

MOUNT VERNON BAPTIST CHURCH MINISTRY GUIDE

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This *Ministry Guide* should be followed as closely as possible; however, the prompting of the Holy Spirit and/or Scripture takes precedent, if necessary.

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INTRODUCTION

Church Theme: Growing for His Glory

Church Motto: The success to growing is God. The motivation to growing is Jesus. The guide to growing is the Spirit. The key to growing is me. Lord, help me to do my part that my church and I may grow for Your glory. This is my prayer in Jesus's name. Amen.

Church Description: Mount Vernon Baptist Church is composed of a community of people in the general area of the church, sharing and celebrating their faith as they grow in God together.

Church Mission Declaration: As we work in teams, we grow in our faith to give and to go; grow in our fellowship to embrace and to embark; and grow for the future to preserve our faith and continue to persevere.

ARTICLE I. NAME

This body will be known as Mount Vernon Baptist Church, located at 2650 Pine Street, Albertville, Alabama 35950. This church was organized in May 1879 with six charter members and the Reverend Reid as Pastor.

ARTICLE II. STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. Copies of this document are available for review. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism, the Lord's Supper, and marriage between one man and one woman.

1. Believer's Baptism:

This church will receive for baptism any person who has received Jesus Christ as Savior by personal faith, professing him publicly at any worship service, and indicating a commitment to follow Christ as Lord. The Pastor, or whomever the church will authorize, will administer baptism by immersion in water. The Baptismal Team will assist in the preparation for and the observance of baptism. Baptism will be administered as an act of worship during any worship service of the church.

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

2. The Lord's Supper:

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. The Pastoral staff and deacons will administer this ordinance with the Pastoral staff and deacons being responsible for the physical preparations. At least once a year, the Lord's Supper will be observed during the regular morning worship service.

Matthew 26:26; Mark 14:22-26; Luke 22:19-20; Acts 20:7; 1 Corinthians 10:16, 21; 11:23-29.

3. Marriage:

We believe that marriage is a union between one man and one woman, following Biblical principles. We believe that God sanctions only the union of a man to a woman, including civil unions. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, pedophilia, any attempt to change one's sex, or disagreement with one's biological sex is sinful and offensive to God. Therefore, this church sanctions only a ceremony compatible with Biblical standards. Due to our belief in the Biblical teachings about marriage, same-sex couples will not be married in any facilities or properties owned by this church. Additionally, ministers of Mount Vernon Baptist Church will not perform any same sex marriages or civil unions whether on or off church properties. Doing so would be grounds for termination.

Genesis 2:19-24; Leviticus 18:22; Matthew 19:4-6; Romans 1:18-27; Ephesians 5:22-33; Hebrews 13:4.

ARTICLE III. CHURCH COVENANT

We subscribe to and recommend that we abide by the following church covenant:

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

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and disciplines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk cautiously in the world; to be just in our dealings, faithful in our engagements, and exemplary in our behavior, quick to listen and slow to anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and, mindful of the rules of our Savior, to secure it without delay.

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

ARTICLE IV. RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons received by the members will constitute the membership.

All internal groups created and empowered by the church will report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other church body; but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the Marshall Baptist Association, the Alabama Baptist State Convention, and the Southern Baptist Convention.

ARTICLE V. MEMBERSHIP

1. Qualifications:

Members may be received at any regular service of this church by majority vote of the members present by any one of the following ways:

- A. by profession of faith and the baptism by immersion according to the policies of this church;
- B. by promise of a letter of recommendation from another church of like faith and order;
- C. upon a statement of prior conversion experience and baptism by immersion in a church of like faith and order.

Should there be any dissent as to any candidate, it will be referred to the Pastoral staff and deacons for investigation with a recommendation to the church within thirty (30) days.

2. Duties:

All members...

- A. will be equally responsible for the work of the church.
- B. will support the church with contributions of time, substance, and service.
- C. should be interested in the church's programs and ministries.
- D. should strive to attend all business meetings.
- E. should enter into the services of worship.
- F. should endeavor to grow in Christian stature.
- G. should support, encourage, and pray for the leaders of the church.
- H. will be directed in participation of New Member Orientation.

3. Rights:

Every member of the church...

- A. may act and vote in the transactions of the church, if present.
- B. is eligible for consideration by the membership for elective positions in the church, except for that of deacon.

4. Discipline:

- A. It will be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member.
- B. The Pastoral staff and deacons are available for counsel and guidance.
- C. The attitude of members toward one another will be guided by a concern for redemption, reconciliation, and restoration, rather than punishment.
- D. In accordance with *Matthew 18*, the Pastoral staff and deacons will take every reasonable measure to resolve a problem resulting from a serious condition that would cause a member to become a liability to the general welfare of the church.
- E. Exclusion of a member, if necessary, will be conducted as found in Article XI of this Ministry Guide. Membership may be restored upon request of the excluded person by the vote of the church per evidence of the person's repentance and reformation.

5. Termination:

Membership will be terminated...

- A. by death of a member.
- B. by transfer to another church of like faith and order.
- C. upon request or by proof of membership in a church of another denomination.
- D. by exclusion by action of this church.

ARTICLE VI. OFFICERS

***All who serve as officers of this church will be members of this church.**

1. Pastor:

- A. The Pastor is the spiritual leader of the congregation.
- B. The Pastor is responsible to preach the messages that God leads him to deliver.
- C. The Pastor will not perform any same-sex marriages or civil unions whether on or off church-owned properties. Doing so would be grounds for termination.
- D. The Pastor will call upon those seeking spiritual help, visit the sick and distressed, and minister to needs as he becomes aware of them.
- E. The Pastor is the ex-officio member of all teams named and/or elected by the church.
- F. The Pastor shall serve as the moderator of business meetings.

- G. The Pastor will be an ordained minister of approved standing in the Southern Baptist Convention.
- H. The Pastor will be an example to the flock, in all sobriety and godliness, in his personal life.
- I. The Pastor will supervise and control the pulpit during his tenure of office.
- J. The Pastor will select evangelists who will assist in special revival services, including ministers who will preach on stated occasions.
- K. The Pastor will give public notice of resignation during any worship service, relinquishing the office of Pastor within thirty (30) days, as led by the Spirit.
- L. The Pastor will be called for an indefinite period of time.
- M. The Pastor can be terminated by the acceptance of his resignation by the church, or as found in Article XI.
- N. When terminated, the Pastor will be compensated one-twelfth (1/12th) of his total annual compensation, rendered within thirty (30) days, except in instances of gross misconduct.

***If the office of Pastor is vacant...**

- A. The Chairman of Deacons will become the chief administrator of all church functions in accordance to church policies, procedure, and this *Ministry Guide*, doing so until an Interim Pastor is elected and has taken office.
- B. Deacons are responsible for filling the pulpit for all church services until an Interim Pastor is elected by the church and takes office.
- C. The Personnel Team will recommend a salary for the Interim Pastor to the Stewardship Team.
- D. The Pastor Search Team shall be nominated, as soon as possible, by the elected following officers of their respective church ministries, with each one nominating one representative:
 - 1. Chairman of the Deacons
 - 2. Sunday School Director
 - 3. Discipleship Training Director
 - 4. Men's Ministry
 - 5. WMU
- E. The Chairman of Deacons will present the nominees for the Pastor Search Team to the church for approval.
- F. After approval by the church, the Pastor Search Team will fulfill the following duties:
 - 1. recommend an Interim Pastor to fill the pulpit until a Pastor has been secured;
 - 2. recommend a job description and salary for the Pastor to the church for approval;

3. solicit résumés from prospective candidates and narrow the list of prospects by utilizing the sources of information determined most reliable;
 4. conduct interviews, and through careful vetting, prayerfully select the man meeting the church's qualifications;
 5. invite the man to preach in a Sunday morning service in view of a call (Only one man at a time will be considered.).
- G. In a special business meeting called within seven days after the candidate's visit, church members will vote by secret ballot. The candidate must receive two-thirds ($\frac{2}{3}$) majority of the votes cast with the required quorum of at least fifty (50) members present. Based on the result of said vote, the candidate will be called as Pastor or the candidate's name will be removed from consideration. If the call is extended, the Pastor Search Team will fulfill the following duties:
1. receive his reply and communicate it to the church;
 2. assist the church in the transition;
 3. conclude their responsibilities.

2. Ministerial/Non-ministerial Staff

- A. Church staff are personnel employed by the church, defined as persons to whom the church pays a regular salary, except the Pastor and those hired by various teams, such as paid nursery workers.
- B. Church staff will support the Pastor in every phase of church programs.
- C. Church staff will work to assist the Pastor, relieving his work load as needs dictate, promoting the entire church program as directed and guided by the Pastor.
- D. Church staff positions will have a written job description, detailing duties, prepared by the Staff Search Team and approved by the church.
- E. Ministerial and non-ministerial staff will be recommended by the Staff Search Team and the Pastor for approval by the church.
- F. Ministerial and non-ministerial staff are under the direct supervision of the Pastor.
- G. Ministerial staff will be ordained minister(s) of approved standing in the Southern Baptist Convention.
- H. Ministerial and non-ministerial staff may be terminated by a two-thirds ($\frac{2}{3}$) majority of votes cast with the required quorum of at least fifty (50) members present. Voting must be conducted by secret ballot.
- I. Ministerial and non-ministerial staff may be terminated at the discretion of the Pastor and deacons in cases of gross misconduct.
- J. When a ministerial or non-ministerial staff member is terminated (except in cases of gross misconduct), he/she shall be compensated one twelfth ($\frac{1}{12}$) of their total annual compensation rendered within thirty (30) days.
- K. Persons employed by various teams, such as paid nursery workers, are

under the direct supervision of the respective Team Leader; necessary termination will be carried out by the hiring team.

***If a staff position is vacant...**

- A. A Staff Search Team will be nominated by the deacons and elected by the church for the purpose of calling a staff member.
- B. The Staff Search Team and Pastor will recommend a job description and salary for the position to the church for approval; approval will allow the Staff Search Team to seek suitable prospects for the position.
- C. The Staff Search Team may make arrangements for the completion of the duties listed in the job description to be done by volunteers or part-time help.
- D. After due diligence and seeking prayerful counsel, the Staff Search Team and Pastor will present one individual at a time to the church for consideration.
- E. A special business session will be called given a 10-14 days notice to either accept the candidate for the position or to continue the search.

3. Deacon Chairman

- A. The Deacon Chairman will be an ex-officio member of the Personnel Team, the Stewardship Team, and the Building Team, conveying the recommendations of the deacons for consideration by these teams.
- B. The Deacon Chairman will serve as Moderator in the absence of the Pastor.
- C. The Deacon Chairman will appoint a Ministry Guide Team to study this document, recommending revisions, as necessary, once every three years, beginning with adoption date.
- D. The Deacon Chairman will update this document when revisions are made.
- E. The Deacon Chairman will serve as part of a Ministry Guide Interpretation Team when such is needed along with the Deacon Secretary and Church Clerk.
- F. The Deacon Chairman will be a regular member of the Church Council.

4. Deacons

- A. The deacons will attend to all matters committed to their charge.
- B. The deacons are to be considered as assistants to the Pastor in the administration of all his work, especially in the administration of the ordinances.
- C. The deacons will nominate the Nominating Team Leader and members and will present the names to the church for approval.

- D. The deacons will nominate the Personnel Team Leader and members and will present the names to the church for approval.
- E. The deacons will communicate the church's work to church members and the community at large.
- F. The deacons will elect their own officers. After deacon election and before the first meeting of the new church year, a committee consisting of the current Deacon Chairman, Deacon Secretary, and Pastor shall prayerfully and confidentially select a nominee for Deacon Vice-Chairman from the deacon body. The nominee shall then be contacted to verify that he will accept the position. The incoming Deacon Chairman should present that name at the first meeting of the church year for approval of the entire deacon body.
- G. The deacons will appoint special teams as needed to efficiently and effectively facilitate the tasks assigned to them.
- H. The deacons will meet periodically on a date determined by the Pastor and/or deacons.

***If the office of Deacon is vacant...**

- A. When the need arises to have more active deacons, the ministerial staff and active deacons will prayerfully consider men who could serve in this capacity. After a vetting period, the men who will consider serving as an active deacon with the church's approval will be presented to the church on a Sunday morning. If any member has concerns about any candidate presented, they must schedule a meeting with the ministerial staff member or active deacon within thirty days to discreetly express their concerns.
 - All concerns shared with ministerial staff and active deacons will be prayerfully considered and further questions may be asked of the candidate.
 - After thirty days, the men being considered will be presented to the church for approval. With the church's approval, these men will join the active deacon body at the next scheduled deacons' meeting.
- B. The consideration of new deacons will be on an as-needed basis at the discretion of the ministerial staff and active deacons. All church members can at any time approach a ministerial staff member or active deacon with a name or names of men they would like to be considered to serve as an active deacon in the future.
- C. Deacons shall be qualified according to Scriptures from *Acts 6* and *1 Timothy 3:8-13*:
 1. Men of good reputation *Acts 6:3*
 2. Full of the Holy Spirit and wisdom *Acts 6:3*
 3. Full of faith *1 Timothy 3:13*
 4. Reverent *1 Timothy 3:8*

5. Not given to much wine *1 Timothy 3:8*
 6. Not greedy for money *1 Timothy 3:8*
 7. Tested and found blameless *1 Timothy 3:10*
 8. Wives must be reverent, not slanderers, temperate, faithful in all things *1 Timothy 3:11*
 9. Husband of one wife, ruling their children and household well *1 Timothy 3:12*
- D. The following are *not* eligible for nomination:
1. Deacon Emeriti
 2. Paid ministerial staff
 3. Active deacons
 4. Women
- E. An ordained deacon coming to this church from another will not be eligible to serve on the active deacon body until he has been a member of this church for one year. His previous ordination by another church of like faith and order will suffice for this church.
- F. Men who are not ordained will be eligible for deacon after two complete years of membership of this church.
- G. Any man approved to be a deacon who is not ordained will be ordained in a special service arranged by the ministerial staff and active deacons. The ordination will be for life. However, this church reserves the right to rescind the ordination of anyone who brings reproach upon the Lord and His church, doing so by a two-thirds ($\frac{2}{3}$) majority vote in a properly scheduled business meeting.

5. **Moderator**

- A. The Moderator will prepare for, preside over, coordinate, and facilitate productive business meetings in an orderly, efficient manner.
- B. The Moderator will be thoroughly familiar with Robert's Rules of Order, latest edition, as well as this Ministry Guide.
- C. The Pastor of this church will serve as Moderator.
- D. The Moderator will refer any motions coming to the church floor to the appropriate team when necessary.

6. **Clerk**

- A. The Clerk will be elected annually, upon recommendation of the Nominating Team, to take office August 1.
- B. The Clerk will keep a suitable record of all official actions of the church, except when otherwise provided for herein.
- C. The Clerk will present to the church for approval, in written form, the minutes of prior business.
- D. The Clerk will have a copy of this Ministry Guide at the business meetings of the church.

- E. The Clerk will serve as part of a Ministry Guide Interpretation Team when such is needed.
- F. The Clerk, along with the Media Center Team Leader, will serve as Church Historian.
- G. The Clerk will convey necessary information about new members to the New Member Orientation Director and to the Deacon Chairman.
- H. The Clerk will be a regular member of the Church Council.

7. Treasurer

- A. The Treasurer will be elected annually, upon the recommendation of the Nominating Team, to take office August 1.
- B. The Treasurer will be responsible for the proper receipt, accounting, and disbursement of church funds within policies established by the church for adequate financial records and payment procedures.
- C. The Treasurer will make quarterly and annual reports to the Stewardship team and church.
- D. The Treasurer will provide for records of individual contributions.
- E. The Treasurer will instill and preserve high financial morale throughout the congregation.
- F. The Treasurer will serve as an ex-officio member of the Stewardship Team, advising this team in any revision of format or procedure used in the preparation and presentation of quarterly reports to the church, and in recommending and establishing policies related to the receiving, accounting, and disbursing of church monies, and in the development of the annual church budget.
- G. The Treasurer will be a regular member of the Church Council.
- H. All funds received for any and all purposes will pass through the designated counters and or/Treasurer. The funds will be properly recorded on the books of the church.
- I. Designated funds will be used for the items designated, be maintained in a separate account, and will be paid immediately after the fund is complete. After the need for the fund is met and/or there is no activity in that fund, the remainder of the fund will be moved at the Treasurer's discretion.

8. Trustees

- A. The church will have five Trustees, who are active members, to serve as legal officers of the church.
- B. The Trustees will be nominated, as needed, by the Church Council, with the church members electing by secret ballot.
- C. The Trustees will serve as legal representatives in all transactions related to the church.

- D. The Trustees will hold legal title to the church property, signing all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in business session.
- E. The Trustees will maintain an up-to-date inventory of all church property, mortgage loans, and insurance records on church property. This information should be kept in a safety deposit box located at a bank at which the church has its account. Copies of this information should be maintained in the church office for ready reference.
- F. The Trustees will stay informed of the latest insurance and legal changes, reporting these to the church body, and advising in the church staff and any team concerning legal matters.

ARTICLE VII. MINISTRY TEAMS

***All who serve on teams of this church will be members of this church.**

Each team will have a Team Leader and Recorder, with the recorder being elected by the team.

Teams having any motions to bring before the church for approval will bring them straight to the church floor.

Ex-officio members have the right to receive all notices, being counted in calculating a quorum to determine if a quorum is present. They do not have voting rights.

The number suggested for each team is a minimum number. Teams may request additional team members as needed.

1. Standing Teams

Standing team members will serve on a three-year rotation with approximately one-third ($\frac{1}{3}$) to be elected each year, when applicable.

All teams will be expected to prepare an annual budget request to submit to the Stewardship Team by November 1.

Each team will be responsible for keeping current policies and procedures regarding items in which they are involved.

A. Nominating Team

1. The Nominating Team will consist of a **Team Leader and five additional members.**
2. Team members will be nominated by the deacons at their August meeting and elected by the church to take office by September 1 and will remain active until a new team takes office.
3. The Nominating Team will include as ex-officio members the church ministry leaders of Sunday School, Discipleship Training, Women's Ministry, Men's Ministry, Audiovisual Ministry, and Media Library Ministry. These ministry leaders will attend meetings where their ministry areas are to be discussed.
4. The Nominating Team will approve nominated persons before enlisting them for service.
5. The Nominating Team will bring nominations for positions for approval by the church in a timely manner prior to their taking office for the new church year.
6. The Nominating Team will work with ministry leaders to fill any vacancies during the year and nominate additional officers and teachers as necessary for subsequent approval by the church.
7. The Nominating Team will keep and maintain current policies and procedures in matters concerning this team.

B. Personnel Team

1. The Personnel Team will consist of a **Team Leader and four additional members.**
2. Team members will be nominated by the deacons at their August Meeting and elected by the church to take office by September 1 and will remain active until a new team takes office.
3. The Personnel Team will include the Deacon Chairman as an ex-officio member.
4. The Personnel Team will develop and recommend salaries and benefits for all persons paid a salary to the Stewardship Team for inclusion in the budget.
5. The Personnel Team will complete a review of salaries and benefits by December 1.
6. The Personnel team will submit, review, and maintain current position descriptions.
7. The Personnel Team will serve as a counting team for church business, as needed.
8. The Personnel Team will keep and maintain current policies and procedures in matters concerning this team.

C. Missions Team

1. The Missions Team will consist of the following ministry leaders serving until their tenure as team leaders has expired: **Minister of Students, Women's Ministry Leader, Men's Ministry Leader,**

Sunday School Ministry Leader, Discipleship Training Ministry Leader, Treasurer, Stewardship Team Leader, Outreach Team leader, and the Pastor.

2. The Missions Team will make recommendations to the Stewardship Team regarding all missions' expenditures of the church for church-directed missions as approved in the church budget.
3. The Mission Team will review mission trips, ministries, and opportunities for the church.
4. The Missions Team will assist active members monetarily on budget-approved missions/ministries.
5. The Missions Team will keep and maintain current policies and procedures in matters concerning this team.

D. Preschool Team

1. The Preschool Team will consist of the following: **Preschool Ministry Leader, nursery representative, preschool representative, Mission Friends Leader, Preschool Choir Leader, a mother and father, not from the same family**, nominated by the Nominating Team and approved by the church.
2. The Preschool Team will coordinate planning among preschool workers, parents, and church leaders insuring all are working together to best meet the preschoolers' needs.
3. The Preschool Team will coordinate special activities and programs with the church staff and leaders.
4. The Preschool Team will recommend the purchase of furnishings and supplies according to church policies and procedures.
5. The Preschool Team will coordinate space assignments for preschool work.
6. The Preschool Team will provide an annual conference for all preschool workers to review/introduce instructional strategies/techniques.
7. The Preschool Team will properly publicize relative policies and procedures.
8. The Preschool Team will be responsible for the extended session of the nursery during worship services and Wednesday night activities.
9. The Preschool Team will employ and supervise paid nursery workers, Recommending the pay scale for approval by the Stewardship Team and included in the preschool budget.
10. The Preschool Team will keep and maintain current policies and procedures in matters concerning this team.

E. Music Team

1. The Music Team will consist of the **Minister of Music as Team Leader, Pianist, Organist, Youth Choir Leader, and Children's Choir Leader(s)** serving until their tenure as such has expired.

2. The Music Team will assist the church in matters relating to church music and music education.
3. The Music Team will promote training for the leaders of the choir programs.
4. The Music Team, in cooperation with the Minister of Music, will prepare an annual budget request to submit to the Stewardship Team for the total music program of the church.
5. The Music Team will assist the Minister of Music in filling the positions of pianist, organist, assistants of church worship services, and leaders of graded choir programs, and in fulfilling his responsibilities.
6. The Music Team will keep and maintain current policies and procedures in matters concerning this team.

F. Baptismal Team

1. The Baptismal Team will consist of a **married couple as Team Leaders and six additional members** nominated by the Nominating Team and elected by the church to take office by August 1.
2. The Baptismal Team will fill and heat the water for baptism service.
3. The Baptismal Team will prepare and maintain the Pastor's robe, baptismal robes for candidates, and towels, if needed.
4. the Baptismal Team will assist candidates in preparing for baptism, then aid as needed following baptism.
5. The Baptismal Team will perform duties and return the area to pre-service condition.
6. The Baptismal Team will keep and maintain current policies and procedures in matters concerning this team.

G. Flower Team

1. The Flower Team will consist of **three members**. This team will elect its own **Team Leader**.
2. The Flower Team will develop a consistent method of sending flowers from the church.
3. The Flower Team will assist and plan for Christmas decorations for the general areas of the church.
4. The Flower Team will keep and maintain current policies and procedures in matters concerning this team.

H. Long Range Planning Team

1. The Long Range Planning Team will consist of the **Pastor, Minister of Music, Minister of Students, Sunday School Ministry Leader, Discipleship Training Ministry Leader, Men's Ministry Leader, Women's Ministry Leader, Audiovisual Leader, and Treasurer** and will elect their own leader.
2. The Long Range Planning Team will develop a plan for the future of the church.

3. The Long Range Planning Team will keep and maintain current policies and procedures in matters concerning this team.

I. Host/Hostess Team (rotating team)

1. The Host/Hostess Team will consist of a Team Leader and thirteen additional members nominated by the Nominating Team and elected by the church to take office by August 1.
2. The Host/Hostess Team will inform and assist the church in planning and providing food for events.
3. The Host/Hostess Team will arrange the Family Life Center for events, returning it to its previous condition following the event.
4. The Host/Hostess Team will maintain a stocked kitchen, purchasing when necessary according to policies.
5. the Host/Hostess team will confer with the Property and Space Team regarding purchasing of equipment and construction/remodeling of kitchen and dining facilities when necessary.
6. The Host/Hostess Team will keep the kitchen rules posted in a conspicuous place in the kitchen.
7. The Host/Hostess Team will keep and maintain current policies and procedures in matters concerning this team.

J. Property and Space Team (rotating team)

1. The Property and Space Team will consist of a **Team Leader and six additional members** nominated by the Nominating Team and elected by the church to take office by August 1.
2. The Property and Space Team will inspect and maintain all church properties, equipment, and furnishings, periodically, excluding church vehicles, cemetery, and audiovisual.
3. The Property and Space Team will maintain an inventory of all equipment and furnishings.
4. The Property and Space Team will maintain a master key of all locks, issuing and reclaiming keys as necessary, with records of those people holding keys.
5. The Property and Space Team will annually coordinate with church program leaders to evaluate space allocations to determine better use, recommending space rearrangements to secure maximum utilization of educational and activity space.
6. The Property and Space Team will seek new space as growth warrants.
7. The Property and Space Team will assist the church in arranging, equipping, and administering adequate worship space.
8. The Property and Space Team will assist the church in determining needs, acquiring property, and arranging, equipping, and administering parking space.

9. The Property and Space Team will assist the church in the selecting and maintaining proper and adequate furnishings for church programs and activities.
10. The Property and Space Team will assist other teams and groups in responsibilities relating to church property and use.
11. The Property and Space Team will promote, through whatever means available, the conservation of energy and other natural resources, which are used in the operation of church facilities.
12. The Property and Space Team will keep and maintain current policies and procedures in matters concerning this team.

K. Recreation Team (rotating team)

1. The Recreation Team will consist of a **Team Leader and nine additional members** nominated by the Nominating Team and elected by the church to take office by August 1.
2. The Recreation Team will assist the church to meet the recreation needs of members and groups of the church.
3. The Recreation Team will provide a program which ministers to those we seek to influence.
4. The Recreation Team will provide recreational activities, consultation, leadership assistance, and resources for the church.
5. The Recreation Team will keep and maintain current policies and procedures in matters concerning this team.

L. Stewardship Team (rotating team)

1. The Stewardship Team will consist of a **Team Leader and four additional members** nominated by the Nominating Team and elected by the church to take office by August 1.
2. The Stewardship Team will include the Deacon Chairman and the Treasurer as ex-officio members.
3. The Stewardship Team will develop and recommend methods to introduce Biblical stewardship concepts to church members using appropriate channels.
4. The Stewardship Team will seek to develop church understanding of and commitment to associational, state, and international missions through the Cooperative Program.
5. The Stewardship Team will discover ways to plan and support church ministries through budget development, promotion, and commitment.
6. The Stewardship Team will prepare and submit an inclusive budget to the church for approval to take effect by January 1; the budget will indicate, by items, the amount needed and sought for all expenses, including salaries, salary increases/decreases, and benefits of church employees submitted by the Personnel Team. The church fiscal year will run from January 1 to December 31.
7. The Stewardship Team will insure that sound procedures are instituted for collecting, counting, safeguarding, and disbursing funds.

8. All funds are to be disbursed by a purchase order request by team leaders, ministry leaders, or by leaders of a particular project.
9. All funds to be disbursed are to be approved by the Treasurer, Co-Treasurer, or the Stewardship Team Leader.
10. The Stewardship Team will keep and maintain current policies and procedures in matters concerning this team.

M. Usher Team (rotating team)

1. The Usher Team will consist of a **Head Usher and Assistant Head Usher** nominated by the Nominating Team and elected by the church to take office by August 1.
2. The Usher Team will determine that ushers are present and in place prior to services, will see that offering plates are in place, and will receive offerings.
3. The Usher Team will insure that ushers are available for revivals and other special church meetings.
4. The Usher Team will keep and maintain current policies and procedures in matters concerning this team.

N. Outreach Team (rotating team)

1. The Outreach Team will consist of a **Team Leader and nine additional members** nominated by the Nominating Team and elected by the church to take office by August 1.
2. The Outreach Team Leader will also be a member of the Missions Team.
3. The Outreach Team will help promote special activities, speakers, ministries, and events.
4. The Outreach Team will help prepare information for visitors and prospective members.
5. The Outreach Team will promote our desire for the unchurched to find a place of worship and service.
6. The Outreach Team will provide church members printed materials to help them become better acquainted with one another.
7. The Outreach Team will organize and promote community outreach/events.
8. The Outreach Team will assist the church and its ministry leaders by making studies of community needs, recommending plans for meeting those needs, and administering the work assigned to it.
9. The Outreach Team will search for opportunities to spread the Gospel outside the church, both locally and globally.
10. The Outreach Team will keep and maintain current policies and procedures in matters concerning this team.

O. First Touch and Greeters Team (rotating team)

1. The First Touch and Greeters will have a **Team Leader and Assistant Team Leader** and will work as an extension of the Outreach Team.

2. The First Touch and Greeters Team will enlist volunteers for the purpose of greeting people in the parking lot as well as welcoming people inside the entrances of the church.
3. The First Touch and Greeters Team will serve on a rotational basis. The Team Leader, Assistant Team Leader or another team member will prepare a schedule. (Office staff can assist when needed.)
4. Greeters will be assigned the duty of distributing bulletins as well as guiding guests to the proper areas of the church.
5. The First Touch Team will attend to the needs in all parking areas surrounding the church. They will assist with the following:
 - a. Welcome all people with, "Great to see you today!" (This applies to both members and guests.)
 - b. Be mindful to offer assistance if necessary.
 - c. Have umbrellas in the parking areas when it is raining.
 - d. Attend to any other needs in the parking lot.
6. Times will be in accordance with class times and service times.
7. The First Touch and Greeters Team will keep and maintain current policies and procedures in matters concerning this team.

P. Transportation Team (rotating team)

1. The Transportation Team will consist of **six members with a CDL license** nominated by the Nominating Team and elected by the church to take office by August 1. This team will elect its own **Team Leader**.
2. The Transportation Team will inspect, maintain, and clean all church vehicles periodically.
3. The Transportation Team will assist and recommend to the church needs pertaining to transportation.
4. The Transportation Team will coordinate with church ministry leaders and/or the church office on dates when vehicles are needed by different ministries.
5. The Transportation Team will develop a budget for the transportation needs of the church.
6. The Transportation Team will keep a log of mileage and expenses of the church vehicles, if necessary.
7. The Transportation Team will keep and maintain current policies and procedures in matters concerning this team.

2. Special Teams

Special teams are to be elected when the church determines a need.

A. Building Team

1. The Building Team will consist of a **Team Leader and six additional members** nominated by the deacons and elected by the church in a business meeting.
2. The Building Team will work with the Property and Space Team, when applicable.
3. The Building Team will include the Deacon Chairman as an ex-officio member.
4. The Building Team will guide the church through orderly and successful projects for the construction of new facilities and/or the improvement of existing facilities.
5. The Building Team will assist other teams in responsibilities relating to church property and space.
6. The Building Team will determine what furnishings and musical instruments are needed in a newly constructed space.
7. The Building Team will survey the income potential of the church.
8. The Building Team will report to the church and secure church decisions on the following:
 - a. Type and amount of space to be constructed;
 - b. Acquisition of properties needed and the plan for financing the project;
 - c. Employment of an architect, if necessary.
9. The Building Team will secure a suitable master plan and floor plans for program utilization of present and/or proposed new buildings.
10. The Building Team will obtain cost estimates for the total project.
11. The Building Team will present design plans and cost estimates to the church for approval.
12. After church authorization, the Building Team will secure bids and let contracts for construction.
13. The Building Team will work with the architect (if employed) on the following:
 - a. Development of design drawings, detailed construction drawings, and other project documents;
 - b. Retrofitting existing buildings for HVAC;
 - c. Designing new construction for energy efficiency;
 - d. Supervision of the project construction.
14. The Building Team will select, purchase, schedule delivery, and supervise installation of furnishings, and then prepare the facility for occupancy.
15. The Building Team will plan the facility dedication service.

B. Pastor Search Team

1. The Pastor Search Team's principal function is to work with Divine empowerment in a true sense of spiritual seeking and yielding to God in an effort to fill the position of Interim Pastor and Pastor of this church.

C. Staff Search Team

1. The Staff Search Team's principal function is to work with Divine empowerment in a true sense of spiritual seeking and yielding to God in an effort to fill a vacant staff position of this church.

**ARTICLE VIII.
PROGRAM MINISTRIES**

1. Sunday School

- A. The Sunday School Ministry Leader will be nominated by the Nominating Team and elected by the church.
- B. The Sunday School Ministry Leader will be an ex-officio member of the Nominating Team, will attend meetings when Sunday School concerns are discussed, and will assist in filling Sunday School position vacancies.
- C. The Sunday School Ministry Leader will submit a budget for Sunday School to the Stewardship Team.
- D. The Sunday School Ministry Leader will be a regular member of the Church Council and the Missions Team.
- E. Sunday School will serve as the basic Bible teaching program of the church.
- F. Sunday School will reach persons for Bible study, will teach the Bible, will witness to persons about Christ, will lead persons into church membership, will minister to Sunday School members/nonmembers, will lead members to worship, and will interpret and support the work of the church and denomination.

2. Discipleship Training

- A. The Discipleship Training Ministry Leader will be nominated by the Nominating Team and elected by the church.
- B. The Discipleship Training Ministry Leader will be an ex-officio member of the Nominating Team, will attend meetings when Discipleship Training concerns are discussed, and will assist in filling Discipleship Training position vacancies.
- C. The Discipleship Training Ministry Leader will submit a budget for Discipleship Training to the Stewardship Team.
- D. The Discipleship Training Ministry Leader will be a regular member of the Church Council and the Missions Team.

- E. Discipleship Training will serve as discipleship unit of the church.

3. Women's Ministry

- A. The Women's Ministry Leader will be nominated by the Nominating Team and elected by the church.
- B. The Women's Ministry Leader will be an ex-officio member of the Nominating Team, will attend meetings when Women's Ministry concerns are discussed, and will assist in filling Women's Ministry position vacancies.
- C. The Women's Ministry Leader will submit a budget for Women's Ministry to the Stewardship Team.
- D. The Women's Ministry Leader will be a regular member of the Church Council and the Missions Team.
- E. The Women's Ministry Team Leader will help plan women's events including WMU events.
- F. The Women's Ministry will be the mission education, mission action, and mission support organization of the church for women, girls, and preschool children.
- G. The Women's Ministry will teach missions, will engage in mission action, and will support associational, state, and international missions through prayer and giving.

4. Men's Ministry

- A. The Men's Ministry Leader will be nominated by the Nominating Team and elected by the church.
- B. The Men's Ministry Leader will be an ex-officio member of the Nominating Team, will attend meetings when Men's Ministry concerns are discussed, and will assist in filling Men's Ministry position vacancies.
- C. The Men's Ministry Leader will submit a budget for Men's Ministry to the Stewardship Team.
- D. The Men's Ministry Leader will be a regular member of the Church Council and the Missions Team.
- E. The Men's Ministry will be the mission education, mission action, and mission support organization of the church for men, young men, and boys.
- F. The Men's Ministry will teach missions, will engage in mission action, and will support associational, state, and international missions through prayer and giving.

5. Joy Fellowship Ministry

- A. The Joy Fellowship Ministry Leader will be nominated by the Nominating Team and elected by the church.
- B. The Joy Fellowship Ministry Leader will submit a budget for Joy Fellowship Ministry to the Stewardship Team.
- C. The Joy Fellowship Ministry will provide senior adults spiritually enriching activities.
- D. The Joy Fellowship Ministry will help to encourage others to minister by recognizing their value in terms of wisdom, experience, knowledge, talents, and other God-given abilities.

6. Student Ministry

- A. The Associate Pastor of Family Ministries will lead the Student Ministry.
- B. The Associate Pastor of Family Ministries will lead and organize effective student programs, implement student Bible study, student worship, and fellowship activities.
- C. The Associate Pastor of Family Ministries will be an ex-officio member of the Nominating Team, will attend meetings when Student Ministry concerns are discussed, and will assist in filling Student Ministry position vacancies.
- D. The Associate Pastor of Family Ministries will be a regular member of the Church Council and the Missions Team.
- E. The Associate Pastor of Family Ministries will submit a budget for Student Ministry to the Stewardship Team.
- F. The Associate Pastor of Family Ministries will recruit, train, and encourage volunteer staff with varying gifts and personalities.
- G. The Associate Pastor of Family Ministries will coordinate student ministries and activities of the church (preschool-college age).
- H. The Associate Pastor of Family Ministries will maintain contact with students, parents, and church staff, keeping them informed of ongoing activities.
- I. The Associate Pastor of Family Ministries will seek to integrate student ministries into all phases of church life, intentionally striving to unite with and complement the overall ministry of the church.
- J. The Associate Pastor of Family Ministries will plan student trips and activities to help in planning the church calendar.
- K. The Associate Pastor of Family Ministries will stay current with student ministry practices by attending classes, leadership training, or conferences.
- L. The Associate Pastor of Family Ministries will consult and cooperate with the Children's Ministry to promote a comprehensive student ministry.
- M. The Associate Pastor of Family Ministries will coordinate planning among student workers and church leaders insuring all are working together to best meet the needs of our students.

- N. The Associate Pastor of Family Ministries will coordinate special activities and program with the Pastor and other church leaders, as necessary.
- O. The Associate Pastor of Family Ministries will encourage and help young people to develop leadership skills that would lead students to avoid addictive and destructive behaviors that would damage their future goals.
- P. The Associate Pastor of Family Ministries will help students value their lives, their health, and their future by providing Christian activities.
- Q. The Associate Pastor of Family Ministries will provide mission activities for students with approval by the Missions Team.

ARTICLE IX. PROGRAM SERVICES

The church will maintain audiovisual services, media library services, and security services for the purpose of enriching, extending, and protecting the ministries and programs of the church.

1. Audiovisual Service

- A. The Audiovisual Service Program Leader will be nominated by the Nominating Team and elected by the church.
- B. The Audiovisual Service Program Leader will be an ex-officio member of the Nominating Team, will attend meetings when audiovisual concerns are discussed, and will assist in filling audiovisual position vacancies.
- C. The Audiovisual Service Program Leader will be a member of the Long Range Planning Team.
- D. The Audiovisual Service Program Leader will submit a budget for audiovisual service to the Stewardship Team.
- E. The Audiovisual Program Service will require people with special knowledge and technical skills to operate audiovisual systems.
- F. The Audiovisual Program Service will study and recommend appropriate sound system(s).
- G. The Audiovisual Program Service will operate and maintain all audiovisual equipment, providing a maintenance program for equipment upkeep and repair to insure proper operation.
- H. The Audiovisual Program Service will oversee the completion of necessary equipment repairs.

2. Media Library Services

- A. The Media Library Service Program Leader will be nominated by the Nominating Team and elected by the church.

- B. The Media Library Service Program Leader will be an ex-officio member of the Nominating Team, will attend meetings when media library concerns are discussed, and will assist in filling media library position vacancies.
- C. The Media Library Service Program Leader will submit a budget for audiovisual service to the Stewardship Team.
- D. The Media Library Service Program will be the resource center for the church.
- E. The Media Library Service Program will seek to purchase, provide, and promote the use of print and audiovisual resources.
- F. The Media Library Service Program will provide consultation to church leaders and members in the use of print and audiovisual resources.

3. Security Service

- A. The Security Service Program will be nominated by the deacons and elected by the church.
- B. The Security Service Program will include, when possible, church members that are trained and experienced in security and law enforcement and will elect their own **Program Leader**.
- C. The Security Service Program members will serve until the member wishes to be removed from the program.
- D. The Security Service Program will plan and prepare effective measures to aid in dealing with potential security threats, necessary evacuation, disruptive behavior, and medical emergencies.
- E. The Security Service Program will implement measures that provide for the general security of the congregation and church property.
- F. The Security Service Program will be knowledgeable in the use of church security cameras and monitors.
- G. The Security Service Program will make recommendations to the church for updated equipment as well as additional security cameras/monitors as needed.
- H. The Security Service Program will keep the Pastor and deacons informed of any potential security threat.
- I. The Security Service Program will maintain training standards and adjust security procedures according to the needs of the church.

ARTICLE X. CHURCH COUNCIL

The Church Council will serve the church by leading in planning, coordinating, conducting, and evaluating ministries and programs of the church and its organizations and services. It will meet the second Tuesday of each quarter unless rescheduled by the Church Council Leader.

The Church Council will plan, correlate, and evaluate the entire church program in attaining church objectives and effectiveness.

The Church Council will refer to the church for approval or disapproval of any matter initiated and agreed upon by a majority vote by the council unless prior church approval has been granted.

Church Council officers will be elected at the discretion of the council.

Regular members of the Church Council include the Pastor, Minister of Music, Minister to Students, Administrative Assistant, Deacon Chairman, Clerk, Treasurer, Sunday School Ministry Leader, Discipleship Training Ministry Leader, Women's Ministry Leader, Men's Ministry Leader, Singles' Ministry Leader, and all church ministry Team Leaders and service Program Leaders.

ARTICLE XI. CHURCH MEETINGS

1. Worship

- A. Public services will be held on each Lord's Day and on some other designated times of each week. Special worship meetings may be called by the Pastor at his discretion, by the majority of active deacons, or by a vote of the church.
- B. The church may, without any special notice, act upon the reception of members and elect messengers during any regular worship meeting, but may not act upon other business unless otherwise covered in this document.

2. Business

- A. Church business meetings will be held on a Sunday night or Wednesday night during the months of January, April, July, and September depending on the nature of the business to be discussed, unless otherwise called.
- B. The Pastor is the Moderator. In his absence, the Deacon Chairman will serve as Moderator. If both are absent, the Clerk will call the church to order and a Moderator Pro-tem will be elected.

- C. The church will be governed by Robert's Rules of Order, latest edition, in all questions of parliamentary procedure at any business meeting.
- D. At the request of the deacons, trustees, or a standing team, the Pastor will call special business meetings. The nature of the business meeting will be clearly stated in the notice.
- E. The Clerk will call a special business meeting upon the written application of any five adult members. The written application must include the specific object of the meeting.
- F. Thirty-five church members will constitute a quorum for regular business meetings.
- G. Routine business matters require a simple majority to carry a motion.
- H. Voting of routine business matters will be by a show of hands or by voice vote unless otherwise requested. If a member requests a secret ballot vote, the Moderator will call for a vote on that request by a show of hands. If so carried by a majority vote, a secret ballot vote will be taken for the original business item. The Personnel Team will be responsible for counting the votes. The Personnel Team will relay the results to the Moderator, who will then provide the results to the church.
- I. When the following items are being considered, fifty members will be required for a quorum. These items require 10-14 days advance notice from the pulpit at the regular morning service and published one week in advance, except the calling of a Pastor. Each motion will be read and published verbatim as it will be presented. These items will be voted on by secret ballot except when voting on the church budget. All of these items, except the election of deacons, will require a two-thirds ($\frac{2}{3}$) majority of the votes cast at said business meeting with the required quorum being present:
 - 1. The sale or purchase of property.
 - 2. The borrowing of money.
 - 3. The disbursement of money when in excess of five hundred dollars (\$500) when not in the current budget and upon the recommendation of the Stewardship Team.
 - 4. The calling of a Pastor, or a Ministerial or Non-ministerial Staff Member.
 - 5. The impeachment of an officer(s).
 - 6. The dismissal of the Pastor or Ministerial or Non-ministerial Staff Member, except in cases of gross misconduct, in which case the termination will be carried out at the discretion of the Pastor and/or the deacons.
 - 7. The dismissal of a member(s) other than by church letter.
 - 8. The adoption of the church budget.
 - 9. The election of a deacon(s).
- J. In the event of urgent needs, this *Ministry Guide* may be suspended upon the recommendation of the deacons and the affirmative vote of two-thirds ($\frac{2}{3}$) of those present under the quorum requirements.
- K. The annual reports will be presented at the September business meeting.

- L. All church business not covered in this *Ministry Guide*, including the expenditure of money not in the budget, will be referred to the appropriate church team or program service for study. The appropriate team or service will then report its findings and recommendations to the church, preferably by the next business meeting, for final consideration, approval, or rejection.
- M. Should a conflict arise regarding the correct procedure to follow in keeping with the intention of this *Ministry Guide*, the Deacon Chairman, the secretary of deacons, and the Clerk will be responsible for making a decision on the issue. The item will be tabled until this decision is made.

ARTICLE XII.

AMENDMENTS AND REVISIONS

After two weeks advance notice, this *Ministry Guide* may be amended or revised by a two-thirds ($\frac{2}{3}$) majority vote of the members present at any regular church business meeting.

A special meeting may be called to amend or revise this document. The proposed amendment or revision must be submitted in writing in the call for said meeting. This procedure does not apply to standing teams.

Existing standing teams may be changed in name, revised in function, or discontinued by a two-thirds ($\frac{2}{3}$) majority at any regular church business meeting. New teams may also be added when the Nominating Team has included written job responsibilities.

The Ministry Guide can be amended or changed as needed at the discretion of the Church staff and deacons with the approval of the church.

As needed, the Deacon Chairman, the secretary of deacons, and the Clerk will serve as a Ministry Guide Interpretation Team concerning this document.

The Deacon Chairman is responsible for approved amendments to be incorporated in a consistent and orderly format. The revised version of this document will be accessible on the church Website, or upon a member's request, in print.

APPENDIX I.
LEARNING FOR HIS GLORY PRESCHOOL/DAYCARE BOARD

1. The board will consist of **five members**, who have been members of Mount Vernon Baptist Church for at least one year. The Pastor and the church Administrative Assistant will serve as ex-officio members of the board.
2. In the event that a board member resigns, the remaining board members, with input from the ex-officio members, will appoint a new board member.
3. The board's primary responsibility will be to assure that the Learning For His Glory Preschool/Daycare provides high-quality, safe daycare that emphasizes Christian principals and seeks not only to minister to the children in our care, but also to their parents/guardians.
4. The Learning For His Glory Preschool/Daycare board acts as a liaison between the church, church teams, the Learning For His Glory Preschool/Daycare Director, and the Learning For His Glory Preschool/Daycare staff.
5. The board will assist and advise the Learning For His Glory Preschool/Daycare Director in hiring new Learning For His Glory Preschool/Daycare employees with the board giving final approval.
6. In the event a Learning For His Glory Preschool/Daycare employee must be terminated or disciplined, the board will assist the director in determining the appropriate course of action.
7. The board will address any issues with parents, guardians, or clients that the Learning For His Glory Preschool/Daycare Director is unable to resolve.
8. With input from the Learning For His Glory Preschool/Daycare Director, the board will determine the Learning For His Glory Preschool/Daycare budget each year and provide budget requirements to the Stewardship Team.
9. The board will assure that all applicable laws and state/federal regulations are followed.
10. The board will report to the church each quarterly business meeting on the status of the Learning For His Glory Preschool/Daycare (enrollment, budget issues, etc.) and will be available to answer any questions regarding the Learning For His Glory Preschool/Daycare.