

CHURCH
CONSTITUTION/BYLAWS
AND
OPERATIONS MANUAL
FOR
LONE OAK BAPTIST CHURCH
LONE OAK, TEXAS

As approved and completed October 1994.

Written and compiled by William Gregory Anderson and based on the book by Welch, Robert H. The Church Organization Manual: Implementing And Coordinating Church Operations And Functions. Fort Worth: National Association Of Church Business Administration, 1992.

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Lone Oak Baptist Church
200 McBride Street
Lone Oak, Texas 75453

Our Original Covenant

Having been brought as we humbly trust
(by grace) to embrace the divine savior, we do
hereby willingly and joyfully covenant with
each other, to live together in church relationship
that we will watch over one another in love
that we will admonish each other in meekness
and attend to all the ordinances of gods house
and will contribute of our substance to support
A faithful ministry amongst us. that we will
not neglect family and private devotion, that
we will try to instill the principles of our holy
religion in the minds of our children & those
who are under our care and far as we can
train them for heaven, and may the Lord
make us the light of the world and the salt
of the earth, and to his great name be glory
now and forever amen.

Names

Mr. M. Pickett

Benja Watson

Presbytery

Names

Thomas Hooker

William Merriell

Jos Simpson

Lucy A Simpson

Lessa Merriell

James Smith

N J Featherston

Harriet Lively

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PREFACE AND ACKNOWLEDGMENTS

The following church constitution, guidelines, and policies have been written in an effort to help the local church in its effort to carry out its mission and tasks in the community. This document and accompanying guidelines and policies represent a living organism, the local body of believers called the Church. The document, therefore, is also a living document that can be and is expected to be reviewed, revised, and updated from time to time as the church feels the need to make changes in the way it ministers and serves the Lone Oak community and the members of Lone Oak Baptist Church.

This document has been composed in such a way as to be consistent with the original Church Covenant of 1858 and the traditions, beliefs, and practices of Lone Oak Baptist Church. It is the desire of those writing and approving this document that it be used not to restrict the work of the Church, but to help narrow and direct the mission and focus of the church as it seeks to minister to both the community and the general church membership. These guidelines are meant to be broad enough to meet the future ministry needs of the church, but narrow enough to give proper guidance and direction to the work and responsibilities of the various committees, ministers, and employees who choose to serve Lone Oak and Lone Oak Baptist Church.

The following document represents the combined work of many individuals and committees within Lone Oak Baptist Church, without which it would have been impossible to compose such a work.

A special word of thanks goes to the following individuals and the committees they represent (individual's names may not be repeated for all the various committees they represent):

The Church Staff: Greg Anderson, Pastor; Charles Moore, Minister of Music; Shelly Holder, Minister to Youth; Loy Brookins, Church Secretary/Treasurer; Glenda Haynes, Church Clerk.

The Deacon Body: Charles Moore, Chairman; Rubert Land, Stanley Hart, William Scudder, Jimmy Fortenberry, Bobby Fannin, Larry Miller, and Kent Wade.

The Youth Committee: Jim Fortenberry, Jr., Frances Miller, and Daisy Wade.

The Hospitality Committee: Louise Dickens, Jewel Smart, and Lorene Johnson.

The Benevolence Committee: Betty Jo Moore and Virginia Long.

And thanks to the many other committees and individuals who helped make this document possible.

A BRIEF HISTORY OF LONE OAK BAPTIST CHURCH 1858-1994

The Lone Oak Baptist Church was organized in October, 1858, by a small group of sincere pioneers, who, after much thought and prayer constituted this church in strict Baptist order.

The charter members were: Rev. Thomas Hooker, William McBride, James Simpson, Lucy A. Simpson, Teresa McBride, Jane Pitts, N. T. Leatherstone, and Harriet Lively. The church has the original covenant written and signed by this group.

The early meeting place of the church is not known but late in the year 1880, a building was erected. This building was destroyed by fire and another building was built in 1889. This building was remodeled and enlarged several times to meet the growing demand for more classrooms.

In March of 1956, the property known as the Barney Crabb home was purchased by the church. The house was remodeled and converted into an attractive three bedroom home for the pastor. The purchase of this land provided ample parking and recreational space for the church as it now owns the entire block.

In 1979, the previous church building was torn down and the present building was erected. The church has a 250 seat auditorium, a fellowship hall, a church office, pastor's study, and an office for the Youth Minister. There are thirteen rooms that can be used for teaching Sunday School and other church activities. This building was built at an approximate cost of \$180,000.00.

In 1989, ten years after the construction of the new church, the church voted to build a new parsonage on the same block as the church. The air-conditioned brick home was constructed at a cost of approximately \$80,000.00. It has three bedrooms, two baths, a kitchen, living room, dining area, and a two car garage.

In 1994, the church voted to accept the Lone Oak Baptist Church Constitution/Bylaws and a set of committee and personnel guidelines to help give consistency, order, and organization to the mission of the church. The constitution and accompanying documents were designed in such a way as to be consistent with the original church covenant, traditions, and beliefs of Lone Oak Baptist Church.

Since its founding in 1858, the church has sought to have a balanced program of evangelism, missions, teaching, and training. Next to the Sunday School, the Woman's Missionary Union is the oldest organization of the church and has been the key to the church's emphasis on missions.

In the past several years the church has seen an upsurge in the number of young families that are attending. This is due in part to a strong youth program and meaningful worship services. The average attendance in Sunday School has been around 100 people.

Greg Anderson is presently serving as pastor, Charles Moore as Music Minister, and Shelly Holder as Minister to Youth.

To our past and present pastors, officers, teachers, and members, much credit is due for the service that has been rendered by the church.

THE LONE OAK BAPTIST CHURCH COVENANT OF 1858

In October of 1858, Reverend Thomas Hooker, William McBride, James Simpson, Lucy A. Simpson, Teresa McBride, Jane Pitts, N. T. Leatherston and Harriet Lively gathered in Lone Oak, Texas, to covenant together to form the Lone Oak Baptist Church. Their foresight and willingness to follow the leadership of the Holy Spirit has been and is the inspiration and reason for the founding of this church.

The following is a copy of the original church covenant as written in 1858 by this group. No grammatical changes have been made in this reprint. The church has the original covenant written and signed by this group.

The covenant reads:

"Having been brought as we humbly trust, (by grace) to embrace the divine savior, we do hereby willingly and joyfully covenant with each other to live together in church relationships that we will watch over one another in love that we will admonish each other in meekness and attend to all the ordinances of gods house and will contribute of our substances to support a faithful ministry amongst us that we will not neglect family and private devotion that will try to instill the principles of our holy religion in the minds of our children and those who are under our care and far as we can train them for heaven, and may the Lord make us the light of the world and the salt of the earth, and to his great name be glory now and forever. Amen."

Keeping in mind that we serve the same God and Savior as these dear people, we as a church agree with their covenant and continue the tradition of meeting together on a regular basis to worship the Lord.

The pages that follow contain the Church Constitution/Bylaws of Lone Oak Baptist Church, the committee guidelines, personnel policies, and other vital records of operation for Lone Oak Baptist Church. Although these documents have been written some 135 years later, we believe that they are true to the spirit and intent of the original founders of our church.

CONSTITUTION/BYLAWS OF LONE OAK BAPTIST CHURCH, LONE OAK, TEXAS

ARTICLE I. TITLE

The title of this church will be known as Lone Oak Baptist Church (First Baptist Church), Lone Oak, Texas, a not-for-profit organization duly registered and recognized by the state of Texas.

ARTICLE II. PURPOSE

The purpose of this church is to glorify God. This is accomplished through obedience to Christ's commission to the church in Matthew 28:19-20:

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you even to the end of the age."

This commission includes the worshipping and exalting the Lord; the evangelizing of the lost; and, the equipping of the saints for the work of the church.

ARTICLE III. STATEMENT OF FAITH

Christ is the Head and final authority for the Church. His Word, the Bible, is the binding and final authority in all matters of faith and practice. We believe the Bible was inspired by God and inerrant and infallible in the original autographs and is preserved by God in such a way as to be authoritative and totally reliable today. We also believe that it is truth without any mixture of error in all realms of reality: historically, scientifically, doctrinally, and prophetically.

In all matters of doctrine, we adhere to the current version of the statement of faith of all Southern Baptists, The Baptist Faith And Message.

ARTICLE IV. MEMBERSHIP

Section 1. Church Membership

The Lone Oak Baptist Church is composed of all those who have trusted and confessed Christ as their personal Savior and Lord, been Biblically baptized, and have been accepted into membership. The church has the right to refuse membership if the individual presented:

- a. Does not confess Christ as Savior and Lord
- b. Has not been scripturally baptized by immersion
- c. Currently exhibits an ungodly, unrepentant lifestyle

Section 2. Responsibilities of Church Members

Each member of Lone Oak Baptist Church is responsible to obey the commands of God's Word in demonstrating a growing, maturing relationship with Christ; being actively involved in service to the Body with their respective gifts and abilities; faithfully and regularly bringing their tithes and offerings to support the local church; and aggressively seeking to evangelize and minister to a lost world.

Church members are responsible to abide by the consensus of the church body regarding matters of faith and practice as expressed in this Constitution/Bylaws and submit to the policies and procedures duly developed in support of this Constitution/Bylaws.

Section 3. Discipline of Church Members

Church members who exhibit a continuing, unrepentant lifestyle of sin in regard to doctrine or conduct shall be dealt with according to the biblical process of church discipline. This is always to be done for the ultimate goals of glorifying God, purifying the church, and the restoration of the individual.

The first step in this process shall be for fervent, continual prayer to be made on the behalf of the sinning member by the one who has knowledge of the sin (James 5:16-20). It shall also be the responsibility of any member of the body who has knowledge of a sinning member's heresy or misconduct to reprove and seek correction and restore the sinning member in private (Matthew 18:15-18 and Galatians 6:1). If said sinning member does not heed this reproof, then the reproofing member shall again go to the sinning member accompanied by one or two witnesses to reprove, correct, and restore. If the sinning member still refuses to heed this reproof, it shall be brought to the attention of the Staff of the Church (Hebrews 13:17).

If after reproof from the Staff of the Church, the sinning member still fails to repent, the Staff shall tell it to the church (Matthew 18:17). If the sinning member still refuses to repent, the Staff shall announce the sinning member's public removal from church membership and fellowship and he or she is to be treated as an unbeliever (Matthew 18:15-18, 1 Corinthians 5:1-13, and 2 Thessalonians 3:14-15). There shall be no appeal to any court from that decision.

If after removal of fellowship the sinning individual repents, he or she shall be joyfully restored back into fellowship (Luke 17:3-4 and 2 Corinthians 2:6-9).

If during the process of Christian discipline the member withdraws membership voluntarily but continues in the identified sin, the church shall still be responsible to seek the sinning individual's restoration through the process of Scripture above.

The actions described in this section must at all times be carried out with a gentle, loving and humble attitude with a sensitivity to God's timing, and with the ultimate goals of glorifying God, purifying the Church, and restoring the individual.

Any church member may remove himself/herself from membership in this church by any of the following means:

- a. By request of church letter from another church
- b. By a written request to be removed from the church roll, either from the member himself/herself or from the church to which they have affiliated with
- c. By death of the member

Items "a" and "b" need the majority approval of the Church in a regularly scheduled business meeting.

It shall be the responsibility of all members to care for those who are noticeably absent from the ministry and service of the church (Hebrews 10:23-25). Attention should be given to them in a spirit of loving concern and attempts made to determine the reasons for their absence and restore him/her into the active ministry and service of the church.

ARTICLE V. MINISTRY ORGANIZATION

Section 1. Staff

The term "Staff" refers to a group of both salaried and non-salaried men and women who together comprise a pastoral team.

A. Responsibilities: The primary work of the Staff shall be to devote themselves to prayer and the ministry of the Word. Their responsibilities include the following:

1. Give general oversight of the flock (Acts 20:28; Hebrews 13:17)
 - a. in practical matters (Acts 6:1-6, 11:29-30)
 - b. in matters of doctrine (Acts 15, 16:4)
 - c. in matters of discipline/ character (Hebrews 13:17)
2. Shepherd the flock (1 Peter 5:2; Acts 20:28; Hebrews 13:17)
3. Equip the saints for the work of ministry (Ephesians 4:11)
4. Teach the flock (1 Timothy 3:2, 5:7; 1 Thessalonians 5:12)
5. Exhort in sound doctrine (Titus 1:9)
6. Refute those who contradict sound doctrine (Titus 1:9)
7. Example the standard of Godliness (1 Timothy 3:1; 1 Peter 5:3)

The Staff is responsible to lead and shepherd the church body in all decision-making matters. This means that at all times they will gather the entire congregation for open discussions, proposal, information, prayer, and/or vote (Acts 6, 15). At other times decisions will be made solely by the Staff in the administration of their responsibilities (Acts 6, 15; Hebrews 13:17; 1 Timothy 5:17; 1 Thessalonians 5:12). Church votes will be taken on such matters as the selection of Pastors and Deacons; affirmation of the annual budget; the selection of full-time ministry staff positions; any acquisition or disposition of real estate; the incurring of any indebtedness; and other occasions deemed appropriate by the Staff.

The Staff is responsible to oversee and promote a high level of financial accountability through such means as the presentation of the annual budget and monthly financial business reports. They will ensure all financial records (with the exception of individual giving records other than their own) which shall be available and open to any member during normal business hours.

At all times, church members are responsible to exercise their God-given privilege to communicate their own thinking on any issue to the Staff for the purpose of together discovering the truth as revealed in God's Word. At all times, the Staff is responsible to help promote and develop an educated, involved, and sufficiently informed congregation. In this manner, all members of the church body participate, although not all lead.

The Pastor holds no greater authority than the remaining Staff other than that of influence; but he is to be regarded as "first among equals." He shall be responsible for the primary preaching/teaching ministries of the church, the management and oversight of all pastoral and ministry functions of the church, and the conduct of all public and regular services (Ephesians 4:11).

B. Qualifications: The essential element needed is that of a godly character. Staff must be men and women exhibiting characteristics defined as : above reproach, husband or wife of one spouse, temperate, prudent, respectable, hospitable, able to teach, not given to wine, not pugnacious, gentle, uncontentious, free from the love of money, manages his or her own house well, not a new convert, good reputation with outsiders, not self-willed, a lover of good, just, fair, devout, and self-controlled (1 Timothy 3:1-7; Titus 1:5-9). In addition, he or she must also be willing to make the necessary time commitments to fulfill the responsibilities to the church.

C. Number: There shall always be a plurality of Staff to lead the church with no set limit (Acts 14:23). The number will be determined by the number of those qualified and the needs of the church. At all times, the church should seek to balance the number of salaried, ministry professionals with other non-salaried leaders of the church.

D. Selection: The church Staff shall be selected through the following process:

- a. The Personnel Committee shall determine the needed staff position to be filled and develop a job description for this position. The Personnel Committee then votes to bring the need for an additional staff member before the church body in a called business meeting.
- b. The church, in a called business meeting, must vote to begin the process for selection of the suggested additional staff member.
- c. In a called business meeting, the church will elect a Nominating/Search Committee composed of five individuals.
- d. It is the responsibility of the elected Nominating/Search Committee to find, interview, and bring before the church a qualified person or persons for the available position in accordance with this Constitution/Bylaws and the job

description for the position as developed by the Personnel Committee and approved by the church.

E. Term: Staff will serve continuously as long as they possess the character qualities and fulfill the standards of leadership and service described above. Any member of the church body may and should initiate church discipline against a sinning Staff member who is not exhibiting the character or fulfilling the responsibilities of that office. An accusation against a Staff member should not be received "except on the basis of two or three witnesses" (1 Timothy 5:19).

F. Termination: Any person designated as Staff by this church may resign by written notification to the Pastor or Chairman of the Deacons. Any Staff member may be removed from office by a majority vote (by secret ballot) of the church body during a called church business meeting specified for the purpose of staff termination. The Staff member may be removed from office for any of the following reasons:

- a. Physically incapacitated
- b. Spiritually or morally unqualified or fails to fulfill responsibilities or meet the qualifications outlined in this document (ARTICLE V. Section 1. A. Responsibilities).
- c. Doctrinally unqualified; fails to agree with the doctrinal statement as outlined in this document and the current version of The Baptist Faith and Message

G. Meetings: The Pastor determines the time and place of regularly scheduled staff meetings.

Section 2. Deacons

The term "Deacon" is used to designate that group of individuals, salaried and non-salaried who are appointed to specific ministry leadership functions in the church (Acts 6:6).

A. Responsibilities: Deacons are the servants of the church. Each deacon shall serve under the general oversight of the Staff. They do not normally meet separately as a group unless it is under the direction of the Pastor.

Deacons are not responsible for the spiritual or general oversight of the church, but rather for particular and specific ministry areas of ministry, nurture, and service as designated. They are the functionaries or administrators of a segment of the total church ministry. Their responsibilities include:

1. To assist the Staff so that they may be released to devote time for "prayer and the service of the Word" (Acts 6:2-4).
2. To be "in charge" (administer) any particular task assigned by the Staff (Acts 6:3).
3. To be an example of servanthood to the church body (Acts 6:2-4).

B. Qualifications: The essential element needed is that of a godly character. A deacon must exhibit the characteristics as listed in 1 Timothy 3:8-13 and Acts 6:3. Deacons must be willing to make the necessary time commitments to fulfill their responsibilities.

C. Number: There shall be no specified number of deacons. The number will be determined by the number of qualified individuals and the needs of the church (Acts 6:3).

D. Selection: The process for deacon selection is as follows:

- a. Either the deacon body or the church makes a motion to add the needed number of deacons to their body during a regular monthly business meeting.
- b. If the motion to add new deacons to the deacon body is approved, the church selects a Deacon Nomination Committee. This committee is composed of three lay (church) members selected from the church body, and three deacons selected by the deacon body.
- c. The Deacon Nomination Committee, using the guidelines set forth in this document for the qualifications and responsibilities of a deacon, begin an interview period for potential deacon candidates.
- d. The Deacon Nomination Committee presents to the church the candidates they would like to recommend for the office of deacon. The committee will only recommend the number of qualified candidates that the church has previously determined are needed for the position.
- e. The church will vote on the candidate(s) by secret ballot. In order to become a deacon, the individual must meet all qualifications and be selected by a three-fourths majority vote by the church during a regularly scheduled worship service.
- f. In the event that a candidate does not receive the needed three-fourths majority vote, the Deacon Nomination Committee will need to meet again to select another candidate to go before the church.
- g. Once the number of deacons desired have been selected, the Deacon Nomination Committee is no longer considered to be an active, functioning committee.
- h. To complete the deacon selection process, all qualified candidates who have been approved for the office of deacon by the church must be ordained as a deacon of the church following Southern Baptist procedure and polity for deacon ordination.

E. Term: Deacons will serve continuously as long as they possess the character qualities and fulfill the standards of ministry and service described above. Any member of the church body may and should initiate church discipline against a sinning deacon who is not exhibiting the character or fulfilling the responsibilities of a deacon.

F. Termination: Any deacon may resign by written notification to the Pastor or the Chairman of the Deacons. (For removal of a deacon from office, see ARTICLE V. Section 1. F. Termination.)

Section 3. Ministry Staff

The ministry staff is composed of those salaried and non-salaried, professional and lay individuals who administer the ministry functions of Lone Oak Baptist Church. Ministry Staff includes those individuals who fill positions as Program Organization Directors and Program Organization Workers. The "Program Organizations" of a Southern Baptist church include, but are not limited to the general areas of Sunday School, Music, Discipleship Training, Woman's Missionary Union, and the Brotherhood Organizations.

A. Responsibilities: Ministry Staff responsibilities and job descriptions shall be determined by the Personnel Committee. They are responsible to serve under the general oversight of the Staff. The Pastor is directly responsible for the administrative supervision of the Ministry Staff.

B. Qualifications: Every individual on the Ministry Staff should strive to the goal of character defined of a pastor or deacon (1 Timothy 3:1-13; Titus 1:5-9). Ministry Staff members may become pastor or deacons as they go through the selection process designated for any member of the church.

C. Number: The size of the Ministry Staff will be determined by the needs of the church. The Personnel Committee will assist the Staff in the determination of necessary Ministry Staff structure.

D. Selection: (Follow the same selection procedures as outlined in ARTICLE V. Section 1. D. Selection). In some instances, the Personnel Committee may deem it necessary to turn this procedure over to the Nominating Committee to fill these positions. In this case, the Nominating Committee will bring their choice before the church during a called business meeting for their approval.

E. Termination: Any Ministry Staff member may resign by written notification to the Pastor, the Chairman of the Nomination Committee, or the Chairman of the Personnel Committee.

Any member of the Ministry Staff may be removed by the majority decision of the Staff and Personnel Committee (or Nominating Committee is selected by this process) and upon the approval of the church body in a called business meeting. Reasons for termination include:

1. Reasons listed in ARTICLE V. Section 1. F. Termination
2. Continued employment is not in the best interest of the church for whatever reason determined

If the staff member to be terminated is designated as "Staff", he or she shall not participate in the decision regarding his or her termination. If the termination is due to sin in the individual's life, he or she is to be dealt with as outlined in ARTICLE IV. Section 3., Discipline of Church Members.

Section 4. Other Salaried Employees

The Personnel Committee shall administrate the personnel activities of all church employees. They shall be directly responsible for the hiring and supervision of all support personnel. This includes office, clerical, records, food service, custodial, media, nursery, ground keeping, and other types of employees whose position description calls for supervision under one of the Staff positions.

Section 5. Trustees

The designated Trustees of Lone Oak Baptist Church, Lone Oak, Texas, shall be composed of three individuals nominated and approved by the church in a called business meeting. The church may vote to set the majority percentage for a person to receive to be elected to the office of Trustee at the time of the vote.

Section 6. Committees and Ministry Groups

The Staff shall organize, or delegate the authority to organize, committees and ministry groups for any reason deemed necessary for the proper functioning of the church. These committees/groups shall perform tasks specifically granted to them in a constituting charter and in accordance with the duties, powers, and length of tenure specifically delegated to them by that charter.

ARTICLE VI. AMENDMENTS AND CHANGES TO THE CONSTITUTION/BYLAWS

This document shall be reviewed as needed by the committee specifically appointed for this purpose. Any proposed changes must be publicly posted for a period of three weeks for the purpose of affirmation by the church body through the following means:

1. Prayer by the church body
2. Questions or comments to be directed to a member of the Staff
3. A vote shall be taken regarding the proposed changes. The voting regarding changes to this Constitution/Bylaws will normally occur at regular monthly meetings. In unusual circumstances, a vote may be taken after a period of two weeks has lapsed from announcement of such special votes.
4. A two-thirds majority vote of members present shall constitute adoption of the proposed change(s).

MINISTRIES

The church is a divine institution, created in the mind of God to set before the world His Son, the Lord Jesus Christ. The word for church comes from the Greek *ekklesia* which basically means the "called out ones." This term is generally used in the New Testament to refer to a local body of baptized believers who voluntarily banded themselves together for worship, nurture, and service. Within the context of the New Testament, we can define four purposes of the church:

1. To Worship: (Luke 4:16; Acts 2:46, 20:7; and 1 Corinthians 16:2).
Worship is encountering God in experiences that deepen a Christian's faith and strengthens him for service. Worship of God in Christ should be at the center of all else the church does and is.
2. To Proclaim and Witness: (Matthew 28:19-20; Luke 24:46-49; John 20:21; and Acts 1:8). All Christians are to be witnesses of God's saving grace as experienced through Jesus Christ.
3. To Nurture and Educate: (Matthew 28:20; Acts 2:42; 1 Corinthians 15:1-7; Ephesians 4:11-13; 2 Timothy 2:15; John 21:15-17; Acts 20:28; and 1 Peter 5:2). Nurture is the sum of experiences that nourish and develop individuals within the body of believers. Education is the process that provides for growth in knowledge, wisdom, and Christian experience.
4. To Minister: (Matthew 20:25-28; John 13:15; Acts 3:6, 6:1-6, 16:16-18; Romans 15:25-27, and James 2:14-17). The church takes the example of a servant ministry from Christ Himself. He instructed His followers to deny themselves and give themselves over to a life of serving others.

The New Testament church was an organization with appointed leaders and officers who created structure and policy to implement the commission of Christ. The church was created a self-governing, autonomous congregation; however, it was also created as a theocracy; lead by God as the Spirit spoke to its leaders and as headed by Christ. Lone Oak Baptist Church will institute five general ministry areas in an expression of our interpretation of God's direction for this church. They will be:

1. Worship: Sunday morning and evening services and Wednesday evening services lead by the pastor.
2. Pastoral: Activities of ministry to the body and community as directed by the pastor.
3. Educational: Sunday School, Discipleship Training, leadership training programs, children's and youth programs, Bible studies, and other special and general training programs as directed by the church staff.
4. Music: Worship, praise, and hymnody, choirs, and special musical training programs and performance lead by the Music Minister.
5. The Church Family: Programs of enrichment and ministry to the body of believers developed through various fellowships and times of togetherness.

POLICIES CONCERNING COMMITTEES OF LONE OAK BAPTIST CHURCH, LONE OAK, TEXAS

INTRODUCTION: Because Christ mandates and the Holy Spirit designates members of the local church body to be actively involved in the operation and ministry of the church, Lone Oak Baptist Church will organize and constitute committees from within the body to exercise the talents and gifts granted to the members of the body. This policy of utilization of committees to facilitate the work of the local church is defined in the following paragraphs.

ORGANIZATION:

1. Number and Designation: Committees will be organized as the needs of the church dictate. Committees will be designated as either a Standing Committee or Temporary Committee depending upon the constituting statement.

- a. Constituted Standing Committees:
 - Personnel Committee
 - Nominating Committee
 - Long Range Planning Committee
 - Church Properties Committee
 - Benevolence Committee
 - Ushers Committee
 - Hospitality Committee
 - Stewardship Committee
 - Evangelism Committee
 - Flower Committee
 - Youth Committee
 - Church Calendar Committee
- b. Constituted Temporary Committees
 - Deacon Selection Committees
 - Staff Selection Committees

2. Membership: The number of members selected will vary depending upon the needs of the particular committee. Selection to committees will be made by the Nominating Committee and approved by the church during a regular business meeting. The chairman of all committees will be elected by the specific committee they represent. Members of committees must be members of Lone Oak Baptist Church. Ad Hoc, replacement, and temporary committee members must be approved by the Nominating Committee.

3. Constitution: Each organized committee will be so established with a constituting statement. This statement will outline the principle responsibilities and authority of the committee. Temporary committees will be so constituted with an anticipated term of function.

4. Meetings: Each committee will meet as necessary to carry out its principle functions. Committees are expected to meet at least twice in a church year (October-September). Committee meetings will be open to the expression and comment of the church body, however, operational aspects of the committee may, at the discretion of the committee, be closed to general attendance.

5. Review and Reports: Each committee will be reviewed each church year by the Nominating Committee. Changes to the committee constitution will be addressed as needed, however, it is expected that an affirmation of committee viability will be made by the Nominating Committee at that review date. Each committee will make reports to the church as required by the constituting statement and annually during the September Church Business Meeting. A copy of all reports will be maintained by the committee until the committee is disestablished.

CHARTERS FOR THE STANDING COMMITTEES

PERSONNEL COMMITTEE

CONSTITUTION: The Personnel Committee will function as a standing committee of Lone Oak Baptist Church for the purpose of assisting the church in matters related to employed personnel administration.

MEMBERSHIP: The Personnel Committee will be composed of the all members of the deacon body with the exception of any deacon who is currently serving as an employee of the church.

RESPONSIBILITIES:

1. Survey the need for additional church staff positions.
2. Prepare and update, as necessary, position descriptions for all employed personnel.
3. Prepare and maintain an organizational manual relating to the church's employed personnel.
4. Recruit, interview, and recommend to the church prospective personnel. Possible exceptions: clerical and maintenance personnel are recruited, interviewed, and recommended for employment by appropriate supervisor.
5. Develop and recommend salaries and benefits for employed personnel.
6. Develop and recommend to the church policies and procedures for employed personnel administration.

REPORTS: Reports and evaluation of current church employees are to be made as deemed appropriate by this committee or upon recommendation by the church body.

NOMINATING COMMITTEE

CONSTITUTION: The purpose of the Nominating Committee is to recruit and assign volunteer leadership and worker positions for the various ministry activities of the church. The committee is a standing committee who functions to produce an annual slate of program leaders and workers, and recruits and administrates training for potential and volunteer replacements.

MEMBERSHIP: The number of members and the members of this committee shall be determined by the church in a called business meeting.

RESPONSIBILITIES: The Nominating Committee will:

1. Select, interview, and enlist church program organization leaders.
2. Approve volunteer workers before they are invited to serve in church leadership and support positions.
3. Distribute church lay leadership and worker resources according to priority needs.
4. Assist church leaders in discovering and enlisting qualified persons to fill church-elected volunteer positions in their respective organizations.
5. Present volunteer workers to the church for election.
6. Coordinate the filling of vacancies of volunteer workers and leaders as they occur during the church year.
7. Nominate special committees as assigned by the church.

REPORTS: Annually submit a slate of volunteer workers for each of the ministry programs. Other reports may be made to the church as the need dictates.

LONG RANGE PLANNING COMMITTEE

CONSTITUTION: The Long Range Planning Committee is a standing charged with the responsibility of discovering and analyzing long-range church and community needs, and recommending long-range goals and strategies to meet these needs. The Long Range Planning Committee will also annually evaluate current programs and established goals to ensure effectiveness and progress. The Long Range Planning Committee will become the resource base for other committees and groups to reference the desires and needs of the church.

MEMBERSHIP: The number of members and membership of the Long Range Planning Committee will be determined by the Nominating Committee and approved by the church. The Pastor and other ministerial staff will function as the professional staff liaison.

RESPONSIBILITIES: Duties of the Long Range Planning Committee are:

1. Study and be familiar with long-range planning procedures.
2. Periodically and systematically survey the church and community to evaluate ministry potential.
3. Maintain a continuous communication with the church in order to ascertain needs of the body.
4. Analyze present and future programs and goals of the church.
5. Recommend church goals based upon analysis.
6. Assist committees and program leadership in the establishment of strategies to implement goals.

REPORTS: Make direct reports and analyses to requesting committees and program leaders. Annually, report, review, and analysis of current goals and programs and make recommendations for improvement or modification. Recommendations for new church goals and strategies will be developed and submitted as required.

CHURCH PROPERTIES COMMITTEE

CONSTITUTION: The Church Properties Committee is responsible for the efficient, effective, and safe administration of all physical assets of the church. These will include buildings, internal and external maintenance. The Church Properties Committee will be responsible for efficient space utilization and adequate provision of ministry furniture, hardware, and equipment. The Church Properties Committee will ensure that the facility is safely and securely maintained and managed.

MEMBERSHIP: The Nominating Committee will annually assign church members to serve on this committee.

RESPONSIBILITIES: The Church Properties Committee will carry out the following functions:

1. Develop, recommend, and administrate policies and procedures which apply to the following areas of church property management:
 - a. Facility space allocation and use.
 - b. Facility maintenance and cleanliness.
 - c. Safety and security.
 - d. Insurance.
 - e. Facility and equipment inspection.
 - f. Facility and equipment replacement schedules.
 - g. Transportation equipment.
 - h. Church parking.
 - i. Energy and energy conservation.
 - j. Coordination responsibilities with other committees and program groups.
2. Conduct an inventory, inspection, and evaluation of all church property and equipment assets.
3. Evaluate space utilization needs and requirements.
4. Schedule for adequate and appropriate maintenance, repair, and renovation of physical spaces and equipment.
5. Evaluate and coordinate with the Stewardship Committee adequate budget resources to effectively and efficiently maintain the physical plant.
6. Provide administrative assistance in securing:
 - a. Adequate parking.
 - b. Arranging special equipment needs for special programs or activities of the church.
7. Appoint sub-committees as needed with the coordination of the Nominating Committee to effectively and efficiently carry out the responsibilities assigned.

REPORTS: This committee will make an annual report.

BENEVOLENCE COMMITTEE

CONSTITUTION: The Benevolence Committee is a standing committee functioning as an integral part of the pastoral ministries of the church. The Benevolence Committee is responsible for the study of church family and community needs and to design and administer a plan to meet those needs.

MEMBERSHIP: The Benevolence Committee members are to be selected by the Nominating Committee and elected by the church.

RESPONSIBILITIES: The Benevolence Committee will be responsible for the following activities:

1. Develop, recommend and administrate policies and procedures that define the Church and committee's response to needs by both the church family and community members.
2. Make a thorough study of all needs for assistance in the church membership and in the community. Develop strategies for meeting those needs that are determined by the church as those of priority.
3. Serve as a clearing house or coordinating group for all benevolent actions carried out by the program and ministry groups of the church.
4. Serve as the church's liaison with the community for meeting selected community needs.
5. Determine, organize, and administrate a ministry of compassion that will assist church members in time of particular need such as death, sickness, or extreme distress.
6. Recommend and coordinate budget funding and special funding provisions for the administration of all church benevolence activities.

REPORTS: This committee will submit an annual report of activities to the church.

USHERS COMMITTEE

CONSTITUTION: The ushers of the church are charged with the responsibility of assisting congregational members, visitors, and worship leaders before, during, and after any congregational or special service. The Ushers Committee is responsible for the recruitment, training, scheduling, and administration of the functions of a church usher.

MEMBERSHIP: The ushers will be selected by the Nominating Committee.

RESPONSIBILITIES: The responsibilities of the Usher Committee are:

1. Develop, recommend, and administrate policies and procedures that will ensure the following usher functions are effectively and efficiently carried out:

- a. Greet and seat individuals at services.
 - b. Provide information concerning services.
 - c. Be sensitive to special needs of individuals before, during, and after the service.
 - d. Receive the offering.
 - e. Provide for special seating, auditorium, or space arrangements.
 - f. Provide safety and security for the congregation during services.
2. Recruit, train, organize, and assign sufficient individuals to carry out the usher requirements of the church.
 3. Act as primary safety and security agents of the church during service or program activities.
 4. In coordination with the Church Properties Committee, plan for adequate parking facilities.

HOSPITALITY COMMITTEE

CONSTITUTION: The Hospitality Committee is a standing committee of the church responsible for providing food, love, and comfort during the time of loss of a loved one by a church member.

MEMBERSHIP: The members of this committee shall be determined by the Nominating Committee and the approval of such members by the church body.

RESPONSIBILITIES:

1. The Hospitality Committee will provide a meal for the families of members of Lone Oak Baptist Church who have passed away if the following conditions are met:
 - a. The deceased is a member of Lone Oak Baptist Church.
 - b. The deceased is an immediate family member of a member of Lone Oak Baptist Church.
Immediate family is defined as the following:
 - (1). The spouse of a member.
 - (2). The children of a member.
 - c. The deceased is having the funeral at Lone Oak Baptist and is related to a member of Lone Oak Baptist in the following ways:
 - (1). The brother or sister of a member.
 - (2). The parents of a member.
 - d. In all cases the funeral must be held at the church (or graveside) to assure that the church will provide a meal.
2. The Hospitality Committee will not be responsible for providing food for non-members of Lone Oak Baptist if the above reasons are not met.
3. It is the responsibility of the family to request the Hospitality Committee provide food before or after the funeral. The request for the committee to provide food must be made at least 24 hours before the funeral for the committee to adequately prepare for a meal.

4. Any member or member family not requesting food at least 24 hours before the funeral may forfeit the right to have the committee prepare a meal. 18

REPORTS: An annual report is to be made by this committee.

STEWARDSHIP COMMITTEE

CONSTITUTION: The Stewardship Committee is a standing committee of the church which is responsible for stewardship education, mission support, church budgeting, and accounting.

MEMBERSHIP: The Stewardship Committee membership number and membership will be determined by the church body during a called business meeting.

RESPONSIBILITIES: A thorough church stewardship program should include the following:

1. The church Stewardship Committee is responsible for adequate stewardship education of the church body.
2. This committee is responsible for mission support.
 - a. The committee should help the church become aware of its mission in the community and the world.
 - b. This committee should help the church body understand the various ministries supported through financial support of the church.
 - c. Giving to the Cooperative Program should be encouraged.
3. The committee should make a commitment to support church ministries by developing a unified, ministry-centered budget. Other budget concerns include:
 - a. Promotion of the church budget.
 - b. Administering the budget as determined by the church.
 - c. Explaining the function of various ministries in the church budget and the reasoning behind the financial support for that ministry.
4. Financial accounting procedures should be monitored by this committee:
 - a. Sound procedures should be used when receiving, counting, depositing, disbursing, recording, reporting, and auditing church funds.
 - b. The committee will choose the best method for accomplishing these goals.

REPORTS: This committee will make an annual report in the form of a written budget for the church.

EVANGELISM COMMITTEE

CONSTITUTION: The Evangelism is a standing committee responsible for the development and execution of a coordinated, comprehensive program of Christian evangelism and discipleship training. This committee is also in charge of the church wide visitation program.

MEMBERSHIP: The membership of the Evangelism Committee is composed of the members of the deacon body.

RESPONSIBILITIES: The Evangelism Committee will carry out the following tasks:

1. Coordinate and assist in the planning, organization, conducting, and evaluation of Discipleship Training courses for :
 - a. New church members.
 - b. New Christians.
 - c. Soul-winning classes.
 - d. Christian enrichment/discipleship classes.
2. Plan, organize, coordinate, and evaluate an on-going visitation program.
3. Organize and conduct a ministry to personally contact every visitor to the church within the same week as their visit.
4. Plan, organize coordinate, and evaluate revivals and special emphasis programs of an evangelistic nature.
5. Promote evangelism and evangelistic programs within the church.

REPORTS: This committee will make an annual report.

FLOWER COMMITTEE

CONSTITUTION: The Flower Committee of Lone Oak Baptist is responsible for providing flowers for church members during time of bereavement.

MEMBERSHIP: The Nominating Committee will select the members of the church Flower Committee.

RESPONSIBILITIES:

1. The church Flower Committee will provide flowers for families who have lost loved ones if the following conditions are met:
 - a. The deceased is a member of Lone Oak Baptist Church.
 - b. The deceased is the immediate family of a member of Lone Oak Baptist Church.
Immediate family is defined as follows:
 - (1). The spouse of a member.
 - (2). The children of a member.
 - c. The decision and ruling of this committee as to "immediate family" is final.

2. It is the responsibility of this committee to provide flowers during a families time of loss, but it is also important to note that the family needs to report the loss of a loved one to a member of this committee in order to assure that the flowers will be delivered promptly.

REPORTS: This committee will make an annual report.

YOUTH COMMITTEE

CONSTITUTION: The purpose of the youth committee is to provide Christian education, discipleship, and fellowship in order to help young people grow into a closer and more personal relationship with Christ. This will be provided by offering a comprehensive Sunday School and discipleship training program, youth fellowships, as well as youth activities and outings.

MEMBERSHIP: *Section 1 - Recruiting Guidelines*

1. The youth minister will serve as chairman of this committee. In the event there is no youth minister, the youth committee will elect its chairman.
2. The youth committee will determine the number of committee members as needed.
3. Those considered for committee membership must fill out an application form and be interviewed.
4. Interviews will be conducted by the current committee and two non-committee members from the church membership.
5. All recommendations will be given to the Nominating Committee.
6. The church membership shall vote on the Nominating Committee's recommendation.
7. This process has no appeal.

MEMBERSHIP: *Section 2 - Membership Distinctives*

1. Members of the committee will be Christians who are active church members in good moral standing in the church and the community.
2. Members are to be grounded in Baptist faith and doctrine.
3. Members are to be loyal to the program of the church as well as regular and punctual in attendance both in Sunday School and worship services.
4. Members of the youth committee are to help in the planning and carrying out of all planned youth functions.
5. Members are to love and enjoy being with young people.
6. Youth committee members are to attend scheduled workers meetings.

RESPONSIBILITIES: The Youth Committee will be responsible for the following:

1. Sunday School teachers in the case of unavoidable absence are to give notice to director as far in advance as possible.
2. Teachers are to be well prepared for Sunday School lessons, Bible Study, devotions, etc.
3. Committee members are to make assigned visits with appropriate time limitations.
4. Committee members are to individually share the plan of salvation with each class member as needed and encourage spiritual growth in members.
5. Committee members are to be involved in weekly outreach and visitation to prospects and class members and involve youth in visitation.
6. Teachers are to coordinate class activities at least once each quarter.
7. Teachers are to be responsible for creating a positive learning environment.
8. Youth committee members are to attend special training seminars for youth workers.
9. Members should make an effort to have a good working relationship with other members of the committee. Teamwork is important and it is the key to an effective leadership team.
10. Members should strive to involve parents in activities where it is appropriate.

REPORTS: The Youth Committee will submit an annual report. Other reports may be submitted as needed.

CHURCH CALENDAR COMMITTEE

CONSTITUTION: The Church Calendar Committee is a standing committee charged with the responsibility of planning the calendar of activities for the upcoming church year in coordination with the Church Staff, Long Range Planning Committee, and Program Organization Directors.

MEMBERSHIP: The membership shall be determined by the Nominating Committee and voted on by the church. The membership shall be composed as follows: A representative of the church staff, the directors of the various program organizations, a representative of the Long Range Planning Committee, a youth, and a member of the general church membership.

RESPONSIBILITIES:

1. To cooperate with other committees in developing a church activities calendar for the next church year in conjunction with the various denominational emphases and national and state holidays.
2. To develop a calendar which will meet spiritual, physical, social, psychological, and emotional needs of members.

REPORTS: An annual report will be made of the next year's activities.

CHARTERS FOR TEMPORARY COMMITTEES

Temporary committee charters will follow the same format as that of standing committees. All temporary committees will have a termination statement contained in the Constitution section that will designate the period of activity of that committee. This termination statement may take the form of a specific date or period of time, the completion of an activity or event, or the accomplishment of an assignment.

DEACON SELECTION COMMITTEE

The guidelines for the deacon selection committee selection, responsibilities, and termination are found in ARTICLE V., Section 2. of the Constitution.

STAFF SELECTION COMMITTEE

The guidelines for staff selection committee selection, responsibilities, and termination are found in ARTICLE V., Section 1. of the Constitution.

POSITION DESCRIPTIONS

I. SENIOR MINISTER

SENIOR PASTOR

Principle Function: The pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the Biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the senior minister of the ministry and support staff.

Qualifications of the Position: The pastor must be a licensed or ordained minister of the Gospel. No specified formal education is dictated, however, the pastor must demonstrate appropriate theological, doctrinal, and administrative skill to adequately fulfill the requirements of the position. The graduate of a recognized seminary is to be sought. Must be a member of a Southern Baptist Church.

Requirements of the Position:

1. Act as the spiritual leader and overseer of the congregation. This includes planning and conducting worship services, preparing and delivering sermons, and leading in the observation of the ordinances.
2. Lead the church in an effective program of evangelism, a program of community witness, and a caring ministry to persons in the community.
3. The pastor will conduct counseling, perform weddings, conduct funerals, and act as moderator of the church business meetings.
4. Work with church leaders, program directors, and church committees in planning, training, conducting, and evaluating church ministries.
5. Act as the chief administrator of the paid church staff and supervise the work of the ministry staff organization (both lay and paid ministers and directors).
6. Lead the church in planning, coordinating, conducting, and evaluating a comprehensive program of Christian education and training.

II. PROGRAM MANAGERS

MINISTER OF MUSIC

Principle Function: Responsible for assisting the church in planning, conducting, and evaluating a comprehensive ministry of music and worship.

Qualifications for the Position: The Minister of Music must have appropriate experience in music leadership. Must be a member of a Southern Baptist Church.

Requirements of the Position:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music ministry.
2. Coordinate the church music ministry with the calendar and emphasis of the church.
3. Assist the pastor in planning congregational services of the church.
4. Direct musical groups and congregational singing. This includes being prepared to counsel for music and special projects, training leaders for church music ministry, and working with the Nominating Committee in selecting appropriate persons to assist in the church music ministry.
5. Develop and implement a plan of visitation and enlistment for the music ministry.
6. Keep informed on current music methods, materials, promotion, and administration and utilize these skills where appropriate.
7. Perform other responsibilities as assigned by the Senior Pastor.

III. PROGRAM DIRECTORS

MINISTER TO YOUTH

Principle Function: The Minister to Youth is responsible to the pastor for leading the church to develop a comprehensive youth ministry. This will be done in consultation with other staff members and church program organizations concerning activities, policies, and procedures that relate to their specific areas of responsibility. The term "youth ministry" specifically relates to grades six through twelve.

Qualifications for the Position: Familiarity with and experience in leading a variety of types of programs for youth. Ability to plan, organize, train, and supervise program and event leaders. Training or experience in spiritual, emotional, physical, and cognitive development of youth. Ability to provide Christian counseling to both parent and youth on contemporary issues. Must be available to serve at least twenty hours per week. Must be a member of a Southern Baptist Church.

Responsibilities of the Position:

1. Work in cooperation with organizational leaders to plan, implement, and evaluate a comprehensive youth ministry.
2. Conduct meetings with youth when needed or when appropriate to enhance the work of the church program organizations.
3. Must assist the Nominating Committee in selecting, enlisting, training, supervising, and counseling with youth leaders of program organizations.
4. Provide training opportunities for youth leaders and guide in the selection and use of appropriate materials, curriculum, equipment, and supplies to be used with youth.
5. Coordinate the planning of special projects and activities for youth.
6. Lead youth leaders to visit prospects and absentees, meet with parents and keep them informed of upcoming events, and assist the pastor in counseling in relation to youth in the church.
7. Stay informed about denominational goals, emphases, publications, materials, and plans as it relates to the local church. Also, stay informed about current youth education methods, materials, promotional ideas, youth trends, and administrative techniques, utilizing them where appropriate.
8. Perform other duties as assigned by the pastor.

SUNDAY SCHOOL DIRECTOR

Principle Function: Assist the pastor in the planning, conducting, and the evaluation of the Sunday School program of the church.

Qualifications for the Position: Familiarity with and experience in leading Sunday School programs of Christian, evangelical churches.

Requirements of the Position:

1. Assist the pastor in the planning, conducting, and the evaluation of the Sunday School program.
2. Direct the recruitment, training, and assignment of volunteer workers in the Sunday School.
3. Provide guidance in selection of curriculum materials.
4. Recommend budget requirements for the Sunday School.
5. Recommend and coordinate efficient space utilization.

PROGRAM ORGANIZATION DIRECTORS

Principle Function: Program Organization Directors are responsible to the pastor and the Nominating Committee for the organization, planning, conducting, and evaluation of various program organizations.

Qualifications for the Position: Program Organization Directors must be Christian church members who are expected to have a general working knowledge of the program organization which they represent. These people should have either specific training for their program organization or they need to have had experience participating in their specific program organization before being considered as director.

Requirements of the Position:

1. Must have a general working knowledge of their specific program organization and be able to lead others in the organization, planning, conducting, and evaluation of that organization.
2. Must be faithful in their church commitments to Sunday School, worship services, and tithing.
3. Should work with the Nominating Committee in recruiting, enlisting, and training volunteer workers to assist in their organization.
4. The directors are expected to visit volunteer workers as well as organization participants for encouragement, absenteeism, sickness, and fellowship.
5. Provide guidance in the selection of topics, materials, and curriculum to be used by the organization group.
6. Make budget recommendations to the Stewardship Committee for this organization.
7. Perform other duties as assigned.

IV. PROGRAM SUPPORT

ORGANIST

Principle Function: Responsible to the Minister of Music for serving as organist in the worship services and other activities of the church.

Qualifications for the Position: Training as an organist. Experience or proven capability to play organ during worship services, weddings, funerals, etc.

Responsibilities of the Position:

1. Play for all services of the church, both regular and special as directed by the Minister of Music.
2. Play for special meetings within the church such as evangelistic revivals, weddings, and funerals, when requested.
3. Accompany choir rehearsals as directed by the Minister of Music.
4. Maintain an accurate account of organ needs and maintenance and notify Minister of Music as required.
5. Review and recommend organ music and literature.

PIANIST

Principle Function: Responsible to the Minister of Music for serving as pianist in the worship services, activities, and programs of the church.

Qualifications for the Position: Training in playing the piano. Demonstrated ability and familiarity with Christian music.

Requirements of the Position:

1. Play for all services of the church, both regular and special as directed by the Minister of Music.
2. Play for special meetings within the church such as evangelistic revivals, weddings, and funerals, when requested.
3. Accompany choir rehearsals as directed by the Minister of Music.
4. Maintain an accurate account of piano needs and maintenance and notify Minister of Music as required.
5. Review and recommend piano music and literature.

CHURCH SECRETARY/TREASURER

Principle Function: The Church Secretary/Treasurer is responsible to the pastor and shall perform general office work, clerical duties, and perform all functions related to the finances of the church.

Qualifications for the Position: Must have the ability to type and be computer literate. Familiar with general office procedure, equipment, general ledger, and bookkeeping procedures.

Requirements of the Position:

1. Type, prepare, mail, receive, and file correspondence.
2. Perform specific duties related to a particular program or activity organization as assigned by a supervising staff member.
3. Deposit, post receipts and disbursements, prepare monthly and quarterly financial reports, receive and answer questions pertaining to financial reports and records.
4. Prepare and issue checks and salaries according to church policy and pay the church bills..
5. Maintain, prepare, and process all tax information in accordance with church policy and IRS standards, rules, and regulations.
6. Act as church receptionist when the need arises.
7. Performs other responsibilities as assigned.

CHURCH CLERK

Principle Function: Responsible to the pastor for maintaining and distributing general church and program organization records of membership and operations. Responsible for financial records of individual contributions and preparing the annual church letter.

Qualifications of the Position: Must have the ability to type and be computer literate. Training or experience in routine clerical skills.

Requirements of the Position:

1. Maintain the church rolls, keeping all vital information up to date.
2. Maintains program organization records.
3. Requests and forwards church letters, compiles and types lists of members lettered out; maintains and produces an annual report of membership.
4. Coordinates the preparation of the Annual Church Report.
5. Maintains and files pertinent historical documents and records; maintains a file of all minutes of monthly church business meetings and other specially called business sessions.
6. Performs other responsibilities as assigned.

NURSERY WORKER

Principle Function: Responsible to the Nursery Coordinator for a program of Christian education and development of preschoolers.

Qualifications for the Position: The Nursery Worker should be someone eighteen years of age or older who has had experience keeping children. This person must be of good moral and spiritual standing and should be willing to keep and teach all preschool age children in the nursery. This person should be in good physical health and must be willing to adhere to the guidelines for the nursery worker as described below.

Requirements of the Position:

1. Must be here 15 minute before Sunday School and stay after the worship service 15 minutes to make sure all children have been picked up and the nursery is clean. The same 15 minute early and late arrival and departure schedule applies to Sunday nights and Wednesdays.
2. Must be available for revivals and special occasions (including 15 minutes before and after events).
3. Must keep a record of arrival and departure as time card for payment.
4. If sick, must contact the Nursery Coordinator by 8:30am on Sunday mornings and 30 minutes before each other service.
5. Communicate any cleaning needs in nursery to custodian or to Nursery Coordinator.
6. Perform other duties as assigned.

CUSTODIAN

Principle Function: The Custodian is responsible to the pastor for maintaining clean buildings ready for use for church activities.

Qualifications for the Position: General maintenance skills of painting, carpentry, plumbing, electrical, etc. Must display a sufficient amount of literacy, physical health, and strength to carry out maintenance and custodial activities including the lifting of heavy weight, movement of furniture, and moving of equipment.

Requirements of the Position:

1. Maintain floors according to schedule, dust furniture and equipment, wash walls, and vacuum carpets as needed.
2. Maintain clean restrooms and replenish supplies.
3. Purchase cleaning and maintenance supplies and equipment as needed.
4. Open and close building and operate heating and cooling equipment according to schedule.
5. Prepare baptistery for use and clean as needed.
6. Clean and prepare building for special events.
7. Perform other duties as assigned.

GROUNDSKEEPER

Principle Function: Responsible to the pastor and is responsible for maintaining clean grounds ready for use for church activities.

Qualifications for the Position: General grounds and gardening skills.

Requirements of the Position:

1. Mow grass, trim shrubbery, maintain clean church entrance, sidewalk, and parking areas.
2. Keep informed of the church calendar and see that ground work is done accordingly.

V. VARIOUS VOLUNTEERS

SUNDAY SCHOOL TEACHERS

Principle Function: Responsible to the Sunday School Director and Nominating Committee for planning, conducting, and evaluating Sunday School teaching and activities. This person, more specifically, teaches the Sunday School lesson and coordinates learning activities to enhance the study of God's Word.

Qualifications for the Position: A Christian and church member who feels he or she has special gifts for teaching the Word of God and does not feel uncomfortable before a group of people. There is no need of formal education in Religion, but a general knowledge of the Bible and Christian Doctrine is necessary. The teacher should be willing to minister to the individual as well as the family. For teachers and officers of children or youth, this person must adhere to the church's children/youth worker's screening process and be approved for working with children or youth in Lone Oak Baptist Church.

Requirements of the Position:

1. To study the material and be adequately prepared to teach such material.
2. The teacher is expected to arrive before the scheduled time of Sunday School in order to prepare the classroom and greet class members and visitors.
3. The teacher will organize and keep the class records, or appoint a class member to do this task.
4. Teachers are expected to be knowledgeable about the teaching material and to thoughtfully answer student's questions or research the question in an effort to give an adequate answer.
5. Visitation should be a priority of the Sunday School Teacher. Students should be contacted on a regular basis either in person, by phone, or by mail. The teacher may need to make hospital or nursing home visits from time to time to meet the student's needs.
6. Perform other duties as assigned.

INTRODUCTION: The local church is a body of believers who have banded together in their common faith to perform the ministry of sharing the gospel of Christ, worshipping God, and building up the body as well as the individual believer. From the body, certain individuals are lead by the Holy Spirit to provide leadership, exhibit certain talents and gifts, and to minister and equip the other members of the body. This leadership can be categorized by two distinct groupings; the paid staff member and the volunteer leader. To provide uniform administration of the employment of those individuals who are paid by the church for their leadership and ministry, these policies and procedures are developed and are to be carried out. It will be the responsibility of each individual staff member to become familiar with the provisions of these policies and procedures as well as applicable Federal, State, and Local regulations concerning personnel employment practices. Development, modification, and additions or deletions to these policies and procedures will be the responsibility of the Personnel Committee. Implementation and administration of the policies and procedures will be the responsibility of the Pastor.

I. EMPLOYMENT

It will be the policy of Lone Oak Baptist Church to employ in paid positions those ministers and staff as designated by the Constitution/Bylaws of Lone Oak Baptist Church and other positions as deemed appropriate by agreement of the professional ministers, the Personnel Committee, and the Senior Pastor. All paid employees will be professing Christians and active members of a Southern Baptist Church. All full-time and part-time ministry personnel will be or become members of Lone Oak Baptist Church, Lone Oak, Texas.

A. Categories of Employees: Administratively, four basic categories of individuals exist within the church organization:

1. Ministry Staff: the Senior Pastor and Minister of Music.
2. Program/Activity Directors: the Minister to Youth.
3. Support Staff: organist, pianist, Church Secretary/Treasurer, Church Clerk, the Nursery Worker, Custodian, and Groundskeeper.
4. Volunteers: Deacons, Trustees, Sunday School Directors, Teachers, Program Organization Directors, and all other positions of the formal church organization that are filled by individuals not in a pay status.

B. Category by Hours Worked: Individuals who receive payment for their service or work will be categorized as:

1. Full-time workers: those who work the equivalent of 40 or more hours per week in their position.
2. Part-time workers: those who work less than 40 hours per week in their position.

C. Procedures for Filling Vacancies:

1. The Personnel Committee will be the committee responsible for filling vacancies of salaried personnel.
2. The Nominating Committee will be the committee responsible for filling vacancies of non-salaried personnel.

II. PERFORMANCE OF DUTIES

It is the policy of Lone Oak Baptist Church that the terms of employment be understood and agreed to prior to official recognition of acceptance. At the time of employment, the position description for the job will be reviewed and any changes or modifications agree to by both the individual and employing committee. Subsequent revisions to the position description must be in agreement of both parties. The terms of employment and agreed upon responsibilities will be the basis for evaluation of job performance.

A. Job Performance Evaluation:

1. Each employee of the church may be evaluated annually by his/her supervisor or by a member or members of the Personnel Committee for job performance. The Senior Pastor will be evaluated by either the Pastoral Team (the church staff) or by the Personnel Committee. The purpose of the evaluation will be to:
 - a. Improve relationships between the supervisor and the particular employee.
 - b. Promote growth and development in job responsibilities.
 - c. Provide an accepted forum on the part of the employee and the church for a candid discussion of job performance.
 - d. Provide an objective basis to change unsatisfactory performance and reward exceptional performance.
2. The standard by which employee performance will be measured will be the individual's position description and any other mutually agreed upon objectives for job performance improvement.
3. A standard employee performance evaluation form will be used for each employee.

B. Performance Counseling: Evaluations must be redemptive. Whenever an employee does not measure to the expectations of the supervisor, then it is the policy of this church that actions be taken by that supervisor to coach, counsel, and exhort that employee to desired performance. This plan for improvement must be set out in mutual agreed upon objectives for the next reporting period. The individual will be assessed during the next period upon these objectives as well as general job performance.

III. TERMINATION

A. Resignation: The church expects any employee to give the church two weeks' written notice of intent to resign. The employee should continue to work for the two-week period unless he/she wishes to use any portion of unused

vacation. The employee shall be paid for any unused vacation earned in that calendar year.

B. Forced Termination: The church retains the right to terminate an employee for any reason not prohibited by law. This includes employee misconduct, impropriety, and marginal or unsatisfactory job performance. Employment at Lone Oak Baptist Church, Lone Oak, Texas, is taken at the pleasure of the church. Termination because of reduction in work force and program modification is an option that may be exercised by the church. Forced termination must meet with the guidelines outlined by the Constitution/Bylaws. Employees terminated by virtue of forced termination will be expected to cease job performance within three days of notification.

IV. PERIODS OF WORK

A. Office Hours: Office hours of all personnel may be scheduled by the Senior Minister. Hours may be flexible depending upon criteria of the position. Sunday is considered a working day for full-time and part-time personnel.

B. Holidays: All full-time and part-time employees (where applicable) will receive paid holidays on the following specified days: New Year's Day, Easter Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve Day, Christmas Day. When the holiday falls on Saturday, Friday will be observed. When the holiday falls on Sunday, Monday will be observed. When Christmas Day Falls on Thursday, the day after Christmas will be observed instead of Christmas Eve Day.

C. Absences: Absence from work with a continuation of employee benefits will be granted full and part-time employees after the third month of employment.

1. Unplanned Absences: It is the policy of Lone Oak Baptist Church that consideration be granted full and part time staff and employees for certain unexpected and/or emergency absences.
 - a. Absence due to death of a member of immediate family or household: Immediate family is considered spouse, children, parents, siblings. The employee may be paid for the absence from work for a period not to exceed one calendar week. Any longer period of time must be cleared by the pastor and Personnel Committee. No pay will be given for these additional absences.
 - b. Absence due to death of relative other than immediate family: The employee may be paid for the absence from work for a period of up to three work days.
 - c. Absence due to legal responsibility: Civic responsibilities such as jury duty, witness, short-term military duty will be granted with pay for the period of time specifically fulfilling those duties. If an employee's obligation does not require missing a complete work day, the employee is expected to report to work the rest of that day. Any money received

performing civic duty may be retained by the employee in addition to his or her regular church pay.

d. Absence due to sickness:

(1) Personal Illness: Illness requiring absence from regularly assigned duties should be reported by 9:30am. Serious illness in the family may be classified as "personal illness" if allowed by the Senior Minister.

(2) Sick Pay Allowance: At the discretion of the Senior Minister, absence from work will be granted with full benefits. Any time longer than one calendar week must be approved by the Personnel Committee before full benefits may be paid.

e. Inclement Weather: In the event of severe weather conditions, employees will not be expected to come to work. It will be the responsibility of the Senior Minister to determine whether weather conditions will cause a risk to employee travel or safety. When work is terminated due to inclement weather, all employees scheduled to work during the period of the work day canceled will be granted time off with pay.

2. Planned Absences: Absences from the workplace at the request of the individual employee will be granted as authorized by these procedures:

a. Absences due to personal business: Employees who desire to leave the office for short periods may do so as granted by their supervisor.

b. Absences due to Church related business: Church related business absences still give the employee his or her full benefits.

(1) Conferences, Conventions, Seminars, Workshops, etc.

(2) Training sessions offered by denomination, state, or association, or other recognized institutes may be granted.

c. Absences due to non-Church related professional business:

Non-church related professional business includes the minister's participation in revivals, campaigns, leadership conferences, training sessions, etc. These should be limited and may require the approval of the Personnel Committee.

d. Absences due to vacation: It will be the policy of Lone Oak Baptist Church to grant paid vacations to full and part-time ministry staff annually. Vacation periods will be granted based on the church calendar and the minister's desire. Full-time employees are allowed two weekends for vacation (No more than three work weeks). Part-time employees are allowed one weekend vacation time (No more than two work weeks).

3. Lunch/Rest Breaks: A one-hour lunch break is provided for all employees.

V. CONDUCT

- A. Personal Demeanor: All personnel who fill staff positions at Lone Oak Baptist Church, whether volunteer, part-time, or full-time, must recognize the leadership example required of them. While no specific dress code is required, individuals should dress cleanly and appropriately for the task they are accomplishing.
- B. Public Relations: It will be the policy of Lone Oak Baptist Church that the Senior Minister will be the spokesperson for the church in all matters of publicity or official comment.

VI. CHURCH REIMBURSEMENT POLICY

In accordance with IRS regulations 1.162-17 and 1.274-5(e), the Lone Oak Baptist Church hereby establishes a reimbursement policy for all ministers and staff members with the following terms and conditions:

- A. The church will reimburse only reasonable ministry-related business expenses incurred by a minister or staff member. Subject to budget limitations, such expenses will include:
1. Business use of automobile, up to the current IRS standard mileage rate;
 2. Business travel away from home: transportation, lodging, and meals;
 3. Convention and conference expenses; and
 4. Educational expenses, if otherwise qualified as an itemized deduction.
- B. The minister or staff member will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, time and place, business purpose, and business relationship of each expense. A receipt will accompany the documentation.
- C. The minister or staff member will return advances that exceed actual business expenses within 120 days.
- D. Under this accountable arrangement the church will not report reimbursed amounts as taxable income on the minister's or staff member's Form W-2. The minister or staff member should not report reimbursed amounts as income on Form 1040.

PHYSICAL POLICIES OF LONE OAK BAPTIST CHURCH, LONE OAK, TEXAS

Physical resources of the church are the things of church administration. Things come after people in importance. Therefore, it will be the policy of Lone Oak Baptist Church to develop processes of physical management that will enhance the ministry and program activity of the church.

The physical resources of the church include those supplies and materials in support of church curriculum, equipment and furnishing, and the grounds and properties of the church. The Church Properties Committee is charged with the administration of these policies and procedures.

I. FACILITY UTILIZATION

1. General Policy: It will be the policy of Lone Oak Baptist Church, Lone Oak, Texas, to recognize our church facility as the House of God and it is to be treated with dignity and respect. It will be used principally by this body for the consecrated study of the Word of God and for His Holy Worship. At no time will it be used by ungodly persons or groups nor will any event or program replace the objective of worship and study. The following procedures apply:

- a. Regularly scheduled ministry programs and activities will take precedence over all other uses of the facility.
- b. The posting of signs, billboards, posters, and so forth will be on bulletin boards. No materials will be taped or affixed to walls, doors, or windows, or any other equipment or structure that may be damaged without prior consent by the Church Properties Committee.
- c. Flowers and other decorative arrangements are the responsibility of the Church Properties Committee.
- d. No furniture or equipment may be moved, relocated, or modified except as directed by the pastor or his delegated authority.
- e. No attachments may be made to any wall, temporary structure constructed, or modification made to any space without authorization of the pastor.
- f. The organ, pianos, and other musical instruments are the responsibility of the Minister of Music. Use of these items must have proper authorization.
- g. The painting, use and habitability of all spaces, exterior and interior, will be the responsibility of the pastor.

2. Facility Use Requests: It will be the policy of Lone Oak Baptist Church that only members and church related organizations be granted use of the facilities unless otherwise approved by the Church Properties Committee and/or by vote of the church body during a church business meeting. In support of this use policy the following procedures will be utilized:

A. Membership Organizations

- a. Use of the church facilities for non-regular church program activities will be arranged by having the request placed on the church calendar. When the meeting is approved by the staff, it will be placed on the church calendar.
- b. The individual or individuals using the facility assume responsibility for the facility when used. This includes security of the building during and after the activity; and turning on and off the utilities.

B. Non-member Groups and Organizations

- a. In general, non-member groups and organizations will not be allowed to use the church facilities. The church facilities can only be used by these groups when approved by the Church Properties Committee or by the church body during a church business meeting.
- b. In most cases, non-member groups and organizations will be asked to place a \$75 deposit for building use. In some cases, groups and organizations will be asked to pay \$25-\$75 user's fees for utility usage and custodial fees.
- c. The requesting group, organization, or individual will be responsible for any damages or misuse of church property and must pay for any damages which occur.
- d. The requester will recognize in writing their obligation to prohibit the use of alcohol and tobacco, or the use of foul or untoward language or activity on the church premises.

II. USE OF EQUIPMENT

It will be the policy of this church that the materials and equipment purchased and/or administered by the general and designated funds will be used exclusively for ministry functions of Lone Oak Baptist Church. Materials and equipment used away from the church proper will be scheduled and checked out through the church office. The requesting member assumes responsibility for security, maintenance, and return of the materials or equipment. In support of this policy concerning use of equipment owned by Lone Oak Baptist Church, the following procedures apply:

1. Materials and equipment may be utilized off-premise for a 24 hour period for approved church functions. Longer periods must be approved by the pastor.
2. No equipment will be used off-premise on Sunday without the expressed permission of the pastor (This includes kitchen equipment, audio, video, and/or musical equipment).
3. A designated individual must assume responsibility for the security and return of the equipment. That individual assumes responsibility for costs for damage repair or replacement.

III. WEDDINGS

It will be the policy of Lone Oak Baptist Church to view the marriage vow as a Holy act, performed by two individuals in a covenant relationship with God. The conduct of the marriage ceremony is therefore a responsible act of the church. As such, procedures will be established that will dramatically integrate the ministries of the church in the marriage ceremony. The policies and procedures for weddings at Lone Oak Baptist Church will be issued in booklet form and will contain the following information:

LONE OAK BAPTIST CHURCH, LONE OAK, TEXAS WEDDING PROCEDURES MANUAL

The wedding rite may be classified as a civil ceremony, but when it is performed between Christian parties within the church it is above all else a Christian ceremony. Recognizing that the wedding service is a beautiful and sacred act of worship and realizing the importance of establishing the marriage on Christian principles, we desire to help those contemplating marriage to attain the highest standard with a service pointing toward the realities of the future. The Christian bride and groom, realizing this, will want their wedding to remind them not only of their future responsibilities, but also of their allegiance to Christ, and their asking God's blessing on the marriage.

The Christian standards for a worship service in which a man and woman are joined to Holy matrimony, which is instituted of God, regulated by his commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men, should be observed whenever a wedding takes place in the church sanctuary. It may be simple or elaborate, but good taste should always prevail. When the vows of marriage are repeated in the church with a Christian minister reading the ceremony, the wedding should be in accordance with the standards set by the church. Unless the high standards set by this church for weddings held in its sanctuary are respected, the use of the church will not be assumed. Marriage is very serious. We make certain requirements in order that your marriage may be successful and happy with its very beginning laid on a solid foundation.

SCHEDULING THE WEDDING: The first step in arranging for your wedding to be conducted at Lone Oak Baptist Church is your reading of this Wedding Procedures Brochure. Then complete the Wedding Information and Schedule Application at the back of this booklet. When you have done this, please return the application to the church office with a \$75 deposit. At the time of application, you will want to schedule an appointment with the minister to finalize your wedding plans and allow him to respond to any questions you have at that time. Weddings may be conducted at any time of the week except from 6:00pm on Saturday until 8:00am on Monday. At your first meeting with the minister, your wedding date and time will be finalized to prevent conflict with church programs.

SCHEDULING THE MINISTER: All weddings that are conducted at Lone Oak Baptist Church will be officiated or co-officiated by a licensed or ordained

minister of this church. The choice of the primary minister will be discussed at the initial meeting with the pastoral staff. 40

PREMARITAL COUNSELING: All couples who desire to be married by one of the licensed or ordained ministers of Lone Oak Baptist Church may be asked to complete a premarital counseling course.

FEES: When the application is received, the requesting individual (bride or groom) will submit a \$75 fee for scheduling the wedding. Fees payable to the church represent cost share items for utility service, personnel expenses and equipment depreciation. They do not include charges due musicians, florists, photographers, or the ministers. These costs and honorariums are the responsibility of the bride and groom as the case may be.

- a. Members will be reimbursed their deposit if the building is left in good working order and clean. Otherwise, this fee will go to the church and church custodian.
- b. Non-members will not be reimbursed this fee. The money will be used to pay for utilities and custodian fees.

THE WEDDING REHEARSAL: Normally, the wedding rehearsal will occur the day before the wedding. This is done to accommodate out of town participants. The Lone Oak Baptist Church minister will be in charge. If the bride chooses to use a Wedding Director to coordinate the wedding, the director should discuss special desires with the Lone Oak Baptist Church minister prior to the time of the rehearsal. All members of the wedding party, including musicians are expected to attend the rehearsal.

FACILITIES AND EQUIPMENT: Weddings at Lone Oak Baptist Church are usually held in the 250 seat auditorium. Small private weddings may be held in either the pastor's study or a Sunday School room. These weddings will be limited to a dozen or fewer people present.

MUSIC: The selection of appropriate music is an important part of the wedding ceremony. The Minister of Music at Lone Oak Baptist Church will gladly assist in the selection of music. Lone Oak Baptist Church has the right to refuse the use of any music that is not considered in good Christian taste. All music to be used will be presented the day of the wedding rehearsal.

PHOTOGRAPHY: The wedding ceremony is a worship experience. As such nothing should detract from the ceremony. The use of flash photography during the ceremony will not be used. The use of non-flash photography and video taping should not detract from the ceremony if it is conducted during the ceremony.

DECORATIONS: It is your responsibility to pass the following information on to the florists, caterers, etc.: No devices, decorations, or equipment should be used that will mar or damage the church facilities. The requesting couple must be aware that they are held responsible for damage requiring repair or replacement.

FURNITURE AND FIXTURES: Lone Oak Baptist Church is first and foremost a place of worship and Bible study. Rearrangement of furniture, fixtures, promotional materials, signs, or other church program materials can not be made and should not be requested. The sanctuary and adjoining spaces of Lone Oak Baptist Church are always appropriately and tastefully decorated. We feel that the use of these facilities will enhance the effect of the wedding.

RECEPTION: If you desire, a reception following the wedding may be held in the Fellowship Hall which comfortably seats 60-70 people. Use of the church owned glassware, silverware, and equipment is included in the wedding fee. If a caterer is used for the reception, church equipment may be used.

REMOVAL OF EQUIPMENT: All florist, caterer, or family materials and equipment should be immediately removed from the church facilities following the wedding. Some materials may be left over night if prearranged with the custodian or pastor. Because of the high traffic problem on Sunday, nothing can be left in the building on Sunday.

CONCERNING DECORUM: Lone Oak Baptist Church is a place of worship and Bible study. Actions and activities that uplift the Lord, including weddings, should always be conducted with proper respect of the church facility. As such, the use of alcoholic beverages, smoking, mischief, dancing, and other activities not befitting the facility cannot be accepted. Your dress and the dress of your party should exhibit the religious character of the wedding ceremony.

PRACTICAL WAYS TO PROTECT CHURCH PROPERTY:

1. Questions concerning the decorating of the church should be directed to the church custodian.
2. Only dripless candles may be used, and they must be placed in a candelabra. Floors and furniture must be appropriately covered to protect from wax damage. The use of plastic sheeting is required under all candles.
3. do not affix by nail, screw, tape, or other attaching device any decoration to walls or furniture. For special decoration problems, see the custodian.
4. No flower container may be placed on a musical instrument.
5. Immediately notify church staff or custodian if liquid is spilt.
6. The florist or decorator is responsible for damage due to wax or water and is expected to take actions to clean up spills.
7. All decorations must be removed immediately.
8. The church reserves the right to restrict the use of the church facilities by florists or caterers who violate the regulations set forth in the wedding policies and these guidelines for proper care of the facility.

IV. FUNERALS

While the Christian grieves at the death of a loved one, the extent of that sorrow is based upon one's knowledge of whether or not the individual has salvation through Jesus Christ. Based upon Scripture we "believe that Jesus died and rose again, even so, through Jesus, God will bring with him those who have fallen asleep." (1 Thessalonians 4:14) It is the policy of this church to so assemble as the desires of the family dictate, not to mourn the dead, but to praise eternal life brought about by a living Lord. As a service of worship, the funeral will be a statement of the church family of the love to the departed one's family and an affirmation of our witness of eternal hope.

To implement this policy, the following procedures will apply:

1. When death occurs in the church family, the church office should be immediately notified. If death occurs outside normal office hours, the pastor or Chairman of the Deacons should be called directly.
2. Funerals at Lone Oak Baptist Church will be considered worship services. It is recommended that the funeral service of members be held in the church. The order of service will include the singing of hymns of victory and praise. The pastor's comments will focus on the comfort God gives through the promises found in His Holy Word.
3. It will be appropriate for family and friends to consider appropriate memorial gifts to the church as an expression of their love and appreciation for the deceased. The pastor can inform the family and friends of appropriate needs that might be fulfilled through such memorials.
4. Since the funeral service of a member is regarded as a worship experience of Lone Oak Baptist Church, no fees of any kind will be charged for use of the church's facilities or its personnel for funeral services of members. The funeral of an individual who is not a member of Lone Oak Baptist Church, but who is the immediate relative (spouse or child) of a member, will be handled in the same manner that the funeral of a member is conducted. The funeral of an individual who is not a member or immediate relative of a member will not be authorized except when specific authorization is granted upon review by the pastor.
5. When appropriate a fellowship meal may be provided by the Hospitality Committee.

APPENDIX

FORMS

These forms may be reproduced for local church use.

WEDDING INFORMATION AND SCHEDULE APPLICATION ⁴⁴

This application should be completed and presented with a check for the appropriate amount to the church secretary. Your wedding date and time will be confirmed at your first meeting with the pastor.

BRIDE: _____ Phone: _____
Address: _____
Church Membership: _____ Age: _____
Parent/Guardian: _____ Phone: _____

GROOM: _____ Phone: _____
Address: _____
Church Membership: _____ Age: _____
Parent/Guardian: _____ Phone: _____

Planned Address After Wedding: _____

REQUESTED WEDDING DATE: _____ TIME: _____
REQUESTED REHEARSAL DATE: _____ TIME: _____

Officiating Minister: _____
Lone Oak Baptist Minister: _____
Organist: _____ Pianist: _____
Soloists and Songs: _____

Other Musicians and Selections: _____

Photographer: _____ Phone: _____
Florist/Decorator: _____ Phone: _____

REHEARSAL DINNER: Time: _____ Place: _____
RECEPTION: ___ Church ___ Home Caterer: _____

We have read the "Wedding Procedures Brochure" of Lone Oak Baptist Church, Lone Oak, Texas, and will cooperate accordingly to have a meaningful and well planned wedding.

Bride

Groom

Date

Date

CHURCH STAFF USE ONLY:

Approved Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Minister(s): _____

Premarital Counseling Assigned: ___ Yes ___ No

LONE OAK BAPTIST CHURCH APPLICATION FOR ASSISTANCE

Name: _____ Date: _____
 Current Address: _____
 Telephone: _____ SSN/Driver License _____
 Family Status: (List all members living with you and their age)

IF YOU DO NOT LIVE IN LONE OAK:

Last Address: _____
 Length of residence? _____ What is your destination? _____
 Do you plan on residing in the Lone Oak area? Yes No

EMPLOYMENT STATUS:

Do you have a job? Yes No Where? _____
 Do other family members work? _____ Where? _____
 If currently unemployed, last job: _____
 How much unemployment or Workmen's Comp. do you receive? _____
 Have you applied for work with the Texas Employment Commission? _____
 What type of work are you looking for? _____

ASSETS: (Do you:)

Own a vehicle Receive housing aid Receive MEDICARE
 Have a place to stay Receive child support Receive family help
 Receive food stamps Receive alimony

Considering all money you receive during a month, approximately what is your income? _____ ; what are your financial needs? _____

OTHER HELP

Have you considered or received assistance from any of the following:

Salvation Army Goodwill Industries Red Cross
 County Health Dept. Dept. of Human Services United Way
 County Legal Aid Housing Authority Other Churches
 FISH Ministries County Committee on Aging

Have you requested assistance from your family? _____ Explain:

Are you willing to work for the assistance provided? Yes Cannot: Explain:

EXPLAIN THE NEEDS YOU ARE ASKING THE CHURCH TO HELP WITH
(On the back of this page)

REQUEST FOR GASOLINE

Fill this form out completely including:

1. Your current driver's license.
2. Proof of automobile insurance.
3. Car license plate number.
4. Description of automobile.

(Please Print)

Name: _____ Date: _____
 Address: _____ State: _____ Zip: _____
 Phone: _____ Phone of relative/neighbor: _____
 Social Security #: _____ Driver's License # _____
 Place of Employment: _____ Phone: _____
 Who Directed You To Lone Oak Baptist? _____
 When Did You Last Request Help From This Church? _____

Description of Automobile:

Make: _____ Model: _____ Year: _____
 Color of top: _____ Color of bottom: _____
 License plate number: _____ Insurance Co.: _____

BENEVOLENCE COUNSELING INITIAL INTERVIEW CHECK LIST

Date: _____ Interviewer: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

____ Member ____ Non-member

Status:

____ Local Resident ____ New to Area ____ Transient

____ Single ____ Family--Number in Family ____

Destination/Objective _____

Employed by: _____

Spouse Employed by: _____

Unemployed: ____ On Welfare ____ Disability

____ Application at Texas Employment Commission

Employment Capability _____

Assets:

____ Vehicle ____ Welfare ____ Food Stamps ____ Child Support

____ Disability Payment ____ Workmen's Compensation ____ VA/Govt.

____ Family Contribution to need

Information concerning closest living relative:

Statement of need as expressed in interview:

FOR OFFICE USE ONLY
(To be filled out by interviewer)

Provided Immediate Assistance:

____ Gas ____ Food ____ Goods Closet ____ Provided Work

Referred to:

____ Other Agency ____ Benevolence Committee ____ Other

Request Rejected for:

MEDICAL PERMISSION AND RELEASE FORM FOR LONE OAK BAPTIST CHURCH

This Medical permission and release form is for **all** Church sponsored activities.

Name: _____ Age: _____
 Address: _____ Zip: _____
 In case of emergency notify: _____ Phone: _____
 Family Physician: _____ Phone: _____
 Family Insurance Co.: _____ Policy #: _____

Immunizations: ___ Tetanus ___ Polio Booster ___ Measles ___ Mumps
 Other: _____

Past Medical History

(Check giving appropriate information)

___ Asthma ___ Sinusitis ___ Bronchitis ___ Kidney Trouble
 ___ Heart Trouble ___ Diabetes ___ Dizziness ___ Stomach Upset
 ___ Hay Fever ___ Other _____

ALLERGIES:

Food(s): _____
 (List Type) Penicillin or other drug (Name) : _____
 Insect stings/bites: _____
 Poison sumac, oak, ivy: _____
 Previous operations or serious illness: _____

Any current medications: (List): _____

Special Diet (Name): _____

Childhood Diseases: ___ Chickenpox ___ Measles ___ Mumps
 ___ Whooping Cough Other: _____

PERMISSION FOR TREATMENT

My permission is granted for a Lone Oak Baptist Church Staff member or camp/trip sponsor in charge of ANY CHURCH SPONSORED ACTIVITY to obtain necessary medical attention in case of sickness or injury for

_____ while participating in _____
 (Name of Person) (Name of Activity)
 on _____
 (Dates of Activity)

I/We the undersigned, do hereby release and forever discharge all sponsors and Lone Oak Baptist Church, Lone Oak, Texas from any and all claims, demands, actions or cause of action, past, present, or future arising out of any damage or injury while participating in the activity. DATE: _____ of _____ 19 ____ .

 Signature of Parent/Guardian Notary

LONE OAK BAPTIST CHURCH ANNUAL COMMITTEE REPORT FORM

Date: _____

Committee Name: _____

The committee members of the above named committee submit this annual report for the church records on the progress of their committee work for the past church year. The report reads as follows:

The committee met _____ times over the last church years to discuss and carry out the work of the committee.

The goals of this committee for the past year include:

(list goals the committee attempted to meet)

During the past year, this committee:

(list major accomplishments of the committee)

This committee spent a total of \$_____ accomplishing its goals and carrying out its ministries over the last church year.

The following committee members approve of and submit this report to the Lone Oak Baptist Church for inclusion in its records.

(list committee members):

_____	_____
_____	_____
_____	_____
_____	_____

**PRIMARY SCREENING FORM
FOR CHILDREN/YOUTH WORK
CONFIDENTIAL--LONE OAK BAPTIST CHURCH**

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Personal

Date: _____

Full Name: _____

(Identity must be confirmed with a state driver's license).

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Please indicate the type of youth or children's work you prefer: _____

_____ Date Available: _____

What is the minimum length of commitment you can make? _____

Have you ever been convicted of or pleaded guilty to a crime?

_____ Yes (If yes, please explain on a separate page of paper and attach)

_____ No

Were you a victim of abuse or molestation while a minor?

_____ Yes

_____ No

(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the senior minister rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work).

Do you have a current driver's license?

_____ Yes Driver's License Number: _____

_____ No

Church History and Prior Children/Youth Work

Name of church of which you are a member: _____

List (name and address) other churches you have attended regularly during the past five years: _____

 List all previous church work involving children/youth (list each church's name and address, type of work performed, and dates): _____

 List all previous non-church work involving children/youth (list each organization's name and address, type of work performed, and dates): _____

 List any gifts, callings, training, education, or other factors that have prepared you for children or youth work: _____

Personal References (not former employers or relatives)

Name _____	Name _____
Address _____	Address _____
City/State _____	City/State _____
Phone _____	Phone _____

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Lone Oak Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws and policies of Lone Oak Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature: _____
 Date: _____
 Witness: _____
 Date: _____

REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

I hereby request the _____ Police Department to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Signature

Print Name

Print maiden name if applicable

Print all aliases

Date of birth

Place of birth

Social Security Number

Today's date

Record sent to:

Name: _____

Address: _____

REFERENCE CONTACT FORM--CONFIDENTIAL

RECORD OF CONTACT WITH A REFERENCE OR CHURCH IDENTIFIED BY AN APPLICANT FOR CHILDREN/YOUTH WORK

Name of applicant: _____

Reference/church contacted: _____

Individual's name and position: _____

Date and time of contact: _____ AM/PM

Person contacting the reference/church: _____

Method of contact (circle): telephone letter personal conversation other

Summary of conversation: _____

Legible Signature

Position

Date

SECONDARY SCREENING FORM FOR TEMPORARY WORKERS WITH CHILDREN/YOUTH

The following policies reflect our commitment to provide protective care of all children, youth, and volunteers who participate in church sponsored activities.

1. Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children or youth.
2. Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with children or youth with one of the pastoral staff prior to engaging in any volunteer service.
3. All adult volunteers working with youth or children are required to be members of Lone Oak Baptist Church for a minimum of six months.
4. Adult volunteers should observe the "two adult" rule. This requires that adults are never alone with children or youth without an adult partner without permission of the child/youth's parents.
5. Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to their supervisor.

Please answer each question. Your response will be kept fully confidential.

1. As a church volunteer, do you agree to observe all church policies regarding working with youth and children?
 Yes
 No
2. Have you ever been convicted of or pleaded guilty to a crime?
 Yes (Please describe on a separate sheet of paper and attach).
 No
3. Were you a victim of abuse or molestation while a minor?
 Yes
 No

(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the senior minister rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work).

I have read the above policy and agree to observe the safeguards listed.

Signature

Date: _____

Please Print Name

- 4.
- 5.
- 6.
- 7.
- 8.

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Areas in which the employee excels:

Areas in which the employee needs improvement:

Results of Employee Evaluation Conference.
Areas that are mutually agreed upon for improvement:

Goals for the next rating period:

Signature of Rater

Date

Signature of Employee

Date