



**HANDBOOK  
&  
POLICY MANUAL**

**1496 Springvale Road  
Lugoff, SC**

## TABLE OF CONTENTS

VISION STATEMENT, TIMES, & CONTACTS	4
WORD FROM THE PASTOR	5
HISTORY & HERITAGE	6
<b>CHURCH STAFF</b>	7
SENIOR PASTOR	8-9
PASTOR SEARCH COMMITTEE INFORMATION	10-11
MINISTER OF MUSIC	12-13
ASSOCIATE PASTOR OF EDUCATION & STUDENTS	14-15
ADMINISTRATIVE ASSISTANT	16-18
ORGANIST & PIANIST	19
DIRECTOR OF CHILDREN’S MINISTRY	20-21
ASSOCIATE PASTOR OF PASTORAL MINISTRY	22
DIRECTOR OF COUNSELING MINISTRIES	23
DEACON MINISTRY	24-38
<b>ADMINISTRATIVE TEAM, STANDING COMMITTEES, &amp; MINISTRY TEAMS DEFINED</b>	39-44
<b>ADMINISTRATIVE TEAM RESPONSIBILITIES</b>	
CLERK, TREASURER, ASST. TREASURER	45-46
SUNDAY SCHOOL DIR., & S.S. SECRETARY	47-48
DISCIPLESHIP TRAINING DIRECTOR	48-49
VACATION BIBLE SCHOOL DIRECTOR	49-51
MEN & WOMENS MINISTRY DIRECTORS	51
<b>STANDING COMMITTEE’S RESPONSIBILITIES</b>	
BAPTISMAL & BENEVOLENCE	52-53
CEMETERY & CEMETERY RULES	53-54
COMMITTEE ON COMMITTEE & CONSTITUTION/BYLAWS	54-55
FINANCE, HISTORY, INF T & FLOWER	55-57
LORD’S SUPPER, NOMINATING, & PERSONNEL	57-59
PUBLICITY, RECREATION, & WEDDING	59
<b>MINISTRY TEAM’S RESPONSIBILITIES</b>	
<b>WORSHIP</b>	
ESPERANZO, GREETER, & PRAYER	60
SOUND/MEDIA & USHER	61-62
<b>AGE GROUP</b>	
AWANA, CHILDREN, & MEN	62
NURSERY & TWEENAGER	62-63
VBS, WOMEN, & YOUTH	63-64

<b>FELLOWSHIP</b>	
FOOD SERVICE & SOCIAL	64
<b>SUPPORT</b>	
BUS & COUNTING	65-66
GROUNDS & BEAUTIFICATION	66-67
OPENING/CLOSING & PROPERTY/MAINT.	67-69
PARISH NURSE	69
<b>MISSIONS &amp; OUTREACH</b>	
MEDIA/LIBRARY, EVANG., & FALL FEST.	69-70
FUNERAL, KBA, & LYDIA'S HELPING HANDS	70-71
MISSION, & WEBSITE/SOCIAL MEDIA	71
GENERAL CHURCH POLICIES	72
BUILDING USE	73-75
WEDDINGS	76-81
FINANCIAL POLICIES & PROCEDURES	82-83
PRESCHOOL, & STUDENT WORKER POLICIES	84-87
VOLUNTEER WORKERS QUESTIONNAIRE	88-90
SEX OFFENDER PROCEDURES	91-92
THE BAPTIST FAITH AND MESSAGE 2000	93-108

# VISION STATEMENT

We have a vision of being a church that creates a *Fellowship of Encouragement* in the church and community to draw people toward a closer relationship with one another and with God.

## Hebrews 10:25

*Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another-and all the more as you see the Day approaching.*

# SERVICE TIMES

## SUNDAYS

Sunday School	9:30 AM
Morning Worship	10:30 AM
AWANA	5:30 PM
Youth	5:30 PM
Discipleship and Family Development	6:00 PM

## WEDNESDAYS

Wednesday Night Meal	5:40 PM
Children and Youth Programs	6:45 PM
Prayer Meeting	6:45 PM
Adult Choir	7:00 PM

# CONTACTS

Church Office	803-438-1505
E-mail	<a href="mailto:springvalebaptist@att.net">springvalebaptist@att.net</a>
Website:	<a href="http://www.springvalebaptist.com">http://www.springvalebaptist.com</a>
Pastor	Rev. J. Todd Horton, 408-3304
Associate Pastor of Student Ministries	Rev. Blake Martin, 438-8440
Worship Leader	Linda Stogner, 432-5050
Admin. Assistant	Vickie Cox, 438-1085

Mailing Address:  
1496 Springvale Road  
P. O. Box 880  
Lugoff, SC 29078

## **A WORD FROM THE SENIOR PASTOR**

Greetings,

As Pastor, I would like to let you know how happy I am that you have become or are considering membership at Springvale Baptist Church. Making the commitment to be “part of the family” will be a mutually beneficial experience! As you have been attending worship services and getting acquainted with our fellowship you have, no doubt, witnessed the fact that God is blessing us. We believe this is a result of our sincere attempt to be a God-honoring church and that we are meeting the needs of His people.

There’s one thing we don’t want! Please do not think that membership is just another “ritual” in the church. We have no intention of you joining Springvale and then fading into inactive anonymity. Our desire is for each member to be active in ministry.

Why do we want you to be an “active” member? Because we believe people grow when they are serving God! Serving God in the church is a positive and rewarding experience. I have seen hundreds of people grow into the beautiful persons God intended them to be through service in the congregation. It enhances personal and spiritual growth when we serve each other as “unto the Lord.”

I, along with our church staff, desire to serve you too! My prayer is that as you join hands with the body of Christ at Springvale and as you allow the Word of God to speak to your heart, we will together be transformed into the image of Christ Himself.

May God bless you!

In His Service,

J. Todd Horton

## **OUR HISTORY**

### **THE SOUTHERN BAPTIST DENOMINATION**

Since its organization in 1845 in Augusta, Georgia, the Southern Baptist Convention (SBC) has grown to almost 16 million members who worship in more than 46,000 churches in the United States. Southern Baptists sponsor about 5,000 home missionaries serving in the United States, Canada, Guam and the Caribbean, as well as sponsoring more than 4,000 foreign missionaries in 126 nations of the world.

The term Southern Baptist Convention denotes both the denomination and its annual meeting. Working through 1,221 local associations and 39 state conventions and fellowships, Southern Baptists share a common bond of basic biblical beliefs and a commitment to proclaim the gospel of Jesus Christ to the entire world.

The convention's purpose, as stated in Article II of its constitution, is "to provide a general organization for Baptists in the United States and its territories for the promotion of Christian missions at home and abroad, and any other objects such as Christian education, benevolent enterprises, and social services, which it may deem properly advisable for the furtherance of the Kingdom of God."

The annual Convention meeting consists of representatives, or "messengers" as they are called, from cooperating churches, who gather to confer and determine the programs, policies and budget of the Convention.

The Southern Baptist Convention manages its worldwide efforts through 12 boards and agencies that are organized for various ministry endeavors. Support for its work comes from contributions through the Cooperative Program, a plan of giving that enables individual churches to share in these extensive national and international ministries.

## **OUR HERITAGE**

Springvale Baptist Church was organized in 1906 by a group of members from Pine Grove Baptist Church upon their feeling that a Baptist church was needed in this community. The church was named by the Rev. Mr. C.D. Peterson who preached the dedication sermon in a one room building in December, 1906.

(For A Complete History of Springvale Baptist visit the churches website:  
<http://www.springvalebaptist.com>)

# **CHURCH STAFF**

Springvale Baptist Church will provide Ministry and Support Staff to administrate and perform the duties that will facilitate the mission and vision of the church. (Pgs 7-23)

## **SENIOR PASTOR**

The Pastor is responsible for leading the church body in functioning as a New Testament Church (I Peter 5:1-4). The Pastor is responsible for providing spiritual instruction and strategic leadership to the members, staff and ministries of the church. *Pastor Search Committee*

## **MUSIC MINISTER / WORSHIP LEADER**

The minister of music (worship leader) is responsible to the pastor for the development and promotion of the music program of the church.

## **ASSOCIATE PASTOR OF STUDENT MINISTRIES**

This person will be responsible for assisting the pastor in daily operation of the church, as well as, the development, promotion, and direction of all aspects of the Student Ministry.

## **ADMINISTRATIVE ASSISTANT**

The Ad Min will administrate the operations within the church office and maintain the services of bookkeeping, church calendar, answering of phone and e-mails, publications, correspondence and other duties as assigned by the Pastors.

## **PIANIST**

The pianist is responsible to the minister of music (worship leader) for assisting in the music ministry of the church.

## **ORGANIST**

The organist is responsible to the minister of music (worship leader) for assisting in the music ministry of the church.

## **CUSTODIAN**

The custodian is responsible for the general cleaning of all church buildings, including exterior sidewalks and porches.

## **Job Description for Senior Pastor**

**BIBLICAL REFERENCES:** Acts 20:28-32; I Timothy 3:1-7; 1 Timothy 5:17; Titus 1:5-9; I Peter 5:1-4

**SPECIAL NOTE:** “Pastor”, “Elder” and “Bishop” all refer to the same office. These terms are used interchangeably and usually qualified/IMPLIED with the use of the word “overseer”. Although the term pastor is commonly used today as the title of the spiritual overseer of a congregation, it was probably not intended in Scripture to be a title but to be descriptive of what the office does.

The Pastor is responsible for leading the church body in functioning as a New Testament Church (I Peter 5:1-4). The Pastor is responsible for providing spiritual instruction and strategic leadership to the members, staff and ministries of the church. The Pastor serves as the administrative officer and supervisor of church staff and the Administrative Team. The Pastor is not responsible for doing all the work, but for seeing that it is done and done properly (I Corinthians 14:40).

### **QUALIFICATIONS FOR PASTOR:**

The pastor must be a professing Christian, and ordained Southern Baptist minister, and possess at least a Master of Divinity degree from an accredited Southern Baptist Seminary. (1 Timothy 3:1-7)

#### **Education:**

1. Four year college or university graduate.
2. Highly preferred – Southern Baptist seminary graduate.

### **POLICY AND PROCEDURES DESCRIPTION OF PASTOR:**

**Ministry Purpose:** To proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care, provide administrative leadership in all areas of church life and function, supervise paid church staff and conduct the ordinances and functions of worship.

**Serving Relationships:** The Pastor serves under the guidance of the Holy Spirit and the Church Body. He directly receives counsel from the Deacons who serve the congregation.

#### **Primary Functions:**

- Plan and conduct worship services, developing sermons, planning with music leadership and leads in the observance of ordinances.
- Leads the congregation in effective programs to fulfill the Great Commission with vision, purpose and priority.
- Leads and demonstrates effective ways to witness and win the lost to salvation through Jesus Christ.
- Visits and ministers to members and prospective members in homes, nursing care

facilities and hospitals.

- Conducts counseling sessions, performs wedding ceremonies and conducts funeral services.
- Works with Church Officers, Deacons and other key leadership to carry out the mission and purpose of the church.
- Acts as a parliamentarian to the moderator in business conferences.
- Cooperates with associational, state and denominational leaders in matters of mutual interest and concern.
- Serves as Overseer/Administrator of paid church staff supervising and evaluating the tasks assigned to each.
- Serves to recommend and advise committees and teams as an ex-officio member.
- Oversees, along with Deacons, all church discipline matters and the management of conflict issues in the church.
- Communicates with the congregation through articles or announcements, written and spoken using church newsletter, bulletins, social media and worship services.
- Gives full support biblically to the Undesignated Budget of the church.
- Adheres to the Church Bylaws and Policies and Procedures adopted by the church.
- Maintains a vital and wholesome personal relationship with the Lord through daily Bible study and prayer.
- Maintains proper priorities at home with his wife and children.

## PASTOR SEARCH COMMITTEE

### Things To do:

Pray – for each other, pastor that we are searching for, our church.

Use written job descriptions for Pastor.

All that happens in our meetings is to be CONFIDENTIAL!

Be honest and candid with prospective pastor concerning specific challenges the church faces.

Prepare a church and community profile. (Who will do each?)

- History of church
- Purpose and vision statement
- Facts about the community (demographics, etc.)
- Description of membership
- Description of leadership
- Budget (comments)
- Description of facilities
- Personnel policies

Prioritize Resumes (Top 5)

- Choice – 1,2,3,4,5
- Talk to #1

Write down questions we need to ask in the interview. Each one – combine

- Know his family
- Know his skills
- Know his abilities
- Know his gifts
- Know his interests
- Know his strengths

Create a Committee response sheet.

- First impression of your visit to worship service and first impression of interviews. Write down before you talk to other committee members.

When we interview – Describe (in writing)

- Salary & benefits
- Insurance coverage – (church) (pastor)
- Church ministry expenses
- Vacation time
- Day off
- Sick leave
- Time away doing revivals and conferences

Moving and housing arrangements

Do credit check –

Get his written permission

Schedule weekend for Pastor Visit.

Entire weekend

Pay all expenses (motel – food)

All committee members attend lunch on Friday evening with pastor and family

Saturday – Pastor & Wife

Meets with all –

Deacons

Sunday School Leaders

Youth Committee Members

Other Leaders

Church Staff (etc.)

Do we want a supper Saturday night for entire congregation? Yes – No

This after Second Sermon? Yes – No

Vote – Same day of sermon? Yes – No

Week after? Yes – No

Search Committee will remain together for one year after the Pastor comes.

Meet with Pastor - 3 months

6 months

12 months

Tell him we will meet with him before he comes to church.

# **MINISTER OF MUSIC (WORSHIP LEADER)**

## **SPRINGVALE BAPTIST CHURCH**

### **MINISTER OF MUSIC**

Revised: 12/03/2015

#### **PURPOSE**

The purpose of the Minister of Music is to share the gospel of Jesus Christ through song; encourage and lead the congregation in worship. Also, provide an avenue where individuals may share their gifts and talents to be an integral part of the worship service. The adult choir is to set the example of worship by being lead worshippers.

Partner with the pastor in glorifying God by enhancing the praise and worship services.

#### **RESPONSIBILITIES**

1. Direct the planning, organizing, conducting, and evaluating of a comprehensive music program including choirs (adult, youth and children's), vocal and/or ensembles, and dramas.
2. Supervise the work of the pianist and organist including review and approval of offertory selections. New music should be furnished to the pianist/organist so it may be learned prior to choir rehearsal.
3. Assist the pastor in planning congregational services of the church; be responsible for the selection of the music.
4. Direct congregational singing in all worship and special services.
5. Give special emphasis to holidays such as Christmas, Easter, Fourth of July, Memorial Day, etc.
6. Work with pastor as needed in planning and organizing weddings and funerals.
7. Coordinate when necessary with the Sound System Committee in the use and operation of the sound system.
8. Coordinate with administrative assistant for the maintenance and repair of church musical equipment.
9. Keep informed on current music methods, materials, promotion and administration, utilizing them where appropriate.
10. Keep office and musical library organized.
11. Arrange for substitutes in the event of absence of musicians, minister of music, organist or pianist.

12. Prepare an annual music budget for approval and administer the approved budget.
13. Serve as a member of the Church Council and coordinate the music program with the organizational calendar and emphasis of the church.
14. Perform other duties as requested by the Pastor.
15. Support and promote church functions.
16. Faithful in stewardship of time, money, and talents.

## **Associate Pastor of Education and Students**

The Minister of Education and Students is responsible for leading and assisting the church program organizations in planning, conducting, and evaluating comprehensive educational programs assigned to other staff members. He will be responsible for planning and leading in a comprehensive Youth- Children Program.

### **Educational Responsibilities:**

- 1) Lead the church in planning, conducting, coordinating, and evaluating a comprehensive program of Christian education.
- 2) Serve as educational resource person and advisor to the leaders of the following church programs and service organizations: Sunday School, Church Training, Woman's Missionary Union, Brotherhood.
- 3) Develop special education and training projects as needed to train leaders and workers.
- 4) Lead the church to be aware of Southern Baptist educational and curriculum materials available and direct the church to choose the most suitable.
- 6) Guide in the selection, enlistment, and training of workers.
- 7) Work with the securing, training, and proper functioning of all committees.
- 8) Direct and promote the regular officers and teachers' meeting.
- 9) Make updates and changes to Church Policy Manual as needed.
- 10) Work with the leaders of church organizations and age divisions to assign classrooms and church facilities for regular meetings and special activities.
- 11) Maintain an adequate system of educational and church records.  
Develop a program for new member assimilation.
- 12) Develop and administer a Sunday School visitation and outreach program.

### **Student Responsibilities:**

- 1) Lead the church in planning, conducting, coordinating and evaluating a comprehensive Youth program.
- 2) Lead in planning and conducting special projects (such as trips, camps, fundraisers, and retreats) for youth.
- 3) Work with organizational leaders to coordinate visitation for youth and lead workers to visit prospects and absentees.
- 4) Work with program leaders and teachers to resolve philosophical, procedural, scheduling problems with youth.
- 5) Work with the Youth Council in developing a program, calendar and budget.
- 6) Guide Youth to be participators and leaders in worship, missions, and service.
- 7) Work in conjunction with Senior Pastor and Personnel Committee in securing and supervising additional children staff as needed.
- 8) Develop a ministry to single college and career persons through the Sunday School and in other areas.

- 9) Conduct background checks and *Child Safety Training* for all children and youth volunteers.
- 10) Check the sex offender registry regularly for awareness of possible activity in the community.

**Other:**

- 1) Assist the Pastor in areas of the Pastor's work, as requested and as available
- 2) Assist pastor with preaching duties as requested.
- 3) Assist pastor with visitation and be available for on call rotation.
- 4) Work with deacons, program organization leaders, the buildings committee and architects on projecting and evaluating need for additional buildings.

# **ADMINISTRATIVE ASSISTANT**

Revised 12/03/15

## **PURPOSE**

The Administrative Assistant (Ad Min) is responsible to the pastor for the fulfillment of assigned clerical duties. When the church is without a pastor, the Ad Min is responsible to the deacons.

The Personnel Committee and Ad Min will mutually agree on weekly work schedule. Ad Min will work approximately 20 to 32 hours a week for part-time and a 40-hour work week for full-time position. The schedule will depend on the growth and demands of the church and its pastor. If possible, the schedule should be printed in the church bulletin.

## **RESPONSIBILITIES**

1. The Ad Min should exercise confidentiality, discretion, courtesy and diplomacy in receiving visitors and telephone contacts.
2. Open, review, discern and distribute mail; answer routine correspondence, including e-mail and respond if necessary. Handle Pastor's correspondence when requested.
3. Maintain personal contacts program for personal reference and to pass along reminders to Pastor, Deacons, or other members, and to keep business contacts up to date.
4. Prepare church bulletins, Wednesday night prayer sheets and other printed material as needed.
5. Notify Pastor and Deacons of the month of any hospitalization or death within the church family. Acknowledge memorial offerings received (letters to the family of the deceased and to the donor if a non-member).
6. Be aware of Pastor's agenda during working hours in the event he is needed.
7. Be responsible for reserving fellowship hall, sanctuary, church van and use of tables and chairs. Keep church calendar up to date.
8. Act as liaison between scheduled church events and church custodian to ensure appropriate arrangements are made for prepared set up and clean up before and after event.
9. Coordinate with members using the church facilities for personal use to ensure schedules do not conflict with church scheduled events, which take priority over

personal use, and members understand their responsibility to clean and leave the facilities in the expected order as documented in the church clean up check list.

10. Order Sunday school, Mission, Discipleship Training and WMU literature. Order, when necessary, supplies for custodian, office, Pastor and kitchen needs including food service.
11. Print Sunday school class lists and receipts form each quarter and place in Sunday school folders.
12. Keep accurate financial records – balance check statement.
13. Prepare personnel checks to be signed by church treasurer or assistant.
14. Prepare checks for commercial invoices.
15. Enter checks and deposits into Financial Computer Program.
16. Figure employee's monthly federal and state tax, complete forms and
17. Make monthly tax deposits at bank.
18. Prepare monthly financial statement of income and expenses for monthly church conference.
19. Prepare quarterly federal and state tax reports.
20. Maintain church membership record book and prepare and mail transfer of membership letters. Keep membership information current in Church Records Computer Program.
21. Assist committee chairpersons, deacons and Pastor in securing needed information for various reports and meetings.
22. Prepare W2's at year's end.
23. All normal office activities such as filing, typing, and keeping equipment serviced and in working order will be responsibility of secretary.
24. Ensure that newsworthy information is given to appropriate news outlets (radio, newspapers, Baptist Courier, Kershaw Baptist Association newsletter, etc.).
25. Assemble new member's information packet as needed.
26. Ad Min is responsible for monthly newsletter. See newsletter procedures.

27. Ad Min is responsible for any other assignment given by supervisor.

## **ORGANIST / PIANIST**

Revised: 12/03/2015

### **PURPOSE**

The organist and pianist are responsible to the Minister of Music for assisting in the music ministry of the church.

The organist and pianist are responsible to the Minister of Music by sharing musical gifts and talents through song to enhance and encourage the worship experience.

### **RESPONSIBILITIES**

1. Play for all services of the church, both regular and special.
2. Rehearse music in advance as preparation for services and specials.
3. Serve as accompanist for choirs, ensembles and soloists in regular and special rehearsals and performance, as directed by Minister of Music.
4. Play for weddings and funerals if available. Compensation will be the responsibility of the requesting parties.
5. Offertory music should be coordinated with and approved by the minister of music.
6. Notify minister of music of any absences in advance.
7. Faithful in stewardship of time, money, and talents.

**Springvale Baptist Church**  
**Director of Children's Ministries**

**Adopted 5/4/16**

**Position Summary:** The Minister of Children will work under the direct supervision of the Senior Pastor or deacons in the pastors absence. This person will be responsible for the development, promotion, and direction of all aspects of the Children's Ministries in the church. 20 Hours Weekly.

1. Participate in annual, monthly, and weekly planning process for the church, including children ministry meetings, and any required committee meetings.
2. Propose annually the children's ministry goals.
3. Responsible for Sunday and Wednesday night programs including AWANA.
4. Assist V.B.S. director in planning, coordinating, and conducting Vacation Bible School.
5. Plan **monthly** activities for **children's ministries**. Plan **quarterly** activities for **pre-school ministries**. These activities will increase during the Summer months.
6. Write articles for church publications, as required, to promote and publicize all children's ministry programs. Distribute a monthly calendar of children's ministry activities and programs.
7. Train and motivate leaders for children's ministry programs.
8. Oversee and administer the children's ministry budgets.
9. Present a budget proposal for children's ministries to the finance committee in November.
10. Coordinate nursery schedule. Enlist paid nursery workers when needed.
11. Enlist workers and manage pre-school program during 11:00 AM worship.
12. Serve as a resource person to all organizations in which children are involved, such as Sunday School, V.B.S., Discipleship Training, RA. 's, G.A. 's, Mission Friends, Mission Kids, Music and Recreation Ministries.

13. Supervise, and enlist children's ministry leaders as deemed necessary, for summer programs.
14. Work with the Nominating Committee to select leaders for the children's ministry.

## **ASSOCIATE PASTOR / PASTORAL CARE**

At Springvale we consider pastoral care to involve both encouraging one another in committed discipleship and supporting one another in times of need.

Primary Responsibilities:

1. To assist Senior Pastor in pastoral care, chiefly among the adult congregation.
2. Assist in Hospital visits each week.
3. Assist in Shut-In and Nursing Home visits each week.
4. To assist in preaching and teaching as needed, for both Wednesday Prayer Services and Sunday Worship and Training Services.
5. Assist with funerals and bereavement ministry.
6. 15 -20 hours weekly.

## **Director of Counseling Ministries**

Springvale's Biblical Counseling program provides confidential, in-depth counseling sessions led trained and qualified lay counselors.

### **PHILOSOPHY OF BIBLICAL COUNSELING**

Biblical counseling is a ministry of Christians to hurting and misguided people, encouraging them with hope, that they can be reconciled to God and others in relationships (II Corinthians 5:20).

By applying Biblical truths to daily living problems believers can learn to live their lives in a way that is pleasing to God. By exposing their problems to the Word of God, Biblical counselors, as ambassadors of Christ, seek to "ensure that Christians are not taken captive through false teaching, philosophy and empty deception according to the elementary principles of the world, rather than according to Christ" (Colossians 2:8). Biblical counselors seek to lovingly share one another's burdens (Galatians 6:1-10), and to proclaim Christ, "admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ." (Colossians 1:28).

### **HOW BIBLICAL COUNSELING WORKS**

Through the enabling of the Holy Spirit, we as Biblical Counselors want to guide you toward reconciliation with God, your spouse, your family and others.

We will help you discuss and learn how to change your behavior to that which is acceptable and lovely to God (II Corinthians 5:20). Since each of us is responsible for knowing God's revealed purpose for our lives, each of us must take responsibility for our attitudes and behavior in relationships. As we "renew our minds" our behavior is transformed. We rethink old attitudes, beliefs and feelings which are contrary to God's will, and through conviction, repentance and forgiveness of those we have harmed and who have harmed us, we develop new thoughts, feelings and behavior which are godly (Romans 12:2 and Galatians 5:13-23). As this happens, through the counselor's admonition, teaching, and encouragement, people are helped to deal with their daily living problems (I Thessalonians 5:14-22).

### **TYPES OF COUNSELING PROVIDED**

- Marital
- Pre-Marital
- Family

# Deacon Ministry

## TABLE OF CONTENTS

Deacon Ministry Plan.....	25-26
Administrative Deacon Nomination Team.....	26-27
Letter to the Congregation .....	27-29
Policies for Administrative Deacon Team .....	29
Relationship to the Church Membership.....	29-30
Scriptural Qualifications.....	30-31
Ministry.....	32
Ordination.....	32
Team Deacon Ministry.....	33
Deacon Self Assessment Form. ....	34-35
Administrative Deacon Nomination Team Interview Questions.....	36
Qualifications of Deacon's Wives.....	37
Ministry Deacons and Associate Deacons.....	37-38

## Deacon Ministry Plan

**Administrative Deacons:** Administrative Deacons serve the congregation and assist the Pastor and Staff in the welfare and general oversight of the Church as a Board. They are voting deacons. Their duties are determined by Scripture and they are to consider themselves, at all times, servants and elders of the Church.

**Ministry Deacons:** Men who have served in the past are still deacons and are useful to ministry. Though they may not be active Administrative Deacons, they may be asked to partner with Active Administrative Deacons to minister to the families of the church.

### Responsibilities:

**1. Deacon Family Plan:** What is the Deacon Family Ministry Plan? It is a plan through which the Administrative Deacons and Ministry Deacons can join the pastor and church staff in ministering to the physical, spiritual and emotional needs of each church member and family. The resident church families are divided into groups of ten or more families. Each group of families is then assigned to an Administrative Deacon and Ministry Deacons who will minister to them over a period of time.

How can a deacon help you? Of course, you are the only one who can answer that question. However, there are some specific ways your deacon wants to try to help.

**Visiting you.** The first visit will be a get acquainted visit with you and your family. However, your deacon will make other visits throughout the year when someone in your family is in the hospital or you have sorrow or sickness in the home.

**Witnessing to unsaved family members.** One of your deacon's chief concerns is that every member of your family knows Christ as Savior.

Your deacon will share your joy when you celebrate important events or accomplishments in your life. Each deacon is responsible to pray for, encourage, and to contact in times of need, families on their list. Deacons are also to use this list as a contact list for times when communications are needed to be conveyed to the church body (cancellation of services due to weather, etc.).

**2. Deacon Ministry Team:** Administrative Deacons are to be responsible for promotion and advancement of various ministry areas in the church. (SEE Pg. 11)

**3. Vision Committee:** The Administrative Deacons will meet on a regular basis to plan for the future of Springvale's Ministry, which includes building additions.

**4. Finance Committee:** One Administrative Deacon will serve on this committee with three members elected from the church, nominated by the deacons. It is the responsibility of the deacons to nominate one member rotating off this committee each year. This should

be done in July with church approval in August. In case of a vacancy on this committee the deacons will be responsible for replacing the vacant position.

**5. Moderator:** The Deacon Chair is responsible to moderate Business Meetings. In his absence another deacon may step in to moderate.

**6. Personnel Committee:** It is the responsibility of the deacons to nominate two members for this committee each year. This should be done in July with church approval in August. In case of a vacancy on this committee the deacons will be responsible for replacing the vacant position.

**7. Greeters:** All Deacons (Active and Inactive), as spiritual leaders, shall be a model by setting the standard for interaction and fellowship with others by greeting people in the lobby and worship center before and after each service. He shall be especially sensitive to introduce himself to visitors and those members with whom he is unfamiliar.

**8. Lord's Supper:** The Deacon Ministry Team shall lead the congregation in its observances of the Lord's Supper.

**9. Nominating Committee:** It is the responsibility of the deacons to nominate three members for this committee each year. This should be done in April with church approval in May. In case of a vacancy on this committee the deacons will be responsible for replacing the vacant position.

**10. Security Team:** It is the responsibility of the deacons assist with the security team.

**11. Trustees:** It is the responsibility of the deacons to nominate a Trustee to the church each year. This should be done in August with church approval in the September Business Meeting. The church may make nominations from the floor. In case of a vacancy the deacons will be responsible for replacing the vacant position.

### **Administrative Deacon Nomination Team**

The Administrative Deacon Nomination Team, will be comprised of the Administrative Deacon Team.

This team will prayerfully review the nominations by the church, request completed assessments of nominees receiving the highest percentages of nominations from the church (95%), and conduct interviews to insure that the individuals meet the qualifications for the position of deacon. All discussions and deliberations should be kept in the strictest confidence.

This Team may recommend deacons to the church body taking into consideration the number of nominations received per candidate and their qualifications.

### **Time Line for Nomination and Election Process**

1) The Nomination Letter with Nomination form should be mailed out to the membership the week before the second Sunday in June. Nomination Letter with Nomination form should be made available for people to pick up the second Sunday of June until the second Sunday of July at worship services.

2) Completed forms may be mailed to the church office, given to any member of the Administrative Deacon Nomination Team, or placed in the Deacon Nomination Receptacle in the Worship Center Foyer, before the second Sunday of July.

3) The Administrative Deacon Chair should call a meeting of the Administrative Deacon Nomination Team on the second Sunday of July to review the nominees and to prepare to mail out the Self Evaluation Forms to nominees.

4) Self Evaluation Forms should be mailed out or given to candidates as quickly as possible. The deadline for these to be turned in should be the third Sunday of July.

5) The Administrative Deacon Nomination Team has from the third Sunday in July until the second Sunday in August to interview and pass the list of nominees onto the Administrative Deacon Team.

6) The list of nominees should be presented to the church the second Sunday of August with the vote taking place on the third Sunday of August.

### **Dear Springvale Member,**

As a voting member of this church, you have the privilege to nominate and vote for Administrative Deacons. The third Sunday of August (unless a change must be made) we will elect four Administrative Deacons to serve for a three-year term. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, have served faithfully in this position for the past three years and will complete their terms at the end of August.

To serve as a Deacon is a very humbling position and not one to be taken lightly. The Bible explains the expectations and responsibilities of a Deacon in scriptures.

*Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested, and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus. **I Timothy 3:8-13***

*An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless, not overbearing, not quick tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. Titus 1:6-9*

At Springvale, we have outlined several responsibilities of an Administrative Deacon. A few of these include:

- 1) Serving by being sensitive to the needs of others and responding to those needs.
- 2) Supporting the vision of the Pastors by prayer and encouragement.
- 3) Leading in commitment and accountability by being consistent and committed in living the Christian lifestyle with daily prayer and Bible study, being led and controlled by the Holy Spirit, being faithful in tithing, maintaining a solid family life, and actively participating in ministry.

The process of electing deacons at Springvale begins by receiving names for consideration from the membership in June and July. The Administrative Deacon Nomination Team, prayerfully reviews the nominations, request completed assessments, and conducts interviews to insure that the individuals meet the qualifications for the position of Administrative Deacon. The Church Deacon Team, after prayerful consideration, will submit candidates for the deacon positions to the church body, to be voted on at the Special August Business Conference.

At this time, we would like to receive names for consideration. If you know of someone who you believe meets the scriptural qualifications for Administrative Deacon, please fill out the enclosed "*Nomination for Deacon*" form and return it to the church office at P.O. Box 880, Lugoff, SC, or it may be given to any member of the Administrative Deacon Nomination Team, or placed in the Deacon Nomination Receptacle in the Worship Center Foyer. All names must be received by the second Sunday in July. You may copy the form and turn in as many names as you like. The Administrative Church Deacon Team appreciates your thoughtful consideration and suggestions for deacon.

Regards,  
**Administrative Deacon Nomination Team**

After thought and prayer;

I suggest \_\_\_\_\_ for consideration. I have known him for \_\_\_\_\_ years.

This person has been involved in the following Springvale ministries:

---

---

---

I recommend him for the following reasons:

---

---

---

I personally have been a member of Springvale for \_\_\_\_\_ years.

\_\_\_\_\_  
Please PRINT your name \_\_\_\_\_ Date

\_\_\_\_\_  
Signature

**Note:** Administrative Deacon Suggestions will be subject to willing participation, review, successful completion of the deacon nomination interview and recommendation process, and subject to deacon team approval. Not all suggestions will result in a person being placed on the nomination ballot.

### **Policy on Administrative Deacon Team Members**

Since Springvale has grown significantly in last the few years, and since we now have an abundance of qualified individuals who are capable of serving on the Church Administrative Deacon Team, and since the potential of a conflict of interest on the Board has greater implications than in previous times, the following policies are adopted by the Administrative Deacon Team of Springvale Baptist.

- a) Comply with 1 Timothy 3 and Titus 1 qualifications.
- b) Must be a member of the church for a minimum of 2 years.
- c) If divorced, at least 1 year from the legal date of the divorce must have elapsed.
- d) Church Staff and immediate family members of Church Staff shall not be eligible to serve as a deacon.

### **Relationship to the Church Membership at Large**

The deacons are to be active in ministry to the church family, and to promote peace, harmony and a spirit of cooperation and unity among the membership. The primary relationship of the deacons to the church is as follows:

1. Deacons are to be problem solvers and preservers of church harmony. Robert Naylor, former President of Southwestern Baptist Theological Seminary, in his book, *The Baptist Deacon*, wrote concerning the deacon's responsibility to preserve harmony in the church: "When a man becomes a deacon, he loses the privilege, if such exists, of participating in a church row. A member of the ranks may claim that often-abused privilege, 'speaking his mind.' When a man becomes a deacon--selected and called by the Holy Spirit, chosen by the church, dedicated by personal choice--he forfeits the right to promote in any fashion, a division in the life of the church. The one inescapable duty of the deacon in the New Testament was the protection of the church fellowship. When things arise that are divisive, it is time for a deacon who believes the Book to stand up and say: "We cannot do it this way in this church. We must have harmony and peace if we are to follow Christ." That could make the difference between a great, fruitful church and an ineffective, dried-up one."

Every deacon carries two imaginary buckets: one of water and one of gasoline. He determines in many situations whether he will help put out the fires of disharmony or if he will fuel the problem.

2. Deacons are to be active in ministry that will enable the pastor to feed the flock faithfully and to be able to spend the necessary time in prayer for God's direction and inspiration in leading the church.

### **Biblical Qualifications: I Timothy 3:8-13**

*Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested, and then if there is nothing against them, let them serve as deacons. In the same way, their wives are to be women of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus. **I Timothy 3:8-13***

*An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless, not overbearing, not quick tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it. **Titus 1:6-9***

1. A deacon must be dignified (grave, KJV). That is, he must be dignified in his conduct as one worthy of respect both in the church and out in the world. This is certainly a sign of general spiritual maturity.

2. A deacon must not be double-tongued. The term we might use in our day would be two-

faced, one who says one thing to one person but something else to another. In other words, what proceeds out of the mouth of a deacon should be trustworthy and not intended to harm another.

3. A deacon must not be addicted (given KJV) to wine. So that a deacon may freely serve the Lord he must not be enslaved to alcohol (also any drugs which are addicting). Addiction to alcohol or drugs indicates spiritual and physical bondage.

Deacons must also remember the teaching of Apostle Paul regarding food and wine in **Romans 14:19-21:**

*19 Therefore let us pursue the things which make for peace and the things by which one may edify another. 20 Do not destroy the work of God for the sake of food. All things indeed are pure, but it is evil for the man who eats with offense. 21 It is good neither to eat meat nor drink wine nor do anything by which your brother stumbles or is offended or is made weak.*

Deacons must recognize that consumption of alcohol beverages will be a stumbling block for many. Deacons are spiritual leaders of the church and are a witness for those immature and weak in their faith. There will be those who are recovering from addiction to alcohol and others who will stumble if they see a Deacon drinking. Therefore, a good general principle is for Deacons to avoid alcohol entirely, but certainly for the good of the body a Deacon should not publicly consume alcoholic beverages.

4. A deacon must not gain personal property or money by fraud, lying, cheating, stealing, or any other dishonest means. That is what is meant by sordid gain (filthy lucre).

5. A deacon should hold to the mystery of the Christian faith with a clear conscience. That is, he should believe those doctrines that are foundational to true, Biblical Christianity. He should hold to them in such a way as to have entrusted his life to them, having been convinced of their truth. His conscience must be free from doubt and mistrust toward God's Word.

6. He must first be tested in regard to these qualifications by the church, and be appointed only if he is found to be beyond reproach. It is the responsibility of the church to appoint men who shall faithfully perform their duties. Therefore, they should be examined. (This would apply in the case of those nominated who have not been ordained.)

7. Must be a man. If a deacon is married, he should be a faithful husband to his wife. If he has children, he should manage them well. He must, therefore, be a devoted father, not neglecting his children.

8. A deacon should be a proven manager of his household. This generally applies to those things that add to the peace and stability of a home. It includes relationships and responsibilities. A deacon's home should be in order. This includes finances as well. He should be a good steward toward God.

## Ministry

In accordance with the meaning of the word of the New Testament, deacons are to recognize their roles as ministering servants of the church. They are to be members of this church whose character and qualifications shall be as specified in I Timothy 3:8-13, Acts 6:1-6, and Titus 1:6-9.

**Responsibility:** The deacon body shall serve under the leadership of the pastor and assist him in performing duties in order to free him for the ministry of the Word. The deacons will support and work with the pastor as follows:

- A. To lead the church in the achievement of its mission.
- B. To minister the gospel to believers and unbelievers.
- C. To care for the church's members and others in the community.
- D. To have a *consistent commitment to stewardship shall be attested by the Deacon's example of tithing to the Church.*
- E. To demonstrate Christ-like consecration, loyalty, prayer support and faithfulness to the local church program.
- F. To visit the sick, needy and indifferent of the church.
- G. To encourage and strengthen new converts and the spiritually weak.
- H. To attend deacons' meetings regularly.

## ORDINATION OF A DEACON

The ordination of a deacon is designed to be a meaningful time of commissioning to faithful service. I Timothy 3:10, states that a man first be "tested" before serving as a deacon. After this testing and affirmation by the church, an Administrative Deacon must be ordained by the church for his office.

The term *ordain*, which is used often in Baptist and other Christian circles, never occurs in the New Testament. The Greek word translated *ordain* in the King James Version is better translated appoint. When Jesus said, *Ye have not chosen me, but I have chosen you, and ordained you* (John 15:16); He used a word meaning to appoint or to place. In both the Old Testament and New Testament leaders were appointed or set apart in a special way. Paul and Barnabas were set apart as missionaries by the church at Antioch (Acts 14:23). In Acts Chapter 6, seven men were set apart as deacons.

Although the New Testament does not teach that ordination is essential for equipping leaders for their ministry, the ceremony of setting a person apart for ministry seems to fit the New Testament pattern. Ordination symbolizes the candidate's commitment of himself to the ministry in the will of God, and the church's approval of the candidate for the ministry on the part of the church. This ceremony is an act of approval, not an act of bestowal. It is an acknowledgement that God has bestowed certain gifts and has called the individual to service.

## ADMINISTRATIVE TEAM DEACON MINISTRY

### **Worship Ministry** (Assigned Deacons)

1. Assist pastor with church ordinances.
2. Help plan and organize ordination services.
3. Oversee the following ministry committees and teams (If something needs to be addressed contact the right committee or team for action): Choirs (Adult/Children/Youth), Sound System, Lord's Supper, Baptism, Usher, Flowers, Church Opening & Closing, Esperonzo, Nursery, Weddings.

### **Pastoral Ministry** (Assigned Deacons)

1. Assist pastor with hospital visits.
2. Visit members who are experiencing difficulties (sickness, death, loss of job, etc.).
3. Help pastor stay in touch with those members who have dropped out or that have been absent.
4. Assist pastor with shut-in and nursing home visits.
5. Inform Church Community Deacon Team of needs shut-ins may have around their homes.
6. Oversee the following ministry committees and teams (If something needs to be addressed contact the right committee or team for action): Tweenagers, Personnel, Children's Ministry, Preschool, Youth.

### **Church and Community Service Ministry** (Assigned Deacons)

1. Look for practical needs that may be met through ministry.
2. Be mindful of the needs of our elderly (grass cutting, house work, etc.).
3. Be mindful of ways we can serve our community.
4. Oversee the following ministry committees and teams (If something needs to be addressed contact the right committee or team for action): Benevolence, Cemetery, Library, KBA, Baptist Men.

### **Outreach and Missions Ministry** (Assigned Deacons)

1. Assist pastor with church visitation.
2. Promote visitation ministry in the church.
3. Promote mission ministry in the church
4. Be mindful of people who are new in the community and seek to make contact with them.
5. Oversee the following ministry committees and teams (If something needs to be addressed contact the right committee or team for action): Evangelism & Outreach, WMU, Social, Wednesday Night Supper, Recreation, Bus, Website.

### **Church Program and Facilities Ministry** (Assigned Deacons)

1. Keep pastor and deacons informed about property, space, and building needs.
2. Keep pastor and deacons informed of program needs in the church.
3. Support and encourage committees and personnel who are in charge of programs and facilities.
4. Oversee the following ministry committees and teams (If something needs to be addressed contact the right committee or team for action): Finance, Counting, Nominating, Building and Maintenance, Property.

## SELF ASSESSMENT

We are asking that every potential deacon candidate fill out the following questionnaire. The information is strictly confidential and will be shared with no one but members of the Administrative Deacon Interviewing Committee and Springvale Administrative Deacon Team.

**Please read everything first before filling out.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Face Book/ Twitter: \_\_\_\_\_

Occupation: \_\_\_\_\_

Within our Administrative Deacon Ministry Team, we strongly believe in the idea that God has shaped each one of us for ministry. Please describe how you may be prepared for the work of a Deacon Team member.

Are there any experiences or God-given insights that have inspired you to serve in this ministry?

How long have you been a Christian?

- 1 - 2 years
- 3 - 6 years
- 7 - 12 years
- 13 - 19 years
- 20 + years

How long have you been a member of Springvale?

- 1 - 2 years
- 3 - 6 years
- 7 - 12 years
- 13 - 19 years
- 20 + years

How long have you regularly attended Springvale?

- 1-2years
- 3-6years
- 7-12years
- 13-19years
- 20years+

Are you in agreement with the basic doctrines of the church as stated in the *Springvale Constitution and Bylaws* and the *2000 Baptist Faith and Message*?

Yes

No

Do you tithe to Springvale Baptist Church?

Yes

No

Is there anything about your lifestyle (habits, activities, etc.) that could be detrimental to your ability to be a positive influence? Explain.

Outline Church Ministry Involvement:

How do you believe your previous or current ministry involvement will help you in the role of Deacon?

Looking back over the past few years, what areas in your life have you noticed the most spiritual growth?

Are you currently involved in regularly studying the Bible?

Describe how you came to know Christ and your growth since then. Use the back side if needed.

Describe your prayer life.

Do you pray with your family frequently?

Are you willing to discuss any questions or statements on this application with Deacon/Pastoral Team leadership?

Yes

No

Are you willing to submit to a criminal background check?

Yes

No

Your signature below indicates that you have read and understand the entire contents of this application:

Potential Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

## **Administrative Deacon Nomination Team Interview Questions**

### **Executive Summary:**

The intent of the interview questions is 1) to make the candidate feel comfortable with the interview team, 2) to get them to talk about themselves and their families, 3) to understand their heart, and 4) to determine if there are any areas of their lives or behaviors that would be a concern if they were to become a member of the Administrative Deacon Team. It is very important to understand from the interview process if a candidate has issues with others in the church, the present deacons, or members of the Pastoral team. Protecting the unity of the deacon team and the relationship with the Senior Pastor is a major goal. This does not mean that you are looking for individuals that will “go along with the program”, but rather individuals who have a heart after God, can bring a value to the team, and can work with the present Deacon and Pastoral team to realize God’s vision for the church.

The Interview team will make recommendations to the Deacon Team for a vote on the final candidates. If the Interview team has concerns, they need to articulate them to the Deacon team, prior to the vote on the final list of candidates. Remember that any of the candidates that are placed on the election ballot could become future Administrative Deacons. The following is a good set of questions:

1. Tell us about yourself.
2. Tell us about your family.
3. What do you think it means in the scriptures for a Deacon to have a “house in order” or “a well managed home”?
4. What do you think of the statement “Deacons are not representatives of the congregation, but rather ambassadors of Christ imparting vision from His leadership to His Church”?
5. Why do you feel you would make a good Deacon?
6. What do you feel you can bring to the Deacon ministry?
7. What makes you excited about serving on the Deacon Team and what makes you tremble?
8. Questions for us?

### **Additional questions:**

1. What direction is God leading you at this time?
2. If a previous Deacon Team member... - What did you enjoy about the Deacon team?  
- What did you learn about the Deacon team? - What do you believe are the challenges for our church, in the future?
3. What do you appreciate about our church?
4. What relationships / involvement do you presently have with the Pastoral team?
5. What do you do for fun? Where is the balance in your life? How much do you work? How much discretionary time do you have? How do you like to spend your spare time?
6. What church teams have you been involved with? What was your role? Have you been a team leader?
7. How has your involvement in our church influenced your life and your family?
8. What are your priorities in life? What are some of your personal goals?

## QUALIFICATIONS OF A DEACON'S WIFE

If a deacon is married, the Bible also provides some qualifications for his wife. These, too, need to be weighed in the life of a man who is considered for the ministry of a deacon. They are as follows (I Timothy 3:11, NKJV):

- 1) **“Reverent”** - The wife of a deacon should have a sincere Christian purpose, with a great reverence for spiritual matters.
- 2) **“Not Slanderers”** - The wife of a deacon should not be known to give a false report concerning someone else.
- 3) **“Temperate”** - The wife of a deacon should be well balanced spiritually, and calm in her dealings with others.
- 4) **“Faithful In All Things”** - The wife of a deacon must be an exemplary member of the church to which her family belongs. Furthermore, she must be loyal and fully supportive to her husband. Others should see in her a heart of faithfulness in the Kingdom of God, in spite of obstacles that may dishearten many others.

### *Ministry Deacons*

**Ministry Deacons:** Men who have served in the past are still deacons and are useful to ministry. Though they may not be active Administrative Deacons, they may be asked to partner with Active Administrative Deacons to minister to the families of the church.

#### **Purpose:**

- To assist Administrative Deacons in the Family Ministry plan of the church.
- This plan is outlined on page 2.
- To assist deacons in ministry duties.

### *Associate Deacon Program*

#### **Purpose:**

- To prepare the men at Springvale, that show a potential, for deacon ministry.
- To teach and train them in the deacon ministry.

#### **Process:**

- At the **October Deacons Meeting** each deacon may recommend one man that has never served as a deacon (from their family list) who shows a potential for the ministry.

- The number of Associate Deacons should be no more than the number of current active deacons.
- The deacons should vote on those nominated.
- Those approved should be asked by their deacon if he would be willing to serve as an Associate Deacon.
- An Associate Deacon should meet the General Biblical Qualifications: **I Timothy 3:8-13**
- Each Associate Deacon should be given a copy of the responsibilities.
- The church will be informed of the Associate Deacons and their work.

### **Responsibilities:**

- Attend the December, March, and June Deacon's Meetings.
- Associate deacons will not have a vote on issues but may be involved in discussion.
- Each Associate Deacon will have a mentor deacon who will be responsible for oversight.
- Associate Deacons will help their deacon when called upon. Examples: It could mean helping to call and communicate information to the church body. Assisting with a visit.
- Serve where needed for the term of one year.

## **ADMINISTRATIVE TEAM, STANDING COMMITTEES, AND MINISTRY TEAMS**

The Administrative Team, All Standing Committees, and Ministry Teams are those whose chairman and members are elected by the church in conference. Standing Committees are composed of individuals who are elected to 3-year terms. The Administrative Team is composed of the Church Officers (As defined by the Constitution and Bylaws). Individuals that serve as church officers are elected by the church annually with the exception of the Pastor, Deacons and Trustees. Ministry Teams are elected annually.

Responsibilities and Duties for all Standing Committees, The Administrative Team, and Ministry Teams are described within this Policy Manual.

A church operates in a somewhat different way in comparison to other organizations. Volunteers make up and carry out the majority of all the church ministries. The following descriptions are for those in key leadership positions at Springvale Baptist Church.

### **ADMINISTRATIVE TEAM**

(Members of the Administrative Team are elected for 1-Year Terms with the exception of the Senior Pastor, Deacons, and Trustees.)

**1. SENIOR PASTOR:** The Senior Pastor shall provide spiritual, pastoral, and administrative leadership to carry out the churches vision and mission.

**2. DEACONS:** Deacons serve the congregation and assist the Pastor and Staff in the welfare and general oversight of the Church. Their duties are determined by Scripture and they are to consider themselves, at all times, servants of the Church.

#### ***Deacon Nomination***

#### ***Deacon Policies and Procedures***

#### ***Scriptural Qualifications, Team Ministry, & Associate Deacons***

#### ***Other Requirements***

**3. TRUSTEES:** The Trustees serve as legal representatives in all transactions of the Church.

**4. CHURCH CLERK:** The Church Clerk keeps a complete and accurate record of all proceedings of the Church.

**5. CHURCH TREASURER:** The Church Treasurer works closely with the Finance Committee and the Financial Secretary to review and co-sign checks, oversee disbursement of funds of the Church.

**6. ASSISTANT TREASURER:** The Assistant Treasurer (’s) keep records of individual offering envelopes and perform other duties in absence of treasurer.

**7. SUNDAY SCHOOL DIRECTOR:** The purpose of the Sunday School Director is to provide general oversight of the entire Sunday School, including teachers and classes, and to administer its affairs in cooperation with, and according to, the plans and methods of the overall vision of ministry of the Springvale Baptist Church. *Sunday School Secretary*

**8. DISCIPLESHIP DIRECTOR:** The purpose of the Discipleship Director is to provide new member orientation, discipleship and family life education for the church members and prospects.

**9. VACTION BIBLE SCHOOL DIRETOR:** The purpose of the VBS Director is to offer the children in the church and community the opportunity for Bible Study during the Summer with a focus on Evangelism.

**10. MEN’S MINISTRY DIRECTOR:** The Men’s Ministry Director works with the Pastor as an outreach to church and community members, as needed.

**11. WOMEN’S MINISTRY DIRECTOR:** The Women’s Ministry Director is responsible for the women’s events of the Church and Mission Organizations.

## **STANDING COMMITTEES**

(Members of Standing Committees are elected for 3-Year Terms.)

**1. BAPTISMAL COMMITTEE:** The Baptismal Committee assists the Pastor and all candidates in preparation for baptism and provides general oversight of the material and equipment necessary for the appropriate administering of the ordinance.

**2. BENEVOLENCE COMMITTEE:** The Benevolence Committee assist individuals and families in the church and community by addressing physical, emotional, and financial needs.

**3. CEMETERY COMMITTEE:** The Cemetery Committee is responsible for maintaining and upkeep of the cemetery grounds and to oversee the selection of burial plots.

*Cemetery Rules & Fees*

**4. COMMITTEE ON COMMITTEES:** This committee maintains an updated Policy Manual developed in order to organize and provide written policies and procedures for all standing committees and key leadership positions in the Church.

**5. CONSTITUTION AND BY-LAWS COMMITTEE:** This committee is responsible for maintaining the Constitution and By-Laws in an orderly, up-to-date form, consistent with decisions of the church body.

**6. FINANCE COMMITTEE:** The Finance Committee develops, presents for approval, and administers the church budget. It plans and promotes special stewardship emphases and projects designed to broaden and strengthen the base of financial support for the church's ministries and programs. The Finance Committee acts as an agent of the Church for receiving gifts and memorials and is nominated by the Deacons at the September Business Meeting.

***Financial Policies***

**7. HISTORY COMMITTEE:** The History Committee is responsible for maintaining and documenting Springvale's history. The committee is also responsible for archiving items of historical significance.

**8. INFORMATION TECHNOLOGY (IT) COMMITTEE:** This Committee shall oversee the purchase and maintenance of computers, peripherals, and network equipment that are used in the church.

**9. FLOWER COMMITTEE:** The Flower Committee is responsible for floral decorations and seasonal decorations for the Worship Center and for other special events as needed.

**10. LORD'S SUPPER COMMITTEE:** The Lord's Supper Committee assists the Pastor and Deacons in preparing for the Lord's Supper.

**11. NOMINATING COMMITTEE:** The Nominating Committee provides nominees, for church approval, to fill the various elected positions in the Church. This committee is nominated by the Deacons at the May Business Meeting.

**12. PERSONNEL COMMITTEE:** The Personnel Committee recruits, interviews, and recommends hiring of paid staff members with the exception of the Senior Pastor. This committee develops and provides job descriptions and evaluation instruments for paid personnel and ensures that each paid employee is evaluated annually. This committee is nominated by the Deacons at the September Business Meeting.

**13. PUBLICITY COMMITTEE:** The Publicity Committee is responsible for communicating the churches' vision to the church and community and for special advertising as requested by church leadership.

**14. RECREATION COMMITTEE:** The Recreation Committee is to promote and encourage wellness and fitness activities in the church.

**15. WEDDING COMMITTEE:** The Wedding Committee works with the Pastors to make sure the wedding policies of the church are carried out in adherence to our adopted policies and practices.

***Wedding Policies***

## **MINISTRY TEAMS**

(Members of Ministry Teams are elected for 1-Year Terms.)

### **WORSHIP**

- 1. ESPERANZO MINISTRY TEAM:** This Team leads in drama for worship.
- 2. GREETER AND HOSPITALITY TEAM:** The Greeter Team locates and welcomes visitors to Springvale.
- 3. PRAYER COORDINATOR TEAM:** This Team communicates prayer needs to the church.
- 4. SOUND AND MEDIA TEAM:** The purpose of the Sound and Media Team is to provide quality sound and media to enhance the worship experience.
- 5. USHER TEAM:** The purpose of the Usher Team is to recruit church members, as needed, to serve as ushers. Ushers welcome guests and facilitate the smooth progression of the worship service.

### **AGE GROUP MINISTRIES**

- 1. AWANA MINISTRY TEAM:** The purpose of the AWANA Team is to promote, staff and implement the ministry at Springvale.
- 2. CHILDREN'S CHURCH MINISTRY TEAM:** The purpose of this Team is to oversee and evaluate Children's Ministries. (Pg 55)
- 3. MEN'S MINISTRY TEAM:** The purpose of this Team is to provide Ministry and Bible Study opportunities to the men of Springvale Baptist. (Pg 55)
- 4. NURSERY MINISTRY TEAM:** The purpose of this Team is to oversee nursery workers, facilities, and supplies.
- 5. TWEENAGER MINISTRY TEAM:** The purpose of the Tweenager Team is to oversee and implement Senior Adult Ministries.
- 6. VACATION BIBLE SCHOOL MINISTRY TEAM:** The purpose of the VBS Team is to promote, staff and implement VBS at Springvale.  
*See VBS Director*
- 7. WOMEN'S MINISTRY TEAM:** The purpose of this Team is to promote Missions through the WMU program of the Southern Baptist Convention, and to provide Ministry and Bible Study opportunities to the women of Springvale Baptist.

**8. YOUTH MINISTRY TEAM:** The purpose of this Team is to oversee and evaluate Youth Ministries.

## **FELLOWSHIP**

**1. FOOD SERVICE TEAM:** The Food Service Team is responsible for scheduling, coordinating, and enlisting volunteers for Wednesday Night Suppers. The Food Service Team is also responsible for establishing policies for the operation of the kitchen/dining facilities and coordinating its use. The Team Leader assumes responsibility for effective and efficient operation of food service events sponsored by the church and should work closely with the Social and Fellowship Team during church sponsored dinners and should be responsible for ordering supplies for all church related events.

**2. SOCIAL AND FELLOWSHIP TEAM:** This team is responsible for planning and preparing meals at church sponsored events that are not staffed by other teams. This Team should work closely with the Food Service Team Leader in maintaining, ordering and budgeting supplies.

## **SUPPORT**

**1. BUS MINISTRY TEAM:** The Bus Ministry Team provides CDL drivers for bus trips and makes sure routine maintenance and checks are performed on the bus.

**2. COUNTING TEAM:** The Church Counting Team is responsible for processing, counting, depositing, and safeguarding all monies received on Sundays.

**3. CHURCH GROUNDS MAINTENANCE TEAM:** This Team maintains the church grounds. This team is responsible for making sure the grass is cut, the shrubs are trimmed, and the parking areas are clean.

**4. CHURCH GROUNDS BEAUTIFICATION TEAM:** This Team assists the Grounds Maintenance Team and is responsible for flowers, shrubs, and trees. This Team is also responsible for the upkeep of Church Prayer Garden.

**5. FACILITIES OPENING AND CLOSING TEAM:** This Team makes sure facilities are unlocked before events and secured at their conclusion.

**6. MAINTENANCE AND PROPERTY TEAM:** The Maintenance and Property Team assesses structural repair and maintenance needs of the church facility and property and implements efforts to correct any issues identified. This committee works closely with Grounds Maintenance and Grounds Beautification Teams and Janitorial Personnel.

**7. PARISH NURSE TEAM:** The Parish Nurse Team Ministers to health need in the church.

## **MISSIONS AND OUTREACH**

- 1. CHURCH MEDIA AND LIBRARY TEAM:** This Team is responsible for the Church Library.
- 2. EVANGELISM TEAM:** The purpose of this Team is to plan, coordinate, and implement evangelism and outreach ministries.
- 3. FALL FESTIVAL TEAM:** This Team schedules, plans, and recruits volunteers for the Annual Fall Festival.
- 4. FUNERAL SUPPORT TEAM:** The purpose of this Team is to provide support for bereaved families connected with our church and community.
- 5. KBA MESSENGER TEAM:** This Team is made up of the messengers to the Kershaw Baptist Association.
- 6. LYDIA'S HELPING HANDS TEAM:** The Helping Hands Ministries Director promotes communication between and coordination of all Helping Hands Ministries.
- 7. MISSIONS MINISTRY TEAM:** The Missions Ministry Team is responsible for connecting the church with Mission Projects.
- 8. WEBSITE AND SOCIAL MEDIA TEAM:** This Team is responsible for maintain the Church Website and using social media for communication and outreach.

## **ADMINISTRATIVE TEAM**

(Members of the Administrative Team are elected for 1-Year Terms with the exception of the Senior Pastor, Deacons, and Trustees.)

### **TRUSTEES**

The Trustees serve as legal representatives in all transactions of the Church and are elected by the church in August for a 3-year term.

### **CHURCH CLERK**

#### **PURPOSE:**

The purpose of the Church Clerk is to keep a complete and accurate record of all the proceedings of the Church.

#### **MEMBERSHIP AND TERM OF OFFICE:**

The Church Clerk is nominated by the Nominating Committee, elected annually, subject to approval by the Church.

#### **RESPONSIBILITIES:**

- A. The Church Clerk is responsible for attending all regular and special called business meetings of the church for the purpose of taking detailed, accurate notes of the proceedings.
- B. Minutes are to be typed and read at the next monthly meeting for approval. Copies are to be given to the church secretary, chairman of the deacons and one retained by the church clerk.
- C. Requests for church letters will be presented at the first business meeting after receipt for approval.
- D. Support and promote all church functions.

### **CHURCH TREASURER**

#### **PURPOSE:**

The purpose of the Church Treasurer is to work closely with the Stewardship Committee, the Church Financial Secretary, and the Church Ad Min to ensure proper handling of all church funds.

#### **MEMBERSHIP AND TERM OF OFFICE:**

The Church Treasurer is nominated by the Deacons, elected annually, subject to approval by the Church.

#### **RESPONSIBILITIES:**

- 1. Work closely with the Church Secretary and serve on the Stewardship Committee.
- 2. Oversee disbursement of funds of the Church (general and designated offerings).

3. Discuss with the Church Financial Secretary deposits and accounts payable to determine balance in accounts and bills due. Make decisions as to which bills are to be paid. Checks are generally written by the Church Financial Secretary and/or the Church Ad Min.
4. Review and sign checks with a designated co-signer if needed.
5. Review reconciled bank statements and financial statements with the Church Financial Secretary monthly.
6. Attend regular business meetings and be prepared to assist in answering any questions from the membership.
7. Cooperate with the Stewardship Committee, the Auditor, the Church Financial Secretary, and the Church Ad Min to implement, as soon as possible, any changes, corrections, or procedures suggested.

## **ASSISTANT CHURCH TREASURER**

### **PURPOSE:**

Keep records of individual offering envelopes and perform other duties in the absence of the treasurer.

### **MEMBERSHIP AND TERM OF OFFICE:**

The Assistant Church Treasurer ('s) is/are nominated by the Nominating Committee, elected annually, subject to approval by the Church.

### **RESPONSIBILITIES:**

1. Enter all contributions from offering envelopes in computer by contributor name and fund name.
2. Print and send out contribution statements at end of calendar year.
3. In the absence of the treasurer, perform all duties as shown on attached treasurer's job description.
4. Support and promote all church functions.

## **SUNDAY SCHOOL DIRECTOR**

### **PURPOSE:**

To accomplish goals set by Pastor and/or Sunday School Director for the Sunday School.

### **BASIC ROLE:**

The Sunday School director serves as the general administrative leader of a church's Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching purpose of the Sunday School. He/she leads in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals and objectives toward the Sunday School's stated purpose.

### **RESPONSIBILITIES:**

1. Communicate regularly with pastors.
2. Communicate goals and actions to leaders and participants and evaluate progress.
3. Lead in developing an effective organization that facilitates spiritual transformation.
4. Lead in efforts to call participants into service and in enlisting and developing new leaders.
5. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; and recommend needed actions.
6. Check to see that all classes are staffed with the teacher, a substitute or other adult each Sunday.
7. Confirm that all literature is ordered in a timely manner to be available for distribution on due date.
8. Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.
9. Insure that all Sunday School records are kept on computer, including rolls, attendance, offering through Sunday School.
10. Report Sunday School statistics at monthly Church Conference.
11. Support and promote all church functions.
12. Works with Sunday School Secretary **(See following guidelines)**

## **SUNDAY SCHOOL SECRETARY**

### **PURPOSE:**

To maintain, in computer, financial and attendance records for Sunday School.

### **RESPONSIBILITIES:**

1. After Counters have balanced money from Sunday School summary sheets and offering envelopes, folders containing summary sheets are given to Sunday School Secretary. From the summary sheets, the secretary enters number present and itemization of offerings including designated offerings (Annie Armstrong, Lottie Moon, etc.) into software by Sunday School class.
2. Attendance total only for each class is entered into church software.
3. The secretary runs a printout of total offerings. These totals are balanced with Counter's totals to reconcile financial records from Sunday School summary sheets with the actual money total from Counters.
4. After all information has been entered into computer from Sunday School summary sheets, the sheets go back into the Sunday School folders and are placed on shelves, in Sunday School office, under each class name for next Sundays use. (Summary sheets contain three months information.)
5. Money collected in Sunday School is counted, by Counters, and information input into computer by the Sunday School Secretary. Reports for attendance and finance are printed out and filed in notebook in desk in Sunday School office.
6. Support and promote all church functions.

## **DISCIPLESHIP TRAINING DIRECTOR**

### **PURPOSE:**

The purpose of the Discipleship Director is to provide new member orientation, discipleship and family life education for the church members and prospects.

### **RESPONSIBILITIES:**

1. He/she leads in planning and coordinating the discipleship studies for the church year for all ages.
2. He/she enlist and equips teachers and leaders.
3. Developing an effective organization that facilitates spiritual transformation.

4. Lead in efforts to call participants into service and in enlisting and developing new leaders.
5. Confirm that all literature is ordered in a timely manner to be available for scheduled studies.
6. Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.
7. Insure that records are kept, on computer, including rolls and attendance.
8. Report Discipleship Training statistics at monthly Church Conference.

## **VACATION BIBLE SHOOOL DIRECTOR**

### **PURPOSE:**

The purpose of the VBS Director is to plan, staff, and conduct a Vacation Bible School Program.

### **RESPONSIBILITIES:**

The Vacation Bible School director has the responsibility of planning and overseeing the development of this major summertime church event.

Preparation begins months before the actual event.

### **FOUR TO SIX MONTHS BEFORE VBS**

- Begin praying regularly for Vacation Bible School.
- Set dates for VBS on the church calendar.
- Prepare the budget and submit it to the church for approval.
- Set goals for enrollment, prospects, and offering.
- Begin recruiting VBS directors, leaders, and teachers.
- Begin to develop your promotion strategy.

### **THREE TO FOUR MONTHS BEFORE VBS**

- Estimate your VBS enrollment and determine class or department organization.
- Enlist directors and leaders for all Bible Study classes and other activities.
- Enlist a VBS Records Team Leader.
- Create a VBS Calendar of Events and place activities on the church calendar. Distribute this information to all VBS volunteers.
- Schedule planning meetings and develop agendas.
- Plan a VBS kickoff event.
- Plan pre-enrollment activities.

## **TWO TO THREE MONTHS BEFORE VBS**

- Order and distribute VBS curriculum.
- Plan the VBS schedule.
- Conduct first planning meeting.
- Lead workers to attend the associational VBS training.
- Plan decorations for the church's common areas.

## **ONE TO TWO MONTHS BEFORE VBS**

- Continue promotion efforts.
- Plan VBS musical practice.
- Begin making decorations.
- Lead departments to conduct planning meetings.

## **TWO TO FOUR WEEKS BEFORE VBS**

- Conduct a planning meeting.
- Receive Supply Request forms and gather supplies.
- Continue promotion efforts.
- Conduct pre-enrollment activities.
- Continue VBS musical practice.

## **ONE TO TWO WEEKS BEFORE VBS**

- Assign pre-registered participants to Bible Study classes and other age-group departments.
- Distribute Prayer Guides to those who have committed to pray.
- Distribute supplies.
- Finalize room assignments.

## **DAY BEFORE VBS**

- Decorate and set up all rooms.
- Assist teachers and volunteers in setting up.

## **DURING VBS**

- Register children as they arrive.
- Make needed announcements during the Worship Rally.
- Notify parents about Family Night.
- Communicate each day.
- Oversee all VBS activities.
- Each day make sure all workers are present or that substitutes have been enlisted.
- Assist with first aid and discipline as needed.
- Make sure records are accurate and completed daily.

- Distribute VBS evaluation forms, and certificates on the last day.

### **AFTER VBS**

- Collect and return, or replace, all supplies.
- Return the church building to its original arrangement.
- Follow up with VBS visitors using the VBS Transfer Plan, School visitation, and other ministry activities.
- Mail in your VBS Report.
- Provide a summary of VBS evaluation forms for the pastor.

## **MEN'S MINISTRY DIRECTOR**

### **DESCRIPTION OF OFFICE:**

The Men's Ministry Director is an officer of the church nominated in September for a one-year term by the Church Nominating Committee. The term of the Men's Ministry Director begins September 1.

### **DUTIES:**

1. Plan, promote, conduct and evaluate the mission work of the church.
2. Seek to meet the needs of those individuals and families that may need assistance in the community.
3. Promote the RA program.
4. Promote RA camps.
5. Promote Men's Bible Studies

## **WOMEN'S MINISTRY DIRECTOR / WMU**

### **DESCRIPTION OF OFFICE:**

The Women's Ministry Director is an officer of the church nominated in September for a one-year term by the Church Nominating Committee. The term of the Women's Ministry Director begins September 1.

### **DUTIES:**

1. Plan, promote, conduct and evaluate the mission work of the church
2. Promote the annual designated offerings for missions
3. Work with the Baptist Men in educating the church about missions
4. Plan and staff: Mission Friends, GA's and RA's.
6. Seek ways to meet the needs of all age groups to become involved in missions
7. Order literature for the mission groups

## **STANDING COMMITTEES**

(Members of Standing Committees are elected for 3-Year Terms.)

### **BAPTISMAL COMMITTEE**

#### **PURPOSE:**

To insure the provision of appropriate, well-maintained facilities, equipment, and materials necessary for baptism; to assist the candidates in preparing for their baptism; and to assist the pastor in administering the ordinance.

#### **DUTIES:**

1. See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service. This step will include being sure the baptismal pool is properly filled and the temperature is at the desired level.
2. Meet with the person(s) to be baptized and show them to a dressing room. Answer questions they may have and see that each candidate has a robe and towel, if desired.
3. Open and close curtain to baptistry at appropriate times and assist candidate(s) into and out of the pool and then to their dressing room. Give each person as much privacy as possible.
4. Members of the committee should remain in the area until all those who have been baptized are dressed and ready to leave.
5. Make sure wet areas are moped and safe.
6. Arrange for baptismal garments and towels to be laundered and available for the next service.

### **BENEVOLENCE COMMITTEE**

#### **PURPOSE:**

The purpose of the benevolence committee is to assist the church and community by being sensitive to physical, emotional, and financial needs among church members and those living in our community.

#### **RESPONSIBILITIES:**

1. The committee shall be authorized to make a monetary donation to any individual or family, or for community (local) missions.
2. The committee shall also make recommendations to the church or proper organizational leaders of individuals or families within the community in need of additional assistance.

3. The committee should consider information from any source, especially from church members and organizations concerning specific mission needs.
4. The committee should be sensitive to confidentiality when dealing with individuals or families.

## **CEMETERY COMMITTEE**

### **PURPOSE:**

Responsible for the maintenance and upkeep of the church cemetery. Oversee the selection of cemetery plots.

### **RESPONSIBILITIES**

1. Insure that all rules pertaining to cemetery are explained to and carried out by all area funeral directors.
2. Be available for consultation with persons who may wish to select gravesites.
3. Maintain plat of cemetery property. Plat will be kept up-to-date.
4. All plots designated as burial sites by members or plots selected by non-members are to be properly marked on plat and recorded in permanent ledger to be maintained in church office.
5. Insure that plat is displayed in such a manner that all persons have access.
6. Keep cemetery grounds well maintained. Grass cut once per month if needed. If a funeral is to be held and the cemetery grounds are unsightly, grass will need to be cut.
7. Insure that all old flowers are removed from gravesites and disposed of properly.
8. Report any problems or concerns to the church in a timely manner.
9. Committee will determine if hardship requests are legitimate and be empowered to accept or reject such requests (with reports to the church of actions, if requested or needed).
10. Insure that adequate area is available for future burial needs.
11. Review and update rules and guidelines of cemetery as needed. These rules and guidelines will be made available in pamphlet or sheet form and given out as necessary. A copy is to be attached to this job description.

12. Develop, with assistance of the church clerk and church treasurer, a method that will maintain an accurate record of money collected for cemetery and maintain record of money spent from this fund for cutting, etc.

**CEMETERY RULES ADOPTED BY  
SPRINGVALE BAPTIST CHURCH  
LUGOFF, SOUTH CAROLINA**

Revision Date: 7/28/05

**I. FEES:**

A fee of \$1,000.00 per grave will be charged each non-member of the Springvale Baptist Church.

This fee is to be collected by chairperson of the Cemetery Committee (before grave is opened).

**II. RULES AND REGULATIONS:**

- A. No selection of grave sight without consulting the Cemetery Committee.
- B. No grave shall be enclosed by fence, cement, blocks, or coping.
- C. Each family is held responsible for keeping his lots clean and free of debris.
- D. The Cemetery Committee reserves the right to remove flowers, containers, racks, and other matter at such time as they wilt or detract from the appearance of the cemetery.
- E. Graves must be properly identified.
- F. No work of any kind shall be done in cemetery until Cemetery Committee is called. For example: putting up monuments or opening graves.
- G. Any deviation of the above rules must have the approval of the full Cemetery Committee.

**COMMITTEE ON COMMITTEES**

**RESPONSIBILITY:**

Responsible for definition, review and update of all church committees/responsibilities; works with committees to give them a clear understanding of their areas of responsibility and extent of responsibility; recommends creation, combination, or discontinuance of committees as necessary.

Keeps the policies in this manual up-to-date and available to congregation

## **CONSTITUTION AND BY-LAWS COMMITTEE**

### **PURPOSE:**

This committee is responsible for maintaining the Constitution and By-Laws in an orderly, up-to-date and usable form consistent with decisions of the church body.

### **DUTIES:**

1. Maintain a thorough working knowledge of the Constitution and By-Laws.
2. Review the Constitution and By-Laws at least annually. If any amendments, alterations, or deletions are needed, follow the guidelines set forth in the Constitution and By-Laws.
3. Make available copies of revised Constitution and By-Laws to church membership.

## **FINANCE COMMITTEE**

### **PURPOSE:**

The Financial Committee is charged with the general supervision of financial activities of the church within financial policies established by the church, working closely with the treasurer. A deacon shall be the chairman of this committee.

### **DUTIES:**

A. Develop the annual budget.

1. The committee shall work with ministerial staff, committee chairmen, organization heads, and service organizations and submit the budget for review by deacons before the December business conference, when the budget is submitted to the church.

2. The proposed budget shall be presented to the church for discussion and adoption at the December business conference.

B. Formulate and recommend financial policy that insures the financial integrity of the church.  
(See Financial Policies)

1. These policies will include all monies (receipts and expenditures) for any program or ministry included in the budget, i.e.: youth ministries, cemetery fund, Tweenagers, Sunday School, etc.

C. Review financial policy annually.

D. Insure the prompt deposit of all church monies and prompt payment of all financial obligations of the church.

E. Closely monitor the expenditures of line items listed in the budget. Recommend necessary expenditure and/or budget adjustment should receipts not meet budget requirements.

F. Make monthly reports to the deacons prior to the monthly church conference. The chairman of the financial committee or designated committee member will be present at the monthly conference to answer any questions or concerns.

G. Call for an outside audit of receipts and expenditures every three years.

H. Actively promote financial tithing and offering through special emphasis, i.e., bulletins, testimonies, sermons, etc.

## **HISTORY COMMITTEE**

Adopted: 7/28/07

### **PURPOSE:**

To gather and preserve all historic records of the past and assist in recording present-day activities.

1. Develop and recommend to the church policies and procedures regarding the preservation of historical materials.
2. Preserve pictures from church activities.
3. Keep historical records of church pastors and staff.

## **INFORMATION TECHNOLOGY (IT) COMMITTEE**

### **Function:**

This Committee shall oversee the purchase and maintenance of computers, peripherals, and network equipment that are used in the church.

### **Responsibilities:**

1. To keep abreast of the computer needs of the church staff.
2. To make recommendations concerning the upgrading of computers, peripherals, and network equipment in the church
3. To see that all computers, peripherals, and network equipment are maintained in good working condition
4. To work with the *Sound and Media Team* and the *Website and Social Media Team* to insure that equipment purchased can be used with the current computers and will be compatible with planned changes and updates.

**Membership:**

This committee shall consist of three (3) members.

**Meetings:**

This committee shall meet as needed.

## **FLOWER COMMITTEE**

The Flower Committee is responsible for floral decorations and seasonal decorations for the Worship Center and for other special events as needed.

**DUTIES:**

- A. Recommend policies and procedures for obtaining, arranging, and disposing of flowers for congregational services.
- B. Obtain and arrange flowers for church services and for such other special occasions as appropriate.

## **LORD'S SUPPER COMMITTEE**

**PURPOSE:**

The purpose of the Lord's Supper Committee is to assist the Pastor and Deacons in preparing for the Lord's Supper.

**RESPONSIBILITIES:**

1. Keep the Lord's Supper Service clean, polished and ready for use when called for by the Pastor.
2. Prepare for the Lord's Supper by filling individual cups and bread plates. Place the Lord's Supper Service trays on the Lord's Supper table in the Sanctuary.
3. Keep inventory of supplies (to include juice, disposable cups, crackers, polish, cloths, etc.) and replenish as needed. Turn in receipts for purchased supplies to the Church Office.
4. Assure that assigned Deacons carry the Lord's Supper Service dishes to the kitchen area after the service.
5. Assist housekeeping personnel in retrieving and disposing of all used cups from the pews in the Sanctuary and Worship Care classrooms.
6. See that all equipment is gathered, cleaned, and stored after each observance of the Lord's Supper.

## **NOMINATING COMMITTEE**

### **PURPOSE:**

This committee, consisting of three members and the Sunday School Director, is responsible for nominating persons from the church membership to fill all church offices and committee positions except Ministers, Deacons, Trustees, Finance Committee, Personnel Committee, Nominating Committee, and salaried employees.

### **DUTIES:**

1. Select and approve qualified volunteer persons before they are invited to serve in a church-elected position. Contact workers, and upon acceptance, present to the church for election at the August church conference.
2. The current nominating committee is responsible for filling any vacancies that may occur during the current church calendar year.
3. Three members of the Nominating Committee and the Sunday School Director shall be recommended by the Deacons at the May business meeting each year and approved by the church. The newly elected Nominating Committee will be responsible for securing officers and committees for the new church year.

## **PERSONNEL COMMITTEE**

Principle Function – To assist the church in administrative matters related to all employed personnel. Pastoral Staff manage staff, Deacons have oversight over all staff, while this committee's chief role is support and securement of staff.

### **Relationships and Responsibilities**

#### **With Committees:**

1. Consult with the Finance Committee and deacons in developing and budgeting salaries schedule and benefit provisions for all church staff members.
2. Consult with the Finance Committee in budgeting for any additional church staff members.

#### **With Church Officers:**

1. Committee chairperson informs moderator of reports to be made in the church business meeting.
2. Committee chairperson gives a copy of any reports made during the church business meeting to the church clerk for permanent record in the minutes of the church.

3. Committee chairperson keeps the church treasurer informed regarding budgeted salary and benefit provisions for all staff members.

**With Church Staff:**

1. Work with all staff members to:
  - a. Prepare and update job descriptions annually.
  - b. Negotiate a salaries schedule and benefit provisions annually.
  - c. Develop church policies and procedures relating to church staff personnel.
  - d. Discuss needs for additional church staff personnel.
2. Consult with appropriate staff members in locating, interviewing, and recommending additional staff positions.
3. Assess job performance of each staff member at least annually.

**With Church Business Meeting:**

1. Answer questions about the work of the Personnel Committee.
2. Recommend all employed personnel for every church staff position, except pastor.
3. Recommend administrative policies and procedures for all employed personnel.

## **PUBLICITY COMMITTEE**

The Publicity Committee is responsible for communicating the churches' vision to the church and community and for special advertising as requested by church leadership.

## **RECREATION COMMITTEE**

The Recreation Committee is to promote and encourage wellness and fitness activities in the church.

## **WEDDING COMMITTEE**

The Wedding Committee works with the Pastors to make sure the wedding policies of the church are carried out in adherence to our adopted policies and practices.

*Wedding Policies* (Pgs 67-70)

## **MINISTRY TEAMS**

(Members of Ministry Teams are elected for 1-Year Terms.)

### **WORSHIP TEAMS**

#### **ESPERANZO TEAM**

##### **DUTIES:**

1. Plan and conduct drama for worship services.
2. Assist music minister during special presentations.

#### **GREETTER AND HOSPITALITY TEAM**

1. Introduce yourself to every person you do not know by name. Be sure to ask their name. It is very important to try to remember names. A good tool to use to remember names is to have a small pad handy to keep a list of names on.
2. Give first time visitors a gift basket. Hand this to them in the vestibule as they exit the church. Thank them for coming and invite them back.
3. Try to speak to everyone you can. This is not always possible, so start with widows and widowers, people on the prayer list, members that you have not seen for a time. Offer a word of encouragement (the Holy Spirit leads you here).
4. Greet people as they arrive in the parking lot. Assist them with parking if needed. Be willing to assist them in finding the nursery, the sanctuary, restrooms, or Sunday School classes.

#### **PRAYER COORDINATOR TEAM**

This Team communicates prayer needs to the church.

This can be done through distributed prayer list or an any way that may effectively share prayer needs.

The Prayer Coordinator should keep in close communication with the Church Ad. Min. and Pastors to stay abreast of needs.

## **SOUND AND MEDIA TEAM**

### **PURPOSE:**

The purpose of the Sound and Media Team is to provide quality sound and media to enhance the worship experience, and to insure sound and media equipment is operational and is operated by a trained member of Springvale.

1. Be responsible for proper care in maintaining and operating all church owned sound equipment.
2. Train, from the church membership, nominated personnel to operate the system as needed.
3. Security of the equipment must be a priority.
4. Operating the equipment for any occasion should be one of Springvale's trained personnel. Individuals called to operate equipment for special occasions by outside parties, such as weddings, should be reimbursed for their time.
5. Be prepared to record when CD's are requested.
6. Be responsible for video projector system - run power point presentations, hymn lyrics, and sermon notes.
7. Prepare announcements for Sunday morning.
8. Make sure video projector is turned off after worship and that the screens are retracted.

## **USHER TEAM**

The purpose of the Usher Team is to recruit church members, as needed, to serve as ushers. Ushers welcome guests and facilitate the smooth progression of the worship service.

1. The Coordinator should be in the church vestibule 20 minutes prior to church service to greet the congregation as they arrive, hand out bulletins, and create an atmosphere of genuine welcome and concern for all attending the service.
2. Select appropriate number of church members to take up offering and assist in other ways as needed. Prearrange for an offertory prayer with Pastor. Ushers should gather together at the rear of the sanctuary in the reserved for ushers section in order to walk down the aisle for collection of the offering.

3. After the service has begun, ushers should assist in finding seats for late comers. No one should be seated during Bible reading or prayer.
4. Is responsible for keeping Worship Attendance.

## **AGE GROUP MINISTRIES**

### **AWANA MINISTRY TEAM**

The purpose of the AWANA Team is to promote, staff and implement the ministry at Springvale. AWANA operates through the policies and procedures administered through AWANA CLUBS INTERNATIONAL.

### **CHILDREN'S CHURCH MINISTRY TEAM**

The purpose of this Team is to plan and coordinate a Children's Church program and oversee and evaluate Children's Ministries, of the various church organizations as they relate to preschoolers and children.

1. Coordinate Children's Church
2. Communicate with church, parents, and teachers
3. Establish mutual short and long-range goals.
4. Formulate policies and procedures.

### **MEN'S MINISTRY TEAM**

The purpose of this Team is to provide Ministry and Bible Study opportunities to the men of Springvale Baptist. They work under the leadership of the Men's Ministry Director.

### **NURSERY MINISTRY TEAM**

The purpose of this Team is to oversee nursery workers, facilities, and supplies.

#### **PURPOSE:**

Plan and oversee all nursery workers, facilities, and supplies.

## **RESPONSIBILITIES:**

- A. Recruit nursery workers for the regular church services and for other services as needed.
- B. Schedule nursery workers and send reminders each week.
- C. Maintain necessary supplies in nursery and toddler's rooms (diapers, wipes, juice, Kleenex, etc.).
- D. Toys or articles used by the children are to be kept clean.
- F. Rooms should be neat and tidy after use.

Our nursery is an integral part of our ministry at Springvale. Our parents want to know they are leaving their children in a safe, warm, and clean environment. Our nursery volunteers are committed to meeting the expectations of our smallest, but very important members.

We do this by:

- Wipe down and clean any areas where there may be spills, crumbs, etc.
- Disinfect toys, cribs, walkers, etc., before leaving
- Remove all bottles, food, etc., from refrigerator prior to leaving.
- Remove sheets and used blankets; wash and return before the next Sunday.
- Keep nursery area organized and tidy.
- Remove (tag and report) any furniture or toys that are broken or damaged.

## **TWEENAGER MINISTRY TEAM**

The purpose of the Tweenager Team is to oversee and implement Senior Adult Ministries.

## **VACATION BIBLE SCHOOL MINISTRY TEAM**

The purpose of the VBS Team is to promote, staff and implement VBS at Springvale.

This Team works under the supervision of the VBS Director.

## **WOMEN'S MINISTRY TEAM**

The purpose of this Team is to promote Missions through the WMU program of the Southern Baptist Convention, and to provide Ministry and Bible Study opportunities to the women of Springvale Baptist. They work under the leadership of the Women's Ministry/WMU Director.

## **YOUTH MINISTRY TEAM**

The purpose of this Team is to oversee and evaluate Youth Ministries and works under the leadership of The Associate Pastor of Student Ministries.

1. Act as an Advisory Committee to Student Pastors.
2. Serve as chaperones when needed.
3. Assist as teachers and helpers as needed.

## **FELLOWSHIP**

### **FOOD SERVICE TEAM**

The Food Service Team is lead by a Team Chairperson/Leader.

1. The Food Service Team is responsible for scheduling, coordinating, and enlisting volunteers for Wednesday Night Suppers.
2. The Food Service Team is also responsible for establishing policies for the operation of the kitchen/dining facilities and coordinating its use.
3. The Team Leader assumes responsibility for effective and efficient operation of food service events sponsored by the church and should work closely with the Social and Fellowship Team during church sponsored dinners.
4. Is responsible for ordering supplies for all church related events.
5. Works with Social and fellowship team in Budgeting.

### **SOCIAL AND FELLOWSHIP TEAM**

This team is responsible for planning and preparing meals at church sponsored events that are not staffed by other teams. This Team should work closely with the Food Service Team Leader in maintaining, ordering and budgeting supplies.

## **SUPPORT**

### **BUS MINISTRY TEAM**

The Bus Ministry Team provides CDL drivers for bus trips and makes sure routine maintenance and checks are performed on the bus.

- Make sure bus is maintained with periodic inspections.
- Enlist new drivers when possible.
- Clean bus periodically.
- Take bus for repairs when needed.

**DRIVERS:** Driver must have in his/her possession a valid CDL driver's license, and be on the approved list of drivers in the church office. Driver must be at least 21 years old. (Before a driver can be put on the approved list, he/she will have to be checked out by a member of the van committee. He/she must demonstrate his/her ability to handle the vehicle in traffic and road situations. He/she must meet the requirements of the insurance company.)

- Have a clean driving record.
- Insuring the inside of the bus is clean after use.
- Filling the fuel tank before returning bus to the church.
- Request passengers to wear their seat belts while vehicle is moving.
- The driver will be responsible for discipline on the bus.
- There will be no smoking in vehicle.

### **COUNTING TEAM**

(Revised March 15, 2017)

The Church Counting Team is responsible for processing, counting, depositing, and safeguarding all monies received on Sundays.

### **SUNDAY SCHOOL**

Sunday School Director collects all offerings and puts into a bank bag. The bag is then placed into the safe when Sunday School is over.

### **MORNING WORSHIP SERVICE**

Counters pick up the offerings from the collection plates and put them into a bank bag. The bag is then placed into the safe at the end of the morning worship service.

Counters' Meetings will be scheduled according to the agreed upon time set by each counting team.

The counting process is:

- 1) Separate designated offerings by category.
- 2) Verify that envelopes show all correct information including the amount and contributor's name.
  - For checks that do not have an envelope, fill out one.
  - Record all check numbers into a log book with amount and check number.
- 3) Count the Offering
  - a) Counter #1 counts the cash.
  - b) Counter #2 counts the checks
  - c) Counter #1 counts the checks.
  - d) Counter #2 counts the cash.
  - e) Compare the amounts for the cash and the checks from counters 1 and 2 to ensure that they match. If not, repeat steps A-D until they match.
  - f) Team leader verifies totals by recounting.
  - g) Compare the amounts for the cash and the checks counted by counters 1 and 2 to ensure that they match with team leader counts. If not, repeat step F until they match.
- 4) All counters will sign the deposit report form to verify the accuracy of the count.
- 5) Put cash and checks into bank bag with deposit slip.
- 6) Take deposit to the bank (requires 2 counting committee members) and place into the night deposit box.
- 7) Leave envelopes given to in the assistant treasurer's basket in the safe.

### **EVENING WORSHIP SERVICE**

- 1) Counters pick up the offerings from the collection plates and puts them into a separate bank bag.
- 2) The counters count the offering.
- 3) A record sheet is placed in the bank bag with the offering. An additional record is kept by the head counter.
- 4) The bag is then placed into the safe at the end of the evening worship service.
- 5) The offering will be included in the counters meeting held the following Sunday.

### **OTHER OFFERINGS**

- 1) Counters pick up the offerings from the collection plates and put them into a bank bag. The bag is then placed into the safe and the offering is to be processed during the counters' meeting held the following Sunday.
- 3) Money from Wednesday night suppers is counted and placed into the safe and the offering is processed in the counters' meeting held the following Sunday.

### **ADDITIONAL COMMENTS**

- 1) Counting is not to begin until all counters are present.
- 2) There will be 2 counting teams of 3 members each plus an alternate. Team 1 will be led by the Church Treasurer and Team 2 will be led by the Assistant Church Treasurer.
- 3) Each team will serve on an alternating month basis.
- 4) Access to the safe will be limited to the Pastor, Church Secretary, Chairman of the Board of Deacons, Treasurer, Assistant Treasurer, Sunday School Director or designees.
- 5) The safe combination will be changed at a frequency deemed suitable by the Pastor in order to maintain security.

### **CHURCH GROUNDS MAINTENANCE TEAM**

This Team maintains the church grounds. This team is responsible for making sure the grass is cut, the shrubs are trimmed, and the parking areas are clean.

#### **RESPONSIBILITIES:**

1. Cut grass as needed.
2. Weed eat and edge as needed.
3. Fertilize grass at least once a year.
4. Rake leaves as needed.
5. Keep parking lots clean.
6. Maintain the Old Baptismal area.
7. Maintain picnic tables.
8. Maintain fences.
9. Maintain retention pond.
10. Ant control.
11. Work with and assist Grounds Beautification Team when possible.
12. Prune Hedges and replace mulch in bed as needed.
13. Maintain Playgrounds.

### **CHURCH GROUNDS BEAUTIFICATION TEAM**

This Team assists the Grounds Maintenance Team and is responsible for flowers, shrubs, and trees. This Team is also responsible for the upkeep of Church Prayer Garden.

#### **RESPONSIBILITIES:**

1. Maintain Prayer Garden.
2. Maintain sprinkler system, this includes winterization.

3. Maintain all flower and plant beds, fertilizing, and adding mulch when needed.
4. Maintain trees (this includes the magnolia tree with its leaves).
5. Use flowers to enhance the beauty of the ground and for special occasions.
6. Add new elements to the church grounds as needed and as directed by the church.
7. Work with and assist Grounds Maintenance Team when possible.

## **FACILITIES OPENING AND CLOSING TEAM**

This Team makes sure facilities are unlocked before events and secured at their conclusion.

1. Lock and Unlock facilities for events.
2. Turn lights on and make sure they are turned off after closing.
3. Adjust thermostats as needed.

## **MAINTENANCE AND PROPERTY TEAM**

The Maintenance and Grounds Team assesses structural repair and maintenance needs of the church facility and property and implements efforts to correct any issues identified. This committee works closely with the Maintenance and Grounds Leaders and Janitorial Personnel.

### **RESPONSIBILITIES:**

#### **BUILDINGS**

##### **Inside**

**Heating and Air:** Maintain and service regularly.

**Plumbing:** Make sure plumbing is working properly. Winterize outside faucets and Sprinkler System.

**Fire Protection:** Insure that systems are serviced annually. Maintain smoke alarms.

**Property:** Inventory all property and equipment annually. Replace old or broken equipment and furniture as needed.

**Flooring:** Make sure flooring is cleaned regularly.

**Lighting:** Work with Custodian to make sure lights are in working order.

**Pest and Termite:** Initiate service and inspections.

**Windows:** Make sure windows are in proper order.

**Paint:** Continually monitor for the need of touchups or repainting.

##### **Outside**

**Cleaning:** Keep buildings Clean.

**Roofs:** Maintain Roofs

**Gutter:** Maintain Gutters.

**Lighting:** Maintain all Outside Lighting.

**Security:** Maintain cameras and security measures as needed.

**Trash:** Budget and provide for trash service. Work with Junior to make sure needs are addressed during heavy use times such as VBS.

**Paint:** Continually monitor for the need of touchups or repainting.

**Seal Building:** Seal granite and stone buildings every five years.

## **LAND**

**Parking Lots:** Maintain and make sure catch basins are clean and that asphalt and concrete areas are maintained.

**Retention Pond:** Maintain with assistance from Grounds Maintenance Team.

**Church Sign:** Maintain Church Sign.

## **OTHER DUTIES**

**Insurance:** Work with deacons and administrative assistance on Insurance Coverage for property.

**Conserve Energy:** Work with Opening and Closing Committee to make sure buildings are secured.

**Evaluate Space Needs:**

**Prepare and Administer A Yearly Budget:** Make sure 3 bids are received for all large jobs and make sure church approval is given for expenditures over \$500.

**Renovations:** Recommend and oversee renovations.

## **RELATIONSHIPS**

It is imperative that the Team Leader have a working relationship with the Deacons, the Pastor, the Administrative Assistant, the Janitor, and both grounds committees. These individuals and groups are expected to work with and through this committee.

## **PARISH NURSE TEAM**

Nursing and hospitals as we know them grew out of religious tradition. Early monasteries had hospitals to care for the sick and injured within their walls. Members of religious orders, both Protestant as well as Catholic, were responsible for nursing duties. Servants were employed to provide care that was not fitting for a proper woman to administer.

Florence Nightingale, founder of the nursing profession, believed nurses were called by God to care for others. She believed prayer was an important part of care of the sick. She recognized

that one's relationship with God plays an essential part in a person's well being and thus to recovery from illness or acceptance of one's limitations.

**RESPONSIBILITIES:**

- 1) Maintain AED equipment.
- 2) Maintain medical kits and supplies.
- 3) Be available to serve when emergencies and incidents occur.

**MISSIONS AND OUTREACH**

**CHURCH MEDIA AND LIBRARY TEAM**

This Team is responsible for the Church Library.

**RESPONSIBILITIES:**

- 1) Keep library clean and in order.
- 2) Receive and place donated books making sure they are suitable for the Library.
- 3) Keep track of books that are checked out.

**EVANGELISM TEAM**

The purpose of this Team is to plan, coordinate, and implement evangelism and outreach ministries.

**PURPOSE:**

To plan and coordinate an evangelistic outreach ministry for the church.

**DUTIES:**

1. Plan outreach/evangelistic strategies and special outreach events.
2. Conduct a regular visitation program for prospects, members, and shut-ins.
3. Conduct evangelism training for church members.

**FALL FESTIVAL TEAM**

This Team schedules, plans, and recruits volunteers for the Annual Fall Festival. The Team leader is also responsible for budgeting.

### **FUNERAL SUPPORT TEAM**

The purpose of this Team is to provide support for bereaved families connected with our church and community.

#### **PURPOSE**

The purpose of this committee is to provide support for a bereaved family in our church.

#### **DUTIES**

1. Work with the Pastor and/or deacon in assessing needs when there is a death.
2. Contact family and make plans for a meal on the day of the funeral. The Funeral Food Coordinator will plan a standard menu. Find out if there are further needs (extra food, ice, paper products, etc.)
3. Occasionally there may be an instance where we need to help someone who is a member of another church, but has close connections with Springvale. In such cases, the funeral food coordinator from that church should be contacted to see how we can assist.
4. When unique circumstances arise, the food support will be left to the discretion of the food committee.

### **KBA MESSENGER TEAM**

This Team is made up of the messengers to the Kershaw Baptist Association. It consists of two messengers elected by the church in Business Conference and the Senior Pastor. The Team should keep the church informed of what is taking place in Associational Ministry

### **LYDIA'S HELPING HANDS TEAM**

The Helping Hands Ministries Director promotes communication between and coordination of all Helping Hands Ministries.

### **MISSIONS MINISTRY TEAM**

The Missions Ministry Team is responsible for connecting the church with Mission Projects.

## **WEBSITE AND SOCIAL MEDIA TEAM**

This Team is responsible for maintain the Church Website and using social media for communication and outreach.

- 1) The Webmaster should work with the Church Ad. Min. to make sure the site is current.
- 2) Church documents should be made accessible through site.

## **GENERAL CHURCH POLICIES**

### Facility Use Policy

The purpose of this document is to ensure every member understands how they can assist in maintaining a clean and tidy church facility, as well as having a good understanding of what is expected, as a member, when using the facilities.

Springvale Baptist Church has been immensely blessed over the years in so many ways. One way in particular is the buildings we have to worship, fellowship, and study God's word. Although we have someone responsible for the weekly custodial care of the facilities, every member shares a part in helping to do our part to maintain a well-kept church facility.

**Note:** ALL activities scheduled on the church property must be submitted to the church Administrative Assistant, prior to the scheduled event. Adhering to this policy will ensure proper care is provided and no double booking of the facilities occurs.

Please first review the church calendar on our website @ [springvalebaptist.com](http://springvalebaptist.com) for availability.

- To contact the Administrative Assistant to reserve / schedule an event, please use one of the following methods of contact:
  - Email Administrative Assistant at [springvalebaptist.att.net](mailto:springvalebaptist.att.net).
  - or call 803-438-1505.
  - See Website for current office hours.

**Note:** The Administrative Assistant will need to confirm that your request has been added to the calendar as well as ensure you understand your responsibility for cleaning after the event. You

will need to refer to the “Springvale Baptist Church Clean-up Checklist Responsibilities document” for details.

### **Leadership Responsibilities**

Our mission at Springvale Baptist is to reach others with the gospel of Christ and be a *Fellowship of Encouragement*. Maintaining a clean and well organized facility is imperative to our ministry and service to the Lord. As a leader of the church, we should all want to do our part to take proper care of that which the Lord has blessed us with.

- Pick up all trash from the room, candy wrappers, cups, paper, bulletins, leftover food, drinks, etc.
- If you move tables, chairs, books, furniture, supplies, etc., return those items back to the room you moved them from before leaving the church.
- If you notice a problem with the building, stains, lights not working, broken chairs, etc., report this to a pastor, a deacon, a building maintenance team member, a custodian, or the church office.
- If you see trash something out of place, please put it back where it belongs.
- Turn off lights.

### **Church & Non-Church Sponsored Event and Use of Fellowship Building**

- A non-sponsored church event would include an event where a member of the church is using the facility for a personal event, such as a birthday party, a shower, anniversary celebration, or perhaps a Christmas party for their family that is not promoted by the church.
1. No organized functions will be carried out in the Fellowship Building without first being approved by the church office and pastoral staff.
  2. The church office will maintain a calendar (published on the church’ website) posting all approved events.
  3. Any church related activity will be organized and chaperoned through the proper channels of the church organization.
  4. In no case will any of the above (items listed in #2 above) events take precedence over church sponsored events.
  5. Anyone or a group using the Fellowship Building will be responsible for leaving it in the condition it was found, using the “Springvale Baptist Church Clean-up Checklist Responsibilities document” depicting what is expected.
  6. Any tables, chairs, furniture needed from other rooms / buildings in the church, must first be approved by the church office prior to moving. All items must be returned to proper area.
  7. A \$25 use fee will be charged for any non-church sponsored events.

8. A \$100 reservation and damage deposit will be required at the time of reservation for non-church sponsored events. This money is due when you make your reservation and will be deposited into the church's account. Your date will not be validated on the church's calendar until this deposit is received. After inspection of used areas and if everything is found in order, this deposit will be refunded to you the week after your event. You should check the facilities thoroughly before your scheduled event. If you see damage or an area that is not clean please document (preferably with a picture).
9. You will need to make arrangements for someone to unlock the facilities for you or you will need to obtain a key from the church office. Keys will be given out during office hours and should be picked up a day or two prior to your event. Keys must be returned before the damage deposit is returned.
10. Use of tobacco products or alcoholic beverages are prohibited.
11. Any non-church sponsored event, all participants will be confined to the kitchen, Fellowship Building, and playground. (Springvale Baptist will not be responsible for activities, the care of. Injuries, etc. while on the church property).

***Anyone who abuses or does not comply by these guidelines for use of the Fellowship Building will be denied future use of these facilities.***

The member responsible for reserving the church building will be responsible to ensure the facilities are left in the same order in which they were found.

After-Use Cleaning Facilities Options:

1. The member reserving the church facilities can take the responsibility of cleaning all buildings, rooms, grounds, etc., as they were found.
2. The church member can hire the custodian responsible for weekly cleaning of Springvale Baptist. They will be responsible for negotiating a price with the custodian.
3. The church member can choose to hire one of the approved custodians at Springvale Baptist. This list will be provided by and approved by the Personnel Committee.

**SPRINGVALE BAPTIST CHURCH  
CLEAN-UP CHECKLIST RESPONSIBILITIES  
AFTER USE OF FELLOWSHIP HALL  
(Includes Kitchen and Bathrooms)**

1. Empty All Trash Cans – Empty large kitchen trash cans as well as trash cans located in restrooms. (Large trash dumpster is located outside near church bus shelter on the cemetery side of the church.
2. Replace trash can liners.
3. Make sure restrooms are clean (sinks and toilets).
4. Clean kitchen sinks (remove food from drain), all counters, stove top (any spills in the oven), wipe any splatters on the wall behind the stove and sinks.
5. Sweep and mop up any spills on the floor.
6. Clean and wipe down all tables.

7. Remove all personal leftover items, i.e., food, containers, drinks, etc.
8. Take used dish cloths home and return clean dish cloths before the next Wednesday.
9. Do not store leftover food in the refrigerator / freezer. Only food items can be stored in the refrigerator / freezer that will be used for church use in the near future (within 4-months).
10. Set up Fellowship Hall back up as found using diagram (replace chairs, desks, tables, easels, and close sliding walls).
11. Make sure all lights are off (this includes outside lights).
12. If the playground or Prayer garden was used, please make sure they are left in good order. You are responsible for these areas and the children that are with your party. Children should not be allowed to play in the Prayer Garden.

## **SPRINGVALE BAPTIST CHURCH - USE OF CHURCH FACILITIES AGREEMENT**

The signed agreement states you will adhere to the attached Springvale Baptist Church Clean-up Checklist Responsibilities document.

I, \_\_\_\_\_ have read and understand all expectations in my responsibility to clean all buildings (Circle all that apply: Worship Center; Fellowship Hall; Old Sanctuary Building) of Springvale Baptist Church.

The event is scheduled to take place on (Day of Week) \_\_\_\_\_, (Month & Day) \_\_\_\_\_ (Year) \_\_\_\_\_ at (Time) \_\_\_\_\_ (AM/PM).

I will need the church open during the following times:

Day of Week \_\_\_\_\_ Date: \_\_\_\_\_ Time (To-From) \_\_\_\_\_  
 Day of Week \_\_\_\_\_ Date: \_\_\_\_\_ Time (To-From) \_\_\_\_\_

Conditions:

Non-Church Sponsored Event: A \$100 reservation and damage deposit will be required. This money is due when you make your reservation and will be deposited into the church's account. Your date will not be validated on the church's calendar until this deposit is received. After inspection of used areas and if everything is found in order, this deposit will be refunded to you the week after your event. Only members may use church facilities for non-church related events unless approved by the deacons. If a non-member, non-church related event is approved, these same guidelines apply.

**If expectations are not met, a refund will not be returned.**

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: Signature \_\_\_\_\_ Date \_\_\_\_\_

\$25 Use Fee Received \_\_\_ Yes \_\_\_ No \_\_\_

\$100 Damage Deposit Received \_\_\_ Yes \_\_\_ No \_\_\_

## **WEDDING POLICIES AND PROCEDURES**

**(NOTE: Pastoral Staff may have their own wedding policies and standards. If a pastor feels that your wedding will be contradictory to their policies and standards the deacons and wedding committee will be informed of that decision.)**

### **PRINCIPLES FOR WEDDINGS AND MARRIAGE:**

Here at Springvale Baptist Church, we take seriously the wedding ceremony. The wedding ceremony may last a single day, but marriage may last for half a century or longer. We believe that to ensure a lasting marriage, it is important to begin with a Christian Ceremony. There is no reason for a couple to have their ceremony in church if they are not committed to a Christian ceremony. Only members of Springvale Baptist Church and their immediate family members (children and grandchildren) will be allowed to have their wedding service here. The minister contacted about performing the ceremony will discuss specifics with the couple about his requirements regarding premarital counseling. We require that the officiating minister be an ordained Christian Minister of the Gospel approved by the church and pastor.

We also feel a great responsibility to our Lord and accountability to Him for the types of services that will take place in His sanctuary. The wedding ceremony is sacred worship and, therefore, should be planned and carried out as such.

### **THE WEDDING APPLICATION FORM:**

So that the details regarding building reservations and premarital counseling can be taken care of, it is recommended that the wedding be planned at least four months in advance. When contacting the church regarding the use of the sanctuary, you will be supplied with a wedding application form. This form must be filled out and returned to the church before we can guarantee the reservation of the date you have requested. You will need to call the officiating minister personally to invite him to participate in your wedding.

The wedding application form will be reviewed by our staff to ensure there are no church activities which would conflict with your wedding.

### **PREMARITAL COUNSELING:**

It is the policy of the ministers on staff at Springvale Baptist Church to hold consultations with couples well in advance of their wedding in order that the Christian meaning of marriage be understood.

In the event that you desire to have a minister other than someone on our staff to perform your ceremony, we require that you have the officiating minister write a brief letter of intention confirming that he will accept the responsibility of counseling with you.

### **Wedding Music:**

The wedding ceremony becomes an act of worship for all involved. The bride and groom offer special thanks and praise, take their wedding vows, pray for God's blessing upon their new life together as husband and wife, and dedicate their new home to the glory of God. The congregation is involved in corporate worship, praising God on behalf of the couple, asking His blessings upon their new family unit, and each person present can use this ceremony to renew personal vows of commitment to his/her spouse.

In planning your music, please remember that a church wedding is a sacred service and the music should be in keeping with the reverence that is observed upon entering the house of worship. Just as some secular songs are inappropriate for a sacred worship service, likewise, they may not be suitable for a sacred wedding.

You will need to submit the titles of the music to the officiating minister. If a minister other than someone on our staff performs the ceremony, the title of the music will need to be submitted to the pastor at the address previously given.

### **RICE:**

Rice-throwing is prohibited. We suggest bird seed be thrown outside the building. All seeds must be swept from side walk after the ceremony is over.

### **SCHEDULED CHANGES:**

Written notification is necessary for any cancellations or changes of dates or times for your wedding or rehearsal.

**REGULATIONS:**

- The facilities must be left in the order in which they were found.
- Dancing, Alcoholic Beverages, and Smoking (in buildings) are not permitted.
- No flash photography during the wedding ceremony (exceptions: Bride entering and leaving sanctuary).
- Only dripless candles with protectors are allowed.
- No decorations shall be nailed or screwed to the walls or any other fixture.

Church officials reserve the right to ask anyone to leave that does not abide by any of these regulations or those posted in the church by-laws.

## WEDDING APPLICATION FORM

Bride's Name \_\_\_\_\_ Telephone # Hm. \_\_\_\_\_

Wk. # \_\_\_\_\_ E-mail: \_\_\_\_\_

Address  
\_\_\_\_\_

Church Member \_\_\_\_\_ Yes \_\_\_\_\_ No

Groom's Name \_\_\_\_\_ Telephone # Hm. \_\_\_\_\_

Wk. # \_\_\_\_\_ E-mail: \_\_\_\_\_

Address  
\_\_\_\_\_

Church Member \_\_\_\_\_ Yes \_\_\_\_\_ No

Wedding Director \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Reception Date \_\_\_\_\_ Time \_\_\_\_\_

Number in Wedding Party \_\_\_\_\_

Officiating Minister \_\_\_\_\_ Telephone # \_\_\_\_\_

Facilities Being Reserved: \_\_\_\_\_ Worship Center \_\_\_\_\_ Fellowship Building

\_\_\_\_\_ Prayer Garden \_\_\_\_\_ Old Worship Center \_\_\_\_\_ Middle Ed. Building

\$100 Damage Deposit Received \_\_\_\_\_ Yes \_\_\_\_\_ No

Your Signature \_\_\_\_\_

This form must be completed and turned in to the church office before the  
sanctuary or other facilities will be reserved.



## **Buidings That May Be Used for Weddings and Clean-Up Responsibilities**

### **Worship Center:**

1. Remove all personal items used for decorations.
2. Wipe down tables where decorations were displayed.
3. Sweep / vacuum and mop floors.
4. Remove all trash and other personal items from choir room (including any other rooms used) and sweep / vacuum floors.
5. If applicable, remove any spots / stains that were made during use.
6. Straighten song books in pews and remove any trash or brochures from seats or song book racks.
7. Return all items / furniture and set sanctuary back up as it was found.
8. Remove trash from all rooms and replace trash liners with new ones (large trash dumpster is located outside beside the church bus shelter – on the cemetery side of the church).
9. All bathrooms – pick up trash from floor and take out trash from trash cans and replace liners. Clean toilets and sinks. Wipe down counter tops, sweep / mop floors.
10. Make sure all lights (inside and out) are cut off.

### **Old Sanctuary:**

1. Remove all personal items used for decorations.
2. Wipe down tables where decorations were displayed.
3. Sweep / vacuum and mop floors.
4. Remove all trash and other personal items and replace trash can liners in any rooms used and sweep / vacuum floors. (large trash dumpster is located outside beside the church bus shelter – on the cemetery side of the church).
5. If applicable, remove any spots / stains that were made during use.
6. Return all items / furniture and set building back up as it was found.
7. All bathrooms – pick up trash from floor and take out trash from trash cans, replacing liners. Clean toilets and sinks, wipe down counter tops, sweep / mop floors.
8. Make sure all lights are off (inside and out).

## **Fellowship Building:**

### **(Includes Kitchen and Bathrooms)**

13. Empty All Trash Cans – Empty large kitchen trash cans as well as trash cans located in restrooms. (Large trash dumpster is located outside near church bus shelter on the cemetery side of the church.
14. Replace trash can liners.
15. Make sure restrooms are clean (sinks and toilets).
16. Clean kitchen sinks (remove food from drain), all counters, stove top (any spills in the oven), wipe any splatters on the wall behind the stove and sinks.
17. Sweep and mop up any spills on the floor.
18. Clean and wipe down all tables.
19. Remove all personal leftover items, i.e., food, containers, drinks, etc.
20. Take used dish cloths home and return clean dish cloths before the next Wednesday.
21. Do not store leftover food in the refrigerator / freezer. Only food items can be stored in the refrigerator / freezer that will be used for church use in the near future (within 4-months).
22. Set up Fellowship Hall back up as found using diagram (replace chairs, desks, tables, easels, and close sliding walls).
23. Make sure all lights are off (this includes outside lights).
24. If the playground or Prayer garden was used, please make sure they are left in good order. You are responsible for these areas and the children that are with your party. Children should not be allowed to play in the Prayer Garden.
25. Make sure trash is picked up from playground and that there is no trash in the Prayer Garden. Make sure both of these areas are left as they were found.

**You should thoroughly inspect all buildings and areas that you are using before your wedding. If there is damage or an area that is not clean please document with pictures.**

## **Financial Policies**

### **Springvale Baptist Church**

REVISED 11-9-14

All funds received by Springvale Baptist Church shall be disbursed according to the following church policy:

- All designated funds shall be disbursed for the specific purpose for which they were given.
- All undesignated funds must be disbursed according to the budget adopted by the church or through special instructions of the church that are consistent with the policies laid out in this document.

1. The finance committee shall submit a proposed budget to the church each fall following the guidelines of the church's by-laws. This budget shall be duly adopted at the December Business Meeting and in place for the beginning of the church's financial year which begins January 1, and ends December 31.
2. No account shall be opened in the bank of any kind without the expressed approval of the finance committee. All checking and savings accounts must have at least two persons previously authorized by the finance committee on the signature card.
3. Any checks above the amount of \$500 requires two signatures. The exception to this rule shall be payroll checks. Those elected by the church and approved by the finance committee to sign checks are the Treasurer, Assistant Treasurer, and any Trustee.
4. All disbursements of funds will be coordinated through the financial secretary and the treasurer. No expenditures should cause a budget item to exceed its limit. If the budget item needs more funds this must be approved by the finance committee and by a vote of the church in business conference.
5. Only authorized persons may make expenditures from budgeted line items. Any reimbursed expenses must have the authorization of the proper committee or church officer. If authorization was not received, reimbursement will be made only after the expense is taken before the church in business conference. (see section 15)
6. The finance committee, any committee chairperson or the deacons can approve expenditures up to \$500. Any expenditures over \$500 must have the approval of the church in business conference.
7. All persons who disburse church funds should be adequately bonded. The

finance committee will be responsible for seeing that this is a part of the church insurance package.

8. The finance committee may request an independent audit or the performance of other limited procedures.
9. Each finance committee member is to receive a monthly detailed financial statement on all monies showing beginning balances, receipts, expenditures, and ending balances. The finance committee, by nature of the fact that it is entrusted with the stewardship ministry of the church, shall meet regularly to review the financial condition of the church and make any recommendations to the church for adjustments in budget or procedures.
10. The treasurer will receive and view the canceled checks each month and then pass them on to the financial secretary. The treasurer should also review the monthly financial statement before it is distributed to the church body.
11. For security purposes all important papers are to be kept in a safe which will be on the church premises.
12. Multiple Bids are required for expenditures over \$1000.
13. The church may obtain credit cards from financial institutions or merchants. The opening of a credit card account must be approved by the finance committee and by a vote of the church in business conference. The credit cards can only be used for incidental expenses of less than \$500 and must be approved by a church officer (or the church financial secretary) prior to use. The authorized person using the credit card must turn in all receipts for purchases and return the credit card to the financial secretary on the same day of use.
14. Cash advances may be made to fund planned expenditures such as mission trips, retreats, summer camps, etc. The leader of these events will be responsible to complete an itemized Cash Advance Request form showing all estimated expenses. The Cash Advance Request is to be approved by an officer of the church and turned into the financial secretary to write the check for the event. The leader is responsible to keep all receipts from the event and to complete an Expense Report form. The Expense Report, receipts and any unused portion of the cash advance must be turned in to the financial secretary within 7 days of returning from the event.

# CHILDREN AND YOUTH ABUSE PREVENTION POLICY

## Nursery, Preschool, Children and Student Worker Policy Springvale Baptist Church

### **I. Background and Purpose:**

**Purpose:** It is the purpose and intent of Springvale Baptist Church (SBC) to provide a safe, secure environment to teach and care for the nursery age, preschoolers, children and students of this church. To avoid physical, mental and spiritual harm to preschoolers, children and students are the highest priority of this church body.

**Goal:** To prevent acts of child sexual abuse, or child molestation, or physical and mental abuse by employees or volunteers in this church and to protect employees and volunteers from false accusations. In support of this goal, SBC will request employees and/or volunteers to step down from any and all ministries during an investigation of an allegation. Additionally, the same request will apply where children are involved and actions or behaviors of a worker may not be that of a criminal nature; however, their actions or behavior may be morally or ethically conflicting based on Christian values.

### **Definition of Abuse:**

**Physical:** What Is Child Physical Abuse? Defined as non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a child, physical abuse is the most visible form of child maltreatment. Many times, physical abuse results from inappropriate or excessive physical discipline. CHILDREN SHOULD NEVER BE STRUCK OR SPANKED by any church leader or volunteer for disciplinary purposes. If a leader or volunteer is a parent of a child, that parent should not in any way physically discipline their child while they are here on church grounds.

**Sexual:** "Any sexual activity with a child, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child." (Nation Resource Center on Child Sexual Abuse, 1992) Child sexual abuse can be violent or non-violent. It is a criminal behavior that involves children in a sexual behavior for which they are not personally, socially or developmentally ready. Child Sexual abuse can include, but is not limited to, the following touching or non-touching activities:

**Touching:** Fondling, oral Genital and anal penetration, intercourse, forcible rape

**Non-Touching:** Display of pornographic material, obscene phone calls, exhibitionism Sexual gestures, jokes and statements, actions or speech designed to arouse sexual reactions or works designed to encourage sexual experimentation

**Terms referenced in this policy are defined as follows:**

**Nursery** – infancy to preschool

**Preschooler** – two - five years old or completion of 5-year-old kindergarten

**Children** – Grades 1-6

**Students** – Grades 7-12 or until the child turns 18 years old if the child is under 18 years old at the completion of 12<sup>th</sup> grade

**Background Check, Screening Form, and Abuse Prevention**

**Training**– A Screening Form, Background Check, and Abuse Prevention Training is required for all employees and volunteers. New employees and volunteers must complete all required forms and training prior to beginning service. Failure or refusal to complete all tasks and sign forms for persons seeking to work with nursery age, preschoolers, children or students shall bar the individual from service in these areas. The Associate Pastor of Student Ministries and the Director of Children’s Ministries are responsible for all screening of new employees and volunteers, maintaining a database of all employees and volunteers, as well as the bi-yearly screening follow-up review. New employees and volunteers who have recently moved from another state should be given a full criminal background check to catch any violations committed outside the state of SC.

**Employees and Volunteers Responsibility:**

- Must review and sign the Springvale Baptist Church’s Preschool, Nursery, Children and Student Worker Policy; stating they have read, understand, and will adhere to all guidelines as documented in the policy.
- Must complete the formal SBC Abuse Prevention Training, and the yearly training review.
- Will voluntarily remove him/herself from any and all children’s ministries if an accusation arises until such time the accusation is resolved and he/she is permitted to return to the ministry.

**SBC Responsibility:** (Associate Pastor (AP responsible for 7<sup>th</sup> grade through 12<sup>th</sup> grade); Director of Children’s Ministries (DCM responsible for nursery age through 6<sup>th</sup> grade))

- AP and DCM will obtain a SLED record check (Pastoral staff, all FTE’s and church Administrator will require full extensive background check, including financial); for all other employees, and regular and short-term volunteers, a basic background check will be used. (Deacons will be responsible for managing to same guidelines for the pastoral staff).

- AP and DCM will oversee Abuse Prevention Training. An appointed deacon will attend; speaking on proactive measure regarding safety and security awareness.
- AP and DCM will conduct bi-yearly (Abuse Prevention Training) as well as follow up background check (Two-years).
- AP and DCM will maintain a current database of all employees / volunteers showing the date and completion of background check, Screening Form, and Abuse Prevention Training, as well as all required follow up.
- AP and DCM will send the database list of all new employees / volunteers to church Administrator, Senior Pastor, Chair of deacons, and Chair of personnel committee.
- It is the responsibility of all SBC leadership to ensure the safety of all children and workers by adhering to a “two adult rule” guideline.
- It is the responsibility of all employees/volunteers who observe questionable or inappropriate behavior affecting any child or youth at SBC to report the incident as immediately.
- AP and DCM will place special attention to ensure proper supervision during overnight and off campus activities.
- AP and DCM will check the sex offender registry on a monthly basis for all employees/volunteers.
- AP and DCM will ensure all participants have parental consent and a medical release form in writing.

**Note:** Employees and volunteers shall not touch, interact with, or otherwise communicate with preschoolers, children or students in any way that is intended to be sexually stimulating. Common expressions of affections (hugs), affirmations (pats on the back or head), support (prayers), Physical caretaking (changing diapers, toileting, etc.) or sympathetic acts (such as hugs after a child falls) are appropriate in the community of caring Christians (note: hugs must be gentle and appropriate - no aggressive full frontal hugs). Care must be taken, however, that expressions of affection and affirmation are not excessive or imposed upon preschoolers, children or students. Care must also be taken that adults do not act in a sexually stimulating way in front of preschoolers, children or students.

### **REPORTING PROCEDURES:**

- Any observed or suspected abuse whether physical or sexual should be reported immediately and law enforcement notified. If law enforcement is notified, church leadership should be made aware that this step has been taken.
- If the allegation is reported to a pastor, church leader, etc., the incident will be immediately reviewed by a Response Team (consisting of the Senior Pastor, Chair of the deacons, and the Director of Counseling Ministries).

- A decision will be determined if law enforcement is needed and immediately turn the matter over to appropriate authorities if that is the case.
- In the event it is determined the incident is not that of a criminal nature, but one of moral or ethical behavior that conflicts with conduct that is expected behavior of a Christian, the matter will be handled by the Senior Pastor, Chair of the deacons, and the Director of Counseling Ministries.
- The allegation will be handled as a sensitive and confidential matter. A thorough review of the incident will be conducted to determine whether or not there are probable grounds or cause to believe that an offense was committed. Appropriate steps will be taken to ensure the safety and confidentiality of all parties.
- The Senior Pastor, Chair of the deacons and the Director of Counseling Ministries will document the allegation as well as the steps taken to review and address all concerns related to the incident.

**Note:** It is the policy of SBC that all Ministers, lay employees and volunteers maintain the integrity of the ministerial, employment and professional relationship at all times. **Physical or mental abuse**, sexual misconduct, including sexual abuse, is not only a violation of the principles set forth in Scripture, but also of the ministerial, pastoral, employment, and professional relationship. Child sexual abuse and sexual misconduct are never permissible and are unacceptable. SBC is committed to preventing child sexual abuse and sexual misconduct on all levels in our Christian community. The Nursery, Preschool, Children and Student Workers Policy will be used in recruiting and training volunteers and staff personnel who will work with preschoolers, children or students.

The Child Abuse Prevention Policy (hereafter called "Policy") applies to every Minister of SBC, to every member of SBC's staff and to every volunteer of SBC.

## **Volunteer Children and Youth Workers Questionnaire (Screening Form)**

In the society that we live in, abuse against children, whether physical, sexual or verbal, is becoming more and more an epidemic. At Springvale Baptist our highest priority is to see to it that our children are in a safe environment so they can learn about Christ. We have a responsibility to do all we can to safeguard our children and youth. With that said, we will adhere to a strict policy with all volunteers and paid staff that work with children in our church. Our policy is that all children and youth workers adhere to all guidelines and policies set forth at Springvale Baptist Church and be approved by the church Nominating Committee, Youth or Children's Minister, Senior Pastor, or church and submit this questionnaire along with the Policy Acknowledgment and Agreement Form. In administering this policy, we are mindful of confidentiality. The information will only be viewed by our pastoral staff. We will not ask for social security numbers (exception: SLED checks). We do not wish to offend or make anyone uncomfortable. We hope that you understand that we must put our children's safety first.

SBC will request employees and/or volunteers to step down from any and all ministries during an investigation of an allegation. Additionally, the same request will apply where children are involved and actions or behaviors of a worker may not be that of a criminal nature; however, their actions or behavior may be morally or ethically conflicting based on Christian values.

## Questionnaire (Confidential)

1. Do you have any health concerns that we should be aware of? (Ex: Seizures, Heart Problems, etc.)     Yes     No

2. Are you a licensed driver?  Yes     No

Vehicle/Lic Plate \_\_\_\_\_

3. Do you have car insurance?  Yes     No

4. Is your vehicle(s) registration current?     Yes     No

5. What states have you resided in over the past 20 years?

\_\_\_\_\_

6. Do you have multiple traffic violations (2 or more over the last year)?      
Yes     No If yes, elaborate.

\_\_\_\_\_

7. Have you ever been convicted of a felony?     Yes     No If yes, elaborate.

\_\_\_\_\_

8. Have you ever been convicted or accused of any type of sexual misconduct (with a child or adult?     Yes     No If yes, elaborate.

\_\_\_\_\_

9. Is there anything that would be a concern to our church or parents in regards to you working with our young people?     Yes     No If yes, elaborate.

\_\_\_\_\_

10. What are your strengths in youth and children's ministry?

\_\_\_\_\_

11. What do you like helping with the most/least?

\_\_\_\_\_

## Policy Acknowledgement and Agreement

I have read and understand Springvale Baptist Church Nursery, Preschool, Children and Student Worker Policy. I understand that if I have questions, I should ask one of the Ministers. I agree to abide by the Policy and follow the procedures prescribed by the Policy. I also agree to voluntarily remove myself from the service in Nursery, Preschool, Children and Student activities sponsored by Springvale Baptist Church if I am ever accused of child sexual abuse until the allegation is resolved by the procedures set forth in this Policy and I am permitted to return to those activities by Springvale Baptist Church. Additionally, I agree to voluntarily remove myself from all ministries if my actions or behavior conflict with the characteristic expected of Christian values.

X

---

Print Name

X

---

Signature / Date

# **SEX OFFENDER PROCEDURES**

## **Springvale Baptist Church**

### **Lugoff, SC**

#### **Registered Sex Offender Church Involvement**

All of us are created in God's image. We all have fallen short and need Christ as our Savior. We must take a view that church is like a hospital. We all are in various stages of healing. None of us will be totally healed until we are with Christ.

The church is also a place where people come to worship, serve and gain a greater personal relationship with God. Church leadership has the responsibility to manage that process on earth. Part of that management is to provide a safe place for God's people.

There are a growing number of sex offenders in our communities who are dealing with their issues and who may request to attend or may be attending church at the current time. The following procedures are intended to create a process that could allow for registered sex offenders to attend church while at the same time providing for accountability, and protection to all church members.

#### **If a person who is a registered sex offender wishes to attend church the following procedures will be followed.**

1. The SO must meet with the senior pastor and deacon chair (May Include Other Pastoral Staff) for a formal interview. This interview may ask questions regarding their registered/documented offense, justice system response, status of rehabilitation efforts, and will evaluate level of accountability required.
2. The information will be provided to the church Deacon Board who has final approval. The deacons will also police the activity of the SO according to the guidelines set forth in this document.
3. The SO must have an "appointed" handler (preferably a spouse or close relative), who will be with the person 100% of the time while on the church premises or at any church events or activities (An SO can have two but not more than two handlers. Example: an SO may have a parent and a spouse as handler).
4. Bathroom use will be limited to **church worship center** or **fellowship building**. The handler must go to restroom with the SO. If the handler is the spouse and cannot go into the restroom, he or she would make sure an usher or deacon is present.

5. The SO will be prohibited from access to all designated children and youth areas of the facility.

6. A violation by the SO of any of the above items will be cause for attendance privileges being discontinued immediately.

7. The above procedures are subject to change at the discretion of Springvale's leadership, our insurance carrier, changes in laws, and any other public authority with jurisdiction over Registered Sexual Offenders.

I, \_\_\_\_\_, will strive to live a life worthy of the calling that Christ has given me. I also know that doing so will take time. Therefore, I agree to abide by all requirements made of me by this agreement while attending Springvale Baptist Church. Furthermore, I agree to adhere to the guidance, counsel and requests made of me by the leadership of Springvale, not only while in attendance at Church functions, but in my personal life as well. This will require full submission by me to the Leadership no different than Jesus' disciples were asked of them by their Master.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor \_\_\_\_\_ Date: \_\_\_\_\_

Deacon Chair \_\_\_\_\_ Date: \_\_\_\_\_

Handler: \_\_\_\_\_ Phone \_\_\_\_\_

Handler: \_\_\_\_\_ Phone \_\_\_\_\_

# The Baptist Faith and Message

## THE 2000 BAPTIST FAITH & MESSAGE

### I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

*Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.*

### II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and

Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

### **A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.*

### **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself

completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

*Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.*

### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of

righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

*Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.*

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin.

Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

*Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.*

## IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.*

## V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign

goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

*Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.*

## VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted

for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

*Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.*

## VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.*

## VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

*Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

## IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

*Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

## X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

*Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

## XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

*Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.*

## XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

*Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians*

*2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.*

### **XIII. Stewardship**

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

*Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.*

### **XIV. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's

Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

*Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.*

## **XV. The Christian and the Social Order**

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of

good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

*Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1Thessalonians 3:12; Philemon; James 1:27; 2:8.*

## XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

*Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.*

## XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil

government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

*Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.*

## XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the

church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.*