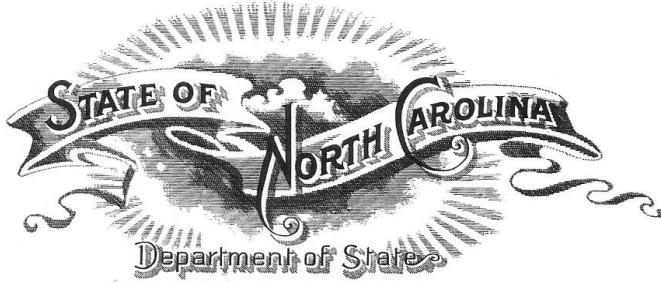


Table of Contents

CHARTER-FIRST BAPTIST CHURCH	3
CONSTITUTION AND BYLAWS	8
Policy A-1: Policies and Procedures	23
Policy A-2: Scholarship Program	25
Policy A-3: Garden of Memories Use	28
Policy A-4: Church Rolls	30
Policy B-1: Facilities Use for Non-Church Purposes	32
Policy B-2: Weddings.....	34
Policy B-3: Transportation in Support of Church Ministries	36
Policy B-4: Document Retention and Destruction	38
Policy B-5: Church Telephone and Internet Service	42
Policy C-2: Background Checks	44
Policy C-3: Staff Job Descriptions and Performance Evaluations	46
Policy C-4: Holiday, Vacation, and Personal Leave Days for Church Staff	48
Policy D-1: General Fund Budget Preparation and Execution	51
Policy D-3: Missions Support	53
Policy D-4: Credit Card Use	55
Policy E-1: Nursery, Students and Children’s Ministry	57
Policy E-2: Volunteer Leaders and Teachers for Programs for Minors	59
Policy E-3: Abuse	60
Form A-2 Scholarship Application.....	62
Form A-3.1 Garden of Memories Plaque/Memorial Service/Cremated Remains Requests	63
Form A-3.2 Garden of Memories Process for Purchasing Plaques.....	64
Form A-3.3 Garden of Memories Record of Plaques Purchased.....	66
Form A-4.1 New Membership Information - First Baptist Church – Troy, North Carolina	67
Form A-4.2 Membership Update Information - First Baptist Church – Troy, North Carolina.....	69
Form A-4.3 Personal Profile Status Change.....	71
Form A-4.4 Church Group/Activity Membership Roll Addition/Removal Request.....	72
Form B-1 Request for Use of Facilities for Non-Church Purposes.....	73
Form B-2 Request to Perform Wedding.....	76
Form B-3 Transportation Log & Trip Ticket	77
Form B-4 Document Retention and Destruction Guidelines.....	79

Form B-4.1	Financial Folder Verify Check Sheet.....	81
Form B-4.2	Ballot Tally Sheet	84
Form B-4.3	Shred/Trash Record	85
Form C-2.1	Background Screening Information & Authorization	87
Form C-2.2	Volunteer Screening Process Instructions	89
Form C-2.3	Background Screening Authorization Form for FirstPoint with Applicant Information...	91
Form C-2.4	Basic Order Process (<i>Staff use only</i>)	92
Form C-2.5	Paid Staff Data Sheet for FirstPoint	99
Form C-3.1:	Input Request for Annual Staff Performance Evaluation.....	100
Form C-4.1	Employee Leave Request and Leave Calculation Forms	101
Form D-1.1	Request for Approval to Expend Unbudgeted Funds	103
Form D-3	Mission Support (Local Discretionary Fund) Assistance Request.....	104
Form D-4	Credit Card Master Signature List.....	105
Form E-1.1	Students and Children's Participation Permission Form	106
Form E-1.2	Off-Site Activity Parent/Guardian Notification	109
Form E-2.1	Volunteer Leader and Teacher Application	110
Attachment:	Troy First Baptist Associate Pastor Job Description	111
Attachment:	Troy First Baptist Secretary Job Description	113
Attachment:	Troy First Baptist Video/Audio Assistant Job Description.....	115

CHARTER-FIRST BAPTIST CHURCH



To all to whom these presents shall come, Greeting:

I, Chad Eure, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached (Four (4) sheets) to be a true copy of the Certificate OF INCORPORATION OF

FIRST BAPTIST CHURCH OF TROY, N. C., INC.

and the probates thereon, as the same is taken from and compared with the original filed in this office on the 13th day of November A.D., 19 56.

In Witness Whereof, I have hereunto set my hand and affixed my official seal.

Done in Office, at Raleigh, this 13th day of November in the year of our Lord 19 56.




Secretary of State

79197

CERTIFICATE OF INCORPORATION
OF
FIRST BAPTIST CHURCH OF TROY, N. C., INC.

* * * * *

THIS IS TO CERTIFY That we, the undersigned, do hereby associate ourselves as an eleemosynary, non-profit, non-stock body corporate under and by virtue of Chapter 55 of the General statutes of North Carolina, entitled "Corporations", and the several amendments thereto, and for such purpose do hereby make, execute and adopt the following articles of incorporation:

I.

The name of the corporation is: FIRST BAPTIST CHURCH OF TROY, N. C., INC.

II.

The location of the principal office of the corporation is in the Town of Troy, County of Montgomery and state of North Carolina.

III.

The objects and purposes for which this corporation is formed are as follows:

- (a) To preach and teach the Gospel of Jesus Christ;
- (b) To carry on the work of a Baptist Church in all of its spiritual, benevolent, educational, philanthropic, civic, and social aspects and activities;
- (c) To promote the spiritual welfare of all people and to disseminate the Word of God to the people of all nations, in

conformity with the principles of a Baptist Church;

(d) To operate private schools for the instruction of youth in courses generally given in the public schools and, if so desired, biblical instruction;

(e) To operate day nurseries for taking care of and instruction young children;

(f) To accept donations, contributions and gifts of all kinds of property, whether real, personal or mixed, and to rent, lease, purchase or otherwise acquire, mortgage, sell and convey all kinds of property, whether real, personal or mixed, and to rent, lease, purchase or otherwise acquire, mortgage, sell and convey all kinds of property, whether real, personal or mixed, or any interest or estate therein in this state or in any of the states of the United States, territories or dependencies;

(g) To erect, operate, control and maintain A. M. and F. M., or either, radio broadcast stations, and to erect, operate, control and maintain television broadcast station or stations, for the purpose of promoting the religious, benevolent, educational, philanthropic, civic, social and other activities of this corporation;

And in order to properly carry out and prosecute the objects and purposes above set forth, the corporation shall have full power and authority to purchase, lease, and otherwise acquire, hold, mortgage, convey, and otherwise dispose of all kinds of property, both real and personal, both in this state and in all other states, territories and dependencies of the United States, and said corporation shall be entitled to enjoy all rights, privileges, powers and immunities granted by the laws of the state of North Carolina to corporations formed in like manner, whether the same are enumerated herein or not, and to do and perform all acts which may be deemed necessary or expedient for the proper and successful prosecution of the objects and purposes for which this corporation is created.

79197

This corporation shall be an eleemosynary, non-profit, non-stock corporation. All present members of the First Baptist Church of Troy, N. C., Inc. shall be charter members of this corporation and all persons accepted in the future as members of said church shall also be members of this corporation so long as they retain membership in said church.

V.

The persons now and hereafter serving as members of the Board of Trustees of the First Baptist Church of Troy, N. C., Inc. shall ex officia constitute the Board of Directors of this corporation.

VI.

The final authority for the operation and management of the spiritual, business and other affairs of this corporation shall be vested in the membership of First Baptist Church of Troy, N.C., Inc., but the Board of Directors of this corporation shall promulgate necessary by-laws, subject to the approval of the members of this corporation, and said by-laws may be amended or rescinded at any regular Church Conference by a majority vote of the members present, provided notice of any proposed changes or amendments shall have been given to the church membership by notice of same having been published in the church bulletin of the Sunday preceding the regular Church Conference.

VII.

The duration of this corporation shall be unlimited.

VIII.

The names and addresses of the incorporators of this corporation are as follows:

NAME	ADDRESS
John L. Allen	Troy, N. C.
James Cranford	Troy, N. C.

79197

NAME	ADDRESS
E. A. Pipkin, Sr.	Troy, N. C.
Connie Pridgen	Troy N. C.
Austin Garriss	Troy, N. C.
A. E. Willis	Troy, N. C.

IN TESTIMONY WHEREOF, we have hereunto set our hands and affixed our seals, this the 10th day of November, 1956.

John L. Allen	(SEAL)
James Cranford	(SEAL)
E. A. Pipkin, sr.	(SEAL)
Connie Pridgen	(SEAL)
Austin Garriss	(SEAL)
A. E. Willis	(SEAL)

NORTH CAROLINA
MONTGOMERY COUNTY.

This is to certify that on the 10th day of November, 1956, before me, Deputy Clerk Superior Court of said County, personally appeared, John L. Allen, James Cranford, E. A. Pipkin, Sr., Connie Pridgen, Austin Garriss, and A. E. Willis, who, I am satisfied are the persons named in and who executed the foregoing certificate of incorporation of First Baptist Church of Troy, N. C., Inc., and I having first made known to them the contents thereof, they did each acknowledge that they signed, sealed and delivered the same as their voluntary act and deed, for the uses and purposes therein expressed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, this the 10th day of November, 1956.

(OFFICIAL SEAL)	Sara Russell, Deputy Clerk of Superior Court

FILED NOV 13 1956

THAD EURE

SECRETARY OF STATE

CONSTITUTION AND BYLAWS

First Baptist Church Troy, NC

CONSTITUTION

Preamble

We the members of the church, declare and establish this constitution to preserve and secure the principles of our faith, and to govern this body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this church in its relation to other churches.

Mission Statement

Troy First Baptist Church is Christ-Centered, Bible-Based and focused on the Great Commission, evangelizing the lost and discipling the saved.

Article I

Name

This organization shall be known as the First Baptist Church of Troy, Montgomery County, North Carolina. As a corporation, the official name shall be First Baptist Church of Troy, North Carolina, Inc.

Article II

Objectives

The objectives of the body shall be:

- To provide regular opportunities for public worship
- To sustain the ordinances, doctrines, and ethics set forth in the Bible
- To nurture its members through a program of Christian education
- To channel its offerings to the support of God's kingdom
- To preach and promote among all people the gospel of the revelation of God through Jesus Christ as Savior and Lord

Article III

Statement of Faith

We believe that the Holy Bible is the inspired, inerrant, and infallible word of God as defined by the Baptist Faith and Message of 2000. This church, as a body of baptized believers in Jesus Christ, commits itself to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and The Lord's Supper.

Article IV Relationships

The government of this church is vested in the body of believers who compose it. Insofar as is practical, this church will cooperate with and support the Stanly-Montgomery Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention.

BYLAWS

I. MEMBERSHIP

The membership of this church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, and who have been received by vote of the church.

Section 1 Any person may offer himself/herself as a candidate for membership in this church. All candidates shall present themselves to the church at a regular worship service in any of the following ways:

- a. By profession of faith and as a candidate for baptism according to the policies of this church
- b. By promise of letter of recommendation from another Baptist church
- c. By statement of prior conversion experience and baptism by immersion

Section 2 Membership shall be terminated only in the following ways:

- a. Death
- b. Transfer to another Baptist church by letter
- c. Exclusion by action of this church
- d. Personal request
- e. Uniting with a church of another faith

- Section 3 The membership reserves the exclusive right to determine who shall be members of this church and the conditions of membership. Should there be any dissent as to a candidate, such dissent should be referred to the Board of Deacons for investigation and the making of a recommendation to the church within thirty (30) days. A two-thirds affirmative vote of those church members present and voting shall be required to elect such candidates to membership.
- Section 4 Every member of this church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. No absentee ballots will be permitted.

II. CHURCH OFFICERS

A. PASTOR

The pastor shall be responsible for the spiritual ministry of the church. The pastor shall be the administrative head of the church subject to this constitution and by-laws. The church body is the final authority; however, the pastor is directly responsible to the deacons. The pastor shall be an ex-officio member of all committees, organizations, and departments, and a non-voting member of the Nominating Committee. The pastor shall be evaluated by the deacons, using an evaluation form, in the month of August each year. The chairman and vice-chairman shall review the evaluation with the Board of Deacons and then meet with the pastor no later than August 31 to discuss the evaluation.

- Section 1 Selection: Whenever a vacancy occurs, a Pastor Selection Committee shall be elected from the church membership at large. This committee shall be formed in the following manner:
- a. This committee will consist of five (5) members to be elected as follows:
 - 1. The Board of Deacons will designate the date of nomination
 - 2. At this meeting, each church member present may nominate five (5) people by writing the names on a prepared ballot. The ten (10) members receiving the most nominations will become the candidates for the Pastor Selection Committee.
 - 3. The Board of Deacons will designate the date of election.
 - 4. At this meeting each church member present may vote for five (5) candidates. The five (5) candidates receiving the most votes will become the Pastor Selection Committee.
 - 5. The sixth candidate shall be the named alternate.
 - b. The committee will elect a chairman from its membership.
 - c. Beginning two weeks after the Pastor Search Committee is formed, the Pastor Search Committee shall have the responsibility of finding/hiring supply pastors for services

and recommending an interim pastor during times when there is no pastor employed to fill that position.

- d. The Deacons shall be responsible for finding/hiring supply pastors until two weeks after the Pastor Selection Committee is formed.
- e. The Deacons shall develop a compensation rate for supply pastors. The pay for the supply pastors shall come from the pastors pay line item from the budget.
- f. The Pastor Selection Committee will develop a compensation package for an interim pastor to be approved by the church prior to presenting a candidate for an interim position.
- g. The Finance committee shall develop a compensation package for a full-time pastor within six weeks of the organization of the pastor selection committee. Upon the church's approval, the Pastor Selection Committee is authorized to offer up to the maximum of the church's authorization. Any increases or amendments to the new pastor's pay package must be approved by the church
- h. Expenses related to the search for a supply, interim, and full-time pastor shall be drawn from the Pastor's salary or travel line item in the church budget.
- i. The interim pastor shall not be considered for the position of full-time pastor.
- j. The vote to call may be conducted the same day as the "trial sermon" as long as the trial sermon and voting has received a two-week advance notice to the church. The vote will occur during a regular business meeting or a called business meeting. The recommendation to the church to hire an interim/full-time pastor comes from the Pastor Selection Committee.
- k. The Pastor Selection Committee shall be responsible for bringing one nomination at a time to the church. This should be a candidate recommended unanimously by the Pastor Selection Committee. Voting shall be by ballot with an affirmative vote of two-thirds of the members present and voting necessary for election.
- l. Should the recommended nominee fail to receive the two-thirds vote, the Pastor Selection Committee will seek another candidate.

Pastor Removal

The Pastor may be dismissed if he becomes spiritually unqualified, physically incapacitated, or his inability to serve is established. The removal of a pastor will be either by the unanimous vote of the

Board of Deacons, or by a three-fourths majority vote of the congregation at a meeting called for that purpose.

B. OTHER CHURCH STAFF

Section 1 Selection: This church shall call or employ such staff members as the church shall need. Staff members, other than the pastor, shall be recommended by the Personnel Committee to the Board of Deacons for action by the church. In the case of selection of a Minister of Music or a Minister of Students & Children, at least one representative of the Music Committee and one representative of the Youth and Children Committees will be selected by those committees respectively to serve with the Personnel Committee in making the selection and nomination to the Deacons.

C. DEACONS

Deacons shall be chosen in accordance with principles set forth in the New Testament.

Section 1 Selection: The Board of Deacons shall be composed of twelve (12) members who will be elected for a term of three (3) years with one-third of the number elected annually. The Board of Deacons will elect its officers each September. Qualified nominees include persons who have been a member of First Baptist Church of Troy for at least one (1) year, have not served on the Deacon Board during the immediate past year and are not a paid staff person or an immediate family member (spouse, child, sibling, spouse of a sibling or parent) of a paid staff person of the First Baptist Church of Troy. Deacons shall be nominated and elected in the following manner:

- a. Nominations will be made by members of the church on the last Sunday in July.
- b. Each member present will be entitled to nominate four (4) persons by writing the names on a prepared ballot.
- c. The names of the eight (8) persons receiving the greatest number of nominations shall be announced to the church on the next Sunday morning following their nomination and shall be submitted to the church for election by ballot on the second Sunday in August. Church members will be entitled to vote for four (4) nominees and the four (4) receiving the greatest number of votes will be elected.
- d. If a vacancy should occur on the Board of Deacons more than six (6) months prior to the expiration of a term, that vacancy shall be filled with the person who received the greatest number of votes at the last election.
- e. Should a vacancy of more than 6 months unexpired term on the Deacon Board occur while a current deacon election is in progress, that current election shall be considered the "last election" for purpose of filling that vacancy. "In progress" is interpreted to be any time after notice is given that nominations are to be held the following Sunday through the final election of the new deacons.

- Section 2 Duties: Deacons shall at all times consider themselves as servants of the church. With the pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress including oversight of the discipline of the church. They shall establish and maintain spiritual fraternal relations with all members of the church; assist the pastor in observance of the ordinances; have general oversight over the upkeep, repair and use of the church property and supervise the financial program of the church. They shall be a sounding committee for all committees and staff members of the church. They shall arrange for regular meetings and such committees as are necessary to the discharge of their duties. The chairman of the deacons may call the deacons into special session whenever need for such arises.
- Section 3 The Chairman of the Board of Deacons shall serve as the President of the Corporation. The Vice-Chairman shall serve as the Secretary of the Corporation.

D. TRUSTEES

- Section 1 Selection: There shall be six (6) trustees. They will serve on a rotating basis. The term in office will be three (3) years. Two will be elected each year. Qualified nominees include persons who have been a member of First Baptist Church of Troy for at least one (1) year and have not served as a trustee during the immediate past year. Trustees will be elected at the same time and in the same manner as deacons:
- a. Nominations will be made by members of the church on the last Sunday in July.
 - b. Each member present will be entitled to nominate two (2) persons by writing the names on prepared ballot.
 - c. The names of the four (4) persons receiving the greatest number of nominations shall be announced to the church on the next Sunday morning following their nomination and shall be submitted to the church for election by ballot on the second Sunday in August. Church members present will be entitled to vote for two (2) nominees and the two (2) receiving the greatest number of votes will be elected.
 - d. If a vacancy should occur in the elected trustees more than six (6) months prior to the expiration of a term, that vacancy shall be filled with the person who received the next greatest number of votes at the last election.
 - e. Should a vacancy of more than 6 months unexpired term with the Trustees occur while a current trustee election is in progress, that current election shall be considered the "last election" for purpose of filling that vacancy. "In progress" is interpreted to be any time after notice is given that nominations are to be held the following Sunday through the final election of the new trustees.
- Section 2 Duties: Trustees shall hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, rent, or transfer any property with a title or deed without a

specific vote of the church. It shall be the function of the trustees to affix their signatures to legal documents where the signatures of trustees are required. The past chairman shall call a meeting in September for the purpose of electing a chairman.

E. CHURCH CLERK

Section 1 The clerk shall be elected annually.

Section 2 Duties: The clerk shall attend business meetings of the church and keep a record of the proceedings. Other responsibilities will include:

- a. Keeping an accurate roll of members with pertinent information
- b. Keeping a record of baptisms
- c. Issuing letters of dismissal
- d. Supervising the preparation of the annual associational letter
- e. Supervising the preserving of valuable papers and records
- f. Supervising the preserving of a history of the church
- g. Supervising the filing of pertinent data in the church office

Section 3 In the absence of the clerk, the moderator will appoint a substitute clerk for that meeting.

F. TREASURER

Section 1 Selection: The treasurer shall be elected annually, not to serve over two (2) consecutive years. He/she may be eligible for reelection after a lapse of 1 year.

Section 2 Duties: The treasurer shall be chairman of the church finance committee and custodian of all church funds. The treasurer shall be responsible for a monthly financial report to the church.

G. MODERATOR

Section 1 The moderator shall be elected annually, not to serve over two (2) consecutive years. He/she may be eligible for reelection after a lapse of 1 year.

Section 2 Duties: The moderator shall preside at all church business meetings. In the absence of the moderator, the Vice-Chairman of the Deacons shall serve as moderator for that meeting.

H. DIRECTOR OF SUNDAY SCHOOL

- Section 1 Selection: The Director of Sunday School will be elected annually, not to serve over two (2) consecutive years. He/she may be eligible for reelection after a lapse of 1 year.
- Section 2 Duties: The Director of Sunday School shall have general oversight of the entire Sunday School, and shall administer its affairs in cooperation with and according to plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to approval of the local church.

I. DIRECTOR OF THE WOMAN'S MISSIONARY UNION (WMU)

- Section 1 Selection: The Director of the Women's Missionary Union shall be elected by WMU membership annually, not to serve over two (2) consecutive years. She may be eligible for reelection after a lapse of 1 year. The term will be from the Sept 1 until Sept 1 of the following year.
- Section 2 Duties: The Director of the Woman's Missionary Union shall administer a program of missions, training, giving, and activity according to plans promoted by the Woman's Missionary Union, Auxiliary to the Southern Baptist Convention.

J. BOARD OF USHERS

- Section 1 Selection: The chairman will be elected annually, not to serve over two (2) consecutive years. He/she may be elected again after a lapse of 1 year.
- Section 2 Duties: There shall be a chairman and two vice-chairmen of the board of ushers and as many members as necessary. The ushers will be divided into three groups, serving on a monthly rotating basis. Each group will have a captain and will be responsible for ushering at church activities for four (4) months each year. They shall act as goodwill ambassadors and endeavor to make all members and visitors welcome and the services as enjoyable and comfortable as possible.

K. FINANCIAL SECRETARY

- Section 1 The staff secretary will perform the duties of the financial secretary.
- Section 2 The financial secretary shall prepare envelopes for distribution to church members and contributors, receive empty offering envelopes (what does this mean???) and maintain a weekly record of individual contributions, prepare and mail/email/post to each contributor an annual statement of contributions.

III. GENERAL CHURCH COMMITTEES**A. GENERAL STATEMENT**

- Section 1 All church committee members shall be recommended by the Nominating Committee and elected by the church. All committees shall have a chairperson elected by the Nominating Committee.
- Section 2 All committee reports will be forwarded to the Board of Deacons for review and upon approval will recommend to the church for the final decision.

B. STANDING COMMITTEES

- Section 1 The Advertising/Publicity Committee Duties
- Promote good relations among the membership
 - Encourage and set example for making visitors and guests feel welcome
 - Promote the First Baptist Church of Troy and its activities through newspaper articles and other media communications as appropriate
 - Help create a positive image for the church in the community
 - Make the community aware of the First Baptist Church of Troy and its location
- Section 2 The Audio-Visual Committee Duties
- Become familiar with the proper operation of equipment used in church worship programs
 - Schedule at least one (1) member for equipment operation for each Sunday morning worship service and at all other church services when the equipment is to be used
 - Report any problems with the equipment to the deacons
 - Secure audio-visual equipment and arrange for inventory and control of all items
- Section 3 The Baptism Committee Duties
- To prepare baptistry, dressing rooms and robes, and to assist the candidates
- Section 4 The Building & Grounds Committee Duties
- To make recommendations concerning maintenance of buildings and grounds
 - To supervise maintenance and repair work as authorized by the church
 - To supervise the work of the custodian and grounds keeper
 - To do an annual written evaluation of the custodian and the grounds keeper
- Section 5 The Children's Committee Duties
- Work with staff members to plan and supervise all general activities for the children of the church
 - To promote the Baptist doctrine and beliefs
 - The Minister of Students and Children shall be an ex-officio member of the committee

- Section 6 The Children's Church Committee Duties
- a. Solicit and schedule leaders for Children's Church
 - b. Develop the curriculum for ages 3 through Kindergarten
- Section 7 The Condolence Committee Duties
- a. To provide flowers for a deceased member or a member's deceased parent, spouse, or child
 - b. To provide assistance, care, food, and other necessary duties in the event of death or serious illness
 - c. To prepare and serve one meal for the family of the deceased on the day of the funeral with the meal to be paid for by the church
- Section 8 The Extension Committee Duties
- a. To minister to shut-ins and others who cannot attend church
 - b. To be responsible for other extension activities as opportunities may arise
 - c. To be responsible for maintaining whatever contact is appropriate with non-resident members of the church
- Section 9 The Finance Committee Duties
- a. To prepare and recommend a church budget and present it to the deacons at their November meeting each year
 - b. To count, record, and deposit receipts
 - c. To approve requests for church supplies and equipment
 - d. To pay church salaries and bills
 - e. To compile monthly financial records
 - f. This committee shall include at least one active deacon
 - g. Responsible for professional audit of financial records as deemed necessary
- Section 10 The Flower Committee Duties
- a. To be responsible for church decorations for special services (Christmas & Easter)
 - b. To be responsible for information in the church bulletin regarding gifts of memorial and honorary flowers
- Section 11 The Food Pantry Committee Duties
- a. Solicit and schedule workers
 - b. Organize food drives
 - c. Maintain food inventory
 - d. Develop and maintain distribution policies
- Section 12 The Hospitality Committee Duties
- a. To provide Sunday School greeters
 - b. To maintain a schedule relating to this work

Section 13 The Kitchen Committee Duties

- a. To schedule use of kitchen facilities
- b. To keep the kitchen clean
- c. To make recommendations regarding kitchen equipment
- d. To maintain an inventory of kitchen supplies

Section 14 The Licensing and Ordaining Committee Duties

- a. Make recommendations for students preparing for church related vocations, going to seminary or other institutions of higher learning
- b. Make recommendations regarding licensing and ordaining ministers, (including staff persons)
- c. Give assistance regarding ordination and training of deacons as needed
- d. Be responsible for securing and preparing Bibles, certificates, copies of "The Baptist Faith & Message" as needed
- e. The committee shall receive requests for the above only from persons who have been members of First Baptist Church of Troy for at least a one-year period. The one exception would be in case the pastor of our church was unordained at the time he became pastor of our church.

Section 15 The Lord's Supper Committee Duties

- a. To make arrangements for the observance of The Lord's Supper.
- b. To care for equipment.

Section 16 The Music/Choir Committee Duties

- a. To assist and advise the Minister of Music
- b. To make recommendations regarding the music ministry

Section 17 The Nominating Committee Duties

- a. The Nominating Committee will consist of four (4) persons, plus the Sunday School Director, Baptist Men Director, and WMU Director (who will be elected September). They shall be elected by ballot each year and shall not serve over two (2) years in succession. The same procedure as electing deacons shall be followed. An election shall be held the second Sunday in May and the final ballot taken the fourth Sunday in May.
- b. This committee shall have the responsibility of recommending persons for all volunteer positions to be elected by the church.

Section 18 The Nursery Committee Duties

- a. To maintain general oversight and supervision of the nursery facilities, equipment, and supplies

Section 19 The Personnel Committee Duties

- a. The Personnel Committee will consist of five (5) persons, nominated by the Nominating Committee, with at least one (1) of those persons being from the current deacon board. (See II. B. Section 1 for special situations)
- b. To recommend needed paid staff positions
- c. To write a job description for each paid staff position with the exception of the pastor and annually review these job descriptions with any changes being recommended to the deacons for church approval
- d. To recommend persons for employment with the exception of pastor
- e. To make recommendations regarding staff salaries, vacations, fringe benefits, etc
- f. To act as coordinators between staff and church members
- g. To develop and maintain a personnel policy manual
- h. To evaluate paid staff members, other than the pastor, annually

Section 20 The Recreation Committee Duties

- a. To plan and supervise all recreational activities for the members of the church
- b. To be responsible for the care and inventory of all recreation equipment

Section 21 The Seniors Together Committee Duties

- a. To plan and supervise activities for the Senior Adults

Section 22 The Social Committee Duties

- a. To provide for meals and lodging arrangements of visiting ministers, choirs, and other church workers
- b. To plan and direct church social events

Section 23 The Transportation Committee Duties

- a. To keep the church owned vehicles in good repair
- b. To schedule drivers for the church services when the church owned vehicles are used to bring the people to these services
- c. To oversee and permit the use of the church owned vehicles
- d. To see that licenses, inspections and routine maintenance are kept up to date

Section 24 The Vacation Bible School Committee Duties

- a. To be responsible for the overall organization and administration of the Vacation Bible School
- b. The Minister of Students and Children shall be a member of the VBS committee

Section 25 The Youth Committee Duties

- a. To work in close cooperation with the pastor, minister of children & youth, and any other staff members in the overall program of youth work
- b. To assist in the planning and promotion of all special youth activities

C. SPECIAL COMMITTEES

- Section 1 Selection: Special Committees, if necessary, will be recommended by the Deacons and elected by the church.
- Section 2 Special committee members will be appointed by the Deacons or chosen by Nominating Committee.

IV. PROGRAM ORGANIZATION

A. GENERAL STATEMENT

All organizations shall be under church control, all officers being elected by the church and reporting regularly to the church.

B. SUNDAY SCHOOL

There shall be a Sunday School, divided into departments and classes for all ages and conducted under the supervision of the Sunday School Director. The task of the Sunday School will be to teach the Bible and to provide and interpret information regarding the work of the church and the denomination.

C. WOMAN'S MISSIONARY UNION

There shall be a Woman's Missionary Union. The task of the Woman's Missionary Union shall be to teach missions, engage in mission action, support world missions through praying and giving, and to provide and interpret information regarding the work of the church and the denomination.

D. BAPTIST MEN

There may be a Baptist Men organization with officers and organizations needed. The task of the Baptist Men shall be to foster missions and to enlist the men of the church in an active program of Christian service.

V. ORDINANCES

A. BAPTISM

Baptism is a symbolic act of obedience, whereby a person who has accepted Jesus Christ as Savior and Lord pictures a burial of sin and resurrection to new life through the death, burial, and resurrection of Jesus Christ in our stead. A person who has received Jesus Christ as Savior by present faith, who has professed Him publicly at any worship service, and who has indicated a commitment to follow Christ as Lord, shall be received for baptism. The process shall be as follows:

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the pastor or whomever the church shall authorize.
3. Baptism shall be administered as an act of worship during any worship service.

B. 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, commemorate the death of Jesus Christ and anticipate His second coming. The process of observing The Lord's Supper shall be as follows:

1. The Lord's Supper shall be observed at least once a quarter.
2. The pastor and deacons shall be responsible for administering The Lord's Supper.

VI. CHURCH MEETINGS**A. WORSHIP SERVICES**

The church shall meet regularly Sunday morning, Sunday evening, and Wednesday evening for the worship of God. These meetings shall be conducted under the direction of the pastor. Any services being called off or changed must be approved by the deacons.

B. SPECIAL SERVICES

Revival services and any other church meetings which are essential to the promotion of the objectives of the church shall be placed on the calendar. Revival speakers shall be recommended by the pastor and deacons.

C. DEACONS MEETINGS**Section 1 Schedule**

- a. The Board of Deacons shall meet in regular session on Tuesday after the first Sunday of each month. At this meeting the deacons will review all committee actions and consider any other action necessary to promote the work of the church.
- b. Any persons having items for the Deacons meeting agenda should present them to a deacon at least 48 hours prior to the meeting in order to give time to obtain information necessary to make informed decisions. If there is an item considered an "emergency" situation one may call the Chairman of Deacons after the 48 hours with all available information.
- c. Deacon recommendations will be on the agenda for the regular monthly business meeting. The agenda will be announced in the bulletin on Sunday prior to this meeting.

D. CHURCH BUSINESS MEETINGS

Section 1 The church shall meet in regular business session on the third Sunday of each month. The meeting date for a regular monthly business meeting may be changed when circumstances warrant. Such a change must be approved by the Board of Deacons and announced to the membership at least two weeks prior to the new meeting date. Recommendations from the Board of Deacons will be considered at this time. Any other church business may be discussed. Only members present shall be eligible to vote.

There shall be no absentee voting. Section 2 Robert's Rules of Order Newly Revised shall govern the proceedings of the church in all cases not provided for in these bylaws and any special rules of order the church may adopt.

Section 2 A quorum shall consist of fifteen percent (15%) of church membership.

VII. AMENDMENTS

These bylaws may be amended at any regular business meeting of the church by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular business meeting and signed by two (2) members.

VIII. ADOPTION

This Constitution and Bylaws shall be considered adopted and in immediate effect when a majority of the members present and voting favor same. Adoption shall affect a repeal of all previously adopted constitutions and bylaws.

IX. REVIEW

There shall be a special committee of at least three (3) elected by the Deacons from the church membership every five years to study the Constitution and By-Laws and make recommendations to the church for any change they deem necessary.

Reviewed by The Constitution & Bylaws Review Committee – August & September 2018

Gene Griffith
Jeff Hartman

Harry McRae
Earle Poole

Todd Reece

Policy A-1: Policies and Procedures

Purpose: To establish and make accessible those policies and procedures that guide conducting the ministry of the church in a safe, legal, fair, and effective manner.

Responsible: Board of Deacons; Secretary

Policy:

The Board of Deacons will oversee the creation and maintenance of a manual which shall contain the church constitution and bylaws and all other currently controlling policies and procedures governing relevant aspects of the church's affairs, including administration, financial management, use of facilities, and human resources practices. Recognizing that not every circumstance can be foreseen, the church maintains the right to modify established policies and procedures. The following general guidance applies:

1. Each policy should make work for staff and volunteers **easier not harder**.
 - Mark 2:27 says "The Sabbath was made for man, not man for the Sabbath." Like the Sabbath, each guideline is to set workers **free, not enslave them**. The Church is not the military, a top-down organization that demands conformity, or even a business with employees who are getting paid to do exactly what the boss wants how he or she wants it done. The Church is a body, an organism that trusts members to serve the body with excellence in an area where they probably have more expertise and experience than the policy makers.
2. The general guideline for each policy should be **less is more**.
 - The saying goes, "Brevity is the soul of wit." Rather than weigh down volunteers with pages of regulations that probably won't get read, policies should simply give important steps on **what must not be done** and **what must be done**, and **not** necessarily **how it is to be done**. Like the instructions for a game, the "rules" give the players the point of the game and general guidelines, but not the strategy. And **the shorter the better**. Most policies should be less than one page, clear and concise more like a checklist than a book of tax codes. Bullet points, not pages.
3. The general tone of each policy should be **positive not negative**.
 - Like the Word of God that is more interested in what we **do** – "love God" – than what we **don't do** – the "thou shalt nots" – our policies should generally tell members what is expected more than what is forbidden, clearly defining the desired end (like who wins the game and how) and how to get there (what each turn of the game looks like). We want our policies to **encourage not discourage** workers, to motivate them to do their best for the Lord, not to frustrate them into quitting. To paraphrase John 8:32, "You shall read the policy, and the policy shall *set you free*." Free to do one's best and to know one has done the job well.

Procedures:

An ad-hoc committee and committee chairperson will be appointed annually in September by the Board of Deacons to establish, document, and periodically review policies and procedures. The committee will include two deacons, a trustee who is not a deacon; the pastors, the secretary, and as applicable the chairpersons of affected committees and others as deemed appropriate.

The committee will draft proposed new policies and procedures in the attached format and submit them to the Board of Deacons for final approval.

Policies will be numbered within sections as follows:

- A. Church Organization and Structure
- B. General Church Policies
- C. Personnel Policies
- D. Financial Management Policies
- E. Students and Children's Policies
- F. All Other Policies

Forms will use the number of the Policy with an additional digit. E.g. Policy A-1; Forms A-1.1, Form A-1.2, etc.

Policies and Procedures become effective when signed by the Committee Chairman and the Chairman of the Board of Deacons.

The committee will review annually, or when a need arises, the policies and procedure in effect and recommend any proposed changes to the Board of Deacons. Changes to existing policies will be incorporated in the policy document, signed with the new effective date and replace the old policy in the manual. Superseded policies will be archived electronically.

The secretary will maintain the manual consisting of a table of contents, the current version of the church constitution and bylaws and all currently effective policies and procedures in a loose-leaf binder for ease of use and to simplify making changes. The Manual will be accessible to all church members and staff. In the future, the Manual will be transitioned to a digital format and made available online. Members and staff are encouraged to advise the Deacons of the need to establish, document, or modify Policies and Procedures.

Policy A-2: Scholarship Program

Purpose: To establish the policy and procedures for administration of the FIRST BAPTIST CHURCH OF TROY Scholarship Program

Responsible: Board of Deacons; Scholarship Committee

Policies:

The church has established a scholarship program to assist youth in achieving their post-secondary educational goals. The program is available to youth who meet the following criteria:

- Are active members of Troy First Baptist Church who regularly attend Sunday School and Worship Services (except when away at school)
- Are between the ages of 17 and 23 and who have earned a high school diploma or its equivalent
- Are enrolled full time (12 credit hours or more) or a minimum of half time (6 to 11 credit hours) in a degree program at an accredited two- or four-year college or university; or the equivalent number of credit hours in a certificate program at an accredited college or university

Youth meeting the above criteria may be awarded up to \$1,000 per academic year (\$500 per semester) for full time; or \$500 per academic year (\$250 per semester) for half time.

Scholarship Funding

The FIRST BAPTIST CHURCH TROY SCHOLARSHIP FUND was established in February 2000 with the NC Baptist Foundation (NCBF) from contributions made by church members. In addition to investment earnings, contributions may be made to the church's local designated scholarship fund for further investment in the NCBF scholarship account. In December 2019 an Oliver B. & Anon Fox Deaton Endowment Fund #011823 with First Baptist Church listed as a thirty percent beneficiary was created with NCBF. Thirty-three percent of the benefits received by the church from this Deaton Endowment are designated for the Scholarship Fund, with the remainder going to the building fund and the WMU for missions.

The market value of the FIRST BAPTIST CHURCH of TROY SCHOLARSHIP Fund managed by NCBF is determined each year as of January 1. Five percent of that amount is then divided into two equal payments, sent to TFBC on July 31 and December 31. Commencing in 2019, the proceeds from the Deaton Endowment are sent to TFBC on July 31 and December 31. The proceeds from both funds are deposited into the local designated scholarship account, from which awards are made. Excess cash may accumulate in this account from donations or distributions in excess of awards.

The semi-annual payment from both the FIRST BAPTIST CHURCH TROY SCHOLARSHIP FUND and the Deaton Endowment Fund is the maximum amount which the scholarship committee is authorized to

award for each semester of the academic year, except as noted in para d. below. For example, as of January 1, 2021, the value of the FIRST BAPTIST CHURCH TROY SCHOLARSHIP FUND was approximately \$65,000. Five percent of that amount is \$3,250. Half of that amount, \$1,625, will be paid to the church July 31st, and is available to award for the fall 2021 semester. The other half, \$1,625, will be paid to the church December 31st, and is available to award for the spring 2022 semester. The benefit from the Deaton Endowment designated for the scholarship fund is approximately \$450 sent in both July and December. Thus, the committee has approximately \$2,075 to award for each semester, the fall of 2021, and the spring of 2022.

Scholarship Committee

The Scholarship Committee comprises three Deacons appointed by the Board of Deacons with one member from each of the three-year term expiration dates. The Scholarship Committee performs the following functions:

- Solicits applications for scholarships from church youth
- Determines eligibility of applicants
- Determines the amount to be awarded to each applicant
- Provides a record of scholarship awards to the church secretary
- Recovers any scholarship funds from youth who fail to complete the covered term
- Manages excess funds in the designated account including re-investment in the Scholarship Fund managed by NCBF

Procedures:

The committee will coordinate with the church secretary to advertise in the newsletter and bulletin each July/August and January/February for applicants for a scholarship award.

Applicants must complete **Form A-2 Scholarship Application** each semester and submit it along with a copy of their official class schedule to the church secretary.

The committee will determine the category for each applicant: full or part time, type of school, program in which enrolled and amount of award. When eligible applicants have been determined, they will be notified, and checks written.

To determine the amount of each award:

- a. Calculate the amount to fully fund all approved requests.
- b. Determine the amount available to award (semi-annual payments from the Scholarship Fund and Deaton Endowment). If funding is sufficient, award the full amount to each recipient.

- c. If the amount available to award is less than the amount to fully fund approved requests, divide the amount determined in b. by the amount determined in a. Multiply each approved request by this fraction to determine the amount of each award. For example, there are five applicants. Four qualify as full-time students and one as part time. For the semester, \$500 per full time applicant and \$250 per part time applicant is needed for full funding, or \$2,250 is required to fully fund all five. If there is only \$2,075 available from the semi-annual distributions, divide the \$2,075 by the \$2,250, yielding an answer of .92. Therefore, each full-time applicant would be awarded .92 times \$500 or \$461; and the part time applicant .92 times \$250 or \$231.
- d. If the semi-annual distribution is insufficient to fully fund approved requests, excess funds in the local designated account may be used to increase the amount available for award, not to exceed \$500 per semester for full time or \$250 per semester for part time.

Scholarships will be awarded for the semester and are to be received by the student four weeks after the respective semester begins.

The recipient must maintain a passing grade average to continue eligibility for the scholarship. Should the student withdraw or be terminated from school, they will return a proportional amount of the scholarship award to the church. For example, should a student withdraw halfway through the semester, they should return half the awarded amount.

Required Forms: **Form A-2 Scholarship Application**

Attachment: **FBC Troy Scholarship Revocable Fund Management Agreement w. NCBF**

Policy A-3: Garden of Memories Use

Purpose: To provide a place of tranquil beauty suitable for the placement of cremated remains and/or memorial plaques

Responsible: Board of Deacons; Buildings and Grounds Committee; Garden of Memories Sub-Committee

Policies:

The Garden of Memories Sub-Committee will serve under the Buildings and Grounds Committee.

The Garden of Memories is primarily for memorializing members of Troy First Baptist Church and their immediate families. This requirement may be waived by the Board of Deacons if recommended by the Garden of Memories Sub-Committee.

The Garden of Memories will be financially self-supporting through a designated account for donations and payments for plaques.

Standardized plaques will be provided and installed at cost; however, no one will be refused use of the Garden for inability to pay for the plaque. Other than the standard plaques, no permanent markers, monuments, or plants identified as memorials to any individual will be allowed. No potted plants, cut flowers, artificial wreaths, or other decorations may be placed in the Garden.

After approval by the Sub-Committee, cremated remains may be spread on ground surfaces within the Garden. Crematory urns or permanent vessels of any type will not be interred in the Garden.

Space for plaques may not be reserved for future decedents.

Arrangements for a memorial service, with or without placement of cremated remains, are to be made through the pastoral staff of Troy First Baptist Church.

Ordained ministers of other Christian denominations may conduct the service after approval by the Troy First Baptist pastoral staff.

The Sub-Committee:

- will determine the planting plan for the Garden and may revise as necessary
- must approve any maintenance or plantings done by volunteers or professionals
- must approve/place any plantings/decorations placed in the Garden
- Coordinate with the Buildings and Grounds Committee for upkeep of the Garden

The Garden of Memories Sub-Committee will have the authority to administer, interpret and revise these policies subject to the approval of the Board of Deacons. Any substantial change to the construction or use of the Garden will require approval by the Board of Deacons.

Procedures:

Applications to the Garden of Memories Sub-Committee shall be made through the church office and must be approved by the Sub-Committee prior to placement of cremated remains or plaques. Requests for memorial services conducted by a Troy First Baptist Church (TFBC) pastor or a pastor(s) from other Christian churches or denominations will be forwarded by the Sub-Committee to the TFBC pastoral staff for approval.

Upon approval:

The Sub-Committee will procure a plaque requested for each person to be memorialized in the Garden. The cost of the plaque will be determined by the price at the time of procurement. Plaques will be:

- made of the same material
- be uniform in size
- be of a permanent nature
- be permanently mounted
- be suitably engraved with the person's name and complete dates of birth and death
- be mounted chronologically

If applicable, the Committee will coordinate with the pastoral staff to make requested arrangements for memorial services.

Required Forms: **Form A-3.1 Garden of Memories Plaque/Memorial Service/Cremated Remains Requests**
 Form A-3.2 Garden of Memories Process for Purchasing Plaques
 Form A-3.3 Garden of Memories Record of Plaques Purchased

Policy A-4: Church Rolls

Purpose: To establish the policy and procedures for maintaining the church roll

Responsible: Church Clerk, Secretary. The Extension Committee, Board of Deacons

Policy:

The church will maintain an accurate roster of members and immediate family who reside with members, and designate their status as defined herein.

Unless otherwise requested by the individual, once entered on the roll, members and others will remain in the database indefinitely, though their designated status may change.

The church roll will be the official source of an individual's status regarding membership and its privileges, such as voting and eligibility for certain positions.

Procedures:

New members will be asked to complete **Form A-4.1 New Membership Information** and submit it to the secretary for entry into the PowerChurch database. Each new member entered into the database will be classified as a resident member active. Family who reside with the new member but are not members will be designated as either non-member active or non-member inactive. Subsequently, a change of status for an individual to one of the following categories may be recommended by the Clerk, the Extension Committee or others and approved by the Board of Deacons:

- A. Resident Member Active: a member who lives nearby and regularly attends church in person or online.
- B. Resident Member Inactive: a member who lives nearby but does not regularly attend church in person or online.
- C. Non-member Active: a non-member who lives nearby and regularly attends church in person or online.
- D. Non-member Inactive: A non-member who lives nearby but does not attend church in person or online.
- E. Non-resident Member: A member who does not live close enough to attend church in person.
- F. Transfer of Membership: A member who has transferred membership to another church.
- G. Deceased: A member or non-member who is deceased.

Members are asked to keep their information current through submission of **Form A-4.2 Membership Information Update** to the secretary.

The Extension Committee will review the roll annually in May and report to the Deacons at their June meeting that the review was conducted along with any recommendations for changes in status.

Form A-4.3 Personal Profile Status Change Request is used to recommend a change in status.

The church roll database may be used to maintain organizational information such as Officers and Deacons' Lists, members of church groups/activities such as Sunday School class rosters, committee members, choir members, WMU group members, and Baptist Men members. Reports for these groups/activities include a list of members, telephone numbers, and email addresses. Leaders of such groups/activities may submit **Form A-4.4: Church Group/Activity Roll Addition/Removal Request** to the Secretary annually to establish group lists.

Required Forms:

- Form A-4.1: New Membership Information**
- Form A-4.2: Membership Information Update**
- Form A-4.3: Personal Profile Status Change Request**
- Form A-4.4: Church Group/Activity Roll Addition/Removal Request**

Policy B-1: Facilities Use for Non-Church Purposes

Purpose: To establish policy and procedures for the use of church facilities for non-church sponsored events by members or non-member individuals and organizations.

Responsible: Board of Deacons

Policies:

Troy First Baptist Church seeks to serve the community at large and to assist church families by extending use of its facilities for events that meet the criteria established herein. Church facilities may only be used in a manner and for purposes consistent with the Christian Mission of the church, its federal tax-exempt status and property tax exemption.

Prohibited Activities in Church Facilities or on Church Properties:

- Use of tobacco or vaping products in any church building
- Consumption of food or beverages inside the sanctuary
- Use of videos or other materials containing sexually explicit images or portraying inappropriate behavior such as recreational use of illegal substances
- Partisan political events
- Commercial activities, including the sale of goods or services for profit, that could jeopardize the church's tax-exempt status
- Use by private or commercial organizations for activities that would normally be held on taxable property, such as customer seminars or employee training programs
- Use by any individual or organization for purposes inconsistent with the Christian Mission of the church

Any facility request made by members or non-members for non-church sponsored activities must comply with church policies and be approved as prescribed herein. Weddings must comply with **Policy B-2 Weddings**.

Regularly scheduled church sponsored activities take priority over any other activities.

All facilities utilized are to be left in the condition found. All trash/garbage bags should be taken to the outside dumpster and the dumpster doors closed.

Fees will be charged as listed in **Form B-1 Request for Use of Facilities for Non-Church Purposes** to cover utilities and janitorial services. Fees will not be charged for funerals, visitations, or memorial services for members.

The church may require evidence of insurance and/or naming the church as an additional insured for certain uses.

Use of the kitchen for food preparation involving cooking must be coordinated with a member of the Kitchen Committee.

All doors locked and key returned if provided.

Use of the Youth Building must be approved by the Minister of Students and Children.

Only church approved personnel may operate church owned audio/video equipment. Prior arrangements for use and fees must be made with a member of the Audio/Video Committee.

Procedures:

Persons or organizations wishing to use church property/facilities for non-church sponsored activities shall complete and submit **Form B-1 Request for Use of Facilities for Non-Church Purposes** a minimum of 5 days (2 weeks for weddings) in advance to the church office.

Requests may be approved by a Pastor, the Chairman of the Board of Deacons, or the Chairman of the Trustees.

Applicant will be notified as an approved or disapproved request.

No use is confirmed until all forms have been completed, approved, and terms accepted by the applicant.

A church member or the Deacon of the Week will be responsible for ensuring church facilities are opened and locked as needed, to support the approved use.

When the terms of use are accepted by the applicant and required payment received, the event will be scheduled and noted on the church calendar.

Required Forms: **Form B-1 Request for Use of Facilities for Non-Church Purposes**

Policy B-2: Weddings

Purpose: To establish policy and procedures for the use of Church facilities for weddings for both members and non-members.

Responsible: Pastor and Board of Deacons

Policies:

Troy First Baptist Church recognizes that marriage is an institution created by God and wishes to accommodate both members and non-members who wish to be married in the Church building and establish Christian homes based on God's Word.

Marriage as designed by God is a life-long commitment between a man and a woman each completing the other (Matthew 19:4-6).

Marriage as designed by God is a union of two becoming one that requires that both man and woman are believers (2 Corinthians 6:14-16).

Marriage as designed by God is a sacred commitment and should be entered into only after pre-marital counseling that affirms the couple's salvation and commitment to God's principles and prepares the couple for Christian life together (Hebrews 13:4). Conditions that might affect the marriage such as parental blessing, prior divorce, or pre-marital sex should be considered and are at the discretion of the Pastor. Pre-marital counseling and the performance of the wedding will be done by a Pastor of Troy First Baptist Church or by an ordained Pastor approved by the Pastor and Deacons of Troy First Baptist Church.

The use of the Church building for weddings for members and non-members will follow the Church **Policy B-1 Facilities Use for Non-Church Purposes**. Members may use the building for the wedding and the reception if they so choose without rent but will pay the appropriate utilities and cleaning fee. Non-members, upon approval by the Pastor, may use the building for the wedding only, and will pay the appropriate utilities and cleaning fee. The church audio-visual systems may only be used with a church operator. If such use is desired, arrangements will be made with the operator, including their fees.

Procedures:

Couples desiring to use the Church facilities for a wedding shall complete the attached form a minimum of two weeks in advance and submit it to the Church secretary or Pastor, and with it submit a date requested for wedding and rehearsal if requested.

The Pastor will review the request and if it is consistent with the guidelines herein and the date is available, will approve the request. If the request is approved but the date is unavailable, the Pastor or secretary will offer alternative dates or times.

The reservation of the building for the wedding will be confirmed upon the receipt of this form, its approval, and the receipt of any fees required.

Required Forms: **B-2 Request to Perform Wedding**
 B-1 Request for Use of Facilities for Non-Church Purposes

Policy B-3: Transportation in Support of Church Ministries

Purpose: To establish procedures for the safe operation of church owned and non-church owned vehicles in support of Church Ministries.

Responsible: Transportation Committee

Policies:

Only organizations affiliated with or sponsored by Troy First Baptist Church may schedule vehicle use.

Reservation of vehicle(s) must be made at least 1 week in advance.

Minors shall not be left alone on any vehicle without the driver or another adult present.

No alcoholic beverages or use of tobacco products are allowed on any vehicle.

Only non-ethanol gas (to prevent damage to the fuel system from prolonged non-use) shall be used to fill the church owned vehicle(s).

All trash and personal items must be removed from the vehicle(s) by the passengers, driver, or group sponsor.

The Transportation Committee is responsible for:

- Keeping a current list of approved drivers in the church office and submitted to the church insurance provider
- Overseeing the condition and maintenance of church owned vehicles
- Training and qualifying designated, authorized drivers
- Maintaining current state inspection requirements, license/tags, and insurance
- Servicing church owned vehicles
- Approving and verifying condition of rented/leased/private owned vehicle(s)
- Ensuring the proper use of any non-church owned vehicle—rented, leased, or privately owned
- Notifying the insurance company when rented/leased/private owned vehicles are used

Drivers:

- Must successfully complete the Volunteer Driver background check in accordance with **Policy C-2 Background Checks**
- Must be approved by the Transportation Committee
- Must be at least 18 years of age to drive church owned vehicles
- May be required to be 25 years old or older by commercial rental or leasing companies
- Must have a current Commercial Driver's License (CDL) to drive the church bus

- Must be on the list of approved drivers to drive church owned or rented/leased/private owned vehicles
- Must perform vehicle safety and condition checks prior to and following each trip

Procedures:

Reserve the vehicle(s) at least 1 week in advance through the church office.

Contact rental/lease company, if necessary.

Complete **Form B-3 Transportation Log and Trip Ticket** and return to the church office immediately following the trip.

Schedule Transportation Committee approved driver(s).

Remove all trash and personal items from the vehicle(s).

At the end of each trip the driver(s) will fill church-owned vehicle(s) with non-ethanol gas (to prevent damage to the fuel system from prolonged non-use) using the church credit card, noting the amount and cost on **Form B-3 Transportation Log and Trip Ticket**.

Required Forms: Form B-3 Transportation Log and Trip Ticket

Policy B-4: Document Retention and Destruction

Purpose: To ensure that records are adequately protected and maintained
 To ensure the process to retain paper and electronic documents/files
 To ensure that records are discarded/destroyed in a consistent manner

Responsible: Treasurer, Clerk and Secretary

Policy and Procedures:

Office computer files will be backed up daily to an off-site company. Various removable storage devices located at the church will be used weekly for permanent backups.

Digital files will be available on an “as needed” basis.

Permanent and historical paper documents will be kept indefinitely in the records room and in the historical data room.

Beginning 2018, paper documents will be retained/destroyed as indicated below according to the church fiscal year which runs from January 1 through December 31. Destruction of documents will be completed by March 31 of the year following the retention period.

ACCOUNTING & FINANCE	
Record Type	Retention Period
Accounts Payable & Accounts Receivable	7 years, then shred/trash
Audit Reports	Permanent
Bank Statements & Canceled Checks	7 years, then shred/trash
Financial Statements	7 years, then shred/trash
Investment Records	Permanent
Ledgers	Permanent
BALLOTS	
Record Type	Retention Period
Deacons and Trustees Nomination Ballots	90 days, then shred
Deacons and Trustees Election Ballots	90 days, then shred
Deacons and Trustees Election Tally Sheets	1 year, then shred
All Other Church Votes Ballots	90 days, then trash
All Other Church Votes Tally Sheets	1 year, then trash
Note: Tally Sheets require 2 signatures	

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CONTRACTS	
Record Type	Retention Period
Contracts & Related Correspondence	Permanent
CONTRIBUTION RECORDS	
Record Type	Retention Period
Contribution Envelopes	2 years, then shred
Counter Sheets	2 years, then shred
Noncash gifts records(Go in folder in records room)	Permanent

CORPORATE RECORDS	
Record Type	Retention Period
Bulletins/Newsletters	permanent (Unlimited Availability Electronically)
Bylaws/Constitution, Current and Prior Versions	permanent(Unlimited Availability Electronically)
Corporate Records	permanent
Deacon Minutes	permanent (Unlimited Availability Electronically)
Licenses & Permits	permanent
INSURANCE RECORDS	
Record Type	Retention Period
Accident Reports	permanent
Claims	permanent
Fire Inspection Reports	permanent
Insurance Policies	permanent
PAYROLL/TAX RECORDS	
Record Type	Retention Period
1099s & 1096s	7 years, then shred
941	7 years, then shred/trash
EOY Procedure Check List/Reports	7 years, then pull & file
Reclaimable Sales Tax Returns	7 years, then pull & file
Tax Tables	7 years, then shred/trash
Time Sheets	2 years, then shred/trash
W2s, W3s, & NC3s	7 years, then shred
W4s & NC4s	7 years, then shred
W9s	7 years, then shred

PERSONNEL RECORDS	
Record Type	Retention Period
Background Checks-Paid Staff	Permanent: Available online at First Point
Background Checks-Volunteers working with minors	Permanent: Available online at First Point
Employee Personnel Record-Job Applications, Evaluations, Direct Deposit Authorization, and Personnel Records	Permanent

First Bank #79 Safe Deposit Box Contents as of 9-2-2021	
Record Type	Retention Period
1. First Baptist Church Certificate of Incorporation	Permanent
2. Letters-Sewer Line Agreement and pressure on flush valves 20 Year Guaranty Bond church roofing (Obsolete)	Permanent
3. Deed East side parking lot	Permanent
4. Deed of Trust parsonage	Permanent
5. Warranty Deed parsonage	Permanent
6. Deed 4 tracts Smitherman land north & east side of church including deed from Fred & Myra Taylor	Permanent
7. Deed 2 lots East Main Street willed to FBC by John Carson King	Permanent
8. Warranty Deed current (2021) church property from Mrs. Sara T. Harris	Permanent
9. Deed from Armstrong family to FBC for 70' wide tract for west church parking lot	Permanent
10. Deed first east side parking lot tract excluded in 2 nd east side parking tract as listed in document #3	Permanent
11. Deed-wedge shaped land left off of parsonage deed from Blanche Bruton	Permanent
12. Title 2007 Chevrolet Bus	While owned
13. Title 2008 Black Ford Bus (Van)	While owned
14. Church safe info	Permanent
15. Proposal-Contract Norton Chimes	Permanent

Sources recommend the following records should be kept permanently.

Accident Reports	Fire Inspection Reports
Articles of Incorporation	Insurance Policies
Audit Reports	Investment Records
Background checks	Ledgers
Bylaws & Constitution Current and Past Versions	Licenses & Permits
Claims	Noncash Gifts Records
Contracts & Related Correspondence	
Corporate Records	
Deacon Minutes	
Employee Personnel Records	

Sources:

Church Policy Manual Guidebook, Baptist State Convention of North Carolina, page 138

2019 Stewardship Resources, LLC Records Retention List

Evangelical Council on Financial Accountability www.ecfa.org/documents/RecordsRetention.doc

National Council of Nonprofits-Record Retention Guidelines, www.councilofnonprofits.org/tools-resources/document-retention-policies-nonprofits

Required Forms:

- Form-B-4 Document Retention and Destruction Guidelines**
- Form B-4.1 Financial Folder Verify Check Sheet**
- Form B-4.2 Ballot Tally Sheet & Ballots**
- Form B-4.3 Shred/Trash Record**

Policy B-5: Church Telephone and Internet Service

Purpose: To ensure the church has adequate telephone and internet service and sufficient information to utilize and troubleshoot the services provided.

Responsible: Secretary, Associate Pastor

Policy:

The church will maintain sufficient telephone and internet service to the church buildings and parsonages for the administrative, operational, worship and communications functions needed to support its missions.

Infrastructure

The church has telephone and internet connectivity provided by Spectrum at these locations:

- Telephone service into the utility room outside the conference room for five telephone lines:
 1. Main Church Line: (910) 576-5286, goes to voice mail if no answer
 2. Back-up Church Line: (910) 571-0251, rings if main line busy, goes to voice mail if no answer
 3. Printer and Fax Line: (910) 576-0100
 4. Elevator Line (inside elevator) dials 911 directly: Uses (910) 573-3469
 5. Elevator Alarm Line (Serviced by DBlaze): Uses (910) 576-0101 to report a fireNote: there is no other security or fire alarm in the main or youth buildings
- Internet Service is provided to the main church building through a fiber connected modem in the conference room. The modem provided is connected to an access point in the hallway which provides a password protected wi-fi and a low data rate public wi-fi. There are four additional fiber connections from this modem:
 - two to the balcony
 - two to the second-floor west speaker room
- Separate phone and internet service is provided by fiber connection into the Youth Building. The phone number (no phone installed) is (910) 571-0276. The wi-fi is password protected and the hardware is behind the barn door.
- Separate phone and internet service is provided to both parsonages with cable tv only at the youth parsonage.

- The telephone system in the main church building is configured with intercom with the following extensions:

Intercom	
Associate Pastor	29
Conference Room	22
Kitchen	26
Nursery (no phone installed)	23
Pastor	28
Secretary	24

Procedures:

The information regarding telephone and internet service is also available in PowerChurch.

Policy C-2: Background Checks

Purpose: To establish criteria and procedures for conducting background checks for volunteers who work with children and/or vulnerable adults; and employment background checks for paid staff

Responsible: Chairman of Personnel Committee; Chairman of Transportation Committee; Associate Pastor; Secretary

Policies:

- All adult volunteers who work with minor children and/or vulnerable adults will complete a background check as indicated in the table below.
- All volunteers who drive church owned or leased vehicles or who drive their own or other privately owned vehicles transporting children or adults for church sponsored activities will complete a background check as indicated in the table below.
- As a condition for hiring, all paid adult staff members will complete a successful background check as indicated in the table below.
- A minor child is an individual under the age of 18. A vulnerable adult is defined as an individual age 18 or older who has the functional mental or physical inability to care for themselves or to protect themselves against significant harm or exploitation.

Procedures:

No background checks will be conducted without the prior written consent of the individual being checked.

Only the Pastors, the Chairman of the Deacons, the Secretary, and the Chairmen of the Personnel and Transportation Committees will have access to any completed forms or findings of the checks, except that the records of successful completions and the types and dates completed will be publicly accessible.

The church has an agreement with FirstPoint for conducting background checks, with options for the types of checks ordered.

After signing the consent, **Form C-2.1 Background Screening Information and Authorization**; adult volunteers will be provided with instructions on how to initiate their background check online with FirstPoint, using **Form C-2.2 Volunteer Screening Process Instructions**. This will preclude the need for recording confidential information in church records.

After an offer of employment that is contingent on successful completion of a background check, prospective adult employees will be asked to complete **Form C-2.1 Background Screening Information and Authorization** and information **Form C-2.3 Background Screening Authorization Form for FirstPoint with Applicant Information**. The Secretary or Chairman of the Personnel

Committee will initiate the background check using **Form C-2.4 Basic Order Process (Staff use only)** and **Form C-2.5 Paid Staff Data Sheet for FirstPoint**

The secretary will check the FirstPoint web site for completion of checks and notify relevant personnel of results. Should there be an adverse finding, it will be referred only to the Senior Pastor or Chairman of the Deacons for disposition.

Completed consent forms, **Form C-2.1 Background Screening Information and Authorization**, will be retained permanently. **Form C-2.3 Background Screening Authorization Form for FirstPoint with Applicant Information** will be shredded upon completion of the check. The type of check and completion date of successful checks will be recorded for individuals in PowerChurch. Relevant listings of volunteers who have completed screening will be maintained by staff or committee chairs for their areas of cognizance.

Background checks will be repeated at five-year intervals.

The following background checks are prescribed for the positions indicated:

Type Background Check	Volunteer	Volunteer Driver	Paid Staff
Volunteer Screener Plus (Note 1)	X	X	X
Statewide Criminal Search-NC	X	X	X
Education Verification			X (Note 2)
Employment Verification			X
Motor Vehicle Records Search-NC		X	X
Credit History			X

Note 1: Volunteer Screener Plus includes National Crime and National Sex Offender screens and Statewide Criminal Search-NC

Note 2: If applicable to the position and education level indicated

Required Forms:

Form C-2.1 Background Screening Information & Authorization
Form C-2.2 Volunteer Screening Process Instructions
Form C-2.3 Background Screening Authorization Form for FirstPoint with Applicant Information
Form C-2.4 Basic Order Process Instructions (Staff use only)
Form C-2.5 Paid Staff Data Sheet for FirstPoint

Policy C-3: Staff Job Descriptions and Performance Evaluations

Purpose: To establish job descriptions for paid staff members in accordance with requirements for the Personnel Committee as established in the Church Bylaws.

To establish criteria for the annual performance evaluation for paid staff other than the Senior Pastor.

Responsible: Personnel Committee, Board of Deacons

Policies:

The Personnel Committee will ensure that a current job description as approved by the Board of Deacons is available for each paid staff position, with the exception of the Senior Pastor whose responsibilities and performance evaluation are specified in the bylaws.

The Job description will describe the qualifications and attributes needed to successfully fill the position, and ensure the employee, their supervisor and members of the church clearly understand expectations.

The job description will be used as the reference for the annual performance evaluation. The purpose of these evaluations is to recognize hard work and superior accomplishment and where applicable to indicate areas for improvement. For those reasons, a numerical grading system for a small staff not in competition with each other is considered unnecessary. Rather a narrative evaluation will be more relevant.

Procedures:

The Personnel Committee is responsible for job descriptions for paid staff in previously approved positions. These will be reviewed annually and modified as requirements dictate. The committee will present a report of the review to the Board of Deacons in September, following completion of staff performance evaluations.

For newly requested positions, the committee will submit a job description and proposed compensation plan to the Deacons for their review. If recommended by the Deacons, the job description and compensation plan will be submitted to the church for approval.

When preparing performance evaluations, the Personnel Committee shall seek input from relevant persons or organizations. For example, the evaluation for the Associate Pastor should reflect input from the Children's, Youth and Music committees, as well as the Senior Pastor. Again, this input should be positive in recognizing exceptional performance or recommending areas for improvement. **Form C-3.1 Input Request for Annual Staff Performance Evaluation** may be used for this purpose.

Upon completion of the evaluation by the Personnel Committee, the individuals evaluated will be debriefed by the committee or their designated representative.

Required Forms: **Form C-3.1 Input Request for Annual Staff Performance Evaluation**

Attachments: **Job Description- Associate Pastor**
 Job Description-Secretary
 Job Description-Video/Audio Assistant

Policy C-4: Holiday, Vacation, and Personal Leave Days for Church Staff

Purpose: To designate holidays and establish policies for the accrual, use and disposition of holidays, vacation, and personal days for church staff

Responsible: Board of Deacons, Personnel Committee, Secretary

Policies:

Church staff will be provided with fair and equitable paid time off for holidays, vacation and personal days for sickness or other personal needs.

Carry-over and compensation for unused vacation and personal days will be limited as specified herein.

The year referred to herein is the calendar year.

Procedures:Holidays

The church designates the following 12 paid holidays

Holiday	No. of Days
New Year's Day	1
Martin Luther King Day	1
Easter & Good Friday or the Monday following	2
Memorial Day	1
Fourth of July	1
Labor Day	1
Thanksgiving (Thursday & Friday)	2
Christmas Eve & Christmas Day and 1 additional day before or after	3

Should staff members be required to work on a holiday, they are entitled to an alternate paid day off with the approval of their supervisor.

If a holiday falls on a non-working day for part-time staff members who normally work fewer than five days per week, they will not be entitled to extra compensation or time off.

Vacation Days

Full- or part-time staff who normally work a five-day week, shall accrue paid vacation time based on their years of service as follows:

0 - 2 years	10 working days
2 - 5 years	13 working days
5-10 years	15 working days
10-15 years	18 working days
Over 15 years	20 working days

Part-time staff who normally work fewer than five days per week shall accrue paid vacation time in work-week equivalents based on years of service as follows:

0 - 2 years	2 work-week equivalents*
2 - 5 years	2.5 work-week equivalents
5-10 years	3 work-week equivalents
10-15 years	3.5 work-week equivalents
Over 15 years	4 work-week equivalents

*Note: A work-week equivalent is defined as the number of days at the number of hours normally worked. For example, if the Video/Audio Assistant normally works two x four-hour days, for their first two years they would be entitled to four x four-hour days of paid vacation time.

Unused vacation days may be carried forward to the next year, however, maximum accrual will be limited to one year's worth at the beginning of the succeeding calendar year. For example, an employee with six years of service uses 10 days of vacation time in one year and carries over 5 days to the following year. They are entitled to 20 days of vacation the following year but must use or lose the 5 days carried forward by the end of the year. The church will not compensate for unused vacation days at any time, including end of employment.

Personal Leave Days

Full- or part-time staff who normally work a five-day week shall accrue paid personal leave at the rate of one day for each month worked, up to a maximum of 60 days.

Part-time staff working fewer than five days per week will accrue paid personal leave at the rate of 2.4 work week equivalents per year worked up to a maximum of 12 work-week equivalents.

Personal leave is primarily intended for sick time, but may be used at the employee's discretion for other needs.

Administration

The secretary will maintain the record of vacation and sick days earned and taken in each employee's personnel file. **Form C-4.1: Employee Leave Request and Leave Calculation Forms** will be submitted for requesting vacation day leave or personal day leave time and used for record keeping of actual time taken.

Required Form: **Form C-4.1: Employee Leave Request and Leave Calculation Forms**

Policy D-1: General Fund Budget Preparation and Execution

Purpose: To establish guidance for preparation and execution of the General Fund annual budget.
To specify levels of authority for approval of expenditures.

Responsible: Board of Deacons, Treasurer, Finance Committee, Secretary

Policy:

The annual budget approved by church membership provides the authority for staff and members to expend funds as specified in the budget. Expenditures for certain budgeted items and all unbudgeted items require further approval.

Procedures:

These procedures are applicable to the general fund. Policies and procedures for the designated fund are specified in a separate policy, with the exception noted in the third paragraph of the Budget Execution section below.

Budget Preparation and Approval

In September, the Finance Committee will solicit budget requests from staff, committee chairs and other members with cognizance over budget line items. The committee will then prepare and recommend to the deacons at their October meeting a draft budget for the Church's next fiscal year from January 1 to December 31. (Refer to **Policy D-3 Missions Support** for budgeting allocations to missions). The draft budget should be balanced with programmed expense equal to forecast revenue. It should be noted that if revenue falls below expense, the difference will come from the general fund balance.

At the October business meeting, the deacons will recommend a budget to the church for a by-paper ballot vote at the November business meeting. If the budget is not approved at the November meeting, a revised proposal and vote will be taken at the December meeting. Should a budget not be approved prior to the start of the fiscal year, discretionary expenditures should be held until a budget is approved.

Budget Execution

All non-emergency expenditures must be approved by the staff member, committee chair or other designated church member with cognizance over the budget line item being charged. The financial secretary will be granted standing authority to pay routine or recurring expenses such as salaries, services, scheduled activities, and utilities that are within budget.

Expenditures for Missions are covered by **Policy D-3 Missions Support**.

Where there is a designated fund with available funds for the item(s) being purchased, the designated fund is to be expensed first, and then the general fund, if necessary.

As a guideline, the treasurer shall monitor expenditures, and recommend actions to the deacons to keep the fund balance above 17% (equal to two months of expense) of the annual budget. A lower fund balance may impede the timely payment of obligations or the ability to respond to unplanned expenses.

The December Financial Report will also serve as the annual financial report.

The budget will not be amended during the year of execution. That means budget authority will not be reallocated between line items. Actual expenditures, whether over- or under-budget will be recorded in the

finance report for the appropriate line item. Over-expenditures should be explained by completed **Form D-1.1 Request for approval to expend unbudgeted funds** on file with the financial reports as prescribed below.

Expenditures for budgeted or unbudgeted items for emergency situations may be authorized by the cognizant staff person or member responding to the situation. Following the emergency, unbudgeted expenditures shall be documented on **Form D-1.1 Request for approval to expend unbudgeted funds** and submitted to the Treasurer.

Approval for Unbudgeted Expenses

Necessary repairs to buildings and grounds for the church facilities and the parsonages may be authorized by the Chairman of the Buildings and Grounds Committee without need for further approval. However, **Form D-1.1 Request for approval to expend unbudgeted funds** must be completed if such repairs exceed budget. The Chairman of the Buildings and Grounds Committee shall designate whether these expenses are charged to the general fund or the designated fund for Major Buildings and Grounds.

Expenditures for unbudgeted items costing less than \$500 or items that exceed a budget line item by less than \$500 may be approved by the Finance Committee.

Expenditures for unbudgeted items costing between \$500 and \$2,000 or items that exceed a budget line item by an amount between \$500 and \$2,000 must be reviewed by the Finance Committee and approved by the Board of Deacons.

Expenditures for unbudgeted items costing more than \$2,000 or items that exceed a budget line item by an amount over \$2,000 must be recommended by the deacons for approval and decided by a church vote.

Large purchases for goods or services exceeding \$15,000 not specifically identified in the budget, even if covered by budgeted funds, should be considered by the deacons for approval by church vote.

For all requests for over-budget purchase approval, **Form D-1.1 Request for approval to expend unbudgeted funds** will be completed with the source of funding for purchase of unbudgeted items identified. Disapproved requests may be appealed to the next level.

The financial secretary will maintain a file of completed **Form D-1.1 Request for approval to expend unbudgeted funds** with each annual financial report for reference and response to budget related questions.

Required Form D-1.1: Request for approval to expend unbudgeted funds

Policy D-3: Missions Support

Purpose: To establish policy and procedures for giving a percentage of tithes and offerings to support missions

Responsible: Board of Deacons; Finance Committee

Policy:

Troy First Baptist Church has a longstanding policy of donating 11% of tithes and offerings to support missions. The 11% is allocated as follows:

1. Stanly-Montgomery Baptist Association Missions – 5%
2. Church Missions (Local Discretionary Funds) – 2.5%
3. Baptist State Convention Cooperative Program – 2%
4. Guide Stone Missions Dignity Program – 1%
5. NC Women’s Missionary Union Heck-Jones Fund - .5%

Procedures:**Annual Budget Preparation:**

The Finance Committee first determines the portion of the expense budget for the General Fund for the upcoming year that does not include allocations for any of the above missions. This amount represents 89% of the annual total expense budget since 11% of the total budget is to be allocated to missions.

Divide this amount by 89% (.89) to determine the total expense budget that includes the allocation of 11% for missions.

This amount is then multiplied by each percentage indicated above to get the annual mission budget allocation for each of the 5 missions.

Example

- \$375,000 budgeted expense for General Fund (without mission amounts)
- $\$375,000 / .89 = \$421,348$ amount of total budget (with mission amounts)
 1. Stanly-Montgomery Baptist Association 5% X \$421,348 = \$21,067
 2. Church Missions 2.5% x \$421,348=\$10,534
 3. BSC Cooperative Program 2% x \$421,348=\$8,427
 4. Guide Stone Missions Dignity 1% x \$421,348=\$4,213
 5. NC WMU Heck-Jones Fund: .5% X \$421,348 = \$2,107
- The total of mission allocations is \$46,348
- Verify: Annual total expense budget = $\$375,000 + \$46,348 = \$421,348$
 $\$421,348 \times 11\% = \$46,348$ verifying that 11% of the final budget is allocated to missions

Mission contributions to SMBA, BSC, Guide Stone, and NCWMU

- Each month, payments equal to the designated percentages calculated on the previous month's actual tithes and offerings will be sent to the 4 agencies listed above.
- At the end of the year, the total contribution for each mission fund may be more or less than the budgeted amount, as it will be based on actual, not budgeted tithes and offerings.

Mission contributions to individuals, families, or organizations from the local Church Missions Fund

- Contributions to individuals or families in need of financial assistance for such essential items as food, shelter, clothing, gas, utilities, or medical needs up to \$500 per calendar year per recipient may be authorized by 2 Deacons or by a Pastor and 1 Deacon.
- Contributions to individuals, families, or local charitable or non-profit organizations up to \$2,000 per calendar year per recipient may be authorized by the Board of Deacons.
- Contributions to individuals, families, or organizations exceeding \$2,000 per calendar year per recipient may be authorized by a vote of the church membership.

Management of local Church Missions Fund

The Treasurer will keep the Board of Deacons informed of the forecasted amount of funding available in the local Church Missions Fund based on actual and projected expenditures and receipts.

Required Form: Form D-3 Mission Support (Local Discretionary Fund) Assistance Request

Policy D-4: Credit Card Use

Purpose: To establish policy and procedures that assure proper control and accountability for use of the credit cards.

Policies:

Troy First Baptist maintains one credit card account with First Bank. This account has 3 separate cards with different numbers issued to the following staff:

- Pastor
- Minister of Students and Children
- Administration card held by secretary

The Pastors shall maintain custody and control of their respective cards and are responsible for their use, including the proper reporting of all purchases made through use of their cards.

The Administration credit card may be checked out through the secretary for authorized purchases in support of budgeted church programs. Persons using the Administration card shall sign it out and in with the secretary. First time users will be given a copy of these procedures for which they must sign. The Administration card should be returned no later than the day following check out unless other arrangements are made.

All paper receipts must be turned in to the secretary on an “as purchased” basis.

Fund sources for monthly credit card payments:

- Designated Funds first
- Budgeted line amounts from the General Fund second

Procedures:

To facilitate accounting and reconciliation of charges, the following procedures are applicable to users of all 3 cards.

List of items purchased must equal the total charge

Restaurant receipts should include a Sales Tax amount (may have to ask for a receipt that shows sales tax)

Each paper receipt must include the following information:

- Date of Purchase
- Last 4 digits of card number used
- Legible signature
- Vendor Name
- Total amount charged

Include a short description of the program or event for which funds were spent and which program should be charged. Examples include:

- | | |
|-------------------------------|----------------------------|
| • Food pantry-gas-food pickup | Baptist Men ramp materials |
| • Youth food TN mission trip | Praise Band Microphones |
| • Operation Christmas Child | Seniors' Lunch |

If equipment is purchased, indicate where the item(s) purchased will be located/used/stored for inventory records. Examples include:

- | | |
|----------------------|-----------------|
| • Secretary's Office | Sanctuary |
| • Youth Building | Conference Room |
| • Balcony | Pastor's Office |

All equipment purchases receipts must contain the following information necessary to maintain equipment inventory:

- | | | |
|----------------|--------------|---------------|
| • Manufacturer | Model Number | Serial Number |
|----------------|--------------|---------------|

Notify the secretary if order for credit card purchases change because part of an order was cancelled or substituted with another item.

First time credit card users:

- Receive a copy of this policy
- Need to sign Form D-4 Credit Card Master Signature List

Policy E-1: Nursery, Students and Children's Ministry

Purpose: To establish procedures that ensure our students and children are protected from injury or abuse while participating in church sponsored activities; and that such activities are conducted in accordance with the core beliefs of our ministry.

Responsible: Minister of Students and Children; Nursery Chairperson

Policies:

Volunteers are essential to the success of our ministry for students and children. Procedures will be followed to ensure adequate staffing of qualified, trained, and responsible volunteers for both on-site and off-site activities.

Parents or guardians will provide sufficient information to ensure that any special medical and nutritional needs are known and provided for.

Child abuse or neglect will not be tolerated; any report or allegation of abuse will be promptly dealt with, including required reporting in accordance with North Carolina statutes.

Parents or guardians will be provided with sufficient information about off-site activities.

Facilities and equipment will be inspected and maintained for safe operation.

Transportation provided by the church will meet safety requirements for vehicles and drivers.

Procedures:

All activities for minors will be staffed by a minimum of 1 adult (age 18 or over) volunteer or staff leader/teacher. Leaders/teachers must meet the criteria and complete the processes described in **Policy E-2 Volunteer Leaders and Teachers for Programs for Minors**. Other adults and youths under the age of 18 may assist the leader/teacher.

Parents or guardians will complete **Form E-1.1 Students and Children's Participation Permission Form** for all participating students and children. The form will be effective each year from September 1 until August 31 unless changed by the parent or guardian.

Any reported or observed abuse will be dealt with in accordance with **Policy E-3 Abuse**.

Form E-1.2 Off-Site Activity Parent/Guardian Notification will be provided to parents or guardians for all off-site activities.

Facilities and equipment will be inspected for safety annually by the Buildings and Grounds Committee. Adult staff will also look for safety hazards prior to each use.

Use of owned or rented vehicles will meet the criteria established in **Policy B-3 Transportation in Support of Church Ministries**. Drivers will inspect vehicles in accordance with **Form B-3 Transportation Log and Trip Ticket** prior to each use.

Required Forms: **Form E-1.1 Students and Children's Participation Permission Form**
 Form E-1.2 Off-Site Activity Parent/Guardian Notification
 Form B-3 Transportation Log and Trip Ticket

Policy E-2: Volunteer Leaders and Teachers for Programs for Minors

Purpose: To establish criteria and processes for volunteers to lead and teach in Sunday School, nursery, students, and children's programs for minors

Responsible: Associate Pastor; Nursery Committee

Policies:

Troy First Baptist Church recognizes that high-quality programs for our children from birth to adulthood are vitally important to the church ministry. The success of these programs depends on volunteer leaders and teachers who are well qualified, trained and supported.

All programs for minors require at least one adult leader/teacher who meets the following criteria:

- Confesses Jesus Christ as their personal Lord and Savior
- Is a member of Troy First Baptist Church
- Agrees to adhere to the church's ministry and child protection policies
- Satisfactorily completes a background screen
- Completes training for the programs in which they will serve as prescribed by the Associate Pastor working with the relevant committees

Youth under the age of 18 and other adults may assist the volunteer leaders/teachers in these programs.

Procedures:

Anyone wishing to serve as a volunteer leader or teacher is requested to submit **Form E-2.1 Volunteer Leaders and Teachers for Programs for Minors** to the Associate Pastor.

The applicant is also asked to comply with **Policy C-2 Background Checks**.

Upon successful completion of the Background Check and approval of the application, the Associate Pastor will work with the volunteer to complete training and assignment. The Nursery Committee chairperson will assist in assigning and training nursery workers.

Required Forms: **Form E-2.1 Volunteer Leader and Teacher Application**

Policy E-3: Abuse

Purpose: To provide avenues/resources for abuse report

Responsible: Pastors, Teachers/Leaders

Policies:

Approved leaders/teachers are prepared to hear reports of abuse. Guidelines for this extremely sensitive process are outlined below.

Procedures:Prevention

- All programs for minors will be staffed by at least one adult who meets the criteria established in **Policy E-2, Volunteer Leaders and Teachers for Programs for Minors**. Whenever possible, an assistant for the Teacher Leader, who may be another adult or a youth under the age of 18 should be assigned.
- A parent/guardian must drop off and pick up their child for all Sunday services, if their child is 5th grade or under.
- A check-in system will be used when dropping off and picking up children 5th grade and under. The parent will be given a slip to use to pick up their child.
- If a child is dropped off at Sunday School/Small Groups, the parent/guardian should indicate if their child will be picked up there or if the Teacher/Leader should escort the child to the Children's Sunday morning service and checked in with the Teacher/Leader there.
- Whenever possible, meeting rooms/locations should be so that an outside observer can see what is occurring in the room, even in offices and adult classroom spaces.

When abuse is reported

- If someone asks to tell you something in confidence, ALWAYS tell them that it will depend on the circumstances. You may have to tell someone else if they are being harmed.
- Let the person know that you will have to tell other people so the abuse can stop. Try to explain what will happen next in a way the person can understand.
- As soon as possible, write down as accurately as possible what the person/minor said, how it was stated, and how they appeared emotionally.
- As soon as possible, report abuse to a pastor or ministry leader so that you may report the situation to the authorities together.

DO:

1. **Listen**—take time to hear what the person/child has to say, especially with children
2. **Believe**—tell the child you believe them, and you will do whatever you can to get them help
3. **Reassure**—say to the child that you are sorry this happened and tell them it is not their fault
4. **Report**—report the abuse by contacting a pastor
5. **Take Care**—take care of yourself since this is emotionally draining

DON'T:

1. **Don't**—react with shock, horror, or disbelief
2. **Don't**—promise to keep a secret, however, you are legally obligated to report abuse if you feel you have reasonable grounds to believe someone needs protection
3. **Don't**—say everything will be fine, but encourage them of God's love
4. **Don't**—assume that the person/child hates the abuser
5. **Don't**—interview the person/child

Applicant:

____ I am between the ages of 17 and 23

_____ I am attaching an official school schedule that indicates my course load of _____ hours

My objective is to complete the requirements for the following degree or certificate:

____ I understand that if I should withdraw or be terminated as a student before the end of the term that I am obligated to return a pro-rated amount of the scholarship to Troy First Baptist Church.

Applicant Signature	Printed Name	Date
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Parent/Guardian Signature	Printed Name	Date
---------------------------	--------------	------

____ Scholarship awarded in the amount of \$ _____ for the semester beginning and ending as indicated above

_____	Scholarship not awarded
-------	-------------------------

Applicant notified by letter/phone call to come by the church to sign form and pick up check

Signature, Scholarship Committee	Printed Name	Date
----------------------------------	--------------	------

Congratulations! You have been awarded a scholarship in the amount of \$ _____ for the current semester.

Please stop by the church office to sign for your check.

Signature, Recipient	Printed Name	Date
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Form A-3.1 Garden of Memories Plaque/Memorial Service/Cremated Remains Requests

Person requesting plaque/services:

[illegible]

Address

Name of person to be memorialized on plaque: *(print or type as name should appear on plaque)*

Birth/Death Dates of person to be memorialize:

Birth _____ Death _____
(mm/dd/yyyy) (mm/dd/yyyy)

Was this person a member of First Baptist Church, Troy, NC Yes _____ No _____

If no, please list the church member name and relationship. The Garden of Memories is primarily for the use of members of Troy First Baptist Church or their immediate families.

[illegible]

The cost of the plaque is \$_____. Please make check payable to Troy First Baptist Church.

Application and check should be sent to:
First Baptist Church Garden of Memories Committee
ATTN: Church Secretary
401 East Main Street
Troy, NC 27371

Would you like to request a Memorial Service? Yes _____ No _____

If yes, _____
(mm/dd/yyyy time) Requested Pastor*

*Ordained ministers of other Christian denominations may conduct the service after approval by the Board of Deacons of Troy First Baptist Church.

Would you like to request cremated remains go into the Garden of Memories: Yes No

Form A-3.2 Garden of Memories Process for Purchasing Plaques

Secretary Responsibilities

Secretary will:

- Provide the applicant with

Policy A-3: Garden of Memories Use to keep

Form A-3.1 Garden of Memories Plaque/Memorial Service/Cremated Remains Requests to be filled out and returned to the church secretary

- Verify completed application returned with ____Cash ____Check number in the amount of \$ _____
- Receipt and deposit payment into the Garden of Memories designated fund for payment of invoice
- Make a copy of completed **Form A-3.1 Garden of Memories Plaque/Memorial Service/Cremated Remains Requests** for church records and enter applicant information on **Form A-3.3 Garden of Memories Record of Plaques Purchased**
- Forward original, completed **Form A-3.1 Garden of Memories Plaque/Memorial Service/Cremated Remains Requests** and **Form A-3.2 Garden of Memories Process for Purchasing Plaques** to the Garden of Memories Sub-Committee to begin the ordering process

For Sub-Committee/Pastoral Staff Use

Plaque Approved for Non-Church Member: _____

Board of Deacons	Date
------------------	------

Plaque Approved: _____

Chairman, Garden of Memories Sub-Committee _____ Date _____

Cremated Remains Approved for Garden: ____ Yes ____ No _____
Chairman, Garden of Memories Sub-Committee Date

Memorial Service by _____ on _____
Pastor Date Time

Approved by: _____

TFBC Pastor _____ Date _____

Plaque Ordered by: _____

Printed Name	Signature	Date
--------------	-----------	------

Service scheduled/
arrangements made by: _____

Printed Name	Signature	Date
--------------	-----------	------

Garden of Memories Sub-Committee Member Responsibilities

Garden of Memories Sub-Committee member, after approval, will:

- Order plaque
- Contact applicant for confirmation of mocked-up version (usually within 24 hours) of plaque
- Respond to International Bronze Plaque Company (IBPC) with instructions for actual plaque production
- Contact John Thompson/Uwharrie Builders (910) 576-1500 when plaque comes in to plan for plaque installation
- Update new credit card information with IBPC as required

Plaques are ordered from:

- International Bronze Plaque Company, 17031 Alico Commerce Ct. #3, Fort Myers, FL 33967
- sales@internationalbronze.net
- Contact Joe Gabig at 888-459-5386 or IBPC 800-227-8752 (ext. 105 for Joe Gabig)
- Invoices are mailed to the church

Plaque details:

- “The John Frederick Barden” style
- 8” x 3” bronze plaque
- Current price includes free ground shipping and standard mounting hardware
- Production time is 2 1/2-3 weeks
- Plaques are mailed to and held at the church for installation
- Plaques purchased for future-placement date are asked to be kept by the family to reduce church’s liability

Form A-3.3 Garden of Memories Record of Plaques Purchased[illegible]

Form A-4.1 New Membership Information - First Baptist Church – Troy, North Carolina

For Office Use-Assigned deacon: _____

For Office Use-Phone Tree ____ PC ____

**Welcome to First Baptist Church! We are so glad you decided to join our church family.
Thank you for providing your family information requested below for our church records.**

Date _____ 20____

I (We) wish to transfer my (our) membership from _____.

(Name of Church)

(Mailing Address)

(City, State, Zip Code)

_____ I (We) wish to join First Baptist Church, Troy, NC by baptism or by statement.

If you were baptized at another church and would like this info entered into First Baptist Church records, please use this space to indicate where, when, and other pertinent information.

Family Information

Family Home Phone #U* _____

Would you like to receive Phone Tree Notifications; if so, to what number? _____

Family Email Address _____

Personal Profile Information - Adults

First Name	Middle	Last Name	Cell Phone #	Date of Birth (mm/dd/yy)	Email Address
1.			U*		
2.			U*		

*Circle U for Unlisted

 1. Preferred name if different than first _____
 (Male)

 2. Preferred name if different than first _____
 (Female)

Mailing address:

_____ PO/Street Address

_____ City

_____ State _____ Zip

 Married/Divorced/Single/Widow/Widower
 ____/____/____ (Marriage Anniversary date)

Veteran: Yes or No #1 or #2

Branch _____

Other Information (*Please Circle Yes or No*)

May we publish your email/mailling/phone information in church publications? Yes or No

May we send annual contribution statements/mass emails by email? Yes or No If so, to what email address? _____

Would you like to receive our FBC Newsletter by mail? Yes or No (Newsletter is available on FBC App & TroyFirstBaptist.net) (OVER)

Family Information –Children Living with Parents

First Name	Preferred Name	Middle Name	Last Name	Date of Birth (mm/dd/yy)	Date Baptized If available (mm/dd/yy)	Baptized church, city, state Member TFBC Y/N

Family Information –Children Not Living with Parents

Please list all children in case we need to contact a family member for an emergency, or if none, please designate an emergency contact.

First Name	I	Last Name	Mailing Address	City, State, Zip	Phone Number

Comments: _____

Thank you! Please return this completed form to the church office at your earliest convenience.

Form A-4.2 Membership Update Information - First Baptist Church – Troy, North Carolina

_____ Date

For Office Use-Phone Tree _____ PC _____

Family Information

Family Home Phone #U* _____

Would you like to receive Phone Tree Notifications; if so, to what number? _____

Family Email Address _____

Personal Profile Information - Adults

First Name	Middle	Last Name	Cell Phone #	Date of Birth (mm/dd/yy)	Email Address
1.			U*		
2.			U*		

*Circle U for Unlisted

1. Preferred name if different than first _____
(Male)2. Preferred name if different than first _____
(Female)

Mailing address:

_____ PO/Street Address

_____ City

_____ State _____ Zip

Married/Divorced/Single/Widow/Widower

____/____/____ (Marriage Anniversary date)

Veteran: Yes or No #1 or #2

Branch _____

Other Information (Please Circle Yes or No)

May we publish your email/mailling/phone information in church publications? Yes or No

May we send annual contribution statements/mass emails by email? Yes or No If so, to what email address? _____

Would you like to receive our FBC Newsletter by mail? Yes or No (Newsletter is available on FBC App & TroyFirstBaptist.net) (OVER)

Family Information – Children Living at Home

First Name	Preferred Name	Middle Name (I)	Last Name	Date of Birth (mm/dd/yy)	Date Baptized If available (mm/dd/yy)	Baptized church, city, state Member TFBC Y/N

Family Information – Children Not Living at Home

Please list all children in case we need to contact a family member for an emergency. If None, please designate an Emergency Contact

First Name	I	Last Name	Mailing Address	City, State, Zip	Phone Number

Comments: _____

Thank you! Please return this completed form to the church office at your earliest convenience.

Form A-4.3 Personal Profile Status Change

TO: Board of Deacons

FROM: _____

Printed Name

Title

DATE: _____ 20____

I recommend that the status on the church roll of the individual(s) listed below be changed as indicated for the reason(s) stated.

Personal Profile Status-Custom Codes

1. 600-899 No/MailIn/Visitor
2. Deceased
3. Deceased Member
4. Deceased Non Member
5. Non-Member – Active
6. Non-Member-Inactive
7. Non-Resident Member
8. ResMember – Active
9. ResMember – Inactive
10. Transfer of Membership

Name	Status	Status	Reason; Use remarks section if needed	A=Approved D=Disapproved By Deacons

Remarks: _____

Deacon Remarks: _____

Chairman, Board of Deacons

Date

Printed Name

If approved, forward to secretary for action. If disapproved, return to requester with directions.

Form A-4.4 Church Group/Activity Membership Roll Addition/Removal Request

TO: Secretary

PC ____

FROM:

Printed Name

Title

DATE: _____ 20____

Request the following individuals be added as members for groups/activities such as Sunday School Class Rosters, Choir Members, or Praise Band Members. *(Committee members listed on Nominating Report for the current year have been added and are updated yearly.)*

Name of Group/Activity _____

Name	*A	Name	*A
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	

*Added

Request the following individuals be removed as members of the group/activity indicated.

Name of Group/Activity: _____

Name	*R	Name	*R
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

*Removed

Signature

Date

Form B-1 Request for Use of Facilities for Non-Church Purposes

Today's date: _____ To be completed a minimum of 5 days prior to use date
(two weeks for weddings)

Event/Purpose/Activity: _____

Date/Time Requested: 1. ____/____/20____ from ____am/pm to ____am/pm

Date/Time Requested: 2. ____/____/20____ from ____am/pm to ____am/pm

Date/Time Requested: 3. ____/____/20____ from ____am/pm to ____am/pm

Person/organization making request: _____

Type of Organization (circle all applicable): Church Group; Family; Government; Non-Profit; Public School; Private School; Club; Business; Other _____

Is a Troy FBC member part of this group? If so, name: _____

Tel: _____ Mobile: _____ e-mail: _____

Person Responsible for Event and Clean Up: _____

Tel: _____ Mobile: _____ e-mail: _____

Facilities Requested (including fees): *(Check All Applicable)*

____ Audio/Video Equipment-(Must coordinate with a member of Audio/Video Committee)

____ Chapel-\$25 ____ Children's Playground-No fee, adult supervision required

____ Fellowship Hall-\$25

____ Kitchen/cooking-\$50 (Must coordinate with a member of the Kitchen Committee)

____ Kitchen/no cooking-\$25

____ Nursery-\$15

____ Parking Lot (other than vehicle parking)-\$35

____ Parlor/SS Rooms-\$15 each

____ Sanctuary-\$50

____ Wedding Package (Rehearsal, Ceremony, Sanctuary/Chapel, Fellowship Hall, Youth Building, Parlor/SS Rooms)-\$150

____ Wedding Reception (FBC Members only)-\$75

____ Wedding Rehearsal Dinner (FBC Members only)-\$50

____ Youth Building-\$25 (Approved by Minister of Students & Children)

Prohibited Activities in Church Facilities or on Church Properties:

- Use of tobacco or vaping products in any church building
- Consumption of food or beverages inside the sanctuary
- Use of videos or other materials containing sexually explicit images or portraying inappropriate behavior, such as recreational use of illegal substances
- Partisan political events
- Commercial activities, including the sale of goods or services for profit, that could jeopardize the church's tax-exempt status
- Use by private or commercial organizations for activities that would normally be held on taxable property, such as customer seminars or employee training programs
- Use by any individual or organization for purposes inconsistent with the Christian Mission of the church

Regularly scheduled church sponsored activities take priority over any other activities.

All facilities utilized are to be left in the condition found with additional attention to the following:

- No coffee/tea grounds or food/grease should be poured down the sink
- All trash/garbage bags taken to the outside dumpster and dumpster lids and doors closed
- Tables and counters washed
- Dishes/pots/pans/utensils washed/dried and put away in the appropriate cabinet
- Any spills to the refrigerator, floor, or counters, cleaned up

All doors locked and key returned if provided.

Terms acknowledged and accepted by _____

For Church Use Only

Event approved/disapproved by: _____

Total Fees \$ _____ Circle Cash or Check # _____

Church calendar scheduled by: _____

Notified Member/Deacon responsible for opening/closing/securing church by:

Facility checked by: _____

Key given to applicant by: _____ Key returned to: _____

Arrange cleaning/sanitizing date with janitorial service: _____

Copy of pages 1 & 2 to applicant: _____

Form B-2 Request to Perform Wedding

Bride's Information:

Name: _____

Church Membership: _____

Contact Tel: _____ Mobile: _____ e-mail: _____

Groom's Information:

Name: _____

Church Membership: _____

Contact Tel: _____ Mobile: _____ e-mail: _____

Date/Time of Wedding _____ Date/Time of Rehearsal _____

Minister to Perform Ceremony: Name: _____

Church: _____

Contact Tel: _____ Mobile: _____ e-mail: _____

Additional Point of Contact:

Name: _____ Position: _____

Contact Tel: _____ Mobile: _____ e-mail: _____

Bride and Groom Interview with Pastor, Troy First Baptist Church:

Date/Time : _____

Additional Information/Notes:

Request Approved/Disapproved by Pastor _____

Form B-1 Request for Use of Facilities for Non-Church Purposes Completed by Participants _____

Scheduled on Church Calendar: Secretary _____

Form B-3 Transportation Log & Trip Ticket

Trip Date _____ Vehicle requested from _____ to _____

Trip Organizer _____ Contact phone no. _____

Group requesting vehicle use _____

Trip destination (city/state) _____

Vehicle(s) requested (check all that apply):

____ Church Bus--Seating Capacity 24

____ Church Van—Seating Capacity 13

____ Rented/Leased Vehicle—Seating Capacity ____ ____ Privately Owned Vehicle--Seating Capacity ____

Vehicle Check List							
Vehicle(s)	Oil	Brake fluid	Coolant	Tires	Beginning Odometer Reading	Ending Odometer Reading	Total Miles Traveled
Church Bus							
Church Van							
Rented/Leased							
Privately Owned							

Scheduled Driver _____ Contact Phone No _____

*(See secretary for driver list)*Please have prayer before leaving parking area at beginning of trip.

Trip Information					
Vehicle (<i>Circle all that apply</i>)	Day of Trip (<i>Circle One</i>)	Youth/Children Head Count	Adult Head Count	Time Left (<i>Circle am or pm</i>)	Time Returned (<i>Circle am or pm</i>)
Church Bus	S M T W T F S			am pm	am pm
Church Van	S M T W T F S			am pm	am pm
Rented/Leased	S M T W T F S			am pm	am pm
Privately Owned	S M T W T F S			am pm	am pm

Trip Expenses					
Non-ethanol gas		Oil			
Gallons	Price	Quarts added	Price		
@	\$	@	\$	Church Bus	
@	\$	@	\$	Church Van	
Gallons	Gas Price	Quarts added	Oil Price		
@	\$	@	\$	Rented/Leased	
@	\$	@	\$	Privately Owned	

End of Trip Check List (Please check each item completed)	
Close all windows	Lock front doors
Remove personal items	Lock back door
Empty waste baskets/Clean trash from vehicle seats/floor/overhead storage areas	Lock side doors
Sweep/vacuum vehicle(s) if needed	Return key(s) to office
Return this completed form to office	
Turn in all receipts to the Church Secretary for credit card payment or reimbursement	

List any repairs to be brought to the attention of Transportation Committee:

Comments/Remarks:

Driver's Signature

Date

Secretary's Signature

Date

Form B-4 Document Retention and Destruction Guidelines

Contribution envelopes and counter sheets

- will be retained for 2 years, then shredded
- current year will be boxed and in the secretary's office
- 1 remaining year will be stored in the records room

Yearly Accounting Records

- will be boxed and stored for 7 years
- 2 most current years will be in the secretary's office
- 5 remaining years will be stored in the records room
- will be shredded after 7 years with exceptions as noted

Church fiscal year runs from January 1 through December 31

Paper documents will be retained or destroyed as indicated below according to the church fiscal year

Destruction of documents will be completed by March 31 of the year following the retention period

As of 2018, Yearly Accounting Record Boxes (containing some or all of the following folders) are kept intact for 7 years:

Accounting Records Boxes (Location: Office & Records Room)		Accounting Records Boxes (Location: Office & Records Room)	
Folder Number	Folder Name	Folder Number	Folder Name
0	Chart of Accounts/Yearly Budget	10A	Bulletins/Newsletters
1A	Accounts Payable (Accounts Receivable, if applicable)	10B	Contribution Reports
1B	Accounts Payable Unpaid	11	First Bank Deposit Slips AS 9661
2A	Bank Reconciliation & EOM Procedures before Posting Check Sheets	12	First Bank Deposit Slips
2B	1110 First Bank Reconciliation	13	Fidelity Bank Deposit Slips
3	1201 Fidelity Bank Reconciliation	13A	First Bank Deposit Slips 2271
4	1210 First Bank Reconciliation SAVSCHOLARFD 2767	14	First Bank Deposit Slips 2767
5	1308 Deaton Youth Trust Reconciliation	15A	EOM Pre-Review & EOM Financial Check off Sheet
6	1309 Edward Jones Reconciliation	15B	End of Month PreReview Reports
7	First Bank SAV 2271 Reconciliation	16A	End of Month Financials, monthly agenda w/financials for monthly business meetings
8	1320 NC Baptist Foundation Scholarship Reconciliation		
9	1330 HUNTENDNCOMMFOUN 0560 Reconciliation	16B	EFTPS 941 Reports
9A	2850 First Bank Master Card Reconciliation	17A	Fund Accounting & Other Transactions /Reports

Folder Number	Folder Name	Folder Number	Folder Name
17AA	VANCO Reports/Transactions	20A	EOY Procedure Check List & Reports
17B	Quarterly Reports	20B	Reclaimable Sales Tax
18	Payroll AS	21	Tax Tables End of Year
19A	Payroll Church	22	W2s–W3s-NC3s End of Year
19B	State Withholding	23	W4s-NC4s End of Year
19C	Voided Checks	24	W9s End of Year
20	1099s & 1096s End of Year		

Noted exceptions as follows:

At the end of the 7th year

- pull the following folders from the Yearly Accounting Records and file permanently in records room
- shred/trash remaining documents and update **Form B-4.3 Shred/Trash Record**

Accounting Records Boxes	
Folder No.	Record Type
10A	Bulletins/Newsletters
Blue Folder No.	Record Type
20A	EOY Procedure Check List/Reports
20B	Reclaimable Sales Tax NCDOR E-585 & E-536R
24	W9s

Form B-4.1 Financial Folder Verify Check Sheet

Folder Number	Folder Name	2018	2019	2020	2021	2022	2023	2024	2025	2026
		X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb
0	Chart of Accounts/Yearly Budget Reprint when COA/Budget changes (Should have a clean copy of the approved Annual Budget W/S)	XX	XX	XX	X					
1A	Accounts Payable Paid (Accounts Receivable, if applicable)	X O	X O	X O	X O					
1B	Accounts Payable Unpaid	X	X	X	X					
2A	Bank Reconciliation & EOM Procedures before Posting, Posting, & Bank Recon Check Sheets	XX	XX	XX	XX					
2B	1110 First Bank Reconciliation	X O	X O	X O	X O					
3	1201 Fidelity Bank Reconciliation	X O	X O	X O	X O					
4	1210 First Bank Reconciliation SAVSCHOLARFD 2767	X O								
5	1308 Deaton Youth Trust Reconciliation	X O	X O	X O	X O					
6	1310 (2018 Inactive) 1309 Edward Jones Reconciliation	X O	X O	X O	X O					
7	1312 First Bank SAV CD 0153 Reconciliation	X O								
8	1320 NC Baptist Foundation Scholarship Reconciliation 8538	X O	X O	X O	X O					
9	1330 HUNTENDNCOMMFOUN Reconciliation 0560	X O	X O	X O						
9A	2850 First Bank Master Card Reconciliation	N/A	N/A	N/A	X O					
10A	Bulletins/Newsletters	X O	X O	X O	X O					
10B	Contribution Reports	X O	X O	X O	X O					
11	9661 First Bank Deposit Slips AS	X O								

Folder Number	Folder Name	2018	2019	2020	2021	2022	2023	2024	2025	2026
		X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb
12	9661 First Bank Deposit Slips	X O	X O	X O	X O					
13	3417 Fidelity Bank Deposit Slips	X O	X O	X O	X O					
13A	2271 First Bank Deposit Slips	X O								
14	2767 First Bank Deposit Slips	X O								
15A	EOM Pre-Review & EOM Financial Report Check off Sheet	X O	X O	X O	X					
15B	End of Month PreReview Reports	X O	X O	X O	X O					
16A	End of Month Financials (Power Church) and monthly agenda w/financials for monthly business meeting	X O	X O	X O	X O					
16B	EFTPS 941 Reports	X	X	X	X					
17A	Fund Accounting & Other Transactions/Reports	X O	X O	X O	X O					
17AA	VANCO Reports/Transactions	N/A	N/A	X O	X O					
17B	Quarterly Reports		X	X	X					
18	Payroll AS	X O								
19A	Payroll Church	X O	X O	X O	X O					
19B	NC State Withholding	X	X	X	X					
19C	Voided Checks	X	X	X	X					
20	1099s & 1096s End of Year & Yearly IRS Mailings-from EdJones/Fid Bank/Fir Bank/VANCO	X	X	X	X					
20A	EOY Procedure Check List & Reports Yrly emailed contrib statement info	X	X	X	X					
20B	Reclaimable Sales Tax	X	X	X	X					
21	Tax Tables End of Year IRS & NCDOR Publications	X	X	X	X					

Folder Number	Folder Name	2018	2019	2020	2021	2022	2023	2024	2025	2026
		X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb	X=Jan O=Feb
22	W2s–W3s-NC3s End of Year Pastor letters reporting SECA NC Farm Bureau audit info for Mike	X	X*	X*	X*					
23	W4s-NC4s End of Year Get new forms signed each year only if employee wishes to make changes	X	X	X	X					
24	W9s End of Year Get new vendor forms signed each year	X	X	X	X					

*Includes Workmen's Compensation Cameron Audit Mike Welch

Form B-4.2 Ballot Tally Sheet

The tally sheet for the _____ election/question held on

_____ is attached.

(Date)

Two signatures are required for all tally sheets.

Ballots and tally sheets should be given to the administrative assistant.

Ballot tally sheets should be kept for 1 year then shred/trash.

Signature: _____ / Date: _____

Ballot Counter #1

Printed Name: _____

Signature: _____ / Date: _____

Ballot Counter #2

Printed Name: _____

Contribution Envelopes Shredded

[illegible]

Document Shredded

[illegible]

Form C-2.1 Background Screening Information & Authorization**Troy First Baptist Church**

Consent/authorization forms must be signed before background check is submitted. The following background solution(s) will be submitted as indicated below.

Type Check	Volunteer	Volunteer Driver	Paid Staff
Volunteer Screener Plus (Note 1)	X	X	X
Statewide Criminal Search-NC	X	X	X
Education Verification			X (Note 2)
Employment Verification			X
Motor Vehicle Records Search-NC		X	X
Credit History			X

Note 1: Volunteer Screener Plus includes National Crime and National Sex Offender screens and Statewide Criminal Search-NC

Note 2: If applicable to the position and education level indicated

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

First Baptist Church – Troy (“the “Company”) may obtain information about you from a third-party consumer reporting agency. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and disclosure of the nature and scope of any investigative consumer report, and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by FirstPoint Background Screening Resources, Inc., 225 Commerce Place, Greensboro, North Carolina 27401; Tel. No. 1.877.425.4763; www.firstpointscreening.com. The scope of this disclosure is all-encompassing, however, allowing First Baptist Church – Troy to obtain from any outside organization all manner of consumer reports throughout the course of your association with First Baptist Church – Troy to the extent permitted by law.

 Signature

 Date

 Printed Name

 Last 4 SSN

 Birth Date



Troy First Baptist Church

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by First Baptist Church – Troy at any time after receipt of this authorization and throughout my association, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by FirstPoint Background Screening Resources, Inc., 225 Commerce Place, Greensboro, North Carolina 27401; Tel. No. 1.877.425.4763; www.firstpointresources.com and/or First Baptist Church - Troy. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by First Baptist Church - Troy, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by First Baptist Church – Troy by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

New York City applicants only: By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only: ☐ Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Signature

Date

Printed Name

Last 4 SSN

Birth Date

California, Minnesota & Oklahoma residents only:

I want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on me that is requested. Yes ☐ No ☐

For GA Criminal Searches Only (Must Check One):☐ Employment w/ Mentally Disabled (Purpose Code M)☐ Employment w/ Elder Care (Purpose Code N)☐ Employment w/ Children (Purpose Code W)☐ None Apply

(These documents must be signed and turned in to the office once completed to be filed in personnel folder.)

Form C-2.2 Volunteer Screening Process Instructions

Volunteer Screening Process

(This process requires signed consent Form C-2.1 Background Screening Information and Authorization and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act.")

To begin the process for your background check, go to the website <https://www.volunteerscreener.com/>.

On the site you will see a picture similar to the one below.

Click on **Start Screening**

This background check includes:

Volunteer Screener Plus includes National Crime and National Sex Offender screens & Statewide Criminal Search-NC

In addition to the above checks, a Motor Vehicle Records Search-NC is included if Volunteer Drivers w/NC Criminal is selected

At this screen enter your personal information using your maiden name if applicable.

Next, select First Baptist Church-Troy from the drop-down list beneath Organization Information.

Program

Volunteer w/ NC Criminal ▼

Volunteer Drivers w/ NC Criminal

Volunteer w/ NC Criminal

From the Program drop-down box select either Volunteer w/NC Criminal or Volunteer Drivers w/NC Criminal

Program

Volunteer Drivers w/ NC Criminal ▼

If Volunteer Drivers w/NC Criminal is selected, you are prompted to enter your drivers license number and state license issued for a Motor Vehicle Records Search-NC

Motor Vehicle Information

DRIVERS LICENSE NUMBER

Select State / Province ▼

STATE LICENSE ISSUED

DO NOT CLICK SUBMIT UNTIL YOU HAVE VERIFIED YOUR INFORMATION.

Once you have verified your information, click **Submit Information**.



Volunteer Screener

Program Code Validation

ENTER YOUR PROGRAM CODE

Please enter the code associated with this program.

Enter Code: [Redacted] Submit

At this screen type [Redacted] in the 'enter code' box and click submit.

For Volunteers

- Start Screening
- Screening Details
- Check Status

For Organizations

- Find Out More
- Products & Services

Once you click submit, you will be taken to the following screen.

s://www.volunteerscreener.com/Process/ProcessComplete.aspx

PowerChurch Software... Land Sale

Volunteer Screener

Confirmation of Submission

APPLICATION RECEIVED

Your submission has been successfully processed. Your order has been submitted for review and will begin processing shortly. You can check on the status of your order anytime, by visiting www.VolunteerScreener.com, selecting check status, and entering the confirmation code below.

Personal Information

Full Name: [Redacted]
Maiden Name: [Redacted]
Date of Birth: [Redacted]
SSN: [Redacted]

Current Address

Address Line 1: [Redacted]
Address Line 2: [Redacted]
City: Troy
State: NC
Zip: 27371

Organization Information

Organization: First Baptist Church - Troy
Program: Volunteers

Order Information

Volunteer Screen

Confirmation Code: PARS61396152022113554

At the Confirmation of Submission screen, click the "X" to close the website.

Form C-2.3 Background Screening Authorization Form for FirstPoint with Applicant Information**Authorization request for FirstPoint Background Screening Services as described below:**

"The purpose of the Volunteer/Driver Screening Program is to provide non-profit organizations and agencies (churches) with a quality background search of prospective volunteers or paid staff applicants who may be working with children, the elderly, or other vulnerable populations. This program compiles a report that includes a social security trace to assist with identity fraud protection along with criminal data from our national criminal search as well as the National Sex Offender Registry. Plus level includes a criminal search of all alias names found through the social security trace." The Motor Vehicle Background Screen is a basic MVR screen that includes validation of license, current status, class, and expiration date. A Statewide Criminal Search-NC, an employment, and education verification may also be included in this background check.

_____ I have completed the screening process by following the handout and going online at www.volunteerscreener.com on __/__/____(mm/dd/yyyy)

_____ I request staff submit the application to FirstPoint with the information provided below:

Full Name of Applicant _____ Gender M or F
(Maiden Name if Applicable)

(Complete this information if you are requesting staff to complete your background check.)

SS Number _____ Date of Birth _____ NC Driver License No. _____

Applicant E-Mail Address _____

Current Street Address _____

City, State Zip _____

Applicant Authorization

I hereby authorize FirstPoint Inc., P.O. Box 26140, Greensboro, NC 27402, 800-449-0245, www.firstpointresources.com ("FirstPoint") to prepare a screening report as described above.

I also authorize FirstPoint to perform a social security trace, a national criminal record search, and a search of the National Sex Offender Registry.

Further, I authorize other organizations to provide such information to FirstPoint. I understand that a report will be obtained from FirstPoint for background screening purposes. I understand that I have the right to challenge any information reported that I feel is in error by contacting FirstPoint directly.

Applicant's Signature _____ Date (mm/dd/yyyy) _____

Printed Name _____ Date (mm/dd/yyyy) _____

_____ Application submitted online _____ by _____
Date (mm/dd/yyyy) Signature

Approved/Disapproved _____
Signature Date (mm/dd/yyyy)
(This document will be shredded upon completion of background check.)

Form C-2.4 Basic Order Process (Staff use only)**Basic Order Process**

Authorization documents must be signed by the applicant and returned to the office before background solutions are submitted.

Volunteer Screener Plus
Statewide Criminal Search
Education Verification
Employment Verification
Motor Vehicle Records Search
Credit History

This list may change if other solutions are added.

Login to FirstPointInsight.com



The Home screen shown below will appear once logged in. (User preferences assigned to you may not give you access to all areas.)

Need Assistance? 877-4BK-GRND (4763)

Insight®
Powered By FirstPoint
Background Screening
Resources, Inc.™

Control Panel

Home

Create Candidate

Basic Order

Applicant Entry

Manage Candidates

Drafts

In Progress

Flagged

Complete

Applicant

Documents

Invoices

Administration

User Preferences

Customer Preferences

Manage Users

Logout

Search for Candidates

Change Customer: (V) - First Baptist Church - Troy

Add New Widgets

Solutions Summary

Status	<24	24-48	48-72	>72	Total
Draft					0
In Progress	0	0	0	0	0
Status Detail	0	0	0	0	0
Service Alert	0	0	0	0	0
In Review	0	0	0	0	0
Flagged*	0	0	0	0	0
Complete					0
Flagged*					0
Archived					5

RSS Reader

Russian Ukraine Conflict

FEB 24, 2022 12:58 PM EST

Due to the Russian Ukraine conflict, criminal records and verifications are no longer available. Both countries are shut down in regards to providing this information. We will let you know when these countries have reopened.

Big Exciting News

JAN 03, 2022 1:53 PM EST

**WE'VE GOT
5
EXCITING**
(can't hold it anymore)

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

View a sample candidate by clicking on Drafts>New Hire Basic Order

Continue to click next reviewing each screen until the following screen appears. DO NOT CLICK SUBMIT ON THIS SAMPLE. CLICKING SUBMIT SENDS THE APPLICATION FOR PROCESSING AND GENERATES AN INVOICE. Feel free to use this sample draft and make any changes you wish to make.

Need Assistance? 877-4BK-GRND (4763)

FirstPoint
Background Screening Resources

Insight
Powered By FirstPoint
Background Screening
Resources, Inc.™

Control Panel

Change Customer: (V) - First Baptist Church - Troy

Home

Create Candidate

Basic Order

Applicant Entry

Manage Candidates

Drafts

In Progress

Flagged

Complete

Applicant

Documents

Invoices

Administration

User Preferences

Customer Preferences

Manage Users

Logout

Search for Candidates

Basic Solution Entry

Candidate Number: 20220908610980001

Cancel Candidate

Close

▶ Candidate Information - New Hire Basic Order

▶ Alias Names

▶ Current Address

▶ Addresses

▶ Add Solutions

▼ Solution Confirmation

Previous

Submit

Volunteer Screener Plus		\$10.80
NEW HIRE BASIC ORDER		
Total		\$10.80

Click Close to return to the home screen.

Create a new candidate from the Home screen menu by clicking the “Basic Order” link under the Create Candidate section on the left-side menu bar.

FIRSTPOINT
Background Screening Resources

Need Assistance? 877-4BK-GRND

Control Panel

Home

Create Candidate

Basic Order

Applicant Entry

Manage Candidates

Drafts

In Progress

Flagged

Complete

Applicant

Documents

Invoices

Administration

User Preferences

Customer Preferences

Manage Users

Logout

Search for Candidates

Search

Add New Widgets

Solutions Summary

Status	<24	24-48	48-72	>72	Total
Draft	0	0	0	0	1
In Progress	0	0	0	0	0
Status Detail	0	0	0	0	0
Service Alert	0	0	0	0	0
In Review	0	0	0	0	0
Flagged*	0	0	0	0	0
Complete					2
Flagged*					1
Archived					8

Insight Technical Support

Need Technical Support? [Click HERE to contact support.](#)
All passwords have a 90 day lifespan from their creation date.

Sales contact information: 877-4BK-GRND (877-425-4763)

Once you click Basic Order, this screen opens and allows you to enter candidate information.

Candidate Number: 20220616494540001

Candidate Information - Minnie Morris Mouse

Next

First Name: Minnie

Middle Name: Morris

Last Name: Mouse

Suffix:

Gender: Female

Accounting Code:

Position: Greeter

Candidate Email Address: mandmmouse@etiw.net

SSN: 123-22-3456

Birth Date: September / 2 / 2002

Special Instructions

Hospitality Greeter

Notes box

Leave blank

Once this information is complete click next to open the next section, Alias Names

Alias Names

Current Address

Addresses

Add Solutions

Solution Confirmation

June 2022

Su Mo Tu We Th Fr Sa

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

The Alias Names screen opens as shown

Candidate Number: 20220616494540001

Please note the candidate number.

1. Click Add Name if you wish to run a report using an alias. Any alias search is considered as a separate candidate background check.

2. Enter information and toggle to indicate Maiden or Alias, then click create Alias so that this maiden or alias name appears in the box.

3. Click next to open the Current

Add Alias Form

First Name: Minnie
 Middle Name: Morris
 Last Name: [Redacted]
 Suffix: [Redacted]
 Type: Maiden

Buttons: Cancel, Create Alias

Calendar: June 2022

Complete the following current address section as shown below.

Candidate Number: 20220616494540001

Current Address

Previous **Next**

[Don't Have Zip Code](#)

Zip: 27371
 Street Address #1: [Redacted]
 Street Address #2: [Redacted]
 City: Troy
 State: North Carolina
 County: Montgomery

Click next to continue with any additional Addresses section

Buttons: Previous, Next

Calendar: June 2022

Applicant Entry

Manage Candidates

Drafts

In Progress

Flagged

Complete

Applicant

Documents

Invoices

Administration

User Preferences

Customer Preferences

Manage Users

Logout

Search for Candidates

Candidate ID ▼

Candidate Number: 20220616494540001

▶ **Candidate Information - Minnie Morris Mouse**

▶ **Alias Names**

▶ **Current Address**

▼ **Addresses**

Enter any additional addresses by clicking add address or click Next to open Add Solutions

Add Address Form ✕

Zip: [Don't Have Zip Code](#)

27371

Street Address #1:

Street Address #2:

City: Troy ▼

State: North Carolina ▼

County: Montgomery ▼

Complete Add Address Form and click create address to get address to appear in the box. Once finished, click next to continue with the Add Solutions section.

▶ **Add Solutions**

▶ **Solution Confirmation**

June 2022

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

At this screen, click on the right pointing arrow to select the areas to include for background checks. The screen may list more or less than 3 choices. Some solutions will require additional information as indicated below with pop-up screens.

Candidate Number: 20220616494540001

Cancel Candidate Close

▶ Candidate Information - Minnie Morris Mouse

▶ Alias Names

▶ Current Address

▶ Addresses

▼ Add Solutions

Previous Next

Volunteer Screener Plus

Statewide Criminal Search

Motor Vehicle Records Search

The following screen shot indicates what is added if you click on the right arrow next to Volunteer Screener Plus. The trash can or the word, "Remove", will allow you to delete a solution.

Customer Preferences

Manage Users

Logout

Search for Candidates

Candidate ID

Search

Volunteer Screener Plus

Statewide Criminal Search

Motor Vehicle Records Search

89053175 Volunteer Screener Plus
MINNIE MORRIS MOUSE

The following screen shots indicate the pop-up screens that appear when you click on the right arrow next to Statewide Criminal Search. These pop-up screens may require additional information.

Choose Names

☒ Minnie Morris Mouse

☒ Minnie Morris Parsons

Cancel Next

Solution Details - Statewide Criminal Search

Add Address

Drivers License Number: 2222222

Drivers License State: NC

Cancel Next

The following indicates pop-up screens for Motor Vehicle Records Search

Solution Details - Motor Vehicle Records Search

Drivers License State: * North Carolina

Drivers License Number: * 234123458

Drivers License Term: * 3

--Select Term--

3

7

Cancel Next

For North Carolina select 7 and click next to get to the next screen

This screen indicates that Volunteer Screener Plus, Statewide Criminal Search, and Motor Vehicle Records Search were selected to be included with this background search.

Applicant Entry

Candidate Number: 20220616494540001

Cancel Candidate Close

June 2022

Su Mo Tu We Th Fr Sa

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

Manage Candidates

Drafts

In Progress

Flagged

Complete

Applicant

Documents

Invoices

Administration

User Preferences

Customer Preferences

Manage Users

Logout

Search for Candidates

Candidate ID

Search

Candidate Information - Minnie Morris Mouse

Alias Names

Current Address

Addresses

Add Solutions

Previous Next

Volunteer Screener Plus

Statewide Criminal Search

Motor Vehicle Records Search

89053175 Volunteer Screener Plus
MINNIE MORRIS MOUSE

89053178 Statewide Criminal Search - NC
MINNIE MORRIS MOUSE
NC

89053195 Motor Vehicle Records Search - NC
MINNIE MORRIS MOUSE
NC 7 YEAR TERM

89053179 Statewide Criminal Search - NC
MINNIE MORRIS PARSONS
NC

Click next to get to the Solution Confirmation Screen as shown below.

Use the Solution Confirmation screen to review the solutions you selected or click previous to add/remove solutions.

Applicant Entry

Candidate Number: 20220616494540001

Cancel Candidate Close

June 2022

Su Mo Tu We Th Fr Sa

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

Manage Candidates

Drafts

In Progress

Flagged

Complete

Applicant

Documents

Invoices

Administration

User Preferences

Customer Preferences

Manage Users

Logout

Search for Candidates

Candidate ID

Search

Candidate Information - Minnie Morris Mouse

Alias Names

Current Address

Addresses

Add Solutions

Solution Confirmation

Previous Submit

Volunteer Screener Plus
MINNIE MORRIS MOUSE

Statewide Criminal Search - NC
MINNIE MORRIS MOUSE

Motor Vehicle Records Search - NC
MINNIE MORRIS MOUSE

Statewide Criminal Search - NC
MINNIE MORRIS PARSONS

\$10.80

\$8.56

\$19.66

\$8.56

Total \$47.58

Do not click submit at this point or the church will be charged \$47.58.

This screen also shows total charges.

Click close to go back to the home screen. To review applicant entries, click Drafts from the menu bar on the left.

Always click "Logout" from the menu when finished.

New candidates may be added by following the above steps and once information has been verified, click submit.

Please note:

The system contains a feature to assist in avoiding any duplicate entries. The system will alert you if a Candidate already exists with the same name and/or social security number. You can click on "Create New Draft" to continue with the data entry of your Candidate or click on "Load Existing Candidate" if you want to load the Candidate already on file for this person.

Form C-2.5 Paid Staff Data Sheet for FirstPoint

Full Name of Applicant _____ Gender M or F
(Maiden Name if Applicable)

Social Security Number _____ Date of Birth _____

Applicant E-Mail Address _____ Phone Number _____

Current Street Address _____

City, State Zip _____

Education Verification Details (most current listed first)

School Name _____

School City _____ State _____ Zip Code _____

Name on Degree _____

Dates Attended From _____ To _____

Major _____

Type/Year Degree awarded _____

Employment Verification Details (most current listed first)

Company Name _____

Street address _____ City _____ State _____ Zip Code _____

Company Phone Number _____

Contact Name _____

Start Date _____ End Date _____
(mm/yyyy) (mm/yyyy)

Position _____

Motor Vehicle Details

Drivers License Number _____ State _____

(Duplicate this form if additional space is required.)

Request the input of _____ for the performance evaluation of _____ for the period from _____ to _____. Please return in a sealed envelope (attached) to _____ by _____.

- [illegible]

- [illegible]

Below Average _____ Average _____ Above Average _____

Date _____

Form C-4.1 Employee Leave Request and Leave Calculation Forms

(Office Use Only)

Name _____ Hire date _____

Employee has _____ accrued personal leave hours and _____ accrued vacation leave hours for the year 20_____

Date: _____

To: _____ (Supervisor)

From: _____ (Employee)

I request _____ Personal Leave hour(s) _____ Vacation Leave hours(s)

from: _____ through: _____.
(mm/dd/yyyy) (mm/dd/yyyy)

I have _____ hours of accrued personal leave and _____ hours of accrued vacation leave.

Approved/Disapproved: _____ (Supervisor)

(This completed form should be given to the secretary to file in employee's personnel file.)

Comments:

(Office Use Only)

Employee has _____ personal leave hour(s) and _____ vacation leave hour(s) remaining.

Employee Leave Calculation Form

(Office Use Only)

Name _____ Hire date _____

Personal Leave

Full- or part-time staff who normally work a five day week shall accrue paid personal leave at the rate of one day for each month worked, up to a maximum of 60 days.

Earned

Year 2017	_____	Days x 8 hrs = _____	hours earned
Year 2018	_____	Days x 8 hrs = _____	hours earned
Year 2019	_____	Days x 8 hrs = _____	hours earned
Year 2020	_____	Days x 8 hrs = _____	hours earned
Year 2021	_____	Days x 8 hrs = _____	hours earned
Year 2022	_____	Days x 8 hrs = _____	hours earned
Year 2023	_____	Days x 8 hrs = _____	hours earned
Year 2024	_____	Days x 8 hrs = _____	hours earned
Year 2025	_____	Days x 8 hrs = _____	hours earned
Year 2026	_____	Days x 8 hrs = _____	hours earned

Vacation Leave

0 - 2 years 10 working days
 2 - 5 years 13 working days
 5-10 years 15 working days
 10-15 years 18 working days
 Over 15 years 20 working days

Unused vacation days may be carried forward to the next year, however, maximum accrual will be limited to one year's worth at the beginning of the succeeding calendar year. For example, an employee with six years of service uses 10 days of vacation time in one year and carries over 5 days to the following year. They are entitled to 20 days of vacation the following year but must use or lose the 5 days carried forward by the end of the year. The church will not compensate for unused vacation days at any time, including end of employment.

Earned

Year 2017	_____	Days x 8 hrs = _____	hours earned
Year 2018	_____	Days x 8 hrs = _____	hours earned
Year 2019	_____	Days x 8 hrs = _____	hours earned
Year 2020	_____	Days x 8 hrs = _____	hours earned
Year 2021	_____	Days x 8 hrs = _____	hours earned
Year 2022	_____	Days x 8 hrs = _____	hours earned
Year 2023	_____	Days x 8 hrs = _____	hours earned
Year 2024	_____	Days x 8 hrs = _____	hours earned
Year 2025	_____	Days x 8 hrs = _____	hours earned
Year 2026	_____	Days x 8 hrs = _____	hours earned

Employee has _____ accrued personal leave hours and _____ accrued vacation leave hours for the year 20____.

Form D-1.1 Request for Approval to Expend Unbudgeted Funds

TO: Church Treasurer

DATE: _____

FROM: _____

Signature

Committee, Chair

Printed Name: _____

Request authority to expend \$_____ from account _____

Purpose of expenditure: _____

(Church Treasurer/Chairman, Finance Committee Use)

This will exceed budget for the affected line item by \$_____

The expense will be offset by under-expenditure in line items _____

The expense will reduce fund balance by \$_____

Reviewed, forwarded recommending approval/disapproval:

Approved/Disapproved if under \$500

Signature Chairman, Finance Committee_____
Date_____
Printed Name***(Board of Deacons Use)***

Reviewed, forwarded recommending approval/disapproval:

Approved/Disapproved if under \$2,000

Signature Chairman, Board of Deacons_____
Date_____
Printed Name***(Church Clerk Use)***

Church vote held on (Date) _____

Approved/Disapproved by church vote For _____ Against _____

Signature, Church Clerk_____
Date_____
Printed Name

Form D-3 Mission Support (Local Discretionary Fund) Assistance Request

Date _____

Assistance Requested by _____
Name of Individual, Family, or Organization

Address _____

Contact Phone Number _____

Purpose of Assistance _____

Any Prior Assistance this year? Yes No

Amount of Assistance Requested __\$_____

Amount of Assistance Approved __\$_____

Applicant notified by _____

Payment made by: _____ / Date: _____
Signature

Printed Name: _____

Check Number _____

Admin or Pastor Credit Card Number (last 4 digits) _____

Payment made to _____
Name of Vendor or Individual with Title

Receipt given to secretary Yes No

Approved by: _____ / Date: _____
Signature

Printed Name: _____

Approved by: _____ / Date: _____
Signature

Printed Name: _____

Form D-4 Credit Card Master Signature List

First Time Credit Card User Acknowledgement of Policy D-4 Credit Card Use

Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____
Signature: _____	Printed Name _____	Date _____

Form E-1.1 Students and Children's Participation Permission Form**Parents and Guardians**

____ Complete/provide 2 copies of this form

- 1 copy to the church
- 1 copy for your records

____ Provide copy of medical insurance coverage to include

- Name of Insured _____
- Insured's Phone Number _____
- Insured's Employer Name _____
- Medical Insurance Company Name _____
- Medical Insurance Policy Number _____
- Medical Insurance Company Phone Number _____

The information provided will be utilized to ensure participant's safety during church sponsored events and will be effective each year from September 1 through August 31. Please provide updated information as circumstances dictate during the year.

Participant Name _____ Age ____ Gender M or F

Date of Birth ____/____/____ Grade in the fall _____

Street Address _____

City, State, Zip _____

In case of emergency, notify _____

Relationship to Participant _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Medical Profile

Family Physician: _____ Phone Number: _____

Generally, the participant's health is: Excellent _____ Good _____ Fair _____ Poor _____

If fair or poor, please explain the participant's condition. _____

List any medical difficulties for which the participant is being treated: _____

Check any of the following that cause the participant problems and explain.

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

Explain: _____

List any medicines, substances, food, or drink to which participant is allergic: _____

List any previous surgeries or serious illnesses: _____

List any medications participant currently takes and directions for taking them: _____

List any special dietary needs: _____

Has participant been immunized for childhood diseases? Yes____ No____

If no, which ones not immunized for. _____

Has participant been immunized for COVID-19? Yes____ No ____

Date of last tetanus immunization: ____/____/____

List any other information you feel we need to know for your child's safety:

Permission for Medical Treatment, Photograph/Video Notice, and Indemnity

My permission is granted for a church representative, an event director, or an adult in charge of first aid to obtain necessary medical attention in case of sickness or injury for my child.

Also, I understand that as a participant, my child may be photographed or videotaped during normal activities and that these photos/videos may be used in promotional materials. Yes _____ No _____

I do hereby release and forever discharge Troy First Baptist Church from any and all claims, demands, actions, or causes of action, past, present, or future, arising out of or caused by my child while participating in church sponsored events or while on property leased or owned by Troy First Baptist Church.

I, the undersigned parent/legal guardian, do hereby verify that the information listed on this permission form is correct.

Participant Signature: _____ Date ____/____/____

Parent/Legal Guardian Signature: _____ Date ____/____/____
(Youth under 18 years of age require parent/legal guardian signature.)

Reviewed by Church Staff:

Staff Signature: _____ Date ____/____/____

Form E-1.2 Off-Site Activity Parent/Guardian Notification

Information regarding an off-site activity:

Participants/Group _____

Destination _____

Description of Activity _____

Mode of Transportation _____

Departure Location _____

Date ____/____/____ Time ____ am/pm

Return Location _____

Date ____/____/____ Time ____ am/pm (estimated time)

Adult Point of Contact _____
Name Phone Number

Form E-2.1 Volunteer Leader and Teacher Application

Name _____ Date of Birth _____

Address _____ City, State _____

E-mail _____ Phone Number _____

What are your strongest skill sets?

In which Programs/What Capacity would you like to serve?

____ Camp _____ Elevate _____

____ Kid's Club _____ Nursery _____

____ Off-Site Trips _____ Sunday School Teacher _____

____ Small Group Counselor _____

Additional Information:

Applicant Signature Date

Signature - Minister of Students and Children Date

Volunteer Approved Yes or No

Attachment: Troy First Baptist Associate Pastor Job Description

Position Objective:

To provide pastoral leadership for the Students' and Children's programs, including strengthening parenting and families.

To provide musical leadership to the worship services.

To perform other duties as designated by pastor or Board of Deacons.

Position Description:

1. The Associate Pastor will be responsible for developing and overseeing all programs for Students and Children. These include Sunday School, Children's worship, mid-week and other recreational events, Vacation Bible School, mission trips and Christian camps.
2. The Associate Pastor will develop and implement programs that strengthen parenting and encourage family unity in their Christian experience.
3. The Associate Pastor will be the "producer" of each worship service and any special programs. Although the Senior Pastor is the actual "director" in terms of setting the theme and overall direction, the Associate Pastor will oversee and coordinate all the details that a service encompasses. This includes the selection, preparation, and presentation of music, as well as the sound, video, and technical aspects of the service.
4. The Associate Pastor must be skilled in leading people into the presence of God.

Qualifications:

1. A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
2. Trustworthiness and a commitment to moral purity.
3. A commitment to the beliefs (Baptist Faith and Mission 2001), mission, vision, and worship philosophy of Troy First Baptist Church.
4. A commitment to leading the lost to Christ.
5. Demonstrated excellence as a worship leader, leading worship team members to God-honoring excellence and the congregation to worship in spirit and in truth.

Abilities:

1. The ability to establish and maintain a positive rapport with students, children, and parents.
2. Requisite leadership and management skills.
3. A good voice to lead worship with an enthusiastic presence. An ability to lead worship while on guitar and/or piano.
4. An ability to lead rehearsals including the skill to lead others to excellence.

5. A heart for the spiritual formation of those in the congregation and the worship ministry.
6. Skilled in the use of technology in worship and in the use of sound, lighting, computers, Pro Presenter, and video projection.
7. A self-starter and a team player with a positive attitude.

Responsibilities:

1. Develop, implement, and oversee all services, programs and events for students and children.
2. Develop a pastoral relationship with students and children.
3. Develop and conduct programs that strengthen parenting and family relationships.
4. Maintain an authentic and growing walk with Jesus Christ through the ongoing spiritual disciplines of Bible reading, prayer, and fellowship.
5. Spend at least one afternoon/evening at the Church in addition to Sunday in rehearsal with worship teams.
6. Build and improve the necessary worship teams to carry out the worship services of Troy First Baptist Church with excellence.
7. Plan the corporate worship services of Troy First Baptist Church in consultation with the Senior Pastor and do so with prayer, forethought, theological and musical appropriateness. Ensure that all the musical and technical aspects of the service advance the theme for the day. Oversee congregational and special music selection, media preparation and presentation, sound and lighting enhancements, and coordination of all instrumentalists, vocalists, and dramatists.
8. Serve as the lead worshiper in Sunday morning church services.

Attachment: Troy First Baptist Secretary Job Description

Position Objective:

To perform clerical and financial services to the church.

To present a pleasant and welcoming persona to all who approach the church in person or by telephone.

To perform other duties as designated by pastor or Board of Deacons.

Position Description:

1. This is a part-time position reporting to the Senior Pastor.
2. This person interacts with staff, church members, vendors, and others who have dealings with the church.

Qualifications:

1. Be an active member of a Christian Church.
2. Be honest, trustworthy and able to maintain the confidentiality of sensitive matters involving the church, membership, and finances.

Abilities:

1. Be proficient in the use of Office 365, including Word, Excel, Power Point, and Publisher
2. Be proficient in bookkeeping skills
3. Be able to learn PowerChurch enterprise software program as used by the church for administrative and financial support

Responsibilities:

Receptionist duties

Answer phone, take messages, forward information to members/pastors/staff

Greet visitors

Help with members needs

Provide information to individuals who stop by or telephone asking for assistance.

Secretarial duties

Process incoming and outgoing mail
Check e-mail & forward information to others/answer questions/provide information
Prepare weekly bulletins, including inserts
Collect articles, create, print, sort monthly newsletter and take to USPS for mailing
Upload newsletter (monthly) and bulletins (weekly) to web page and app
Mail memorial/honorarium acknowledgement letters (bi-monthly)
Mail birthday and wedding anniversary cards monthly
Type correspondence as needed for committees, classes, staff
Create, print, distribute correspondence
Process correspondence for paid staff
Order and store office/church supplies
Unpack items ordered (Sunday School literature, etc) and check packing slip for accuracy
Maintain membership roll (includes requesting and granting church letters as directed by Clerk)
Prepare annual letter and financial information to the Stanly/Montgomery Baptist Association (ACP Annual Report)
Type monthly business meeting agenda & minutes
Type monthly agenda & prepare folder with information for deacons' meetings
Mail postcards & deacons' minutes to deacons (monthly)
Maintain church calendar for reserving building, vehicles, etc.
Coordinate use of building/areas for funerals with pastor and funeral homes
Use phone tree for weekly updates and as needed for special announcements

Accounting duties

Use the PowerChurch software program for financial and administrative management
Post contributions (weekly) and provide year-end statements
Make bank deposits (Monies that come in during the week)
Maintain accountability of church credit cards and require receipts for all uses
Process all bills and requests for reimbursement
Use proper account codes to which all receipts and disbursements are to be credited
Disburse all checks to payees after they are signed by authorized officials
Maintain an accountability log to track that all payments and deposits are made
Reconcile bank statements & other financial accounts
Prepare monthly financial statements
Prepare payroll for church staff
Submit quarterly tax reports (941)
File and pay monthly employer taxes (NC DOR & Federal)
Yearly tax filing (W-2s, 1099s, NC DOR)
File for sales tax refunds twice a year with NC; keep spreadsheet up to date

Attachment: Troy First Baptist Video/Audio Assistant Job Description

Position Objective:

To provide needed technical assistance to deliver the live on-line Sunday morning service with a high degree of professionalism and ensure it is accessible to those watching remotely or at a later time.

To perform other duties as designated by pastor or Board of Deacons.

Position Description:

Part-time position reporting directly to the Senior Pastor.

Requires approximately 9 to 10 hours per week.

Can be filled by a church member or active member of the Youth Group.

Qualifications:

Must be proficient in the use of Apple products (iMac), Office 365, Social Media, including FaceBook

Abilities:

A high degree of dependability/reliability to ensure the live broadcast of Sunday morning services is conducted on time and professionally.

The ability to learn software program(s) used for worship services.

Responsibilities:

Responsibilities are specified as follows and are to be completed weekly.

Video/Audio Assistant Checklist

Week of _____

Video Announcements – to be done before Thursdays

Go to the announcement script on Google Drive - Make sure it's updated.

Open Adobe Audition

If needed, sign in:

username: [REDACTED] password: [REDACTED]

Click red record button, then click "okay"

Read each announcement SLOW AND CLEAR

When finished reading:

File - Export - File

Change the file name to the date of the announcements

Click "okay" and the file should go automatically to downloads

Open Adobe Premiere Pro - Select "Announcements"

Highlight the green audio - delete / Highlight the pink graphics - delete

Drag and drop the audio you just created into the bottom left screen

Double click that audio file when it shows up in that screen

Listen to the audio and clip each section and drag it to the sequence A1

Add existing pictures/graphics already in Premier

Go to Canva.com and download/create the needed graphics for

Go to Operationworld.org for Pray for the Nations

Update Pray for Nations on announcement Script

Once downloaded, drag them to the bottom left screen

Once they are imported drag those graphics to the sequence V2, over the corresponding audio clip

Extend or shorten the music clip in A2 to go a little bit longer than A1

Click on the sequence

File - Export - Media

Change the output name to "Announcements, date"

Click Export

It should export the file straight to downloads

Initials _____

Communicate with Senior Pastor Weekly

When the video announcements are finished, text Pastor Jeff and let him know. This should be done EVERY week.

Initials _____

Elevate Setup - to be done before 9:30am on Sunday mornings.

- Plug in and turn on projector
- Plug in and turn on speaker
- Plug in and turn on Macbook and open Pro Presenter
- Select the correct Elevate file
 - Make sure to turn the “off” button on the top right to “on”
- Plug speaker into Macbook

Initials _____

Livestream Set up – to be done before 10am on Sundays

- Turn on Projector
- Turn on TVs
- Turn on power switches next to and below the sound board
- Turn on or reset iMac
- Open Pro Presenter
 - Update any loop announcements with Canva graphics
 - Air drop announcements to iMac
 - Drag/drop updated announcement to Pro Presenter
 - If you have trouble getting Pro Presenter to show up on tvs, let Pastor Jeff know

During service

- Run the lyrics for the song
- Make sure to change from lower thirds to full screen only during videos
- Run the notes during the sermon
- Make sure to pay attention to the sermon!

Initials _____