time by a vote of the meeting or by the moderator, with no one objecting.
- Every business meeting should be opened and closed with prayer.

Motions:

- All business should be presented by a motion, made by one member and seconded by another -except when the motion is presented by a committee, then a second is not required.
- A resolution and an ordinary motion, when requested, should be presented in writing.
- A question is not to be discussed until it has been moved and seconded and then stated by the moderator.
- A motion before the meeting must be disposed of before any other questions can be introduced, except questions of privilege.
- A motion lost should not be recorded.

Speaking:

- Anyone speaking on a question should rise in his/her place and address the moderator.
- If two rise and address the moderator at the same time, preference is given to the one farthest from the moderator.
- Anyone using improper language, introducing improper subjects, or who may be otherwise out of order, may be called to order by the moderator and must take his/her seat or conform to the rules.
- No one speaking may be interrupted without his/her consent, unless he/she is out of order.
- Remarks should be brief, and no one should speak more than twice on the same question, except by permission.

Voting:

- Voting by the raising of hands is to be preferred unless otherwise provided for in the constitution.
- The moderator calls first the affirmative and then the negative, announcing at the conclusion whether the motion is carried or lost.
- All members are allowed to vote, except as may be under discipline.
- The moderator may give the casting vote, but should rarely claim the privilege.
- No motion, discussion, or other proceeding can be admitted while a vote is being taken.

Questions of Privilege:

- While a motion is pending, it may be amended by another motion. An amendment should not essentially change the nature or design of the original motion. An amendment to an amendment may be made, but this should be a limit.
- A substitute may be offered for any motion or amendment under debate, which may or may not change the meaning of the motion.
- A question may be interrupted and deferred by a motion to lay it on the table. If this is for an indefinite time, it is regarded as a final dismissal of the question, though anyone may have the right, subsequently, to call it up again. A motion to lay the table for a specified time is not debatable.
- A debate may be cut short by a vote to take "the previous question," that is, the question as originally announced without any additions or amendments that may have been made. If carried, the original question must be taken up and immediately disposed of without debate. A motion to take up the "previous question" is not debatable.
- If when a question is introduced, a member objects to its discussion as foreign, profitless, or contentious, the moderator should immediately put the question, "will this question be discussed?" If decided in the negative, the whole matter is at once dismissed. The motion as to whether the question will be discussed is

not debatable.

- A question under discussion may be referred by vote to a committee.
- A motion to reconsider a motion previously passed must be made by one who voted for the motion when the previous action was taken. If the motion to reconsider prevails, the original motion is placed before the meeting as at the first and maybe discussed, rescinded, or reaffirmed.
- A motion to adjourn is always in order (except when one is speaking), takes precedence over all other motions, and is not debatable, nor can it be amended unless it is to fix a time and place for meeting again.
- The moderator announces all votes, and decides all questions of order in debates: but any member dissatisfied with his/her decision may appeal to the meeting. A vote is then taken upon the question, "Will the decision of the moderator be sustained?" The decision of the meeting is final.