

Ivor Baptist Church
Serving God and our community since 1897

8506 Bell Avenue
Ivor, VA 23866
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Ivor Baptist Church Handbook

Vision, Mission & Purpose
Church Covenant

Organizational Structure
Operational Guidelines
Forms

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Vision

*Ivor Baptist Church is a community church
boldly joining God in serving our families, friends,
and neighbors where they are, so we can all
discover His joyful purpose for our lives.*

Adopted July 14, 2004

Mission Statement

“Discover Joy”

Adopted July 14, 2004

Past, Present and Future

Ivor Baptist Church was organized on June 6, 1897. The first church facility was dedicated on September 30, 1898, sold to a group of African-American Baptists (organized and called themselves New Branch Baptist Church). Construction of the new facility was complete on the Bell Avenue property in 1916. Since then Ivor Baptist Church has added an educational wing, new fellowship hall, and additional property for future growth. From the beginning Ivor Baptist Church has been a community church. Thirteen of her original nineteen members came from Millfield Baptist Church to worship closer to their homes. The neighborhood of Ivor has been vital to the sense of community of our small town church.

Today, Ivor Baptist Church exists to serve her community and share the gospel with those in need. In a culture that has become, in every sense of the word, diverse, Ivor Baptist Church continues to carry the message of grace and redemption to her community. We provide a Christian environment for families to raise their children in a Christ-like way. We express care and kindness to those in our community, particularly those who are in need. We regular meet to both worship God and learn about God’s desire for our lives. As a church family, we grow through worship, community service, and fellowship with one another.

God has blessed us with all the tools and resources we need to carry out our mission in this wonderful town. With a neighborhood in a constant state of flux, a community in need of Christ, and a world constantly shifting, Ivor Baptist Church stands at the door with open arms, ready to lead, willing to serve, poised to do the work God has called us to do. With one eye on the present, and another eye on the horizon, we steady ourselves and work, thanking God for all that has happened, joining God in working for salvation, and trusting God with all the days ahead. Thanks be to God for our life and work together!

Reverend Steven R Gupton
Thursday April 28, 2005

Discover Joy

Revised 10/10/2014

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Organization

Organization Structure

JESUS

Christ existed before all things, and in union with him all things have their proper place. He is the head of his body, the church; he is the source of the body's life. He is the first-born Son, who was raised from death, in order that he alone might have the first place in all things.
Colossians 1: 17-18

EVANGELISM

A Great Commitment to the Great Commission makes a Great Church!

Go, then, to all peoples everywhere and make them my disciples: baptize them in the name of the Father, the Son, and the Holy Spirit, and teach them to obey everything I have commanded you.
Matthew 28: 19-20a

MEMBERSHIP

At Ivor Baptist Church the membership prayerfully and continually asks God for guidance and wisdom to discover and carry out our role in His work. As He leads, we determine the vision, mission and direction of this church's organization. There are many ways to become a member of Ivor Baptist Church. There are many opportunities for members to give and discover joy. All members are encouraged to fulfill the obligations in the Church Covenant as follows:

Church Covenant

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our 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, 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, discipline, and doctrines; 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 secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the work; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, back-biting, and excessive anger; to abstain from the sale of, and use of, destructive drugs or intoxicating drinks as a beverage; to shun pornography; 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 sympathy in feeling and 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 remove 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.

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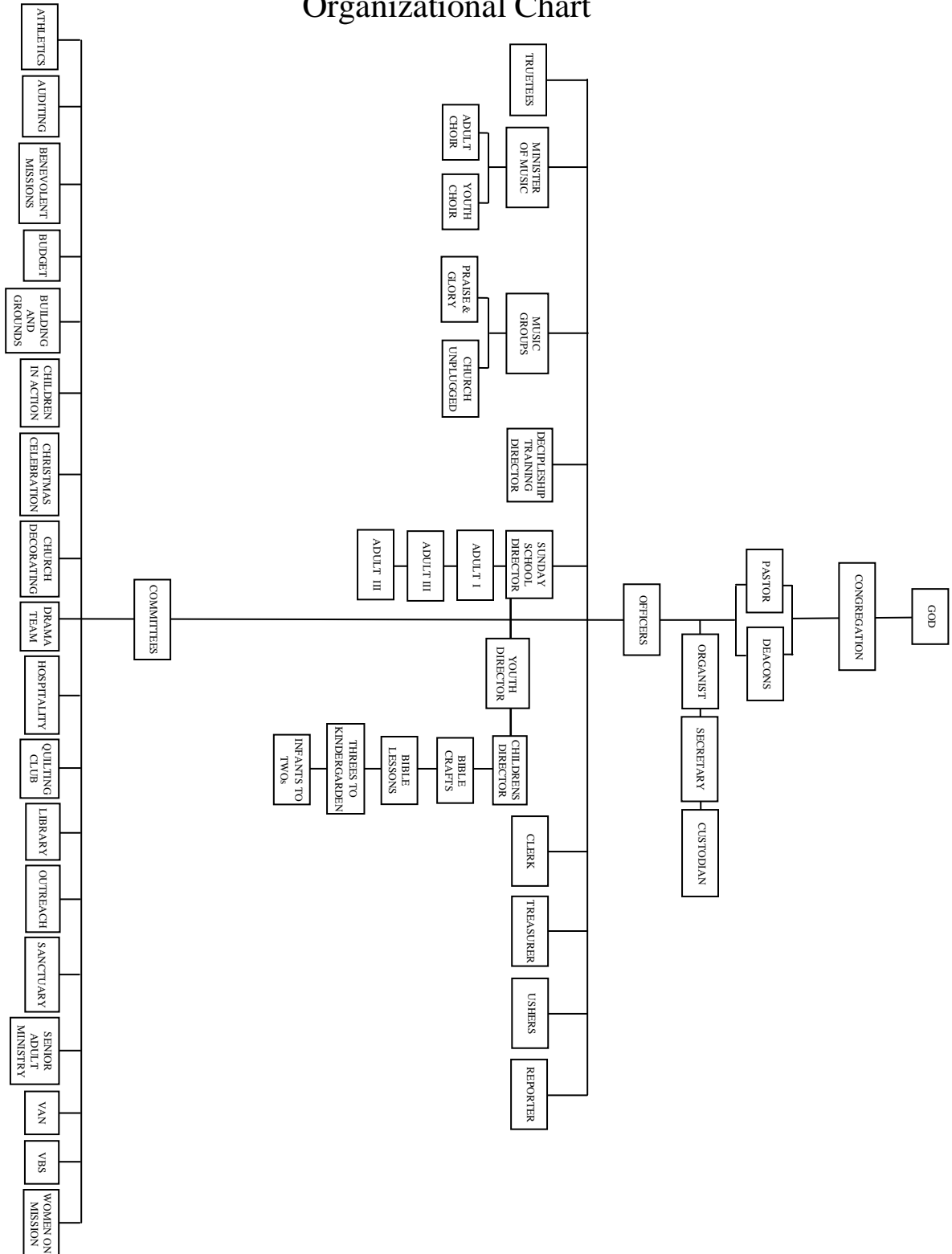
Joyful Purposes

*Ivor Baptist Church is called to fulfill 3 primary purposes as God's church body,
worship, education and missions..*

*Our structure helps us better praise and serve God through Christ,
fulfill the Great Commission and help others discover joy.*

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Organizational Chart



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The Nomination Process

Discovering Joy through Service

Nominating Committee Purpose

The Nominating Committee prepares the slate of officers, committees and boards for each upcoming Ivor Baptist Church Calendar Year (September to August). The Nominating Committee strives to assist all members in becoming active participants in discovering joy through the work of the church.

Who serves on the Nominating Committee?

According to Ivor Baptist Church's Constitution, the Nominating Committee consists of (1) a Deacon, (2) the Sunday School Director, (3) the Discipleship Training Director and (4) one member at large, who is nominated by the Board of Deacons and elected by the Church. The Pastor is an *ex-officio* member of all committees.

How does the Nominating Committee begin its work?

In **March**, the Deacon Board will designate a deacon and nominate a member at large to serve on the Nominating Committee.

At the **April Quarterly Business Conference**, the church will act on the Deacon Board nominations for the Deacon and the member at large to serve on the Nominating Committee.

Immediately following the April Business Conference, all opportunities to discover joy through service in various church roles will be **advertised for three consecutive Sundays** in the Church Bulletin, Newsletter and by any other methods deemed appropriate. Members are encouraged to prayerfully consider their unique spiritual gifts and abilities and to commit to serving others through the church's ministry. **NOTE: Committee Chairperson, Church Officers, and Teacher roles shall only be filled by Church Members. Non Members are also welcome to put their spiritual gifts and abilities to use while volunteering to also serve in the many opportunities available in the various committees and mission teams that make up Ivor Baptist's ministry.**

During the **first full week of May**, the Pastor will call a meeting of the Nominating Committee. It is the Pastor's responsibility to ensure the initial Nominating Committee meeting is promoted in the Church Bulletin and verbally announced.

At the Nominating Committee's initial meeting, they will elect a Chairperson, gather and distribute each others' contact information, distribute any other information as needed, develop an action plan, make assignments, and set a date for the next meeting. Yearly, the Nominating Committee reviews the Committee Guidelines at the beginning of their work. Changes to these guidelines may be made with the approval of the Deacon Board.

For each committee, the Nominating Committee designates a facilitator.

At the **July Quarterly Business Conference**, the Nominating Committee reports the slate of officers, committees and boards with a recommendation for action by the membership.

A copy of the adopted slate is given to the Church Secretary for filing and future use.

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Committees and Officers

What's the Difference?

- Officers are generally 1 person functions. An Officer may have an Assistant.
- Committees are comprised of a more than 1 person.

How do Officers and Committees begin their work?

Officers and their Assistants begin work September 1st and work through August 31st of the following year. Officers serving in the current year are responsible and remain available for training and assisting incoming Officers prior to September 1st.

Committees work during the Ivor Baptist Church Fiscal Year which begins every September 1st and continues to August 31st of the following year.

The designated facilitator of each committee will convene the first committee meeting by September 30th for the purpose of electing/appointing a committee chair and initial planning. The elected/appointed chair will communicate his/her election to the Church Secretary as soon as possible.

Each committee may divide up their work to carry out their goals as they see fit. However, it is the committee chairperson's responsibility to communicate the necessary details of their work to the Church Secretary to print in the bulletin or newsletter. It is also the committee chair's responsibility to report the progress of their committee to the church membership during the business conferences or called meetings (preferably in writing).

The Role of Deacon Advocate

It is the responsibility of the Deacon Board to ensure each committee functions appropriately. The Board of Deacons is responsible for the smooth and efficient dissemination of information throughout the body of the church. Deacons, when called upon, will aid and guide committees and their members in the fulfillment of their missions.

At the September Deacon Board meeting, using the adopted slate from the Church Secretary, the Deacon Board will assign a Deacon Advocate to each chairperson. The Deacon Advocate serves to communicate with and encourage the committee/s in their work. At each subsequent Deacon's Meeting, the Deacon Advocates will report on the status of their committee/s' work.

Deacons will aid and guide committees and their members in the fulfillment of their mission/s. If questions or differences of opinion arise within or across committees, the committee chair/s or other designee/s should confer with their Deacon Advocate, any deacon, the Chairman of Deacons, and/or the Pastor *in that order*. At the discretion of the Board of Deacons, such questions or differences of opinion may be brought before the membership.

The Role of Pastor

The Pastor, as an *ex-officio* member of every committee, will aid and serve each committee in accomplishing their work. He/she is the called servant leader of the Church, and leads using servant-hood as the model for Christ-like leadership. He/she is responsible for modeling good servant leadership for both the Board of Deacons and each committee.

Officer and Committee Guidelines in General

- Officer and Committee Guidelines clarify leadership, assign responsibility, strengthen accountability and further define the role of the membership.

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Committees and Officers

- Officer and Committee Job Descriptions are outlined in more detail on the following pages. The Description ties the job to our vision/mission, lists responsibilities and offers encouragement and opportunities for the membership to have a role.
- Officer and Committee Job Descriptions and Guidelines should be reviewed by the Nominating Committee each year as they begin their work.
- Changes may be made by them with the approval of the Board of Deacons.

Leadership Demonstrated by Officers and Committee Chairs

- Serving as a role model, promoting unity and constantly encouraging
- Ensuring function or Committee is constantly striving to fulfill the vision and mission and goals of the church
- Scheduling meetings and informing all committee members of time/place
- Maintaining committee members contact information. Praying for and including everyone on the committee or otherwise involved
- Promoting events and educating the membership and community
- Participating in Training Opportunities
- Properly informing the Deacon Advocate
- Reporting to the Church quarterly or as needed
- Appropriately handling Budget issues
- Accepting accountability, objectively evaluating success and making/recommending changes as needed or required
- Relying on God and the Membership to support your work through the power of the Holy Spirit, participation, prayer and encouragement

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Worship

Pastor

The Pastor is called to equip the members of Ivor Baptist Church for the joyful mission and ministry of God through Jesus Christ and, as such, is the worship leader and granted authority to conduct worship as he is led.

Duties & Responsibilities

- Pulpit Ministry (Preaching)
 - Share the gospel of Jesus Christ in a compelling way to believers and non-believers alike to make a new decision to grow in faith
 - Look to the Scriptures as the primary text and Jesus Christ as the model of faith
 - Allow both illumination and inspiration by God through the Holy Spirit
- Education Ministry (Teaching)
 - Help illumine the meaning of Scriptures to participants in group Bible Study
 - Be fully prepared in the exposition of focal Scripture texts
 - Be a catalyst for deeper thought and spiritual reflection
- Pastoral Care
 - Express grace and compassion for the church membership through pastoral care
 - Develop meaningful personal relationships
 - Offer counsel and other aid as appropriate, requested or needed
 - Use personal contacts such as visitation, telephone, e-mail and cards
- Church Administration
 - Be the servant-leader of the Church
 - Model healthy and effective leadership skills with Jesus Christ as the example
 - Serve as *ex-officio* member on all committees, evaluate paid staff as needed
 - Moderate during official Business Meetings/Conferences
- Community Service
 - Model Christian citizenship and leadership for the community
 - Participate in community organizations and events as called or led
 - Care for un-churched members of the community
 - Encourage and inspire church members to participate in the community

Role of Membership to Support

- Constant Prayer and Positive Encouragement through word or deed
- Ensure Financial Well-being
 - Provide suitable compensation package that includes housing, salary, health insurance, retirement funding, transportation expenses and formal education
- Offer Comfort and Care to the Pastor and the Pastor's family
 - Clearly communicate your expectations to the Pastor directly
 - Be mindful and respectful of rest days and family time
 - Where possible, give sufficient advance notice of need
- Attendance, preparation and study
 - Regularly attend worship and other events
 - Prepare for worship and Bible Study in advance
 - Commit and seek to grow in faith

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Deacon Board

Goal is to discover joy by contributing to a spirit of harmony and inclusiveness among our fellowship as we allow God to use our church for His work.

The Deacon Board is considered the lay leadership of our church with their Biblical qualifications being laid out in 1 Timothy 3:8-13 and Acts 6:1-7. Deacon nominees are selected by the Nominating Committee or nominated by a member at a Business Conference. The church membership votes to approve a nominee to become a Deacon. New Deacons are ordained in a special service held annually as needed in August. Deacons agree to serve a three year term. Please refer to the Church's Constitution for additional information.

Duties & Responsibilities

• **Administration:**

Take a primary role in the administration of all aspects of church functioning and make recommendation/s to the church in support of church administration as required. Deacons carry ultimate responsibility for the smooth and efficient dissemination of information to all.

○ **Deacon Advocates:**

Assign a Deacon Advocate to each committee to aid and guide them in fulfillment of their missions. Committees having questions or differences of opinion within or across committees will confer with their Deacon Advocate, any deacon, the Chairman of the Deacons, and/or the Pastor *in that order*;

○ **Nominating Committee:**

In March, designate a Deacon to serve on the Nominating Committee and nominate a member at large to serve on the Nominating Committee. These choices will be presented to the church at the April Quarterly Business Conference;

○ **Responsibilities/Goals Pastor:**

Identify areas of strength and/or areas where improvement is needed and discuss same with the pastor in a timely manner;

○ **Responsibilities/Goals Paid Staff (Excluding Pastor):**

Responsibilities and/or goals and objectives are set by the Deacon Board and given to the paid staff (Organist) preferably one year prior to evaluation. These responsibilities/goals and objectives may be changed at any point as necessary to the mission of the church.

○ **Contract Compliance - Custodial and Secretarial Services**

▪ **Contract Content and Selection:**

- Annually, review the contract to determine if updates are needed.
- Develop process for comparison if more than one company or person is interested in entering into contract

▪ **Contract Compliance:**

- Discuss compliance issues with the contractor in a timely manner.
- Determine if breaches to contract have occurred

▪ **Make Recommendations to Church Membership for Approval:**

- Church Membership must approve contract changes
- Church Membership must approve Contractor selection.

○ **Care and Concern:**

Visit and otherwise give proper support to the membership and potential new members under the guidance and leadership of the pastor,

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Deacon Board

- **Facility Closure:**
Set and update as needed written Facility Closure guidelines for decision making and notification when weather or other events make it advisable to close any or all of the church facilities unexpectedly; and,
- **Church Property and Facility Use:**
Set and update as needed written Church Property and Facility Use guidelines to provide for the reasonable use of the property or facilities of the church for non-church functions;
- **Church Discipline:**
Constitute the Committee on Discipline with cases handled in cooperation with the pastor, and brought before the church only at the judgment of the committee or as a recommendation for final disposition of a case;
- **Finance:**
Make provision for the financial needs of the church by monitoring expenditures against revenues;
 - **Counting Committee:**
Each Sunday, two Deacons from a rotating monthly list or designee/s tally Sunday School, Worship and other offerings/revenues, fill out appropriate forms (Forms located in Appendix), put the counted offering and deposit slip in a deposit bag and place the deposit bag in the safe for later deposit by the person designated to do so.
 - **Financial/Budget Committee:**
Entire Deacon Board serves with certain other designated leaders to develop budget recommendations based on current needs and a review of historical spending and giving patterns. These recommendations are then presented to the church body for action;
- **Ordinances: Baptism and Communion**
 - **Baptism:**
Appoint individuals, preferably one man and one woman, to serve on a Baptismal Committee to handle arrangements in support of the Ordinance of Baptism (Instructions in Appendix)
 - **Communion:**
Handle all preparations for communion on the first Sunday of each month unless otherwise instructed using two Deacons from a rotating list.
- **Presence:**
Attend all church business and preaching services unless providentially hindered.
- **Scholarship Committee:**
Constitute the Scholarship Committee that makes decisions regarding proposals to contribute toward education costs incurred by the pastor or other church connected individual.

Role of Membership to Support

- Pray for the Deacons and our church.
- Speak well of our church.
- Offer encouragement and help.
- Offer suggestions.
- Volunteer and actively participate in the missions and works of the church.
- Provide information, and, offer praise or constructive criticism as merited.

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Honorary Deacons

Goal is to discover joy by modeling Christian faithfulness and devotion.

Duties & Responsibilities

Model Christian faithfulness and devotion as former deacons honored by their church by being selected as Honorary Deacons.

Role of Membership to Support

Learn what being a Christian looks like in day to day living by watching the example set by the Honorary Deacons.

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Organist

Goal is to discover joy through the gift of music.

Selection

- The Organist is a paid employee of Ivor Baptist Church.
- As such, the membership has final hiring authority.

Work Hours

- The Organist performs the duties and responsibilities of the position as scheduled.
- The Organist work time is authorized or determined by the Pastor and/or Deacon Board.

Salary

The Finance Committee, Deacon Board or any member may recommend initial compensation, set and/or propose changes to contract compensation at any time, as needed.

Duties and Responsibilities

- Play organ/pianos for Sunday Worship services and special services as needed
- Work with Pastor and/or Adult Choir Director coordinating/selecting special, Choir or other music
- Select congregational hymns if designated to do so by the Pastor
- Responsible for ensuring timely and regular maintenance and repair on organ and church pianos

Evaluation of Performance

The Deacons, will conduct a formal performance evaluation of the Organist on his/her anniversary date (month of hire). This evaluation shall be based on the guidelines developed and approved for the position by the Deacon Board. Identified areas of strength and/or areas where improvement is needed should be discussed with the Organist in a timely manner. Unsatisfactory work performance should be discussed with the Deacon Board as soon as it is noted. Job duties should be updated as needed to reflect current needs.

Role of Membership to Support

- Constant Prayer and Positive Encouragement through word or deed
- Offer Comfort and Care to the Organist and the Organist's family
 - Be mindful and respectful of rest days and family time
 - Where possible, give sufficient advance notice of need
- Ensure Suitable Compensation and sing joyfully

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Custodial Services

Goal is to discover joy through cleanliness.

Selection

- Custodial services are provided through a formal contractual agreement between Ivor Baptist Church and a contractor(s).
- As such, the membership has final contracting authority.

Work Hours

- Contractor agrees to perform the duties and responsibilities of the contract.
- Contracts are approved or amended by the Deacon Board.

Compensation

The Finance Committee, Deacon Board or any member may recommend initial compensation, set and/or propose changes to contract and compensation at any time, as needed.

Duties and Responsibilities

- Listed in contract
- May Include:
 - Regular vacuuming flooring and dusting furniture and all other surfaces in Church Sanctuary, Sunday School Rooms, Fellowship Hall, Library, Nursery, Offices and Hallways
 - Weekly cleaning all restrooms
 - Monthly cleaning of appliances and counters in the Kitchen
 - Trash Removal
 - Regularly sweeping exterior walkways

Evaluation of Performance

The Board of Deacons will conduct a formal performance review based on the contractual guidelines for custodial services as appropriate. Identified areas of strength and/or areas where improvement is needed should be discussed with the contractor in a timely manner. Unsatisfactory work performance should be discussed with the Deacon Board and/or their designee/s as soon as it is noted. Contract is updated as needed to reflect current needs.

Role of Membership to Support

- Constant Prayer and Encouragement
- Ensure Suitable Compensation
- Notify Deacon Board of any issues in a timely manner
- Assist in maintaining cleanliness standards as appropriate, and simply by picking up after yourself.

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Music

Goal is to discover joy by glorifying God with the gift of music.

Traditional Worship

The Pastor has overall responsibility for music in Traditional Worship services and works closely with the Organist and the Adult and Children's Choir Directors to coordinate and select music as appropriate.

Contemporary Worship

The Pastor has overall responsibility for the music in Contemporary Worship services. The Pastor will coordinate the music working with other music groups.

Adult Choir Director

Duties & Responsibilities

- Directs Adult Choir during Sunday Worship and special services as needed
- Selects or assists with selection of choir music and its delivery
- Works with Pastor to coordinate music for services
- Schedules, directs or assists with rehearsals
- Leads the Adult Choir and encourages choir to
 - Make a joyful noise and positively contribute to everyone's worship experience
 - Attend rehearsals and offer suggestions or new ideas as appropriate
 - Take direction, ensure goodwill and harmony within the group

Role of Membership to Support

- Prayer and Positive Encouragement
- As gifted, choose to lead or join the Adult Choir
- Attend special music events

Children's Choir Director

Duties & Responsibilities

- Directs Children's Choir (ages 5 to 15) during performances
- Selects or assists with selection of choir music and its delivery
- Works with Pastor to schedule performances and coordinate music
- Schedules, directs or assists with rehearsals
- Leads the Children's Choir and encourages children to
 - Have fun while making a joyful noise for God
 - Attend rehearsals and offer suggestions or new ideas
 - Take direction, learn about goodwill, teamwork and harmony within a group

Role of Membership to Support

- Prayer and Positive Encouragement
- As gifted, choose to lead Children's Choir and attend special music events
- Provide transportation to children who want to participate in rehearsals and performances

Other Music Groups

We encourage other music groups to form as members are led and gifted. Currently, these independent groups fit well in our Contemporary services and include:

- **Praise & Glory**
 - Old time spiritual, blue grass flavor, harmony and guitar based

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Children's Worship Coordinator

The goal of the Children's Worship Coordinator is to help children discover joy through worship of God through Jesus Christ. The Sunday morning children's worship service is a time of faith building and learning about God through age appropriate activities and exercises

As each child grows in faith and understanding s/he will experience God's love and joy in his/her life.

Duties & Responsibilities

- Plan and implement age appropriate activities for children during the Sunday morning children's worship service
 - Children's Worship begins after the first hymn and concludes with the end of the Sunday morning worship service.
 - Children's Worship takes place every Sunday.
 - Children's worship is for children in kindergarten through the fifth grade.
- Recruit helpers and workers to lead children in the planned activities and exercises.
- Communicate to the parents of the children the progress and needs of each child in his/her faith development.

Role of Membership to Support

- Pray for the Children's Worship Coordinator.
- Encourage him/her in this most important ministry.
- Volunteer to help in the Children's Worship service
- Encourage both parents and children as they help their children grow in faith through worship
- Model faithful worship for our children during Sunday morning worship.

Buildings and Grounds Committee

The goal of the Buildings and Grounds Committee is to discover joy by providing the Pastor, the church family and our community with comfortable, functional and well maintained buildings, structures and properties.

Duties & Responsibilities

- Perform routine maintenance on the church's buildings and grounds
- Contract bids and estimates for one time use or annually renewed maintenance contracts
 - Whenever possible, get at least 3 estimates when bidding out work
 - Do work in-house as gifted and appropriate to conserve funds
- Accept authority to proceed during emergency situations
- Perform regular Inspections and prioritize needs
- Ensure Maintenance Requests are completed in a timely manner
- Communicate issues and educate membership
 - Make timely recommendations to the Board of Deacons and membership of needed repairs and maintenance that exceed funding limits
- Follow-up on completion by contractors to ensure contract requirements are satisfied prior to payment or disposition
- Schedule and promote Church Clean-up Days as needed

Role of Membership to Support

- Prayer and Positive Encouragement
- Complete written request forms
- Participate in Church Clean-up Days and any other projects as able
- Financially support the Building Fund
- Offer suggestions or new ideas as appropriate
- Assist in any other way as gifted or needed

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Sanctuary Flowers Committee

The goals of the Sanctuary Flowers Committee are to discover joy by beautifying God's house of worship, offering opportunities to remember and/or honor loved ones and providing cheer to those who are homebound or in nursing homes or other facilities.

Duties & Responsibilities

- Ensure a Flower Calendar is purchased and posted before September of each year
- Contact the people who usually reserve a certain Sunday each year first
- Allow anyone to sign up for remaining Sundays
- Remind the responsible party of their commitment at least one week in advance
- Ensure the donor's words are included in the Church Bulletin that Sunday
- Consistently educate members
 - Which local florists are able to and will deliver to our church
 - In season, flowers can come from their garden and do not necessarily have to be ordered from a florist
 - The first Sunday of each month is communion (do not necessarily need flowers)
 - Their flowers could continue to be enjoyed beyond Sunday Service
- Coordinate with the Church Decorating Committee during special holidays
 - Generally, we offer to order Easter lilies for Palm and Easter Sundays
 - Generally, someone volunteers to create a Thanksgiving cornucopia display
 - Generally, the church is decorated during part of the Christmas season

Role of Membership to Support

- Thank God for his amazing creation
- Choose to donate fresh flowers at least once a year
- Share the joy of fresh flowers with someone else after Sunday service

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Usher Board

The goal of the Usher Board is to help worshipers discover joy by providing comfort, information and assistance during services.

Usher Board Chairman

Duties & Responsibilities

- Ask for volunteers or recruit individuals to serve on the Usher Board
- Make an Usher Duty Roster or Schedule for the year
- Train ushers on
 - Handling emergencies including
 - Location of emergency supplies such as the
 - First Aid Kit, wheelchair, backboard and telephone
 - Calling 911
 - Re-stocking the First Aid Kit as needed and appropriate
 - Collection of offering at appropriate times and in appropriate order
 - Assisting anyone entering or leaving the church, and seating congregation as needed
 - Greeting visitors and providing them a Welcome Package
 - Informing visitors of available nursery services, baby changing facilities, and or restroom locations.
 - Distributing bulletins and other information
 - How to find or offer any other assistance they may request or need
 - When and where to sit during the service
 - How to find a substitute if the usher is unable to attend as scheduled
- Prior to the start of services ensure
 - Current Bulletins and offering plates are present
 - Lighting is on and appropriate
 - Indoor temperature is comfortable (adjust Heat and A/C as needed)
 - Candles on the Communion Table are lit
- During the services ensure
 - Ushers are seated in the reserved section at the back of the church
 - Ushers are alert and constantly observing the congregation for signs usher assistance may be needed

Role of Membership to Support

- Prayer and Positive Encouragement
- Choose to serve on the Usher Board once a month
- Assist Ushers as needed
- Help Ushers identify issues and needs and solve problems

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Education

Discipleship Training Director

To help church membership discover joy by facilitating study of scripture and application of biblical teaching in everyday life at home, within relationships and the workplace.

Duties & Responsibilities

- Works closely, in concert with the Pastor, to find and/or develop training courses for church members to “equip the saints”
- Finds or assigns teachers for scripture and/or biblically based studies
- Ensures studies relate application of biblical teachings and values to daily life
- Schedules studies, reserves rooms, orders materials and/or performs related activities as needed or appropriate

Role of Membership to Support

- Attend studies to grow spiritually
- Offer suggestions or ideas for course topics
- Pray for the continual spiritual development of members, friends, family and neighbors

Sunday School

The goal of Sunday School is to encourage members and the community to discover joy by studying, learning and discussing biblical lessons.

Sunday School Director

Duties & Responsibilities

The Sunday School Director is a servant leader responsible for the general oversight of our church’s ministry in Christian Education.

- Works to solve Sunday School related issues in cooperation with the church body
- Orders School supplies and materials, keeping budgetary constraints in mind
- Ensures the church is unlocked in advance of Sunday School start time
- Ensures the school bell is rung to start and end class
- Reports Sunday School information and attendance at each quarterly Business Conference
- Finds a substitute teacher if needed
- Ensures the needs of both teachers and students are met
- Conducts or assigns someone to conduct Opening Exercises
- Greets School visitors and directs them to an appropriate class
- Works closely with the Pastor and Discipleship Training Director to
 - Ensure adequate Teacher training is offered
 - Ensure appropriate teaching materials/literature are provided
- Along with member and teacher input, regularly reviews and evaluates literature and other materials, and operations
- Calls Teacher and other meetings as needed
- Visits classrooms periodically to assess program effectiveness
- Serves on the Nominating Committee

Assistant Sunday School Director

Acts in absence of Sunday School Director or to assist the Director as needed.

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Sunday School Secretary

- Maintains the Sunday School Roll
- Reports as required to the Sunday School Director

Children's Director

The Sunday School Children's Director is a servant leader responsible for overseeing our church's ministry in Christian Education with regard to all children 5th grade and under.

- Arrives at church early, before the children arrive for Sunday School
- Greets each child, ensure visitors know which classroom to go to
- Ensures that each class has a teacher present
- Works with children to help them feel comfortable and loved
- Helps care for newborns and teach toddlers
- Keeps attendance records and turns in offerings
- Decorates Bulletin Boards in the Education hallway as needed and appropriate
- Assists with any other work that needs to be done
- Ensures Nursery Workers are available for worship services as needed

Sunday School Teachers

Adult, Youth and Children's Sunday School Teachers

Duties & Responsibilities

- Train for, plans and prepares weekly lessons
- Plan group activities and/or missions
- Focus on building both faith and relationships
- Be available for counsel as needed
- Ensure appropriate transportation and/or chaperones are scheduled for any trip or activity
- Ensure information concerning activities, class topics, etc. are timely announced and published in the bulletin
- Report to the membership as needed at the business meetings
- Write monthly column for the newsletter
- Maintain class roll/roster and contact information for the class
- Weekly, ensure class attendance is reported to the Sunday School Director
- Follow-up or contact prospective Sunday School attendees
- Plan special celebrations (such as graduation breakfast each June) when applicable
- As far in advance as possible, notify the Sunday School Director or Children's Director if unable to teach

Role of Membership to Support

- Attend Sunday School classes
- As gifted or led, offer to teach or to assist teachers
- Invite or otherwise encourage everyone in the community to attend Sunday School
- Offer transportation or be available to Chaperone
- Consider financial sponsorship of Sunday School group activities and missions
- Offer ideas and suggestions on improving the effectiveness of Sunday School
- Donate refreshments for Opening Exercises or other events

Vacation Bible School Committee

The goal of the Vacation Bible School Committee is to discover joy by planning and implementing the faith building and educational activities of the annual V.B.S. These activities help each participant, both student and teacher alike, grow in faith. Faith development is the foundation of each person's discovering joy from God in their lives.

Duties & Responsibilities

- Determine the Vacation Bible School literature
- Announce date of Vacation Bible School by February 1st of each year
- Coordinate marketing of related registration and commencement events
- Ensure proper records are kept
- Decide on charity or ministry for offering

Role of Membership to Support

- Volunteer to teach or serve as needed
- Encourage attendance and participation
- Prayerfully and financially support this ministry and offer suggestions and ideas

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Library Committee

The goal of the Library Committee is to discover joy by providing a diverse and appropriate selection of literature and multimedia for use by the church so that God's message can be explored.

Duties & Responsibilities

- Organize the Library with shelves/storage material that makes browsing easy
- Maintain an inventory/catalog of offerings
- Review materials for appropriateness
- Maintain a check out /return system
- Order/receive new material and record in the Library Catalog
- Inform/educate membership of offerings and new purchases as needed
- Work to achieve the following goals
 - Make education materials available to Sunday School Teachers, Ministry and other leaders to assist in preparation and study of lessons being taught or explored
 - Pursue multi-media materials including dictionaries, thesauruses, encyclopedias, social studies non-fiction works, biblical reference literature, CD-ROMs, audio/video/DVD movies and/or television episodes

Role of Membership to Support

- Donate materials to the Library
- Encourage everyone to use the Library's resources
- Offer suggestions for materials to purchase

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Treasurer

The goal of the Church Treasurer is to discover joy through good stewardship by maintaining accurate and detailed financial and tax records.

Duties & Responsibilities

- Ensuring all disbursements are properly authorized and made by check
- Reporting church's financial status at each quarterly business conference
- Working with the Finance Committee to properly budget for the next church year
- Organizing accounts and budget line items in easily understandable way
- Ensuring paid and contract employees are paid in a timely manner
- Properly filing all IRS forms and reports (W-2, W-3, 941, etc.) as required by law
- Ensuring all invoices are paid in a timely manner, recorded and filed (write check # and date of payment each invoice and file by quarter)
- Issue payment advances as appropriate ensuring receipts and unused funds are returned
- Preparing quarterly reports indicating budget amount vs. actual expenses
- Keeping records available for Audit Committee as requested
- Working with Secretary to ensure Offering Envelopes are ordered annually
- Maintaining vehicle and other property records ensuring stickers, licenses, taxes and insurance information are current
- Maintaining accurate and complete inventory of church property for insurance purposes

Role of Membership to Support

- Provide receipts in timely manner
- Notify Treasurer of budget line item affected
- Carefully monitor and review financial reports

Assistant Treasurer

- Acts in absence of Treasurer or to assist Treasurer as needed.

Audit Committee

The goal of the Audit Committee is to discover joy by being good stewards of the resources God has provided to further the ministry of His church.

Duties & Responsibilities

- At least 2 elected church members audit or have the financial records of the church audited annually
- Ensure bank statements (checking and savings) match Treasurer's records
- Report Audit findings to the Church at January Business Meeting for prior September to August church year

Role of Membership to Support

- Ask questions as needed

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Reporter

The goal of the reporter is to joyfully communicate the work and events of the church to appropriate media agencies for mass communication.

Duties & Responsibilities

- Regularly report on events and work of the church to community media outlets
- Ensure pictures are taken at events or on missions projects
- Maintain a photo or scrapbook archive representative of church life and our members

Role of Membership to Support

- Keep the Reporter informed of events and work in the life of the church
- Offer to help take pictures or scrapbook events
- Make suggestions or offer creative ideas

Clerk

Goal is to discover joy by preserving a written history of church organization, membership and actions for the edification of the church body.

Duties & Responsibilities

- Keep a faithful record of all proceedings of the Church via the production of minutes that are subsequently approved by the church body;
- Keep a clear and accurate roll of members showing date and manner received and dismissed, date of deaths, and change of name by marriage, addresses, etc.
- Preserve roster, Constitution, and record of proceedings from destruction; to include coordinating the delivery of the same to available Baptist archival programs.
- Conduct the correspondence of the Church; and,
- Submit church profile information to the Blackwater Association annually.

Role of Membership to Support

- Report changes in names, addresses, etc. to the Clerk in a timely manner.
- Provide written reports when subject matter is complex, includes bid information, etc.

Assistant Clerk

- Acts in absence of Clerk or to assist the Clerk as needed.

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Secretary

Selection

- Secretarial services are provided through a formal contractual agreement between Ivor Baptist Church and a contractor.
- As such, the membership has final hiring authority.

Work Hours

- Contractor agrees to perform the duties and responsibilities of the contract.
- Secretarial contracts are approved or amended by the Deacon Board.

Payment for contract services

The Finance Committee, Deacon Board or any member may recommend initial contract rate terms, set and/or propose changes to contract rate terms at any time, as needed.

Duties and Responsibilities

Job duties are specified in the formal contract. Some of the typical duties include the following:

- Produces publications (Bulletins and Newsletters)
- Updates IBC Handbook and distributes changes as needed
- Maintains Member, Prospect and Community Database
- Updates Structure Guidelines (this) Handbook as needed
- Follows IRS guidelines for reporting non-profit gifts and contributions to donors
- For deceased members, orders memorial flowers and notifies families of donations and donors
- Maintains office equipment and orders office supplies
- Gets and distributes church Mail
- Assists Officers and Committee Chairs in getting pertinent Information to members as needed
- Maintains and posts Church Calendar
- Schedules facility and vehicle use
- Participates in other projects or events as assigned by Pastor

Evaluated by the Pastor

The Deacon Board will conduct a contract performance evaluation of the Secretary on his/her anniversary date of the contract commencement. This evaluation shall be based on the contract Position Description developed and approved by the Deacon Board. Identified areas of strength and/or areas where improvement is needed should be discussed with the Secretary in a timely manner. Unsatisfactory contract performance should be discussed with the Deacon Board as soon as it is noted. Contract requirements should be updated as needed to reflect current needs.

Role of Membership to Support

- Constant prayer, encouragement and communication
- Assist in maintaining accurate, current information and office as appropriate
- Ensure suitable materials, tools and equipment are provided
- Enhance Secretary's ability to be accurate by putting bulletin announcements, prayer requests, etc. in writing, and in a timely manner to allow prompt publishing.

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Missions

General

Leaders/Committee Chairs will meet at the beginning of each church calendar year (September) to discuss their plans, goals and objectives and to develop a calendar to minimize conflicts and maximize utilization of resources. Any specific calendar dates/events are communicated to and recorded by the Secretary.

Athletic Committee

The goal of the Athletic Committee is to discover joy by coordinating athletic and other extracurricular activities that lift up God's name through group fellowship.

Duties & Responsibilities

- Research seasonal sporting events for adult and youth participation
- Appoint coaches and coaching staffs
- Report pertinent information as to costs and insurance liability to church for consideration
- Ensure positive fellowship and application of Christian values

Role of Membership to Support

- Participate as led
- Support teams by attending games and encouraging players

Budget Committee

The goal of the Budget Committee is to discover joy by adequately and properly allocating the church's resources to best fund God's work in the community and beyond.

Duties & Responsibilities

- Church's Constitution stipulates the make-up of this committee. The Chairman is elected by the committee members
- In light of the church's vision and mission, evaluate the financial needs and appropriations of church funds, making changes as financial conditions or needs dictate
- Confer with the head of each organization of the church for suggestions or special needs to be considered when budget is prepared
- Develop and propose an annual budget to address the church's needs at the July Quarterly Business Conference
- Initiate a stewardship education program in the church as needed

Role of Membership to Support

- Pray and consider own personal stewardship
- Offer input before or during the process
- Support proposed budget
- Propose changes as needed

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Care Committee

The goal of the Care Committee is to discover joy by caring for our church members and those in the surrounding Ivor community during the loss of a loved one.

Duties & Responsibilities

- Visit the bereaved family within two to three days of their loss
- Provide the following items with variations depending on family needs:

1 box gallon freezer bags	1 box quart freezer bags
1 box tall kitchen trash bags	1 box tissues
1 roll of paper towels	4 rolls of toilet paper
30-50 disposable cups	30-50 heavy duty disposable plates
1 pkg. of 100 napkins	30-50 disposable utensils
1 box of Reynolds wrap	1 bag of wrapped mints
- Carry the items in a storage tub with a sympathy card from Ivor Baptist Church
- Make a return visit to pick up the storage tub at a later date which allows another opportunity to visit with the family and show how much we care about them.

Role of Membership to Support

- Promptly notify a member of the Care Committee, the pastor, or a deacon when there has been a loss of a loved one.

Christmas Celebration Committee

The goal of the Christmas Celebration Committee is to discover joy by presenting music, plays, and other special events that remind us of the significance of the season.

Duties & Responsibilities

- Determine activities appropriate for the Christmas holiday
- Coordinate scheduling and promotion of the events
- Confer with the Church Decorating Committee and Sanctuary Flowers Committee
- Attempt to involve as many worship, educational and missions groups as possible

Role of Membership to Support

- Participate as led
- Support with attendance and prayer

Church Decorating Committee

The goal of the Church Decorating Committee is to discover joy through the beauty of the church facilities as we celebrate Christmas and Easter.

Duties & Responsibilities

- Decorate the church facilities inside and out for Christmas and Easter holidays
- Some traditions or decorations might include ordering special flowers or putting up crosses at special times

Role of Membership to Support

- Participate as led
- Support with prayer and ideas

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Drama Team Committee

The goals of the Drama Team Committee are to discover joy by lifting up the name of Jesus, being present and having fun.

Duties & Responsibilities

- Work with church and neighborhood children and youth in ways that instill biblical values in their young lives
- Teach techniques of drama and story telling
- Have regular devotion to help scripture comes alive in their heart and minds
- Help to light the fire of evangelism within them
- Demonstrate to them that being a Christian is rewarding and fun
- Schedule practice times and performances
- Be willing to drive church van or otherwise transport children to training or performances

Role of Membership to Support

- Attend and support performances
 - Offer encouragement to the children to attend practice and work at home
 - Provide transportation
-

Puppet Team Committee

The goal of the Puppet Team Committee is to discover joy by teaching children to share the love of God through Christ in a positive, creative and fun environment.

Duties & Responsibilities

- Work with church and neighborhood children and youth in ways that instill biblical values in their young lives through puppet ministry
- Have regular devotions to help scripture come alive in their heart and minds
- Teach care for the puppets, how to operate the puppets, how to set up the stage and performance techniques
- Help to light the fire of evangelism within them
- Demonstrate to them that being a Christian is rewarding and fun
- Schedule practice times and performances
- Be willing to drive church van or otherwise transport children to training or performances

Role of Membership to Support

- Attend and support performances
- Offer encouragement to the children to attend practice and work at home
- Provide transportation

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Hospitality/Food Service/Special Events Committee

The goal of the Hospitality Committee is to discover joy through The coordination and preparation of food services for the church while providing opportunities for glorious fellowship and ministry to our fellow church members and community.

Duties & Responsibilities

- Coordinate and prepare food services for Quarterly Business Meetings, Covered Dish Dinners, Special Occasions and any other church functions as needed
 - Arrange for tables to be set up
 - Provide Drinks and refreshments as appropriate
 - Coordinate and maintain banquet food tables
 - Clean up after the function
 - Remove trash from the building
 - Maintain and purchase food service supplies

Role of Membership to Support

- Provide food when requested by the committee
- Assist the committee in any other way to ensure goal is met

Ivor Quilting Club

The goal of the Ivor Quilting Club, a community group that formed a covenant relationship with the church, is to help our neighbors discover joy through mission and creativity.

Senior Adult Ministry Club

The goal of the Senior Adult Ministry (SAM) Club, a church initiated ministry, is to help the senior adult community discover joy through mission and fellowship.

Duties & Responsibilities

- Schedule meetings
- Plan program for meetings and procure birthday flowers as needed
- Notify members of quarterly covered dish meetings
- Ensure proper records and book keeping are maintained
- Assist with table set-up and lunch preparation

Role of Membership to Support

- Help with programs by offering suggestions and ideas
- Serving or helping with food/drink preparation
- Support through attendance and preparation

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Missions Committee

Goal is to discover joy by engaging in purposeful initiatives that join God in His work by sending individuals, impromptu groups, and/or, the entire congregation to act in response to identified service needs in demonstration of God's love. Goal is to further discover joy by assisting others in crisis via monetary or other direct demonstrations of care and concern.

Duties & Responsibilities

- Plan, coordinate and supervise Hands On Mission work for our church using the following guidelines:
 - Missions may be categorized as Local, State, National, or International
 - Mode of Operation
 - Consideration of Need
 - Disaster
 - Emergency/urgent need
 - Need, but not an emergency or urgent
 - When partnering with other groups, seek to work with those of similar beliefs
 - Feel of call to join God in meeting need
 - Financial Considerations
 - Flexibility to utilize funds currently designated in budget for Hands on Missions.
 - Request special action by church membership should the committee feel led to become involved in any mission project that would require financial resources in excess of the budgeted amount for Hands on Missions.
 - Accountability
 - Evaluation completed on each project to include:
 - (1) **Financial Records:**
 - (a) Receipts kept for missions related purposes that use church funds
 - (b) Donated Funds/Goods, if any, are tracked in order to derive a total financial cost per mission endeavor.
 - (2) Volunteers:
Numbers of people involved & approximation of time spent on project/s will also be tracked.
 - (3) Outcome Assessment:
Objective and/or subjective evaluation of impact will be noted

Role of Membership to Support

- Individually & collectively seek to learn where God is at work so that we might join Him there.
- Be in constant prayer for our missions to demonstrate God's love.
- Actively and with generosity join in hands on missions whenever and wherever possible through direct work, praying, and supporting those who are directly involved.
- Identify opportunities to assist others through Hands On mission activities or direct assistance in time of crisis.

Benevolent Committee

Goal is to discover joy by engaging in purposeful initiatives that join God in His work by sending individuals, impromptu groups, and/or, the entire congregation to act in response to identified service needs in demonstration of God's love. Goal is to further discover joy by assisting others in crisis via monetary or other direct demonstrations of care and concern.

Duties & Responsibilities

- Plan, coordinate and supervise the Benevolent Fund for our church using the following guidelines:
 - Church members will be given priority and will be helped as often as needed;
 - Non-church members will be helped no more than once per month and no more than 3 months total;
 - Financial needs: help will be given based on actually seeing some documentation of emergency need for non-church members and based on the statement of need from church members.
 - Records will be maintained of the name and address of those helped and the type and amount of food or financial assistance given;
 - Strict confidentiality will be maintained concerning the names of those helped. However, this will be made available to the deacons upon request;
 - Two members of the Missions Committee act as managers for the Benevolent fund.
 - The minister will also serve as a point of contact and assist with distribution in lieu of the managers; and
 - Changes to the guidelines will be sought by bringing suggestions to the Adult II Class for discussion, and, if necessary, to the church or Board of Deacons for action.

Role of Membership to Support

- Individually & collectively seek to learn where God is at work so that we might join Him there.
- Actively and generously and wherever possible through direct action, pray, and support those in our family and community who in need.

Nominating Committee

The goal of the Nominating Committee is to discover joy by working through divine guidance to help members of our congregation discover their purpose in our church and community.

Duties & Responsibilities

- Work to fill officers, committee and board members in the church and recommend changes as needed
- Provide information on positions as requested
- Attempt to involve as many members as possible
- Ensure facilitator and other structural processes are followed
- Encourage members to volunteer
- Recommend slate of officers for consideration by the church body at the July Quarterly Business Conference

Role of Membership to Support

- Volunteer, serve and participate as led and gifted
- Prayerfully support the work of the committee
- Offer suggestions and ideas

Outreach Director

The goal of the Outreach Director is to discover joy by reaching out to others through coordination of visitation and fellowship activities that provide opportunities to share God's word and help others discover God's joyful purpose in their lives.

Duties & Responsibilities

- to work with the Pastor in planning and coordinating:
 - outreach;
 - evangelism; and
 - visitation ministries

Role of Membership to Support

- Actively participate in outreach, evangelism, and visitation ministries under the leadership of the Pastor and Outreach Director; and,
- Individually seek opportunities to visit, assist, pray for, and offer other support and guidance as the "feet and hands" of Jesus.
- Share creative ideas and/or suggestions for programs or events

Trustees

The goal of the Trustees is to discover joy by ensuring the church has the proper land and other property to compliment and enable the work of the church body.

Duties & Responsibilities

- to acquire, hold, and dispose of Church property by order of the church; and,
- to represent the Church in any other legal matters that may arise.

Role of Membership to Support

- Support the work of the Trustees through prayer
- Give careful consideration to their service or the service of others as Trustees.

Transportation Committee

The goal of the Transportation Committee is to discover joy by Ensuring the church's vehicle/s are properly maintained and adequately cleaned in order to be used for mission, group trips and other functions as needed.

Duties & Responsibilities

- Be responsible for the maintenance and upkeep of church vehicles to ensure safe and dependable transportation
- Be final approval authority for all request for church vehicle use
- Ensure only drivers listed on the vehicle insurance policy operate any church vehicle
- Inspect vehicles monthly, checks cleanliness, fluid levels, tires and stickers or state inspection
- As requested, propose vehicle upgrades or purchases

Role of Membership to Support

- Properly schedule vehicle use through the Church Secretary
- After use, fill up gas tank and clean out debris
- Alert committee to any problems encountered while driving and drive safely and responsibly

Women on Mission and Women's Missionary Union Director

The goal is to discover joy by promoting and teaching about evangelism and missions in our neighborhood, state and world.

Duties & Responsibilities

- Schedules and leads monthly meetings
- Attends Blackwater Baptist Associational meetings and other workshops
- Promotes missions offerings, projects and drives
- Chooses /assists leaders of mission groups (Acteens, Children in Action and Mission Friends)
- Reports to the membership at the quarterly business meetings

Role of Membership to Support

- As led, assist with missions groups, projects and drives
- Participate in WOM and WMU
- Recognize and communicate needs and seek out service opportunities all over

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Communicating with Care

Church Bulletins

Are published weekly for Sunday worship services.
Items for the next Sunday's bulletin are due in the Church Office by Friday morning.
The Secretary designs the Bulletin and the Pastor determines the order of service.
Extra Bulletins are available to distribute as needed.

Church Newsletter

Is published monthly.
Items for the next month's Newsletter are due by the 25th of the current month.
Everyone is encouraged to contribute articles, praise reports, and celebrations.
All Officers and Committees, e.g., Sunday School Director, Youth, Athletics, Women on Mission should submit a newsletter article describing upcoming activities, events, or other information needed to share with the congregation.
Extra newsletters are available to distribute as needed.
Please notify the Secretary of people and/or addresses to add to the mailing list.

Church Calendar

Posted three months in advance.
Posted in the Education Building Hallway.
Changes to the calendar are published/posted as soon as they are known.

Mail Slot

For your convenience a mail slot is located on the exterior (outside) door to the Church Office so that announcements, calendar items and any other information may be dropped off at any time.

e-Mail, Card or Call

This is a simple and powerful way to demonstrate our love for one another.
Member directories with address information are available.
Requests for Prayer are published as they are known or communicated.

Role of Membership to Support

- Notify Church Secretary of changes in information or corrections needed – IN WRITING
- Observe and follow the publishing due dates, be considerate and early
- Demonstrate care by sending uplifting e-mails or cards or with a phone call/visit
- Pray that we communicate God's love effectively

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Facilities Use

Ivor Baptist Church is a community church, and as such, we are pleased to offer our facilities for use to any group or groups as approved by the Board of Deacons.

Please use the proper application form located in the Appendix.

Facilities Closure

On February 13, 2005 the Deacons adopted the following written guidelines for decision making and notification when weather or other events make it advisable to close any or all of the church facilities unexpectedly:

- Phone Tree Use
 - The Pastor, Deacon Chairman, or designee should be consulted in order to activate the phone tree for mass communication purposes on church facility closings.

- Public Service Radio/TV Announcements
 - Chairman of Deacons or designee to contact WLQM (AM/FM – 101.7) at 562-3135 to request public service announcement/s of closure.
 - Chairman of Deacons or designee to contact Wavy TV 10 at (757) 393-1010 to request facility closure announcements. Please note that Wavy TV 10 will not activate their system to run such announcements unless there is a fairly widespread problem with 12-15 entities requesting such announcements. In other words, if we have a failure of our heating system on a very cold day, they will not make a closure announcement just for us.

Church Calendar

A three (3) month church calendar will be posted on the right hand wall as you enter the Educational Building. Some of the calendar items may be readable without coming into the building. The Secretary is responsible for maintaining the church calendar. All scheduling and updates to the calendar will go through the Secretary first and all changes to the calendar will be made by the Secretary.

Discovering Spiritual Gifts

Provide opportunities for our church family to discover what God is doing through our church, and, where God has gifted them to serve.

“The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.”

*Ephesians 4: 11-13
NRSV*

- **ENCOURAGEMENT VIA WORD AND PRAYER**
At every opportunity, we will ALL consciously endeavor to lift up those who are striving to find a place to serve, or, are already helping God through service at our church.
- **DISCOVERING YOUR SPIRITUAL GIFTS**
Prior to the first meeting of the Nominating Committee, the pastor will offer a Spiritual Gifts Inventory for members to discover how God has gifted them for Christian service. This inventory will be for the benefit of the member and can be very useful in the nomination process of the Nominating Committee.
- **PROCESS:** Will begin at a fellowship meal in March of each year.
- **“Come and See What the Church Is About”**
Annual church wide event that occurs during our Fall Festival where Ivor Baptist invites our community to learn about what we do at IBC, Why we do it and why it is important to us as Christians. This event will take place annually each October.

Developing Leaders

- **Sunday School & Church Leadership Workshops**
Workshops held annually in different parts of the state. Attendees can choose workshops in their area of church responsibility or interest. These events also offer opportunities to explore resource materials and network with others.
- **Education/Training**
Will be provided on subjects of interest.
- **Deacon Education/Training**
Will be provided by pastor and other trainers – on and/or off site.
- **Train the Trainer**
Understanding that there is a need for growing new leaders for future generations, IBC leadership will have a coaching/mentoring (Teach the Teacher) workshop that will both encourage and instruct current church leadership in the coaching/mentoring process. This workshop will be held as often as deemed necessary by the Pastor and Board of Deacons. With encouragement, instruction and guidance, our leaders will mentor others to become leaders of Ivor Baptist Church.

Appendix

Rules Governing Phone Tree Use

Purpose: The Ivor Baptist Phone Tree is a tool for informing members and regular attendees by telephone to spread a brief message quickly and efficiently.

Uses:

- Quickly mobilize church members and/or regular attendees in emergency situations.
- Notify or remind church members and/or regular attendees of closings, meetings, or last minute changes.
- Notify or remind church members and/or regular attendees of other information needing to be disseminated quickly.

Equipment: The online phone tree service, dialmycalls.com will be used to host the Ivor Baptist Church phone tree.

Decision

to Use: Upon receiving potentially important information, the decision to use the phone tree for any given scenario rests with the pastor, deacon chairman, or designee. They are the only persons with the ability to activate the phone tree.

Right to

Opt Out: Any member or regular attendee who does not wish to receive calls from the phone tree can notify the pastor or deacon chairman and their name will be removed from the phone tree.

Annual

Review(s):

- The deacon chairman or designee will conduct an annual review and test of the phone tree each September to ensure accurate contact numbers of all persons listed in the phone tree and that the phone tree represents the actual makeup of Ivor Baptist Church members and regular attendees. Any discrepancies will be forwarded to the church secretary to obtain corrected information. The corrected information will be returned to the deacon chairman or designee for entry into the phone tree.
- The board of deacons will review the total annual usage of the phone tree each August and adjust the pre-paid call package as necessary to ensure the church spends neither too much nor too little on the service.

Ivor Baptist Church Counting Sheet (Deacons or Designee)

Date: _____

Regular (General Fund) Offering

Envelope Offering \$ _____

Loose Offering \$ _____

Total of Regular Offering \$ _____

Special (Designated) Offerings

Missions	Amount
Annie Armstrong	\$ _____
CBF Global Easter	\$ _____
Lottie Moon	\$ _____
CBF Global Christmas	\$ _____
Alma Hunt State Missions	\$ _____

Youth Programs	
Wonderful Wednesdays	\$ _____
Girls in Action	\$ _____
Vacation Bible School	\$ _____
Summer Camp	\$ _____

Other	
Black Water Association Offering	\$ _____
Initial Envelope Offering	\$ _____
Benevolent Fund	\$ _____
Flowers (Poinsettias, Lilies, Etc.)	\$ _____
Events / Dinners	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Memorials	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total of all Special Offerings \$ _____

Total of ALL Offerings (Deposit Amount) \$ _____

*Memorials - Provide Secretary with donor information / amounts to ensure church sends acknowledgement.

Counter #1 Name: (Print/Sign) _____

Counter #2 Name: (Print/Sign) _____

Weekly Counting and Closeout Procedures

1. Gather ALL Offering Envelopes & Loose Cash/Checks from Sunday School, Collection Plates & Sanctuary Boxes. *Separate the Envelopes into **REGULAR** (GF) & **SPECIAL/DESIGNATED**.
2. Open **REGULAR** (General Fund) envelopes
 - *Notate in upper right hand corner (1) amount and (2) whether cash or check.
 - *Write donor's name on envelope if it is not there already.
3. Add Envelope monies together and record amount on Counting Sheet (Envelope Offering Line).
4. Count **LOOSE** and record on Counting Sheet.
5. Make copies of any **CHECKS** not coming in offering envelopes.
6. Add **REGULAR** and **LOOSE** offering together.
 - * Record as **TOTAL REGULAR OFFERING** on Counting Sheet.
7. Open and mark **SPECIAL/DESIGNATED** Envelopes in the same manner as **REGULAR** Envelopes.
 - * List each **SPECIAL/DESIGNATED** category on the Counting Sheet.
 - ** Record totals for each category.
 - *** Be sure to make a copy of any **MEMORIAL FUND** envelopes/checks for the Secretary as both address and amount of the gift are needed.
 - ****Place the name of the person receiving a **MEMORIAL** donation on the **Memorials** line of the counting sheet. If more than one, use separate lines for each.
8. Record on blank lines **SPECIAL/DESIGNATED** monies that do not belong in a listed category. Be specific i.e., "Spaghetti Lunch" not "Youth Fund".
9. Total **SPECIAL OFFERINGS** and record on Counting Sheet.
10. Add **REGULAR** and **SPECIAL OFFERINGS** together.
 - * Record as **Total of All Offerings**.
11. Make Bank deposit slip for BSV Checking Account.
 - *Include all of the offerings, list each check individually by name and stamp each check.
 - ** Add together and record as **Total Deposit** on the Counting Sheet.
 - *** **Total Deposit** must equal **Total of All Offerings**.
12. Place Deposit Slip, checks and monies in a deposit envelope.
13. Place the deposit bag in the church safe.
14. Counters please print your name and sign the Counting Sheet.
15. Make 1 copy of the Counting Sheet
 - *Bundle (1) empty envelopes, (2) Final Deposit Slip Adding Tape, (3) copies of loose checks (4) copy of Counting Sheet and place in Secretary' Office Desk drawer.
16. Place original Counting Sheet in the Church Treasurer's mailbox.

Close Out Procedures

- *Change the board over the Sunday School Secretary's Desk to reflect **TOTAL** offering.
- *Ensure all lights, the organ and sound systems are turned off.
- *Check all thermostats to ensure they are listed as "Following Schedule".
- *If not following schedule, press the "Cancel" button to clear override and place on schedule.
- *Check baseboards in Church Office and Library to ensure they are off.
- *Check ALL restrooms (upstairs, Education Wing, Fellowship Hall) to ensure no water is running; check kitchen for dirty dishes and to ensure no water is left running.
- *Ensure all Exterior Doors are Locked (Fellowship Hall, Kitchen, Education Wing, Sanctuary)

Thank you for your dedication to our Lord and our Church.

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POLICY ON USE OF CHURCH PROPERTY/FACILITIES/EQUIPMENT

It is the policy of the Church, as a service to the community, to make the fellowship hall and certain other facilities available to church-related or non-profit groups and others under conditions noted below:

ADMINISTRATION

- A. The policy will be administered by the Deacons.
- B. The Deacons are to be consulted where there is some question as to the interpretation of the regulation or if there is a question as to the appropriateness of the purpose as noted on the application.

PROCEDURE

Application for the use of the church property should be made in writing to the Pastor or Chairman of the Deacons, or put in the church mail slot, in advance of intended use. Funerals are exempt. Application forms are available upon request. Approval may be given by the Chairman of the Deacons, Vice Chairman of the Deacons, or their designee. Fees are due upon approval. Other charges are due within 7 calendar days from the date of use. The Church Secretary will bill the applicant. (A sample Application for the Use of Church Property is attached.)

REGULATIONS

- A. In-house use of facilities and equipment will be without charge to Ivor Baptist Church (IBC) members and any church group.
- B. No church property or facilities shall be used for the purpose of making a profit (does not apply to caterers serving meals to groups meeting with the church).
- C. Property or facilities shall not be used on Saturday nights where their use may in any way detract from the Sunday School and/or Worship service.
- D. User will be responsible for leaving facilities clean and orderly (as they found them) with trash removed from the premises OR forfeit their deposit for custodial services.
- E. User will be responsible for any property loss or damage to property or facilities occurring during use OR all or part of their deposit will go toward reimbursing the church.
- F. Kitchen equipment may be used on church property only with all posted Rules for Kitchen Use followed.
- G. Chairs and folding tables (**FORMICA/PRESSBOARD/WOOD RECTANGULAR ONLY**) may be used without charge away from the premises.
- H. Food or drink will be consumed only in the fellowship hall.

FEES/CHARGES (Fees/charges for Non-members excluding Non-Profits)

- 1. \$100 (Refundable deposit) for custodial services and/or toward breakage and damage. See #5.
- 2. \$75 Sanctuary
- 3. \$75 Fellowship Hall/Kitchen Facilities
- 4. \$10 per hour of use of the facilities to reimburse someone from IBC for being present.
- 5. Loss/damage to church property caused by the applicant, or any persons attending the event for which the church property was used by the applicant, will be paid for by the applicant within five business days of receipt of repair/replacement estimates. Normal "wear and tear" as determined by the church is excluded. Use of all or part of the deposit may or may not cover amount owed.

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APPLICATION FOR THE USE OF CHURCH PROPERTY/FACILITIES

Date of Application: _____

Name of Person/Organization: _____

Address: _____

Telephone Number: _____

Date/s Requested: _____

Purpose: _____

Time & Duration of Use: _____

Space and/or Items of Church Needed:

- _____ **Sanctuary**
Condition Following Use: _____

- _____ **Fellowship Hall/Kitchen**
Condition Following Use: _____

- _____ **Chairs (Specify Type & Number & whether On or Off Premise)**
Condition Following Use: _____

- _____ **Tables (Specify Type & Number & whether On or Off Premise)**
Condition Following Use: _____

- _____ **Other Items (Specify)**
Condition Following Use: _____

Charges or Fees for Non-Members/Groups excluding Non-Profits
Custodial Cleaning/Repair/Replacement (\$100) Refundable as applicable
Sanctuary (\$75) Fellowship Hall/Kitchen (\$75)
Church Member/Representative to be present for non-member/group use (\$10 per hour)
RETURN DATE FOR OFF PREMISE USE IS NOT LATER THAN THE MORNING AFTER USE

***Applicant Signature:** _____ **Date:** _____

Billing Address (If Different): _____

Use Approval Signature: _____ **Date:** _____

Return Date: _____ **Approval Signature:** _____

****APPLICANT SIGNATURE INDICATES ACCEPTANCE OF PROCEDURES, POLICIES AND REGULATIONS FOR FACILITY AND EQUIPMENT USE.***

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Ordinance of Baptism - Instructions

- A. Handled by a two person Baptismal Committee appointed by the Deacons and preferably consisting of a man and a woman.
- B. White robes are stored in the room off the choir loft for use by either male or female candidate/s for baptism. Candidate/s may also elect to wear white garments of their own but need to be advised of the potential transparency of clothes once they become wet. It is the responsibility of the pastor to inform candidates for baptism about the robes.
- C. Fill baptismal pool behind pulpit until water is visible at glass – approximately two hours. (Usually done on Saturday evening for Sunday morning baptism/s.)
- D. While the pool is filling, place heater in tank; heater is located in closet under stairs.
- E. Heater plugs in to large outlet behind baptismal. There is no on/off switch on heater. Switch has on/off at outlet on wall.
- F. On Sunday morning during Sunday School, remove heater. (Unplug the heater and allow it to cool before removing from water.)
- G. Remove chairs and lectern from the pulpit so all can view baptismal. Replace items after baptism service is over. (Ushers usually handle.)
- H. During baptismal ceremony, wait behind the baptismal to help persons in and out, and, up and down the steps of the baptismal pool. Bring towels, trash bags and hangers. Some towels should be placed on the floor to prevent water spillage.
- I. Baptismal Committee should care for (i.e., dry and hang up, wash and iron, or dry clean) the robes after the service.
- J. Pull plug from tank after church service is over.

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Ordinance of Communion - Instructions

- Handled by two deacons in accordance with a schedule developed each church year.
- IBC celebrates communion on the first Sunday of each month. The communion should be set out prior to arrival of our members for Sunday School (before 9:30 a.m.)
- Usually the team will agree for one deacon to assume responsibility for preparation of the unleavened bread, and, the other will be responsibility for procuring the grape juice. The bread is broke into small pieces.
- All communion related items are stored in the last cabinet on the outside wall opposite the sink in the kitchen. The team will get out the silver communion service which includes a three tier cup holder and three plates. They should exercise care in handling these silver items and wipe them down to remove finger prints, etc. prior to, and, after use.
- The unleavened bread is placed on the three silver plates. The juice is poured in plastic communion cups and placed in the three tier server that has a base and top in addition to the three tiers. Please do not fill the cups more than 2/3 full to avoid spillage. Some have found using a small Dixie cup is helpful in filling the cups and others use a measuring cup.
- The communion table in the sanctuary in front of the pulpit is first covered with the white linen communion cloth. Then the three tier cup service is placed in the middle table with the three silver plates placed around it. The plates with the unleavened bread are also each covered with white linens. An effort should be made to be certain that the table covering is on straight, etc. and that the three tier cup service is in the middle of the table.
- On the last verse of the last hymn before communion, six deacons should come forward and stand until the pastor indicates for them to sit. The pastor will stand off to the side of the communion table and may read from scripture, say a few words, and pray concerning the unleavened bread. When he moves toward the communion table following these actions, the three deacons on the right (looking toward the pulpit) should rise. The pastor will hand each of them one of the three plates with the unleavened bread. Once all three have a plate, they will separate to serve the unleavened bread with the deacon on the far right serving the organist, the right side rows of the sanctuary (front to back), then returning to service the middle rows of the sanctuary (front to back) in cooperation with the deacon serving the left side rows of the sanctuary who then returning to assist with the middle section. They should maintain some eye contact and awareness so that they move together from serving the side rows back to the front to serve the middle section in unison. The deacon in the middle on the right side will go and serve the choir members and then go and serve the members seated in the side annex. All three deacons should maintain eye contact. When they are all finished (two at the back of the middle section of the sanctuary and one at the front right of the annex as viewed from the middle section), they will walk back to their places together and once in place, be seated together. The pastor will then serve each deacon the unleavened bread and then himself/herself.
- The same procedure will be used for the serving of the cup. The pastor will stand off to the side of the communion table and may read from scripture, say a few words, and pray and the sequence will be repeated as for the serving of the unleavened bread.
- In the event, six deacons are not present some will be required to serve both the unleavened bread and the cup depending on where they are standing.
- Following the service, the two deacons will collect the empty plastic cups from around the sanctuary, clean and properly store the silver service being careful to keep paper towels in between the items. They will carefully fold the linens and store them.
- They should also make note of and then take care of the need to clean (wash and/or polish) the silver service, have the linens dry cleaned or just pressed, re-supply the plastic cups, etc. In other words, things should be left in good order so that the next team preparing communion will not be caught without adequate supplies or with wrinkled linens, etc. It is also a good safeguard to keep an extra container of juice at the church in the event someone forgets to purchase juice. Plastic cups for serving may be ordered from Lifeway at 1-800-458-2772 or Cokesbury at 1-800672-1789. Another alternative would be to visit a Lifeway store and make a direct purchase.

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POLICY ON USE OF CHURCH KITCHEN

Persons wishing to use the church kitchen must complete a use of church property application and have it approved. They also must adhere to the policies on use of Church property / facilities / equipment.

In addition to those policies; listed below are specific guidelines persons using the church kitchen must follow to insure organization and cleanliness are maintained for all users and guests.

1. Wash, dry and put away in their proper places all utensils, plates, pots, etc. that you use.
2. You may use the dishwasher but please do not use it for small loads.
3. Clean all the counter surfaces. This means washing them with warm soapy water or soft scrub cleanser. These items can be found under the sink
4. Spills that may have occurred in the refrigerator, microwave, range top or ovens should also be cleaned as soon as possible.
5. The broom, dustpan, and mop are in the pantry. The floor in the kitchen should be swept after each use.
6. Tablecloths are in the drawers of the pass-through window counter. These should be washed, dried and pressed as needed.
7. Dishtowels, dishcloths, etc. should be washed and returned to the proper drawer.
8. Food items and/or condiments should not normally be left in the refrigerator or freezer unless prior specific approval has been granted. Any food and/or condiments left must be marked with the name of the group and the date. Food remaining in the refrigerator or freezer for one week following an event and unmarked will be thrown away. Adhesive labels for this purpose are located in the leftmost drawer of the serving counter.
9. No food is to be left on counter tops or in storage areas.
10. Be sure that the coffee maker, both ovens, stove are all in the OFF position before leaving.
11. Make sure and close all doors leaving to other parts of the church are closed and all lights in the kitchen are off.
12. Large items such as the punchbowl, coffee maker, tea dispenser, etc. must be checked out on the Church property / facilities / equipment form.
13. All trash must be bagged and removed from the church grounds. This includes the trash in the kitchen, fellowship hall, and fellowship hall trashcans.
14. The fellowship hall should be returned to the same setting it was found. I.e., the same number and type of tables and chairs in the same locations.
15. All tables should be wiped off with a damp soapy cloth.
16. All floors should be as clean as or cleaner than you found them. This may require only sweeping, or may also require moping and vacuuming.
17. Please do not staple or attach anything to the walls of the fellowship hall.

Please be aware that it is the responsibility of the person or persons using the kitchen and/or fellowship hall to keep them clean and in the proper order.

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MAKING MAINTENANCE REQUESTS

Ivor Baptist Church strives to demonstrate good stewardship with all blessings and resources God gives us to do His work.

At times, there is a need to repair, improve or replace church property and equipment.

If you notice such needs exist, please assist the membership through the Buildings and Grounds Committee by putting your request in writing.

This process is intended to help the church more efficiently respond to maintenance requests and needs in a timely and cost effective manner. Keeping the completed forms on file also serves to better document our actions and responses. In addition, this process allows the membership the opportunity to voice support/concerns and to consider donating services or supplies as each is inspired, called or moved to do.

Thank you.

Maintenance Request/Action Form

Date of Request: _____

Requested by: _____

Work to be done: _____

Please give this maintenance request to the Church Secretary who will forward it to the Buildings & Grounds Committee for action.

Date Secretary forwarded to Buildings & Grounds: _____

Date Buildings & Grounds Received: _____

Check here if In-House:

Check here if Contractor Needed:

Date of Referral to Board of Deacons (if exceeds funding limits or due to emergency): _____

Date of Referral for Church Action (if applicable): _____

Church Approved via Vote (if applicable): Yes No

Contractor Estimates (if applicable): Please attach estimates.

	Contractor Name	Amount
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____

Completion Date: _____

Work Not Able to be completed Because: _____

Buildings & Grounds notes and comments: _____

Please forward completed form to Church Secretary for filing.

Property Donations

Ivor Baptist Church strives to demonstrate good stewardship with all blessings and resources God gives us to do His work.

Ivor Baptist Church welcomes donations of property that serve to support our vision, mission and structure.

We would appreciate you completing the Donation Form (following) if your donations will include property (furniture for example) to our church that have the potential for long term impact to our mission.

This allows our membership to carefully consider how to best incorporate your generous donations into the vision and mission of our church. It also helps us better plan, improve and evaluate the efficiency of our church's structure.

Disposal of Church Property

Since there is a time and purpose for everything, Ivor Baptist Church will also consider disposal of church property that does not serve to support our vision, mission and structure.

We would appreciate you completing the Disposal Form (following).

This allows our membership to carefully consider the impact of disposal on the vision and mission of our church. In addition, this process allows members the opportunity to voice their support, suggestions or concerns.

Thank you.

**Property Donations/Improvements or
Disposal of Church Property**

Date of Request: _____

Donation or Disposal Requested by: _____

Item or Work to be improved/donated or disposed of: _____

*Please give this Donation & Disposal form to the Church Secretary
who will forward it to the Deacon Board for action.*

Date Secretary forwarded to Deacon Board: _____

Date Deacon Board Received: _____

Check here if Donation Item or Work/Disposal Approved by Board:

Check here if Donation Item or Work/Disposal Not Approved by Board:

Check here if Referral made to Church for Action (if applicable):

Church Approved via Vote (if applicable): Yes No

Cost of Improvement or Disposal (if applicable):

	Description of Costs/Savings to Church (If applicable)	Amount Please attach estimates if needed.
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____

Estimated Completion Date: _____

Other Information: _____

Deacon Board notes and comments: _____

Please forward completed form to Members as needed and ensure copy is made for Church Secretary to file.

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POLICY ON USE OF CHURCH BUS

Ivor Baptist Church has purchased and maintains a bus to provide safe, dependable group transportation of the church youth to and from church sponsored activities. Other groups within the family are encouraged use the bus to facilitate God's mission for Ivor Baptist Church. To avoid potential scheduling and liability issues, the use of the bus will require prior approval of the Transportation Committee.

ADMINISTRATION

- C. The policy will be administered by the Transportation Committee with final approval by the Deacons.
- D. The Transportation Committee is to be consulted where there is some question as to the interpretation of the policy or if there is a question as to the appropriateness of the purpose as noted on the application.

PROCEDURE

Application for the use of the church property should be made in writing to the Transportation Committee, in advance of intended use. Application forms are available upon request. Approval will be given by the Transportation Committee. The following guidelines are to be used when requesting the use of, during the operation of, and on the return of the church bus:

REQUESTING THE BUS:

- Request for the Bus should be made at least three weeks in advance, using the Bus Trip Request Form. This form includes information about the trip and drivers' information to obtain proper approval from our insurance company.
- Use of the Church Bus will be approved by the Transportation Committee.
- The Bus is intended for Church related activities only.
- Groups using the bus will pay for fuel. The bus driver can obtain the church Mastercard to use for fueling and, should the need arise, any maintenance / repair costs incurred during the trip. The card should be processed as a credit card; the purchase amount will come directly from the church checking account. All fuel / repair receipts must be returned upon completion of the trip, and the group shall reimburse the church for the cost of fuel.

APPROVED DRIVERS:

- Drivers must be approved through our Insurance Company. Potential drivers must submit information regarding their date of birth, driver's license information, whether the driver would be a regular driver or a substitute and whether they had any violations in the last three years, whether the driver has experience driving a 15 passenger bus, and if the driver has a commercial driver's license (CDL) **Note: a CDL is not required for this size vehicle.**
- Only approved drivers listed on the insurance policy can drive the Bus.
- There are No age limits but driver's over 65 may be required to answer additional questions regarding their health.

BUS OPERATION:

- Prior to starting the trip the driver must complete a pre-trip inspection of the Bus.
- Release forms should be signed and completed for all under-age youth and children riding the bus. Person(s) in charge of group using the bus is responsible for obtaining the completed release forms. **Note: The bus cannot be used to transport under-age youth or children without the completed forms.**
- A cell phone for emergency use must be provided by the group utilizing the Bus.
- Smoking, drugs, or alcoholic beverages are not permitted on the Bus.
- Food and drink is acceptable providing the Bus is kept and returned clean.
- Seat belts use is required at all times during operation of the Bus.

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- The Bus must be refueled before returning to the Church. In the case of groups using the vehicle on a daily basis it must be refilled when the fuel gauge is below the $\frac{3}{4}$ mark (regardless of how many miles were driven).
- The interior of the Bus should be cleaned by the group using the Bus. Any heavy road dirt should be rinsed off the Bus before it is returned to the church. The Bus should be returned in a condition ready for use by any subsequent use.

DRIVER'S SAFETY CHECKLIST: (Use list in conjunction with the Pre-trip inspection form)

- Before entering the vehicle, walk around the vehicle and inspect its overall condition.
- Check condition of tires and if they are properly inflated (60-65 PSI).
- Look under the vehicle for any fluid leaks.
- Look behind the vehicle for any obstructions.
- Verify spare tire, jack, first aid kit, hazard kit, fire extinguisher, and disposable cameras are in the vehicle.
- Look under the hood for any loose wires or hoses. Check the levels of washer fluid, oil, transmission, and power steering fluid.
- Start the vehicle. Have someone stand outside and test the lights, turn signals, and brake lights. Look for any broken lights.
- Test the brakes by putting the vehicle in gear while holding your foot on the brake. Test the parking brake by putting the vehicle in gear with the parking brake engaged.
- Test the horn, wipers, fans, and defroster.
- Make sure you have unobstructed views of all windows and mirrors.
- Check that all seats have seatbelts and they are in good condition and the passengers are using them.
- Do not exceed the maximum passenger limit for the vehicle.

DRIVING TIPS WHILE ON THE ROAD:

- Require all passengers to remain seated at all times and eliminate distracting activities.
- Monitor all gauges regularly.
- Listen for unusual noises.
- Be aware of changing driving conditions.
- If on a long trip, make regular rest stops. Reaction time increases when a driver is tired or behind the wheel for an extended period.
- Have two approved drivers for longer trips.
- Travel with a cellular phone and a list of emergency contacts.
- Obey posted speed limits.
- Use defensive driving skills; keep your eyes moving; be courteous to other drivers; use caution; plan ahead; maintain proper following distances; be prepared for the unexpected.

IN CASE OF EMERGENCY:

- Remain calm
- Assess condition of all passengers.
- Keep all injured persons comfortable, but do not move them.
- If possible, move vehicle from roadway.
- Administer first aid, if you have had the proper training.
- Call for an ambulance, the police department, or the fire department (use 911 if available). If phone contact is unavailable send someone for help or stop a passing vehicle for assistance.
- Write down the names and telephone numbers of any witnesses.
- Use the disposable camera to document the damage or incident.

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- Cooperate with police and fire department investigators.
- As soon as possible, notify Church Mutual of the accident, explaining the facts, and providing the names and phone numbers of witnesses.
 - a. Church Mutual Claims Department: 1-800-554-2642, select option 2
 - b. Ivor Baptist Church (757) 859-6872

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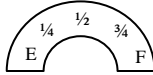
Ivor Baptist Church Bus Trip Request Form			
Trip Destination:			
Date(s):			
Church Group:			
Purpose of trip:			
Estimated Mileage:			
Driver(s):	Name:		
	Name:		
	Name:		
Cell Phone #(s): (used during trip)	Name:		
	Number:	()	()
Emergency Contact:		Phone #:	()

For Transportation Committee Use:

Approved Drivers: Yes No	Bus Use Approved: Yes No	
Signed:		
Vehicle returned in proper condition:	Gas tank full?	Yes No
	Bus Clean?	Yes No
	Damage?	Yes No
Comments:		

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Ivor Baptist Church Bus Pre-Trip Inspection Sheet

Date:		Driver :	
Odometer Reading Leaving Church:		Odometer Reading Returning to Church:	
Departure Time: _____ AM/PM	Return Time: _____ AM/PM	Fuel Level Leaving (Circle Amt) 	Fuel Level Returning (Circle Amt) 

Driver's Pre-Trip Vehicle Inspection Report

Item Checked	" OK "	Problem	Item Checked	" OK "	Problem
BEFORE ENGINE			Lights: Interior		
Battery (Check			Lights: Head		
Fluid Levels:			Lights: Tail		
- Oil			Lights: Brake		
- Coolant			Lights: Turn Signal		
- Power Steering			Lights: Emerg. Flasher		
- Brake			Horn		
- Windshield			AFTER ENGINE START		
Tires, Right Front			Oil Pressure		
Tires, Left Front			Transmission Fluid Level		
Tires, Rear			Steering		
Tires, Rear Inside			AC / Heat / Defrost		
Wheels and Rims			Brake / Emerg. Brake		
Windows			Safety Equipment:		
Windshield Glass			- Fire Extinguisher		
Windshield			- First Aid Kit		
Mirrors			- Reflector Kit		

Comments:

Vehicle Is Safe For Use		YES		NO
-------------------------	--	-----	--	----

Note Any Maintenance / Repairs Performed On The Back Of This Form

Driver's Post-Trip Bus Performance Report

	This Vehicle Performed Satisfactorily (If "Yes", please check this box)
--	---

	This Vehicle Had Problems As Noted Below:
--	---

Driver's Signature:	
---------------------	--

Ivor Baptist Church - Custodial Contract

The following Custodial Contract (**Contract**) is between _____ (**Custodian**) and **Ivor Baptist Church** from September 1, _____ to August 31, _____. Upon expiration of the original **Contract** term, parties may continue hereunder on a month to month basis until the **Contract** is renewed or terminated by either party. **Contract** changes must be in writing and agreed to by both parties.

Contract Summary:

Custodian agrees to fulfill **Contract** and maintain church facility cleanliness.

Custodian Compensation:

Ivor Baptist Church agrees to pay **Custodian** On the **15th** of each month the sum or \$_____ for the completion of the prior month's **Contract** requirements.

Custodian Qualifications:

- Basic knowledge of janitorial equipment and effective cleaning methods
- Dependable, organized, flexible and self-disciplined

Core Custodian Responsibilities:

- Collect and remove facility trash
- Clean, disinfect and restock 5 Restrooms
- Clean facility floors/mats - vacuum carpets and sweep/mop hard floors
- Dust/clean facility furniture, fixtures, appliances, shelves and windows

Contract Administration:

Ivor Baptist Church provides cleaning supplies, materials and equipment. **Custodian** keeps an accurate inventory of cleaning supplies, materials and equipment. **Custodian** promptly informs church of needs prior to current inventory depletion, or if cleaning equipment needs repair or replacement.

Contract Requirements:

Weekly, the Custodian agrees to:

In Sunday School Rooms (Education Wing and Upstairs), Halls, Offices and Sanctuary:

- Empty all trash receptacles and replace trash bags as needed.
- Vacuum all carpets and mats.
- Sweep and mop all hard floors.
- Remove cobwebs in windows and ceiling/room corners.
- Dust all horizontal surfaces including furniture, door trim, floor molding, stair rails, windowsills, tabletops and the foot pedals on the organ.

In Restrooms:

- Empty all trash receptacles and replace trash bags as needed.
- Clean and disinfect all toilets, urinals and sinks – inside and out.
- Stock paper products and fill soap/lotion dispensers with undiluted product.
- Sweep/mop/scrub all floors.

In Fellowship Hall and Kitchen:

- Empty all trash receptacles and replace trash bags as needed.
- Clean Counters and horizontal surfaces

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Monthly, the Custodian agrees to:

In Sanctuary:

- Vacuum pew seats

In Kitchen and Fellowship Hall:

- Clean all appliance exteriors including refrigerator, ice maker, stove range top and oven.
- Sweep and clean/mop floor.
- Clean/dust all windowsills and other horizontal surfaces.

Church Library:

- Clean/dust conference table and bookshelves.

Contract Compliance and Termination:

Ivor Baptist Church expects **Custodian** to (1) meet all Contract requirements, (2) have professional interactions with church members, visitors and vendors, and (3) maintain confidentiality regarding activities, conversations and operations. **Custodian** is solely and entirely responsible for his/her own acts and the acts of his/her sub-contractors, agents or assistants.

The **Ivor Baptist Church Deacon Board** monitors **Contract** compliance. The **Contract** may be terminated by either party at any time for any reason with one month written notice. If the **Deacon Board** determines **Custodian** fails to comply with the **Contract**, the **Contract: (1)** may be placed in compliance review for up to ninety (90) days during which **Custodian** shall be evaluated for compliance or, **(2)** may be terminated immediately. If termination is made by the **Deacon Board**, **Custodian** is paid for notice period.

Sub-Contracting:

With **Deacon Board** approval, **Custodian** may sub-contract if he/she is temporarily unable to fulfill Contract requirements. **Custodian** is solely responsible for payment to sub-contractor.

Insurance/Release of Liability:

Custodian, and **Custodian** sub-contractors, agents or assistants, agree **Ivor Baptist Church is not** liable for any accident, illness or injury that occurs while meeting contract requirements.

Custodian Signature

Date

Ivor Baptist Church Deacon Board Representative* Print Name

Ivor Baptist Church Deacon Board Representative* Signature

Date

*Ivor Baptist Church Deacon Board Representative must be the current Board Chair or Vice-Chair

Ivor Baptist Church - Secretarial Contract

The following Secretarial Contract (**Contract**) is between _____ (**Secretary**) and **Ivor Baptist Church** from September 1, _____ to August 31, _____. Upon expiration of the original **Contract** term, parties may continue hereunder on a month to month basis until the **Contract** is renewed or terminated by either party. **Contract** changes must be in writing and agreed to by both parties.

Contract Summary:

Secretary agrees to fulfill **Contract** and perform administrative functions as described in the Position Description (**Encl: A**)

Secretary Compensation:

Ivor Baptist Church agrees to pay **Secretary** On the **15th** of each month the for the total number of hours worked, up to **10** hours per week, at the contract rate of **\$9.00** per hour for the completion of the prior month's **Contract** requirements.

Secretary Qualifications:

- Refer to Encl: A

Core Secretary Responsibilities:

- Refer to Encl: A

Contract Administration:

Ivor Baptist Church provides office supplies, materials and equipment. **Secretary** keeps an accurate inventory of office supplies, materials and equipment. **Secretary** promptly informs church of needs prior to current inventory depletion, or if office equipment needs repair or replacement.

Contract Requirements:

Weekly, the Secretary agrees to:

- Refer to Encl: A

Monthly, the Secretary agrees to:

- Refer to Encl: A

Contract Compliance and Termination:

Ivor Baptist Church expects Secretary to (1) meet all Contract requirements, (2) have professional interactions with church members, visitors and vendors, and (3) maintain confidentiality regarding activities, conversations and operations. Secretary is solely and entirely responsible for his/her own acts.

The **Ivor Baptist Church Deacon Board** monitors **Contract** compliance. The **Contract** may be terminated by either party at any time for any reason with one month written notice. If the **Deacon**

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Board determines **Secretary** fails to comply with the **Contract**, the **Contract: (1)** may be placed in compliance review for up to ninety (90) days during which **Secretary** shall be evaluated for compliance or, **(2)** may be terminated immediately. If termination is made by the **Deacon Board**, **Secretary** is paid for notice period.

Sub-Contracting:

Sub-contracting by **Secretary** is not allowed.

Insurance/Release of Liability:

Secretary agrees **Ivor Baptist Church** **is not** liable for any accident, illness or injury that occurs while meeting contract requirements.

Secretary Signature

Date

Ivor Baptist Church Deacon Board Representative* Print Name

Ivor Baptist Church Deacon Board Representative* Signature

Date

*Ivor Baptist Church Deacon Board Representative must be the current Board Chair or Vice-Chair

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IVOR BAPTIST CHURCH - ADMINISTRATIVE ASSISTANT CONTRACT

Purpose: Contractual agreement for administrative support service to Pastor, church leaders and family

Contractual Requirements:

- Excellent interpersonal, written and verbal communication skills
- Ability to work independently and responsibly, with integrity and good stewardship.
- Skilled in Microsoft Office applications including Word, Excel, and Publisher
- Ability to learn other office software including Tithe 6, Vueminder Calendar, and custom membership database.
- Ability to operate office machines, including copier and automated paper folder.
- Ability to lift at least 20 lbs.

Scope: Contract authorizes up to ten (10) hours per week as needed to complete assignments. Contractor tracks hours worked. Every month, the Contract Monitor verifies the hours and forwards the signed tracking document to Church Treasurer for payment.

Contract Rate: \$9.00 per hour. The contractor is responsible for reporting income on tax returns and payment of Federal/State, Social Security, and/or Medicare taxes.

Contractual Administrative Functions – General/Daily:

- Assist Pastor, Deacon Boards and committees with assignments as needed.
- Confidentially maintain and update as needed:
 - a. Church Database and Directory
 - b. Church Phone Tree contact list
 - c. Facility and Vehicle Use Schedules
 - d. Church Calendar
- Open and distribute paper mail. Timely and appropriately forward phone/e-mail messages, information and special ministry needs to Pastor or other leadership or persons
- As assigned, compose, type and send letters, and file and copy documents
- Maintains office supply inventory and purchase office supplies as authorized.
- Ensure the office space(s) is(are) neat, orderly, and clean.

Contractual Administrative Functions – Weekly by Friday:

- Receives input, composes, prints, folds and assembles Sunday Bulletin and Inserts
- Updates Church Calendar and forwards to Webmaster for website posting.
- Records weekly contributions to individual accounts using the Tithe program
- Records weekly Counting Sheet totals to Master Contributions Excel spreadsheet

Contractual Administrative Functions – Monthly by the 29th:

- Receive input, compose, publish, and mail Church Newsletter

Contractual Administrative Functions – Annually by January 31st:

- Total, prepare and mail individual contribution statements to church donors.
- Prepare next year's records.

Contract Monitor: Deacon Board and Pastor and/or other designee(s) as assigned. Annually in June, the Contract Monitor conducts a formal review of the contractor's performance based on the contractual requirements. Identified areas of strength and/or areas of needed improvement are discussed. As needed, other issues including unsatisfactory performance are handled timely. The Deacon Board has authority to rescind the contract at any time for any reason.

Encl: A

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Reimbursement Form

Please complete the information below to receive reimbursement for items purchased by you for church use.

Name: _____

Today's Date: _____

Item Purchased: _____

Purpose: _____

Amount of Purchase: _____

Date of Purchase: _____

Receipt attached: Yes No

If No, Why? _____

Budget Code *(Please circle below)*

Signature: _____

Administration-

- a. Bulletins & Envelopes
- b. Flower Memorials
- c. Office Supplies
- d. Special Occasions
- e. Worship Supplies

Building & Grounds-

- a. Cleaning Supplies
- b. Yard Upkeep

Education Ministry

- a. Children's Worship
- b. Discipleship Training
- c. Leadership Training
- d. Mission Friends
- e. Sunday School
- f. Vacation Bible School
- g. Women on Mission

Evangelism Ministry-

- a. Church Athletics
- b. Community Events
- c. Drama Ministry
- d. Fellowship Supplies
- e. Pulpit Ministry
- f. Revival
- g. Youth Programs

Mission Ministry-

- a. Hands on Missions
- b. Benevolence

Music Ministry-

- a. Children's Choir
- b. Music & Maintenance
- c. Organist Supply
- d. Adult Choir