

HIGHLAND BAPTIST OF NEW LONDON, INC. POLICIES AND PROCEDURES

HIGHLAND BAPTIST CHURCH IS THE TRADE NAME FOR HIGHLAND BAPTIST OF NEW LONDON, INC. AND IN THIS MANUAL ALL REFERENCES WILL USE THE NAME HIGHLAND BAPTIST CHURCH

A. BAPTIST FAITH AND MESSAGE – 2000

Highland Baptist Church. accepts the Scriptures of the Old and New Testament as our rule of faith and practice. A summary of our major doctrines is to be found in The Baptist Faith and Message”, revised 2000, which is listed below

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God’s revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3: 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14, 29; 3:3-21, 36; 5:24; 10:9, 28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18, 29-39; 10:9-10, 13; 13:11-14; 1 Corinthians 1:18, 30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8, 14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7, 19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22, 31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45, 65; 10:27-29; 15:16; 17:6, 12, 17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7, 26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10, 19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5, 13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

II. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is to co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9,38-48; 6:33; 26:52; Luke 22:36,38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

VII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

VIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

B. MARRIAGE POLICY

1. Purpose and Biblical Foundation

The purpose of this wedding policy is to answer questions, eliminate confusion and give clear direction to those who seek to be married under the guidance and authority of Highland Baptist Church's Pastoral Staff.

The following directives will form a foundation for this policy and will guide the pastoral staff and prospective marriage participants:

- a. Marriage is ordained by God and all ceremonies will be God-centered in word and deed (Genesis 2:23-24).
- b. Marriage is the covenant act of one man and one woman, uniting together as husband and wife [Genesis 1:27; 2:22-25]. By "man" and "woman" we refer to that gender manifested by God at conception and formed by God in the womb and revealed by God at birth. Marriage between a man and woman is declared in Scripture to create a "one-flesh" union (Genesis 2:23-24; Matthew 19:5)., which in turn signifies the union between Christ and His Church (Ephesians 5:22-33).
- c. Based on the revealed truths of the Bible, which is God's Word, Highland Baptist Church accepts the Biblical definition of marriage and excludes all others. Therefore, Highland Baptist Church will not allow, recognize, participate in or support any other concept or definition of marriage. Any relationship between two entities other than one man and one woman in a "claimed" marriage is contrary to the Word of God and our beliefs, whether accepted or not by the culture and society of the world.
- d. The Pastoral Staff and facilities of Highland Baptist Church will be used for the wedding ceremonies of those who have placed their faith for salvation in Jesus Christ alone. The Pastoral Staff will only officiate at marriages of believer to believer. (1 Corinthians 7:39. 2 Corinthians 6:14
- e. No pastor or member of the church staff shall officiate at any ceremony designed to solemnize, promote, create, or approve a same sex-union or a polygamist union or any union which is inconsistent with our beliefs.
- f. Any pastor involved in a wedding ceremony must be in agreement with the Articles of Faith of Highland Baptist Church, and have the approval of the Pastoral Staff of Highland Baptist Church.
- g. Counseling of the marriage participants is required before a marriage ceremony can take place at Highland Baptist Church. Such counseling should be conducted by the Pastoral Staff of Highland Baptist church. Any counseling conducted by a pastor outside of Highland Baptist Church must be approved by the Pastoral Staff of Highland Baptist Church.

2. Guidelines for Weddings and Related Activities

Highland Baptist of New London, Inc. (Highland Baptist Church) is a Christian Church founded on Biblical principles and have strict policies which must be followed for Weddings and all related activities, e.g., wedding rehearsals, receptions, showers, etc.

- a. No alcoholic beverages may be brought onto and/or consumed on this property.
- b. Highland Baptist Church is a smoke-free campus and we ask all participants to abide by that policy.
- c. The music to be used during the ceremony and for receptions and related activities must be approved by the pastoral staff, even if one of our pastors are not participating in the ceremony. Such music must be appropriate in nature not only for a wedding but for use in a Church.
- d. As this is a Church, a House of God, we expect the behavior of all participants in the wedding and related activities to be proper and reserved at all times.

C. PERSONNEL POLICIES

It is the policy of Highland Baptist Church to follow federal Fair Labor Standards Act regarding classification of employees. The church will maintain standard definitions of employment status and will classify employees for purposes of personnel administration and related payroll transactions according to the following definitions.

Definitions

Exempt	Employees whose positions meet specific tests established by the fair Labor Standards Act (FLSA) and are <u>exempt from overtime pay requirements</u> . The normal workweek for exempt employees is expected to be a minimum of 40 hours per week
Nonexempt	Employees whose positions do not meet FLSA exemption tests and are qualified for overtime pay.
Full-time	Employees scheduled to work 32 hours or more per week and are eligible for Church benefits
Part-time	Employees scheduled to work less than 31 hours per week and are NOT eligible for Church benefits.
Temporary	Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief. They are paid according to the terms and conditions of the contractual agreement upon which their engagement was undertaken. These are individuals who work on a non-employee status. A W-9 form will be completed for each of these individuals. They are not eligible for church benefits and holiday pay.

Contract These are individuals who work on a non-employee status. A W-9 form must be completed for each of these individuals. They are not eligible for church benefits or holiday pay.

1. Cooperative Spirit

All paid staff members are expected to work as a team under the general direction of the Senior Pastor. This is to be the rule for both full time and part time paid employees. Each staff member has a described responsibility and will be expected to minister creatively and/or perform all job duties with the goal of producing the results necessary to help fulfill the Church's total ministry and effectiveness.

To achieve these results, each staff member must recognize and respect the lines of accountability as shown herein. To do so will enable the staff to work together more efficiently as a team, although each member is still responsible for his/her specific area.

2. Equal Opportunity Employer

An employee of Highland Baptist Church must be born again, committed to the Lord Jesus Christ and the Church, and must of the gender manifested by God at conception and formed by God in the womb and revealed by God at birth.

Except for the above statement, Highland Baptist Church is an Equal Opportunity Employer and is committed to ensuring equal employment opportunities for all applicants and employees. Our policy includes the commitment to continue providing equal employment opportunity to all qualified persons and to reaffirm our commitment to recruit, hire, train and promote personnel in all job classifications without regard to race, color, sex, national origin, age, handicap, or veteran status.

2. Church Organization

All paid staff members, both full-time and/or part-time, will report to the Senior Pastor.

3. Appearance

Highland Baptist expects its employees to exhibit an air of professionalism in all aspects of their church functions. Therefore, the dress and appearance of our employees should be consistent with the operation of a religious establishment. Appropriate attire and good grooming should govern appearance.

4. Outside employment

All full-time employees are expected to consider the church as their primary employer. Outside employment is acceptable as long as it has been approved by the Senior Pastor and the Personnel Committee. It also must not present a conflict of interest that will detract from the employee's primary responsibilities, causes job performance to deteriorate, or reflects in a negative way on the Church.

5. Attendance Requirements

Every employee is important to the successful operation of the Church. Therefore, it is important that you be at work, on time, every day, which you are scheduled to work. If you are unable to report to work at your regular starting time, you must call in and notify the office or the Senior Pastor.

When it is necessary for you to be absent from work for several consecutive days due to illness or for personal reasons, you are expected to call in on a daily basis, or as mutually agreed upon with the Senior Pastor.

It is your responsibility to maintain an acceptable attendance record. Excessive tardiness, absenteeism, or failures to call in will subject an employee to disciplinary action up to, and including, termination of employment.

Definitions:

- a. For purposes of this attendance policy, "excessive tardiness" is defined to mean four (4) unexcused tardiness during any consecutive 180-day period.
- b. "Excessive absenteeism" is defined to mean three (3) unexcused absences during any consecutive 180-day period.
- c. Three (3) consecutive days of unreported and unexcused absences will be grounds for termination of employment.
- d. "Excessive failures to call in" is defined to mean three (3) unexcused failures to call in during any consecutive 180-day period. This policy shall be maintained by the Church Secretary and reviewed by the Senior Pastor.
- e. Attendance is required at staff meetings as required by the Senior Pastor in order to plan and run the church effectively.

6. Work Hours:

a. Church Office Hours:

Normal Church office hours are from 8:30 a.m. until 4:00 p.m. Monday through Thursday and 8:30 a.m. until 12:00 noon on Friday.

b. Individual Work Schedules:

Specific working hours and days for each employee are established by individual job requirements and are a part of your job description. Hours may also vary based on specific Church needs established by the Senior Pastor and/or Deacons.

c. Usage of Time Reporting Form:

Non-exempt employees must keep track of hours worked on the Church Time Reporting Forms that are kept in the Church office. (See **Section K Forms**)

d. Staff Days Off:

Each full-time member of the ministerial staff will be entitled to a designated compensatory day off during the week due to the Sunday work schedule. These days off should be staggered so as not to overlap. The Senior Pastor should approve any exceptions to the normal set day off. Administrative staff will follow the normal church office hours.

e. Meal Periods

Each employee may take a one-hour lunch period each workday.

f. Inclement Weather

Unless otherwise notified, employees are expected to report to work on time. However, if it is impossible or unsafe to arrive on time because of ice, snow, or other inclement weather or road conditions, employees are expected to arrive at work as soon as safely possible. If weather conditions become hazardous during working hours, employees may request permission from the Senior Pastor to leave early. If the Church office is open, employees may take vacation leave for any time absent from work because of inclement weather. If the Church office is closed due to inclement weather, all employees will be paid for those days. The Senior Pastor is responsible for deciding when to close the Church office due to inclement weather.

7. Holidays

	If the holiday falls on:	The holiday is observed on:
New Year's Day	Saturday Sunday	Friday Monday
Good Friday		
Monday after Easter		
Memorial Day		
July 4 th	Saturday Sunday	Friday Monday
Labor Day		
Thanksgiving Wednesday thru Friday		
Christmas Eve Christmas Day	Saturday Sunday	Friday Monday
New Year's Eve		

The Holiday Schedule may not always apply to ministerial staff or other members of the church staff, who may be involved in special services or holiday related activities. Alternate days off will be provided upon approval of the Senior Pastor.

8. Vacations

Vacation leave is a benefit, which is provided to our employees for the purpose of providing a time for rest and recreation so that upon return you are refreshed physically, emotionally and spiritually.

This policy applies to all regular full-time employees working more than 32 hours weekly. Temporary or part-time employees are not eligible for paid vacation leave. All vacation leave is subject to the approval of the Senior Pastor and must be submitted on a Time Off Request Form (See **Section K Forms**) as far in advance as possible. Vacation leave is for each calendar year and must be used that year (no carryover of unused leave time).

a. Definition:

A "week of vacation" shall be defined as one (1) workweek or (5) individual workdays. The paid vacation could be taken as (5) individual days or (1) workweek, whichever employee chooses, and is approved by Senior Pastor.

b. Eligibility – Senior Pastor, Pastoral Staff & Other Full-Time Employees

Annual vacation will be accrued as follows, with no yearly carry-over:

Six (6) months service up to one (1) year - 10 days

One (1) year up to five (5) years - 15 days

Five (5) years and up - 20 days

c. Pastoral Staff and Senior Pastor

Time of Service After 6 months, up to 5 years of service

No more than (2) Sundays may be taken as vacation per calendar year. No more than (2) Wednesday nights may be taken as vacation per calendar year.

Time of Service After 5 years of service

No more than (3) Sundays may be taken as vacation per calendar year
No more than (3) Wednesday nights may be taken as vacation per calendar year.

Vacations may not be scheduled on the following days:

Easter Sunday

Homecoming

Christmas Eve (if it is on a Sunday)

Christmas (if it is on a Sunday)

Part-time & Contract employees

Part-time and Contract employees are not eligible for paid vacation.

9. Jury Duty

The Church encourages each employee to be an active participant in the civic affairs of the community. Upon receipt of a summons for jury duty, you must immediately notify the Senior Pastor and provide all pertinent information, i.e., reporting date, jurisdiction, etc.

You will receive your normal pay for each scheduled workday on which you are absent for this reason. Payment for jury duty is also retained by the employee. You are required to provide the Church office with documentation of jury duty service.

10. Sick Leave

Sick leave is a privilege; it is not a right of employees. A request to take sick leave may be denied, and a doctor's note may be required in some instances to verify an illness or health related condition. Sick leave begins to accrue when employed and shall be allotted at the rate of one (1) day per month. but total days shall not exceed (12) days per calendar year.

In the event of termination of employment, for whatever reason, all sick leave is lost, and the Church will make no reimbursement.

Salary continuation will apply during the eligible sick leave. Beyond this, salary will not be continued.

Upon approval of the Senior Pastor and the Personnel Committee, sick leave may be used for illnesses, health-related conditions, or medical appointments.

11. Bereavement Leave

Bereavement Leave may be taken in the event of a death in your immediate family, defined as: children, spouse, siblings, parents, grandparents, aunts, uncles, step-parents, step-brother/sister, grandchildren, step-children, mother/father-in-law, brother/sister-in-law, and son/daughter-in-law. Up to (3) workdays, with pay, may be taken under these circumstances, unless alternate arrangements are approved by the Senior Pastor.

12. Leave Without Pay

Upon approval of the Senior Pastor and Personnel Committee, leave without pay and benefits may be granted for educational purposes, military related purposes, or for personal reasons, which warrant an extended period of absence.

13. Confidentiality

Employees of the Church may be privileged to confidential and sensitive information and must not discuss such information with anyone inside or outside of the Church offices, and only on a "need-to-know" basis. Violation of this policy is not in keeping with Church philosophy and policy and may result in disciplinary action and possible termination of employment.

14. Disciplinary Action

Disciplinary action will be initiated by the Senior Pastor or a simple majority of the Personnel Committee if an employee's work performance or behavior is unacceptable. The first disciplinary action will consist of a verbal warning, documented, as such, in the employee's personnel file. The second warning will be written and will be placed in the employee's personnel file after counseling by the Senior Pastor. A third warning will constitute grounds for dismissal.

Notwithstanding the progressive discipline steps outlined above, the Church, through its representatives (Senior Pastor and/or Personnel Committee) or in a general vote, retains the right to immediately terminate an employee or to alter the progressive disciplinary procedure outlined above if, in its discretion, the performance or conduct of the employee so warrants.

Any employee who is terminated under this Disciplinary Action Policy may request a review under the Grievance and Appeal Procedure. (See below)

The Personnel Committee shall be informed of any employee receiving a poor performance appraisal and of any employee displaying any behavior incompatible with Church standards.

15. Grievance and Appeal Procedure

Any employee of the Church who believes that he or she has not been treated in accordance with established policies, procedures, or practices is encouraged to discuss the situation with the Personnel Committee.

If discussion with the Personnel Committee fails to resolve the issue, the employee may appeal the matter with a joint meeting of the Personnel Committee and the Deacons.

In all cases, the Senior Pastor will be kept informed of such meetings and a general outline of items discussed. Confidentially in regard to the employee will be maintained at all times.

16. Part-Time Staff

Employees working less than an average of 32 hours per are considered part-time employees. The terms and conditions of employment for part-time staff persons will be determined at the time of employment by the Personnel Committee.

17. Pay Procedures

Employees are paid bi-weekly by direct deposit. However, some Part-time positions may be paid on a weekly or monthly basis, based on the position.

18. Housing allowance

The criteria the IRS uses to determine who is a minister are not necessarily the same as those used by Southern Baptist churches. In deciding if a person is a minister for federal tax purposes, including housing allowance provisions, the following five factors must be considered:

- a. Is the person ordained, licensed, or commissioned?
- b. Does the person administer ordinances (baptism and the Lord's Supper)?
- c. Does the person conduct religious worship?
- d. Does the person have management responsibilities in the church?
- e. Is the person considered to be a religious leader by the church?

19. Payroll Deductions - Taxes & FICA Non-Exempt Employees

Both the Federal and State governments require that income taxes be withheld from your wages. These deductions are made using the standard tax tables and vary according to the amount of your wages and the number of dependents you claim. Shortly after the end of each calendar year, no later than January 31, you will receive a W-2 statement indicating your total wages for the year and the total amount of taxes withheld. This information is for your use in filing your annual Federal and State income tax returns. The Church is also required to report this information to the Federal and State governments. Social Security (FICA) and Medicare taxes will also be deducted from your wages as required by law.

20. Payroll Deductions - Taxes Senior Pastor & Pastoral Staff

Ministers who meet the Internal Revenue Service (IRS) definition of a minister are considered an employee of the church for federal income tax purposes. Ministers are required to pay federal income taxes, although they are exempt from automatic federal income tax withholding from their paycheck. However, they may elect to have federal and state income taxes withheld through the Churches payroll program.

21. Payroll Deductions-Miscellaneous

If it becomes necessary to have an item deducted from an employee's pay, arrangements must be made with the treasurer.

22. Overtime

It is the policy of the Church that no hourly employee shall be permitted to work overtime without the approval of the Senior Pastor. For non-exempt employees, the Fair Labor Standards Act (FLSA) requires overtime pay to be at least one and one-half times an employee's regular rate of pay after 40 hours of work in a work week.

23. Job Descriptions (See Section D)

Each full-time position in the Church should have a job description. Job descriptions are clearly written statements of relationships, responsibilities, and authority for each specific position-

Job descriptions should be reviewed and updated annually by the employee and the Pastor, if needed. The Personnel Committee will then review the revised/updated job descriptions.

24. Performance Appraisal

a. Policy

An essential element of assisting individuals in their self-development is open communication and understanding about their expectations, goals, and performance. Therefore, the Church, as an integral component of its Human Resources Program, emphasizes the importance of periodic appraisals of all employees.

Appraisals are an objective evaluation by which the employee's achievements toward predetermined performance standards are assessed. Standards should reflect acceptable quantitative values established from job responsibilities specified in the job description for each employee.

b. Procedure-Employees except for Senior Pastor

All employees will be reviewed annually. The annual performance review shall be held during the fourth quarter of the church year by the Senior Pastor and Chairman of the Personnel Committee. Newly hired or rehired employees on probation should be informally reviewed at the end of three and six months.

Job goals and plans for the coming year will be reviewed. The Personnel Committee will be provided information regarding these review meetings.

c. Procedure-Senior Pastor

During the fourth quarter of each year, the Active Deacon body shall arrange a time of mutual feedback between the Senior Pastor and the Deacons. This meeting should be an open discussion to identify strengths and opportunities for improvement for the Senior Pastor and the Church. It also a time for the Senior Pastor to voice any concerns he may have.

After this session, the Deacons will meet and discuss a recommendation to the Finance Committee for changes in pay and/or benefits. After the approval of the budget and before the budget is presented to the Church, the Chairman of Deacons will meet with the Pastor and inform him of such changes.

25. Personal Matters

a. Mail

Please have personal mail directed to your home rather than to the church. The Church does not provide postage for personal mail nor will the Church be responsible for delivery of personal mail to the post office.

b. Telephone Calls

Personal phone calls (both incoming and outgoing) should be kept brief and to a minimum in order that phone lines may be available for Church business. When you must place a personal call, please try to do so on your break or lunch period. In order to ensure that you receive emergency calls, be sure to leave the church's number with your family and childcare provider, if applicable.

c. E-Mail and Internet Use

Use of the Church's computer for non-Church use should be kept to a minimum.

d. Reimbursement of Expenses

Expenses incurred on behalf of the Church will be reimbursed. A Reimbursement Form is to be filled out and given to the Treasurer on a timely basis.

(See Section K Forms)

26. Resignation and Termination

When an employee resigns, they must provide at least a two (2) week notice. A letter of resignation should be submitted to the Senior Pastor. The Senior Pastor will notify the Chairman of the Personnel Committee and set up an exit meeting with the Committee and the employee.

The exit interview will be scheduled to make arrangements for final payment for time worked, earned vacation and to turn in keys, credit cards and any other church equipment. Depending upon circumstances, the Personnel Committee may allow the employee to leave without working the required two weeks.

Terminations are handled through the Personnel Committee after consulting with the Senior Pastor. All Church employees are employed at the will of the Church, and as such, your employment and compensation can be terminated without notice at any time.

27. Severance Pay

The Church makes no routine provisions for severance pay.

28. Forfeiture of Vacation Pay

Upon termination of employment, an employee will ordinarily receive pay for any vacation time, which has been earned but has not yet been taken. The number of days for which you are paid depends on your vacation entitlement and the month your employment ends. However, in some situations, an employee who separates voluntarily or involuntarily may forfeit his or her vacation pay.

Forfeiture situations will be determined by the Personnel Committee and include, but not limited to, situations involving the failure to give any required notice prior to separation, the violation of Church rules, misconduct, etc.

If you retire, become disabled, or die while employed, you will be treated as having earned the entire amount of vacation for which you were eligible during the year in which any of these events may occur and payment will be made for any unused vacation days.

29. Re-employment

Individuals seeking reemployment will be treated as any other applicant for employment. The prior work records and the circumstances under which a former employee terminated his/her employment will be considered. Former employees who are reemployed will be treated as new employees for the purpose of benefits.

30. Safety and Security

The Church is sincerely interested in the safety and comfort of its employees, members and visitors. Every effort is made to maintain safe facilities, equipment, and conditions. See Church Safety Policy (See **Section J**) for further details.

31. Moral Failure Policy

Highland Baptist Church opposes any form of sexual misconduct by any employee of the Church or lay volunteer leaders. This policy applies equally to pastors, paid staff personnel, lay staff, employees and volunteers.

a. Examples of Sexual Misconduct

1. Sexual misconduct of the Senior Pastor or Pastoral Staff involving a church member, church visitor, client or employee with whom the pastor has a professional, pastoral relationship is unethical and unprofessional behavior.
2. Sexual contact between professional paid staff personnel or lay staff or congregation volunteers and a member, client or employee with whom the professional or lay staff or volunteer has a working, leading, or teaching relationship is unethical.

b. Definition of Sexual Misconduct

Sexual harassment includes but is not limited to:

1. Unwelcome and unsolicited sexual advances, request for sexual favors, discriminatory tormenting based upon gender and other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:
2. Submission to any kind of sexual harassment as an explicit or implicit term or condition of employment;
3. Submission, to or rejection of, sexually harassing behavior if used as a basis for employment or other personnel decisions affecting the recipient of the behavior;
4. Purpose or effect of unreasonably interfering with the recipient's work performance;
5. Verbal harassment or abuse;
6. Pressure for sexual activity;
7. Derogatory or dehumanizing remarks about women/men;
8. Remarks to a person with sexual or demeaning implications;
9. Touching of a sexual nature;
10. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, volunteer position or reputation, etc.
11. The dissemination of material (such as cartoons, articles, pictures, etc.) which have sexual content.

c. Reporting Sexual Misconduct

1. The first step in stopping sexual harassment is to directly inform the person involved that his/her conduct is unwelcome, a violation of church policy, and that it must stop immediately.
2. Anyone may report allegations of sexual misconduct to the Senior Pastor, Personnel Committee, or to a Deacon.
3. Allegations of sexual exploitation against the Senior Pastoral, Pastoral Staff,

Church employee or lay leader must be reported to Stanly County Sheriff's Department immediately.

4. Allegations of sexual abuse with minor children and vulnerable adults must be reported to the Senior Pastor or Chairman of Deacons, who will contact the Stanly County Sheriff's Department immediately.
5. Allegations of sexual misconduct against the Senior Pastor or Pastoral staff will be reported to the Chairman of Deacons.
6. Sexual misconduct against lay staff and volunteers will be reported to the Senior Pastor and/or Chairman of Deacons.
7. Pastors hearing confessions about sexual misconduct involving legal adults will maintain confidentiality.
8. Alleged victims of sexual misconduct are assured of legal confidentiality of any allegations they make.
9. Allegations of sexual misconduct must be made in writing as to date, time and circumstances.

d. Investigating Sexual Misconduct

1. Allegations against the Senior Pastor should be reported to the Chairman of Deacons. The Chairman of Deacons will consult with the Deacon members and an investigation will be promptly conducted and handled with discretion and confidentiality. All attempts will be made to rectify, heal and promote dignity.
2. Allegations of sexual misconduct against Pastoral Staff, lay staff, employees, and will be investigated, will be handled with discretion and confidentiality and adjudicated by the Senior Pastor, Deacons and Personnel Committee in order to rectify, heal and promote dignity.
3. Victims of alleged sexual misconduct have the right to confront the accused.
4. Victims may have the support of a trained advocate through the process.
5. The accused has the right to know the nature and substance of the allegations.
6. The alleged victim and the accused will be apprised of the investigation and its outcome.

e. Responding to Sexual Misconduct

1. If the Senior Pastor is found guilty of sexual misconduct, he will be dealt with in accordance with Church and legal guidelines.
(See By-Laws, VIII, Section B, No. 9b)
2. The Pastoral Staff, other than Senior Pastor, lay staff and volunteers found guilty of sexual exploitation will be removed from their duties in the congregation.
3. False allegations and/or information will be subject to disciplinary action by the Senior Pastor and/or Deacons and the Personnel committee.
4. The congregation will extend Christian love and support to the victims and their families.
5. The congregation will extend Christian love and support to those accused and/or found guilty of sexual misconduct.

f. Youth Activities

There will be chaperones of both genders at any Church sponsored youth activity, when young people of both genders are participating in the activity. Men will not chaperone girl's activities without a woman present and women will not chaperone boy's activities without a man present.

g. Oversight and Education

1. The Senior Pastor and the church council will be responsible for the education of congregation members about sexual misconduct and the existence of these policies.
2. A copy of these policies should be distributed to the Senior Pastor, Pastoral Staff, Church employees, lay staff leaders and applicable volunteers annually by the Church Council.
3. The Church Council and Personnel Committee are responsible to ensure that these policies are followed.

32. Tobacco Use

Tobacco is not permitted inside the buildings of the Church. As the use of tobacco products is not the image that the Church wishes to portray of the Christian lifestyle, a person's use of tobacco products may be taken into consideration for employment.

33. Substance Abuse

The Church recognizes the importance of maintaining a safe, efficient and healthful workplace as well as the responsibility to provide assistance to its employees to the extent practical. The Church believes those suffering from drug addiction or alcoholism need treatment, not punishment. At the same time, it recognizes that substance abuse can pose serious risks to an individual's health and safety and, in addition, it can have a detrimental impact on co-workers.

a. Policy

Highland Baptist Church does not condone the use, consumption, sale, purchase, distribution, dispensing, manufacture, possession, or being under the influence of alcohol or any illegal (or non-prescription) drug by any employee at any time.

If it is determined that such action has been taken during working hours, while representing the Church, while on the premises of the Church, or elsewhere on Church business, the employee is subject to immediate dismissal.

Off-the-job use of alcohol or illegal drug use which is contrary to church doctrine, and can adversely affect an employee's job performance, jeopardize the safety of others, or adversely reflect upon the Church may subject the employee to disciplinary action up to, and including, termination of employment.

b. Definition of Illegal Drugs and Alcohol

"Illegal drugs" are defined for the purposes of this policy as any drug that is not obtained legally. The terms include prescribed drugs not legally obtained, prescribed drugs being used by a person other than the prescription holder, and drugs such as marijuana, cocaine, LSD, and so forth. "Alcohol" is defined for the purposes of this policy as any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including unfortified wine, fortified wine, spirituous liquor, mixed beverages, and malt beverages (beer, lager, malt liquor, ale, etc).

Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee's work ability, job performance, or the safety of others in the workplace. Any employee who is taking prescription or non-prescription drugs that may affect the employee's ability to perform assigned duties must report this fact to the Senior Pastor immediately.

c. Employee Assistance

The Church will, to the extent practical, work with employees suffering from drug or alcohol abuse in receiving the assistance necessary to overcome their dependency. Any employee seeking such assistance is encouraged to meet with the Senior Pastor to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential by the Pastor. He may, however, deem it necessary to discuss the situation with the Personnel Committee.

The employee's decision to seek assistance will not be used as the basis for any disciplinary action unless the employee fails to overcome the addiction within a specified, reasonable period of time.

d. Disciplinary Action

Violation of this policy shall result in disciplinary action up to, and including, termination, even for a first offense.

D. JOB DESCRIPTIONS

(Note: Other positions to be added as needed)

1. PAID STAFF POSITIONS

A. SENIOR PASTOR (See Church By-Laws – Article VIII-B)

Position Status: Full Time – Salaried

Principal Function:

The Senior Pastor is to preach and teach the Word of God and to equip the saints for the work of service through the preaching/teaching ministry. He is to serve by leading in Worship, Proclamation, Education, and Pastoral Ministries

Reports To: Church

Qualifications:

A man of Godly character, who is spiritually mature, and has a devout, personal relationship with the Lord Jesus Christ. He must live out the requirements of the office as described in 1 Timothy 3 and Titus 1. Holds to the scriptures as the highest source of authority and effectively communicates the Gospel. Shall be personable, and a reliable team player. In all situations should express sincere love to all and be totally dependent upon Jesus Christ. He will understand and exemplify shepherding/servant leadership in all aspects of his ministry.

Should have a minimum of a bachelor's degree with his being a Bible College and/or Seminary graduate preferred. A Master's Degree or Doctorate is a plus.

Duties and Responsibilities:

To proclaim the gospel with the goal of reaching persons for Christ and fostering Spiritual, academic, emotional and social growth.

To love and affirm persons and families within the fellowship without bias or prejudice.

To provide counseling to members and nonmembers and to keep confidential such communication.

To serve as administrator of church programs and ministries by facilitating communication and recommending appropriate ministries/programs to the appropriate persons.

To work with committees, organizations and boards in the development and implementation of programs of ministry and mission.

Chairpersons of committees, organizations and boards are to have the responsibility of their offices with the counsel of the Senior Pastor as desired or needed

To be ex officio member of all committees, including the Personnel Committee and the Deacons. The pastor shall, as a member of said committees, offer expertise and advice but shall not be entitled to vote.

To give primary oversight and direct the Church office, supervising other paid church staff, overseeing that the church calendar is maintained, representing the church to visitors and other persons who might come in contact with the Church, advising other Church members of information they need to carry out their duties as Church officers and serving in other reasonable activities relative to the Church office.

To maintain specific office hours for the benefit of all church members and the related business of the church. In times of absence, the church secretary should be informed as to how to contact the Senior Pastor.

To visit the sick, the elderly and the bereaved and to maintain contact with the members of the congregation.

To be an encourager to persons and of programs and ministries of the church. Be actively involved in and supportive of the local Baptist association, the Baptist State Convention of North Carolina and the denomination in its work and ministries.

B. ASSOCIATE PASTOR – WORSHIP LEADER AND MUSIC DIRECTOR

Position Status: Full Time - Salaried

Principal Function:

The position will consist of developing, planning, and facilitating the overall music program of the Church. This ministry position has the oversight of the total music program for the whole Church body: Adults, Youth and Youth.

He will have an understanding that although he has a specific function in the Ministry of the church through music, that his ministry is to impact, encourage, and advance the whole ministry of the church through his presence and participation.

He will be an important part of the Church Staff and will be involved in the planning and implementing of the total Church ministry. He shall work under the guidance and supervision of the Senior Pastor. He will have regular office hours on a weekly basis as laid out in the Policies and Procedures Manual. Vacation time, sick leave, and all other concerns will be followed per the Policies and Procedures Manual of Highland Baptist Church

Reports To: Senior Pastor

Qualifications:

The person filling the position of Minister of Music at Highland Baptist Church will be a person with a clear salvation experience, having fully surrendered his life to Jesus Christ. He will be able to articulate a definite calling into this area of vocational ministry. He will also have an education or be pursuing an education that compliments the ministry position and enables him to minister effectively through the Worship Ministry of the church.

1. Must have or be pursuing a bachelor's degree, but a master' s level degree is preferred.
2. Must have some experience in Music Ministry, working with and leading a choir, praise team, and band.
3. Must be able to work with and lead children, youth, and adults through a growing music program.
4. Must be disciplined and self-motivated, taking the initiative to get the job done without being micromanaged.
5. Must be flexible and teachable.
6. Must be a team player
7. Must have a servant's heart
8. Must abstain from all tobacco, drug and alcohol use.

Duties and Responsibilities:

Prepare for Worship Services, Revival Services, and other Special Services, by planning and reviewing activities to be included in the services with the Senior Pastor and musicians.

Responsible to schedule special music for Sunday Worship Services and Special Meetings such as Revivals, Homecoming, Mission Conferences, etc.

Will be required to be at all Church Worship services, Revival services, Homecoming, etc, unless providentially hindered or excused by Senior Pastor.

Responsible to notify Church Secretary of any music that will be used in the Sunday Morning Worship service, by Thursday noon of each week, so that it may be included with bulletin.

Will schedule weekly choir rehearsal for Adult Choir and other rehearsals as needed for special presentations by the choir.

Encourage congregational participation by selecting songs and other activities that enhances participation by the congregation.

Assist in the development of choirs for appropriate age groups.

Continue to develop and lead the Adult Music Ministry of the church. This includes but is not limited to the choir and Praise Teams.

Develop a strategy to incorporate to encourage Church members of all ages to become involved in the Music Ministry of the church

Develop a Music Ministry component for the youth of Highland Baptist Church and develop a schedule by which they can serve the total church body.

Develop a Music Ministry component for the children of Highland Baptist Church and develop a schedule by which they can serve the total church body.

Keep Highland Baptist Church in compliance with all licensing and copyright laws concerning the Music Ministry.

Maintain and update all sound equipment and technology for the Church.

He will perform all other duties as assigned by the Senior

C. ASSOCIATE PASTOR - STUDENTS AND MEDIA DEVELOPMENT

Position Status: Full Time - Salaried

Principal Function:

To develop, plan, and facilitate the overall Student Ministry of the Church, and will in charge of the Media Development Ministry of the Church. Although he has specific functions in the Student ministry of the Church and their families, this ministry is also to impact, encourage, and advance the whole ministry of the Church through his presence and participation. He will be an important part of the Pastoral Staff and will be involved in the planning and implementing of the total Church ministry. He shall work under the guidance and supervision of the Senior Pastor.

He will have regular office hours on a weekly basis as laid out in the Policies and Procedures Manual. Vacation time, sick leave, and all other concerns will be followed per the Policies and procedures manual of Highland Baptist Church. He will perform all other duties as assigned by the pastor.

Reports To: Senior Pastor

Qualifications:

The person filling the position of Associate Pastor of Students and Media Development at Highland Baptist Church will be a person with a clear salvation experience, having fully surrendered his life to Jesus Christ. He will be able to articulate a definite calling into this area of vocational ministry. He will also have or be pursuing an education that compliments the ministry position and enables him to minister effectively through the student ministry of the church.

1. Must have or be pursuing a bachelor's degree, but a master's level degree is preferred.
2. Must have some experience in Student Ministry, working with and leading volunteers in student ministry and/or media technology.
3. Must be able to work with and lead a ministry that helps transition students from the Children's Ministry to the Student Ministry and Student Ministry to adult life and serving the Lord.
4. Must be disciplined and self-motivated, taking the initiative to get the job done without being micromanaged.
5. Must be flexible and teachable.

6. Must be a team player.
7. Must abstain from all tobacco, drug and alcohol use.

Duties and Responsibilities:

Guide the Youth Ministry Team in determining philosophy of ministry based on Biblical principles.

Set up a balanced program of Youth education and ministry within the Church, includes mid-week ministries, evangelism, discipleship, and missions.

Guide in developing policies and procedures for effective student ministry.

Lead in recruiting, training, evaluating, and enriching leadership for lay student workers.

Meet monthly with Youth Ministry Team

Will attend conferences and training times that inform and educate in the field of Student Ministry.

Will also be available to travel with the Senior Pastor as needed for speaking-engagements, Association Events, State Conventions, and other SBC meetings.

He will serve as the primary technology resource person for the Church.

Will work to maintain the Church App and Website.

He will ensure that all hardware and software used by the Church is up-to-date and functional.

Will keep up to date on the uses of technology and media in such a way that advances the total ministry of the church.

Will maintain all computers and church technology equipment.

Will assist Church employees and Ministry Teams with any technology problems.

Will perform all other duties as assigned by the Senior Pastor.

D. MINISTER/DIRECTOR OF CHILDREN AND EDUCATION

Position Status: Full Time – Salaried

Principal Function:

Is responsible to oversee all aspects of the Children Ministry of the Church in the development and promotion of an effective Christian educational and outreach ministry through the Sunday School. See Policies and Procedures Manual for requirements of regular office hours, vacation time, sick leave, etc. Will perform all other duties as assigned by the Senior Pastor.

Reports To: Senior Pastor

Qualifications:

A Christian with both personal and spiritual maturity who has a clear understanding of their call to ministry. The candidate should spend time daily in prayer and Bible study for personal growth, and should encourage Church members in doing the same.

A graduate with a degree from a four-year college or university. Must have a background in Christian education and/or Children's Ministry. Should also be willing to pursue further education if deemed necessary for personal growth and development in ministry. A Master's degree in the field of ministry is preferred.

One who has some ministry experience serving in the local church in Education and/or Children's Ministry is necessary to be considered for this position.

Duties and Responsibilities:

1. Education:

- a. Lead the church in planning, conducting and evaluating a comprehensive program of Christian Education Ministries, including outreach, training, enlisting volunteers, and setting the organizational structure for the Education Ministry of the church.
- b. Administer the educational ministries of the Church.
- c. Serve as an educational resource person to leaders of various church programs and services.
- d. Work with the appropriate staff and Nominating Committee in enlisting workers for all educational ministry programs.
- e. Develop special educational training projects and study programs for all age groups and leadership groups within the congregation.
- f. Ensure along with the appropriate staff that all background checks are completed and on file with the church secretary for any volunteer working with a minor at Highland Baptist Church. (Background checks must be performed every three {3} years.)
- g. Lead the church to be aware of educational and curriculum materials available for all educational organizations.
- h. Participate in and with the Church Council in helping discover, develop, implement, and accomplish God's plan for Highland Baptist Church being guided by Scripture.
- i. Prepare a yearly budget for the total Educational Ministry of the Church.

2. Children's Ministry

- a. Lead the Children's Ministry Leadership Team, encouraging leadings and celebrating spiritual victories in the life of this Ministry Team.
- b. Coordinate the various educational programs for children into an integrated program of Christian education for each age-level. These programs include Sunday School, Children Church, AWANA (and the summer Wednesday program, Kid's Challenge), nursery, mission education, Vacation Bible School, camps, choirs, Altar Identities, etc.
- c. Develop and facilitate all training for children's ministry volunteers. (Outside conferences and training may be appropriate to attend.)
- d. Prepare and submit a budget to the Finance Committee each year.
- e. Give leadership to all outreach and evangelism efforts with children, such as visitation and follow-up of new Christians.
- f. Evaluate the effectiveness of all the children's ministry programs and suggest needed changes and develop plans for making these changes.

E. CHURCH SECRETARY

Position Status: Full Time - Salaried

Principal Functions:

Performing Perform assigned administrative & clerical duties in the ministry of supporting Senior Pastor, Pastoral Staff and Ministry Teams.

Responsible To: Senior Pastor

Qualifications:

Must be born again and committed to the Lord Jesus Christ and the Church.
Demonstrates the ability to clearly and effectively communicate information to parishioners and visitors. Demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors to the office.
Is friendly, courteous, and works well with a wide range of different personalities.
Possesses knowledge of word processing software, including Word and Excel. Exhibits strong organizational skills. Pays close attention to detail.
Is capable of efficiently multitasking on a regular basis.
Minimum of high school diploma required with an Associates or bachelor's degree recommended. Basic office work experience is required.

Duties and Responsibilities:

Serve as church receptionist – greet visitors, answer phone, receive and make telephone calls for Senior Pastor and Staff when necessary.
Keep the official church calendar – meetings, showers, weddings, etc.
Notify Senior Pastor, Staff, Deacons, and Ministry Teams of meeting dates.
Keep accurate and current membership rolls.
Lead in church directory-planning and enlisting help as needed
Type correspondence for the Pastor and others (other staff personnel, Deacons, committees, etc.) as needed for church business.
Maintain the Bulletin Boards for the Church and enlist help of others as needed.

Place sign-up sheets on Bulletin Boards for church activities.
Gather, edit and prepare bulletins for church services and include inserts.
Assist Senior Pastor and Staff in publicizing church activities through letters, e-mail, newspapers, newsletters, etc.
Send weekly church email for Prayer requests and church activities
Advise Pastor and Deacons of emergencies, illnesses, deaths, etc. in Church family and order flowers in accordance to church policies.
Order literature, office supplies and other materials as needed for church use.
Responsible for having office machines serviced when necessary.
Maintain church records and files. Pickup, review and distribute mail daily.
Maintain confidentiality of all Church business, as well as Pastoral and Staff appointments, discussions, etc.
Perform other duties that may be required in the effective operation of the church and other duties as assigned by the Senior Pastor.

2. NON-STAFF PAID POSITIONS

F. JANITOR

Position Status Part Time-Salaried (Less than 32 hours a week)

Principal Functions:

Responsible for general housekeeping duties: sweeping, mopping and vacuuming floors; taking out trash; dusting; and cleaning restrooms. The Janitor sweeps and mops floors, vacuum carpets, cleans rugs and dusts furniture and equipment. The Janitor may be responsible for ensuring specifically designated doors are locked.

Additional job duties include collecting and removing garbage, cleaning and restocking bathrooms and cleaning windows. If there is an unexpected mess, such as a large spill, the janitor will be called to clean it up.

Responsible To: Senior Pastor

Duties and Responsibilities:

Empty all trash containers and replace liners.

Dust surfaces such as exposed areas of desks, office machines and furniture, filing cabinets, etc.

Clean and sanitize drinking foundations.

Clean entrance glass doors and interior glass doors.

Vacuum carpet and/or rugs and mats in all areas. Wipe window ledges in Sanctuary.

Sweep corners and dust mop all hard surface floors.

Damp mop hard applicable hard surface floors (Kitchen, Vestibule, Halls, etc.) to remove residue or spillage.

Damp wipe and sanitize Kitchen counters, tables and sinks.

Damp wipe and sanitize Countertops and tables in Entry Foyer.

Replace towels, tissues and hand soap in restrooms.

Clean and disinfect toilets and sinks.

Damp wipe countertops and toilet stall walls.

Damp wipe restroom mirrors.

Damp mop restroom floors.

Pick up and dispose of all materials left in the Sanctuary from the Sunday morning and Wednesday services.

Dust light fixtures in Sanctuary once a Month.

Communicating with Building and Grounds Committee on needed repairs.

A. PIANIST

Position Status: Independent Contractor

Principal Functions:

Provide piano or keyboard accompaniment for regular scheduled Sunday morning Worship Services

Responsible To: Associate Pastor of Worship & Music

Duties and Responsibilities:

Will play piano or keyboard for Sunday morning Worship Services.

Will attend rehearsals for the Church Choir and Praise Teams as needed.

Will be available for special Church Worship Services as needed.

E. CHURCH LEADERS

Note: The following list of Church Leaders and their duties and responsibilities does not include all positions within the church, as other positions may be added as needed, and other duties and responsibilities may be added to existing positions.

CHALLENGE TO CHURCH LEADERS AND TEACHERS

All Church leaders and teachers have been given responsibility by the Lord and by the church to provide leadership and training to the members of the church, to enable them to “Grow in the grace and knowledge of our Lord Jesus Christ,” 2 Peter 3:18.

As each class probably has those that are unsaved, the Teacher has an obligation to present the Salvation Message, when possible to those persons individually or to the whole class.

In order to achieve these objectives, the leaders and teachers of Highland Baptist Church must lead by example and commit themselves to the Lord, the church, their class and those to whom they are leading.

They will pledge to faithfully attend all regular scheduled worship services, as well as special gatherings of the church family in its teaching and training ministries, i.e. revivals, conferences, mission banquets, outreach, etc.

Devote time each day for Bible study and prayer.

Tithe their income in support of the church budget.

Teachers will coordinate with their director for all teaching materials and teaching aids used.

Teachers will agree to support and attend all meetings called by their director.

Teachers will maintain regular contact with their class members and contact those that were absent and let them know they were missed.

Teachers will spend sufficient time in the planning and preparation of their lesson.

According to Church ByLaws (**Article VIII, D, 6**) qualifications for Deacons, there are forms to be signed and submitted to the Senior Pastor for Deacons returning to active status and for new Deacons. The following are the forms required:

1. Ordained Deacon Letter of Commitment

(To be considered to become an Active Deacon again)

TO: THE MEMBERS OF HIGHLAND BAPTIST CHURCH

As an ordained man, who is not presently serving on the Active Deacon Body, I have prayerfully considered where God can effectively use me at Highland. I feel led of the Lord to be willing to serve the Church again in the capacity of an Active Deacon.

I understand the Spiritual Qualifications of I Timothy 3:8-13 and the Church Covenant (See Back). I feel that, although I may not be perfect in all areas listed there, I am growing as a Christian and there is nothing in my lifestyle that would bring reproach upon the Church or the name of Christ.

If elected to serve as an Active Deacon, and I find that I cannot be in harmony with all areas of the Church program, I will immediately confer with the Senior Pastor, especially if I find my attitude and spirit affecting my ministry as a Deacon. I will also covet to keep the observance of the Lord's Supper above reproach by my lifestyle. I understand that as a Deacon, whether serving as an Active Deacon or not, my lifestyle is to be an example of a Christian leader in the Church.

Furthermore, if elected to serve as an Active Deacon, I do hereby covet with Highland Baptist Church to be a faithful member of the Church. I understand this to mean actively attending the regular scheduled services of the Church, participating in the ministry of the church, using my own gifts in a ministry(s) of the Church, and tithing my income to the Church Budget.

In turn, I understand that the Church will covet to prayerfully support my family and me.

Signature

Please return this form to the Senior Pastor or the Chairman of Deacons by the last Sunday in September.

2. HIGHLAND BAPTIST CHURCH

PROSPECTIVE DEACON QUESTIONNAIRE

Dear Brother:

Only fill this out if-

- 1 If you feel the Lord is calling you to serve Highland Baptist Church as a Deacon.
- 2 You feel our Lord could use you in this capacity, understanding that it is honorable to desire this Holy Office.
- 3 You feel that the criteria found in I Timothy 3:8-13 and the questions and statements herein do not disqualify you.

Even if you have some questions but feel led to this type of service, please fill out and submit this questionnaire.

PLEASE PRAYERFULLY CONSIDER THE FOLLOWING AND ANSWER WHERE INDICATED:

A. SCRIPTURAL QUALIFICATIONS

I Timothy 3:8-13 "Likewise deacons must be reverent, not double-tongued, not given to much wine, not greedy for money, holding the mystery of the faith with a pure conscience. But let these also first be tested; then let them serve as deacons, being found blameless. Likewise, their wives must be reverent, not slanderers, temperate, faithful in all things. Let deacons be the husbands of one wife, ruling their children and their own houses well. For those who have served well as deacons obtain for themselves a good standing and great boldness in the faith which is in Christ Jesus."

B. CHURCH COVENANT

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

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

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale

of, and use of, destructive drugs or intoxicating drinks as a beverage, to shun pornography; to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant, and the principles of God's Word.

QUESTIONS AND STATEMENTS OF QUALIFICATIONS

(Answer Yes or No, giving written explanation where it is requested.)

1. Are you a Christian that can explain his conversion experience? _____
Give a brief testimony on the reverse side of this page as to the circumstances and time you accepted Jesus Christ as your Savior and Lord. If your assurance of salvation is subsequent to what you feel was your conversion, please relate this also.
2. Do you believe in the inspiration of the Bible, in that it is totally free from error? What does this mean to you? Why do you believe it? How have these things impacted your life?
Do you believe in the sufficiency of Scripture? _____ Do you believe in the authority of Scripture? _____
3. Have you been a faithful member of Highland Baptist Church for the past year?

4. (A faithful member is one who attends all the regular Services of the church on a regular basis; tithes his income to the Church Budget, and actively engages in the ongoing ministries of the church.)
5. Are you in harmony with all areas of the Church Covenant and program? _____ If no, explain on the reverse side.
6. Are you willing to serve where needed to the best of your ability? _____
7. If your attitude and spirit came in conflict with No. 4 and 5 above, would you immediately see the Senior Pastor? _____
8. Will you try to put down murmurings and complainings, facing them frankly, dealing with them fairly and them stand with the majority (whether Senior Pastor, Deacons or the Church Body) in their decisions? _____
9. Will you support and help lead in whatever visitation program the Church or Deacons would adopt? _____
10. Do you have devotions with your family regularly in your home? _____

If not, will you start now?_____

11. Do you accept personally, the principles of Matthew 28:18-20 as it pertains to evangelism and discipleship? _____ What does this mean to you?
12. Will you keep the observance of the Lord's Supper above reproach by your lifestyle privately and publicly?_____
13. Do you have serious domestic problems, whether with your wife, children or with your finances?_____
13. Are you involved in any financial difficulties that might embarrass the church? _____
14. Do you pay your bills regularly and are your debts above reproach? _____
15. Do both you and your wife know how to hold your tongue against spreading gossip or talking critically of others? _____
16. Are you involved in gambling, pornography, sexual immorality of any nature in any way? _____
17. Do you indulge in alcoholic beverages at all? _____ (This includes drinking yourself, permitting it in your home or selling it.)
18. Will you faithfully attend the regular Services of the Church?_____
19. Will you tithe your income to the budget of the Church? Will you faithfully serve and lead in the ongoing ministries of the church?_____
20. Have you ever been ordained in a Baptist church?_____
21. Do you understand that the office of Deacon is for life with the responsibilities thereto, unless you resign or your ordination is rescinded? _____
22. Do you understand that these questions are expectations of Christian leaders and servants, to give a pattern and set the example for others? _____

NOTE: If you become deficient in the above areas from time to time, please be assured that the Deacon Body will help you to deal with problems, be restored quickly by confession to our Lord and get back on track, so you, the Church and the Testimony for our Lord will be maintained.

(Signature)

PLEASE RETURN THIS TO SENIOR PASTOR OR CHAIRMAN OF DEACONS BY
SEPTEMBER 30.

3. MODERATOR & VICE-MODERATOR

Election:

(See Church By-Laws – Article VIII, D)

The Moderator and Vice-Moderator shall be nominated by the newly elected Nominating Committee and be elected by the church annually.

One who served previously in these positions are eligible for re-election.

Duties and Responsibilities:

(See Church By-Laws – Article VII, B, 3 -8)

The assembly will elect a moderator to serve annually.

Will preside at all regular and special called Business Meetings

The Pastor may serve as Moderator—except for any motion concerning the Pastor's compensation or tenure.

In that case the Vice-Moderator will preside. In the absence of the elected Moderator and Vice-Moderator, the Chairman of Deacons shall call the meeting to order and preside as moderator.

Except where specific provisions are made herein, Roberts Rules of Order Revised, shall be the rule and guide in matters of procedure in all business meetings of the church, except that the Moderator may, absent objection or with the consent of the majority, deviate from such rules in the interest of full discussion and harmony.

The method of voting will be at the discretion of the Moderator.

4. CHURCH CLERK

Election:

(See Church By-Laws – Article VIII, E)

The church clerk shall be nominated by the newly elected Nominating Committee and be elected by the church annually.

One who served previously in this position is eligible for re-election.

Purpose:

To record minutes of Church Business Meetings and maintain Church records.

Duties and Responsibilities:

(See Church By-Laws – Article VIII, E)

Duties will involve the responsibility to attend Business Meetings and to keep accurate records and/or minutes of Church proceedings in a suitable book.

The Clerk will obtain and process information from new members, keep an accurate Membership Roll with dates of admission, dismissal, or death, together with a record of baptism, and transact all correspondence related thereto.

The clerk will prepare an Annual Report of the Church's activities for the Denomination and preserve valuable documents related to the Church.

The Clerk shall serve wherever required by law or practice as the Secretary of the Corporation.

5. TREASURER

Election:

(Church By-Laws – Article VIII, F)

The Treasurer shall be nominated by the newly elected Nominating Committee and elected by the church annually.

One who has served previously in this position will be eligible for re-election.

Purpose:

To perform bookkeeping functions for the Church, which includes writing checks and processing all receipts and expenditures of the Church.

Duties and Responsibilities:

(See Church By-Laws – Article VIII, E)

Keeping accurate and approved records of receipts and expenditures.

Prepare financial statements and report same at Business Meetings.

The Treasurer is empowered to make decisions relative to the proper function of the office, including the writing of check to pay invoices authorized by Church Officers and Committee Chairs.

The Treasurer will be an ex-officio member of the Finance Committee.

The Treasurer shall serve wherever required by law or practice as the Treasurer of the Corporation.

6. CHILDREN MINISTRY TEAM LEADER

Election:

Shall be nominated by the newly elected Nominating Committee and elected by the church annually.

Will serve a (3) year term. After one year, will be eligible for reelection.

Duties and Responsibilities:

Will provide leadership and oversight to the Children's Ministry Teams
(Birth – 5th Grade)

Develop a clearly defined vision and strategy for discipleship within the Children's Ministry that coordinates with the vision and Ministry of the Church.

Lead, recruit and develop the Children's Ministry Leadership Team, which consists of committed and gifted volunteers.

Lead, recruit and develop lay volunteers for all aspect of the Children's Ministry.

Ensure that background checks are made for all Children's Ministry workers.

Provide oversight and planning for Children's Ministry programming, including Sunday School and Children Church.

Wednesday Night AWANA and other Children's ministries during the summer.

Outreach events. (e.g. Easter Egg Hunt, Fall Festival, etc.) and Children's Ministry Family events. Provide oversight to Children's Ministry budget and help develop the budgetary needs for the upcoming year.

7. SUNDAY SCHOOL MINISTRY LEADER

Election:

Shall be nominated by the newly elected Nominating Committee and elected by the church annually.

Will serve a (3) year term. After one year, will be eligible for reelection.

Duties and Responsibilities:

Will be responsible for the Sunday School Ministry

Will schedule teachers meetings as needed.

Will be responsible to order and distribute all applicable literature and coordinate class requirements with each teacher.

Will maintain master attendance roll each week for Church records

Will serve as a member of the Nominating and Finance Committees.

8. MEN'S MINISTRY TEAM LEADER

Election:

Shall be nominated by the newly elected Nominating Committee and elected by the church annually.

Will serve a (3) year term. After one year, will be eligible for reelection.

Duties and Responsibilities:

Will direct the activities of the men of the church in mission outreach within the church family and encourage involvement with the mission outreach ministry of the church.

Will coordinate projects and fellowship activities for men of the church.

Chairman will serve as a member of the Church Missions Ministry Team.

Will schedule meetings as needed throughout the church year.

9. WOMEN'S MINISTRY TEAM LEADER

Election:

Shall be nominated by the newly elected Nominating Committee and elected by the church annually.

Will serve a (3) year term. After one year, will be eligible for reelection.

Duties and Responsibilities:

Will direct the activities of the women of the church in mission outreach within the church family and encourage involvement with the mission outreach ministry of the church.

Will be responsible for food for families in case of illnesses and deaths.

Chairman will serve as a member of the Church Missions Ministry Team.

Will schedule meetings as needed throughout the church year.

F. STANDING COMMITTEES

Committees

Shall be nominated by the newly elected Nominating Committee and elected by the church annually. The Nominating Committee may designate a Chairman. Members will serve a (3) year term. After one year, will be eligible for reelection.

Special committees may be formed at the request of the church or the moderator, during a regular scheduled or special called business meeting.

The purpose and time frame of each special committee must be stated at the time the committee is formed.

The Moderator will be responsible to appoint the members of the committee and designate a chairman.

As soon as the chairman and members are named, the committee will begin its work

1. **PERSONNEL COMMITTEE**

Purpose:

To act on behalf of the church in matters concerning all full-time and part-time paid staff positions except Senior Pastor.

Membership and Term of Office:

The Committee shall normally have six to eight members that will be elected for a (3) three-year term.

The members will consist of the following:

- Deacon Representative
- Sunday School Director
- Youth Ministry Team Representative
- (3-5) at-large members

Duties and Responsibilities:

Will be responsible to recruit, interview and hire qualified persons to fill vacancies for all full or part-time staff positions, except Senior Pastor, on behalf of the church.

Will be responsible to create Job Description for new church positions.

Will be responsible to hire and fire any personnel for church staff positions, except Senior Pastor.

Will have background check made on any candidate before they are hired.

Before final individual is recommended to the church, the Committee will arrange for the applicant to be interviewed and approved by the Senior Pastor.

Will recommend compensation and benefits for new positions following guidelines of church budget and approval by Finance Committee.

Will review current compensation and benefits of all staff positions, except Senior Pastor and make annual recommendation to Finance Committee.

Will annually review Church Personnel Policies for paid staff positions, except Senior Pastor, and make recommendations to church for any needed changes.

In the fourth quarter of each church year, will interview each member of the Church staff, except Senior Pastor, to review their job description and any concerns that either party may have.

Will be responsible to annually review each job description for all Church employees, except Senior Pastor, including non-paid positions of Ministry Team Leaders and Church Committees and make recommendations to church for any changes.
Investigate grievances of and/or against church staff personnel on behalf of the Church and take such action that may be required.
If any grievances concern staff personnel and Senior Pastor or other Staff personnel, the Committee must meet with Deacons and work with them to resolve any issue.
The Committee should keep the Senior Pastor informed in matters of changes in job descriptions, salary adjustments, and any recommendations to the Church regarding Personnel matters.
The Senior Pastor should keep Personnel Committee informed of problems with staff personnel as to their job performance or other items that may the ministry of the Church.

2. **NOMINATING COMMITTEE**

Purpose:

To recruit and recommend to the church a list of Ministry Team Leaders, Teachers, and Committee members to the church for the next church year.

Membership and Term of Office:

The Committee shall normally have six to eight members that will be elected for a (3) three-year term.

The members will consist of the following:

Deacon Representative

Life Groups Director

Youth Ministry Team Representative

(3-5) at-large members

Duties and Responsibilities:

Meetings shall be scheduled, no later than October of each year to recruit church members to serve as Ministry Team Leaders, Teachers, and Committee members.

At the Annual business meeting, the Nominating Committee will present its Report to the church, listing those who have agreed to serve in the various leadership positions within the church for the new church year.

A majority vote will be required to accept the Report. All individuals will assume their positions January 1st of each year.

The Nominating Committee is empowered to fill any unfilled positions that may remain or that may occur during the church year and will serve until a new Committee is elected

3. **FINANCE COMMITTEE**

Purpose:

To prepare the annual budget for the church and to oversee the financial affairs of the Church. (See Section H Financial Policy)

Membership and Term of Office:

The Committee shall normally have six to eight members that will be elected for a minimum of a (3) three-year term.

However, (2) Two Members will rotate off the Committee yearly, after serving the minimum (3) three-year term.

After rotating off, an individual will be eligible for another (3) three-year term. The members will consist of the following: Deacon Representative, Sunday School Director, Youth Ministry Team Representative and three to five at-large members. The Church Treasurer will serve as a non-voting member of the Committee

Duties and Responsibilities:

Will be responsible to prepare the annual budget and present to the Church for adoption at the Annual Business Meeting in the 4th Quarter of each year.

Will be responsible to monitor the Church finances through the Treasurer and provide leadership and adherence to the church budget by all parties authorized to spend Church funds.

If the Church experiences a reduction in income, the Finance Committee will notify the Church Staff and Ministry Teams about the necessity of reducing spending.

Will recommend an Offering Depositor to the Nominating Committee and will set guidelines for the accounting and depositing of church funds.

The Usher Ministry Team will be responsible for counting and depositing cash received on Sunday mornings.

Will offer recommendations to amend the church budget when necessary.

The Treasurer must be notified in advance of any budget expenditure over \$500.00.

Any non-budget expenditure over \$500.00 must be presented to the Finance Committee for review and approval, before the expenditure can be made and/or recommended to the church.

Upon recommendation of the Deacons, the Finance Committee will review and approve any increase in compensation and/or benefits for the Senior Pastor

Upon recommendation of the Personnel Committee, the Finance Committee will review and approve any increase in compensation and/or benefits all Church employees.

The Senior Pastor, all Staff personnel, Ministry Team Leaders and Committee Chairmen will be responsible to review their area of operation and to recommend changes in the church budget for their area to the Finance Committee

The Finance Committee will review, revise as needed and approve all budget recommendations and include in the Proposed Church Budget for the new year.

It will be the responsibility of the Chairman to schedule a meeting at least quarterly to review the Church Financial Statements and discuss items that need attention.

The Finance Committee will audit or provide for an outside audit, as often as they deem appropriate. The results of the audit should be shared with the Senior Pastor, Deacons and then with the Church at a Regular Scheduled Business Meeting.

4. **BUILDINGS AND GROUNDS COMMITTEE**

Purpose:

Management and maintenance of the church's property and equipment.

Membership and Term of Office:

The Committee shall normally have six members that will be elected for a minimum of a (3) three-year term

Membership and Term of Office:

The members will serve a three-year term.

Duties and Responsibilities:

Will be responsible to purchase equipment, repair materials, etc., and contract work related to the maintenance of Church buildings, property and equipment.

Will prepare and submit to Finance Committee an annual budget for items needing attention. Should perform a quarterly inspection of the building, grounds, furnishings and equipment of the church to determine any action needed for repair or replacement.

Will notify Senior Pastor and Finance Committee of items needing attention.

Will seek bids annually for Yard Maintenance and will monitor the performance of the company or individual doing the work.

Will ensure that all Independent Contractors doing work for the Church, has the proper liability insurance coverage and will obtain a copy of the insurance coverage for church records.

Host an "All Church Workday" annually or as needed to involve all church Members.

The Committee will be responsible to obtain bids on any large purchase of equipment or repair items.

The Committee will be responsible to maintain records of church property lines and check the Church property annually.

A sheet is to be put on a Church bulletin board for Church members to list items they feel need attention by the Committee. The Committee will review and take appropriate action.

The Chairman will schedule a meeting at least quarterly to discuss items that need attention in the church.

Will monitor expenditures as shown by the Monthly Financial Statement and provide leadership in cost saving efforts in all areas as needed.

Emergency Situations. In case of an emergency situation whereby funds are needed to make repairs or purchase equipment to keep the church operational, the Chairman of the Buildings and Grounds Committee, Finance Chairman, and Senior Pastor may make any such decision needed without Church or Committees approval. However, the church is to be notified from the pulpit the following Sunday of such actions and expenditures. The Finance Committee Chairman is to determine what funds will be used for the expenditure.

5. CEMETERY COMMITTEE

Purpose:

This committee is responsible for the maintenance of the Church cemetery, issuance of new cemetery burial lots, coordination of grave openings and maintaining the care and appearance of the cemetery. The cemetery committee shall consist of three to five members.

Membership and Term of Office:

The members will serve a minimum of a (3) three-year term.

Duties and Responsibilities:

Responsible for the maintenance and care of the cemetery and the surrounding grounds.

Work closely and carefully with grieving families and/or their representatives (such as funeral homes) for burial plans.

Will be responsible to maintain records of used and unused gravesites.

Will be responsible to review all request of burial by non-members and deny any request the Committee decides is not consistent with past practices and the purpose of the cemetery.

Will notify Senior Pastor and Deacons of all requests that have been denied.

Will be responsible to follow the Cemetery Policy of the Church (**See Section I**) and make recommendations for changes in the policy as needed.

G. MINISTRY TEAMS

The Church will establish Ministry Teams as needed for the purpose of carrying out the Ministry of the Church to its members and to the community. It is not possible to list all Ministry Teams, as they are added or deleted as needed.

1. **BAPTISM MINISTRY TEAM**

Purpose:

To assist Senior Pastor, Pastoral Staff and Baptismal Candidates as needed.

Membership and Term of Office:

The members will normally serve a (3) three-year term.

Duties and Responsibilities:

Will be responsible to fill the baptistry for Baptismal services.

Will be responsible to maintain the baptistry and dressing rooms and be sure everything is in order at each Baptismal Service.

Will assist baptismal candidates as needed before and after the Baptismal.

2. **FELLOWSHIP MINISTRY TEAM**

Purpose:

To plan and lead in all fellowship activities for the church.

Membership and Term of Office:

The members will serve a (1) one-year term.

The Nominating Committee will select an overall Fellowship Ministry Team Leader(s).

All church members will be assigned to Fellowship Team based on alphabetical order.

Duties and Responsibilities:

The Ministry Team Leader(s) will establish as many teams as may be needed and assign members to each team.

The individual teams will be responsible for fellowship activities on a rotating basis.

Will coordinate with the Senior Pastor the planning, preparation and implementation for church activities.

Will be responsible to ordering supplies and keeping sufficient quantities on hand.

The Chairman will have the Church Secretary notify the Team members of upcoming church events.

Will be responsible to setup tables and chairs and take down after the fellowship

Will be responsible serving at fellowship events, as well as provide plates, napkins, ice and cups, beverages and other items, that may be needed.

3. **MEN'S MINISTRY TEAM**

Purpose:

To plan and lead in Church activities of the men of the church in mission outreach within the Church and the Community.

Membership:

All the men of the Church are members of the Baptist Men's Ministry Team

Duties and Responsibilities:

Will plan fellowship and recreational activities for the Church.

Will provide meetings throughout the year for activities and planning.

Will assist Senior Pastor and Missions Team for outreach opportunities.

4. **WOMEN'S MINISTRY TEAM**

Purpose:

To plan and lead in Church activities of the women of the church in mission outreach within the Church and the Community.

Membership:

All the women of the Church are members of the Women's Ministry Team

Duties and Responsibilities:

Will plan fellowship and recreational activities for the Church.

Will provide meetings throughout the year for activities and planning.

Will assist Senior Pastor and Missions Team for outreach opportunities

H. FINANCIAL POLICY:

1. **Purpose:**

The Scriptures tell us that God owns all that He has blessed us with as individuals, including our wealth, and we are stewards of it. The church, in turn, is to be a good steward of what God's people has provided it financially and ensure it is being used in accordance with His will. Part of that stewardship is to ensure a sound financial base to enable God's work to be conducted in an efficient manner

To that end, the Church's Financial policy should ensure that the financial practices of the Church are above question and approach. This policy is to establish systems of internal controls for financial transactions and business activities that will guide the Church in all matters relating to the handling of funds of Highland Baptist Church.

2. **Fiscal Year:**

The Church fiscal year will be January 1 to December 31.

3. Annual Church Budget:

In the fourth quarter of each year, the Finance Committee shall present a budget for the upcoming Church year beginning January 1.

The Finance Committee will evaluate receipts and expenditures for the current year and through prayer, faith and thoughtful planning will attempt to determine the income for the new year.

With that in mind a budget shall be created that reflects funding for the ministries and programs of the church. Areas of funding will included Missions, Education, Building and Grounds maintenance and equipment and Salaries and Benefits.

The goal of the budget is to provide equity and efficiency in funding the various ministries of the Church based upon anticipated receipts.

4. Accounting Procedures:

The church, as a tax-exempt organization will employ the generally accepted principles and practices of nonprofit fund accounting to account properly for the use of diverse church resources.

The Church will use a cash-based method of accounting for handling all receipts and expenditures.

The Church will maintain a general fund for budget purposes and allow designated funds for specific uses and ministries.

When designated funds are received for ministries already budgeted, these designated funds will be disbursed before the specific budget item is charged.

All other designated funds will be dispersed in a timely manner only for the purpose intended.

The Church shall maintain one operational checking account from which checks for all accounts payable invoices and statements are written.

All funds received will be deposited into the General Fund. Designated funds received will then be moved to the particular designated fund.

Each month the Treasurer will reconcile the bank statement to the checkbook.

The Church works with a payroll company and is on a bi-weekly payroll system. Funds are directly deposited to the employee's personal checking account. Quarterly taxes are paid to the IRS and W2 statements issued for each employee.

5. Financial Reporting:

The Treasurer will provide the Finance Committee copies of the Accounting Income and Transaction reports as well as copies of Bank Reconciliation, Credit Card expenditures, designated fund tracking, budget tracking and the Church Financial statement and any other documentation requested by the Finance Committee.

A copy of the Church Financial statement is provided monthly for Church members and a financial report is to be presented at the Quarterly Business Meeting.

6. Contributions:

Highland Baptist Church is a qualified tax-exempt charitable organization under Internal Revenue Code (IRC) Sec. 501(c)(3), and will follow Internal Revenue Service procedures governing charitable contributions to ensure the Church complies with all laws and tax regulations

a. Undesignated Cash Contributions

An undesignated cash contribution is one made without conditions and with no personal benefit to the donor. These contributions comprise the majority of the Church's total receipts and are relied upon to fund the budgeted ministries and programs of the Church. All undesignated cash contributions to the Church are deductible by the donor under current IRC provisions.

b. Designated Cash Contributions

A designated cash contribution is one made to the Church with the condition that it be used for a specific purpose (for example, Annie Armstrong offering, Lottie Moon offering, youth fund, etc). If the purpose is an approved ministry or program of the Church the contribution, it will be used solely for that purpose. If the purpose is not for an approved ministry or program, the contribution will be return to the donor.

With very limited exceptions, a cash contribution made to the Church is not deductible if it is designated for the benefit of a minister, staff person, member or other individual, or for a program not approved or administered by the Church. Nor will such contributions be reflected on the donor's contribution statement.

Questionable contributions will be held until a decision is made as to whether the Church can provide the requested ministry and properly administer the funds. If these contributions cannot be met the contribution will be returned to the donor.

c. Non-Cash Contributions

All non-cash contributions will be reviewed and approved by the Church prior to acceptance. The Church will accept most types of non-cash contributions provided the gift is related to the ministries and programs of the Church and in the Church's best interest. Typically, such contributions include, but are not limited to, real estate, promissory notes, securities, and insurance policies. Accepted non-cash contributions are deductible by the donor under current IRC provisions. The Church will acknowledge receiving the contributions by a letter containing a brief description of the item donated. The Church is not responsible for appraisals and will not determine the fair market value of donated property. The estimated fair market value of the contribution will not be reflected on the letter or on the donor's contribution statement. It is the donor's responsibility to determine the fair market value of the contribution.

Non-cash contributions designated for the benefit of a specific individual will be handled in the same manner as similar cash contributions and will not appear on the donor's contribution statement.

d. Stock Contributions

Unless the donor directs otherwise, Treasurer will sell stock shares given to the Church as soon as possible.

e. Personal Services and Travel Expenses

The Church relies heavily on volunteers to fulfill its ministry. Unreimbursed out-of-pocket expenses incurred during the donation of services may be deductible on the donor's tax return. However, the value of the personal services donated is not deductible as a charitable contribution and donations of this type will not be reflected on the donor's contribution statement.

f. Donation of the Use of Property

A donation to the Church of a use of property is not a recognized charitable contribution and will not appear on the donor's contribution statement. The Church may determine to accept the use of property in such cases where the donor understands no deduction from the contribution is allowed.

g. Year of Contribution

All contributions must be received by December 31 to be included on the donor's contribution statement for that year. If mailed, the contribution must reflect a postmark of not later than December 31.

7. Receipts:

All monies given to the church will be recorded and applied as instructed by each donor and reported to each donor on an annual basis. A system of internal controls will be maintained to safeguard confidentiality and to guard against unintentional error or malfeasance on the part of employees and volunteers.

1. Sunday Offerings

The Usher's will be responsible to not only take offerings but also open all envelopes containing checks and cash. The amount given for both checks and cash are to be compared to the amount written on the envelope. The individuals counting the offering will maintain strict confidentiality of the names and amounts of individual contributors. All cash, whether in an envelope or not will be counted and a deposit slip filled out for the total amount of cash received. A deposit book with two copies is to be used with the copy of the deposit slip being kept in case of any discrepancies with the bank. Any cash envelope designated for a specific purpose is to be noted and the information submitted to the Treasurer.

The cash deposit will be deposited Sunday afternoon after the service. If for some reason, it cannot be deposited on Sunday, it must be deposited the next day, except for a Holiday.

All checks will remain in the open envelope and put into a bank bag and given to the Offering Depositor. The Offering Depositor will fill out a deposit slip and deposit the checks on Monday, but no later than Tuesday of each week. In most cases a pre-printed deposit slip will be filled out and taken to the bank for the deposit.

The Offering Depositor normally will send an email to the Senior Pastor, Treasurer and Chairman of the Finance Committee Sunday afternoon informing them of the total deposit, including any designated funds.

After the Offering Depositor has made the deposit, the original pre-printed deposit

slip(s) will be given to the Treasurer, along with a summary sheet, which will show any designated offerings.

2. Online Giving

The Finance Committee has arranged through our Bank and our Online Giving company to provide the means for Church members and others to contribute to the ministry of the Church. Funds will be either designated General for the General Fund or for a specific ministry or purpose.

At the end of the month, or sooner if needed, the Treasurer will go online and run a report of the total contributions for the month.

This report will be compared to the bank statement and for accounting purposes, a deposit slip will be made showing the amount given and designated offerings. As timing is an issue between a donation is made, recorded by the Online Giving company and the bank, the amounts will rarely be the same. However, they differences should be reasonable.

The Treasurer will send a copy of the donation report from the Online Giving company and forward to the Financial Secretary to record.

3. Mailed-in Contributions

Some members and other individuals outside the church may elect to send their contribution by mail. When this occurs, the Church Secretary will forward the unopened envelopes to the Treasurer for processing.

The Treasurer will deposit the checks received and send the envelopes to the Church Financial Secretary. It is rare to receiving cash in the mail, but the Treasurer will process cash received as is done with checks.

8. Disbursements:

a. Checks

All disbursements from the checking account are the responsibility of the Church Treasurer as authorized by the Church Finance Committee and Church policies.

Voucher checks are to be used that will allow a copy of the check stub to be filed with the invoice or statement.

Before a check is written, an invoice or statement should have been received and reviewed.

After writing the check, the check number and date paid is to be written on the invoice and statement and a copy of the check attached to the document.

In the case of check disbursements for Mission expenditures, (eg. Esther House, Pregnancy Resource Center), there will not be an invoice or statement. A copy of the paid voucher stub will be kept for audit purposes.

Payment of expenses and/or love offerings for Revival or other special speakers can be under direction of the Senior Pastor and Finance Committee. A 1099-Misc will be issued for Love Offerings over \$600.00 in accordance to IRS guidelines.

b. Reimbursements:

If a church member or staff member purchases an item for the church using their personal check, credit card or cash, they should submit the sales receipt with a completed Reimbursement Form (See **Section K Forms**) which can be found outside the secretary's office. Reimbursement will be made to the individual, who will be responsible for paying his or her credit card company

The Reimbursement Form is to include the name and address of the person requesting reimbursement, the purpose of the expenditure and the amount. If items purchased are for multiple ministries or purposes, list the amount applicable to each and provide a total of the amount to reimbursed. Attach receipt(s) to the back of the Reimbursement Form.

c. Petty Cash

The Petty Cash Fund has been established to assist the Church Staff in making minor ministry purchases and obtaining reimbursement for minor out-of-pocket expenses. Examples of usage of this fund is for postage, miscellaneous office supplies, or other small purchases that may be needed for church operations.

The Petty Cash Fund amount is \$200.00 and funds to be disbursed can only be made by the Church Secretary, who is the controller of these funds.

A receipt for all purchases is to be made for the disbursement. Upon depletion or near depletion, the Church Secretary will submit a Petty Cash Reimbursement form to the Treasurer for reimbursement, with all receipts attached. The amount paid will in no circumstances exceed the \$200 Fund amount

9. Purchases:

a. Budget Expenditures

Any Staff member needing to make a budget expenditure over \$500 must get a verbal approval by the Senior Pastor, who will notify the Treasurer and/or Finance Committee.

If the Senior Pastor or a Staff member needs to make a request for a budget item in excess of \$1000, an Expenditure Request Form must be filled out and submitted to the Finance Committee for review and approval. (See **Section K Forms**)

b. Non-Budget Expenditures

Any non-budget expenditure over \$500.00 must be submitted on an Expenditure Request Form and presented to the Finance Committee before the expenditure can be considered and approved. This is applicable to Senior Pastor, Church Staff and any Church member.

c. Bids

For all purchases over \$1,000 the purchaser must obtain 3 independent bids and submit to the Finance Committee. The Church realizes that it may not be possible to obtain 3 bids in all cases. However, any and all bids should be obtained in writing, except in cases of an emergency and submitted along with the Expenditure Request Form.

10. Credit Card Policies:

a. Church Credit Cards:

The Church has two Credit Cards that are kept by the Church Secretary. One card is for the purpose of making charges for office supplies, janitorial supplies, and purchases for the Church Ministry Team. Purchases can be made by either the Senior Pastor, Pastoral Staff or the Church Secretary.

A copy of the purchase is to be made in advance and given to the Church Treasurer. When the item(s) is received, a copy of the packing slip is also to be given to the Treasurer.

The other card has a balance of \$500.00 and is used for the purchase of items for bereavement meal purposes, backpack ministry or purchase of items for Church activities and fellowships. The Secretary also controls this card and will allow Ministry Team leaders to use the card.

The card must be returned no longer than the day after it was to be used and a receipt is to be turned in for the purchase. A Reimbursement Form is to be used, showing the purpose and the person making the charge along with the receipt(s) attached to the back of the form. (See Section K Forms)

b. Staff Credit Cards:

The Finance Committee has authorized a credit card for Ministry purposes for the Senior Pastor, Associate Pastors and Children's Ministry Director.

Once the budget for a particular ministry or ministries has been approved by the church, each staff person or designated person who has been issued a credit card, may use it for purchases related to their applicable ministry.

When goods and services are procured for the church, the vendor should be requested to bill the church so payment can be made directly to the vendor. The church has established accounts with many local businesses that send monthly statements for payment.

Each month the Treasurer receives a master statement for each credit card and also receives a statement in the card holder's name. The Treasurer will send the card holder the individual statement to be used to submit a Credit Card Expenditure Form (See Section K Forms) with receipts and listing purpose of charges.

If the purchase is under \$500.00, the credit card holder may make charges at any time for ministry purposes. If an item cost more than \$500.00, the Staff must get approval from the Senior Pastor and notify the Treasurer of the charge. The Senior Pastor should notify the Treasurer and/or Chairman of the Finance Committee. Any purchase over \$1,000.00 must have prior approval by the Senior Pastor and Chairman of the Finance Committee. These notifications will help the Finance Committee in controlling expenditures and cash flow for the church.

In no case, will a Church Credit Card be used for personal purchases.

11. Emergency Situations:

In case of an emergency, the Chairman of the Finance may empower the Treasurer to spend money necessary to keep the Church functioning properly, after consulting with the Pastor, Chairman of Deacons, and the Chairman of the Building and Grounds Committee.

I. CEMETERY POLICY

1. Cemetery Committee:

The Cemetery Committee has the responsibility for all activities associated with planning and improving cemetery property, maintaining the cemetery area and appearance of the cemetery, assigning burial sites and maintaining records of the cemetery and burial sites assignment.

The Committee will be responsible to enforce Church policy of who is eligible to be buried in the church cemetery.

The Cemetery Committee, working with the Senior Pastor and Pastoral Staff, will represent the Church with site assignments and their families, funeral homes, and monument/marker companies.

2. Eligibility for Burial:

Members of Highland Baptist Church who are faithfully and continually participating in the ministries of the Church by their presence, their financial contribution to the Church and their service are eligible to be interred in the cemetery

Due to limited space, the use of the cemetery must be limited to Church members, their spouse, and minor children.

All burials will be subject to eligibility requirements and fees as determined by the Cemetery Committee and the Church.

The decision to allow a non-member to be buried in the church cemetery is at the sole discretion of the Cemetery Committee. The Committee will, however, be required to notify the Pastor and the Chairman of Deacons of such a decision to deny a request for burial and give an explanation of their decision.

An appeal may be made to the Deacons. They may overturn, the decision of the Cemetery Committee, but any such decision should be consistent with past decisions on burial matters.

3. Burial Site Authorization and Fees:

Authorization for burial is not a property right and may not be assigned or transferred to any other person.

Plots previously designated or requested, but not used for a particular family member or are no longer qualified may be re-designated by the Cemetery Committee.

There will be no fee for use of the cemetery by Church members.

A fee of \$1,000.00 per plot will be charge to non-church members. Due to limited space, this fee will apply to members of a Church members immediate family, if the deceased is over 18 years old and is not a member of Highland Baptist Church.

The Cemetery Committee may at its discretion, based upon circumstances, waive the fee or charge a reduced fee for the burial of a non-member.

If a member, who has the privilege of reserving one or more plots in the cemetery, with the maximum number designated by the Cemetery committee, moves his or her membership, this privilege is hereby revoked and cannot be transferred to anyone else.

4. Burials:

The Cemetery Committee needs to have at least a one-day advance notice of the need for interment and any applicable fees must be paid at this time.

The number of vaults in a single interment site will be limited to one.

No above ground crypt or vault is allowed.

Prior to each burial, the Cemetery Committee will lay off the site for excavation.

For interments, the opening and closing of the site and the removal of excess dirt will be the responsibility of the funeral director. Committee members will be present during the entire operation and will retain the option of keeping the dirt. The funeral director will assure that the grave is properly tamped so that the ground will not settle below its original configuration. If it does settle, the Cemetery Committee Chairman will contact the funeral director for corrective action.

The cemetery will be marked off in sections containing a specified number of grave sites and the Committee will be responsible to maintain records of used and unused grave sites.

The first area, Section "A", located on the south side of the cemetery, shall contain fifty plots, numbered 1-50, and shall be utilized first.

Plots will be chosen at the time needed, anywhere in Block "A". except for those in use or previously reserved. When choosing a plot in Section "A", the privilege of reserving additional plots may be granted.

When Section "A" is filled, and adjoining area, designated as Section "B" shall be marked off, utilizing the same guidelines as listed above for Section "A".

Additional sections will be marked off, using these same guidelines, until all available space is utilized.

The size of each plot will be 4' x 10'. In a single row, with a 4' walkway between rows. and between sections.

Tombstones, upright monuments, or monumental structures above ground will not be allowed.

All markers must be approved by the Cemetery Committee and must be of either stone or metal of uniform size, and shall be flush with the ground, to allow for mowing and maintenance.

Fencing surrounding any gravesite will not be allowed, nor will shrubbery, flowers, nor any other growth, be planted around any grave or the cemetery, unless permitted by the Committee.

The upkeep of individual graves, such as removal of grass before interment, excavation of the grave, replacing of grass after interment, removal of floral arrangements after the funeral, and filling-in of sunken earth, shall be the responsibility of the family.

The maintenance and upkeep of an individual grave after interments, shall be the responsibility of the family, whereas the general upkeep of the cemetery shall be the responsibility of the Cemetery committee.

The Cemetery Committee may remove old flowers, flower arrangements, trees and obstructions of any kind, on or around a grave.

J. EMERGENCY AND SAFETY POLICY

PURPOSE:

Our Spiritual mission depends on the health, safety and respect of our members, employees, visitors and the community.

The Emergency Procedure Manual will provide specific instructions in case of emergency situations in which we need to evacuate, take shelter or lock down the building. These procedures can effectively reduce the occurrence and impact of misbehavior, incidents, accidents, and injuries.

The purpose of the Safety Policies and Procedures for Highland Baptist is to provide protection and sanctuary for persons of all ages, including all members, visitors, staff, leadership, teachers, and volunteers throughout the Church Body. These Policies and Procedures apply to all activities that take place on the property and facilities of Highland Baptist Church.

All decisions to evacuate, take shelter within the building or lock down the building are made by the Safety Team Coordinator, Senior Pastor, Church Staff or any responsible adult in a leadership position within a group setting. In all emergency situations the policy is to be followed.

Please refer to the Safety Policies and Procedures Manual.

K. FORMS

The following pages are the various forms to use in conducting the business of the church. Copies for use are available from the Church Secretary

**HIGHLAND BAPTIST CHURCH
REIMBURSEMENT FORM**

DATE: _____

PAYABLE TO		
ADDRESS		
CITY/STATE/ZIP		
PURPOSE OF ITEMS PURCHASED		AMOUNT
		\$
TOTAL AMOUNT TO BE REIMBURSED		\$
Please submit to Treasurer with Receipts(s) attached to BACK of this Form		

**HIGHLAND BAPTIST CHURCH
EXPENDITURE REQUEST FORM**

This form is to be used by the Church Staff and all Ministry Teams requesting Budget or Non-Budget funds in excess of \$500.00

List below the amount and purpose of your expenditure request

Amount Requested \$ _____

Requested By _____
Name and Position

Date _____

Reviewed By _____
Senior Pastor

Date _____

Approved By _____
Finance Committee

Date _____

Instructions

- 1. Give the purpose of the Proposal. Be brief, but informative as possible. If handwritten,**
- 2. Please write legibly.**
- 3. List the amount you are requesting.**
- 4. At least one quote must be obtained for purchasing items over \$1000.00. If possible, obtain additional quotes.**
- 5. If more than one quote received, justify quote selected.**
- 6. Proposal and quotes should include shipping cost, installation costs and any other costs directly associated with the item**

CREDIT CARD EXPENDITURES FORM

Name:		Statement Date	00/00/0000
Date	Payee	Explanation	Amount
			\$
		Total Expenses	\$
		Summary	Total
		Children Ministry Expense	\$
		Maintenance/Equipment Expense	
		Miscellaneous Ministry Expense	
		Music & Worship Expense	
		Media/Technology Expense	
		Youth Ministry	
		Expense Report Total	\$

HIGHLAND BAPTIST CHURCH

TIME OFF REQUEST FORM

TO BE COMPLETED BY EMPLOYEE:

Date: _____

Employee's Name: _____

Department/Title: _____

Time Off Request: _____ Days Hours

Beginning on: _____

Ending on: _____

Reason for Request

Paid time off Compassionate leave

Sick Leave Home Office

Unpaid time off Maternity Leave

Vacation Time off in lieu

Other _____

Date: _____

Employee's signature: _____

TO BE COMPLETED BY SENIOR PASTOR:

SENIOR PASTOR REVIEW

Approved Rejected

Date: _____

Senior Pastor Signature: _____

If rejected, please list reason(s) _____

A copy of this form is to be return to employee, with original being filed in Church office.

HIGHLAND BAPTIST CHURCH

WEEKLY TIMESHEET - HOURLY EMPLOYEES

Week of: _____

Employee name:					Hourly pay:			
Title:					Senior Pastor:			
DAY	Start Time	Lunch Start	Lunch End	End Time	Vacation/ Sick leave	Regular Hours	Overtime hours	Total Hours Worked
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
WEEKLY TOTALS								
Employee signature:					Date:			
Senior Pastor signature:					Date:			

HIGHLAND BAPTIST CHURCH
FACILITY USE REQUEST FORM
(Non-Church Members)

Please return this completed form and return to our Church Office no later than 2 weeks prior to requested date. Thank You.

Name _____ Date: _____

Address: _____ City _____

State: _____ Zip Code: _____

Phone: _____ Email _____

Date(s) Requested _____ Start Time: _____ End Time _____

Requested Area/Room _____

Estimated Attendance _____

Purpose & Description of Event _____

Additional Comments _____

The person/organization requesting the use of Highland Baptist Church facilities hereby absolves Highland Baptist of New London, Inc., its Senior Pastor, Staff, Church leadership or members of the Church from any liability for personal injury to any individual resulting from the use of the Church facilities or Church property, and agrees to be responsible for any property damage that results during the use of our facilities. Any damage to the Church facilities/property is to be reported promptly to the Church office.

Signature of this form indicates acceptance of all applicable fees and guidelines.

Signature of Responsible Party

Date _____

FEES

Normally, Highland Baptist Church does not charge any fees for the use of our facilities, but based up the type of event, we reserve the right to charge a fee for the use of the facilities and a deposit may be required.

For those type of situations, the user will be notified of such fees when the event has been reviewed and approved by the Church staff.

RESPONSIBILITIES & REQUIREMENTS:

- A. There will be no use of tobacco products, alcoholic beverages or drugs of any type allowed in and on Church property.
- B. No one will be allowed on Church property if under the influence of any controlled substance. This includes alcohol and drugs.
- C. The use of nails, screws or adhesive tape without permission of the Church Staff is prohibited in all buildings.
- D. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure without Church staff approval.
- E. After using the facilities, return all tables, chairs, furniture and moveable items to the original position; pick up and collect and all trash and put in the dumpster located in the main parking lot. Turn off all lights, sweep and/or vacuum floors (Janitor Closet is located in the hall, just beyond the Welcome Center). Be sure that all doors are locked, and that the facility looks like it was when you arrived.
- F. Use of any church equipment must be approved in advance by Church staff and there may be an additional fee for use of said equipment.
- G. No one is permitted to borrow or remove any equipment from Highland Baptist Church property.
- H. Use of Church Kitchen:
 - a. No supplies or equipment may be used without approval of Church Staff. Ice may be used from the Ice Machine located in Kitchen closet,
 - b. Any approved items used must be washed and put in original place
 - c. All countertops must be wet wiped and dried.
 - d. Floor must be swept and mopped after event.
- I. Highland Baptist Church Staff will review the area used for the event and assess whether any additional cleaning or repairs will be needed.
- J. The requesting party will be notified, and an opportunity given to remedy the problems found.
- K. If any charge(s) for such additional cleaning or repairs are deemed necessary. an invoice will be sent to the requesting party. This will have to be paid before our facilities will be available to be used again.

Initial below that the above Responsibilities and Requirements have been reviewed

Responsible Party Initial _____ Highland Baptist Church Staff Initial _____

L. ADMENDMENTS

Section 1. Adoption/Amendment

These Policies and Procedures may be amended, altered, or repealed by a 75% majority vote of the members present and voting at any regular Business Meeting of the Church; provided, that such amendment, alteration, or repeal shall have been given to the Church Clerk in writing, and shall be presented to the Church at least four weeks prior to the time of the vote.

Section 2. Copies

A copy of these Policies and Procedures and any Amendments thereto shall be maintained by the Church Clerk and copies made available at the church office

M. STATEMENT OF PURPOSE

These Policies and Procedures have been prayerfully prepared and are presented to the Church for consideration and approval to enable the church to more effectively conduct its Spiritual and business affairs. They are not intended to cover every situation that may occur, nor are they intended to be a legalistic tool for actions that are neither Holy nor Christ-Like.

Any area not covered by these policies and procedures should be handled by the Senior Pastor and Deacons until such time an amendment is approved by the church.

However, in any situation, whether or not it is covered by Church By-Laws or Policies and Procedures, should be handled with love and concern for the parties involved, according to 2 Corinthians 14:50 and Ephesians 4:2-3; 32.

Revised Church Policies & Procedures – Approved 11/29/2020