



Mount Vernon Baptist Church

Ministry Guide

2650 Pine Street
Albertville, AL 35950

Table of Contents

MOUNT VERNON BAPTIST CHURCH MINISTRY GUIDE.....	2
INTRODUCTION	2
ARTICLE I.	2
NAME	2
ARTICLE II.	3
STATEMENT OF BASIC BELIEFS	3
1. Believer's Baptism:.....	3
2. The Lord's Supper:.....	3
3. Marriage:.....	3
ARTICLE III.	4
CHURCH COVENANT	4
ARTICLE IV.	5
RELATIONSHIPS	5
ARTICLE V.	5
MEMBERSHIP	5
1. Qualifications:.....	5
2. Duties:	6
3. Rights:.....	6
4. Discipline:	6
5. Termination:.....	7
ARTICLE VI.	7
OFFICERS	7
1. Pastor:	7
*If the office of Pastor is vacant... ..	8
2. Pastoral/Ministerial/Non-ministerial Staff.....	9
*If a ministerial staff position is vacant... ..	10
*If a staff position is vacant... ..	10
3. Deacon Chairman	10
4. Deacons.....	11
*If the office of Deacon is vacant... ..	11
5. Moderator	13
6. Clerk	13
7. Treasurer Office	13
8. Trustees.....	15
ARTICLE VII.....	16
MINISTRY TEAMS.....	16
Standing Teams	16

1. Nominating Team	16
2. Personnel Team	17
3. Missions Team	17
4. Music Team	18
5. Baptismal Team	18
6. Flower Team	18
Rotating Teams ***The following teams use a rotating system to maintain consistency.....	19
7. Host/Hostess Team (rotating team)	19
8. Property and Space Team (rotating team)	19
9. Finance Team (rotating team)	20
10. Outreach and Recreation Team (rotating team).....	21
11. Greeters Team (rotating team).....	22
12. Transportation Team (rotating team).....	22
Special Teams	23
1. Building Team	23
2. Pastor Search Team	24
3. Staff Search Team	24
ARTICLE VIII.	24
PROGRAM MINISTRIES	24
1. Sunday School.....	24
2. Women's Ministry Team	24
3. Men's Ministry Team.....	25
4. Joy Fellowship Ministry.....	26
5. Student Ministry	26
6. College Ministry (Legally Adults)	27
7. Children's Ministry.....	27
ARTICLE IX.	29
PROGRAM SERVICES	29
1. Audiovisual Service	29
2. Media Library Services.....	29
3. Security Team	29
ARTICLE X.	30
CHURCH COUNCIL.....	30
ARTICLE XI.	31
CHURCH MEETINGS	31
1. Worship Services	31
2. Business	31
ARTICLE XII.	33
COVENANT KIDS PRE-SCHOOL AT MOUNT VERNON.....	33
1. Establishment and Purpose.....	33
2. Oversight and Administration	33
3. Daycare Leadership Team	33
4. Policies and Handbooks	33
5. Disciplinary and Personnel Matters	33
ARTICLE XIII.	34

AMENDMENTS AND REVISIONS	34
APPENDIX I.....	35
Mount Vernon Baptist Church	35
Paid Time Off Policy	35
Paid Holidays for Hourly Employees.....	35
Church Office Hours	35
Travel and Expense Policy.....	35
APPENDIX II.....	37
Mount Vernon Preschool Employee Paid Time Off (PTO) & Holiday Guidelines.....	37
1. Full-Time Employee PTO Policy	37
2. Part-Time Employee PTO Policy	37
3. New Employee Probation Period	37
4. Holiday Schedule	38
5. Additional Guidelines	38
6. Policy Management.....	38



MOUNT VERNON BAPTIST CHURCH MINISTRY GUIDE



REVISED NOVEMBER 2025

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

Revision Team
Todd Freshwater
Angie Johnson
Colton Kelley
Patrick Williams

MOUNT VERNON BAPTIST CHURCH MINISTRY GUIDE

INTRODUCTION

Church Theme: Because we are commanded to love God with all of our heart, mind, soul, and strength, and because we are commanded to love others as ourselves, we seek to grow in discipleship of Jesus so that we will impact the world for Christ.

Church Motto: Love God, Love People

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

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

ARTICLE I.

NAME

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

ARTICLE II.

STATEMENT OF BASIC BELIEFS

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

1. Believer's Baptism:

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

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

2. The Lord's Supper:

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

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

3. Marriage:

We believe that marriage is a union between one man and one woman, following Biblical principles. We believe that God sanctions only the union of a man to a woman, including civil unions. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, pedophilia, any attempt to change one's sex, or

disagreement with one's biological sex is sinful and offensive to God. Therefore, this church sanctions only a marriage ceremony compatible with Biblical standards. Due to our belief in the Biblical teachings about marriage, same sex couples will not be married in any facilities or properties owned by this church. Additionally, ministers of Mount Vernon Baptist Church will not perform any same sex marriages or civil unions whether on or off church properties. Doing so would be grounds for termination.
Genesis 2:19-24; Leviticus 18:22; Matthew 19:4-6; Romans 1:18-27; Ephesians 5:22-33; Hebrews 13:4.

ARTICLE III.

CHURCH COVENANT

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

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

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

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

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate

Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and, mindful of the rules of our Savior, to secure it without delay. We moreover engage that when we move from this place, we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE IV.

RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons received by the members will constitute the membership. All internal groups created and empowered by the church will report to and be accountable only to the church, unless otherwise specified by church action. This church is subject to the control of no other church body; but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the Marshall Baptist Association, the Alabama Baptist State Convention, and the Southern Baptist Convention.

ARTICLE V.

MEMBERSHIP

1. Qualifications:

Candidates for membership may be received at any regular service of this church.

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

The candidate is to then attend the New Member class that will be taught by the Sr. Pastor (or, in the case that the pastor is not present, a qualified person selected by the pastor) during the Sunday School Hour. The New Member Class will be held the 2nd Sunday (or as needed) of every month. In instances where a candidate is not able to attend the New Member's Class, a time will

be scheduled to meet with the Sr. Pastor. Upon completion of the New Member Class, the Candidates that have completed the class, or that have met with the Sr. Pastor, will be presented before the church on the 3rd Sunday of every month. Candidates will be approved for membership by a majority vote of members present. Should there be any dissent from the church body as to any candidate, it will be referred to the Pastoral staff and deacons for investigation within. The Pastoral staff and deacons will present a recommendation to the church within thirty (30) days of the dissent being made.

2. Duties:

All members...

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

3. Rights:

Every member of the church...

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

4. Discipline:

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

in Article XI of this Ministry Guide. Membership may be restored upon request of the excluded person by the vote of the church per evidence of the person's repentance and reformation.

5. Termination:

Membership will be terminated...

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

ARTICLE VI.

OFFICERS

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

1. Pastor:

- A. The Pastor is the spiritual leader of the congregation.
- B. The Pastor is responsible to preach the messages that God leads him to deliver.
- C. The Pastor will not perform any same-sex marriages or civil unions whether on or off church-owned properties. Doing so would be grounds for termination.
- D. The Pastor will call upon those seeking spiritual help, visit the sick and distressed, and minister to needs as he becomes aware of them.
- E. The Pastor is the ex-officio member of all teams named and/or elected by the church.
- F. The Pastor shall serve as the moderator of business meetings.
- G. The Pastor will be an ordained minister of approved standing in the Southern Baptist Convention.
- H. The Pastor will be an example to the flock, in all sobriety and godliness, in his personal life.
- I. The Pastor will supervise and control the pulpit during his tenure of office.
- J. The Pastor will select evangelists who will assist in special revival services, including ministers who will preach on stated occasions.
- K. The Pastor will give public notice of resignation during any worship service, relinquishing the office of Pastor within thirty (30) days, as led by the Spirit.

- L. The Pastor will be called for an indefinite period of time.
- M. The Pastor can be terminated by the acceptance of his resignation by the church, or as found in Article XI.
- N. When terminated, the Pastor will be compensated one-twelfth (1/12th) of his total annual compensation, rendered within thirty (30) days, except in instances of gross misconduct.

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

- A. The Chairman of Deacons will become the chief administrator of all church functions in accordance with church policies, procedure, and this *Ministry Guide*, doing so until an Interim Pastor is elected and has taken office.
- B. Deacons are responsible for filling the pulpit for all church services until an Interim Pastor is elected by the church and takes office.
- C. The Personnel Team will recommend a salary for the Interim Pastor to the Stewardship Team.
- D. The Pastor Search Team shall be nominated, as soon as possible, by the deacons with a cross-section of the church represented on the team.
- E. The Chairman of Deacons will present the nominees for the Pastor Search Team to the church for approval.
- F. After approval by the church, the Pastor Search Team will fulfill the following duties:
 - 1. recommend an Interim Pastor to fill the pulpit until a Pastor has been secured;
 - 2. recommend a job description and salary for the Pastor to the church for approval;
 - 3. solicit résumés from prospective candidates and narrow the list of prospects by utilizing the sources of information determined most reliable;
 - 4. conduct interviews, and through careful vetting, prayerfully select the man meeting the church's qualifications;
 - 5. invite the man to preach in a Sunday morning service in view of a call (Only one man at a time will be considered.).
- G. In a special business meeting called seven days after the candidate's visit, church members will vote by secret ballot. The candidate must receive two-thirds ($\frac{2}{3}$) majority of the votes cast with the required quorum of at least fifty (50) members present. Based on the result of said vote, the candidate will be called as Pastor or the candidate's name will be removed from consideration. If the call is extended, the Pastor Search Team will fulfill the following duties:
 - 1. receive his reply and communicate it to the church;
 - 2. assist the church in the transition;
 - 3. conclude their responsibilities.

2. Pastoral/Ministerial/Non-ministerial Staff

- A. Pastoral Staff is defined as those called by the church that have been ordained as Baptist ministers. These are able and capable of preaching. These positions are Pastor, Associate Pastor/Youth Pastor, and Worship Pastor.
- B. Ministerial Staff is defined as those that are called by the church to work in ministries. These positions are, Music Minister, Associate Pastor/Youth Pastor, and Children's Director.
- C. Non-ministerial staff are personnel employed by the church, defined as persons to whom the church pays a regular salary for non-ministerial work, such as paid nursery workers, custodians, church secretary, etc.
- D. Church staff will support the Pastor in every phase of church programs.
- E. Church staff will work to assist the Pastor, relieving his workload as needs dictate, promoting the entire church program as directed and guided by the Pastor.
- F. Church Pastoral, Ministerial, and Non-Ministerial staff positions will have a written job description, detailing duties, prepared by the Personnel Team and approved by the church.
- G. Ministerial staff will be recommended by the Staff Search Team and the Pastor for approval by the church.
- H. Non-Ministerial staff will be recommended by the Personnel Team and the Pastor for approval by the church.
- I. Ministerial and non-ministerial staff are under the direct supervision of the Pastor.
- J. Pastoral staff will be ordained minister(s) of approved standing in the Southern Baptist Convention.
- K. Ministerial and non-ministerial staff may be terminated by a two-thirds ($\frac{2}{3}$) majority of votes cast with the required quorum of at least fifty (50) members present. Voting must be conducted by secret ballot.
- L. Ministerial and non-ministerial staff may be terminated at the discretion of the Pastor and Personnel Team in cases of gross misconduct.
- M. When a Pastoral, Ministerial or Non-ministerial staff member is terminated (except in cases of gross misconduct), he/she shall be compensated one twelfth ($\frac{1}{12}$) of their total annual compensation rendered within thirty (30) days.
- N. Persons employed by various teams, such as paid nursery workers, are under the direct supervision of the respective Team Leader; necessary termination will be carried out by the hiring team.

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

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

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

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

3. Deacon Chairman

- A. The Deacon Chairman will be an ex-officio member of the Personnel Team, the Stewardship Team, and the Building Team, conveying the recommendations of the deacons for consideration by these teams.
- B. The Deacon Chairman will serve as Moderator in the absence of the Pastor.
- C. The Deacon Chairman will appoint a Ministry Guide Team to study this document, recommending revisions, as necessary,

- once every three years, beginning with adoption date.
- D. The Deacon Chairman will update this document when revisions are made.
 - E. The Deacon Chairman will serve as part of a Ministry Guide Interpretation Team when such is needed along with the Deacon Secretary and Church Clerk.
 - F. The Deacon Chairman will be a regular member of the Church Council.

4. Deacons

- A. The deacons will attend to all matters committed to their charge.
- B. The deacons are to be considered as assistants to the Pastor in the administration of all his work, especially in the administration of the ordinances.
- C. The deacons will nominate the Nominating Team Leader and members and will present the names to the church for approval. (August 1)
- D. The deacons will nominate the Personnel Team Leader and members and will present the names to the church for approval. (August 1)
- E. The deacons will communicate the church's work to church members and the community at large.
- F. The deacons will elect their own officers. After deacon elections and before the first meeting of the new church year, the deacon body shall prayerfully and confidentially select a nominee for Deacon Vice-Chairman. The nominee shall then be asked if he will accept the position. If he chooses not to serve, the deacon with the next highest of nominations will be asked. The Vice-Chair will be promoted to Deacon Chair at the first meeting of the following church year.
- G. The deacons will appoint special teams as needed to efficiently and effectively facilitate the tasks assigned to them.
- H. The deacons will meet periodically on a date determined by the Pastor and/or deacons.

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

- A. When the need arises to have more active deacons, the ministerial staff, and active deacons, and the church body will prayerfully consider and nominate men who could serve in this capacity. Nominated men will be vetted by the active deacons. After a vetting period, the men who will consider serving as an active deacon with the church's approval will be presented to the church on a Sunday morning. If any member has concerns about any candidate presented, they must schedule a meeting with the ministerial staff member or active deacon within

fourteen days to discreetly express their concerns.

1. All concerns shared with ministerial staff and active deacons will be prayerfully considered and further questions may be asked of the candidate.
 2. After fourteen days, the men being considered will be presented to the church for approval. The church shall elect deacons by secret ballot from a list of qualified nominees. Each member may vote for up to the number of vacant slots from the list of qualified deacons. Those receiving the highest number of votes sufficient to fill the vacancies shall be declared elected.” With the church’s approval, these men will join the active deacon body at the next scheduled deacons’ meeting.
- B. The consideration of new deacons will be on an as-needed basis at the discretion of the ministerial staff and active deacons. All church members can at any time approach a ministerial staff member or active deacon with a name or names of men they would like to be considered to serve as an active deacon in the future.
- C. Deacons shall serve staggered three-year terms, with one third rolling off each year. Once deacons have completed a three-year term, they shall not be eligible for reelection for a period of one year. While deacons are ordained for life, they must be re-elected by the congregation to resume active status.
- D. Deacons shall be qualified according to Scriptures from Acts 6 and 1 Timothy 3:8-13:
1. Men of good reputation Acts 6:3
 2. Full of the Holy Spirit and wisdom Acts 6:3
 3. Full of faith 1 Timothy 3:13
 4. Reverent 1 Timothy 3:8
 5. Not given to much wine 1 Timothy 3:8
 6. Not greedy for money 1 Timothy 3:8
 7. Tested and found blameless 1 Timothy 3:10
 8. Wives must be reverent, not slanderers, temperate, faithful in all things 1 Timothy 3:11
 9. Husband of one wife, ruling their children and household well 1 Timothy 3:12
- E. The following are not eligible for nomination:
1. Deacon Emeriti
 2. Paid ministerial staff
 3. Active deacons
 4. Women
- F. An ordained deacon coming to this church from another will not be eligible to serve on the active deacon body until he has been a member of this church for one year. His previous ordination by another church of like faith and order will suffice for this church.
- G. Men who are not ordained will be eligible for deacon after two

complete years of membership of this church.

- H. Any man approved to be a deacon who is not ordained will be ordained in a special service arranged by the ministerial staff and active deacons. The ordination will be for life. However, this church reserves the right to rescind the ordination of anyone who brings reproach upon the Lord and His church, doing so by a two-thirds ($\frac{2}{3}$) majority vote in a properly scheduled business meeting.

5. Moderator

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

6. Clerk

- A. The Clerk will be elected annually, upon recommendation of the Nominating Team, to take office August 1.
- B. The Clerk will keep a suitable record of all official actions of the church, except when otherwise provided for herein.
- C. The Clerk will present to the church for approval, in written form, the minutes of prior business.
- D. The Clerk will have a copy of this Ministry Guide at the business meetings of the church.
- E. The Clerk will serve as part of a Ministry Guide Interpretation Team when such is needed.
- F. The Clerk, along with the Media Center Team Leader, will serve as Church Historian.
- G. The Clerk will convey necessary information about new members to the New Member Orientation Director and to the Deacon Chairman.
- H. The Clerk will be a regular member of the Church Council.

7. Treasurer Office

The purpose of the Treasurer Office is to oversee the church's financial health, including budgeting, accounting, reporting and stewardship and to ensure responsible management of tithes, offerings and church assets.

- A. The Treasurer and Vice Treasurer make up the Treasurer office.

They should be regularly attending members of MVBC in good standing with financial integrity.

- B. The Treasurer will be appointed to a three-year term by the Finance Team, Pastor, Chairman of the Deacons, and the Associate Pastor. The term will start at the beginning of the fiscal year. The following fiscal year, the Treasurer, Finance Team, Pastor, Chairman of the Deacons, and the Associate pastor will elect a Vice Treasurer, appointed to a three-year term. In the instance that a vice-treasurer becomes the treasurer, a vice treasurer will be elected for a one-year term. The procedure for electing a vice treasurer will then resume as stated above.
- C. The Treasurer is responsible for the proper receipt, accounting, and disbursement of church funds.
- D. The Treasurer is responsible for generating accurate quarterly and annual financial reports.
- E. The Treasurer will make a year-end contribution record available for donors by January 31st.
- F. The Treasurer will instill and preserve high financial morale throughout the congregation and foster a sense of financial transparency.
- G. The Treasurer will serve as the Chair of the Finance Team and the Vice Treasurer as a team member
- H. The Treasurer is responsible for discussing expenses, financial and donation status in detail with the Finance team then present to the church in quarterly business meetings.
- I. The Treasurer or Vice-Treasurer shall act as a required ex-officio member of the Personnel Team in order to provide financial assistance and counsel regarding personnel decisions.
- J. The Treasurer or Vice Treasurer will be a regular attender of Church Council.
- K. All funds related to MVBC budget line items must pass through the Treasurer's Office. All funds must be properly recorded in the bookkeeping of the church.
- L. Designated funds will generally be used for the items upon which they were designated and utilized before budget money. If there are remaining funds and the need for these funds have been met in full the Treasurer will move those funds to general contributions. If the designated funds were given by a known single contributor, their wishes on how these funds are utilized will also be taken into account.
- M. The Treasurer or Vice Treasurer will be available to Ministry Teams to assist in financial discussions if requested.
- N. The Treasurer Office or church office admin will provide a year-to-date statement of activity for any budgeted line item upon request. This report will include all expenses and monies spent as well as any credits/designated donations.

- O. Donations are processed in The Planning Center church software. Donor receipts are emailed with each logged donation and account for the major checks and balances procedure for donations. If donors do not get their receipt for each donation or have a concern, that should be brought to the attention of the church treasurer or any other member of the Finance Team.
- P. Money counters are only needed for special events where cash is collected in more traditional ways. In these scenarios, 2-3 members of the Treasurer Office or Finance Team will be utilized for money counting.
- Q. An offering projection will be provided to the Finance Team as well as a recommendation on an amount to base the budget on.
- R. The Treasurer's Office is responsible for ensuring payroll and payroll taxes are completed accurately and on time.
- S. If any member of MVBC, the Finance Team, or Treasurer's office has a question or concern about how budget money is being utilized, that information will go before the Finance Team for a decision.

8. Trustees

- A. The church will have five Trustees, who are active members, to serve as legal officers of the church.
- B. The Trustees will be nominated, as needed, by the Church Council, with the Church members electing by secret ballot.
- C. The Trustees will serve as legal representatives in all transactions related to the church.
- D. The Trustees will hold legal title to the church property, signing all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in business session.
- E. The Trustees will maintain an up-to-date inventory of all church property, mortgage loans, and insurance records on church property. This information should be kept in a safety deposit box located at a bank at which the church has its account. Copies of this information should be maintained in the church office for ready reference.
- F. The Trustees will stay informed of the latest insurance and legal changes, reporting these to the church body, and advising in the church staff and any team concerning legal matters.

ARTICLE VII

MINISTRY TEAMS

All who serve on teams of this church shall be church members or regular attenders of this church. (Regular attenders who have attended regularly for one year are eligible to serve on the following teams: Hostess, Greeter, and the Outreach and Recreation teams.)

- A. Each team will have a team leader (selected by the nominating team).
- B. If a team needs to bring a motion to the church for approval, it will be brought to the church floor during meeting.
- C. Ex-officio members:
 - 1. Shall receive all notices between and pertaining to the group
 - 2. Shall be counted in calculating if a quorum is present
 - 3. Do not have voting rights
- D. The team size outlined in the below subsections is a minimum number. Team leaders may request additional team members as needed.
- E. All team leaders will serve as members of the Church Council.

Standing Teams

- A. Standing team members will serve on a three-year rotation with approximately one-third (1/3) to be elected each year, when applicable.
- B. All teams will prepare an annual budget request to submit to the Finance Team by November 1 of each year.
- C. Each team is responsible for keeping current policies and procedures regarding items in which they are involved.

1. Nominating Team

- A. The Nominating Team will consist of a team leader and five additional members.
- B. Team members will be nominated by the deacons at their July meeting and elected by the church to take office by August 1. These members will remain active until a new team takes office.
- C. The Nominating Team will include an ex-officio member from each of the following ministries: Sunday School, Women's Ministry, Men's Ministry, Youth Pastor/Associate Pastor, Children's Director, and Media Library Ministry. These ministry leaders will attend meetings where their ministry areas are to be discussed.

- D. The Nominating Team will approve nominated persons before enlisting them for service.
- E. The Nominating Team will bring nominations for positions for approval by the church at the July quarterly business meeting prior to their taking office for the new church year (August 1st).
- F. The Nominating Team will work with ministry leaders to fill any vacancies during the year, and they will nominate additional leaders and teachers as necessary for subsequent approval by the church.
- G. The Nominating Team will keep and maintain current policies and procedures in matters concerning this team.

2. Personnel Team

- A. The Personnel Team will consist of a team leader and four additional members.
- B. Team members will be nominated by the deacons at their July meeting and elected by the church to take office by August 1. These members will remain active until a new team takes office.
- C. The Personnel Team will include the Deacon Chairman as an ex-officio member.
- D. The Personnel Team will develop and recommend salaries and benefits for all church employees to the Finance Team for inclusion into the budget.
- E. The Personnel Team will complete a review of salaries and benefits by December 1.
- F. The Personnel Team will submit, review, and maintain current position descriptions.
- G. The Personnel Team will serve as a counting team for church business as needed.
- H. The Personnel Team will keep and maintain current policies and procedures in matters concerning this team.

3. Missions Team

- A. The Missions Team will consist of the following ministry leaders serving until their tenure as team leaders has expired: Associate Pastor/Youth Pastor, Women's Ministry Leader, Men's Ministry Leader, Sunday School Ministry Leader, Children's Director, Treasurer, , Outreach and Recreation Team leader, and the Pastor.
- B. The Missions Team will make recommendations to the Finance Team regarding all missions' expenditures of the church for church directed missions as approved in the church budget.
- C. The Mission Team will review mission trips, ministries, and opportunities for the church.

- D. The Missions Team will assist active members monetarily on budget approved missions/ministries.
- E. The Missions Team will keep and maintain current policies and procedures in matters concerning this team.

4. Music Team

- A. The Music Team will consist of the Minister of Music (as team leader), Pianist, Organist, Youth Choir Leader, and Children's Choir Leader(s) serving until their tenure as such has expired.
- B. The Music Team will assist the church in matters relating to church music and music education.
- C. The Music Team will promote training for leaders of the church's choir programs.
- D. The Music Team will prepare an annual budget request to submit to the Finance Team for the total music program of the church.
- E. The Music Team will fill the positions of pianist, organist, choir program leaders, and church worship service assistants.
- F. The Music Team will keep and maintain current policies and procedures in matters concerning this team.

5. Baptismal Team

- A. The Baptismal Team will consist of a married couple as team leaders and six additional members nominated by the Nominating Team and elected by the church to take office by August
- B. The Baptismal Team will fill and heat the water for baptism service.
- C. The Baptismal Team will prepare and maintain the Pastor's robe, baptismal robes for candidates, and towels (if needed).
- D. the Baptismal Team will assist candidates in preparing for baptism and then aid as needed following baptism.
- E. The Baptismal Team will return the Baptismal and surrounding area to pre-service condition after baptism.
- F. The Baptismal Team will keep and maintain current policies and procedures in matters concerning this team.

6. Flower Team

- A. The Flower Team will consist of three members. This team will elect its own Team Leader.
- B. The Flower Team will develop a consistent method of sending flowers from the church.

- C. The Flower Team will assist and plan for Christmas, other holiday decorations, and weekly decorations for the general areas of the church.
- D. The Flower Team will keep and maintain current policies and procedures in matters concerning this team.

Rotating Teams *The following teams use a rotating system to maintain consistency**

7. Host/Hostess Team (rotating team)

- A. The Host/Hostess Team will consist of a Team Leader and thirteen additional members nominated by the Nominating Team and elected by the church to take office by August 1.
- B. The Host/Hostess Team will inform and assist the church in planning and providing food for events.
- C. The Host/Hostess Team will arrange the Family Life Center for events, returning it to its previous condition following the event.
- D. The Host/Hostess Team will maintain a stocked kitchen, purchasing when necessary, according to policies.
- E. The Host/Hostess Team will ensure the church's kitchen and dining facilities are sufficient for church needs.
 - 1. This includes replacing equipment and appliances, as well as remodeling and/or construction of church spaces.
 - 2. The Team will confer with the Property and Space Team when purchases and changes are necessary.
- F. The Host/Hostess Team will keep the kitchen rules posted in a conspicuous place in the kitchen.
- G. The Host/Hostess Team will keep and maintain current policies and procedures in matters concerning this team.

8. Property and Space Team (rotating team)

- A. The Property and Space Team will consist of a Team Leader and six additional members nominated by the Nominating Team and elected by the church to take office by August 1.
- B. The Property and Space Team will inspect and maintain all church properties, equipment, and furnishings periodically to ensure they are sufficient for church needs. (This excludes church vehicles, cemetery, and audiovisual.)
- C. The Property and Space Team will maintain an inventory of all equipment and furnishings.
- D. The Property and Space Team will maintain a master key of all locks, issuing and reclaiming keys as necessary, with records of those people holding keys.

- E. The Property and Space Team will continually coordinate with church program leaders to evaluate space allocations for that leader's respective program.
 - 1. If there is a more appropriate space for said program and/or ministry, the Property and Space Team will work with said leader to maximize utilization of church space.
- F. The Property and Space Team will seek new space as growth warrants.
- G. The Property and Space Team will assist the church in arranging, equipping, and administering adequate worship space.
- H. The Property and Space Team will assist the church in acquiring property as needed.
- I. The Property and Space Team will assist in arranging, equipping, and administering parking space.
- J. The Property and Space Team will assist other teams and groups in responsibilities relating to church property and use.
- K. The Property and Space Team will promote, through whatever means available, the conservation of energy and other natural resources, which are used in the operation of church facilities.
- L. The Property and Space Team will keep and maintain current policies and procedures in matters concerning this team.

9. Finance Team (rotating team)

The church fiscal year will run from January 1 to December 31.

- A. The Finance Team will consist of the Treasurer, Vice Treasurer, and 5 additional members
- B. The Team will ensure that the church's commitment to local church directed missions as well as associational, state and international missions through the cooperative program is met.
- C. The Team is responsible for developing a proposed budget to support church ministries, missions and operation expenses and presenting to the church for approval.
- D. The team will disseminate budget request forms to the church in October. The team is responsible for reviewing those requests and developing a proposed budget in December.
- E. In general, the proposed budget begins with a target budget amount as recommended by the Treasurer's office. Next, fixed operating expenses (including external missions) and payroll is applied.
- F. Based on the amount left, each budget request is reviewed. The amount allotted for each budget request is based on the explanation of how it will be utilized, the amount of detail and planning put into the request and how that budget money has

been utilized in the past.

- G. The team receives a worksheet from the personnel team that details the paid staff's compensation for the year and applies that to the budget.
- H. The Finance Team will ensure that sound procedures are instituted for collecting, counting, safeguarding, and disbursing funds.

10. Outreach and Recreation Team (rotating team)

- A. The Outreach and Recreation Team will consist of a Team Leader, Co-Leaders and nine (9) additional members nominated by the Nominating Team and elected by the church to take office by August 1.
- B. The Outreach and Recreation Team Leader will also be a member of the Missions Team.
- C. The Outreach and Recreation Team will help promote special activities, speakers, ministries, and events.
- D. The Outreach and Recreation Team will help prepare information for visitors and prospective members.
- E. The Outreach and Recreation Team will promote our desire for the unchurched to find a place of worship and service.
- F. The Outreach and Recreation Team will provide church members printed materials to help them become better acquainted with one another.
- G. The Outreach and Recreation Team will organize and promote community outreach/events.
- H. The Outreach and Recreation Team will assist the church and its ministry leaders by making studies of community needs, recommending plans for meeting those needs, and administering the work assigned to it.
- I. The Outreach and Recreation Team will search for opportunities to spread the Gospel outside the church, both locally and globally.
- J. The Outreach and Recreation Team will assist the church to meet the recreation needs of members and groups of the church.
- K. The Outreach and Recreation Team will provide a program which ministers to those we seek to influence.
- L. The Outreach and Recreation Team will provide recreational activities, consultation, leadership assistance, and resources for the church.
- M. The Outreach and Recreation Team will keep and maintain current policies and procedures in matters concerning this team.

11. Greeters Team (rotating team)

- A. The Greeters will have a Team Leader and Assistant Team Leader and will work as an extension of the Outreach Team.
- B. The Greeters Team will enlist volunteers for the purpose of greeting people in the parking lot as well as welcoming people inside the entrances of the church.
- C. The Greeters Team will serve on a rotational basis. The Team Leader, Assistant Team Leader or another team member will prepare a schedule. (Office staff can assist when needed.)
- D. Greeters will guide guests to the proper areas of the church.
- E. The Greeters Team will attend to the needs in all parking areas surrounding the church. They will assist with the following:
 - 1. Welcome all people with a cheerful greeting, such as, "Great to see you today!" (This applies to both members and guests.)
 - 2. Be mindful to offer assistance if necessary.
 - 3. Have umbrellas in the parking areas when it is raining.
 - 4. Attend to any other needs in the parking lot.
- F. Times will be in accordance with class times and service times.
- G. The Greeters Team will keep and maintain current policies and procedures in matters concerning this team.

12. Transportation Team (rotating team)

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

Special Teams

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

1. Building Team

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

2. Pastor Search Team

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

3. Staff Search Team

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

ARTICLE VIII.

PROGRAM MINISTRIES

1. Sunday School

1. Sunday School will serve as the basic Bible teaching program of the church.
2. Sunday School will reach persons for Bible study, will teach the Bible, will witness to persons about Christ, will lead persons into church membership, will minister to Sunday School members/nonmembers, will lead members to worship, and will interpret and support the work of the church and denomination.

2. Women's Ministry Team

1. The Women's Ministry Team Leader and Co-leader will be nominated by the Nominating Team and elected by the church.
2. The Women's Ministry Team Leader and Co-leader will be ex-officio members of the Nominating Team, will attend meetings when Women's Ministry concerns are discussed, and will assist in filling Women's Ministry position vacancies.
3. The remaining members of the team will consist of the pastor's wife, associate pastor's wife, other ministerial staffs' wives and representatives from the following ministries: WMU, Strong, Women's Retreat, Widows, Joy Fellowship, and any other such ministry program relating to women.
4. The Women's Ministry Team Leader and Co-leader will assist with the submission of respective budgets for Women's

Ministries to the Finance Team.

5. The Women's Ministry Team Leader and Co-leader will be regular members of the Church Council and Missions Team.
6. The Women's Ministry Team as a whole will help plan women's events that shall provide the following opportunities for women:
 - a. To deepen their faith through Bible studies, prayer groups and worship
 - b. To create spaces for women to connect, build meaningful relationships and encourage one another (
 - c. Offer guidance and support for women at different stages of life, fostering spiritual maturity and accountability
 - d. Lead efforts to serve the church through mission's education, action and support of all associational, state and international missions through prayer and giving
 - e. Cultivate a spirit of love, inclusion, and cooperation among women of all ages and backgrounds, reflecting the heart of Jesus in all that is done.

3. Men's Ministry Team

1. The Men's Ministry Team Leader and Co-leader will be nominated by the Nominating Team and elected by the church.
2. The Men's Ministry Team Leader and Co-leader will be ex-officio members of the Nominating Team, will attend meetings when Men's Ministry concerns are discussed, and will assist in filling Men's Ministry position vacancies.
3. The remaining members of the team will consist of the pastor, associate pastor, other ministerial male staff and representatives from the following ministries: Brotherhood, Men's Retreat, Widowers, Joy Fellowship, and any other such ministry program relating to men.
4. The Men's Ministry Team Leader and Co-leader will assist with the submission of respective budgets for Men's Ministries to the Finance Team.
5. The Men's Ministry Team Leader and Co-leader will be regular members of the Church Council and Missions Team.
6. The Men's Ministry Team as a whole will help plan Men's events that shall provide the following opportunities for Men:
 - a. To encourage men to grow in their relationship with God through Bible studies, prayer groups and worship
 - b. To create opportunities for Men to connect, build strong, supportive relationships and encourage one another through mentorships and brotherhood
 - c. Offer guidance and support for Men at different stages of life and backgrounds, fostering spiritual maturity and

- accountability
- d. Lead efforts to serve the church through mission's education, action and support of all associational, state and international missions through prayer and giving
- e. Foster an environment of honesty, encouragement and accountability to help men pursue spiritual and personal growth

4. Joy Fellowship Ministry

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

5. Student Ministry

Student Ministry is defined as ministry to students ranging from 6th grade 12th grade. The Student Ministry will function separately from the College Ministry and under the direct supervision of the Minister of Students / Associate Pastor. **The college ministry will be under the supervision of the Associate Pastor/Youth Pastor, but will be directly led by volunteers**

- A. The Associate Pastor / Youth Pastor will lead the Student Ministry.
- B. The Associate Pastor / Youth Pastor will lead and organize effective student programs, implement student Bible study, student worship, and fellowship activities.
- C. The Associate Pastor / Youth Pastor will be an ex-officio member of the Nominating Team, will attend meetings when Student Ministry concerns are discussed, and will assist in filling Student Ministry position vacancies.
- D. The Associate Pastor/ Youth Pastor will be a regular member of the Church Council and the Missions Team.
- E. The Associate Pastor/ Youth Pastor will submit a budget for Student Ministry to the Finance Team.
- F. The Associate Pastor/ Youth Pastor will recruit, train, and encourage volunteer staff with varying gifts and personalities.
- G. The Associate Pastor/ Youth Pastor will coordinate student

- ministries and activities of the church (6th grade - college age).
- H. The Associate Pastor/ Youth Pastor will maintain contact with students, parents, and church staff, keeping them informed of ongoing activities.
 - I. The Associate Pastor/ Youth Pastor will seek to integrate student ministries into all phases of church life, intentionally striving to unite with and complement the overall ministry of the church.
 - J. The Associate Pastor/ Youth Pastor will plan student trips and activities to help in planning the church calendar.
 - K. The Associate Pastor/ Youth Pastor will stay current with student ministry practices by attending classes, leadership training, or conferences.
 - L. The Associate Pastor / Youth Pastor will consult and cooperate with the Children's Ministry to promote a comprehensive student ministry.
 - M. The Associate Pastor/ Youth Pastor will coordinate planning among student workers and church leaders insuring all are working together to best meet the needs of our students.
 - N. The Associate Pastor/ Youth Pastor will coordinate special activities and program with the Pastor and other church leaders, as necessary.
 - O. The Associate Pastor/ Youth Pastor will encourage and help young people to develop leadership skills that would lead students to avoid addictive and destructive behaviors that would damage their future goals.
 - P. The Associate Pastor/ Youth Pastor will help students value their lives, their health, and their future by providing Christian activities.
 - Q. The Associate Pastor/ Youth Pastor will provide mission activities for students with approval by the Missions Team.

6. College Ministry (Legally Adults)

The college ministry will function under the supervision of and report to the Associate Pastor / Youth Pastor, but will be directly led by volunteers. The college ministry will serve college age men and women (18-25) that attend MVBC. Members of this ministry that are married and/or over the age of 25, must be placed into the appropriate ministry at MVBC (young married, men's, etc.)

7. Children's Ministry

- A. The Children's Director will lead the children's ministry and will plan, promote, implement, and evaluate an approved comprehensive ministry program for children from birth through fifth grade to include, but not limited to the following:
 - 1. Sunday School

2. Kid's Worship
 3. Wednesday night programs
 4. Summer program
 5. Nursery
 6. Children's Mission Education
 7. Vacation Bible School
 8. Integration of children in Worship services including special music and programs
- B. The Children's Director will be an ex-officio member of the Nominating Team, will attend meetings when Children's Ministry concerns are discussed, and will assist in filling Children's Ministry position vacancies.
 - C. The Children's Director will be a regular member of the Church Council and the Missions Team.
 - D. The Children's Director will submit a budget for Student Ministry to the Finance Team.
 - E. The Children's Director will develop, conduct, and coordinate training programs for volunteers, workers and others involved in the children's ministries of the church and well as recruit and supervise all volunteers.
 - F. The Children's Director will develop and promote strategies for reaching children and their families, will actively participate in the outreach and visitation ministries of the church to families with young children.
 - G. The Children's Director will attend deacon's meeting as requested and advise them regarding various phases of children's ministries.
 - H. The Children's Director will participate with various committees in preparation of budget projects for children's ministries.
 - I. The Children's Director will communicate with the Mount Vernon Pre-School to invite and to include Pre-School Families in children's ministry activities.
 - J. The Children's Director will advise the church (directly and through committees) of children's ministry needs to include physical space requirements, equipment and supply needs.
 - K. The Children's Director will implement secure check-in and check-out procedures for children's activities.
 - L. The Children's Director will works with the pastor, church members and various committees to determine and evaluate the overall direction of children's ministries that will serve to encourage the spiritual development and maturity of children.

ARTICLE IX.

PROGRAM SERVICES

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

1. Audiovisual Service

- A. The Audiovisual Service Program Leader will be nominated by the Nominating Team and elected by the church.
- C. The Audiovisual Service Program Leader will submit a budget for audiovisual service to the Finance Team.
- D. The Audiovisual Program Service will require people with special knowledge and technical skills to operate audiovisual systems.
- E. The Audiovisual Program Service will study and recommend appropriate sound system(s).
- F. The Audiovisual Program Service will operate and maintain all audiovisual equipment, providing a maintenance program for equipment upkeep and repair to insure proper operation.
- G. The Audiovisual Program Service will oversee the completion of necessary equipment repairs.

2. Media Library Services

- A. The Media Library Service Program Leader will be nominated by the Nominating Team and elected by the church.
- B. The Media Library Service Program Leader will submit a budget for Media Library to the Finance Team.
- C. The Media Library Service Program will be the resource center for the church.
- D. The Media Library Service Program will seek to purchase, provide, and promote the use of print and audiovisual resources.
- E. The Media Library Service Program will provide consultation to church leaders and members in the use of print and audiovisual resources.
- F. The Clerk, along with the Media Center Team Leader, will serve as Church Historian.

3. Security Team

- A. The Security Team will add new members as needed
- B. The Security Team include, when possible, church members that are trained and experienced in security or law enforcement and will elect their own Security Team leader

- C. The Security Team members will serve until the member wishes to be removed from the program.
- D. The Security Team will plan and prepare effective measures to aid in dealing with potential security threats, necessary evacuation, disruptive behavior, and medical emergencies.
- E. The Security Team will implement measures that provide for the general Safety of the congregation and church property.
- F. The Security Team will be knowledgeable in the use of church security cameras and monitors.
- G. The Security Team will make recommendations to the church for updated equipment as well as additional security cameras/monitors as needed.
- H. The Security Team will keep the Pastor and deacons informed of any potential security threat.
- I. The Security Team will maintain training standards and adjust security procedures according to the needs of the church.

ARTICLE X.

CHURCH COUNCIL

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

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

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

Church Council officers will be elected at the discretion of the council. Regular members of the Church Council include the Pastor, Minister of Music, Associate Pastor/ Youth Pastor, Children's Director, Administrative Assistant, Deacon Chairman, Clerk, Treasurer, Women's Ministry Leader, Men's Ministry Leader, and all church ministry Team Leaders and **program service leaders**.

ARTICLE XI.

CHURCH MEETINGS

1. Worship Services

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

2. Business

- A. Church business meetings will be held on a Sunday or Wednesday during the months of January, April, July, and October depending on the nature of the business to be discussed, unless otherwise called. If circumstances prohibit business meetings from occurring during the above mentioned months, then the regularly scheduled business meeting shall be held during the next available Sunday or Wednesday.
- B. The Pastor is the Moderator. In his absence, the Deacon Chairman will serve as Moderator. If both are absent, the Clerk will call the church to order, and a Moderator Pro-tem will be elected.
- C. The church will be governed by Robert's Rules of Order, latest edition, in all questions of parliamentary procedure at any business meeting.
- D. At the request of the deacons, trustees, or a standing team, the Pastor will call special business meetings. The nature of the business meeting will be clearly stated in the notice.
- E. The Clerk will call a special business meeting upon the written application of any five adult members. The written application must include the specific object of the meeting.
- F. Thirty-five church members will constitute a quorum for regular business meetings.
- G. Routine business matters require a simple majority to carry a motion.
- H. Voting of routine business matters will be by a show of hands or by voice vote unless otherwise requested. If a member requests a secret ballot vote, the Moderator will call for a vote on that request by a show of hands. If so, carried by a majority vote, a

secret ballot vote will be taken for the original business item. The Personnel Team will be responsible for counting the votes. The Personnel Team will relay the results to the Moderator, who will then provide the results to the church.

I. When the following items are being considered, fifty members will be required for a quorum. These items require 10-14 days advance notice from the pulpit at the regular morning service and published one week in advance, except the calling of a Pastor. Each motion will be read and published verbatim as it will be presented. These items will be voted on by secret ballot except when voting on the church budget. All of these items, except the election of deacons, will require a two-thirds ($\frac{2}{3}$) majority of the votes cast at said business meeting with the required quorum being present:

1. The sale or purchase of property.
2. The borrowing of money.
3. The disbursement of money when in excess of five hundred dollars (\$500) when not in the current budget and upon the recommendation of the Finance Team.
4. The calling of a Pastor, or a Ministerial or Non-ministerial Staff Member.
5. The impeachment of an officer(s).
6. The dismissal of the Pastor or Ministerial or Non-ministerial Staff Member, except in cases of gross misconduct, in which case the termination will be carried out at the discretion of the Pastor and/or the deacons.
7. The dismissal of a member(s) other than by church letter.
8. The adoption of the church budget.
9. The election of a deacon(s).

J. In the event of urgent needs, this Ministry Guide may be suspended upon the recommendation of the deacons and the affirmative vote of two-thirds ($\frac{2}{3}$) of those present under the quorum requirements.

K. The annual reports will be presented at the January business meeting.

L. All church business not covered in this Ministry Guide, including the expenditure of money not in the budget, will be referred to the appropriate church team or ministry for review. The appropriate team or ministry will then report its findings and recommendations to the church, preferably by the next business meeting, for final consideration, approval, or rejection.

M. Should a conflict arise regarding the correct procedure to follow in keeping with the intention of this Ministry Guide, the Deacon Chairman, the secretary of deacons, and the Clerk will be responsible for making a decision on the issue. The item will be tabled until this decision is made.

ARTICLE XII.

COVENANT KIDS PRE-SCHOOL AT MOUNT VERNON

1. Establishment and Purpose

Covenant Kids Pre-School is a Pre-School and Daycare owned and operated by Mount Vernon Baptist Church (MVBC). Covenant Kids was established by MVBC to provide a trusted environment where children can grow and develop physically, emotionally, spiritually, and socially.

2. Oversight and Administration

The Associate Pastor of MVBC shall oversee the day-to-day operations of Covenant Kids Pre-School to ensure that the ministry functions effectively and in alignment with the mission of the church. The Associate Pastor will also ensure that Covenant Kids is in adherence to State and Local Laws.

3. Daycare Leadership Team

When necessary, a Daycare Leadership Team shall assist in decision-making related to student cases, employee cases, and changes to policies or procedures. This team shall consist of:

- Senior Pastor (ex officio)
- Associate Pastor
- Treasurer
- Daycare Staff Director
- Daycare Student/Parent Director
- Children's Director

4. Policies and Handbooks

All proposed changes to the Student Handbook, Employee Handbook, Paid Time Off (PTO) policy, or Disciplinary Policy must be presented to the Daycare Leadership Team for approval. Upon approval, such changes shall be brought before the church for a final vote.

5. Disciplinary and Personnel Matters

The Daycare Leadership Team shall serve as the final decision-making body in cases of disciplinary action or personnel changes. This includes, but is not limited to:

- The dismissal of a student
- The termination of an employee
- Title changes or reassignment among employees
- Pay increases/decreases
- Employee evaluations

ARTICLE XIII.

AMENDMENTS AND REVISIONS

1. After two weeks advance notice, this *Ministry Guide* may be amended or revised by a two-thirds ($\frac{2}{3}$) majority vote of the members present at any regular church business meeting.
2. A special meeting may be called to amend or revise this document. The proposed amendment or revision must be submitted in writing in the call for said meeting. This procedure does not apply to standing teams.
3. Existing standing teams may be changed in name, revised in function, or discontinued by a two-thirds ($\frac{2}{3}$) majority at any regular church business meeting. New teams may also be added when the Nominating Team has included written job responsibilities.
4. The Ministry Guide can be amended or changed as needed at the discretion of the Church staff and deacons with the approval of the church.
5. As needed, the Deacon Chairman, the secretary of deacons, and the Clerk will serve as a Ministry Guide Interpretation Team concerning this document.
6. The Deacon Chairman is responsible for approved amendments to be incorporated in a consistent and orderly format. The official version of this document will be the version accessible on the church website. A member may request to have a printed copy, but the printed copy will only be accurate until a new version has been approved by the church.

APPENDIX I.

Mount Vernon Baptist Church

Paid Time Off Policy

- Paid Time Off (PTO) includes all forms of leave (sick, vacation, personal, bereavement, etc) and can be used at the employee's discretion.
- PTO will start over at the beginning of the calendar year (January 1).
- Unused PTO does not roll over into the next year.
- PTO for full time employees is 40 hours for 1 year, 80 hours for 2 years and 120 hours for 5+ years. Part Time employees receive 20 hours for 1 year, 40 hours for 2 years and 60 hours for 5+ years.
- All Full and Part Time employees will be paid bi-weekly. Contract employees paid upon invoice receipt.

Paid Holidays for Hourly Employees

8 paid hours for FT hourly and 4 paid hours for PT hourly

- New Year's Day (January 1)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)

Church Office Hours

Monday - Thursday 8am-4pm excluding the Holidays listed below.

The Church Office is Closed for the following Holidays if they fall on Monday - Thursday

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve (if Monday - Thursday)
- Christmas Day

Travel and Expense Policy

Overnight travel costs are the expenses for transportation, lodging, and food for ministerial staff who are on official church business. Mileage will be paid at the current established IRS rate. Reimbursement for mileage will only be paid to staff that drive a vehicle and provide transportation for travel. Meals will be

paid at a per diem rate at \$70 a day. Receipts are not required to be turned in for meals but charges cannot be charged on Mt. Vernon credit cards. Receipts are required to be turned in for airfare, lodging and other expenditures such as registration and parking as well as any other church related charges placed on the church credit card. All expenses that can be prepaid, such as registration and lodging, should be paid by the church to avoid large, out-of-pocket expenses.

When meals are covered by the overall trip cost, such as a youth trip, then per diem is not applicable.

What are non-reimbursable expenditures:

- Incidentals
- Entertainment
- Travel insurance
- First class tickets or upgrades
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies staff on a trip, it is the responsibility of the staff to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment and be paid for separately.



APPENDIX II.

Mount Vernon Preschool Employee Paid Time Off (PTO) & Holiday Guidelines

1. Full-Time Employee PTO Policy

Annual PTO breakdown

- 3+ Years of Service: 80 hours per calendar year
- Under 3 Years: 60 hours per calendar year

Important Notes:

- All time off should be entered in Brightwheel whether paid or unpaid.
- PTO covers all leave types (bereavement, sick time, vacation, & personal days)
- PTO will be classified as sick or personal when entered in Brightwheel. (There will be 4 options on the drop down, only use sick or personal.)
- There is no rollover of unused PTO at the end of the year. (December 31st)
- Annual PTO calculation occurs yearly on January 1st; it will not be calculated by hire date anniversary.

Example:

If Susan's hire date is March 9th of 2022, they will not get 80 hours of PTO until January 2026.

2. Part-Time Employee PTO Policy

- Yearly PTO: 20 hours per calendar year
- Covers all leave types (bereavement, sick time, vacation, personal days)
- No rollover of unused PTO after December 31st
- There is no need to specify what PTO is used for unless employee feels it is necessary.

3. New Employee Probation Period

Guidelines:

- Duration: 3 months from start date (start date is employee's first paid day, not when employee was hired.)
- PTO will only be calculated like this for new hire probationary period.
- Full Time employees PTO are calculated at 1.15hr per week
- Part Time Employees get PTO calculated at 0.38hr per week
- There is no PTO usage allowed during this probation period
- You can schedule time off during this period, it will just be unpaid

time off.

- After probation period is over your PTO will be calculated by how many weeks are left in the year.

Example:

If Sally was hired May 8th and her probation period ended on August 8th, we would see how many weeks are left in the year, 20wks, and multiply that by 1.15hr to for her PTO balance for the rest of the year, which is 23 hours. (20wks x 1.15hr = 23hr of PTO)

4. Holiday Schedule

Paid Holidays (All Employees get 8hrs paid)

- New Year's Day (January 1)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Unpaid Holidays (PTO **can** be used for unpaid holidays)

- Good Friday
- Labor Day (First Monday in September)
- Day After Thanksgiving
- Christmas Eve (December 24)
- New Year's Eve (December 31)

5. Additional Guidelines

1. Submit PTO requests to a supervisor in advance in the Brightwheel system (2 weeks in advance if possible)
2. PTO requests are a first-come, first-served approval basis (determined by Director of Staff and Daily Operations, based on the work schedule and census.)
3. Additional time off that is unplanned or scheduled after yearly PTO balance is used can be granted based on approval but will be **unpaid**.
4. If PTO is scheduled during a paid holiday, that day will not be counted toward the employees PTO.
5. If an employee is terminated or quits, PTO cannot be withdrawn as form of payment.

6. Policy Management

Responsibilities:

- Director of Staff and Daily Operations will track PTO usage
- The Church Office will maintain official records
- PTO balances will appear on pay stubs
- Regular audits will be done to ensure accurate tracking

*Note: This handbook supersedes all previous PTO policies and is subject to change at management's discretion. *

