

THE FIRST BAPTIST CHURCH OF THE CITY OF WASHINGTON, D.C.

Policies and Procedures Document

Last Update and Approval : 23 April 2006

The Policies and Procedures Document is supplemental to, but not a part of, the ByLaws. It is designed to be an explanation and guide to the performance of the duties of people, committees and other organizational elements. Where there is any conflict with the statements in the ByLaws, the ByLaws prevail.

The Policies and Procedures Document is to be approved by the Church on a simple majority vote. Additions and changes or amendments to this document will be made periodically in Church business session by simple majority vote.

Associate Pastors--Calling and General Duties

The Associate Pastors are called by the Church. Their duties will be defined at the time of the calling as appropriate at that time. The current Associate Pastors' callings and general duties are as follows:

A- Associate Pastor for Youth and Young Adults

This pastor may be called as an Assistant or Associate Pastor on the staff, depending upon qualifications. Determination of title and conditions of the call shall be made by the congregation upon recommendation by the Christian Education Committee. The Pastor will supervise the Associate Pastor for Youth and Young Adults.

The Associate Pastor for Youth and Young Adults will strengthen and develop Christian education programs, and the outreach, spiritual formation, and fellowship opportunities for Youth and Young Adults.

The responsibilities and duties are listed in the position description.

Duties of Current Associate Pastor for Youth and Young Adults

1. Serve as the Pastoral Resource person for the youth and young adult ministry of the Church, and devote the major part of his or her time and effort to such ministry.
2. In coordination with the Missions and Evangelism Committee, develop, implement and supervise mission opportunities for youth and young adults.
3. Assist the Pastor in other duties as requested.
4. Participate in worship leadership as scheduled.
5. Plan and implement, with staff and laity, special activities for youth and young adults.

B– Associate Pastor for Children

This pastor may be called as an Assistant or Associate Minister on the staff, depending upon qualifications. Determination of title and conditions of the call shall be made by the congregation upon recommendation by the Christian Education Committee.

The Associate Pastor for Children is responsible for strengthening and developing Christian education programs, outreach, spiritual formation, and fellowship opportunities for children from birth through sixth grade. The Pastor will supervise the Associate Pastor for Children.

The responsibilities and duties are listed in the position description.

Duties of Current Associate Pastor for Children

1. Serve as the Pastoral Resource person for the children’s ministry of the Church and assist in the development of systematic goals and objectives for the education of children.
2. In coordination with the Missions and Evangelism Committee, develop, implement and supervise mission opportunities for children.
3. Recruit, train and support teachers and program leaders for children.
4. Develop and conduct a Christian Education program in the Child Development Center.
5. Provide pastoral care and nurture for children and their families in cooperation with the Pastor.
6. Plan and implement, with staff and laity, special activities for children and their families.
7. Organize weekly children’s worship activities to take place during the Sunday morning worship hour.
8. Participate in worship leadership as scheduled.
9. Assist the Pastor in other duties as requested.

C – Associate Pastor for Music

Qualifications for the Associate Pastor for Music shall be established by the Worship Committee. The Associate Pastor for Music will work under the general supervision of the Pastor.

The duties are listed in the position description

Duties of Current Associate Pastor of Music

1. Provide leadership in carrying out the music program of the Church as formulated by the Worship Committee.
2. Recruit, organize, and direct (or supervise other directors of) the various choirs of the Church and implement the music program of the Church.
3. Serve as advisor and consultant to the Worship Committee and provide staff support to that committee and collaborate with other members of the Church staff, the Worship Committee, and other Church organizations to assure that music activities and music education are appropriately included in the various Church programs.
4. Assist the Pastor in other duties as requested.

Duties of Current Administrator

1. Maintain and supervise office operations and employ authorized office personnel. In consultation with the Chair of the Social Committee, maintain and supervise kitchen operations and employ authorized office and kitchen personnel.
2. Supervise property management operations, including maintenance and repairs performed by Church employees, and employ other authorized property maintenance personnel.
3. Supervise the execution of any and all cleaning contracts and assess the performance of the work contracted relative to the Church's needs for cleaning.
4. Employ, schedule, and supervise all members of the security staff.
5. Supervise the use and scheduling of the Church Van and any other vehicles owned by the Church. Arrange for annual licensing, required maintenance and repair. The Property Management Committee is responsible for this property as all other, and should be consulted with respect to ownership, liability, and insurance considerations.
6. Enforce the opening and closing of the offices and building pursuant to regulations or actions of the Church..
7. Have authority to incur obligations and make expenditures against the items approved in the Church and the Child Development Center budgets, in accordance with authorization from the Stewardship Committee, and to incur necessary obligations and make needed expenditures in excess of items approved in the budgets without reference to any committee in the event of an emergency situation requiring prompt maintenance or repair of property. Such action, however, shall be reported as soon as practicable to the Stewardship and Property Management Committees. Details of the Administrator's Special Account and authorization requirements for signing checks is found in the Policies and Procedures for the Treasurer.
8. Receive all funds except those received at worship and properly deposit them in appropriate bank accounts, maintain necessary records of all receipts and expenditures, and make any financial reports required by the Stewardship Committee or the Church.
9. Assist the Pastor in the general administration of the Church facilities, its operations, and its employees. Supervision of the Administrator shall be by the Pastor in consultation with the Moderator.
10. Have the Church Office prepare, for the Pastor's signature, letters of appreciation to the estates of deceased members where gifts have been made by those estates to the Church.

Policies and Procedures for Conducting Church Business

As stated in the ByLaws, the form of government of this Church is democratic. The source of authority is the congregation of the membership. That said, First Baptist Church seeks to conduct its business in the presence of God, under the Lordship of Jesus Christ, and with the guidance of the Holy Spirit. It strives to embody broad-based, participatory decision-making in which there are no secrets and surprises. When possible, it seeks to reach consensus, rather than simply taking a vote on every question. All matters of Church policy which are not otherwise specifically provided for in the

Church Constitution and Bylaws or this Policies and Procedures Document shall be established by the Church through consensus and/or a majority vote at any regular or special business meeting. Should questions arise as to parliamentary procedure, the Church will refer to the most recent edition of *Robert's Rules of Order*.

Policies and Procedures for Ordaining to the Ministry

If an individual, feels called to the Christian ministry and desires ordination by the Church, such shall be affirmed in this desire and examined by the Diaconate, which shall submit to the Church its recommendation as to whether such shall be licensed and approved as a candidate for ordination. Such may be licensed upon approval by a majority vote and approved for ordination by a three-fourths vote of the members present and voting at any regular or special business meeting of the Church. The candidate shall be advised that the Church applies the ordination standards and follows the ordination procedures of the District of Columbia Baptist Convention and that the candidate should pursue and complete a college and seminary education appropriate to preparation for ordination to the ministry. After the completion of such education and after examination of the candidate by the Advisory Committee on Ordination of the District of Columbia Baptist Convention, the Church may call an Ordination Council of ministers and laypersons to further examine the qualifications of the candidate and advise as to the propriety of ordaining such candidate to the ministry.

Policies and Procedures for the Nomination and Election of Deacons

1. During the First Quarter of the Calendar year, the Diaconate will provide, through means they determine, a list of the current Diaconate indicating those who are rotating off, and the *Biblical* qualifications for deacons and their responsibilities at our church. (The Diaconate could post a list of eligible members and provide other information as handouts or publish in *The First Baptist Update*.) The eligible member list would include anyone who is a member of the church and who is older than 18. (Those currently serving as deacons would be excluded.) Information should emphasize that only members may vote. The Diaconate Chair should begin accepting absentee ballots in a signed envelope from members who will not be able to attend on the designated Sunday for congregational voting.

2. About the same time, the Deacon Selection Committee (composed of the Diaconate Chair and two other current deacons selected by the Chair, preferably from the deacons who are rotating off the Diaconate) will include information about "deacon qualifications and responsibilities" as a bulletin insert for information purposes. Upon a designated Sunday, each member will write down the names of candidates for deacon up to the number of vacancies. Each ballot will be placed in a sealed envelope. The envelope will be signed on the outside and given to the Diaconate Chair.

3. The Deacon Selection Committee will compile the results. They will review and confirm those receiving the most votes by the congregation to ensure that the chosen candidates meet the Scriptural and church qualifications for deacons, as expressed in the *New Testament* and in our *Church Covenant*. They may examine candidates about their

views on the *Biblical* roles of deacons and the principles of our *Church Covenant* as they deem necessary.

4. The Pastor will call those who have been selected by the congregation and confirmed by the Deacon Selection Committee, in the order provided to ask if they would be willing to serve as a deacon, until all the available positions have been filled.

5. The newly-chosen deacons will be presented to the church by the Nominating Committee, along with the other nominated officers and committees, for final approval at the March (or April) church business meeting. Those who have never served as deacons before will be ordained as soon as possible.

6. Other than those deacons elected for life, deacons will serve for a three-year term, after which one year shall elapse before such member is eligible for reelection.

Policies and Procedures for the Treasurer

Open and maintain in banks designated by the Stewardship Committee separate accounts for at least the following:

Church General Operating Account, which includes Church Staff Payroll account, Administrator's Special account and Benevolent account and the Child Development Center Staff Payroll account

Church Dedicated Funds Account, which includes the Capital Improvement account.

Disbursements from these accounts will conform to the approved budgets of the Church and Child Development Center.

All funds received by the Church shall be deposited in these Accounts. Funds then can be transferred into the Payroll accounts and Administrator's Special account in accordance with policies established by the Church and to the Benevolent Fund in accordance with ARTICLE V, Section 2, of these Bylaws. The Administrator's Special account shall be used for routine budget expenditures not exceeding \$1,000.00 each. All checks drawn on the **General Operating Account** shall be signed by the Treasurer and the Chair of the Stewardship Committee, provided, however, if only one of the required signatories is available, the Administrator may be substituted as a second signatory. All checks drawn on the Administrator's Special account shall be signed by the Administrator, the Treasurer, or the Chair of the Stewardship Committee. All checks drawn against the Child Development Center budget shall be signed by the Administrator, the Child Development Center Director or the Treasurer. The Church Payroll checks and the Child Development Center Payroll checks will be signed by the Treasurer.

The Treasurer shall maintain a **Church Dedicated Funds Account** /Capital Improvement account to which shall be allocated all assets received by the Church from any donor or the estate of any decedent as a bequest or devise under the last will and testament of such decedent, unless some other disposition of such assets is expressly directed by such last will and testament. Assets in excess of \$1,000 shall not be transferred or disbursed from this account except by a vote of the Church using the same procedure prescribed for amending the Bylaws. Assets less than \$1,000 can be disbursed upon approval of the Memorials Committee.

The Treasurer shall render quarterly and annual reports to the Church on all money, securities, and funds of every kind and such other reports as the Stewardship Committee shall direct.

The Treasurer shall at the end of the fiscal year transfer any excess, unspent Benevolent Fund monies to a Missions and Evangelism Committee account for use by that committee for extraordinary needs within the Church or community.

The Treasurer shall establish and maintain a set of accounting policies and procedures as are necessary for complying with generally accepted accounting principles. A committee may be established by the Treasurer with advice of the Auditing Committee from time to time to review and revise such policies and procedures.

Policies and Procedures for the Librarian's Development of the Collection:

Statement of Purpose

The Church Library is intended to enhance the ministries of the Church. The Library serves as a resource center for Church members, visitors, and groups of all ages to support and enrich their spiritual and personal growth and Church program activity.

Decision-Making Authority

The ultimate decision-making authority concerning material selection resides in the Librarian and the two library representatives on the Library/Archives Committee (hereinafter "the Library Subcommittee"). The Library Subcommittee will consult with the pastoral staff as necessary with respect to material selection.

Recommendation Resources

Books and Other materials will be selected based on a wide variety of sources, including:

- 1- recommendations from the pastoral staff, Sunday School teachers, Church members, and friends of the congregation;
- 2- curriculum guides for teaching in Sunday School;
- 3- book reviews and recommendations in religious publications; and
- 4- recommendations of noted theologians, schools of theology, and religious organizations.

Criteria For Selection

1. Materials acquired should meet high standards of quality in content, writing style, and physical condition. Materials to be acquired must be evaluated in light of their timeliness, the content of the existing collection, the space limitations of the library, and the materials' relative importance in comparison with other books currently in the collection.
2. The needs of the various members and organizations of the Church must be reflected in the continuing selection of library materials. There must be an alertness to potential demands and needs of the members of the congregation.
3. The Library's collection will promote its users' spiritual and personal growth and the ministries of the Church. The collection will center on religious items, including basic religious reference materials, theology of the Baptist denomination, devotional material, materials relating to Christian growth and development, and support materials for Sunday School classes and other Church programs. In addition, the collection will include

materials relating to life changes or stages, the development of a deeper understanding of one's self and one's role in the community and world, leadership and career development, social education and action, historical matters, art, poetry, and other materials to aid in the wholesome use of leisure time. The Library, however, will not attempt to duplicate the breadth of materials that may be found in surrounding public libraries.

4. The collection will be re-evaluated regularly to changing curriculum concepts and needs of the Church. This process of re-evaluation will lead to the replacement of outmoded materials with those that are up-to-date, the removal of materials no longer useful, and the replacement of materials in poor repair.

Donations

Donations of new or used materials are welcomed with the understanding that their acceptance will be subject to the decision of the Library Subcommittee according to the above selection criteria. A card recognizing the donor will be placed in donated materials, unless the donor expresses a desire to remain anonymous. The Library Subcommittee may sell for the benefit of the Library donated materials not considered appropriate for the Library collection, donate the materials to other worthy organizations, or otherwise dispose of the materials.

Check Out Rules

Books, other than reference materials, audio and video tapes and CD-Roms may be borrowed for a three week period and may be renewed for the same amount of time. Audio and video tapes and CD-Roms may be borrowed for a two week period. Materials lost or destroyed should be replaced by furnishing a replacement copy or paying the cost of replacement.

Disposal Schedule

The Disposal Schedule for Library materials is as follows:

All books in the Church Library should have something to do with our Church, Church Members or Activities, Bibles, or Christian ethics and living.

1. Novels
 - a. All non Christian novels may be disposed of in 10 years from acceptance in the library.
 - b. Christian books and novels related to living a Christian life will be retained.
 - c. Books for young people up through 6th Grade will be evaluated by appropriate teachers.
2. Biographies and autobiographies of Church members and persons will be retained.
3. Christian poems and poems written by church members will be retained.
4. Bibles
 - a. All translations of the Bible, or Bibles given as a Memorial will be retained.
 - b. All other copies of the Bible will be placed on an accessible shelf for use of members, who will return the Bible to its correct place before leaving the Church. Bibles that are torn or in poor condition may be destroyed. A list of the Bibles destroyed will be made to reclaim the name of the

giver and one who donated and other pertinent information so that if a request is made we will have some idea of what happened to the bible.

5. All Commentaries on the Bible or Christian ethics will be retained.
6. All books and objects that document a President's life or term in office will be retained and filed as one entity.
7. All Christian activity books will be retained regardless of their Age to document progress over the years,
8. All books on Baptist and Metropolitan Area Church leaders will be retained.
9. All books regarding persons listed in our Stained Glass Windows will be retained.
10. All books that document an activity of the Church, i.e. Missions, Missionaries, Sunday School, and Divinity School will be retained.
11. Books not falling into any of the above categories will be reviewed by a panel including the Librarian, Archivist, Pastor for Youth, and one other individual to determine the appropriate disposal time limit. Unless a decision of 100% agreement for proper disposal is rendered, the book will be retained.

Policies and Procedures for Operation of the Church Van:

In addition to the Sunday Morning use, the Van can be used by the Ministerial Staff, Officers and Committees of the Church, with the scheduling controlled by the Administrator, for authorized programs of the Church.

Policies and Procedures for Use of Space within the Church:

The Church wishes to be as accommodating as possible for users of Space within the Church. Fees charged vary downward from that for arms-length organizations through Baptist groups to Church Member users. The minimum fee charged is designed to cover out-of-pocket expenses to prevent the membership having to cover these costs. When extra security is requested this is calculated at \$20.00 per hour. When the Kitchen use with Church staff cooking and serving, is requested arrangements must be made separately with the Administrator in consultation with the Chair of the Social Committee. When the Kitchen, without the Church staff cooking and serving, is requested, the Administrator, the Chair of the Social Committee and kitchen staff must agree and provide instruction in its use. The Church wishes to be as generous as possible with Members use of the space for private gatherings.

Policies and Procedures for All Committees:

Assumption of Office

Persons elected to any office or committee shall assume their respective offices as of May 1st and shall serve through April 30th of the year in which their terms of office expire.

Organizing Committees

Each committee shall meet within a week following the elections and proceed to organize by electing a chairperson and such other officers as may be deemed necessary. At the opening of that meeting the incumbent member whose surname begins with the earliest appearing letter of the alphabet shall preside for the election of a new chairperson and other officers. In the event that no incumbent member is present, the committee shall select a newly elected member to preside until a chairperson is elected. Only continuing incumbent members and newly elected members shall be eligible to vote in the election of new officers.

The Chairperson will serve as the Program Steward to authorize expenditures from any relevant line items in the annual Church budget.

Policies and Procedures for the Fellowship Committee

The Fellowship Committee will be responsible for strengthening “the ties that bind” the Church membership together, looking to John 13:34 as a theological foundation: “I give you a new commandment, that you should love one another. Just as I have loved you, you also should love one another.” It is the only commandment Jesus ever gave, and essential to the life and health of his church. But it is impossible to love those we do not know and impossible to know those we do not spend any time with. Therefore the primary task of the Fellowship Committee will be enhance relationships among the members of the Church by bringing them together through shared experiences. A special emphasis should be given to the assimilation of new members.

Policies and Procedures for the Stewardship Committee

The Stewardship Committee shall:

Develop and maintain year-round programs in stewardship awareness on the part of all members and, acquaint new members with the importance of regular proportional giving.

Develop a special emphasis for pledge commitment for the purpose of underwriting the annual budget of the Church.

Develop a responsible program for the investment of bequests, special gifts, and capital for the purpose of support of the Church and its programs. Such structure shall identify clearly the purposes to be supported by the income from such invested funds or assets. After the acceptance of such a program by the Church, the Stewardship Committee shall monitor the accounting for such income and its expenditure.

The Stewardship Committee shall:

Prepare for the ensuing fiscal year an operating budget for the Church and in cooperation with the Child Development Center an operating budget for the Center. These shall be presented by the Stewardship Committee to the Church for action on the date established each year by the Church Council and published in the official Church Calendar. This presentation shall be in time for the budgets to lay on the table at least a week before being called up for action. If as part of this action, changes are proposed to the budgets these proposed changes will be tabled for at least a week before being voted on. After the budgets are adopted by the Church, funds may be transferred from one line

item of each budget to another line item by action of the Stewardship Committee in coordination with the Program Stewards and the Church Council

Procedure for preparing the budget will be to initially make a call to the various organizations and committees to submit requests for funding for the upcoming year's budget. Upon review and totaling of the requests the Budget Subcommittee may call for: (1) reconsideration or reduction in the amount requested, or (2) justification of the amount requested. Upon approval of the budgets by the Church the Stewardship Committee shall authorize expenditures against items in the budgets. Every such transfer or expenditure in excess of an authorized line item shall be reported to the Church in detail at the next quarterly business meeting.

The Stewardship Committee shall:

Devise and develop methods of encouraging bequests, special gifts, capital accumulation, and other financial resources for the long-term support of the Church, its programs, and its goals.

Develop a responsible program for the investment of bequests, special gifts, and capital for the purpose of support of the Church and its programs. Such structure shall identify clearly the purposes to be supported by the income from such invested funds or assets. After the acceptance of such a program by the Church, the Stewardship Committee shall monitor the accounting for such income and its expenditure.

Maintain liaison with any professional service, bank, brokerage, trust institution, or other fiscal agent engaged for the organization, investment, or accumulation of such funds.

Confer with the Memorials Committee for the proper management and expenditure of income from any funds presented to the Church as a memorial.

Policies and Procedures for the Memorials Committee

In establishing and maintaining memorials the Committee will:

1. Keep a Book(s) of Memorials.
2. Prepare thank-you letters to heirs and donors.
3. Communicate with the family/heirs regarding the heir's views on use of the memorial funds.
4. Obtain product or service the heirs agree upon.
5. Separate closed memorial funds from open funds, at end of each year. Closed funds will be sent to the central file and incorporated therein. The staff accountant will close specific memorial funds upon receipt of a form transferring funds to pay for the intended memorial. [Current memorials are in the Memorial general fund and by name (no number). However it is presently impossible to obtain a printout of memorial funds by name of the deceased thereby making accountability difficult. This can be done only by difficult manual search and written report]
6. Require from the Accountant a quarterly written notification as to the monies currently in all open and active Memorial funds.
7. For contributions given in memory of a person, the funds shall accumulate under the name of the person. If after three years, the unused monies are under \$1,000, the monies, without coordination with heirs, will be swept into the Flower Fund. These

Memorial funds will not be recorded in the Memorial Book. If the amount exceeds \$1,000, the funds can be used in one of three ways.

(a) To finance a specific Church project with the chair of the Memorial Committee in consultation with heirs authorizing such use.

(b) If the family has a specific request for the use of the funds, the Memorials Committee will try to meet that request.

(c) If there is no specific Church project and the family has made no request for the use of the funds, the funds shall be transferred to the general fund for use by the Stewardship Committee. Any memorial funds over \$1,000 transferred to the Foundation will be recorded in the Gifts Book as “Contributions to Church Foundation, In Memory of James Doe by family and friends of First Baptist Church”.

Monies from wills and estates will be recorded as a Memorial, accorded a thank-you letter to the heirs and recorded in the Memorial Book.

8. Encourage and arrange for the contribution of flowers as Memorials for worship services or fellowship events.

9. Cooperate with the Board of Trustees and the Stewardship Committee in the establishment of memorial trusts.

10. Develop, periodically revise, and arrange for the publication of a list of potential memorial expressions, i.e. a wish list memorial expressions the Church would be interested in.

11. Recommend to the Church, periodically, specific objects to be acquired or programs to be supported.

12. Annually report amount of money received and spent and any accomplishments during the year.

General Policies:

Any monies received for a specific project or item must be used for that purpose or returned to the donor. Exceptions are for funds less than \$1,000 as stated above.

If no heirs have brought before the Church for a vote the purpose for which the money is to be used, or the Church can not determined what the proposed use is, or has determined that it is inappropriate, or the Church does not need whatever item was suggested, or we already have more than a sufficient number of that item, then the money will be returned to the donor.

When the Memorials Committee is working with another Church group to provide a useful item for purchase with Memorial funds, that group should notify the Memorials Committee upon receipt and installation of said item. At that time the Memorials Committee should note the donation in a portion of the “Book of Memorials” and close the account.

Donations from a member as a Memorial to a deceased Church member but which is intended to go to a non-Church organization will not be accepted.

Any significant gift will be recorded in the Book of Remembrance/ Gifts.

**Policies and Procedures for the
Child Development Center Committee**

Qualifications for the Child Development Center Director shall be established by the Child Development Center Committee. The duties of the Child Development Center Director, working under the general supervision of the Pastor, shall be to:

1. Plan and conduct a high quality daily program that is grounded in best knowledge of child development and christian education fields.
2. Be responsible for all personnel.
 - (a) Recruit and select personnel, recommending them to the Child Development Center Committee for approval.
 - (b) Provide general supervision of the work of Center personnel, including the daily activity schedules, the care given the children, and staff-parent relations.
 - (c) Schedule, plan, and conduct staff in-service training.
 - (d) Evaluate the work performance of staff members.
 - (e) Maintain all required employment and leave records.
 - (f) Dismiss any unsatisfactory employee, with the approval of the Child Development Center Committee.
 - (g) The Chair of the Child Development Center Committee will assist the Pastor in the general supervision of the Director of the Child Development Center.
3. Maintain compliance with the District of Columbia Code and applicable regulations and health requirements.
4. Maintain professional proficiency and knowledge of developments in the field of child care and development through contacts with other child care and development programs and participation in professional conferences and workshops and continuing education programs.
5. Assist the Child Development Center Committee in the preparation of the annual budget for the Center.
6. Operate the Center within the approved annual budget.
7. Plan and direct a program of parent activities.
8. Cooperate with the ministerial staff and the Business Administrator to:
 - (a) Maintain a christian witness through the Center.
 - (b) Increase interactions between Center staff and parents and Church staff and members.
 - (c) Facilitate a cooperative and harmonious working relationship between all Church and Center personnel.