

**Part II**

**Procedures Manual**

**Of**

**First Baptist Church**

**Of**

**McCormick, SC**

<b><u>TABLE OF CONTESTS</u></b>	<b>PAGE</b>
<b>A. KITCHEN</b>	<b>3</b>
<b>B. CHURCH VAN</b>	<b>3</b>
<b>C. WEDDINGS</b>	<b>4</b>
<b>D. CHURCH PROPERTY</b>	<b>6</b>
<b>E. LIBRARY</b>	<b>6</b>
<b>F. PULPIT SUPPLY/REVIVAL SPEAKERS</b>	<b>7</b>
<b>G. COMMITTEES</b>	<b>7</b>
<b>H. ORDINANCES</b>	<b>10</b>
<b>I. PROGRAM ORGANIZATIONS</b>	<b>10</b>
<b>J. ASSOCIATION &amp; CONVENTION MESSENGERS</b>	<b>13</b>
<b>K. MEMORIALS</b>	<b>13</b>
<b>L. AMENDMENTS</b>	<b>13</b>
<b>ATTACHMENT A – FACILITY REQUEST FORM</b>	
<b>ATTACHMENT B – VAN REQUEST FORM</b>	
<b>ATTACHMENT C – VAN LOG SHEET</b>	

## **MCCORMICK FIRST BAPTIST CHURCH**

### **PROCEDURES MANUAL**

#### **A. KITCHEN**

1. Use of the kitchen is to be reserved through the Church office at least one week before the proposed event. A request is made by filling out the Facility Request Form (see Attachment A). This form is required to ensure that there are no conflicts regarding usage.

2. Persons using the kitchen and social hall are responsible for cleaning these areas before leaving the building. They are also responsible for washing any dish towels used and returning them to the Church within forty-eight hours.

3. For events other than Church functions a facility charge may be applicable (see Church Office for current charges).

4. The Church Hostess Committee will designate a member for ordering and maintaining adequate supplies and any bills are to be submitted to the Church Secretary.

5. Appliances, pot, pans & utensils will not be removed from the Church without Church Hostess approval.

#### **B. CHURCH VAN**

1. The Church van is to be used for activities sponsored by FBC of McCormick. Exceptions to this rule must have prior approval of the Properties & Grounds Committee chairman, and 2/3 vote of the deacon body.

2. Drivers of vans will be licensed drivers, 21 years of age or older. They will be members of the FBC of McCormick, although in some cases an exception to this rule may be approved by the Chairman of the Properties & Grounds Committee and a 2/3 vote of the deacon body.

3. Use of the van is to be scheduled through the Church office during office hours at least three (3) days prior to the trip by filling out a Transportation Request Form (see Attachment B). The van will be scheduled on a first-request basis, or Church calendar usage need basis. Conflicts will be resolved by the Church ministerial staff.

4. Keys are to be picked up at the Church office on the day of the trip, and vans are to be returned to the parking lot and locked after use. Keys are to be returned to the Church office as soon as possible after return. Keys may be picked up the day before the trip where necessary to leave the Church early on the morning of usage.

5. In case of mechanical difficulties or accidents, the Properties & Grounds Committee should be notified immediately.

6. All servicing will be handled by the Properties & Grounds Committee and obtained by the Church Maintenance Person. The vehicle will be serviced as required prior to activity usage and the maintenance form in the van filled out. Gasoline, on long trips should be paid for and receipt given to the Church Secretary for reimbursement.

7. The van should adequately hold passengers for most Church-sponsored activities. In

case the seating capacity of the van is exceeded, the person in charge must arrange for use of personal vehicles as required. Parents of youth should understand that when youth use their personal cars for transportation without approval of those in charge of the activity, the Church leaders (chaperons, etc.) will not be responsible for their actions, conduct, or welfare. Parents must understand this rule and encourage their youth to cooperate.

8. The van should be swept out within 24 hours after it is returned from a trip. This is the responsibility of the person or persons organizing the activity.

9. No food will be eaten on the van except under the following conditions:

a. On long trips with 100 or more miles between stops, crackers, cookies and canned drinks will be permitted to be eaten on the van. A plastic bag will be placed on the van and all trash emptied at the first dumpster or rest area. No hamburgers, hot dogs, or food that will leave stains will be permitted on the van.

b. Only in the event of rain, when no other available means of shelter is available, will any eating be allowed on the vans. Common sense should be used here.

10. To keep track of the trips made in the vans and who the responsible person or persons are, each driver must fill out the Log Sheet placed in the van he or she drives. (See Attachment C). The Properties and Grounds Committee will check the maintenance records as a regular stewardship responsibility.

## **C. WEDDINGS**

Introduction: The wedding ceremony is a worship service of the Church in which a man and a woman publicly commit themselves to a marriage relationship which will honor the Lordship of Jesus Christ. Church facilities and staff are available to those who indicate readiness to enter into Christian marriage as described in the Scriptures. The guidelines herein are designed to assist the prospective bride and groom in arranging a meaningful wedding ceremony.

### **1. Steps in Arranging a Wedding**

a. The Pastor should be contacted for an appointment at least sixty (60) days in advance of the proposed wedding date. This allows the occasion to be placed on the Church calendar and also allows time for premarital counseling sessions. The prospective bride and groom are free to invite the minister of their choice to perform the ceremony.

b. Premarital counseling sessions are designed to assist the couple in making adequate wedding arrangements and to emphasize the nature of Christian marriage. The couple will need to spend at least one session with the Pastor even if another minister has been asked to perform the ceremony.

c. The date and time for the rehearsal, wedding, and reception should be cleared with the Church Secretary.

d. The couple should consult the Minister of Music and/or the Church Organist concerning the music for their wedding. (See Item 6, below.)

e. The wedding party will be responsible for providing someone to prepare for the reception. Any dishes containing foods that are removed from the Church premises

should be returned promptly. No large pots, pans, or utensils should be taken from the Church. Any kitchenware or dishes should be cleaned before leaving the buildings.

f. It is suggested that the following areas may be used in preparation for the wedding: sanctuary, fellowship hall, parlor, kitchen, chapel, etc. All areas used by the wedding party must be cleaned and left in original condition. The wedding party should designate someone to take care of this task.

g. Nonmember weddings with no Church family connections will be charged a fee, depending on which facilities are used (refer to the Church Office for fee schedule).

**2. Wedding vows**--The wedding vows should express a Biblical view of the sacredness and seriousness of the marriage covenant. If the bride and groom desire to use vows of their own selection, they will be expected to submit such vows to the Pastor for his approval.

**3. The Wedding Rehearsal**--A well-planned and conducted rehearsal is important to a satisfactory wedding ceremony. The rehearsal should be carried out in a spirit of dignity and reverence. All members of the wedding party should be present and on time. The minister will begin the rehearsal with prayer and then place the rehearsal in the hands of the wedding director secured by the couple.

**4.** The person making arrangements is responsible for notifying the florist that they are expected to restore the building to its original condition, replacing furniture, etc., before the next scheduled meeting by the Church.

### **5. Restrictions**

a. The florist should be instructed to use only dripless candles, and, if necessary, a protective plastic covering should be used under the candelabra.

b. No rice will be used. If confetti or bird seed is used, it may not be thrown inside the buildings, and any thrown outside will be promptly removed following the wedding.

c. No flash photography will be allowed during the wedding ceremony.

d. The florist should be instructed to use no decorations which might cause damage to Church property. The use of thumb tacks, nails, screws, or any other device that leaves a permanent mark is prohibited.

e. No alcoholic beverages will be used on the Church premises.

### **6. Wedding Policy--Music**

Music has played a very significant part in worship throughout recorded Biblical history. Our musical heritage has been rich in beauty, praise, and honor to Jesus. Weddings have traditionally been a time of solemnity, beauty, and a very high moment of worship before God. It is with these things clearly in mind that the following guidelines for wedding music are offered.

a. The couple will arrange a time to meet with the Pastor to share their plans and wishes concerning wedding music.

b. The couple will be expected to contact the organist and any vocalist they desire. This information should be given to the Minister of Music, organist, and Pastor.

c. Music for the reception is up to the discretion of the couple and the musicians.

#### **D. CHURCH PROPERTY**

1. We call upon all groups to remember at all times that this is the Lord's property.
2. Each organization desiring to use these facilities will notify the Church office in order that reservations may be made on the calendar.
3. All fund raising activities involving Church property must have prior approval of the Church.
4. There will be no charge for the use of the Church for funerals.
5. No individual is to play the Church organ without the specific permission of the Organist, the Pastor, or the Minister of Music.
6. All parties enjoying the use of the facilities of the Church will be held responsible for any damage to the building or furniture.
7. Tangible Church property is primarily for the use of the members and organizations of the Church for functions held within the Church.
8. The Pastor or any member of the Church Property & Grounds Committee may in their discretion permit tangible property to be used by another Church. Any such property used away from the Church must be returned to the Church within forty-eight hours from the time it was taken, or in time to meet Church needs, if such time is less than forty-eight hours.
9. Any person using the tangible Church property away from the Church will be responsible for replacing or paying for any loss or damage to such property. The Property & Grounds Committee will litigate/coordinate replacement cost and ensure that this policy is adhered to.
10. The Audio-Visual Committee will be responsible for operating the public address system and other audiovisual equipment. Persons must be trained before operating the equipment.
11. All room assignments for the organized life of the Church are subject to change at the discretion of the leadership of these organizations, All improvements and furnishings of permanent nature in classes and departments are to be approved by the Properties and Grounds Committee, and all furnishings installed become Church property.
12. Smoking is not permitted in the buildings.
13. Alcoholic beverages are not permitted in or on Church property.
14. Church activities, as recorded by the Church Council on the calendar of activities, take priority over all other activities.
15. Persons or groups seeking to use Church buildings and grounds must obtain written approval from the Chairman of the Properties & Grounds Committee (or his designee) prior to use. (see Attachment A, p.14)

#### **E. LIBRARY**

1. The Library is available for the use of all Church members.
2. The Library Committee will be responsible for the care and purchase of all materials kept in the library. Written materials should be accurate in fact, scriptural interpretation, and doctrine. It should be of high literary or technical quality, should be constructive in influence and morally sound, should include and reflect sound educational methods. Materials related to denominational groups and other religions should be

objective in content.

3. Gifts (memorials to the deceased, honoring of individuals, etc.)

a. It is suggested that gifts should be money with the item being determined by the giver and the Library staff and to be purchased through the Library.

b. All gifts or other items given to the Library must be approved by the Library Committee. A list of gifts with names of the donor will be kept in the Library.

c. Books or other items lent to individuals outside the Church must be approved by the Library Committee.

## **F. PULPIT SUPPLY AND REVIVAL SPEAKERS**

### **1. Pulpit Supply**

a. When the Pastor has scheduled absences, he will make advanced arrangements for a qualified minister or layman to fill the pulpit for Sunday services. Such arrangements will be made known to the Chairman of the Deacons.

b. When the Church is without a Pastor, the Pastor Relations Committee of the Deacons will make arrangements for pulpit supply.

c. Honorariums paid by the Pastor or the Church may vary according to agreement between the Pastor and/or the Church.

d. All honorarium checks will be issued by the Church. The Pastor will reimburse the Church for those honorariums which are his responsibility.

**2. Revival Speakers or Other Special Services**--The calling of visiting ministers, speakers, or musicians for revival meeting or other special services will be the responsibility of the Pastor with concurrence of the Finance Committee & the Deacons.

## **G. COMMITTEES**

### **1. General**

a. Standing Committees are listed in the Church By-Laws, Section J.

b. All Committees will have members recommended by the Nominating Committee and elected in September unless otherwise indicated. All members must be members in good standing. The nominations will be considered adopted when a simple majority of a quorum shall vote in favor of the nominations.

c. The Committee members will serve on a three (3) year rotation system from October through September with one-third (1/3) to be elected each year.

d. A person shall not be eligible for reelection for at least one (1) year.

e. A vacancy will be filled within sixty (60) days by the Nominating Committee.

f. Members may not serve on more than two (2) Committees at the same time.

g. Each Committee will elect its own officers at the beginning of each Oct-Sept. Church year.

### **2. Church Council**

a. The primary functions of the Church Council will be to recommend to the

congregation suggested objectives and Church goals; to review and coordinate program plans recommended by Church officers, organizations, and Committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of Church goals and objectives. All other matters agreed upon by the Church Council will be referred to the Church for approval or disapproval.

b. The Church Council will have as regular members the Pastor, Minister of Music, Sunday School Director, Church Training Director, Women's Missionary Union Director, Baptist Men's Director, a Youth Representative, Librarian, Chairman of Deacons, and Committee Chairs.

### **3. Nominating Committee**

a. The Nominating Committee coordinates the staffing of all Church leadership positions that are filled by volunteers and recommends members for all Committees to be elected by the Church.

b. The core of the Nominating Committee will consist of three (3) members whose term runs from March through February. The members will be recommended by Church Council and elected in February. These members will recommend persons for Sunday School Director, Church Training Director, Baptist Men's Director and Woman's Missionary Union Director who will be elected in May and upon election become a part of the Nominating Committee. The Minister of Music will also serve on this Committee beginning in May.

**4. Properties and Grounds Committee**--The six (6) member Properties and Grounds Committee assists the Church in matters related to properties administration. Its work includes such areas as maintaining all Church properties; recommending policies regarding use of properties; recommending annual budget needs and administering the annual maintenance budget; and, with the assistance of the Pastor and Personnel Committee, hiring and firing maintenance personnel. The Chairman or his designee will be assigned the responsibility of supervising the maintenance personnel.

### **5. Finance Committee**

a. The six (6) member Finance Committee, at least (2) of whom are active deacons, will work with the leaders of each appropriate organization and Committee to prepare an annual budget for the whole Church. The proposed budget will be completed by November 1. It will be presented for a vote in November with a simple majority of a quorum passing the budget.

b. The Finance Committee will also be responsible for conducting studies and making recommendations to the Church concerning proposed expenditures not included in the budget, preparing monthly, quarterly or annual reports, as required, and reviewing expenditures periodically in terms of budget allocations and recommending adjustments to the Church as necessary, developing and recommending to the Church financial policies and procedures, and assisting the deacons with the annual stewardship emphasis.

c. Memorials-- This Committee will administer memorials in accordance with the wishes of the donor. (See Section E, 3 and Section K.)

**6. History Committee**--The History Committee will consist of six (6) members and at least one member of the Library Committee. The Committee is to preserve and use the historical records of the Church. The Committee is especially concerned with gathering and

preserving available Church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission.

**7. Personnel Committee**--This will be a six (6) member Committee at least two of whom are active deacons. Each member will be elected to a three (3) year term. There will be a rotation system whereby two (2) members retire annually while two (2) new members are elected by the Church. The Chairman will be elected annually and may succeed himself. The purpose of this Committee is to assist the Church in matters related to employee personnel administration. The duties will be as follows: survey needs for changes in Church staff positions; prepare and update, as necessary, job descriptions for all employed personnel; prepare and maintain the Personnel Manual; recruit, interview, and recommend to the Church new personnel according to established Church policy and staff criteria; develop and recommend a salary schedule and benefits plan for employed personnel; and develop and recommend Church policies and procedures for employed personnel administration. The responsibilities will be to serve as liaison between the staff and the Church, to evaluate the performance of each staff member, to keep informed as to what other churches and organizations are doing to maintain an efficient and effective staff, to maintain a history of all events of importance which have occurred, to report to the Church on all matters of interest and concern, and to assist the staff in every way possible to advance Church programs involving laymen.

**8. Baptist Youth Council**-- The Youth Council is composed of Youth leaders and other volunteers who meet as needed to organize Youth activities for Grades 7-12.

**9. Children's Enrichment Committee** – the Children's Enrichment Committee will exist for the purpose of assisting in the planning and conducting of activities involving the children of the church. The committee will consist of six members presented each year by the nominating committee.

**10. Pastor Search Committee**--An *ad hoc* committee will be chosen using the following criteria:

a. The Nominating Committee of the Church will recommend to the Deacons a committee selected from the membership to serve as a Pastor Search Committee,

b. The Committee shall consist of no more than seven (7) members, There shall be at least three (3) men and two (2) women on the Committee. The Committee shall represent all interests of the Church as far as possible.

c. The Deacons shall then present to the Church in Conference the names of the members who have agreed to serve if elected. The Church will then vote to accept and commission the Committee to search for a Pastor,

d. The Committee shall diligently seek the leadership of the Lord through prayer until they have found a person qualified and suitable for the Spiritual Leader of the Church. When agreed, they shall introduce him to the Church on a selected Sunday; the Church having received one (1) week's notice, He will lead in the services. The Church will then convene and consider him as Pastor by vote according to the By-Laws, Section 2a.

**11. Missions Committee.**

a. The Missions Committee is composed of six (6) people. One (1) from the Active Deacon Body, one (1) from the Women's Missionary Union, one (1) from the Baptist Men's Groups, one (1) from the Teenager Youth Group grades 10-12, and

two (2) from the general membership of the church at large.

b. The Committee will be responsible for receiving and recommending to the Church Council, requests for any mission support from the Southern Baptist Convention, Abbeville Baptist Association and McCormick County area.

c. The Committee will review existing missions supported activities annually and coordinate with user activity, i.e., Pastor, Women's Missionary Union, Baptist Men's Group, Youth Coordinator, as to their appropriateness and tenure (continuance, deletion).

d. The Committee will develop and submit an annual budget based on input from needs of various organizations and/or people as identified in paragraphs (b) and (c) above and coordinate with the finance committee to ensure budget guidelines are met.

e. The -Committee will coordinate with appropriate church entities to ensure adequate and timely announcement of all missions needs, keeping the subject before the church on a timely basis.

f. The Benevolent Fund for the needy will be administered by the Pastor.

**12.** Each of the thirteen (13) committees will elect their own Chairman and Vice-Chairman. In the absence of the Chairman, the Vice-Chairman is expected to attend all called meetings and act/vote/give input in the same manner as the Chairman would if he/she were present.

## **H. ORDINANCES**

**1. Baptism**--Baptism by immersion will be administered by the Pastor, or another ordained Minister designated by the Pastor. An Ad Hoc Baptism Committee will assist the Pastor and the baptismal candidates at the time of a baptismal service. The Ad Hoc Committee obtained by the Ushers Committee, will coordinate with the Property and Grounds Committee to ensure that water is in the baptismal and properly heated, that all paraphernalia used (boots, gowns, etc.) are in working order and available, and properly stored after use.

**2. The Lord's Supper**--The Lord's Supper is a symbolic act of obedience whereby those who believe in the Lord Jesus Christ, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His Second Coming. The Lord's Supper will be observed on each occurrence of a 5th Sunday of a month and as otherwise scheduled. The Pastor and deacons will be responsible for the administration of the Lord's Supper with the designated members, being responsible for the physical preparation and cleanup.

## **I. PROGRAM ORGANIZATIONS**

**1. General**--All organizations of the Church will be under Church control. Officers will be elected by the Nominating Committee and voted on by the Church annually. Officers are charged with the responsibility of giving reports at regular Church conference. They will assume their duties beginning September 1 of the year they are elected. Vacancies will be filled as needed.

**2. Sunday School Program**-- The Sunday Morning Sunday School will consist of a Director, Assistant Director, Secretary, Adult Division, Youth Division, Children's Division, and

Preschool Division.

a. The Director, Assistant Director, and Secretary will ensure that all persons are properly placed and accounted for. They will coordinate with teachers and pre-order Sunday School material in sufficient quantity to ensure that participants are in possession of teaching materials. They will ensure that teachers are available for each class and that accurate attendance of members is properly recorded and maintained. They will ensure that sufficient time, as announced Church-wide, is available for teachers to adequately cover the given lesson material.

b. The Adult Division is made up of the Extension Department (for those who are unable to attend on-site services), T.E.L. (Timothy, Eunice, Lois) Class, Deborah Class, Baraca Class, Koinonia Class, Path Finders Class, Young Adults Class and Friendship Class and any others that may come into existence on a growing need basis. Teachers elected should ensure that there are substitute teachers in their class, so that one person does not experience burnout.

c. Youth Division is divided into two (2) categories; Youth II - Grades 10-12 and Youth I - Grades 7-9.

d. Children's Division with a Children's Director is divided into three (3) divisions: Grades 5 & 6, 3 & 4, and I & 2.

e. Preschool Division with a Director is divided into four (4) categories. Category C are ages 4 & 5, Category B are ages 2 & 3, Category A are the toddlers. The final Category is made up of the Bed Babies.

**3. Church Training Program**--This program is headed by a Director and Assistant Director who are elected by the Church annually.

a. There shall be a Church training program, divided into Departments for all ages, and conducted under the direction of a general Director. This program shall serve as the Training organization of the Church. The tasks shall be to orient new Church members; train Church membership to perform the functions of the Church; train Church leaders; teach Christian theology, Christian ethics, Christian history, and Church polity and organization; and provide and interpret information regarding the work of the Church and the denomination.

b. The Director will be responsible for obtaining nursery workers for the Church services and for special training programs. The Director will also coordinate with the Finance Committee to ensure that reasonable pay commensurate with local guidelines is made to those hired to perform nursery keeping duties.

c. The Director will coordinate with other organizations and/or interested Church persons to ensure that all desired Church programs are adequately covered and presented by the Pastor, for Church growth.

**4. Woman's Missionary Union**--There will be a Director and an Assistant Director. The organization is divided into Groups as follows:

Women on Missions

Ac teens

G.A's. - Grades 1-3 and G.A's Grades 4-6

Mission Friends - Age 3 and up

There is also a helper person to assist the various Groups.

## **5. Baptist Men and Royal Ambassadors**

a. There will be a Baptist Men's organization with a Chairman, who is nominated by the Church, elected in August and takes office Sept. 1. The Baptist Men will be responsible for providing leadership for the Royal Ambassadors. They shall also engage in mission work locally, statewide, nationwide and internationally as they elect to pursue.

b. The Royal Ambassadors will be an organization for boys. The purpose of this organization is to train and teach boys about mission programs and action, and provide camping and recreational activities of a spiritual and religious nature.

## **6. Church Music Program**

a. The Minister of Music will be responsible for all music programs that are conducted in the Church. They include all Adult Choirs, Youth and Music Drama Choir, Young Musicians Choir, Music Makers Choir and Preschool Choirs. Choir Directors for each of these choirs are to coordinate their activities and schedule performances with the Minister of Music.

b. Ensembles, soloists and other persons or groups enlisted to perform at Church functions will be the responsibility of the Minister of Music as coordinated with the Pastor.

c. The Minister of Music will maintain a Church Music Calendar and plan at least 3 to 6 months in advance for each service. Where possible, planned music should be in keeping with the Pastor's sermon content, so that the Spirit can work in the lives of the congregation, both the saved and the unsaved. Preplanning and coordination by all is necessary for good and orderly spiritual music presentation.

d. The Minister of Music is responsible for the ordering, safekeeping and regular inventory of all music used by all individuals and groups participating in the music program. He (she) will present to the Treasurer any bills needing payment.

e. The Minister of Music is responsible for the upkeep and tuning of musical instruments in the Church in coordination with the Properties and Grounds Committee and Church office personnel.

f. The Minister of Music is responsible for submitting an annual budget to the Finance Committee.

## **g. Guidelines for Speakers & Musicians:**

1. Pulpit guests are the responsibility of the Pastor and/or the Pulpit Supply Committee. Honorariums for revivals or special services are subject to the approval of the Deacons and Finance Committee.

2. Guest musicians are the responsibility of the Minister of Music and the Pastor. If a love offering is to be taken in lieu of an honorarium, the Deacons will notify the Church a week in advance of the service. The offering will be taken under the direction of the Pastor or the Minister of Music at an appropriate time in the service.

3. No products will be sold or promoted by the guests in the sanctuary. At the Pastor's discretion, music and/or ministry-related items may be offered to the Church members in an area designated for the sale.

**J. ASSOCIATION AND CONVENTION MESSENGERS**--Messengers shall be elected at the regular business meeting prior to each convention to attend sessions of the Abbeville Baptist Association, the South Carolina Baptist Convention, the Southern Baptist Convention, and other denominational meetings as the Church may determine.

**K. MEMORIALS**--A memorial fund will be established at First Baptist Church to encourage members to honor the memory of friends and relatives through a memorial of permanent significance.

1. All memorial funds will be used for capital needs only.
2. Generally, all funds will be kept in a separate account until the sum is large enough to fund a capital project.
3. A single gift may be used for a separate and individual purpose if specified by the donor, and accepted by the appropriate Church committee and if the project or item to be purchased is funded in its entirety.
4. All capital projects funded by memorial gifts must be accepted by the appropriate Church committee.
5. Recognition of designated gifts will be at the request of the donor and the approval of the appropriate Church committee, except in cases where the Memorial Fund is involved, then appropriate recognition will be solely at the discretion of the appropriate Church committee.

#### **L. AMENDMENTS**

Amendments to these procedures may be made by majority vote of the Church in conference. No prior notification of the intent to amend is required.

Presented to Church by:

Deacon-appointed  
Committee

Composed of:

Robert W. Everett,  
Chairman  
Rose Combs  
Gaye McKee  
Len Daugherty  
Robert Hooker  
Clyde Pettus

Ex-officio members:

Ryan Eklund, Interim pastor  
George Patterson, Chmn Deacons

## Amendment History (Added April 20, 2011)

Team of Mark Young, Susan Wood, Len Daugherty, and Fred Muller were chartered in March of 2011 to review the Bylaws & Procedures to ensure they are current and to make any needed recommendations for amendments to the Congregation for approval. The following list is the approved changes that were found reviewing the church minutes from September of 1997 forward.

1. A Missions Committee was approved for addition to the Procedures (Part II) of the Bylaws on March 22, 1998. This was Committee 15 and was added to section J of Part I as Committee number 12. There is a discrepancy on committees and standing committees in the Procedures. The Pastor Search committee is not a standing committee but is numbered along with the standing committees making an inconsistency in the definitions of the Bylaw sections. These changes are going to reflect only what was voted on for passage as we go through the review at this stage.
2. A clause 16 was put into the Committees area about electing the leadership of the committees and defining their leadership duties. It will now be 12. It too was voted and approved March 22, 1998. This should have been an addition to the general section since it applies to all committees and also adds to the numbering inconsistency with the Bylaws Part I.
3. The number of ushers was increased from three (3) to six (6) in G.7 of the procedures at church conference June 27, 1999. This change was removed when we deleted the usher committee for note 5 below.
4. Children's Enrichment Committee added at church conference September 26, 1999.
5. At church conference March 3, 2002 it was approved to change G.1.d. to make it mandatory for committee members to rotate off the committee for one year.
6. At church conference June 4, 2006, it was recommended and approved that several committees under section G be replaced by ministry teams.

ATTACHMENT A

FACILITY REQUEST FORM

FIRST BAPTIST CHURCH

McCORMICK, SC

864-465-2640

DATE SUBMITTED: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

FACILITY: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTING GROUP \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

PERSON RESPONSIBLE \_\_\_\_\_

HOW MANY PEOPLE INVOLVED \_\_\_\_\_ FEE CHARGED: \_\_\_\_\_

EQUIPMENT NEEDED (circle): VCR/TV                      TABLES                      CHAIRS

OVERHEAD PROJECTOR                      SCREEN

IF THERE IS ANY ROOM SETUP, PLEASE DRAW A DIAGRAM  
BELOW:

PLEASE INITIAL IN THE APPROPRIATE SPACE BELOW:  
HOW REQUEST WAS TAKEN:

STAFF \_\_\_\_\_ PHONE \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_

Approval \_\_\_\_\_

Chmn Property & Grounds

PROC.MANU

REQUEST FOR USE OF BUS/VAN

FIRST BAPTIST CHURCH

McCORMICK, SC

864-465-2640

(Maximum seating capacity of the Van is 15 persons)

Date of Application \_\_\_\_\_

REQUEST FOR BUS/VAN FOR \_\_\_\_\_  
(Mo., day, yr) (Mo., day, yr)

GROUP MAKING REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME(S) OF DRIVER(S) FOR TRIP: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF PERSONS SCHEDULED TO MAKE THE TRIP : \_\_\_\_\_

TOTAL ESTIMATED MILAGE: \_\_\_\_\_

I HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH "THE CHURCH  
BUS/VAN OPERATION PROCEDURES"

\_\_\_\_\_  
(Signature of person representing the requesting organization)

Please fill out trip itinerary on the back of this page.

**FOR OFFICE USE ONLY**

**Application: Approved Disapproved** Date : \_\_\_\_\_

Signed: \_\_\_\_\_



**ATTACHMENT C**

**VAN LOG SHEET**

<u>DATE</u>	<u>DRIVER</u>	<u>DESTINATION/ PURPOSE</u>	<u>NO. of PASSENGERS</u>	<u>BEGINNING ODOMETER</u>	<u>ENDING ODOMETER</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____