

BUNKER HILL BAPTIST CHURCH
OPERATIONS MANUAL

Revised February 7, 2012

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INTRODUCTION

Any institution should go to great lengths to maintain the integrity of its Constitution and By-Laws by making as few changes to these documents as possible. It is for this reason that much information has been pulled out of the By-Laws and placed in the Operations Manual. The information which has been relocated may need to be amended from time to time to meet the changing needs of the church. Along with moving some sections to the Ops Manual, there have also been wording changes. For some, wording has been simplified; in others more detail has been given.

Primarily, the objective of the Operations Manual is to inform the general membership of the methods and practices of church operations. This would hopefully result in making the Nominating Committee's job easier and more productive as members better understand the various positions and areas of service at BHBC.

“Let all things be done decently and in order.”

BUNKER HILL BAPTIST CHURCH
MISSION STATEMENT

The mission of Bunker Hill Baptist Church is to assemble together under the leadership of the Holy Spirit and function as the body of Christ as we worship God in Spirit and Truth, which is to:

Worship God by assembling together as caring individuals in a spirit of love, praise, honor and adoration for Him.

Witness (Evangelism) by sharing the gospel of Jesus Christ with those in our local community and throughout the world.

Minister in a spirit of love and unselfishness to the spiritual, physical, and emotional needs of our church family and community.

Teach (Discipleship) God's word nurturing and educating each person through Christ-centered Bible study and related activities.

Cooperate (Fellowship) through our tithes and offerings to support a Christ-centered ministry in our church and worldwide.

**BUNKER HILL BAPTIST CHURCH
ORGANIZATIONAL CHART**

CHRIST		
Church Membership		
Pastor		
Church	Ministry Staff	Support Staff
Church Council	Youth Director	Secretary
Church Programs	Activities Director	Custodian
Church Organizations	Education Director	Cook
	Media Center Director	Groundskeeper
	Music Director	
	Accompanists	
Committees		

I. CHURCH PERSONNEL (Ministerial)

There are four positions which comprise the ministerial staff: Pastor, Minister of Music, Minister of Youth, and Minister of Education. The church recognizes the importance of each staff member maintaining the highest Christian commitment to home and family life. As a part of the weekly schedule, quality time with family, as well as involvement in church ministry as a family, are encouraged.

The job descriptions which follow both the Minister of Music and the Minister of Youth are each a complete and full list of job expectations. If an applicant is to be considered as less than full time, then the Personnel Committee, when making a recommendation to hire, should also present in written detail a list of job expectations to the church.

A. JOB DESCRIPTION: Pastor

Principal Function: The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The pastor is leader of pastoral ministries in the church.

Responsibilities:

1. Proclaim the gospel and lead the church in proclaiming the gospel to the church and community.
2. Care for persons and lead the church in caring for persons in the church and community.
3. Provide administrative leadership for the total church program.
4. Provide leadership for worshiping, witnessing, educating, training, and applying Christian principles to daily life.
5. Serve as chairman of the church council and non-voting ex-officio member of all committees and moderator at church business meetings.
6. Supervise church staff.
7. Provide leadership for the observance of church ordinances.
8. Conduct funeral services at his own discretion.
9. Conduct wedding ceremonies at his own discretion.
10. Lead and assist in training deacons for their responsibilities.
11. Lead in visiting the lost, the ill at home or in the hospitals, those who are in nursing homes, and those who are newcomers to the community.
12. Lead in long range planning for future ministry or growth.

B. JOB DESCRIPTION: Minister of Music

Principal Function: The Minister of Music is responsible to the pastor for planning, implementing, and evaluating a program of worship and ministry through music.

Responsibilities:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive music program.
2. Coordinate the music program with the church calendar and any special emphases.
3. Work with the pastor in planning an "Order of Service" for regular and special services, including weddings and funerals.
4. Direct congregational singing, choirs, and special music groups.
5. Work with the other ministerial staff to meet special needs within the total church program.
6. Be responsible for enlisting accompanists and other leaders in cooperation with the church nominating committee.
7. Supervise the work of all music leaders in the music program.
8. Coordinate the performance schedules of music groups and individuals in the function of the church.
9. Give direction to a music program plan of visitation and enlistment.
10. Supervise maintenance of and additions to music library; provide musical materials, supplies, instruments, and other music equipment for use in the church's program.
11. Keep informed on current music methods, materials, promotion, and administration, utilizing them where appropriate.
12. Cooperate with associational, state convention and Southern Baptist Convention leaders in promoting mutual interest activities of the denomination and the church.
13. Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
14. Develop and present budget needs for Music Ministry; develop and present by October 20 of each year a recommendation to the Finance Committee a proposed budget for the Music Ministry. The recommendation shall itemize the need and appropriate financial allotment for each item.
15. Ensure that musical instruments are properly maintained.
16. Observe and enforce all copyright laws associated with music, worship, and music educational materials.

General Understanding:

1. First priority will be given to the ministry of BHBC. Other church, associational, state and national opportunities will be approved by the Pastor and then, to the greater progress of the Gospel beyond the local church opportunities. Conferences, conventions, and seminars for continued education will be coordinated with the Pastor.
2. The Pastor requires a detailed weekly schedule of work, plans, goals, and time estimate for each item. Attendance and participation **are required** at staff meetings to coordinate the work of the staff and the ministry of the church.

C. JOB DESCRIPTION: Minister of Youth.

Principal Function: The minister of youth is responsible to the pastor for ministering to the youth of the church. He shall work cooperatively with all staff members, church leaders and church members to support the greater good and harmony of the church, to reach people with the gospel of Christ, and to exhort the saints towards Christlikeness.

Responsibilities:

1. Provide Sunday School leadership to establish a strong outreach to youth.
2. Provide a Wednesday evening Bible study to disciple youth through a practical application of the Bible.
3. Be available as a resource to parents of youth.
4. Develop and provide Church centered wholesome media based influences.
5. Expand youth activities beyond the church by activities, ministries, and missions with other Christian youth groups.
6. Develop and maintain, in cooperation with the Pastor, and Youth Committee, a written program with specific objectives, calendar based milestones, and planned activities. (This plan should include a detailed implementation schedule to support the program and will be reviewed and approved by the Pastor and Youth Committee.)
7. Establish an evangelistic outreach ministry to the youth of the community with the primary purpose of reaching these youth for Christ.
8. Develop and present budget needs for Youth Ministry; develop and present by October 20 of each year a recommendation to the Finance Committee a proposed budget for the Youth Ministry. The recommendation shall itemize the need and appropriate financial allotment for each item.

General Understanding:

1. Other church, associational, state and national opportunities will be approved by the Pastor with the first priority given to the ministry of BHBC and, then, to the greater progress of the Gospel beyond the local church opportunities. Conferences, conventions, and seminars for continued education will be coordinated with the Pastor.
2. The Pastor requires a detailed weekly schedule of work, plans, goals, and time estimate for each item. Both attendance and participation are required at staff meetings to coordinate the work of the staff and the ministry of the church.

D. JOB DESCRIPTION: Minister of Education.

Principal Function. The minister of education is responsible to the pastor for the total educational church program in planning, conducting, and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

Responsibilities:

1. Coordinate all programs, plans and activities with the staff and church council.
2. Maintain the church calendar.

3. Work closely with the Nominating Committee in selecting and electing qualified leaders for the educational program. (Meet with Nominating Committee by April to coordinate and conduct training sessions as needed).
4. Serve as resource and liaison person for committees in all matters related to the educational program.
5. Plan special emphases in education programs.
6. Develop special educational/training projects such as camps, retreats and seminars.
7. Lead in education program organization planning meetings.
8. Lead in selecting appropriate educational materials.
9. Supervise appropriate educational program leaders.

II. CHURCH PERSONNEL (NON-MINISTERIAL)

A. JOB DESCRIPTION: Church & Financial Secretary

Principal Function: The Church & Financial Secretary is responsible to the pastor for performing secretarial duties related to pastoral ministries and for maintaining and completing church related reports and records.

Responsibilities:

1. Take and transcribe dictation.
2. Act as receptionist to pastor; make appointments, receive visitors, and keep office neat.
3. File correspondence and other assigned materials.
4. Type miscellaneous reports, minutes, etc.
5. Serve as secretary to the church council.
6. Assist church committees as requested.
7. Notify pastor of needed ministry in church family.
8. Maintain correct copy of church calendar.
9. Prepare originals and operate copy machine.
10. Maintain church mailing list.
11. Compile literature orders; open and check literature.
12. Inventory office supplies and requisition as needed.
13. Have decision and visitation cards available for use at each service.
14. Receive and deposit all church offerings according to church policy.
15. Post receipts and disbursements of all accounts, including special offerings according to financial system.
15. Prepare bank reconciliation statements monthly.
16. Prepare financial reports for finance committee and church business meetings, prepare and make copies of monthly and annual financial statements.
17. Serve as non-voting ex-officio member of finance committee.
19. Each October 1, provide budget request forms to each department head or committee chairperson with instructions to return completed by October 20. Submit to Finance Committee for consideration.
20. Make quarterly and annual government reports.

21. Report the hiring of new employees to the Department of Human Services (800-241-1330) as required by law [See ms-newhire.com for more info].
22. Check and total all invoices when approved; inform responsible persons of their budget expenditures.
23. Receive and answer queries concerning financial matters; maintain file of invoices, correspondence, and reports.
24. Prepare and issue checks.
25. Prepare bulletin and inserts as needed.
26. Serve as secretary of Cemetery committee
 - A. Maintain current map and record.
 - B. Receive and deposit payment(s) for plot(s).
 - C. Type deed(s) and acquire proper signature, and have notarized.
 - D. Mail deed to owner.
 - E. Receive and deposit contributions to cemetery funds.
27. Prepare and distribute appropriate church related materials to new members.
28. Perform other church related responsibilities as assigned.
29. Keep church hostess informed, in a timely manner, of any events requiring the use of the church kitchen and fellowship hall.

B. JOB DESCRIPTION: Accompanists

Principal Function: The accompanists are responsible to the minister of music for providing instrumental music for regular and special worship services based on music program tasks.

C. JOB DESCRIPTION: Sunday School Director

Principal Function: The Sunday School Director is responsible to the Minister of Education to communicate the overall mission and message of Sunday School to other leaders and the entire church.

Responsibilities:

1. Set numerical goals for outreach and growth for Sunday School and developing action plans for accomplishing these goals.
2. Conduct research for ideas to develop ways to improve outreach, Bible teaching, and Christian living.
3. Involve workers in appropriate training and schedule meetings as needed.
4. Act upon recommendations from the Church Council.
5. Determine the best use of space, furnishings and supplies.
6. Plan special activities and projects.

D. JOB DESCRIPTION: Discipleship Training Director

Principal Function: The Discipleship Training Director is responsible to the Minister of Education to communicate the overall mission and message of Discipleship Training to other leaders and the entire church.

Responsibilities:

1. Set numerical goals for outreach and growth for discipleship training and developing action plans for accomplishing these goals.
2. Conduct research for ideas to develop ways to promote Bible Study, Bible teaching, Christian living, and individual spiritual growth.
3. Involve workers in appropriate training and schedule meetings as needed.
4. Act upon recommendations from the Church Council.
5. Determine the best use of space, furnishings and supplies.
6. Plan special activities and projects.

E. JOB DESCRIPTION: Activities Director

Principal Function: The Activities Director is responsible to the minister of education for planning, conducting, and evaluating programs of recreation and activities of outreach for church members and for other persons in the community.

Responsibilities:

1. Work with the Activities Committee to plan, coordinate and evaluate the recreational activities and/or any special outreach activities of the church.
2. Work with Building and Grounds Committee to maintain and recommend any repairs to Family Activities Center.
3. Be responsible for inventory, care, repair and storage of recreation equipment.
4. Periodically review and evaluate the recreational policies and programs of the church, and evaluate any special outreach activities which may be implemented by the church.
5. Provide training for volunteer workers.

F. JOB DESCRIPTION: Nursery Coordinator

Principal Function: The Nursery Coordinator is responsible to the pastor for overseeing the planning, coordinating, and implementing of a program for children from birth to three (3) years of age.

Responsibilities:

1. Make sure that nursery workers are available at the nursery ten (10) minutes prior to church-wide activities.
2. Schedule adult helpers as needed. All workers must first be cleared by the Nursery Coordinator.
3. Meet with appropriate staff or committees periodically to review church policies and bring recommendations for needed changes and improvements to the church.
4. Administer nursery budget allocation; make sure nursery is adequately stocked with supplies.
5. Keep abreast of all new materials, programs, methods, etc.
6. Work with the Church Council to provide needed services.
7. Enlist volunteers to clean and disinfect toys, bedding, furnishings, etc.
8. Inspect condition of toys and furniture for replacement.

G. JOB DESCRIPTION: Custodian

Principal Function: The custodian is responsible to the Personnel Committee for keeping the church building clean and orderly. Areas to be cleaned include sanctuary, education and fellowship areas in the main building and educational areas in the activity center if they are used for Sunday school or other church activities.

Responsibilities:

Tasks include, but are not limited to, the items listed below. A time schedule for each is given. These tasks will be completed more often if required by special circumstances. Additional related tasks may be required in order to keep the building well-maintained. Additional tasks will be reasonable, discussed with the custodian in advance, and will be added to the job description if needed.

Weekly:

Vacuum all carpeted areas. Sweep & mop all tiled areas. Sweep porches and entry ways. Dust furniture in chapel, sanctuary, educational departments and offices and straighten materials on tables, desks, etc. Arrange chairs in classrooms. Clean restrooms (toilet bowls, urinals, and lavatories) and replace supplies. Collect all trash/paper items in rooms and auditorium, place in pick-up bin. Use bags for trash.

Monthly:

Clean kitchens (sink, stove, refrigerator, cabinet tops, back splash and front). Polish all furniture. Clean doors and facings, baseboards, and window sills. (Special attention to entry doors.) Spot clean carpets. Buff tile floors. Remove spider webs, etc. from porch overheads. Check/clean/replace filters in air-conditioning units. Filters requiring ladder access will be the responsibility of the Building & Grounds Committee. Clean blinds.

Semi-Annually:

Clean windows (inside & out). Outside may be cleaned with hose and spray cleaner.

The custodian's job requires satisfactory completion of the job assignments. The custodian will be given a checklist of tasks to be performed. Each one will be checked off when it is completed. The checklist will be signed, dated and turned in each week to the church secretary. These checklists will be kept on file in the church office. A flexible work schedule will be allowed. However, to minimize heating and cooling costs, during times of extreme temperature, the schedule should be coordinated with times when the church heating/cooling system already has the building at a comfortable temperature (example: clean on Monday when the church is still relatively warm or cool). Educational space that is used on Wednesday night should be cleaned after Sunday use and after Wednesday use. It will be the responsibility of the Personnel Committee to check the building periodically to determine if the job is being satisfactorily completed. If there are specific needs to be addressed, a work order will be sent to the custodian.

H. JOB DESCRIPTION: Wednesday Night Cook

Principal Function: The church cook is responsible to the Church hostess for the Wednesday night fellowship meals.

Responsibilities:

1. Plan menus, prepare and serve food for Wednesday night fellowship meals.
2. Plan the menu and purchase all groceries for the weekly meal. Submit bills to church secretary for costs incurred.
3. Work with the church hostess to maintain an inventory of all paper products and staple supplies. Order supplies as needed for all church functions.
4. Maintain high standards of cleanliness.
5. Leave kitchen & dining area, with the assistance of at least one hospitality committee member, clean & orderly following each meal.
6. Work as needed with the hospitality committee to plan and help with special meals.
7. Work with the church hostess to prepare an annual proposed budget for kitchen supplies. Church hostess will submit budget to finance committee.

Cost of meals: \$3.00 - ages 13+
 \$2.00 - ages 6 through 12
 \$1.00 - ages 2 through 5

Church pays for meals for church members 65+.

I. JOB DESCRIPTION: Church Hostess

Principal Function: The Church Hostess is responsible to the Pastor, and works with the Church Council, staff, and all appropriate committees to plan church activities and fellowships.

Responsibilities:

1. Work with the Hospitality Committee to develop a budget for the use of the kitchen and fellowship hall and submit to Finance Committee by October 20.
2. Supervise the use, maintenance, repair, and servicing of all kitchen and fellowship hall equipment, supplies, and accessories. Maintain an inventory of all paper products, supplies, and equipment. Order supplies and equipment as needed for church activities.
3. Assist in providing information on use of the kitchen and fellowship hall to all individuals, groups, and/or committees planning to use these facilities.
4. Assist Hospitality Committee chairperson in planning for church activities involving the kitchen and/or fellowship hall. The hostess and the chairperson of the committee responsible for the activity will supervise setting up the tables and supplies for church activities and/or meals.
5. Work with the Wednesday night cook to provide fellowship meals.
6. Work with committees, groups, and individuals to schedule use of the kitchen and fellowship hall and assign duties as needed.

7. Act as Wedding Coordinator for the Church. This is not meant to be a wedding director. The Coordinator will serve as the “go-to” person for the church at all weddings, and will be present at the ceremony and rehearsal, and also the reception if held at the church. If unable to attend, the Hostess may select a substitute from a list pre-approved by the Personnel Committee.

J. JOB DESCRIPTION: Media Center Director

Principal Function: The Church Media Center Director is responsible to the Minister of Education for ensuring that all materials contained within the church media center are organized, properly cataloged, and that all materials are properly inventoried.

Responsibilities:

1. Supervise and coordinate the activities of the library volunteers.
2. Keep a current library file and computer file.
3. Recommend budget and expenditures of media funds.
4. Purchase and repair books and audio-visual aids
5. Assist in the distribution of program organization literature as needed.
6. Promote the ministry of the church media.

III. CHURCH COMMITTEES

Introduction to Committees

The committees of this church (along with the number of members) are: Nominating (3), Personnel (3), Property & Space (6), Finance (3), Cemetery (5), Counting (3), Counting alternate (3), Activities (3), Media Center (3), Flower (3), Hospitality (9), Special Needs (6), Music (3), Youth (3), Children (3), Bus (3), and such other regular and special committees as the church shall authorize. Additional regular committees may be added by amendment procedures prescribed within the bylaws. Nominating Committee members are recommended by the Church Council. All other church committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise specified within these bylaws. Committee members shall serve on a three year rotation basis with one-third to be elected each year. After serving a term of three year assignments, a committee member shall be eligible for re-election to the same committee only after the lapse of one year, unless otherwise designated within the bylaws.

It shall be the responsibility of each committee member to make certain that his/her respective committee stays within its church approved budgeted amount. Expenditures should be approved by a majority of committee members.

At the beginning of each new church year, each committee shall decide how it will select a chair or spokesperson. A method which has worked in the past for many committees, is for the senior person (serving in the last year before rotating off) to act as the chairperson.

Each committee should be prepared to submit a report at each regular monthly business meeting.

It is important that all committees document meetings and maintain accurate records concerning points of discussion, actions taken, and recommendations. Notes/minutes of all meetings will be written, dated, and signed by the committee members in attendance. The notes/minutes will be kept in a notebook provided for each committee. This notebook will also contain copies of committee responsibilities, procedural recommendations and appropriate forms to be used as a reference, as needed. The chairperson of each respective committee will maintain this notebook and pass it to the next chairperson at the end of the church year.

If the pastor, as a non-voting ex-officio member of every committee, is unable to attend a meeting, the chairperson should brief him on any decisions made.

Some committee decisions and/or actions may overlap with areas of responsibility of other committees or departments. Care should be taken to involve/consult with these departments and committees as appropriate.

A person should not serve as chairman of 2 different committees at the same time.

If a committee vacancy occurs during the church year, the Nominating Committee should recommend a member for the vacancy, subject to church approval at the next regular business meeting following the vacancy.

A. NOMINATING COMMITTEE

Principal Function: The nominating committee shall be responsible throughout the year for nominating and presenting to the church people to serve in various positions of the church (unless otherwise provided in the Bylaws) vacated by expiration of term of office, by death, by resignation, or by removal. Each person contacted shall be informed of his or her responsibilities.

Responsibilities:

1. Select, interview, and enlist church program organizational leaders, church emphasis program leaders, general officers and committees (unless designated otherwise in church bylaws), before they are presented to the church for approval
2. Work for upcoming church year should begin no later than April 15.
3. After church program organization leaders (Directors of Sunday School, Discipleship Training, WMU and Brotherhood) are presented to the church and elected, they shall serve with the nominating committee in an advisory capacity to fill the positions within the church program organizations.
4. When filling positions, prayerful consideration should be given to the following:
 - Screening workers before they are asked to serve
 - Encouraging workers to utilize their gifts and abilities
 - Serving as a resource to discover and enlist potential workers.
 - Placing leaders where their talents can best be used in serving the church.
5. Present the names of volunteers to be elected by the church.
6. Coordinate the filling of vacancies of workers and leaders as they occur during the church year.

7. Nominate church clerk and church treasurer.

B. PERSONNEL COMMITTEE

Principal Function: The personnel committee shall represent the church in matters related to administration regarding employed personnel, and shall serve as an advocate for the pastor and church staff in order to protect the church's investment of time and money related to staff.

Responsibilities:

1. Serve as an advocate for the church staff.
2. Publish notice of staff vacancies.
3. Recruit, interview, and recommend new personnel, with the exception of the position of Pastor (refer to Article II, Section A, second bullet point, of the Church Constitution and Bylaws). This may include the following:
 - a. Secure references
 - b. Consult with pastor
 - c. Complete background checks
 - d. Conduct interviews
 - e. Communicate job descriptions and expectations prior to employment
 - f. Follow procedures for recommendation for church approval
 - g. Monitor job performance
 - h. Address problems as needed
4. Based on suggestions from the pastor and/or church leadership, study the need for additional staff positions and/or the discontinuation of an existing staff position. Make appropriate recommendations for church approval.
5. Maintain continuous and effective communication with the pastor, staff, key leaders, and committees regarding job responsibilities, expectations, and performance of staff.
6. Update existing job descriptions, organizational chart, and/or policy handbook as needed. Write new job descriptions when staff members are added. Submit changes for church approval.
7. Require training as needed to meet the demands of a staff member's job due to changes in the church's programs, practices and/or procedures. Compliance with training requirements may be necessary for continued employment.
8. Develop and recommend to the Finance Committee an annual salary program for all staff. This program should include any expenses to be incurred including salary/wages, expenses, and benefits. Privileges for staff such as time away from duties for personal or professional development or training, personal leave or sabbaticals should be stated.
9. Evaluate and monitor staff performance. Meet with staff periodically to discuss job-related concerns, consider any suggestions, complaints, grievances, etc., from church members, leadership, pastor and staff. If reprimands are necessary, these will be conducted with a majority of the committee members present. If it is determined that a staff member is not meeting the requirements of the job, a plan of improvement will be developed which clearly outlines the improvements

needed, a plan, and timeline for correcting the problems. If necessary, the committee will move forward with plans to terminate employment. For matters deemed severe, recommendation for immediate termination may be made by the committee and submitted for church action.

10. Meet with any search committee prior to that committee's work to clarify the role of the personnel committee with respect to staff members.
11. Meet with any new staff member to explain the church's position regarding "chain of command" and supervision, as well as any other related policies, job expectations, etc
12. Compile a list of four people to serve as substitute for church hostess as wedding coordinator. This list will be maintained in the office by the Church Secretary.

C. **PROPERTY AND SPACE COMMITTEE (FORMERLY BUILDING & GROUNDS COMMITTEE)**

Principal Function: The principal function of the Property and Space Committee is to assist the church in caring for all property and buildings, and to make recommendations for the best use of available space.

Responsibilities:

1. **Inspect all church property and equipment periodically.** An inventory of all property and equipment shall be maintained for the purpose of planning for preventive maintenance, repair and/or replacement (refer to Property and Space Checklist).
2. **Secure and maintain a plot plan.** This will include all buildings, property lines, water lines, gas lines, sewer lines, easements, and buried cable (electric and communication). This will be kept on file in the church office for ready reference.
3. **Consult with ministry leaders concerning changes in use of facilities and property.** Periodically, space allocations change for ministry organizations. Some adjustments may need to be made. For example: an adult class may need to move to another room. The choir room may need to be moved because of lack of space. The ultimate goal is to ensure that everyone has sufficient space and furnishings.
4. **Employ maintenance personnel as needed.** Example: HVAC repair, roof repair, parking lot repair, floor cleaning and polishing, grass mowing, electrical wiring, etc. One or more committee members shall verify that needed repairs were satisfactorily completed and notify secretary.
5. **Develop and recommend policies and procedures related to church buildings and property.** Policies and procedures regarding maintenance, buildings, property and space shall be developed by this committee and, upon adoption by the church, placed in this operations manual. Insurance coverage shall be evaluated by May of each year and any recommended changes be submitted to the Finance Committee.
6. **Develop and recommend arranging, equipping and supervising parking space.** Evaluate parking needs such as visitor and handicapped spaces, direction

- arrows, striping, repairs, etc., as well as look for new space that may be available for parking.
7. **Schedule Work days.** Schedule periodic work/clean-up days to involve the church membership as the need arises. A preliminary safety meeting shall be held prior to the commencement of the work.
 8. **Prepare budget recommendations.** This committee shall plan its work and provide details for the new annual budget to the Finance Committee by October 20.
 9. **Assign responsibilities.** The committee will delineate responsibility for such general items as turning on/off lights, heating and cooling, running water, toilets, windows, etc. For other responsibilities, please refer to the guidelines for use of the Family Activities Center contained within this Operations Manual.

D. **FINANCE COMMITTEE**

Principal Function: The principal function of the Finance Committee is to develop a program for budget development and budget administration.

Responsibilities:

1. Develop the budget - the Finance Committee is responsible for developing the budget of the church. Once the program for a church year has been established, a budget can be planned and adopted to implement this program.
 - Evaluate the budget requests. Each October 1, the church secretary will provide budget request forms to each department or committee chairperson. The completed forms, indicating requested budget increases and/or any explanations and justifications, will be returned to the secretary by October 20.
 - The new proposed budget should be completed and turned in to the Financial Secretary a full two (2) weeks before the December business meeting. This will give the secretary adequate time to prepare the budget for insertion into the bulletin, giving church members the required one week to review prior to voting.
 - The proposed budget will then be submitted to the church for approval at the December business meeting.
2. Once the budget has been adopted, the committee is responsible for administering the budget. This involves the following procedures:
 - Approve certain budget expenditures.
 - (a) This would include all expenditures from the Equipment and Furniture Fund and only expenditures over \$1000 from the Physical Plant and Major Maintenance Funds.
 - (b) Give direction to the Financial Secretary as needed for the allocation of certain budget expenditures.
 - (c) Compare monthly expenditures against budget allocations. Make full use of the monthly disbursements report from the Financial Secretary.
 - (d) Recommend adequate financial systems.

- (e) Conduct an annual internal audit, and determine the depth of the same (Adopted by minutes dated 7/11/1990). Arrange for periodic third party audits upon request and approval by the church (agreed upon procedures audit) and acquire an auditor.
3. Make certain that the church is in compliance with applicable federal and state laws regarding all financial matters (Adopted by minutes dated 10/13/2004).
4. The committee has the authority to make decisions on the Building Fund with respect to investing, and has the authority, along with the Financial Secretary, to sign forms to implement the said investing (Adopted by minutes dated 1/10/2007).
5. Establish guidelines for use of the church credit cards (Adopted by minutes dated 6/8/1988) [SEE APPENDIX -ITEM E].
6. With respect to the Family Activity Center, any money collected from concession stand sales or admission charges will go into the Activity Fund. The Finance Committee will oversee the appropriate use of these funds.

E. CEMETERY COMMITTEE

Principal Function: The Cemetery Committee is responsible for maintaining all church-owned cemeteries. All members are standing committee members.

Responsibilities:

1. Keep both cemeteries clean and well-maintained.
2. Hire workers necessary for the satisfactory maintenance of all cemeteries.
3. Manage the financial resources of both cemeteries, which may include fund-raising efforts.
4. Stake off each grave site before digging and determine placement of monuments.
5. At least one member of the committee will execute the cemetery deed [SEE APPENDIX - ITEM A FOR GUIDELINES].

F. MONEY COUNTING COMMITTEE

Principal Function: The Money Counting Committee is responsible for counting all funds received by the church and submitting the funds and signed reports to the Church Treasurer.

Responsibilities: The following procedures will be followed to count all funds and prepare funds for recording and depositing by the church secretary.

1. Sunday School offering will be collected in each class and submitted to the Sunday School Clerk immediately following the opening of Sunday School. The Clerk will place all unopened envelopes and any cash or checks not in envelopes in the money bag. The money bag will be locked in the office safe.
2. Worship Service offering will be collected. Immediately following the collection, at least two (2) members of the Counting Committee will take the offering to the counting room. This room, which houses the office safe, should be as secure as possible.

The Counting Committee will use the following procedure to count the Sunday School and Worship Service Offerings:

- A. Separate loose offerings and envelopes.
- B. Count loose offerings and record totals.
- C. Separate budget envelopes and special offering envelopes.
- D. Open each envelope, remove money, and verify amount written on the outside of the envelope with the amount inside. If there is a discrepancy, write it in red in the upper right corner of the envelope.
- E. Add the amounts recorded on the budget envelopes using the corrected amounts where applicable. Record all information on the record sheet.
- F. Add the amounts on the special offering envelopes and record totals.
- G. Separate cash by denominations. Count and record totals.
- H. Count checks and record totals.
- I. Funds received on the previous Sunday evening and during the week have been placed in the office safe. These funds will be counted using the same procedure and totals will be recorded.
- J. Record sheets will be signed by all committee members present. Funds and sheets will be locked in the safe. On the next working day, the Secretary will remove funds, verify the counting committee's records, make notes of any discrepancies, attach a copy of the deposit slip, and complete the deposit. The receipt will be attached to the committee's sheet and initialed by members of the committee the following Sunday.

NOTE: In the event worship service offering is not counted immediately following collection, the offering plates will be returned to the front of the church and kept in plain view of the congregation until the committee carries them to the counting room.

At least two (2) members of the Counting Committee will remain with the offering at all times.

G. MONEY COUNTING ALTERNATE COMMITTEE: The Alternate Money Counting Committee will serve secondary to and in the absence of any member(s) of the Money Counting Committee.

H. ACTIVITIES COMMITTEE:

Principal Function: The Activities Committee will coordinate special events for all age groups and oversee the effective utilization of the Family Activity Center (hereinafter referred to as "FAC"). The Activities Committee will work under the direction of the Activities Director.

Responsibilities:

1. Coordinate and implement any special activities for the church. Members will make assignments to the appropriate committees involved in the activity. Any needed expenditures for the activity will be requested through the Finance

- Committee or through the person(s) responsible for appropriate budgeted line items.
2. Determine days and times for opening of FAC. The usage of the FAC will be evaluated by the use of sign-in sheets and opening days and times will be adjusted accordingly. The committee will work with all groups in the church to maintain a schedule that will improve and promote use of the FAC for outreach and ministry.
 3. Conduct training sessions for new church members and FAC supervisors regarding rules and guidelines for the FAC.
 4. Maintain all required forms such as sign-in sheets, incident reports, member and guest registration forms, etc. Submit completed forms to church office for filing.
 5. Submit budget request forms to Finance Committee by October 20.
 6. Order equipment and supplies as needed.
 7. Report any maintenance needs to the Property and Space Committee.
 8. The Chairman will serve on Church Council and work with members to plan and implement special church activities.

I. MEDIA COMMITTEE

Principal Function: The Media Committee will work under the direction of the Media Center Director to encourage religious education through the use of the church library. The church library will provide and promote the use of printed and audiovisual resources.

Responsibilities:

1. Maintain an adequate library of church media, books, materials, periodicals, and equipment.
2. Promote the use of media-library services and materials available to the church membership and church-related programs.
3. Work with the Media Director in the enlistment and training of volunteers.
4. Recommend to the Finance Committee the appropriate funds needed to support the media ministry of the church.
5. Maintain proper organization of the media center through maintenance of equipment, schedule of media center hours, and organization of resources.
6. Recommend to the church all needed media materials, services and equipment.
7. Ensure that all materials placed in the church media center comply with basic biblical teachings and Baptist beliefs.
8. Be responsible for copying and distributing DVDs of worship services; maintain an archive of recorded services for preservation purposes.
9. Maintain and monitor use of the church website and internet service, including taking the steps necessary to ensure that proper filters are installed.
10. Be responsible for the printing and distributing any printed media to promote any church activities. This will require the full cooperation of the church secretary.

J. FLOWER COMMITTEE

Principal Function: The Church Flower Committee is responsible for making certain that a floral arrangement is in the auditorium for worship and special services.

Responsibilities:

1. The requested budget amount will be submitted to the Finance Committee by October 20 of each year for inclusion in the new church budget.
2. Determine whether artificial flowers should be used and to what extent.
3. Plan a systematic method for members to participate in providing flowers.
4. Determine how the flowers will be disposed of.
5. Make recommendations to the church for price range of flowers sent to funeral of church members.

K. HOSPITALITY COMMITTEE:

Principal function: The hospitality committee will be responsible to the church hostess to provide meals for church-wide fellowships, funerals, revivals, and special occasions that involve the kitchens and fellowship hall. They shall supervise all kitchen and fellowship hall equipment and accessories.

Responsibilities:

1. **Prepare and/or schedule meals for revivals and funerals.** Will be responsible for arranging and/or scheduling Sunday School classes and/or individuals to provide meals for the revival team and funerals.
2. **Supervise the use of the kitchen and fellowship hall.** Will be responsible for leaving the kitchens and fellowship hall clean and orderly after church activities in which the committee is responsible.
3. **Help with any meal and/or fellowship involving the church.** Will enlist volunteers as needed to assist in setting up, serving, and cleaning after church-wide meals and fellowship activities in which the fellowship hall and/or kitchens are used. This includes, but is not limited to: Easter sunrise breakfast, Thanksgiving Harvest meal, and any other church-wide fellowship meal.
4. **Schedule kitchen helper(s) for the Wednesday night meal.**
5. **Plan budget for the next year.** Hostess, Cook, and Committee work together to prepare a budget to present to the Finance Committee by October 20.

L. SPECIAL NEEDS COMMITTEE

Principal Function: The special needs committee will provide material assistance to Christians within our church, Christians outside our church, and those who are not Christians (based upon Galatians 6:10; John 17:20-21).

Responsibilities:

1. Develop, recommend and oversee policies and procedures which establish the type, amount, and frequency of assistance to individuals or families who request assistance. Work with Finance Committee to ensure that these policies conform with all governmental regulations.
2. Locate church members and community persons who can provide other appropriate assistance.
3. Work with other groups in the church which provide benevolent actions and make recommendations to these ministries.

4. Survey and determine available community agencies and their resources.
5. Make recommendations to Finance Committee for monies needed for ministering to people and coordinate special funding provisions for benevolent ministries.
6. Investigate and administer benevolence resources as needed.
7. Complete proper forms of request for assistance and submit completed forms to Financial Secretary for confidential filing.
8. Inform and involve the church members to support benevolent ministry.
9. Investigate and recommend support of other 501c3 organizations.

M. **MUSIC COMMITTEE**

Principal Function: The Music Committee will assist the Minister of Music in planning and evaluating the music program for the Church.

The following persons may serve as ex-officio members of the Music Committee: Minister of Music, all accompanists and their assistants, and the leaders of youth, children, and preschool choirs.

Responsibilities:

1. Assist the Minister of Music in planning the annual calendar for the music ministry of the church.
2. Assist the Minister of Music in organizing music for special events and ministries of the church.
3. Receive suggestions, analyze data, and make recommendations to the church concerning instruments, audio systems, and related items.
4. Assist the Minister of Music in making recommendations to the Finance Committee on budget needs for the music ministry.
5. Serve as resource team on matters deemed important to the music ministry of the church.

N. **YOUTH COMMITTEE**

Principal Function: The Youth Committee will assist the Minister of Youth in carrying out an effective program for the youth of Bunker Hill Baptist Church.

Responsibilities:

To Assist the Minister of Youth in the following ways:

1. Develop a program of activities and recreation for the youth group.
2. Help to carry out a program of volunteer work by the youth department in order to train the youth to be mission-minded.
3. Maintain a bible-based study program to train the youth to have a Christian world view.
4. Help acquire proper chaperones and bus drivers for youth functions and trips.
5. Assist the Minister of Youth in making recommendations to the Finance Committee on budget needs for the youth ministry.

6. In the absence of a Minister of Youth, the Committee will work with the Nominating Committee to enlist lay youth workers, and will assist said lay workers as needed.
7. The Chairman will serve on Church Council and work with members to plan and implement special events for youth.

O. **CHILDREN'S COMMITTEE**

Principal Function: The Children's Committee will promote children's ministry through education and special activities.

Responsibilities:

1. Work with appropriate committees and staff to assist in selection and purchase of literature, equipment, supplies, materials, and furnishings that meet the needs of the children's programs and activities.
2. Work with the Vacation Bible School (VBS) Director to plan the VBS program.
3. Work with the Nursery Coordinator to develop and/or update guidelines, policies, and procedures for the nursery.
4. The Chairman will serve on Church Council and work with members to plan and implement special events for children.

P. **BUS COMMITTEE**

Principal function: The bus committee will oversee the maintenance of the church bus(es), draft and interpret guidelines for use of the bus(es), and make recommendations to the church concerning the bus(es).

Responsibilities:

1. Oversee maintenance, service, and repairs to the bus(es).
2. Make sure that the bus(es) is/are used only by church organizations or for church related activities.
3. Make certain that any bus driver meets the statutory requirements of licensing and testing as mandated by applicable law. All bus drivers must be listed as a bus driver on the church's insurance.
4. Interpret guidelines for bus(es) use as the need arises. (Refer to Guidelines for Use of Church Bus(es)).
5. Make recommendations to the church concerning the bus(es).
6. Submit an estimated budget for each new church year to the Finance Committee by October 20.
7. Determine maintenance and service needs based on trip logs and usage records on file with the church secretary.
8. Make sure that the bus(es) is/are prepared for travel when scheduled (i.e., tag is current, inspection sticker is current, and insurance paperwork is current and properly located).

III. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain a program of Bible teaching, church member training, church leader training, new member orientation, mission education training, and performance. All organizations related to the church programs shall be under church control. All officers shall be elected by the church and report regularly to the church. All program activities shall be subject to church co-ordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

Section 1. Sunday School

Sunday School serves as the foundational strategy in a local church for leading people to faith in the Lord Jesus Christ and for building “on-mission” Christians through open Bible study. These groups engage people in evangelism, discipleship, ministry, fellowship, and worship. The Sunday School will be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School Director.

Section 2. Discipleship Training

Discipleship training serves as the training unit for members of the church. Areas of instruction are: Church leadership training; New member orientation; Church policy and organization; and Improvement in outreach, bible teaching, Christian growth and Christian living. Discipleship training shall be organized by departments and/or classes for all ages and conducted under the direction of the Discipleship Training general director.

Section 3. Woman’s Missionary Union

Woman’s Missionary Union shall be the mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its principle purposes are as follows:

1. Promote missions (local, associational, state, North American, and international) throughout the church, utilizing prayer support, activities, publicity, and seasonal special offerings.
2. Coordinate with the pastor, ministerial staff, and other mission organizational leaders to plan special services or emphases on missions.
3. Work with other mission organizational leaders to recommend and/or plan mission trips for the church and enlist support for such trips as deemed appropriate.
4. Serve with other mission organizational leaders as a resource team for any current operating missions of the church.
5. Explore new opportunities for missions and make recommendations to the church.
6. Prepare an annual proposed budget for expenditures necessary for the implementation of mission opportunities.

Woman’s Missionary Union shall have such officers and organization as the program requires.

Section 4. Brotherhood

The Brotherhood shall be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its task shall be to teach missions, engage in mission action, support world missions through prayer and giving, and provide and interpret information regarding the work of the church and denomination.

The Brotherhood shall have such officers and organization as the program requires.

Section 5. Church Music

The Church music organization, under the direction of the church elected Music Director, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music, train persons to lead, sing, and play music, provide music in the church and community, and provide and interpret information regarding the work of the church and denomination.

The Church music program shall have such officers and organization as the program requires.

Section 6. Ushers

The ushers will greet people as they come to the services, escort people to a seat, serve as offering bearers, and be responsible for the general comfort of the worshipers during the worship service. A chairman shall be nominated by the nominating committee each year to coordinate the work of the ushers.

IV. GUIDELINES FOR USE OF CHURCH FACILITIES

It is the desire of Bunker Hill Baptist Church to reach out and provide a diverse ministry that will bring honor and glory to God. The purpose of the facilities of the church is to provide opportunities for evangelism, Christian fellowship, growth and ministry. All areas of the church and grounds will be used primarily for church-sponsored activities. All persons using the facilities will be expected to uphold the highest of Christian standards.

A. GENERAL GUIDELINES FOR USE OF ALL FACILITIES

1. Church activities will take precedence over any other special requests for use of the facilities by members.
2. The church reserves the right to deny any request to use any facility for special activities. If there is a question as to the qualification of any event, the request will be referred to the Church Council.
3. Reservations for use of the facilities must be scheduled and approved through the church office and listed on the church calendar.
4. The reserving member must sign a form stating that he/she has read and will comply with the guidelines of the church. The reserving party will be designated as the "responsible party" for the event.
5. Alcoholic beverages will not be allowed on BHBC property.

6. All Bunker Hill Baptist Church property is declared to be “tobacco free.”
7. No animals or birds will be permitted inside the buildings.
8. The buildings must remain unaltered, both temporarily and/or permanently, unless otherwise approved by the church. No electrical modifications, structural modifications, light bulbs, etc., will be permitted. Lamps and spotlights may be permitted provided no modifications on the building will be required. No tape or adhesive may be applied to walls.
9. After use, the facility will be restored to the same condition of cleanliness or better as it appeared prior to use. The definition of “clean up” as adopted by BHBC is described in “Clean Up Requirements” (Page 30).
10. With respect to the borrowing of church equipment, please refer to Item #16 on page 29 of this Manual.

B. FAMILY ACTIVITY CENTER (FAC) GUIDELINES

MEMBERS:

1. Members of BHBC or any of its sponsored organizations and their guest are eligible to use the FAC.
2. Members must complete an enrollment card with emergency information. Cards will be kept on file in the FAC.

GUESTS:

1. Guests who attend with members will complete a guest registration card.
2. Members must accept responsibility for their guests.
3. If a host member leaves, his/her guest must also leave.

REGULATIONS:

1. All activities will be initiated with prayer.
2. Everyone will sign in when they arrive and sign out when they leave. Signing in and out will not be required for church sponsored events and special activities involving large groups of people.
3. The main entrance will be used to enter and exit the FAC. Side doors are for emergencies or special needs only.
4. The church secretary must be notified in advance of all activities and events. Events will be listed on a master schedule/calendar maintained in the church office.
5. Planned programs and church activities have priority over free play and requests for special events.
6. Keys to the FAC will be kept in the church office. The church secretary will use a checkout system to issue keys to staff and/or sponsors/supervisors. Keys will be checked out in advance and will be used to open the FAC for only those events listed on the master schedule. Individuals who have keys may not give them to any other person.
7. Recreational activities will not be conducted when worship/educational activities are being held. The FAC will be closed 15 minutes before church services and will not open until at least 15 minutes following church services.

8. All events and activities must have sponsors who will accept the responsibility to supervise activities. A sponsor must be a staff member or other responsible church member over the age of 21.
9. Sponsors must supervise members and guests under 18 years of age. One sponsor for every 10 children/youth is recommended. A sponsor should be present in all areas of the facility where children/youth are involved in activities. If adequate supervision in all areas is not possible, sponsors will close off some areas and designate them as "off limits".
10. If an individual causes damage to the building or loss/damage of equipment, he/she (or the parent) is responsible for necessary repair or replacement. Incidents of normal wear and tear are excluded.
11. Parents must accept responsibility for the conduct of their children.
12. The following incidents will be documented on the appropriate forms and submitted to the church office by the sponsor.
 - A. Accidents or injuries;
 - B. Building or equipment damage; and
 - C. Serious misconduct and/or rules violation.
 Parents will be notified if the incident involves someone under the age of 18.
13. For all activities a sponsor will:
 - A. Secure sign in and sign out sheets for members and guests;
 - B. Open with prayer;
 - C. Explain/review rules if necessary;
 - D. Supervise activities;
 - E. Submit appropriate incident reports;
 - F. Make needed adjustments to heat/air conditioning/fans;
 - G. Place trash in appropriate containers. Sack and remove trash if cans are full or if food items are present;
 - H. Check restrooms.
 - I. Verify that all members and guests have left the building and grounds;
 - J. Turn off lights, heat/air conditioning/fans; and
 - K. Lock building.
14. Members and guests using the FAC are responsible for keeping it clean and for properly disposing of trash.
15. No pets are allowed in the facility.
16. The kitchen area will remain closed except for special events where food is prepared or served. A concession stand will be operated only under the direct supervision of an adult.
17. Any money collected from concession stand sales or admission charges will go into the activity fund. The Finance Committee will oversee the appropriate use of funds.
18. Any programs/presentations/concerts must promote Christian values and uphold high standards of decency and morality.
19. Dances will not be allowed.
20. Equipment, furnishings, or supplies will not be removed from the building except as approved by staff or appropriate committees. If items are moved to other areas of the church for special activities, they must be returned to the original location.

RULES:

1. Shirts, shoes, and appropriate apparel are required at all times. The following dress code is required:
 - A. No clothing depicting profanity, illegal substances, obscene phrases/pictures/logos.
 - B. No halter or midriff tops.
 - C. Shorts must be of a reasonable length.
2. The following items are not allowed on the grounds or inside the FAC:
 - A. Weapons;
 - B. Illegal drugs or alcoholic beverages; and
 - C. Tobacco products
3. The minimum age for using fitness equipment is 13. Those under 18 must have the direct supervision of an adult who is over 21.
4. Fitness equipment must be wiped down with a towel after each use. At the end of the session, equipment must be returned to the setting and position in which it was found.
5. Food and drink will be allowed only in designated areas as appropriate for the activity. Sponsors may set the specific limitations.
6. No profanity, abusive, disrespectful or inappropriate language.
7. No spitting.
8. No hanging on the basketball goals or dunking the basketball.
9. No skateboards in the FAC or on the grounds.
10. No sitting on tables or counters.
11. No moving or rearranging furniture or equipment except under the direction of the sponsor.
12. No running or rough play in the game, fitness or education areas.
13. No equipment, furnishings, or supplies will be removed from the building for special events except as approved by staff or sponsoring committee.
14. No loitering in the parking area.

Anything not covered in the general regulations and rules will be referred to the Activities Committee and/or Property and Space Committee(s) for review and appropriate action.

REQUEST FOR USE OF THE FAC FOR SPECIAL ACTIVITIES:

1. Members may use the FAC for:
 - A. Bridal and baby showers (lobby area only);
 - B. Birthday parties [gym and/or lobby area(s)];
 - C. Wedding receptions;
 - D. Retirement parties;
 - E. Anniversary parties; and
 - F. Graduation parties.

The FAC may not be used for:

- A. Class reunions;
- B. Family reunions; and
- C. Dances.

2. Procedure to request use of the FAC for special activities:
 - A. A church member must submit a request form to the church office between two (2) and (4) weeks prior to the event. He/she will receive a copy of the guidelines for using the FAC and will accept responsibility for seeing that they are followed.
 - B. If the event meets the criteria and there is not a church activity on that date, the secretary will list the event on the master schedule.
 - C. The sponsor must pay the required deposit. Deposits are as follows:
 - (i) Lobby area only - \$50.00
 - (ii) Gym area only - \$50.00
 - (iii) Both lobby and gym areas - \$100.00

If the FAC is left clean and orderly and the condition in which it was found, the money left on deposit will be refunded. If necessary, church staff will contact the appropriate committee to evaluate the condition of the facility.
3. If the cost of using the FAC for special activities becomes prohibitive, the Finance Committee will have the authority to evaluate the situation and made recommendations to the church.

NOTE:

The following forms will be designated and kept on file to use:

- (i) Enrollment card for members;
- (ii) Guest registration;
- (iii) Incident reports;
- (iv) Requests for use for special activities.

C. POLICY FOR USE OF TENNIS COURTS

1. All participants and spectators shall dress in accordance with accepted Christian principles.
2. Should it become necessary to schedule tennis court use, this shall be done at the discretion of the youth/activities director.

D. GUIDELINES FOR WEDDINGS

Refer to Appendix F for complete Wedding Policy of Bunker Hill Baptist Church

1. Individuals desiring to use church facilities for weddings shall contact the church office and will be provided with a complete copy of the Wedding Policy (Appendix F).
2. Specific guidelines for use of church facilities with respect to weddings, rehearsals, rehearsal dinners, receptions, etc., are contained within the Wedding Policy (Appendix F).

E. GUIDELINES FOR KITCHEN/FELLOWSHIP HALL/FOYER/EQUIPMENT

1. If any area of the church other than the facility requested is needed (such as classrooms for dressing, etc.), this must be indicated at the time of the reservation and indicated on the reservation form. Otherwise, it is expected that only the

- fellowship hall, foyer, kitchen, and restrooms are to be used or occupied for any purpose.
2. The reserving party must sign a form stating that he/she has read and will comply with the guidelines and policies of the church. In addition, the reserving party must consult with the Church Hostess prior to the event. Reservation of the facility assumes that the reserving party is responsible for paying for any property damages as a result of the event or person(s) attending the event. The reserving party must sign a form stating that he/she has read and will comply with the policies of the church.
 3. No plants, flowers, shrubbery, or any other decorations provided by the responsible party are to be left in the fellowship hall, foyer, or restrooms after the event. These items must be removed and the building cleaned the day of the event (or by 8:00 a.m. the following day) unless an item is to be used as a part of the Sunday services.
 4. Air-conditioners will not be left on all night before an event simply for the sake of maintaining the freshness of flowers.
 5. No rice bags, birdseed, rice, bubbles, etc. may be distributed inside the building. All rice, birdseed, etc. which fall on the porch or walkways outside the building will be swept up and removed to prevent possible injury to other unsuspecting people attending other services or events.
 6. No animals or birds will be permitted inside the building.
 7. No beverages nor food will be served in the foyer.
 8. All aspects of the building must remain unaltered. No electrical modifications, structural modifications, light bulbs, etc. will be permitted. Lamps and spotlights will be permitted as long as no modifications on the building are required. The method of fastening any devices or decorations to furniture, walls, or windows must have the approval by the church before such installation is made. No tape (Scotch® tape, masking tape, etc.) may be applied to walls.
 9. The outside garbage bin is for sacks of garbage only. No greenery, limbs, leaves, empty boxes, etc. shall be left in or beside the bin. These items should be removed from church property after the event so as not to be present on Sunday morning.
 10. No rented or borrowed fixtures such as candle holders, flower stands, vases, tables, chairs, etc. should be left after the event.
 11. All garments, costumes, etc. should be removed from the church after the event and not left overnight.
 12. Only those facilities requested by the event sponsor will be reserved. All other church facilities will be open and available to other members of our church family for committee meetings, prayer meetings, etc.
 13. The facility will be left in the same or better condition of cleanliness as it is found. The church's definition of "cleaned up" is described below.
 14. Sponsors must be responsible for children's behavior and activities. Care should be exercised to ensure that proper care is taken of the building and furniture.
 15. **Use of church products:** For any event the church will furnish plastic garbage bags for the removal of garbage. For non-church sponsored activities, the church

is not responsible for providing any paper or Styrofoam products such as paper plates, cups, napkins, etc. The church is not responsible for providing vacuum cleaners. Mops and brooms in the kitchen are available for use in clean-up.

16. **Borrowing of church equipment:** For non-church sponsored events, no furnishings or equipment used in the fellowship hall/foyer/kitchen shall be removed from the church for use at another location. This includes tables, chairs, tablecloths, dishes, kitchen equipment, or any other item normally used in the fellowship hall/foyer/kitchen. Old tables and chairs which are not in regular use at the church may be borrowed with the approval of the Activities Committee, and shall be returned to their proper place.

The Kitchen/Fellowship Hall/Foyer/Equipment may be used for:

- any church sponsored activity
- weddings and wedding receptions
- bridal and baby showers
- anniversary receptions and retirement parties
- if there is a question as to the qualifications of the event, the determination of acceptability will be made by the Activities Committee.

The following activities are EXCLUDED from Permitted Activities in the Kitchen/Fellowship Hall/Foyer/Equipment:

- children's birthday parties
- parties for non-church related activities
- school class reunions
- family reunions

These activities have the potential for greater wear and tear on the facility and are therefore not recommended.

Clean-Up Requirements:

1. All debris must be removed from floors, window sills, etc.
2. Floors: All floors must be swept. The kitchen should be mopped along with any areas of the fellowship hall where food or drink has been spilled, dripped, etc.
3. Chairs and Tables: Chairs and tables must be wiped clean of any crumbs, stains, etc.
4. Porch and walks should be swept clean of any debris including rice, birdseed, netting, paper, cigarette butts, cans, bottles, etc. All trash should be picked up and disposed of in proper garbage bags.

**Reservation* implies that the reserving party is completely responsible for the preparation and the subsequent clean-up of all areas of the church that are used, including the moving of furniture. If any other area of the church other than the fellowship hall/foyer/kitchen is needed (such as classrooms for dressing, etc.) this must be made known at the time of reservation. Otherwise, it is expected that only the fellowship hall, foyer, kitchen, and restrooms are to be used or occupied for any purpose.

5. Kitchen:
 - a. Any item should be washed and returned to its original location or cabinet.
 - b. Counter tops and cabinet doors must be wiped free of stains or smudges.
 - c. Floors must be mopped.
 - d. No leftover food, drinks, flowers, etc. will be left in the refrigerator or freezer.
 - e. Dish towels, tablecloths, etc. must be washed and returned to the church within three days.
6. All furniture must be returned to its original positions. Table and chair arrangement in fellowship hall must be returned to “as found” configuration.
7. Restrooms:
 - a. Pick up any debris that is left in the restrooms and empty trash cans.
 - b. Remove coat hangers, beverage cans, clothing, etc.
8. If classrooms are also used, these must also be cleaned to these standards.
9. Empty all garbage cans. Place all garbage in plastic sacks before placing in outside garbage bin.
10. Turn off all ventilating fans, cookers, coffee pots, etc.
11. All personally owned equipment, utilities, coffee urns, servers, empty boxes, furniture, etc. must be removed from the church and not left overnight.
12. The dishwasher is not to be used unless it is at least half full. Dirty dishes cannot be left in the dishwasher.
13. After an event, doors between the fellowship hall and the kitchen must be left closed to maintain the air conditioning in the kitchen.

F. GUIDELINES FOR USE OF THE CHURCH SMOKER/COOKER

1. The cooker shall be operated only by church members who have been trained in the proper preparation, use, and clean up of the cooker. A list of these persons will be maintained by the Financial Secretary in the Church Office.
2. Any mechanical problems encountered when using the cooker shall be brought to the attention of the Property and Space Committee as soon as possible.
3. Scheduling of uses for other than Church Wide Fellowships, will be scheduled through the Financial Secretary on a first come, first serve basis, with one person signing on as the responsible party in charge during use of the cooker.
4. The Property and Space Committee shall be responsible for the general maintenance of the cooker. Routine cleaning will be the responsibility of the person in charge of each use. The Golden rule will be the focus when leaving the cooker and surrounding area for the next usage.

G. GUIDELINES FOR USE OF CHURCH BUS

The members of the church bus committee have met and drafted the following guidelines for the use of the church bus(es) by different groups in the church. It is our desire that the bus(es) will be cared for, used as needed, and enjoyed by all members of our church. We are proud to have it available and we desire that all who use it will treat it with the best of care.

1. Every trip should begin with prayer and end with prayer.
2. The bus(es) will be used only by church organizations or for church related activities.

3. The secretary of the church will be responsible for scheduling the bus(es), checking out the keys, and maintaining check-out and usage records. Bus usage will be on a first come/first served basis.
4. A group leader shall be designated before request for bus(es) is granted.
5. The group leader will work with the church secretary to determine the bus' availability and to file the proper request forms.
6. The group leader is responsible to oversee the care of the bus(es) while in use.
7. The group leader is responsible for providing a roster of passengers to the church office prior to departure.
8. The group leader will be required to see that the bus(es) is cleaned upon return and to notify the bus committee if there has been any mechanical trouble or misuse of the bus(es) while in use.
9. The group leader is to make certain only drivers listed on the church's insurance are permitted to drive the bus(es).
10. A trip log form will be used on each trip for the purpose of keeping a record of all trips taken. The designated driver will keep this log.
11. The designated driver must be tested annually for drugs and alcohol.
12. No tobacco (in any form) will be used in the bus(es).
13. Anyone caught defacing the bus(es) will be required to pay the cost of repairs.
14. The bus committee will oversee the bus(es) at all times. They will make certain that the bus(es) is/are serviced and repairs are made when necessary.
15. The interpretation and application of these guidelines will be left up to the discretion of the bus committee.
16. Guidelines will be added or deleted as it may become necessary.

APPENDIX OF

OTHER POLICIES AND FORMS FOR

BUNKER HILL BAPTIST CHURCH

APPENDIX A

POLICIES AND PROCEDURES FOR BUNKER HILL BAPTIST CHURCH CEMETERIES

Bunker Hill Baptist Church owns and operates two cemeteries in Marion County, Mississippi. The Bunker Hill Baptist Church Memorial Cemetery is located on the East side of Highway 35, and the Old Bunker Hill Baptist Church Cemetery is located on the East side of Bunker Hill Road. The cemeteries are managed by a five (5) member (standing) committee elected by the church. All plots in the Bunker Hill Baptist Church Memorial Cemetery are 5 feet by 10 feet. Every row is designated by vertical and horizontal identification markers.

Old Bunker Hill Cemetery:

- Located on the East side of Bunker Hill Road
- Husband/wife may be buried beside their spouse, if space is available, for a fee of \$100.00

Bunker Hill Baptist Church Memorial Cemetery:

- Located on the East side of Highway 35
- Driveway goes through Row M on the North side
- Burial plots are \$200.00 for members of Bunker Hill Baptist Church
- Burial plots are \$250.00 for non-members of Bunker Hill Baptist Church

Procedure for Person to Purchase a Plot(s)

1. The Cemetery Committee reserves the right to refuse to sell a plot(s) to anyone.
2. Interested person should contact the Bunker Hill Baptist Church financial secretary to purchase a cemetery plot(s).
3. The secretary will then contact a member of the Cemetery Committee for approval of purchase, if determined to be necessary.
4. After approval, the secretary will inform the individual(s) of available plots and the approximate location on the map.
5. There is no restriction of plot location for non-members.
6. After looking at the map and/or visiting the cemetery the individual(s) will notify the secretary of desired plot(s).
7. Appropriate fees for the plot(s) will be paid to the secretary with a receipt available upon request.
8. The church secretary will prepare the deed for the plot(s) sold and the deed will be executed by a member of the Cemetery Committee.
9. When a plot is sold with burial pending, the secretary will contact the Chairman of the Cemetery Committee before the grave is dug.
10. A member of the Cemetery Committee will stake off the grave and placement of monuments.

APPENDIX B

**BUNKER HILL BAPTIST CHURCH FELLOWSHIP HALL/FOYER/KITCHEN
RESERVATION FORM:**

Event: _____

Date: _____ Expected Attendance: _____

Facilities Requested: _____

Deposit Paid: _____

I, the undersigned, agree to abide by the policies and procedures for using the BHBC fellowship hall/foyer/kitchen and assume responsibility for any property damage or other liability caused by the event or those attending the event. I further understand that the facilities not reserved for this event may be reserved for other purposes.

Signed: _____

Responsible Party

Date: _____

Secretary: This signed page should be retained in your office with the clean up deposit check. The person reserving the facility should take with them a copy of the policy statement for future reference.

APPENDIX C

PROPERTY AND SPACE COMMITTEE INSPECTION CHECKLIST

Date Problems Checked: _____ Date Work Completed: _____
Work Completed by: _____

Inspections should be done at the discretion of the Committee Chairman.

Please Check the Work Completed:

- _____ Check roof drains and gutters (clean and repair as needed).
- _____ Check for stained ceiling tiles (indicating possible roof leaks).
- _____ Check for burned out lamps/ballasts.
- _____ Check electric plugs.
- _____ Check kitchen equipment (old and new).
- _____ Check emergency lighting.
- _____ Check for broken windows and locks.
- _____ Check doors for proper operation.
- _____ Check all equipment rooms for cleanliness (remove all trash and clutter).
- _____ Check and replace A/C filters when needed.
- _____ Check for proper operation of A/C and Heating units.
- _____ Check urinals, toilets, and sinks for water leaks.
- _____ Check for potholes and cracks in parking lot.
- _____ Check parking lot striping and direction arrows.
- _____ Check for dead plants, shrubs and trees.
- _____ Check floors for cleaning and/or polishing.
- _____ Check fire extinguishers.

NOTE: This building list should be accompanied by a separate sheet attached to it listing the location a problem was found, the nature of the problem, and the repair. This list may be supplemented as the need arises.

APPENDIX D

RULES OF ORDINATION OF A MINISTER OF THE GOSPEL

For a minister to be ordained of the gospel, he must be ordained according to the rules of this body of believers pursuant to Section 93-1-15, *et seq.*, of the Mississippi Code of 1972, as amended. Procedure and order of service details are the responsibility of the current or interim pastor. In the absence of a pastor, the deacons shall assume responsibility. A certificate of ordination shall be issued. The church will maintain a copy of all ordination certificates. The core of the ordination process shall be built around the following scripture passages:

1. I Timothy 3:1-7; 4:14; 5:17-20
2. II Timothy 1:6
3. Acts 13:3
4. Titus 1:5-9

APPENDIX E

CREDIT CARD POLICY

- Church credit cards acquired will be used only for church budgeted or approved purposes.
- Credit cards will be kept locked in the church office and checked out from the financial secretary.
- A log will be maintained by the church secretary.
- Receipts will be required at the time the credit card is turned in. Receipts will consist of itemized sales receipts along with credit card receipts.
- Receipts must be approved and reconciled with statement before payment is made.
- After reconciliation, the new balance will be paid in full in the grace period to avoid paying a finance charge.

(Note: Cards maintained at present are Visa, WalMart, Sam's, Winn Dixie.)

APPENDIX F

WEDDING POLICY OF BUNKER HILL BAPTIST CHURCH

The marriage ceremony is ordained by God and the entire service should be considered a service of worship. Our sanctuary and chapel were thoughtfully and prayerfully built and we endeavor to use them reverently. A copy of this policy will be provided to the Bride and Groom along with a “Facilities Usage Request” form for their signature affirming that they each one understand and agree to abide by it.

The wedding facilities are provided at no charge. Fees are charged for required staff such as the church’s wedding coordinator/church hostess, sound technician, custodial care, security guards, etc. The services of the wedding coordinator are a part of every wedding at Bunker Hill Baptist Church. The couple shall use their own wedding director, but BHBC’s wedding coordinator will assist with plans and information concerning use of the facilities. The Church Hostess will serve as wedding coordinator, in the event the Church Hostess is unable to serve, she will select a substitute from a list of persons pre-approved by the Personnel Committee. Fee structure is discussed below.

GENERAL GUIDELINES FOR USE OF ALL FACILITIES

1. Church activities will take precedence over any other special requests for use of the facilities by members.
2. The church reserves the right to deny any request to use any facility for special activities. If there is a question as to the qualification of any event, the request will be referred to the Church Council.
3. Reservations for use of the facilities must be scheduled and approved through the church office and listed on the church calendar.
4. The reserving member must sign a form stating that he/she has read and will comply with the guidelines of the church. The reserving party will be designated as the “responsible party” for the event.
5. Alcoholic beverages will not be allowed on BHBC property.
6. All Bunker Hill Baptist Church property is declared to be “tobacco free.”
7. No animals or birds will be permitted inside the buildings.
8. The buildings must remain unaltered, both temporarily and/or permanently, unless otherwise approved by the church. No electrical modifications, structural modifications, light bulbs, etc., will be permitted. Lamps and spotlights may be permitted provided no modifications on the building will be required. No tape or adhesive may be applied to walls.

9. After use, the facility will be restored to the same condition of cleanliness or better as it appeared prior to use. The definition of “clean up” as adopted by BHBC is described in “Clean Up Requirements” (Page 30).
10. With respect to the borrowing of church equipment, please refer to Item #16 on page 29 of this Manual.

CONDUCT & EXPECTATIONS

1. BHBC believes that marriage is a union between one man and one woman, following Biblical principles (Gen. 2:24, Lev. 18:22, Mark 10:6-9, Heb. 13:4). We also desire to celebrate the joining of two Christians together in holy matrimony (2 Cor. 6:14). We are unable to accommodate any wedding that is incompatible with those standards.
2. BHBC further expects that the minister performing the ceremony will be a man of God, ordained in the Gospel ministry, and recognized by the State of Mississippi.
3. A wedding is a worship service. We encourage the couple to design a ceremony that is personally meaningful and glorifying to God. Members of the wedding party are expected to conduct themselves at all times in a manner appropriate for a place of worship. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies of the church.
4. Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activities held at the church. No alcoholic beverages, drugs, or related paraphernalia may be brought to the church or served/used on the church premises at any time. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all the members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
5. Smoking is prohibited in/on any church properties. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all the members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.).
6. Food and drink are not permitted inside the sanctuary (the exception being water in a sealed container). The wedding party may have soft drinks or snacks in the kitchen.
7. Bunker Hill Baptist Church reserves the right to deny use of its facilities to anyone without explanation.

DECORATING

1. Seasonal decorations in the church shall not be moved without approval of the church's own wedding coordinator.
2. Birdseed and fresh flower petals may not be thrown inside the church building, but may be used outside as the bride and groom depart. Rice is prohibited inside and outside the building due to safety concerns. If balloons are to be released, they must be natural latex rubber hand tied, no Mylar or foil balloons, and no ribbons or strings. Confetti may not be used inside or outside the church building.
3. Only silk flower petals may be scattered in the sanctuary/chapel.
4. Only "drip-less" candles are permitted in the sanctuary/chapel.
5. Breakage or damage to any church facility, church equipment, or other equipment in use by the church must be reimbursed at replacement value.
6. Protection from dampness of any plants must be provided by wedding party.
7. No tacks, nails, screws, staples, tape of any kind, etc. shall be used in any part of the facility.

CLEAN-UP

1. Remove all decorations immediately after the wedding. If you need to keep any decorations at the church until later, arrangements can be made with the wedding coordinator.
2. Remove all personal items from the dressing rooms immediately after the wedding.
3. Remove any food used during the reception, rehearsal dinner, or for the wedding party.
4. Take the garbage out to the garbage bins located on the northwest side of the building. All garbage will be in sealed garbage bags provided by the wedding party.
5. The caterer will clean the kitchen area following the reception.

MUSIC

1. All music must be of the highest standards and all words distinctly Christian.
2. All music, both vocal and instrumental, must be listed on the application for use and is subject to approval or disapproval by the Minister of Music.
3. Any music used for the wedding and reception must be approved by the Minister of Music, and submitted to the sound technician prior to rehearsal.

4. Dancing is not permitted in the church.
5. Any accompanist other than those of the church must meet with and be approved by the Minister of Music and/or the Music Committee.
6. All CD's and cassettes will conform to standard Federal copyright laws.
7. BHBC sound equipment will be operated by BHBC sound technicians only.

GENERAL

1. The fellowship hall is available for the wedding reception. The use of catering services for the rehearsal supper and receptions is permitted. The wedding coordinator must approve the arrangements for these services.
2. Locations from which to videotape the service shall be arranged with the wedding coordinator prior to the day of the ceremony.
3. Flash photography shall not be used during the wedding ceremony.
4. Photographers are not allowed to stand on church pews to take pictures.
5. The wedding coordinator will assign dressing areas for the wedding party.
6. A copy of the order of service/program for the ceremony will be given to the wedding coordinator at least one (1) week prior to the wedding.
7. The church will not be responsible for personal items such as wedding dresses, purses, and gifts brought to the church for use in a wedding, and are not liable if such items are lost, stolen, or damaged.
8. Hours for opening the church for both wedding preparations and the wedding ceremony will be scheduled in advance with the wedding coordinator. The church reserves the right to limit the amount of time for the church to be used.
9. Communion is not to be a part of the wedding ceremony. The Lord's Supper is considered a church ordinance of worship and not a personal observance.
10. Weddings may not be scheduled for Wednesdays or Sundays, and may not be scheduled to start later than 7:00 p.m.

FEES

1. All fees must be paid three weeks in advance and may be held by the church secretary.
2. Wedding Coordinator/Hostess: The following charges will be paid to the wedding coordinator (hostess). This person serves as a resource to the family during rehearsal and wedding. This person is also available to answer questions

about the church and/or wedding policies. The fees will be made payable to the person.

- A. Wedding \$100.00
- B. Reception \$100.00
- C. Rehearsal Dinner \$100.00

3. Custodian: The following fees will be paid for custodial services. The fees will be made payable to the person. Caterers are responsible for clean up of the kitchen. Failure for the caterer to clean up may result in forfeiture of the deposit.
 - A. \$200 for the Sanctuary
 - B. \$100 for the Chapel
 - C. \$200 for the Fellowship hall for a reception
 - D. \$200 for the Fellowship hall for a rehearsal dinner.
4. Minister(s): The honorarium for the minister(s) is usually responsibility of the groom, and shall be done at the groom's discretion [Honorarium(s) will be made payable directly to the minister(s)]
5. Organist/Pianist: Fees will be negotiated with the wedding party. Standard is \$150-\$300. Fees will be made payable to the person.
6. Security Guard(s): If the wedding is determined to be of a size to require the use of someone to assist in parking and to oversee the general security of the entire grounds, the church will see that a security guard is on hand. The fee will be payable to the person and will be set at \$100.
7. Sound Tech: A BHBC sound technician will be assigned to operate the sound system for rehearsal and wedding ceremony. Fees will be made payable to the person. The sound fee may be waived with the understanding that the church's sound system will not be available for the rehearsal or the wedding ceremony. \$150 for the Sanctuary or Chapel.
8. A deposit of \$500 in cash will be paid to the church secretary by non-members and will be returned after it is determined all is in order following the wedding.
9. In the event of a private wedding party [ceremony with parties in attendance being six (6) persons or less], the Pastor will assume responsibility for the same. The pastor may preside over such ceremonies, at his discretion.

APPENDIX G

ACCOUNTABLE REIMBURSEMENT PLAN

In accordance with IRS regulations 1.162-17 and 1.274-5T(f), Bunker Hill Baptist Church hereby establishes an accountable reimbursement plan for ministers with the following terms and conditions.

1. The Church will reimburse only reasonable ministry related business expenses incurred by a minister. Subject to budget limitations, such expenses will include:
 - a. Business use of automobile, up to the current IRS standard mileage rate;
 - b. Business travel away from home: transportation, lodging, and meals on overnight trips;
 - c. Convention, conference, and workshop expenses;
 - d. Hospitality expenses, if business connection requirement is met;
 - e. Continuing education expenses.
2. The minister will account for each allowable expense in writing not over 60 days past the incurred expense. Documentation will include the amount, date, place, business purpose, and business relationship of person entertained for each expense. A receipt will accompany the documentation.
3. The minister will return advances that exceed actual business expenses within 120 days.
4. Under this accountable arrangement, the Church will not report reimbursed amounts as taxable income on the minister's Form W-2. The minister should not report reimbursed amounts as income on Form 1040.