

The Church Operations Manual
Unity Baptist Church

Adopted Sunday, January 22, 2023

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Part 1 - Personnel Policies & Procedures

Section a. Employment Classification

Ministerial Staff

Employees of whom the church requires evidence of a personal call of God to minister.

Non-Ministerial Staff

Employees of whom the church does not require evidence of a personal call of God to minister.

Full-Time Employees

Employees who regularly work a minimum of 40 hours per week on a continuous basis.

Part-Time Employees

Employees who regularly work less than 40 hours per week on a continuous basis.

The classifications now in effect are:

Group 1 Full-Time Ministerial Staff

1. Pastor

Group 2 Part-Time Ministerial Staff

1. Minister of Students

Group 3 Part-Time Non-Ministerial Staff

1. Secretary-Treasurer
2. Custodian

Section b. Employment Process

All Groups

1. Require a criminal background check
2. Require a drug screen and physical

Pastor

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a special business meeting held during a regular Sunday morning worship service, of which at least two weeks public notice has been given.

The Nominating Committee shall select and present for election a group of five or more persons to serve as a Pastor Search Committee. During the transition following its election, the Pastor Search Committee alone shall be able to invite anyone to preach at the church and shall be responsible for recommending an Interim Pastor. The Pastor

Search Committee shall be elected by the church to seek out a suitable Pastor and its recommendation will constitute a nomination. The Pastor Search Committee shall bring to the consideration of the church only one prospective candidate at a time. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for approval. The results of the vote shall be communicated to the prospective Pastor and to the church.

Other Ministerial Staff

The ministerial staff, those staff members of whom the church requires evidence of a personal call of God to minister, shall be called and employed as the church determines the need for such offices. The Pastor shall write a job description when the need for a staff member is determined.

Whenever the need arises for a ministerial staff member, the Nominating Committee shall select and present for election a group of five or more persons to serve with the Pastor as a search committee. The search committee shall be elected by the church to seek out a suitable staff member and its recommendation will constitute a nomination.

The committee shall bring to the consideration of the church only one prospective candidate at a time. The call of a ministerial staff member shall take place at a special business meeting held during a regular Sunday morning worship service, of which at least two weeks public notice has been given. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for approval. The results of the vote shall be communicated to the prospective minister and to the church.

Non-Ministerial Staff

The Pastor shall have the authority to employ and to terminate the services of non-ministerial staff members.

Section c. Benefits

i. Paid Holidays

All employees shall observe the following holidays:

- January 1
- Good Friday
- Memorial Day
- July 4
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve

Christmas Day

ii. Paid Vacations

All employees should notify their supervising staff member when taking vacation days. The vacation year is a calendar year beginning January 1 and ending December 31. All employees are encouraged to take their full allotment of vacation time each year. Vacation days may not be carried over into the new calendar year.

Should an emergency arise, the staff member is not required to interrupt their vacation. Another staff member can cover for him/her or the family can choose to wait for the staff member on vacation to return.

Groups 1 and 2

Vacation allocation is as follows:

1st calendar year	1 week
2nd - 5th calendar year	2 weeks
6th - 10th calendar year	3 weeks
11th plus years	4 weeks

Group 3

Vacation allocation is as follows:

1st calendar year	1 week
2nd plus years	2 weeks

iii. Leave

1. Sick Leave

Group 1

This group is entitled to 10 days of leave per year for personal or immediate family illness. Employees may use sick hours for routine medical appointments. Sick days are not accumulated from year to year. Upon termination, the employee will not be paid for unused days. Absence resulting from lengthy illnesses will be dealt with compassionately.

Groups 2 and 3

These groups are entitled to 5 days of leave per year for personal or immediate family illness. Employees may use sick hours for routine medical appointments. Sick days are not accumulated from year to year. Upon termination, the employee will not be paid for unused days. Absence resulting from lengthy illnesses will be dealt with compassionately.

2. Bereavement Leave

All Groups

In the death of an immediate family member, employees are paid for the absence from work for a period of 3 days.

3. Jury or Witness Duty Leave

All Groups

All employees who serve on jury duty or are called to testify will receive full pay from the church. If the employee's services as a juror or witness are not required for the entire day, the employee is expected to report to the church for the remaining part of the day. The employee is also expected to report for work on any regular scheduled work day when the court may not be in session. The employee will notify their supervising staff member as soon as possible after receipt of summons.

4. Maternity Leave

All Groups

These groups receive no paid maternity leave.

5. Military Leave

All Groups

These groups receive no paid military leave.

6. Family Medical Leave

All Groups

Employees may take unpaid leave for the birth of a child, or for the serious health conditions of the employee, the employee's spouse, child, or parent.

iv. Insurance

1. Health Insurance, Dental, and Vision

Group 1

This group will be offered the opportunity to participate in the health care plan available through Guidestone Financial Resources of the Southern Baptist Convention or a comparable company with the premium being paid by the church.

Groups 2 and 3

These groups receive no paid health insurance, dental, or vision benefits.

2. Life Insurance and Accidental Death & Dismemberment

Group 1

This group will be offered term life insurance and AD&D through Guidestone Financial Resources of the Southern Baptist Convention or a comparable company with the premium being paid by the church.

Groups 2 and 3

These groups receive no paid life insurance or AD&D benefits.

3. Personal Liability Insurance

All Groups

The church provides personal liability insurance for its employees.

4. Workmen's Compensation

All Groups

The church does not provide worker's compensation insurance.

5. Disability Insurance

Group 1

Coverage is paid to Guidestone Financial Resources of the Southern Baptist Convention or a comparable company by the church.

Groups 2 and 3

These groups receive no paid disability insurance.

v. Retirement/Pension Benefits

Group 1

An amount equal to 10% of the minister's salary is paid by the church to the retirement plan with Guidestone Financial Resources of the Southern Baptist Convention or a comparable company. No social security taxes are paid by the church for the ordained ministerial staff. The church pays the employer portion of social security taxes for each non-ordained employee.

Group 2

No social security taxes are paid by the church for the ordained ministerial staff. The church pays the employer portion of social security taxes for each non-ordained employee.

Group 3

The church pays the employer portion of social security taxes for each non-ordained employee.

Section d. Expenses

i. Moving Expenses

Group 1

The church shall pay moving expenses upon approval of the Finance Committee.

Groups 2 and 3

These groups receive no paid moving expenses.

ii. Reimbursement Expenses

Group 1

Reimbursable expenses for travel and ministry-related activities will include business use of automobiles, business travel away from home (including transportation, lodging, and meals), convention and conference expenses. Each month, the employee's cell phone bill shall be reimbursed along with his mileage at the federal rate. All claims for reimbursement are to be presented to the Secretary-Treasurer with documentation and/or receipts within 30 days.

Section e. Revivals, Conferences, Conventions, and Church Sponsored Trips

Group 1

The employee shall be permitted a maximum of 4 weeks away from the home church per year. The church shall pay expenses for appropriate conventions, conferences, and church-sponsored trips in accordance with the budget.

Group 2

The employee shall be permitted a maximum of 4 weeks away from the home church per year. The church shall pay expenses for appropriate conventions and conferences in accordance with the budget and approval of the Pastor. On church-sponsored trips where the ministerial staff member is responsible for the trip, the staff member's expenses will be paid by the church (either through the program budget funds or built into the cost of the trip).

Group 3

The church shall pay expenses for appropriate conventions and conferences in accordance with the budget and approval of the Pastor.

Section f. Salaries

All Groups

The salaries, retirements, and expenses shall be determined by the recommendation of the Pastor with concurrence by the Finance Committee and approval by the church. These shall be prescribed by the budget. Any raise or adjustments will be established by the Pastor with concurrence of the Finance Committee and the approval of the church. Salaries shall be paid twice a month, while hourly employees shall be paid weekly.

Section g. Service Recognition Awards

All Groups

Each year employees should be recognized for their years of faithful service. Every 5 years of service should be acknowledged with a gift deemed appropriate to the number of years of service by the Finance Committee.

Groups 1 and 2

In order to prevent our ministers from experiencing burnout and to keep them refreshed and rejuvenated, ministerial staff members shall take a one-month sabbatical every two years. The sabbatical is not optional, but mandatory. No two staff members shall take their sabbatical at the same time. Staff members shall work together to cover each other's responsibilities during that time.

Section h. Work Hours

Group 1

This group will be given 2 days off per week, Friday and Saturday. Employees are expected to attend all church services on Sundays, Wednesdays, and all church-wide events. Employees are to work as necessary to fulfill the job description.

Group 2

Employees are expected to attend all church services on Sundays, Wednesdays, and all church-wide events. Employees are to work as necessary to fulfill the job description.

Group 3

Working hours shall be determined by the supervising staff member.

Section i. Dress Code

All Groups

Attire should be appropriate and modest.

Section j. Termination Procedures

Groups 1 and 2

i. Retirement

Retirement from work is an individual employee's decision. The employee should consider a number of factors including individual health and productivity. A notification about the intention to retire should be given at least 4 weeks in advance. If the employee has served Unity over an extended period of time, the finance committee will decide what gesture of appreciation is appropriate for the congregation.

ii. Voluntary Resignation

As a general rule, employees should provide a 2 weeks notice. The employee will not be compensated for unused vacation time. If the employee chooses to resign in an effort to protect the fellowship of the church, the Pastor and Deacons may consider offering him an appropriate severance package.

iii. Involuntary Termination

If terminated, the employee will not be compensated for unused vacation time, and all other employee benefits will cease at the day of dismissal (except for those otherwise stated and agreed upon in a severance package).

Every reasonable effort should be made to resolve employment issues before it is brought to the church body. The process should be consistent with the principles set forth in Matthew 18:15-17.

Pastor:

The Deacon body shall seek to find a suitable resolution of the stated issue with the Pastor. If no adequate resolution can be found, the Deacon body may recommend the Pastor's termination to the church body.

Ministerial Staff:

The Pastor shall seek to find a suitable resolution of the stated issue with the ministerial staff member. If the issue remains unresolved after such dialogue, the Pastor and Deacon body shall meet with the staff member to seek resolution. If no adequate resolution can be found, the Pastor and Deacon body may recommend the staff member's termination to the church body.

Termination Procedure:**Pastor:**

The church may declare the office of Pastor to be vacant and the Pastor's employment terminated. Such action shall take place at a meeting called for that purpose, which shall be called as and shall constitute a special business meeting. The meeting may be called upon the recommendation of a three-fourths majority of the Deacon body after all steps in the church operations manual have been followed and no suitable resolution reached. Once the Deacon body has determined that all steps have been taken and voted to bring the matter before the church, the Pastor shall be placed on paid suspension where he has neither administrative authority nor pastoral duties. He shall not be allowed to occupy the pulpit during this time and his presence on campus should be minimized. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of three-fourths of the members present being necessary to declare the office vacant. The termination shall be immediate.

When the office of Pastor is vacant, the Deacon body led by the Deacon chairman shall handle the administrative duties of the Pastor until the Interim Pastor is brought on.

Ministerial Staff:

The church may declare the position to be vacant and the staff member's employment terminated at a meeting called for that purpose. The meeting shall be called upon recommendation of a three-fourths majority of the Pastor and Deacon body after all steps in the Church Operations Manual have been followed and no suitable resolution reached. Once the Pastor and Deacon body have determined that all steps have been taken and voted to bring the matter before the church, the minister shall be placed on paid suspension where he has neither administrative authority nor ministerial duties. His presence on campus should be minimized. The vote to declare the office of the staff member vacant shall be by secret ballot, and the affirmative vote of three-fourths of the members present shall be necessary to declare the office vacant and the staff member's employment thereby terminated. The termination shall be immediate.

Group 3**i. Retirement**

Retirement from work is an individual employee's decision. The employee should consider a number of factors including individual health and productivity. A notification about the intention to retire should be given at least 4 weeks in advance. If the employee has served Unity over an extended period of time, the Finance Committee will decide what gesture of appreciation is appropriate for the congregation.

ii. Voluntary Resignation

As a general rule, employees should provide a 2 weeks notice. The employee will not be compensated for unused vacation time.

iii. Involuntary Termination

Every reasonable effort should be made to correct an employee's deficiencies. When an employee fails to respond to the counsel outlined by his or her supervisor, the supervisor shall request a conference with the Pastor. If a workable solution proves unreachable, the employee will be subject to involuntary termination. If terminated, the employee will not be compensated for unused vacation time, and all other employee benefits will cease at the day of dismissal. Employment is not a contract for services. Also, employment may be terminated at the will of the employer.

Section k. Organization Chart

Pastor

Ministerial Staff

Minister of Students

Non-Ministerial Staff

Secretary-Treasurer

Custodian **Section l.**

Job Descriptions

Section I. Job Descriptions

Pastor

Principal Function:

The Pastor is responsible for proclaiming the Gospel of Christ and encouraging the local church body to do so, for guiding the spiritual development of the congregation, for providing pastoral care in meeting the needs of persons in the church and community, and for providing administrative leadership for the church.

Job Classification:

This position is an exempt (salaried) and full-time position.

Working Relationships:

The Pastor leads all staff, both ministerial and non-ministerial.

The Pastor is responsible to the local church body for employment requirements and responsibilities.

Responsibilities:

- Lead or delegate the leadership of the congregational services.
- Provide guidance for planning, organizing, directing, coordinating, and evaluating the total church program.
- Preach at all worship services that include preaching or arrange for someone else to perform this function.
- Serve as an evangelist and lead the congregation in seeking the salvation of the lost and disciplining the saved.
- Lead the staff and the church in a caring ministry for people in the church and community.
- Lead the staff and church members to become involved in missions support through prayer and missions offerings as well as personal involvement , when possible, through missions activities in the local community and state as well as nationally and internationally.
- Serve as moderator over church business meetings.
- Supervise all members of the church staff according to the church staff organizational chart.
- Serve as chairman on the Church Council.
- Plan for and provide leadership in the observance of the church ordinances.
- Conduct counseling sessions as appropriate.
- Conduct funeral services and wedding ceremonies, or at times, delegate to others on the staff.

- Work with deacons, church officers, committees, and ministry teams as they perform their assigned responsibilities; train and lead the deacons.
- Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern and keep the church informed of denominational developments.
- Represent the church in civic matters.
- Serve as ex-officio member of all church committees.
- Spend a reasonable amount of time visiting members who are in the hospital, nursing homes, etc., as well as prospects, delegating these responsibilities to other staff, deacons and other church lay leaders as appropriate.
- Be reasonably available nights and weekends for emergency pastoral care, delegating these responsibilities to other staff members, deacons, and other lay leaders as appropriate.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.

Requirements: Knowledge, Skills, Abilities:

- Requires a salvation experience and a call to ministry.
- Requires a heart for the Lord and a love for the church.
- Requires character that is above reproach.
- Requires a seminary degree.
- Requires skills in preaching.
- Requires great people skills.
- Requires quality leadership skills.
- Requires exceptional administrative skills.
- Requires basic ability to use computer software.
- Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.
- Requires sufficient good health to discharge duties properly.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Minister of Students

Principal Function:

The Minister of Students is responsible for developing a comprehensive student ministry for students grades seven through twelve.

Job Classification:

This position is an exempt (salaried) and part-time position.

Working Relationships:

The Minister of Students works with the Pastor and other staff in planning, scheduling, and leading the student ministry.

The Minister of Students reports directly to the Pastor.

The Minister of Students is responsible to the local church body for employment requirements and responsibilities.

Responsibilities:

- Understand the Church's mission, strategy, and objectives and embody them in the student ministry.
- Develop and oversee a comprehensive student ministry that includes worship, Bible study, evangelism, missions, outreach, fellowship, events/retreats/camps, and strengthens family relationships.
- Work with the Unity Groups Director to organize Sunday morning Bible study groups, determine material, enlist leaders in cooperation with the Nominating Committee, train leaders, ensure adequate space, and provide oversight.
- Assist the Pastor in the Sunday morning worship service.
- Plan, prepare, and lead the Wednesday night student worship service.
- Participate in the weekly staff meeting and in staff development retreats.
- Develop a student ministry team in cooperation with the Nominating Committee and meet monthly with them to plan, promote, prepare, implement, and evaluate ministry events.
- Prepare an annual budget to be presented to the Finance Committee and manage the budget throughout the year.
- Try to position yourself within the community and schools to best reach students.
- Build healthy relationships with students and make yourself available to provide Biblical counsel.
- Help to meet the unique needs of the parents of young people and involve them in the student ministry.
- Seek to grow as a student minister through books, training, schooling, etc.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.

- On occasion, assist the Pastor with the pastoral care responsibilities of the church and community.
- Perform other duties as assigned by the Pastor and assist other staff members as needed.

Requirements: Knowledge, Skills, Abilities:

- Requires a salvation experience and a call to ministry.
- Requires a heart for the Lord and a love for students.
- Requires character that is above reproach.
- Requires skills in preaching.
- Requires great people skills.
- Requires quality leadership skills.
- Requires exceptional administrative skills.
- Requires basic ability to use computer software.
- Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.
- Requires sufficient good health to discharge duties properly.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Secretary-Treasurer

Principal Function:

The Secretary-Treasurer is responsible for performing general secretarial duties, maintaining all financial records and financial activities of the church, and serving as the finance committee chairman and as the church clerk.

Job Classification:

This position is a non-exempt (hourly) and part-time position.

Working Relationships:

The Secretary-Treasurer is responsible to the Pastor for employment requirements and responsibilities.

Responsibilities:

Secretarial responsibilities

- Answer the telephone.
- Open, sort, route incoming daily mail.
- Prepare and mail correspondence/materials as directed by the ministerial staff.
- Copy and distribute guest cards to the appropriate church staff and teachers.
- Maintain attendance records and reports.
- Order and maintain inventory of Bible study literature.
- Maintain an updated list of church officers, committees, and ministry teams.
- Maintain and purchase office supplies.
- Act as receptionist to pastor; make appointments; receive visitors.
- File correspondence and other assigned materials.
- Type reports, minutes, letters, etc.
- Serve as secretary to the church council.
- Maintain a corrected copy of the church calendar.
- Maintain a corrected copy of church mailing lists.
- Maintain all required records for the cemetery.
- Generate the weekly church bulletin and prayer list.
- Serve as custodian of all legal documents and valuable papers of the church and keep them in a fire-proof safe.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Perform other duties as assigned by the Pastor and assist other staff members as needed.

Financial responsibilities

- Keep an itemized account of all receipts and disbursements.
- Prepare payroll for the church staff.

- Prepare and file required government and IRS reports.
- Balance bank statements.
- Post receipts and disbursements of all accounts according to the financial system.
- Prepare financial reports for the finance committee, deacon body, and church business meetings according to church by-laws.
- Check and total all invoices when approved; inform responsible persons of their budget expenditures.
- Receive and answer queries concerning financial matters; maintain file of invoices, correspondence, and resorts.
- Prepare and issue checks in accordance with church policy.
- Maintain contribution records and statements on all contributors.
- Receive, assist in counting and depositing all church offerings according to church policy.

Chairman responsibilities

- Work with the committee to develop and implement an annual stewardship plan, which will encourage regular and systematic giving of all church members.
- Work with the committee to develop annually a unified church budget to be presented to the church for adoption. As needs arise, review and make recommendations to the church for adjustments to the unified budget.
- Meet with the committee to review a monthly financial report detailing the expenses and receipts of the church for the preceding month.

Church Clerk responsibilities

- Keep a suitable record of all official actions of the church.
- Maintain an updated register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms.
- Issue letters of dismissal, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary.
- Requisition and prepare all forms and records for the ACP.

Requirements: Knowledge, Skills, Abilities:

- Requires a salvation experience.
- Requires character that is above reproach.
- Requires great people skills.
- Requires exceptional administrative skills.
- Requires basic ability to use computer software.
- Requires proficiency in Microsoft Office, Publisher, and Quickbooks.
- Requires commitment to the “Baptist Faith and Message” in principle and teachings, both professionally and personally.
- Requires sufficient good health to discharge duties properly.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

Custodian

Principal Function:

The Custodian is responsible for maintaining clean facilities on a weekly basis.

Job Classification:

This position is a non-exempt (salaried) and part-time position.

Working Relationships:

The Custodian is responsible to the Pastor for employment requirements and responsibilities.

Responsibilities:

- Maintain clean restrooms; clean sinks, clean toilets, replenish soap, replenish tissue and towels, empty waste cans, clean mirrors, etc. in all buildings.
- Clean all windows as needed.
- Dust and polish furniture as needed.
- Sanitize all surfaces; thermostats, light switches, door knobs, desks, table tops, etc.
- Clean and sanitize the toys in the preschool building.
- Wash all coffee pots and their baskets.
- Clean all floors; vacuum carpet, sweep and mop hard surface floors.
- Empty all trash cans and take the trash to the dumpster.
- Collect all misplaced items and return to proper places.
- Clean spider webs under chairs and pews.
- Clean and straighten pew racks and vacuum the pews as needed.
- Take home, wash, and return any dirty rags or towels from the kitchen and wet robes or towels from the baptistry.
- Perform other duties as assigned by the Pastor and assist other staff members as needed.

Requirements: Knowledge, Skills, Abilities:

- Requires character that is above reproach.
- Requires sufficient good health to discharge duties properly.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

2. Congregational Leadership Policies & Procedures

Section a. Pastor

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The Pastor is leader of pastoral ministries in the church. As such, he works with the deacons and church staff to:

1. Lead the church in the achievement of its mission.
2. Proclaim the gospel to believers and unbelievers.
3. Care for the church's members and other persons in the community.

The Pastor is an ex-officio member of all the church organizations, and his leadership is to be recognized in them all.

The Pastor will serve as moderator presiding over church business meetings. In the absence of the Pastor, the chairman of deacons shall preside or, in the absence of both, the vice-chairman of the deacons shall call the church to order and preside as moderator. In guarding and maintaining the fellowship of the church, the aim of the moderator must be to bring about unity among people of different views, ideas, and convictions. The objectives of the moderator should be to maintain the spirit of Christian love while presiding, to be fair and courteous to all members, and to help members understand parliamentary procedures without embarrassment to them. The moderator must maintain a neutral position while presiding. If the moderator wishes to debate a question under consideration, he should ask an assistant to preside.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a special business meeting held during a regular Sunday morning worship service, of which at least two weeks public notice has been given.

The Nominating Committee shall select and present for election a group of five or more persons to serve as a Pastor Search Committee. During the transition following its election, the Pastor Search Committee alone shall be able to invite anyone to preach at the church and shall be responsible for recommending an Interim Pastor. The Pastor Search Committee shall be elected by the church to seek out a suitable Pastor and its recommendation will constitute a nomination. The Pastor Search Committee shall bring to the consideration of the church only one prospective candidate at a time. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for approval. The results of the vote shall be communicated to the prospective Pastor and to the church. The Pastor, thus elected, shall serve until the relationship is terminated by his relinquishment or the church's declaration as herein below provided.

The Pastor may resign the office as pastor by giving at least two weeks notice to the church.

The church may declare the office of Pastor to be vacant and the Pastor's employment terminated. Such action shall take place at a meeting called for that purpose, which shall be

called as and shall constitute a special business meeting. The meeting may be called upon the recommendation of a three-fourths majority of the Deacon body after all steps in the church operations manual have been followed and no suitable resolution reached. Once the Deacon body has determined that all steps have been taken and vote to bring the matter before the church, the Pastor shall be placed on paid suspension where he has neither administrative authority nor pastoral duties. He shall not be allowed to occupy the pulpit during this time and his presence on campus should be minimized. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of three-fourths of the members present being necessary to declare the office vacant. The termination shall be immediate.

When the office of Pastor is vacant, the Deacon body led by the deacon chairman shall handle the administrative duties of the Pastor until the interim pastor is brought on. In the event that the Pastor becomes incapacitated (illness, accident, administrative leave, Family Medical Leave Act, suspension, etc.), the Deacon body led by the deacon chairman shall assume the administrative duties of the Pastor.

For specific duties see job description in Part 1 - Personnel Policies & Procedures, Section 1. Job Descriptions of this manual.

Section b. Ministerial Staff

The ministerial staff, those staff members of whom the church requires evidence of a personal call of God to minister, shall be called and employed as the church determines the need for such offices. The Pastor shall write a job description when the need for a staff member is determined.

Whenever the need arises for a ministerial staff member, the Nominating Committee shall select and present for election a group of five or more persons to serve with the Pastor as a search committee. The search committee shall be elected by the church to seek out a suitable staff member and its recommendation will constitute a nomination.

The committee shall bring to the consideration of the church only one prospective candidate at a time. The call of a ministerial staff member shall take place at a special business meeting held during a regular Sunday morning worship service, of which at least two weeks public notice has been given. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary for approval.

The results of the vote shall be communicated to the prospective minister and to the church.

Each employed staff member shall serve until the relationship is terminated by the staff member's relinquishment or the church's declaration as herein below provided. A staff member may relinquish the position by giving at least two weeks notice at the time of resignation.

The church may declare the position to be vacant and the staff member's employment terminated at a meeting called for that purpose. The meeting shall be called upon recommendation of a three-fourths majority of the Pastor and Deacon body after all steps in the Church Operations Manual have been followed and no suitable resolution reached. Once the

Pastor and Deacon body have determined that all steps have been taken and voted to bring the matter before the church, the minister shall be placed on paid suspension where he has neither administrative authority nor ministerial duties. His presence on campus should be minimized. The vote to declare the office of the staff member vacant shall be by secret ballot, and the affirmative vote of three-fourths of the members present shall be necessary to declare the office vacant and the staff member's employment thereby terminated. The termination shall be immediate.

For specific duties see job descriptions in Part 1 - Personnel Policies & Procedures, Section I. Job Descriptions of this manual.

Section c. Deacons

i. Role

The role of the deacon is one of servant ministry. The Deacon body is not a governing body. They serve under the leadership of the Pastor as an extension of his ministry. Deacons are to lead by example, serve the people, support the Pastor and staff, and protect the peace. In addition, the Pastor or various committees may choose to use the Deacon body as a sounding board to get their input on ideas or recommendations, prior to bringing them to the church for consideration.

ii. Qualifications

Only those persons who meet the scriptural qualifications set forth in Acts 6:1-6 and 1 Timothy 3:8-13 shall be elected.

iii. Rules and Regulations

There is not a set number of deacons required to comprise the Deacon body. The number of deacons within the Deacon body is to be determined by the number of qualified men appointed to serve.

The deacons will not serve on a rotation system. Appointed deacons will actively serve until they step down, are removed, or retire from active service as a deacon emeritus.

A deacon may choose to voluntarily step down from serving as a deacon. A deacon who steps down must go through the nomination process to serve again.

Should a deacon need to be removed from his position, every reasonable effort should be made to resolve the issue before it is brought to the church body. The process should be consistent with the principles set forth in Matthew 18:15-17. The Pastor shall seek to find a suitable resolution of the stated issue with the deacon. If the issue remains unresolved after such dialogue, the Pastor and Deacon body shall meet with the deacon to seek resolution. If no adequate resolution can be found, the Pastor and Deacon body may recommend the deacon's removal from the position to the church body. Such action shall

take place at a meeting called for that purpose, which shall be called as and shall constitute a special business meeting. The meeting shall be called upon recommendation of a three-fourths majority of the Pastor and Deacon body after all steps in the Church Operations Manual have been followed and no suitable resolution reached. The vote to remove the deacon shall be by secret ballot, and the affirmative vote of three-fourths of the members present shall be necessary to remove him from the position. The removal shall be immediate. A deacon who is removed from the position must go through the nomination process to serve again.

Longtime deacons, who are no longer willing or able to actively serve in the Deacon body, may be honored with deacon emeritus status upon the recommendation of the Pastor and Deacon body. A deacon who retires as a deacon emeritus will no longer be able to actively serve as a deacon.

iv. Election

On the first Sunday in September of each year, a list of all male members for nomination as deacons will be made available to the church, along with “Part 2, Section c. Deacons” from the Church Operations Manual and an appeal for serious and prayerful consideration.

Deacon nomination will be held on the first Sunday in October at the end of the Sunday morning worship service. Nominating ballots shall be made available to the membership present at such worship service. Members are to nominate only men qualified to serve, if any.

The Deacon body shall tally the nominations. Any man receiving three-fourths of the nominations shall be considered as officially nominated by the church. The Pastor will inquire of the ministerial staff and Deacon body as to whether there is any reason those nominated by the church should not serve. The Pastor will meet with the nominees and their wives, if married, to determine their qualification and willingness to serve. Upon both congregational and pastoral affirmation of God’s call and their qualification, the nominees shall be recommended to the church at the quarterly business meeting in October. The newly elected deacons will be appointed to serve through the laying on of hands in a Sunday worship service. Those men who have not been ordained will go through an ordination council, and then be ordained and appointed to serve through the laying on of hands in a Sunday worship service.

New deacons, along with the rest of the Deacon body, will go through deacon training before the start of the new year.

v. Deacon officers

The deacon officers shall be Chairman, Vice-Chairman, and Secretary. No officer shall serve in the same position for more than 2 consecutive years. Election shall be by

secret ballot by the deacons present at the January deacon's meeting. The candidate receiving the highest number of votes shall be elected.

The Chairman shall serve on the Church Council. In the absence of the Pastor, he will serve as Moderator presiding over church business meetings.

The Vice-Chairman assists the Chairman and serves as Chairman in his absence.

The Secretary shall keep a record of all deacon's meetings and shall prepare the minutes of the meetings for distribution.

vi. Duties

1. Deacons are to lead by example in their attendance to all church-wide meetings and activities, in utilizing their giftedness in an area of ministry within the church, in faithfully giving their tithes and offerings, and in their godly character, Christ-like attitude, and evangelistic heart.
2. Deacons should strive to attend all the deacon's meetings.
3. Deacons are to minister to church members through the Deacon Family Ministry. At the beginning of each year, all church families will be divided up among the deacon body. Families should be rotated among the deacons so that each family has a new deacon each year. It is the responsibility of each deacon to make an initial visit to his newly assigned church families to establish a relationship and let them know he's available to minister to them as needs arise. He should then make monthly contact with each family (via speaking to them at a church service, home visit, phone call or text, email, etc), which will give the families an opportunity to make him aware of any needs or concerns where assistance may be provided. Out of the Deacon Family Ministry, other duties/opportunities to minister will arise such as:
 - a. Prayer - Pray with the families and for their prayer concerns. Prayer concerns which are not shared in confidence may be shared with the deacon body at the monthly meeting.
 - b. Benevolence - Seek to help meet any physical or financial needs within reason and ability.
 - c. Crisis Support - Minister to families and offer personal support to those who have experienced a tragedy, pain, or loss.
 - d. Hospital Visitation - Visit hospitalized members and follow-up on members after surgeries and hospital stays.
 - e. Homebound/Nursing Home - Visit members confined to their home or nursing home. Assist in providing the Lord's Supper to them.
 - f. Member Reclamation - Contact inactive members to encourage a renewed commitment to Christ and to the ministry of the church.

- g. Protect the Peace - Listen to concerns and encourage people to be humble, to be patient, to love, to forgive, to reconcile, and to make every effort to keep the unity.
4. Deacons are to assist the pastor in the worship service in the following ways:
 - a. Baptism - Prepare the baptistry and dressing areas for baptismal services and support the minister and baptismal candidates at the time of the service.
 - b. Lord's Supper - Prepare the elements of the Lord's Supper, secure the utensils used during communion services, help serve the elements, and clean up following the observances. Assist in providing the Lord's Supper to homebound/nursing home church members.
 - c. Ushers - Welcome everyone as they arrive for the worship service, provide them with a worship guide, and encourage guests to fill out the visitor information portion of the worship guide and to drop it into the offering plate. Maintain a record of attendance for the Sunday morning worship service. Take up the offering. Help people who come forward during the invitation time to fill out the response card.
5. Deacons should seek to minister to the Pastor through support, affirmation, encouragement, prayer, and brotherly love.
6. Annually, the deacon body shall nominate members of the Nominating Committee and the Chairman of that committee for the upcoming year to be elected by the church at the October quarterly business meeting to serve until their successors are elected.
7. When necessary, the deacon body shall work to protect the peace by their involvement in the church discipline process in accordance with the Bylaws and the Church Operations Manual.

vii. Meetings

The regularly scheduled monthly deacon's meeting is held on the 3rd Sunday of each month at 4:00pm. Date and time can be changed for special occasions.

Section d. Secretary-Treasurer

The Secretary-Treasurer shall be responsible for receipt, preservation, and payout, with receipt of vouchers approved and signed by authorized personnel, all money or things of value paid by or given to the church, keeping at all times an itemized account of all receipts and disbursements. The Secretary-Treasurer shall work within the guidelines of all financial policies and procedures set forth by the church. The Secretary-Treasurer shall review and approve all tax payments to local, state, and federal taxing agencies. The Secretary-Treasurer is the signing authority on all contracts for goods and services as they apply to budget accounts already

approved by church action. The Secretary-Treasurer shall be bonded with the church paying for the bond.

It shall be the duty of the Secretary-Treasurer to render to the Finance Committee and deacons monthly and the church at each regular business meeting a summary report of all receipts and disbursements for the period. In addition, the Secretary-Treasurer will provide to the Finance Committee an itemized report of receipts and disbursements of the preceding month. This report will be made available to any other church member requesting a copy. The Secretary-Treasurer shall render to the church in the first business meeting of a new year, a detailed accounting of all receipts and disbursements for the previous year. Copies of monthly, quarterly, and annual financial reports shall be kept on file in the church office by the Secretary-Treasurer.

The Secretary-Treasurer is an ex-officio member of the Finance Committee and shall serve as chairman. He or she shall work closely with the Finance Committee to develop and recommend to the church adequate policies and procedures related to receiving, accounting, disbursing, and reporting church monies.

The Secretary-Treasurer shall serve as church clerk. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association. All church records are church property and shall be kept in the church office at all times.

For specific duties see job description in Part 1 - Personnel Policies & Procedures, Section 1. Job Description of this manual.

Section e. Trustees

The church shall elect three Trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

The Trustees shall be responsible for securing and maintaining an insurance portfolio to be approved by the church, which adequately insures all church property and personnel.

Trustees shall serve on a rotation basis, with one new Trustee being elected every year for a three-year term.

Section f. Non-Ministerial Staff

The non-ministerial staff members shall be employed as the church determines the need for their services and they shall work under a job description approved by the church under the general direction of the Pastor or staff member he designates.

The Pastor shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall occur after consultation with the supervising staff member and, as appropriate, with the consultation of related committees of the church.

For specific duties see job descriptions in Part 1 - Personnel Policies & Procedures, Section I. Job Descriptions of this manual.

Section g. Church Council

1. Responsibility

The Church Council shall serve the church by suggesting church objectives and goals; reviewing and coordinating ministry and program plans recommended by church officers, organizations and committees; recommending to the church the use of leadership and other resources according to program priorities; and evaluating achievements in terms of church objectives and goals.

The Church Council shall serve in long-range planning and is responsible for developing an analysis of long-range church and community needs, recommending long-range goals and strategies to the congregation and evaluating the long-range effectiveness of the church program.

The Church Council shall further be charged with coordinating and maintaining the church calendar, maintaining the Church Operations Manual, and recommending amendments to the Constitution and Bylaws in accordance with the amendment procedures.

Regular members of the church council shall be:

- Pastor
- Other Ministerial Staff
- Deacon Chairman
- Secretary-Treasurer
- Unity Group Director
- Preschool Ministry Leader
- Kids Ministry Leader
- Student Ministry Leader
- Men's Ministry Leader
- Women's Ministry Leader
- Senior Adult Ministry Leader
- Church Properties Committee Chairperson
- Missions Committee Chairperson

- Kitchen Ministry Leader

2. Meetings

The church council's regularly scheduled meeting time is the 2nd Sunday of each month at 4:00pm. The chairman shall call the meetings as needed.

Section h. Church Committees

A committee is a group of church members elected by the church body to consider, report, and/or act on matters essential to the administration, responsibility and purpose of the church.

The committees of this church shall be a Nominating Committee, a Church Properties Committee, a Finance Committee, a Missions Committee, a Cemetery Committee, and such other regular and special committees as authorized by the church in accordance with policies and procedures. The church in accordance with policies and procedures may create additional committees.

Members of the Nominating Committee shall be nominated by the deacons annually and elected by the church to serve until their successors are elected. The chairman of the Nominating Committee shall be nominated by the deacons annually and elected by the church. Members of the remaining committees shall be nominated by the Nominating Committee and elected by the church to serve until their successors are elected. The chairmen of these committees shall be nominated by the Nominating Committee annually and elected by the church.

All committee members shall be church members. Each committee shall have a minimum of 3 committee members. The Pastor will be an ex-officio member of all committees and shall have voting privileges.

i. Nominating Committee

1. Responsibility

The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, including vacancies, which occur during the year. The Nominating Committee shall act on behalf of the church to nominate persons to fill positions with the persons whose gifts, potential and commitment match the requirements of the positions. The Nominating Committee shall first approve individuals considered for any such position before they are approached for recruitment. The Nominating Committee shall present to the church for election all that accept the invitation to serve. The Nominating Committee shall present their nominations for the upcoming year to the church at the October quarterly business meeting for election. The members of the Nominating Committee shall be nominated by the deacons and elected annually by the church to serve until their successors are elected.

2. Meetings

- The Nominating Committee's regularly scheduled meeting time is the 4th Sunday of each month at 3:00pm. The chairman shall call the meetings as needed.

ii. Church Properties Committee

1. Responsibility

The Church Properties Committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Pastor and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel. The Church Properties Committee shall establish and maintain a maintenance schedule containing a list of all regular maintenance needed with a schedule of when the maintenance needs to be done.

2. Meetings

- The Church Properties Committee's regularly scheduled meeting time is the 4th Sunday of each month at 4:00pm. The chairman shall call the meetings as needed.

iii. Finance Committee

1. Responsibility

The Finance Committee is responsible for the total stewardship education of the church. They shall develop and implement an annual stewardship plan, which will encourage regular and systematic giving of all church members. The Finance Committee, chaired by the Secretary-Treasurer, shall develop annually a unified church budget to be presented to the church for adoption. As needs arise, the Finance Committee will review and make recommendations to the church for adjustments to the unified budget. The Finance Committee shall receive and review a monthly report from the Secretary-Treasurer detailing the expenses and receipts of the church for the preceding month.

2. Meetings

- The Finance Committee's regularly scheduled meeting time is the 3rd Sunday of each month at 3:00pm. The chairman shall call the meetings as needed.

iv. Missions Committee

1. Responsibility

The Missions Committee is responsible for assisting the church in its mission endeavors. They will seek to discover mission opportunities locally, nationally, and internationally.

2. Meetings

- The Mission Committee's regularly scheduled meeting time is the 2nd Sunday of each month at 3:00pm. The chairman shall call the meetings as needed.

v. Cemetery Committee

1. Responsibility

The Cemetery Committee is responsible for the oversight of the cemetery. They are to assist families in choosing a burial plot, mark the gravesites, see to the regular up-keep of the cemetery plot area, and recommend policies regarding the cemetery.

2. Meetings

- The Cemetery Committee's regularly scheduled meeting time is the 4th Sunday of each month at 4:00pm. The chairman shall call the meetings as needed.

Section i. Ministry Teams

Ministry Teams may be established and shall function as directed by the church. A Ministry Team is a group of Christians associated by a common gifting of the Holy Spirit and with the undergirding of the church body for the collective goal of fulfilling and facilitating the purposes and programs of the church.

The Ministry Team leader shall be nominated by the Nominating Committee annually and elected by the church to serve until their successor is elected. The Ministry Team leader shall be able to recruit team members and recommend them to the nominating committee. Ministry team members shall be nominated by the Nominating Committee annually and elected by the church. All Ministry Team members shall be church members.

i. Preschool Director

1. Responsibility

- Enlist workers for Unity Group, extended session, and Wednesday nights. Send reminders to the workers when their time to work is approaching.
- Recommend policies and procedures for the protection and safety of the pre-schoolers to the church council.
- Provide training for workers.
- Provide teaching materials for the workers to utilize.

- Submit a projected budget to the finance committee by August 1st for approval.

2. Meetings

- The Preschool Director will meet with the Kids Ministry Team. The Kids Ministry Team's regularly scheduled meeting time is the 1st Sunday of each month at 3:00pm. The team leader shall call the meetings as needed.

ii. Kids Ministry Team

1. Responsibility

- Devise a yearly calendar of events with a projected budget and submit them to the Finance Committee by August 1st for approval.
- Plan, promote, prepare, execute, and evaluate at least 4 events, trips, or activities for the kids each year.
- Recommend policies and procedures for the protection and safety of the kids to the Church Council.
- Consider and provide the best programs to meet the needs of the kids.

2. Meetings

- The Kids Ministry Team's regularly scheduled meeting time is the 1st Sunday of each month at 3:00pm. The team leader shall call the meetings as needed.

iii. Student Ministry Team

1. Responsibility

- Assist and support the Minister of Students in the ministry to students.
- Assist in devising a yearly calendar of events with a projected budget and submit them to the Finance Committee by August 1st for approval.
- Help to plan, promote, prepare, execute, and evaluate at least 4 events, trips, or activities for the students each year.
- Recommend policies and procedures for the protection and safety of the students to the Church Council.
- Assist in identifying the needs and opportunities for the student ministry.
- Assist in evaluating the effectiveness of the student ministry and offer suggestions for improving it.

2. Meetings

- The Student Ministry Team's regularly scheduled meeting time is the 1st Sunday of each month at 3:00pm. The team leader shall call the meetings as needed.

iv. Men's Ministry Team

1. Responsibility

- Develop a comprehensive plan to reach and disciple men.
- Devise a yearly calendar of events with a projected budget and submit them to the Finance Committee by August 1st for approval.
- Seek to plan, promote, prepare, execute, and evaluate 4 events, trips, or activities for the men each year.

2. Meetings

- The Men's Ministry Team's regularly scheduled meeting time is the 1st Sunday of each month at 4:00pm. The team leader shall call the meetings as needed.

v. Women's Ministry Team

1. Responsibility

- Develop a comprehensive plan to reach and disciple women.
- Devise a yearly calendar of events with a projected budget and submit them to the Finance Committee by August 1st for approval.
- Seek to plan, promote, prepare, execute, and evaluate 4 events, trips, or activities for the women each year.

2. Meetings

- The Women's Ministry Team's regularly scheduled meeting time is the 1st Sunday of each month at 4:00pm. The team leader shall call the meetings as needed.

vi. Senior Adult Ministry Team

1. Responsibility

- Develop a comprehensive plan to reach and disciple senior adults.
- Devise a yearly calendar of events with a projected budget and submit them to the Finance Committee by August 1st for approval.
- Seek to plan, promote, prepare, execute, and evaluate at least 4 events, trips, or activities for the seniors each year.

2. Meetings

- The Women's Ministry Team's regularly scheduled meeting time is the 1st Sunday of each month at 4:00pm. The team leader shall call the meetings as needed.

vii. Website, Audio/Worship Media, and Social Media Director

1. Responsibility

- Manage the website on behalf of the church. Ensure that the content is appropriate. Update the information on a regular basis.
- Operate the sound system and worship media resources for church events. Offer suggestions for enriching the worship service through the audio/worship media. Recommend possible upgrades in audio/worship media equipment when needed.
- Record the sermons and upload them in a timely manner.
- Manage the social media accounts on behalf of the church. Ensure that the content is appropriate. Utilize social media to promote the ministries of the church.

viii. Unity Group Director

1. Responsibility

- Work with the nominating committee to fill all teaching positions.
- Schedule a high attendance Sunday twice a year in the Fall and Spring with the trophy for the group with the highest attendance.
- Continually make a concerted effort to get everyone involved in a Unity Group.
- Look for ways to encourage teachers and make them feel appreciated.
- Provide an annual time of training for the teachers before the new quarter begins in September.
- Ensure that teachers have everything they need to be successful including: adequate space, materials, and supplies.
- Seek to start new Unity Groups when needed.
- Encourage teachers to turn in their rolls each Sunday, check on their people when they're absent, and plan fellowships for their group.

ix. Kitchen Ministry Team

1. Responsibility

- Work to keep the kitchen and pantry clean and organized.
- Organize church members to prepare and serve meals for the quarterly meal, funerals, and other church-wide events in which food is needed.
- Maintain adequate supplies such as plates, cups, utensils, etc.
- Consider ways to use food to minister to others.

2. Meetings

- The Kitchen Ministry Team's regularly scheduled meeting time is the 4th Sunday of each month at 4:00pm. The team leader shall call the meetings as needed.

3. Operational Policies & Procedures

Section a. Cemetery Policy

Unity Baptist Church reserves a protectorate over each and every plot sold in the cemetery; that is, no plot shall be disturbed, marred, changed, improved, or bodies disinterred therefrom, without the consent of a proper legal authority and the cemetery committee.

Any person disturbing the sanctity of the cemetery or who conducts himself in an improper or boisterous manner shall be ejected from the cemetery grounds. There shall be no shooting of firearms or fireworks within the cemetery, and no person in the possession of firearms, other than law officers and/or military officials conducting military funerals, shall be admitted into the cemetery.

It shall be unlawful for any person to enter the cemetery during the hours of the night; that is, between sunset and sunrise.

No flowers, shrubs, or trees shall be planted on an individual plot or in the cemetery. No mounds shall be permitted, and no enclosures of plots with stones, curbs, or other material, other than the natural sod of the remainder of the cemetery, shall be permitted. There shall be no coping around the grave, no rocks or slabs placed upon the grave, no figurines placed upon the grave, headstone, monument, or grave marker, and no benches or statues erected around the grave. No columbariums may be erected.

Flowers and other decorations placed on plots within the cemetery shall be removed therefrom seven (7) calendar days after the date of the burial service for which they were placed. Unity Baptist Church reserves the right to remove any flowers, vases, jars, or other receptacles when they have served their purpose and have become deteriorated or unsightly, as determined by those maintaining the cemetery.

Each temporary grave marker must be removed and replaced with a permanent headstone or monument within one (1) year after the date of the burial service. If a permanent marker is not placed within one year of burial, the church shall be authorized to purchase and install a six inch by six inch (6"x6") name plate, stating the name of the deceased and the year of death. The cost of the nameplate shall be paid by the owner of the plot.

Only human remains shall be buried in the cemetery. The grave for any body or cremated remains shall be within a burial vault or grave box (concrete, steel, fiberglass, or plastic), casket, or urn/cremation container. All grave boxes, caskets, and buried urns shall be buried at a depth of at least four feet six inches (4'6"), and shall have at least twenty-four inches (24") of tamped earth on top of the grave box, casket, or urn. The dimensions of individual burial plots shall be five foot by ten foot (5'x10'). There shall be only one individual person buried in each plot. Each plot shall have only one upright monument or headstone.

Unity Baptist Church reserves the right to determine to whom they will sell burial plots. Only church members shall have the opportunity to purchase burial plots for themselves and their immediate family members.

The purchase price for plots in the cemetery shall be three hundred dollars (\$300.00) per plot. Each cemetery plot shall be paid in full at the time of purchase before a deed will be issued, before any plot is prepared or used, and before any monument or headstone is erected. Family plots are to be acquired in even numbers. No burial site can be transferred in any manner, neither sold or as a gift. If unwanted, the plot will be returned to the church for the original purchase price.

There is a fee for the perpetual maintenance of all cemetery plots upon sale of the plot. The fee for perpetual maintenance shall be two hundred dollars (\$200.00) per plot. This fee may be adjusted by action of the church. This fee shall be deposited into the designated cemetery fund and shall be used solely for the perpetual care, maintenance, upkeep, and capital improvements in the cemetery, as provided herein.

All requests to sell any plots or to perform work to locate and mark a grave plot, for burial or placement of headstone or monument, shall be made during church office hours.

Only funeral homes or mortuaries in charge of the funeral or any party contracted by them shall open and close graves. Those with the responsibility of opening and closing graves shall leave the surface of the earth as near the condition as it was found as is possible, and in no event shall any earth, grass, or debris of any kind be left around the plot, or on the plots of others. A tarpaulin or other suitable temporary ground cover shall be spread upon the ground for the deposit of loose soil resulting from the opening of the grave.

Any funeral home, mortuary, or any contracted party by them opening or closing a grave and who has reason to bring vehicles or equipment of any type into the cemetery shall use due caution and diligence to assure that grave markers, headstones, monuments, and other permanent structures located within the cemetery are not damaged. In the event such damage occurs as a result of opening or closing of a grave or the interment or disinterment of a body, the person opening or closing the grave shall assume full liability for such damages, including for damages associated with contractors employed to deliver burial devices (including burial vaults) and any other equipment or supplies related to the interment or disinterment.

Unity Baptist Church's obligation to persons who have purchased burial plots and/or placed a burial marker, headstone, or monument in the cemetery is limited to the reasonable upkeep of the grounds and fences. The church shall not have any liability associated with the placement of or damages to any monument, headstone, or grave marker, or concerning damage to any burial equipment, casket, vault, or the remains of the deceased. The church shall not be responsible or liable for the place of any monument, headstone, or grave marker on one plot that may encroach onto another plot.

A copy of the cemetery policy will be given to each person or family at the time of burial plot purchase.

**Unity Baptist Church
Cemetery**

Name: _____

Address: _____

Phone: _____ Date: _____

Plot #: _____

Church policy for acquiring cemetery plots:

1. Only church members shall have the opportunity to purchase burial plots for themselves and their immediate family members.
2. Family plots are to be acquired in even numbers.
3. The purchase price for plots in the cemetery shall be three hundred dollars (\$300.00) per plot. The fee for perpetual maintenance shall be two hundred dollars (\$200.00) per plot.

Total cost per burial plot is \$500.00

Amount received: _____ Date received: _____

4. A copy of the cemetery policy will be given to each person or family at the time of burial plot purchase.

I have received a copy of the cemetery policy and agree to adhere to it.

Signed: _____

Section b. Financial Policy & Procedures

i. Collections

Sunday Collections and Deposit

The Secretary-Treasurer will place the bank bag in the sound room with the key inside of it. Tithes and offerings shall be collected on Sundays during the worship service. Four deacons shall serve as ushers. Only deacons shall serve as ushers. During the appointed time in the service, the four deacons shall take up the offering with each deacon walking down separate aisles and passing an offering plate down every row in which someone is sitting. The monies collected at that time will be placed into a locked bank bag in the presence of the ushers and placed in the sound room under the supervision of the audio/worship media director until the end of the service when it is picked up by two designated deacons. Once the bag is locked one of the two designated deacons shall hold the key throughout the service or return the key to the Secretary-Treasurer. At the end of the service, the two deacons will pick up the locked bank bag together and they shall take it directly to the church office. The secretary-treasurer will lock the office door, receive the key for the bank bag, unlock the bag, and count the money with the assistance of the designated deacons. The Secretary-Treasurer will fill out the collections sheet and the deposit slip for the bank. The deposit slip along with the money shall be placed into the locked bag and deposited into the bank's night deposit box. On that day, one of the two deacons shall deposit the bank bag and the night deposit key into the bank's drop box. The Secretary-Treasurer will place the key to the bank bag in the safe until Sunday morning. Under no circumstance will only one person handle, count, or be alone with the accessible money. Accountability is an essential safeguard from wrongdoing and false accusations.

On Monday morning, the Secretary-Treasurer will pick up the bank bag and night deposit key from the bank. Once in the office, the Secretary-Treasurer will log the contributions into the financial records. The major things that need to be logged are the names of the contributors, amount, and what fund the monies are to be posted.

Any monies given during the Unity Group hour should be placed inside of an envelope with the person's name, amount, and what fund the monies are to be posted. These envelopes shall remain sealed until all the collections are counted after the service.

Special Collections

Special collections will be handled by the same procedure outlined above. Checks written specifically to the person or organization will be recorded but not

deposited to the church account. All cash and checks written to Unity Baptist Church will be deposited to the church account. A check will be written to the person or organization for the amount of the special offering deposit. This check and all other checks written directly to the person or organization will be delivered to the person or organization.

Other Collections

Monies given for events, trips, books, etc. should be turned into the Secretary-Treasurer immediately. Payments are encouraged to be by check or an online payment. In the case that someone pays with cash, the cash should be placed in an envelope with the person's name, amount, reason given, and for whom it was given. A receipt should be given indicating the cash amount given.

Weekday Receipts

Monies received in the church office during the week will be immediately logged in and put in the safe by the secretary-treasurer until a deposit is made on Thursday.

ii. Petty Cash

There shall be no petty cash fund. No check shall be made out to cash. Reimbursements will be paid by check.

iii. Expenditures

Within the Approved Budget

Committees and ministry teams may spend the money needed for their events throughout the year that is in line with their yearly calendar of events and projected budget that was approved by the finance committee and the church.

Outside of the Approved Budget

Any committee or ministry team desiring to spend money that is outside of the approved yearly calendar of events and budget must first get the approval of the Finance Committee.

Method of Payment

The person responsible for expenditures may get a check from the Secretary-Treasurer prior to payment. Checks will not be signed blank. The person may write a personal check or use their personal credit card and afterwards get reimbursed for the expenses.

iv. Reimbursements

All reimbursements must be for approved expenditures. All claims for reimbursement are to be presented to the Secretary-Treasurer with documentation and/or receipts within 30 days. All reimbursements will be paid by check.

Section c. Building Use Policy

i. Purpose of Unity Baptist Church and its Facilities

Our mission is to make disciples of all nations. Our strategy is to gather, grow, give, and go. Consequently, the facilities of the church should be primarily used to fulfill this mission. The building use policy which follows clarifies the way in which the church facilities may be used in this effort and applies to the general utilization of the buildings.

ii. Eligibility for Use

Regularly scheduled church-related meetings shall have first priority in building use. Other church-related meetings shall have second priority. Outside non-profit organizations will be considered for building use when facilities are not being used by church groups and when their purpose is approved by the ministerial staff. Profit-making enterprises shall not use church facilities for any purpose.

iii. Reservations by Church Organizations

All Unity Baptist Church organizations may reserve and use the church facilities without charge. Reservations must be made through the church office. Availability will be on a first come, first serve basis.

iv. Reservations by Church Members

1. Church members may reserve building usage for themselves or their immediate family.
2. Church members representing a non-profit group must reserve building usage under the non-profit section.
3. All church members may reserve and use the church facilities for private use when available.
4. Reservations must be made through the church office.
5. For any scheduled event, two checks are required: one for a refundable deposit and another for a usage fee. A refundable deposit of \$200 is required to secure the reservation. The deposit will be held and returned after the event if the facilities are clean and free from damages. A usage fee of \$150 per event will be charged for using the facilities.
6. Any church member desiring to borrow tables and chairs for an off campus event must reserve them through the church office. They must be returned immediately following the function and in the same condition as when borrowed. They must be checked out and returned during office hours, unless other arrangements are made.
7. Anyone reserving the sanctuary and needing sound or media must reserve the audio/media director or his approved designee. No one is allowed to touch the

computer, sound equipment, or lighting equipment except him. A fee of \$50.00 per hour will be charged for his services.

8. Church members must comply with the guidelines for building usage herein stated.

v. Reservations by Non-profit Groups

1. Non-profit groups may request the use of church facilities when available.
2. Reservations must be made through the church office at least two weeks prior to the event and approved by the ministerial staff.
3. For any scheduled event, two checks are required: one for a refundable deposit and another for a usage fee. A refundable deposit of \$400 is required to secure the reservation. The deposit will be held and returned after the event if the facilities are clean and free from damages. A usage fee of \$300 per event will be charged for using the facilities.
4. Anyone reserving the sanctuary and needing sound or media must reserve the audio/worship media director or his approved designee. No one is allowed to touch the computer, sound equipment, or lighting equipment except him. A fee of \$50.00 per hour will be charged for his services.
5. Non-profit groups must comply with the guidelines for building usage herein stated.

vi. Weddings

Weddings shall follow the church wedding policy.

vii. Funerals

There will be no charge for funeral services held at the church.

viii. General Rules Governing Use of the Church Facilities and Property

1. All participants in activities on the church campus are expected to respect the church property and personal property of others.
2. The following activities are not permitted on the church campus:
 - a. Profanity
 - b. Gambling
 - c. Use of illegal drugs or alcohol
 - d. Use of tobacco products inside the buildings
 - e. Pets or animals with the exception of service animals
 - f. Any immoral or inappropriate behavior
3. All persons or groups utilizing the church facilities will be subject to the supervision and control of the church staff.

4. The individual or groups reserving the building must ensure that all windows are closed, A/C is off, lights are turned off, and doors are locked before leaving.
5. No food or drinks are allowed on carpeted areas.
6. Decorations should not be attached with tacks, staples, nails, or any method that will damage the wall or furnishings.
7. All persons reserving the church facilities must supply adequate adult supervision.
8. The church assumes no responsibility for any accidents. Individuals and groups participate at their own risk in all activities and programs.
9. The cost of repairs of damage to the church building or the equipment therein resulting from misconduct or misuse will be the responsibility of the person or persons reserving the facility.
10. Persons or groups utilizing the church buildings should not enter unauthorized areas such as office areas unless permission for entry is granted by the church staff.
11. Individuals or groups reserving the church facilities should pay close attention to personal property and valuables and not leave them unattended. The church is not responsible for the theft or damage to personal property.
12. Unclaimed items left in the building will be kept in the church office for a period of one week, after which the church reserves the right to dispose of the unclaimed item.
13. Failure to follow the stated building usage guidelines will result in at least the forfeiture of the individual or group's deposit.
14. Church staff are responsible for the interpretation and enforcement of this policy and the regulations contained therein.

ix. Payment of Deposit/Fees

All payments should be made to Unity Baptist Church. Reservations will not be secured until the deposit is paid.

x. Emergency Scheduling Conflicts

The church reserves the right to preempt any facility use for its own in cases of emergencies such as funerals. Notice will be provided as early as possible.

xi. Disclaimer

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the church. No activities or advocacy may take place within our building or grounds that openly conflicts with the policies, practices, or stated beliefs of Unity Baptist Church.

**Unity Baptist Church
Building Use**

Organization: _____

Name: _____

Address: _____

Phone: _____ Date: _____

Buildings Needed:

- Worship Center
- Fellowship Hall/Kitchen
- Student Area
- Kids Building
- Preschool Building
- Adult Building

Date(s) Needed: _____

Church policy requires:

- Refundable Deposit: \$200 for members; \$400 for non-profits
- Usage Fee: \$150 for members; \$300 for non-profits
- Audio/Media Technician Fee: \$50/hour
(It is the responsibility of the one making the reservation to secure the audio/media technician and to pay him.)

Amount received: _____ Date received: _____

- A copy of the building usage policy will be given to each person or organization at the time of reservation.

I have received a copy of the building usage policy and agree to adhere to it.

Signed: _____

Section d. Marriage Policy

i. Our Beliefs

We believe, based on the teaching of the Scriptures in both the Old and New Testaments, that marriage is an institution ordained by God from the foundation of the world, and is intended to be a lifelong union of one man and one woman. This idea is supported by the account of creation in Genesis chapters 1 and 2.

Genesis chapter 2 provides a more detailed account in which God created the first man, and decided that it was not good for him to be alone. (Genesis 2:18). God indicated that He would make “a helper corresponding to him.” God brought all of the animals to Adam, but none of them was a suitable helper for him, so God then created Eve, the first woman, from Adam himself. God did not create a second man to be Adam’s helpmate, or an assortment of multiple women, but rather one woman. Together they were man and wife and “felt no shame” nor was there any sin in their union with each other. (Genesis 2:15-25).

Jesus Christ reaffirmed the teaching of the Old Testament when He said, as recorded in Matthew 19:4-6, “Haven’t you read,” he replied, “that he who created them in the beginning made them male and female,” and he also said, “For this reason a man will leave his father and mother and be joined to his wife, and the two will become one flesh? So they are no longer two, but one flesh. Therefore, what God has joined together, let no one separate.”

The Apostle Paul states in Ephesians 5:22-32 that marriage is not merely a human institution, but is a special divine metaphor that is supposed to illustrate the union of Christ and the church. For this reason also, only a union between a man and a woman can be a proper marriage because a union between two men, two women, or one man and multiple women or any collection of people could not properly illustrate the relationship between Christ and His church.

1 Corinthians 6:9-11 condemns a variety of lifestyles including those associated with sexual immorality, adultery, and homosexuality. The Bible condemns all forms of sexual immorality and encourages Christians to flee from it because of its destructive effects, and because the body of the Christian is the temple of the Holy Spirit. (1 Corinthians 6:12-20).

Romans 1:18-32 makes it clear that it is not only sinful to engage in homosexual unions, but also to approve of such sins in others or encourage their practice. As a result, in order to maintain our consistent Christian witness, we cannot sanction, approve, or promote in any way adultery, fornication (a sexual relationship between an unmarried man and woman; i.e. “living together”), pornography, pedophilia, polygamy, bestiality, or homosexual unions. This is made clear also by countless other verses throughout the Old Testament as well as by these and other passages in the New Testament.

Our church follows what the Bible reveals as the sure foundation of the teachings of Jesus Christ and his apostles (Matthew 7:24-29 and 1 Corinthians 14:37). The church is called to teach and practice these teachings and is not at liberty to depart from them for a different authority if it is to authentically bear the name "Christian." Though we strive to live peaceably with all people and to obey legitimate government authority, in instances involving matters as foundational as marriage we must ultimately obey God rather than man if the two come into conflict (Acts 4:18-22).

Sexual activities outside of marriage, including but not limited to fornication, adultery, incest, homosexuality, pedophilia, polygamy and bestiality are inconsistent with the teachings of the Bible and the church. Lewd conduct, transgender behavior (any attempt to change one's gender or disagreement with one's biological gender), and the creation or distribution or the viewing of pornography are incompatible with God's intention.

ii. Our Policy

As a result of these above described religious beliefs and our belief in the need for a practice of fidelity to these beliefs, it is our policy that the facilities of this church may not be used for any ceremony that in any way approves of, solemnizes, supports or allows a same-sex union or a polygamist or any union which, in the judgment of the church, is inconsistent with our beliefs. It is also the policy of the church that no pastor or member of the church staff shall officiate at any ceremony designed to solemnize, promote, create, or approve of such a union. Nor may any member of the church enter into such a union without being subject to church discipline.

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

Section e. Divorce and Remarriage Policy

i. Purpose

Jesus once summarized God's design for marriage to the religious leaders of Israel like this, "So they are no longer two but one flesh. Therefore what God has joined together, let no one separate" (Matthew 19:6). Divorce is not a deliberate part of God's plan from the beginning.

Divorce has crept into human marriage relationships, however, and today has become rampant. To those who believe in Jesus Christ, this is a disconcerting state of affairs. It is also a state of affairs that demands a clear understanding of what the Bible teaches about divorce and especially remarriage.

The purpose of this information is to explain in a concise way what God says in the Bible about divorce and remarriage. Certainly, every case involving a divorce and/or remarriage must be considered individually, but the principles explained herein should provide a biblical framework to evaluate each individual case.

This explanation operates on the following assumptions:

1. The Bible is the Word of God, inerrant, infallible, and authoritatively binding in every age and culture on earth.
2. The Bible is to be interpreted literally unless the context clearly indicates that it should be taken otherwise.
3. More specifically related to the issue of divorce and remarriage, it is assumed that whenever God grants permission for a legitimate divorce, He also grants permission for a legitimate remarriage. If God did not desire to grant permission to remarry, He could prescribe permanent separation only (1 Corinthians 7:11). Therefore, since in some cases God does permit divorce, it is assumed that wherever He does, He also permits remarriage.

ii. Marriage Between Two Believers

The general principle for a marriage between two actively professing Christians is stated by Paul in his first letter to the church at Corinth: "*To the married I give this command - not I, but the Lord - a wife is not to leave her husband. But if she does leave, she must remain unmarried or be reconciled to her husband - and a husband is not to divorce his wife*" (1 Corinthians 7:10-11).

The principles here are very clear:

1. No divorce is permitted to a Christian couple.
2. Separation is allowed in severe circumstances (e.g. physical cruelty or abuse, life threats, etc.) but never divorce or remarriage.

The only exception to this principle is found in Matthew 5:32. "*But I tell you, everyone who divorces his wife, except in a case of sexual immorality, causes her to*

commit adultery. And whoever marries a divorced woman [meaning for any reason other than sexual immorality] commits adultery.”

Since sexual relations form a bond of oneness between two people (1 Corinthians 6:16), sexual sin on the part of one marriage partner is grounds for divorce. The Greek word translated “sexual immorality” (*pornea*) is a general term and would include adultery, homosexuality or any type of sexual perversion. It should be noted that Jesus does not insist upon divorce in such cases nor command it -- nor even encourage it. Considering the Scriptures as a whole, it would seem that divorce should be a last resort, reserved only for cases of repeated and/or flagrant sexual violations. Short of this, forgiveness and reconciliation are to be sought after and the marriage preserved. If a divorce is obtained because of sexual immorality, remarriage is permitted.

iii. Marriage Between a Believer and an Unbeliever

The Bible speaks directly to this kind of situation in 1 Corinthians 7:12-16:
“But I (not the Lord) say to the rest: If any brother has an unbelieving wife and she is willing to live with him, he must not divorce her. Also, if any woman has an unbelieving husband and he is willing to live with her, she must not divorce her husband. For the unbelieving husband is made holy by the wife, and the unbelieving wife is made holy by her husband. Otherwise your children would be unclean, but as it is they are holy. But if the unbeliever leaves, let him leave. A brother or sister is not bound in such cases. God has called you to live in peace. Wife, for all you know, you might save your husband. Husband, for all you know, you might save your wife.”

The principles here are also very clear:

1. If the unbelieving partner desires to preserve the marriage, the believing partner has no freedom to divorce him/her.
2. If the unbelieving partner chooses to leave and file for divorce, the believing partner is to let him/her depart. In such cases the believing partner is free to remarry, but “only in the Lord”. (1 Corinthians 7:39)

iv. Special Considerations

Every situation does not fit neatly into these categories. There are a number of varied situations that can and do arise. Many are of such a unique nature that general principles cannot be formulated for them. However, there are a few special cases that tend to reoccur regularly, and these are considered below:

Involving a Non-Biblical Divorce

When any divorce is obtained on non-biblical grounds and one of the parties remarries, that person has committed adultery since God never recognized the divorce as legitimate (Matt. 5:32; Mark 10:11). Since the remarried partner has “committed adultery,” the marriage bond is now broken and the remaining partner is free to remarry.

Involving a New Believer

In the case of a person who has just accepted Christ as his/her Savior, that person becomes a “new creation” in Christ (2 Corinthians 5:17). This does not mean that God immediately erases all painful memories, bad habits or underlying causes of past marital problems, but that He begins the process of transforming the believer through the Holy Spirit and the Word of God. Nor does this mean that the new believer is automatically freed from all responsibility related to his/her former or existing marriage.

1. If the new believer is presently separated from his/her spouse, he/she must seek genuine reconciliation with the estranged partner (1 Corinthians 7:11). If the partner refuses, and seeks and receives a divorce, the believer is free to remarry in the Lord according to 1 Corinthians 7:15.
2. If the new believer is presently divorced, he/she must seek genuine reconciliation with the divorced partner (1 Corinthians 7:11). If the partner refuses, the believer is free to remarry in the Lord according to 1 Corinthians 7:15.
3. If the new believer is presently divorced and his/her former spouse has since remarried, the marriage bond has been broken and the new believer is free to remarry in the Lord. To have the remarried partner obtain a second divorce to reconcile with the new believer would be a violation of the Scriptures (Deuteronomy 24:1-4).
4. If the new believer’s former spouse has remarried and is now divorced again, the new believer is not allowed to take the former spouse back (Deuteronomy 24:1-4) but is allowed to remarry in the Lord.
5. If the new believer is presently remarried, but his/her original divorce was not biblical, he/ she should not dissolve the present marriage to seek reconciliation with the former partner. To do so would be a violation of the Scriptures (Deuteronomy 24:1-4). The new believer should confess his/her sin, receive God’s forgiveness, and make his/her present marriage honoring to God.

Involving the Restoration of a Previous Marriage

It is assumed that the grace of God becomes operative in any attempt to reconcile a marriage. Two people who repent and confess their sin, and seek God’s power and strength, can once again experience the joy of a healthy marriage relationship. A true sign of repentance and salvation will be a sincere desire to restore a former marriage whenever possible.

Involving Remarriage from a Biblical Divorce

If the innocent party in a legitimate, biblical divorce is seeking remarriage, it is preferable that he/she waits until a spouse who is unwilling to reconcile has remarried. The purpose of such a wait is so as not to preclude any possibility of reconciliation.

However, this is not to be a hard and fast rule, but will depend upon a number of factors that must be evaluated by each person in such a situation (e.g., purity of life and thought, time, children needing a father/ mother, etc.)

v. Divorce and Spiritual Leadership

The church has a responsibility to uphold the biblical ideal of marriage, especially as exemplified by its leadership. In cases where there has been a divorce in a person's past, the church has an obligation to restrict, for a period of time, the person's involvement in leadership until it is proven that the person's lifestyle and/or present marriage exemplifies godliness, pure devotion and sacrificial love.

On the other hand, divorce is no greater sin than any other, and must not be placed in a unique category that is not in keeping with the Scriptures. 1 Timothy 3:2, 12 does not prohibit previously married men from serving as pastors and deacons. Such an interpretation would bar widowers from such service as well as divorced men, and this would be a clear contradiction of the Scriptures (1 Corinthians 7:39, Romans 7:1-3). Where there has been repentance, confession and forgiveness from God, a believer's qualifications for leadership must be evaluated on the qualities which currently characterize his/her life. The Bible does not see divorce as a sin that is to follow a person all his/her life or permanently disqualify him/her for all spiritual service.

Section f. Wedding Policy

i. Requirements

Unity Baptist Church is happy to participate in instituting Christian marriages for believers in Jesus Christ. The purpose of a Christian marriage is to glorify God together in reflecting the Gospel of Jesus Christ to the world through the marriage relationship and being an example of faithful obedience as the man and the woman seek to follow God's will together. Therefore, the requirements for marriage at Unity Baptist Church are as follows:

1. Both the man and the woman must meet the spiritual qualifications for church membership. That is, both must have a consistent testimony of living faith in Christ and true conversion. (1 Corinthians 6:14-7:1).
2. Their union must conform to the biblical teaching on marriage (see Marriage Policy).
3. The couple must have some legitimate connection to Unity Baptist Church. Legitimate connections include:
 - a. The man and/or the woman are church members at Unity.
 - b. The man and/or the woman's parents are church members at Unity.
4. The couple must remain sexually abstinent and live separately until marriage.
5. The couple must participate in approved premarital counseling.
6. If previously divorced, their union must conform to the biblical teaching on divorce and remarriage (see Divorce and Remarriage Policy).

ii. Approval

All weddings at Unity Baptist Church must be approved by the pastor. Wedding applications are available in the church office. Couples must complete an application and meet with the pastor before receiving approval for a wedding. Approval of a wedding application may remain under consideration through premarital counseling. Receiving premarital counseling does not guarantee approval for a wedding. Weddings will be "penciled in" on the church schedule until approved. Wedding invitations should not be ordered until approval is received.

Outside ministers may participate in wedding ceremonies upon the minister's conformity to the church's wedding policy and the pastor's approval.

iii. Responsibility

The bride and her family usually assume responsibility for the wedding arrangements. The bride and the groom (and the bride's parents if she is under age 18) are responsible for following the wedding policy. It is their responsibility to see that the professionals involved in the wedding and reception follow the policies which pertain to their individual services.

iv. Arrangements

The wedding application, as well as the deposit, should be turned in before the wedding can be scheduled on the calendar. The usage fee must be paid in full at least two weeks prior to the wedding. The deposit will be refunded if the building, grounds, equipment, chairs, tables, etc. are clean, left in good order, and there is no damage. A key to the buildings will be issued to the bride during office hours on the week of the rehearsal.

There will be no weddings scheduled on the following holidays (or the connecting weekend): Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday/Easter, Fourth of July.

All arrangements with your minister, audio/media technician, instrumentalists, or vocalists are to be made directly with them. Enlistment and fees for the audio/media technician, instrumentalists, and/or vocalists are the responsibility of the bride. Fees for these individuals are not part of the fees charged by the church.

v. Facilities

General Rules Governing Use of the Church Facilities and Property

1. All participants in activities on the church campus are expected to respect the church property and personal property of others.
2. The following activities are not permitted on the church campus:
 - a. Profanity
 - b. Gambling
 - c. Use of illegal drugs or alcohol
 - d. Use of tobacco products inside the buildings
 - e. Pets or animals with the exception of service animals
 - f. Any immoral or inappropriate behavior
3. All persons or groups utilizing the church facilities will be subject to the supervision and control of the church staff.
4. The individual or groups reserving the building must ensure that all windows are closed, A/C is off, lights are turned off, and doors are locked before leaving.
5. No food or drinks are allowed on carpeted areas.
6. Decorations should not be attached with tacks, staples, nails, or any method that will damage the wall or furnishings.
7. All persons reserving the church facilities must supply adequate adult supervision.
8. The church assumes no responsibility for any accidents. Individuals and groups participate at their own risk in all activities and programs.

9. The cost of repairs of damage to the church building or the equipment therein resulting from misconduct or misuse will be the responsibility of the person or persons reserving the facility.
10. Persons or groups utilizing the church buildings should not enter unauthorized areas such as office areas unless permission for entry is granted by the church staff.
11. Individuals or groups reserving the church facilities should pay close attention to personal property and valuables and not leave them unattended. The church is not responsible for the theft or damage to personal property.
12. Unclaimed items left in the building will be kept in the church office for a period of one week, after which the church reserves the right to dispose of the unclaimed item.
13. Failure to follow the stated building usage guidelines will result in at least the forfeiture of the individual or group's deposit.
14. Church staff are responsible for the interpretation and enforcement of this policy and the regulations contained therein.

vi. Fees

All payments should be made to Unity Baptist Church..

1. Refundable Deposit: \$200. Reservations will not be secured until the deposit is paid.
2. Usage Fee: \$150. The usage fee must be paid in full at least two weeks prior to the wedding.
3. Audio/Media Technician Fee: \$50/hour. It is the responsibility of the one making the reservation to secure the audio/media technician and to pay him.

**Unity Baptist Church
Wedding Application**

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Officiating Minister: _____

(Officiating minister and confirmation of premarital counseling must be approved by the pastor)

Bride

Name: _____

Address: _____

Church Membership: _____

Cell Number: _____

Groom

Name: _____

Address: _____

Church Membership: _____

Cell Number: _____

Connection to the Church

Church Member: _____

Relationship to church member: _____

Buildings Needed

- Worship Center
- Fellowship Hall/Kitchen

- Student Area
- Kids Building
- Preschool Building
- Adult Building

Fees

Church policy requires:

- Refundable Deposit: \$200 for members
- Usage Fee: \$150 for members
- Audio/Media Technician Fee: \$50/hour
(It is the responsibility of the one making the reservation to secure the audio/media technician and to pay him.)

Amount received: _____ Date received: _____

Agreement

We have read the policies and agree to abide by these conditions and will make every effort to see that our guests do likewise.

Bride's Signature: _____

Groom's Signature: _____

Date: _____

Approved: _____

Section g. Benevolence Policy

Church Members

Church members requesting assistance will be referred to the Deacon body for consideration, with the amount of assistance to be determined on a per case basis.

Non-Members

1. Assistance will not be given for rent or utilities to non-church members.
2. Requests for groceries will be referred to the Christian Care Ministries.
3. All other requests will be referred to the Deacon body for consideration.
4. Assistance will only be given once a year for each individual or family.
5. Persons requesting assistance must complete an Assistance Request form and provide a valid picture ID.

**Unity Baptist Church
Assistance Request Form**

Name: _____

Spouse's name: _____

Address: _____

Cell: _____ Date: _____

What church do you attend? _____

What type of assistance is requested: _____

How many people are living at your home? _____

Where do you work? _____

Where does your spouse work? _____

Do you receive government assistance? _____

What is your combined gross monthly income? _____

Have you requested assistance from any other church or ministry for this? _____

If so, what churches or ministries? _____

Have you received assistance from any other church or ministry for this? _____

If so, what type of assistance did you receive? _____

Have you ever received assistance from us? If so, when? _____

Section h. Bereavement Meal Policy

Introduction

Unity Baptist Church believes that God has given us a tremendous responsibility to minister to bereaved families. One aspect of such ministry involves the preparation of a funeral meal aimed at providing physical and emotional support for the affected family. While the church leadership encourages church members to take an active role in reaching out to bereaved families through personal visits and cooked meals, the church itself will provide an organized funeral meal. Thus, the following guidelines will assist in planning and in carrying out the luncheon.

General Guidelines

At an appropriate time after the death, the Pastor should ascertain whether or not the family would welcome a provided meal. If the family chooses to accept the meal, then the Pastor should seek the family's input in determining the logistics related to the luncheon such as time (before or after the service), location (church or home), and the number of family members participating. The Pastor will, in turn, notify the church office with the pertinent information.

After the Pastor relates the death (and subsequent logistical information) to the church office, the Secretary-Treasurer will contact the Kitchen Ministry leader.

The Kitchen Ministry leader will be responsible for contacting the rest of the team and arranging for the preparation of the meal. If the family chooses to have the luncheon at the church, the Kitchen Ministry team will work to ensure the proper setup of the church facility.

The church will provide the funds to purchase the primary meat. These funds will be budgeted annually.

Section i. Transportation Policy

The Church Properties Committee will implement church policies in matters regarding the administration, operation, and maintenance of all church vehicles. Passenger safety is a priority at all times. Drivers of Unity Baptist Church vehicles shall obey the posted speed limits at all times and drive conservatively, defensively, and courteously at all times.

A schedule of vehicle utilization will be kept in the church office. Requests to use the vehicles must be made through the church office during normal office hours Monday through Thursday. Reservations will be entered into and maintained on the church website calendar and will be on a first-come, first-serve basis.

The scheduling of transportation for trips that would require travel time of greater than approximately 6-8 hours or exceed approximately 400-500 miles (one-way) should be coordinated with the church properties committee and the church office during the planning of the trip.

Vehicles shall be utilized for group transportation of Unity Baptist members and staff only. Personal use is not allowed.

Passenger accountability during travel to and return from destination is the responsibility of the scheduling group or individual. Church policies and rules shall be adhered to when students or kids are transported. Chaperones are the responsibility of the group utilizing the vehicle. Drivers should ensure that they hold a current, valid license to utilize the scheduled vehicle and are on the approved drivers' list of Unity Baptist Church (authorized by the church insurance company.)

- Bus (CDL with passenger endorsement and current medical certification; required for vehicles capable of transporting more than 15 passengers with driver)

Drivers should comply with all applicable Commercial Driver's License requirements for transportation of passengers and bus operation. In the event that a church vehicle is disabled or involved in an accident, passenger and driver safety and any necessary first-aid is priority. The vehicle log (registration and proof of insurance) must be carried on all trips. This log will include mileage at the beginning and end of the trip, name of driver(s), number of passengers, and name of organization or group using the vehicle.

The Church Properties Committee tries to ensure that Unity Baptist Church vehicles are properly maintained on a routine basis; however, drivers should check all fluid levels and the overall condition of the vehicle prior to each use.

On extended trips, engine oil level and visible coolant level should be checked and a routine visual inspection (especially tire condition) of the vehicle should be conducted at each fuel stop. Other vital fluid levels (power steering, brakes, and transmission) should be checked periodically on extended trips and routine operational assessment of brake and steering operation should be conducted. If traveling at night, proper operation of vehicle lighting should be verified.

Vehicle deficiencies or specific maintenance requests for vehicles should be documented and reported to the Church Properties Committee.

The organization using the vehicle(s) will be responsible for return of the vehicle in a clean condition, and with a full tank of fuel. The driver is responsible for seeing that the vehicle is adequately fueled, and the person in charge of the trip is responsible for seeing that the vehicle is cleaned.

General rules of conduct that should be enforced by the responsible driver and person in charge:

- There will be no smoking or consumption of alcoholic beverages in the vehicles at any time.
- Passengers are responsible for conducting themselves in a manner that will bring honor to the Lord and our church.
- Passengers should remain seated with seat belt on (if available) and all extremities inside the vehicle at all times.
- Food and drinks are routinely allowed on extended trips, however discretion is encouraged and the responsible driver must approve.
- The rear door of the bus shall NOT be used except in case of an emergency.

Failure to comply with rules of conduct may result in losing the privilege of riding any church vehicle for a specified time. That time period would depend on the seriousness of the offense as determined by the person in charge.

These policies are subject to change or revision as deemed necessary by the Church Properties Committee and as approved by the Church Council.

