

TABLE OF CONTENTS
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ARTICLE I

MEMBERSHIP

Section 1: Candidacy	Page 3
Section 2: Procedure for Accepting New Members	Page 3
Section 3: Voting Rights of Members	Page 4
Section 4: Terminations of Membership	Page 4

ARTICLE II

CHURCH COVENANT & CHURCH OFFICERS

Section 1: Salvation and Baptism	Page 5
Section 2: Statement of Marriage, Gender and Sexuality	Page 5
Section 3: Duties to the Church	Page 6
Section 4: Personal Living	Page 6
Section 5: Duties to Others	Page 6
Section 6: Pastor	Page 7
Section 7: Ministerial Staff	Page 7
Section 8: Deacons	Page 8
Section 9: Clerk	Page 8
Section 10: Treasurer	Page 9
Section 11: Director of Sunday School	Page 9
Section 12: Director of Women's Missionary Union	Page 10

ARTICLE III

COMMITTEES

Section 1: Structure	Page 10
Section 1: Duties	Page 10

ARTICLE IV

GOVERNMENT OF THE CHURCH

Section 1: Government of the Church	Page 11
Section 2: The Church Year	Page 11
Section 3: Business Meetings	Page 11
Section 4: Deacon's Meetings	Page 11
Section 5: Special Meetings	Page 11
Section 6: Business Meetings in Absence of Pastor	Page 11

ARTICLE V

APPROPRIATIONS AND EXPENDITURES

Section 1: Preparation of Annual Budget	Page 12
Section 2: Expenditures not Budgeted	Page 12
Section 3: Budgeted Expenditures	Page 12

ARTICLE VI

LICENSE TO THE MINISTRY AND ORDINATION TO THE MINISTRY

Section 1: License to the Ministry	Page 12
Section 2: Ordination to the Ministry	Page 12

ARTICLE VII

POLICIES REGARDING USE OF CHURCH FACILITIES

Section 1: Reservations	Page 13
Section 2: Sanctuary/Educational Facilities	Page 14
Section 3: Kitchen/Fellowship Hall	Page 15
Section 4: Miscellaneous	Page 16
Section 5: Parsonage	Page 16

ARTICLE VIII

MISCELLANEOUS

Section 1: Copies of Policy Manual	Page 16
Section 2: Entertainment/Raising Money	Page 16
Section 3: Special Collections	Page 16
Section 4: Special Designation of Money/Gifts	Page 16
Section 5: Bulletin Boards	Page 16
Section 6: Bereavement Policy	Page 17

ARTICLE IX

POLICIES REGARDING CHURCH CEMETERY

Section 1: Unclaimed Plots	Page 17
Section 2: Selecting Plots	Page 17
Section 3: Relinquishing Plots	Page 17
Section 4: Markers for Plots	Page 17
Section 5: Working on Plots	Page 17

ARTICLE X

PERPETUAL CARE FUND FOR CHURCH CEMETERY

Section 1: Establishment of Fund	Page 18
Section 2: Contributions to Fund	Page 18
Section 3: Use of Fund	Page 18
Section 4: Church's Responsibility	Page 18
Section 5: Investment of Fund	Page 18

ARTICLE XI

ADOPTION AND AMENDMENT OF POLICIES

Section 1: Adoption of Policies	Page 18
Section 2: Amendment of Policies	Page 18
Section 3: Precedence of Policies	Page 18
Section 4: Record of Policies	Page 19
Section 5: Distribution of Policies	Page 19

RULES, GUIDELINES AND REGULATIONS

To facilitate the organization and direction of our efforts to serve the causes of the Kingdom of our Lord, we establish and adopt these Rules, Guidelines and Regulations.

ARTICLE I

MEMBERSHIP

The Membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

SECTION 1. CANDIDACY

Any person may offer himself as a candidate for membership in this church. Any such candidate shall be presented to the church at a regular church service in one of the following ways:

- (a) By Profession of Faith in receiving Jesus Christ as his Lord and Savior and following with baptism in obedience to Christ;
- (b) By Promise of Letter of recommendation from another Baptist Church of like faith and practice;
- (c) By Statement of Faith, When no letter is obtainable, indicating
 - (1) a prior conversion experience of having received Jesus Christ as his Lord and Savior, and
 - (2) a prior experience of baptism by immersion according to Baptist faith and doctrine.

SECTION 2. PROCEDURE FOR ACCEPTING NEW MEMBERS

Anyone who is presented for Church Membership either by profession of faith or promise of a letter or by statement of faith shall be received into the Membership by a three-fourths vote of those Church Members present and voting. This candidate(s) will be extended the right hand of welcome at the time of their initial coming. They will become a member with all rights and privileges thereby when the applicable action, as stated in Section 1, is properly fulfilled.

SECTION 3. VOTING RIGHTS OF MEMBERS

Every active member of the church who is present is entitled to vote at all elections and on all questions submitted to the church in conference. An active member is anyone who has been in attendance at least once in the last three months prior to the introduction of the issue to be voted upon.

Homebounds, those caring for homebounds or those who have received approval of the pastor or chairman of Deacons may vote by absentee vote.

SECTION 4. TERMINATIONS OF MEMBERSHIP

Membership shall be terminated in the following ways:

- (a) Transfer of membership to another church of like faith and practice shall be granted to any member in good standing by sending a letter of transfer to the church in question.
- (b) If a member in good standing request that their name be removed from the roll of the church for reasons deemed satisfactory by the church, then the request may be granted and their membership terminated.
- (c) Membership shall be terminated by death.
- (d) The deacon board may determine to reconcile the membership roll of the church. This shall occur when contact with a member has been lost for a significant period of time, and documented attempts to visit them have proven unsuccessful. The roll shall be amended based upon outcome of the contacts and written consent of the member keeping in mind that a return to fellowship is our primary objective.
- e) Members may be dismissed for disciplinary reasons from our membership as recommended by the elected church leaders in accordance with the procedure outlined in Matthew 18:15-20.

ARTICLE II

CHURCH COVENANT

CHURCH OFFICERS

SECTION 1. SALVATION AND BAPTISM

(a) We believe in the virgin birth of Jesus – Matthew 1:18-23

²³“The virgin will conceive and give birth to a son, and they will call him Immanuel”.

(b) We place our faith in Jesus’s death and resurrection – Luke 23:32-56 & 24:1-8

⁴⁶Jesus called out with a loud voice, “Father, into your hands I commit my spirit.” When he had said this, he breathed his last.

⁵Why do you look for the living among the dead? ⁶He is not here; he has risen! Remember how he told you, while he was still with you in Galilee: ⁷‘The Son of Man must be delivered over to the hands of sinners, be crucified and on the third day be raised again.’ ⁸Then they remembered his words.

(c) We acknowledge that Jesus is the only way – John 14:6

⁶Jesus answered, “I am the way and the truth and the life. No one comes to the Father except through me. ⁷If you really know me, you will know my Father as well.

SECTION 2. STATEMENT ON MARRIAGE, GENDER AND SEXUALITY

(a) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

(b) We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

(c) We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

(d) We believe that in order to preserve the function and integrity of Unity Baptist Church as the local Body of Christ, and to provide a biblical role model to the [the organization] members and the community, it is imperative that all persons employed by [the organization] in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

(e) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

(f) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Unity Baptist Church.

SECTION 3. DUTIES TO THE CHURCH

(a) To walk together in Christian love. – John 13:34-35

³⁴“A new command I give you: Love one another. As I have loved you, so you must love one another. ³⁵By this everyone will know that you are my disciples, if you love one another.”

(b) To strive for the advancement of God’s glory and promote His people’s reflection of Him. – Philippians 1:27

²⁷ Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. Then, whether I come and see you or only hear about you in my absence, I will know that you stand firm in the one Spirit, striving together as one for the faith of the gospel

(c) To contribute cheerfully and regularly in service, deeds, and possessions. – Matthew 6:21

²¹ For where your treasure is, there your heart will be also.

SECTION 4. PERSONAL LIVING

(a) To maintain family– Mark 3:23-25 & Ephesians 3:14-15

²³ So Jesus called them over to him and began to speak to them in parables: “How can Satan drive out Satan? ²⁴ If a kingdom is divided against itself, that kingdom cannot stand. ²⁵ If a house is divided against itself, that house cannot stand.

¹⁴ For this reason I kneel before the Father, ¹⁵ from whom every family in heaven and on earth derives its name.

(b) To win the lost. –Matthew 28:18-20

¹⁸ Then Jesus came to them and said, “All authority in heaven and on earth has been given to me.

¹⁹ Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

(c) To walk carefully in the world being just and faithful in our relationships and exemplary in

our manner. – Philippians 2:14-15

¹⁴Do everything without grumbling or arguing, ¹⁵so that you may become blameless and pure, “children of God without fault in a warped and crooked generation.” Then you will shine among them like stars in the sky

(d) To avoid gossip and division. – Ephesians 4:31

³¹Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice.

SECTION 5. DUTIES TO OTHERS

(a) To watch over one another in love. – I Peter 1:22

²²Now that you have purified yourselves by obeying the truth so that you have sincere love for each other, love one another deeply, from the heart.

(b) To pray for one another. – 1 Timothy 2:1

¹I urge, then, first of all, that petitions, prayers, intercession and thanksgiving be made for all people

(c) To aid one another. – Matthew 7:12

¹²So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.

NIV translation was used for all verses cited.

CHURCH OFFICERS

All Church Officers must be members of the church and in their commitment to serve faithfully adhere to the Church Covenant as follows:

The church employees shall be called for an indefinite period. They shall be at liberty to resign the care of the church on giving reasonable notice to their intentions, and the church shall have the right to dispense with their service on giving similar notice.

SECTION 6. PASTOR

The Pastor is responsible for leading the church to function as a New Testament Church. The Pastor will lead the congregation, the organizations, the Church Staff Members, all church employees, and any and all church Ministries.

The Pastor shall be the under shepherd of the church. As such he shall (a) lead the church in the achievement of its mission, (b) proclaim the gospel to believers and unbelievers, and (c) care for the church’s members and other persons in the community.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least two week's public notice has been given. The vote should meet or exceed a three-quarter approval and be performed by secret ballot.

A Pastor Search Committee shall be nominated by the Deacons and presented to the church for their approval. It shall be a committee of five active members of the congregation. The Chairman of the Deacons will automatically be included among the five and serve as chairman of the committee.

The pastor shall be evaluated by the deacons annually.

The pastor shall evaluate the ministerial staff annually.

SECTION 7. MINISTERIAL STAFF

As need arises for filling the position of any ministerial staff person, the Deacon Body, after consultation with the Pastor, shall select persons to serve on a Search Committee. It shall be a committee of five active members of the congregation. The committee shall then be recommended to the church for their approval. The election of a ministerial staff person shall take place at a meeting called for that purpose, of which at least two Sunday's public notice has been given. The vote should meet or exceed a three-quarter approval and by performed by secret ballot.

The ministerial staff shall be evaluated by the pastor annually.

Suggested terminations should be forwarded to the Deacon Chair. The pastor has the authority to temporarily suspend any ministerial staff member pending deacon action.

SECTION 8. DEACONS

The duties and qualifications of the Deacons shall be those prescribed by the New Testament as found in I Timothy 3:8-13 and Acts 6:1-7. It shall be understood that a Deacon shall support their church through the practice of tithing.

- (a) Duties: The Deacons shall work with the Pastor as spiritual leaders of the church and help carry out it's ministry. They shall also constitute an advisory council in all matters relating to the business affairs of the church. They shall receive reports from the various officers and departments of the church, carefully considering such reports and making such recommendations and suggestions as may seem judicious and for the best interest of the church. They shall be specifically charged with administering the Lord's Supper and promoting peace, harmony, and the spirit of cooperation among the membership. They shall manifest at all times full cooperation with the church leadership and the entire program of the church.
- (b) Elections: All Deacons shall be nominated by secret ballot from the membership who is present. Anyone meeting the qualifications previously stipulated may be eligible to serve as a Deacon, excluding those rotating off and/or whose vacancies are being filled. Each church member present may vote for one person for each vacancy. From the initial vote, two nominations will be brought back for each vacancy. Each member present would vote for one person for each vacancy from these nominations. Those individuals receiving the highest total votes would be elected.

- (c) Re-Elections: To be eligible for re-election a Deacon must have been off the active body for at least one year.
- (d) Vacancies: Should a vacancy occur leaving an unexpired term, the same procedures for election of Deacons shall be used to fill that vacancy and complete the term vacated. This person would then follow the same policy for all re-elections.
- (e) Organization: The Deacons shall elect a Chairman and a Vice –Chairman. The Chairman shall be that Deacon who served as Vice-Chairman the preceding church year. The Vice-Chairman shall be elected by secret ballot from the rising second year class at the first Deacons meeting following the election of new Deacons each year. The election of the Vice-Chairman shall proceed by two votes being taken. After the first ballot the two persons receiving the most votes shall be noted and another ballot shall be taken to determine the Vice-Chairman. There should always be a minimum of five deacons adding multiples of two as needed.
- (f) Honorary Deacon or Deacon Emeritus: No person shall be elected as an Honorary Deacon or Deacon Emeritus unless they have served as an active Deacon in this church for at least fifteen (15) years.
- (g) The Deacons shall evaluate the pastor annually and give input to all employee evaluations.

SECTION 9 – CLERK

It shall be the duty of the Clerk and or Assistant Clerk to keep a correct record of all the proceedings of the church in meetings for business, to keep a register of the names of all the members of the church, to sign all “Letters of Transfer”, to be custodian to all records and papers pertaining to membership and to give a report of all gains and losses at each Church Conference. To yearly update and publish the Church Roll.

SECTION 10 – TREASURER

The deacon body shall nominate an individual for Treasurer then the church shall vote approval or disapproval of the Treasurer and an Assistant Treasurer. Both shall serve a term of three years with no limit on re-election.

- (a) Treasurer - The Treasurer shall collect all monies and make all deposits. He shall sign all checks and have full charge of the disbursements of funds as budgeted by the church. This person shall report the receipts for the previous week in the bulletin. Immediately after the close of the church year, the Annual Financial Report shall be made to the church. The Treasurer shall have charge of all legal documents such as deeds, mortgages, notes, etc. and these shall be kept in a safe deposit box.
- (b) Assistant Treasurer – The Assistant Treasurer shall serve in the absence of the Treasurer and shall render such assistance as may be necessary. The Assistant Treasurer shall have access to all the documents kept in the safe deposit box.

SECTION 11 - DIRECTOR OF SUNDAY SCHOOL

The Director of Sunday School shall have general supervision of the Sunday School. He/she shall see that efficient officers and teachers are provided, that adequate space and equipment are made available, and that the records are properly kept. He/she shall preside at any meeting of the elected Sunday School leadership, make reports

to the Deacons on the condition of the Sunday School and make such recommendations he/she considers in the best interest of the Sunday School.

SECTION 12 – DIRECTOR OF WOMEN’S MISSIONARY UNION

The Director of Women’s Missionary Union shall have general supervision over the WMU monthly meetings

ARTICLE III
COMMITTEES

SECTION 1 – STRUCTURE

- (a) All committees shall be composed of three, five or seven members.
- (b) All committee members shall be nominated by the Nominating Committee and elected by the church.
 - (1) The Nominating Committee shall present the committee to the church membership for approval.
 - (2) The Nominating Committee shall then nominate committee members to the church membership for election.
 - (3) All committees shall have a chair and the chair must be an active member of the church.
- (c) All standing committees shall meet quarterly

SECTION 2 – DUTIES

- (a) Nominating Committee: The Nominating Committee shall consist of five members with the Pastor acting as one member. The vice chair of the deacon board shall serve as the second member of the committee. The Deacon Board shall present three individuals to the church for election. The Nominating Committee shall be responsible for nominating the two standing committees and forming non-standing committees as needed. The nominating committee members serve for a period of one year.
- (b) Building and Property: This committee shall be made up of five members. This committee shall be responsible for the care of all church property, equipment and buildings.
- (c) Finance Committee: This committee shall be made up of five members including the Treasurer and Assistant Treasurer. The remaining three members shall serve for three consecutive years. The committee membership, excluding the Treasurer and Assistant Treasurer, shall change on a rotation plan, where the committee keeps some of its experienced members and rotates some of its members off each year. The finance committee shall create and oversee the counting committee.

ARTICLE IV
GOVERNMENT OF THE CHURCH

SECTION 1 – THE GOVERNMENT OF THE CHURCH

The government of the church shall be in the hands of the members. A majority of the church members shall constitute a quorum for the transaction of business. In the absence of a quorum, three fourths of the members present shall constitute an affirmative vote at the discretion of the Pastor and Deacons.

SECTION 2 – THE CHURCH YEAR

The church and fiscal year shall begin October the first and run through the thirtieth of September.

SECTION 3 – BUSINESS MEETINGS

The business of the church shall be transacted through called Business Meetings. The pastor and/or the Chairman of the Deacons may convene the church in conference whenever they deem it expedient. The moderator shall cause every conference to be opened and closed with prayer. In conducting meetings of the conference, the assembly shall be guided by the current edition of Robert's Rules of Order, except in cases especially provided for in this document. Every member wishing to speak must first rise and respectfully address the moderator. Any member who introduces any foreign matter to the subject under consideration shall be considered out of order. The moderator shall not allow any member to indulge in discourtesies of personalities.

SECTION 4 – DEACONS MEETINGS

The Deacons shall hold their monthly meetings on a day appointed by the chair of the deacons, unless otherwise directed by the Deacons or their Chairman.

SECTION 5 – SPECIAL MEETINGS

Special meetings of the Deacons or committees may be called by the Pastor and Committee Chairman when deemed advisable upon reasonable notice to members.

SECTION 6 – BUSINESS MEETINGS IN ABSENCE OF PASTOR

The Chairman of the Deacons shall be the moderator at Business meetings in the absence of the Pastor or when the church is without a Pastor.

ARTICLE V
APPROPRIATIONS AND EXPENDITURES

SECTION 1 – PREPARATION OF ANNUAL BUDGET

The Finance Committee will prepare an Annual Budget and present it to the church for adoption.

SECTION 2 – EXPENDITURES NOT BUDGETED

- (a) Any undertaking that requires the expenditure of money not provided for in the budget shall first be referred to the Deacons for consideration and recommendation.
- (b) Deacons will be authorized a spending limit of 2% of the overall church budget per transaction.
- (c) The deacons will report the expenditure to the congregation in the bulletin for two consecutive weeks.

SECTION 3 – BUDGETED EXPENDITURES

All purchases of budgeted materials and supplies shall be endorsed by the chairman of the committee or the department head responsible for the purchase before payment is made by the Church Treasurer. Any expenditures for Special material, supplies or events that exceed budgeted amount must be presented to the Deacon body for approval before expenditures are committed.

ARTICLE VI
LICENSED TO THE MINISTRY AND ORDINATION TO THE MINISTRY

SECTION 1 – LICENSE TO THE MINISTRY

Any man who may, in the judgment of the church give evidence of zeal, piety and fitness to teach, and evidence of being called of God to the work of the Ministry, may be licensed to minister the gospel, provided three fourths of the membership present at any Church Conference agree thereto.

SECTION 2 – ORDINATION TO THE MINISTRY

Any man who shows definite evidence of being called to the service of Christ as a vocation may be ordained to such work. The Pastor shall present the candidate's name to the Deacons. If they agree to proceed, the Pastor and Chairman of Deacons shall call an Ordination Council composed of three or more ordained ministers to examine the candidate in terms of call, philosophy of life, and theological beliefs. The council will make their recommendation to the Deacons, who in turn will make their recommendation to the congregation. If the church votes in favor of the candidate's ordination, the Pastor will arrange for a suitable Ordination Service.

ARTICLE VII
POLICIES REGARDING USE OF CHURCH FACILITIES

In order to preserve the quality and beauty of our church facilities and that we all may know the proper practices and procedures for reserving and using these facilities, we ask you to adhere to the following guidelines:

SECTION 1 – RESERVATIONS

The official calendar for church events and the use of church facilities will be kept in the Church Office. Regularly scheduled meetings and services shall have priority to facilities and equipment. Funerals will take precedence over all reservations except pre-approved and planned weddings. Therefore, reservations for the use of church facilities, other than our regular scheduled programs, are to be made in the following manner:

- (a) Reservations for the use of a facility by any part of the various church programs may be made through the organizational leader with the church office.
- (b) Reservations for the use of the facility for any function not related to any part of our various church organizations are to be made by a church member by contacting the Church Office.
- (c) The Church Office will be responsible for contacting the church custodians as to the dates, times, and facilities being used by the organization and the church members.
- (d) Each individual church member, church family, or church group is strongly encouraged to make their plans and set their reservations well in advance to avoid and/or work out any conflicts.
- (e) The request for use of facilities for non-church related activities form needs to be completed and returned to the church office before the event may be scheduled. Non-church related activities may not be scheduled more than 90 days in advance on the church calendar.
- (f) The Sanctuary may be used for worship services, weddings, funerals, meetings in conjunction with the various church organizations, and Associational or State meetings. Any other use of the Sanctuary must be presented to the Deacons for their consent.

*All pulpit, vestibule and educational furniture, equipment, and accessories will be removed and replaced to the place from which they were moved.

SECTION 2 – SANCTUARY/EDUCATIONAL FACILITIES

In order to maintain a proper usage, upkeep and care for our Sanctuary and Educational facilities we ask you to adhere to the following rules:

- (a) The Sanctuary may be used for worship services, weddings, funerals, meetings in conjunction with the

various church organizations, and Associational or State meetings. Any other use of the Sanctuary must be presented to the Deacons for their consent.

(b) There is a “no smoking” policy in effect in all church buildings.

No alcoholic beverages are allowed on church property or at any function held on church property.

Policy Manual – Addendum to Article VII Section 2, item #5, Section 3, item #7

Wedding Policy

Scheduling:

As soon as you have selected the date for your wedding, please reserve the date through the church office so the facilities can be reserved for the wedding. Your reservation should be received six (6) weeks before your wedding. You may reserve the auditorium and the social hall as needed. Planning weddings on Palm Sunday, Easter, Memorial Day, Labor Day or Thanksgiving weekends as well as the last two weeks of December or the week of New Years may carry some restrictions.

The Pastor:

If you would like to have the Pastor perform your wedding ceremony, you must contact him regarding availability as well as to schedule a conference with him. The Pastor does not marry couples without meeting and counseling them. If you wish to have another minister officiate at the wedding, he must be approved by the Pastor.

Fees and responsibilities:

Church Members: There is no fee for active members use of the church facilities for weddings.

Ministerial Fees: There is no set fee for the services of the Pastor for church members. The fee for Non-members will be discussed when the initial meeting is held.

Care of Facilities:

*Protection should be provided under all floral arrangements. No arrangements may be placed on the organ or piano. If you choose to leave floral arrangement for use on Sunday, please contact the church office a week ahead for acknowledgement in Sunday’s bulletin.

There is a “no smoking” policy in effect in all church buildings. The wedding party is responsible for strictly enforcing this policy.

No alcoholic beverages are allowed on church property or at any function held on church property.

No birdseed, rice, or confetti may be thrown in the building. Birdseed and/or bubbles are allowed outside.

Tables and chairs may be re-arranged in the social hall but it is the responsibility of the wedding

party to replace the furniture as soon as possible after the reception. No tables or chairs may be taken outside.

The kitchen should be cleaned after use and all trash must be bagged and placed outside in the trash receptacle. If a caterer is used, the wedding party is responsible for seeing these policies are observed.

Special holiday decorations in the auditorium or social hall are not to be moved or altered when weddings take place in a holiday season.

Fees: See addendum

Music:

It should be remembered that a wedding held in a church is a service of Christian worship. While secular music is allowed, it should be appropriate and in good taste.

- (a) The church media system is equipped to provide microphone use and play tapes, mp3s and CD's. Because of the complex nature of the sound system, only church-approved operators may be used. Inform the church office if you will need an operator.
- (b) In decorating there must be no candle or arrangement of flowers placed on the piano or organ. Candles must be dripless and polyethylene must be used under the candelabra.

SECTION 3 – KITCHEN/FELLOWSHIP HALL FOR CHURCH RELATED ACTIVITIES

The kitchen and fellowship hall must, after usage, be put back in the order in which it was found. Therefore, the following guidelines have been established for you to follow.

- (a) Any kitchen utensil that is used must be rinsed and placed in the dishwasher and the dishwasher is to be run before your departure.
- (b) Any kitchen appliance that is used must be cleaned and checked to assure it has been turned off.
- (c) Please bring dish towels.
- (d) All furniture, equipment and accessories are to be returned to their proper location.
- (e) All trash is to be bagged and carried out to the trash receptacles.
- (g) The floor is to be vacuumed. The vacuum cleaner is in the closet under the stairs. It is to be returned to its proper place after use.

SECTION 4 – MISCELLANEOUS

- (a) Anyone wishing to borrow tables and/or chairs must contact the Church Office.
- (b) If services of professional caterers are used by a church member, a copy of these guidelines is to be secured from the Church Office and given to them. It will be the church member's responsibility to see that the caterers properly follow these guidelines as they clean up.
- (c) A fee for the facilities is due at the time of reserving the facility for non-church related activities.
The finance committee will establish this fee.

SECTION 5 – PARSONAGE

See attached Parsonage Occupancy Agreement

ARTICLE VIII **MISCELLANEOUS**

SECTION 1

Copies of all rules, guidelines and regulations adopted by our church are available from the Church Office upon request.

SECTION 2

No entertainment for which an admission fee is charged shall be allowed in the building without consent of the deacons. Neither the church nor any organization thereby shall conduct any sale, raffle, or entertainment for the purpose of raising money without the consent of the Deacons.

SECTION 3

Special collections, other than for the purpose of this church, shall not be taken without the consent of the Deacons.

SECTION 4

Special designation of money and gifts other than for the purpose of this church shall not be accepted without the consent of the Deacons.

SECTION 5

Bulletins, posters, folders and advertising material shall not be posted on the walls of the church sanctuary, fellowship hall, hallways or any of the vestibules without the approval of the Pastor. After approval is received these items may be placed on the proper bulletin boards located throughout the buildings.

SECTON 6

Bereavement Policy:

The church wishes to provide spiritual care and comfort to any church member who has experienced death in his or her family. Upon a request by a member, the church will provide one meal at our facility on the day of the service. This ministry will extend to members, spouses, children, parents as well as others at the discretion of the deacon body.

Memorial gifts will be given by the church in honor of its employees or employee's family. Each Adult Sunday School Class is encouraged to establish a Memorial Policy for its members.

ARTICLE IX

POLICIES REGARDING CHURCH CEMETERY

SECTION 1

All unclaimed plots are available for church members and their dependent children.

SECTION 2

When selecting a plot one must check with one of the two persons selected by the deacons to supervise the securing of grave plots.

SECTION 3

When a church member moves his membership from the church body he relinquishes his right to the use of a selected plot and said plot returns to an unclaimed status. However, a former member, whose spouse or child has been buried in a plot, may retain the right to use a selected plot. The church clerk will submit a certified letter to the former member pertaining to the status of the burial plot.

SECTION 4

Only ground level markers are to be used on the back two rows of the cemetery and in the future expansion of the cemetery.

SECTION 5

The cemetery supervisor must be contacted before beginning work in the cemetery and it is the responsibility of the Funeral Director and others working in the cemetery to clean up after their work is finished.

ARTICLE X
PERPETUAL CARE FUND FOR CHURCH CEMETERY

SECTION 1

The Perpetual Care Fund will be established and maintained from designated gifts.

SECTION 2

No contributions will be made to the fund from the Church's General Fund.

SECTION 3

The principal of this fund will NOT be used for any purpose except to generate revenue for the care and upkeep of the cemetery.

SECTION 4

The church will continue to be responsible for the care of the cemetery.

SECTION 5

The fund will be invested, by the Treasurer, at the direction of the pastor and deacons.

ARTICLE XI
ADOPTION AND AMENDMENT OF RULES

SECTION 1

These rules, guidelines, and regulations shall be considered adopted if three fourths of the members present vote.

SECTION 2

Any of the rules, guidelines, and regulations set forth herein may be amended, altered, or repealed by presenting recommended revisions in writing to the Deacons for their consideration. If the Deacons adopt the proposed revision then they will present it to the church at a regular church conference. The proposed revision will be made if three fourths of the members present at the church conference vote in favor of adopting the revision.

SECTION 3

The adoption of the rules, guidelines, and regulations contained herein shall take precedence over all the previously adopted rules, guidelines and regulations.

SECTION 4

A copy of the rules, guidelines, regulations, and any adopted amendments to or revisions thereof shall at all times be kept with the records of the Church Clerk and in the church office.

SECTION 5

The members of our church shall be furnished copies of the rules, guidelines and regulations.