



CHURCH MANUAL



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Financial

Missions – The Missions Team will be responsible for the handling and distribution of finances for supported missionaries. The Missions Team will report annually any changes to budget or addition/subtraction of missions partners.

Budget – A budget shall be prepared annually by a team of deacons and the Church Treasurer to be submitted to the Deacon Board upon request, modified if necessary, and then it will be taken to the church body at the annual business meeting for comment and then approval.

No team or individual can overrun the budget they are allocated without deacon approval. If necessary or economics dictate the Deacon Board may recommend to reduce or increase the budget, subject to approval at the next business meeting.

The only persons paid for services by the church are the Senior Pastor, Assistant Pastor, Church Secretary (and substitute), Janitor (and substitute), and those invited to provide pulpit supply or speak/perform at a planned function or professionals/individuals hired to replace, repair, or improve equipment or facilities. An individual may be reimbursed for expenses incurred when acting as an agent for or purchasing/leasing/renting items for the church unless, upon review, the Deacon Board deems the purchase unnecessary. This does not restrict an organization of the church from purchasing gifts to show appreciation of a person's service as long as the gift is deemed reasonable by the Deacon Board.

Conference Expenses – Only members who are voted by the congregation as representatives may have their expenses paid (see Staff Handbook for Full-Time Pastoral Staff conference policy). Each situation will be considered on a case-by-case basis with no automatic approval assumed. Unless the representative(s) represents a ministry team, the funds will come from the church budget as determined by the Deacon Board. If they represent a ministry team, the funds will come from the team budget. The church reserves the right to pay part of all expenses. The church reserves the choice of paying a per diem rather than expenses incurred but must decide prior to the expenditure(s). When paying by the expense method, receipts must be provided for room charges, commercial travel, conference admission, and costs other than meals and tips. Any disagreement as to expense or per diem payments will be decided by the Deacon Board.

General Expenses – All bills will be paid within thirty (30) days of receipt unless there is a dispute at which time representatives from the Deacon Board, along with the Church Treasurer and the appropriate ministry team chairperson (if applicable), will resolve the issue as quickly as possible. The Chairman of the Deacon Board is responsible to approve expense accounts of individuals not representing a ministry team when the expenses occurred. The team chairperson shall approve expenses of team members or representatives. The Deacon Chairman may act on behalf of the team chairperson when the chairperson is unavailable.

Receipts are required for materials and where possible for other expenses to be submitted with reimbursement vouchers.

Those individuals with budget authority, such as the Senior Pastor, Assistant Pastor, Deacons, Church Treasurer, Assistant Treasurer, Sunday School Superintendents, Janitor, and Team Chairpersons may normally charge to the church. All of these charges and all other charges (e.g. those from individuals such as the VBS director) will be monitored by the Deacon Board to ensure that the authority is not abused.

Fellowship Fund – The Fellowship Fund, stewarded by the Deacon Board, is for the purpose of assisting those deemed in financial need by the Deacon Board. The church body and attenders may contribute to the funds by giving a special offering normally received on Communion Sundays but may be received at other times as necessary or as individuals give.

Loans – Loans of the church can only be made by a church body approval. The loan must be signed by two deacons or one deacon and the Church Clerk.

Sales on Church Property – Private sales or sales by organization (e.g., civic groups) of items such as cookies, cars, goods, etc. are not permitted on church property. Musical groups or individuals who are invited to come to the church may sell items such as merchandise, CDs, etc. providing that their content is acceptable to the Pastors and/or Deacon Board. Ministry teams are permitted to charge for church-oriented activities or items such as dinners, Easter/Christmas flowers, and to receive funds for CD copies of church services and/or teaching/training materials.

Fundraising – Any and all fundraising activities, above and beyond the Fellowship Fund and missionary support, must be approved by the Pastors and the Deacon Board.

Contracts – Any contract that obligates First Baptist Church of Juniata County for more than \$500.00 must be approved by the Deacon Board.

Facility Use

Use of Church Facilities – All church activities other than our regularly scheduled services shall be listed in a document like the bulletin, Deacon Board notes, or the minutes of a team meeting or recognized group (e.g., Ambassadors Class, VBS, youth group, etc.). If an activity conflicts with a regularly scheduled service, it must be approved by the Deacon Board.

Weddings or funerals for non-members may be conducted in the church if acceptable and approved by the Senior Pastor and/or Deacon Board and appropriate arrangements have been made for custodial, sound, music, and heating/cooling services (see separate wedding procedure for costs, etc.).

Use of church facilities by church groups other than members and regular attenders of FBC must be approved by the Senior Pastor and Deacon Board.

Any activity other than our regularly scheduled services must be approved by the appropriate team if one exists and the Senior Pastor or Deacon Board, or the church body.

Church Activities in Our Facilities – Whenever there is an activity other than a regular service, the chairperson of the team or the leader of the function shall ensure that the facility is prepared for the event. This includes, but is not limited to heat/cooling, seating arrangements, and the need for sound system personnel). Also, at the end of the event or daily if the event is more than one day, the facilities shall be cleaned and inspected for cleanliness (for example, all bathroom facilities need to be sanitary, the floor is swept, and tables are to be clean and appropriately arranged).

Building and Grounds – Whenever church-owned property is borrowed and removed from the premises, the request to borrow such property/items must be approved by the chairperson on the Building and Grounds Team or, if they are not available, the Chairman of the Deacon Board. All borrowed property must be returned in time for use at scheduled events.

Parking on Church Property for Non-Church Related Reasons – We do not give explicit permission for non-church related parking to take place. However, we do not ask people to remove their vehicles or not to park on property. Exceptions to this such as objectionable messages on vehicles and conducting themselves in an inappropriate manner or causing damage to property may be grounds for required removal.

Personal

Church Discipline – While we hold no joy over matters of church discipline, it is recognized that in situations where individuals may be unrepentant from their sin that the best course and biblical response is to pursue church discipline for the pursuit and goal of eventual restoration of the believer. The local church is to watch out for fellow members and believers, exhorting and correcting those who continue to habitually sin (Col. 3:16; James 5:20). This process is called church discipline, which is carried out for the purpose of restoration and reconciliation of the believer. The basic guidelines for this action are found in Matthew 18. Therefore, we have outlined our church discipline policy as so.

Anytime a church member and their spouse (member or not) separate for marital reasons, neither can teach/preach in Sunday School or in church or hold an elected office or appointed position until the Deacon Board and Pastors determine that the situation is resolved ideally through restoration.

If a member conducts himself or herself in a manner such as to disgrace the name of our Lord and this church body, or if they continue in habitual sin, the pattern for church discipline that is laid out by Jesus in Matthew 18 is to be followed. First, they are to be confronted by a fellow believer (who is the offended party), then a group of believers, and if they continue to live in their sin and refuse to repent, eventually the matter is to be brought before the local congregation. If they are still unrepentant after this third step, they are to be removed from the congregation and face the consequences for their unrepentant choices (Matt. 18:15-17; 1 Cor. 5:1-13). The purpose of this is for restoration and reconciliation and is to be done in a gentle manner (Gal. 6:1).*

Job Descriptions – Job descriptions must exist for all elected and appointed offices and ministry teams of the church.

Revisions – This manual may be changed by the Deacon Board, providing they advise and get agreement from the church congregation. The exceptions will be editorial, grammar, spelling, error of sequence or category, and/or typographical errors or the updating, deleting, or addition of job descriptions, which can be made by the appropriate ministry team if applicable and/or the Deacon Board.

*This section will be up for formal approval at the May 2022 Business Meeting.