

General Policies/Procedures Manual

Ringgold Baptist Church

Approved: August 10, 2016

Table of Contents

Purpose

Committees

Audio/Committee
Baptismal Committee
Building and Grounds Committee
Children/Youth Guidance Committee
Constitution Committee
Counting Committee
Family Life Center Committee
Finance Committee
Flower Committee
History Committee
Library Committee
Media Committee
Music Committee
Nominating Committee
Pastor Search Committee
Personnel Committee
Scholarship Committee
Special Events Committee
Social Committee
Usher Committee
Van Committee
Welcome Committee

Church Officers and Non-Paid Positions

Association Messengers
Clerk
Assistant Clerk
Deacons
Reporter
Sunday School Director(s)

Sunday School General Officers
Treasurer
Assistant Treasurer
Trustees
Vacation Bible School Director(s)
WMU Director
Associate WMU Director

Church Forms

Assistance Guidelines
Assistance Application
Budget Request Form for Committees
Budget Request Form for General Expenses
Building & Grounds – Request for Maintenance/Repair of Church Property
Building & Grounds – Property Maintenance Hourly Time Sheet
Committee Organizational Meeting Form
Counting Committee Covenant of Confidentiality
Counting Committee Member Confidentiality Statement
Family Life Center Guidelines
Family Life Center Request for Use of FLC Form
Finance Committee Confidentiality Statement
Finance Committee Letter to Committee Chair(s)
Personnel Committee Confidentiality Statement
Van Mileage and Usage Form
Wedding Application Form
Wedding Use Policies of Church Facilities by Members
Wedding Use Policies of Church Facilities by Non-Members
Weekly Offering Report

Ringgold Baptist Church

Purpose

The purpose of this church is to proclaim the Gospel of Jesus Christ so as to win souls to Him as their Savior and Lord, to increase Christlikeness in its constituents, to serve the community of which it is a part in every possible Christian way, and to send its Christian influence throughout the world by supporting those activities which seek to spread the Gospel and aid the establishment of God's Kingdom.

Committees

Audio/Video Committee

Membership: At least six members

Duties:

- Oversee the audio/video system for the worship services and other special services
- Make recordings of services as needed

Policies/Procedures:

- Provide training for committee members as needed
- Establish a schedule of dates for members to oversee the audio/visual system during church services
- Only Audio/Video committee members are allowed to operate the audio and video equipment

Forms Used by Committee:

Baptismal Committee

Membership: At least two men and two women

Duties:

- Assist candidates in the baptismal service
- Ensure that the baptistry is prepared, drained, and clean
- Inform appropriate persons of baptismal supply needs

Policies/Procedures:

- Check with Pastor to make sure letter has been sent informing baptismal candidates of baptismal procedures
- Ensure that towels are available for baptismal service
- Wash towels and rugs after each baptismal service
- Replace towels as needed

Forms Used by Committee:

Building and Grounds Committee

Membership: At least seven members (at least three and not more than four women)

A Deacon shall become a non-voting member

Members shall serve a three-year term and no member of this committee can succeed himself/herself

Duties:

- Have general supervision of all properties owned by the church
- Have authority to contract in the name of the church for maintenance, repairs, and improvements, provided such expenditures do not exceed the amount allotted in the budget for these purposes
- Work with the Finance Committee whenever an above-budget expenditure is necessary for making recommendations for expenditures to the church
- Chairman will supervise, along with the Pastor, the custodian, property maintenance employee, and lawn keeper

Policies/Procedures:

- Meet monthly or as deemed necessary
- Discuss issues with grounds or buildings including parsonage
- Address necessary issues/problems with grounds or buildings
- Comprise a list of “projects” for maintenance and prioritize capital improvement projects
- Follow up on repairs and improvements to buildings and grounds

Forms Used by Committee: See “Forms” Section

Building & Grounds - Property Maintenance Hourly Time Sheet

Request for Maintenance/Repair of Church Property

Children/Youth Guidance Committee

Membership: At least six members, two of whom do not have children in the children or youth program

Members serve three-year terms and may succeed himself/herself

Duties:

- Provide support and guidance to the children/youth ministries of the church
- Work with the Minister to Children and Minister to Youth in organizing and implementing activities

Policies/Procedures:

- Help brainstorm ideas for events and activities
- Help with volunteer recruitment
- Chair works with Personnel Committee to provide yearly evaluation of the Children/Youth Minister

Forms Used by Committee:

Constitution Committee

Membership: At least three members
Chair or Vice-Chair of the Deacons

Duties:

- Review annually the Constitution and By-laws of the church to ensure that they are accurate and current

Policies/Procedures:

- Committee will solicit input from the church membership on any changes that need to be made to Constitution and By-laws
- Committee will discuss any requested changes and determine if they are relevant and necessary
- Notice of any proposed changes will be made as outlined in the Constitution and By-laws
- Constitution and By-laws may be amended, altered, or repealed as outlined in each respective document
- Approved Constitution and By-law changes by the church will be dated and submitted as described in each respective document. An additional copy will be provided to the Clerk of the church
- All amendments or revisions shall, after passage by the church, be made available to church members upon request
- Whenever the Constitution and By-laws are reprinted, all changes then in effect shall take their proper place within the documents and shall be dated according to the last adopted change
- The superseded copy of the official Constitution and By-laws shall then be retired from active use and shall be preserved as a historical document in the church office

Other Duties

- Arrange organizational meeting for all committees in January each year to elect chair, vice or co-chair, and secretary; to get contact information from each committee member; and to establish meeting dates
- Follow up with committees to ensure that policies/procedures and forms are current
- Develop and continually update the Ringgold Baptist Church "General Policies/Procedures Manual"

Forms Used by Committee: See "Forms" Section
Committee Organizational Meeting

Counting Committee

Membership: Twelve (12) members who shall serve a term of three (3) years
The twelve (12) members shall be divided into four (4) teams
of three (3) members each

No member of this committee shall succeed himself/herself

Duties:

- Undergo yearly training (in conjunction with the Finance Committee and the Administrative Secretary) regarding the Internal Revenue Service requirements and acceptable accounting procedures
- Count the monies received by the church according to the procedures approved by the Finance Committee
- Keep all information confidential
- Sign a confidentiality statement

Policies/Procedures:

- Three people work as a counting team each Sunday
- Two people open the envelopes and verify that the amount of money on the outside of the envelope matches the amount of money inside the envelope
- The total amount of money from the envelopes is counted to match the total amount counted on the envelopes
- A copy is made of all loose checks received
- A committee member counts all loose monies received and keeps this separate until ready to total all monies received
- The third person does the balance worksheet to make sure that the total amount of money on the two sides of the worksheet match & fills out the deposit slip for the bank
- All three sign the bottom of the balance worksheet confirming that they counted the money that day
- One person signs that they are responsible for carrying the locked deposit bag to the night depository at the bank where RBC has a checking account
- The amount of money counted for the general offering fund is posted on the two boards in the two hallways near the sanctuary
- Each person on the Counting Committee signs a confidentiality statement annually

Forms Used by Committee: See "Forms" Section

Counting Committee Covenant of Confidentiality

Counting Committee Member Confidentiality Statement

Weekly Offering Report

Family Life Center Committee

Membership: At least three members with one new member elected each year
Chair of Social Committee and the Administrative Secretary are non-voting members
Members shall serve a three-year term and no member can succeed himself/herself

Duties:

- Annually review the policies and procedures that govern the activities/usage of the Family Life Center

Policies/Procedures:

Forms Used by Committee: See "Forms" Section

Family Life Center Guidelines

Family Life Center – Request for Use of Family Life Center

Finance Committee

Membership: Six members – Two elected each year for a three-year term
No member can succeed himself/herself or serve as an active Deacon or member of the Personnel Committee
Church Treasurer, an active Deacon, and the Administrative Secretary (if requested by the Chair) shall be non-voting members and attend the meetings

Duties:

- Sign a confidentiality statement
- Meet on a monthly basis
- Seek requests for items to be budgeted from all committees and organizations in the church
- Formulate an annual budget and present the proposed budget to the Board of Deacons in November and to the church at December business meeting for final approval
- Oversee receipts and expenditures on a monthly basis
- Authorize and approve expenditures of non-budgeted items with any amount over \$2000 to be approved by the church

Policies/Procedures:

Forms Used by Committee: See “Forms” Section

Budget Request Form for Committees

Budget Request Form for Expenses

Finance Committee Confidentiality Statement

Finance Committee Letter to Committee Chairperson(s)

Flower Committee

Membership: At least three members

Duties:

- Provide flowers for the church and purchase flowers for the family of deceased members of the church

Policies/Procedures:

- Maintain an area in the attic for artificial flowers
- Arrange and rearrange flowers to be used in the sanctuary and Family Life Center
- Contact and order flowers, meet with florist, pick up flowers from florist and maintain in floral refrigerator located in Family Life Center
- Maintain arrangements in bridal room, restrooms, offices, etc.
- Maintain storage closet beside choir entrance next to Family Life Center
- Flowers given in honor or memory are recognized in the bulletin

Forms Used by Committee:

History Committee

Membership: At least three members

Duties:

- Annually review and update the current church history and preserve memorabilia and artifacts of the church

Policies/Procedures:

- Items used in writing the history are:
 - weekly church bulletins
 - monthly Ringgold Reflector (newsletter)
 - notes from business meetings
 - news articles about events at the church
 - photos taken by committee members or other church members
 - video presentations given at the church

Forms Used by Committee:

Library Committee

Membership: At least three members

Duties:

- Organize and maintain a functioning church library
- Solicit input from the church to select additional resources as needed

Policies/Procedures:

- Library is open any time during church hours
- Self-checkout policy is provided
- Donated items are prepared for checkout
- RBC stamp is placed in front of each item and a card for checkout is placed in back of the item (book, magazine, DVD, etc.)
- Items are checked out and returned within a two-week period
- After items are returned, cards are put back in items and placed back on shelves by a Library Committee person

Forms Used by Committee:

Media Committee

Membership: At least three members

Duties:

- Reproduce and label recordings
- Deliver media to shut-ins and others as needed

Policies/Procedures:

Forms Used by Committee:

Music Committee

Membership: Pastor
Minister of Music
Pianist and Organist
Two choir members (on a rotating basis)
Two from congregation (on a rotating basis)

Duties:

- Provide guidance and support to the music ministry of the church

Policies/Procedures:

- Meet on a regular basis (preferably once a month)
- Plan music for worship services through collaboration of committee members
- Assist Minister of Music in selecting, scheduling, and organizing music for all church services (Sunday morning services, Christmas and Easter Cantatas, revivals and special occasions)
- Select music which is supportive of the Pastor's sermon themes and is scripturally based, stylistically diverse, and appropriately placed for the order of the services

Forms Used by Committee:

Nominating Committee

Membership: Two from the outgoing Nominating Committee
Two out of the general membership appointed by the Pastor
Two from the active Board of Deacons
Sunday School Director and WMU Director (or designee)

Duties:

- Present Nominating Committee member recommendations at April business meeting
- Provide nominations for all officers, deacons, and committees to be voted upon by the church at the appropriate time

Policies/Procedures:

- Select WMU Director and Sunday School Director(s) by the end of May (WMU Circles are consulted for input on WMU Director and Sunday School classes are consulted for input on Sunday School Director(s)). Both positions are submitted for approval at the June business meeting and begin duties on July 1
- Select Sunday School teachers and Sunday School General Officers and present to church for approval at the August business meeting (Input is provided by Sunday School classes for teachers)
- Select committees and present to church for approval at December business meeting

Forms Used by Committee:

Pastor Search Committee

Membership: Seven (7) church members and two (2) alternate church members
After a church member has received approval from a person to serve on the committee, the church member shall submit that name to a member of the Nominating Committee (in writing with signature of person submitting the name)

The 15 names receiving the most recommendations will be presented to the church membership for a vote

Church members will vote for nine (9) persons with the top seven (7) selected for the Pastor Search Committee and the next two highest selected as alternates. Absentee ballots will be provided by the Nominating Committee as needed

Duties:

- Advertise, screen, interview, and recommend a Pastor to the church membership

Policies/Procedures:

- Throughout the pastor search process, the PSC will maintain the confidentiality of the candidates and respect of each PSC member as they prayerfully seek God's guidance for the selection of a candidate to present to the church. Regular reports will be made to the congregation
- The committee will elect officers, receive training for the process, and study the by-laws of the church which apply to the process
- Within the Study Phase, the PSC will survey the congregation, develop a church profile, review the pastor benefit package, and begin to develop both a church portfolio and a community portfolio
- Within the Gathering Phase, the PSC will advertise for the position of pastor. Each PSC member will be given a copy of each resume and appropriate replies will be made to the candidates.
- Within the Search Phase, the PSC will select the top candidates, check references, and narrow the selection to three candidates. A final candidate will be selected
- Within the Call and Presenting Phase, a series of events will be scheduled to introduce the minister to the church. A call will be extended and the PSC will continue to work with the church and minister

Forms Used by Committee:

Personnel Committee

Membership: Five members (Chairman of Deacons and four from church membership)

One member to be elected each year with no member eligible to succeed himself/herself

No church employee may serve on Personnel Committee during the time of their employment. The Pastor has the opportunity to participate as needed

Duties:

- Keep all information confidential and sign confidentiality statement
- Assist the church in matters related to employed personnel by following the church-approved RBC Personnel Handbook
- Determine staff needs based on input from the Pastor, Deacons, and the congregation
- In conjunction with the Finance Committee, determine salary and benefits of paid employees
- Annually review job descriptions for all paid employees
- Follow policies and procedures for hiring employees
- Using the established Performance Review guidelines, evaluate by September 30 all paid employees (except the Pastor). Include the Pastor, Deacons, and others as appropriate
- Using established termination guidelines and performance review data, initiate the termination process as needed with paid employees (including input from Pastor and Deacons as appropriate)
- Present recommendations for hiring and terminating paid employees to the church at a business meeting

Policies/Procedures:

See Personnel Handbook

Forms Used by Committee: See "Forms" Section

Personnel Committee Confidentiality Statement

See Personnel Handbook for other forms related to personnel

Scholarship Committee

Membership: At least three members

Duties:

- By November 1 of each year, provide list to Finance Committee of prospective graduates who are members of Ringgold Baptist Church
- Work with the Pastor to determine the date for presenting scholarships

Policies/Procedures:

- Meets as needed
- Receives the names of high school seniors and verifies that they are active members of RBC
- Five hundred dollars (\$500) maximum is awarded to each graduate, provided monetary funds are available
- Plans with the pastor annually for the scholarship recognition at a Sunday worship service after the high school graduation

Forms Used by Committee:

Special Events Committee

Membership: At least six members

Duties:

- Work with the Pastor and other appropriate staff to plan and implement services for special days and/or occasions in the church
- Solicit help from other church members

Policies/Procedures:

- Annual planning in January
- Committee decides who will be Point of Contact for each event and asks other staff or people in the congregation to assist with the event
- Annual Special Events that are held:
 - Mother's Day
 - Graduate Sunday
 - Memorial Day
 - Father's Day
 - July 4th
 - Veteran's Day
 - Decorating the church for Christmas
 - Memorial Service for deceased church members
- Other events may be added as desired; for example, Dan River High School Recognitions

Forms Used by Committee:

Social Committee

Membership: At least four members

Duties:

- Plan and prepare for church-wide social events
- Ensure that the kitchen is clean and that needed supplies are available

Policies/Procedures:

Forms Used by Committee:

See Forms Used by Family Life Center

Usher Committee

Membership: At least four captains who will select ushers

Duties:

- Greet members and visitors to the Sunday worship services
- Seat the congregation
- Receive the offerings from the congregation
- After the completion of the regular Sunday worship services, restore the sanctuary to an orderly condition and ensure that the church building is properly secured

Policies/Procedures:

Forms Used by Committee:

Van Committee

Membership: At least two members

Duties:

- Maintain and keep the van in good running condition
- Provide proper inspections, tags, and decals as needed

Policies/Procedures:

- Provides general upkeep such as sticker, tags, rotating tires, and oil change
- Van is available to any church member with the following conditions:
 - Log book in van must be completed
 - Member is responsible to clean out trash from the van
 - If van is used on a long trip, make sure gas tank is full when returning it back to the church

Forms Used by Committee: See “Forms” Section

Van Mileage and Usage Form

Welcome Committee

Membership: At least four members

Duties:

- Welcome members/visitors at outside doors
- Escort visitors to appropriate Sunday School class

Policies/Procedures:

Forms Used by Committee:

**Church Officers
and
Non-Paid
Positions**

Association Messengers

Duties/Responsibilities:

- Attend Pittsylvania Baptist Association meetings to represent Ringgold Baptist Church and vote as a representative of the church
- Report to the church membership any information collected from the association meetings that would be relevant for church members to know

Clerk

Duties/Responsibilities:

Business Meetings:

- Take minutes at all business meetings including:
 - Regularly scheduled bi-monthly meetings in February, April, June, August, October, and December
 - Called Meetings to address special issues
- Accurately type all minutes
- Present typed minutes to church secretary in timely manner
- Distribute copies of typed minutes to attending members at each regularly scheduled business meeting
- Bring church Constitution and By-Laws to each meeting
- Place a copy of current meeting minutes, a copy of Treasurer's report, and a copy of any other documentation presented at each meeting into the church Manual of Minutes which is kept in church office
- Supply a written account (approximately every 6 months) of any changes in church memberships. This is presented in the minutes as "For the Record Only."
- Maintain open communication with the pastor, church secretary, deacon board, and all committee chairs concerning meetings, membership entries, and any other areas deemed necessary
- Contact Assistant Clerk to cover any business meeting when Clerk cannot attend

Memberships:

- Present a form to each new church member requesting demographic information (including information on previous church membership, baptism, etc.) This needs to be done as soon as possible after the person requests membership into Ringgold Baptist Church. Said form is to be returned to the church secretary in a timely manner.
- Type and send letters to churches concerning change in membership (both to and from Ringgold Baptist Church)

Assistant Clerk

Duties/Responsibilities:

- Fulfill the duties of the clerk in the absence or inability of the Clerk to serve
- Assist the Clerk whenever necessary

Deacons

Duties/Responsibilities:

- As many as twelve and no less than seven actively serving Deacons
- Serve no more than three consecutive years
- Shall be willing to commit to active participation in the life and work of the church as exemplified by the following:
 - Lead people to know Jesus Christ as their personal Lord and Savior
 - Support the ministry of the church through daily prayer and commitment of time, talents and tithes
 - Enhance the fellowship of the church
 - Lead the church membership to grow spiritually
 - Serve as a council to advise and discuss with the Pastor matters pertaining to the welfare, discipline, and direction of the church.
- In any period when the church is without a Pastor, unless the church shall otherwise provide, the Deacons shall:
 - Secure a temporary Pastor for a limited time
 - Recommend to the church an interim Pastor upon the Pastor's resignation or absence
 - Work with the Finance Committee to determine compensation for temporary Pastor, Interim Pastor, or supply Minister
- Work with the Personnel Committee to provide input on personnel needs, salary and benefits of paid employees, employee evaluations, and termination of employees
- Evaluate the Pastor annually by September 30

Reporter

Duties/Responsibilities:

- Submit items of interest and notices of the church's special services and events to the local newspapers, Religious Herald, and to the local association office

Sunday School Director(s)

Duties/Responsibilities:

- Serve no more than three (3) consecutive years
- Oversee all Sunday School departments
- Work to advance the interest of Sunday School
- Give a report of the activities of Sunday School at regularly scheduled business meetings
- Ensure that a nomination for the Sunday School Director is submitted by June 1
- Work with co-director (if one exists)
- Gather data from Sunday School General Secretary
 - Average attendance for the past couple of months to be presented at the bi-monthly business meetings
- Order Sunday School material 30 days prior to the beginning of a new quarter
 - Account is set up with Lifeway and lists of materials usually ordered is on record
 - Distribute materials to the classrooms once it has been delivered and a list of distribution amounts and correct literature is on record
 - Visit classrooms on various Sundays to keep in touch. Important to visit the classes the last Sunday of each quarter or the first Sunday of each new quarter to be sure they have enough published materials
 - Monthly and quarterly publications such as Home Life, Mature Living, Parenting Teens, Open Windows, Journey, and Stand Firm are all on “automatic order/delivery”
- Distribute monthly and quarterly publications when they arrive
 - Check weekly (usually on Sunday) for delivery of publications
 - Check “mail box” in Sunday School office for correspondence
- Plan/co-ordinate quarterly Sunday School breakfasts, allowing various classes and/or groups to host
- Meet with teachers quarterly for their feedback on attendance, materials used and needed, and ideas to improve Sunday School involvement
 - Quarterly breakfast and teachers’ meetings can often be combined even though breakfast is for everyone

○

Sunday School General Officers

Duties/Responsibilities:

- Collect attendance records of each Sunday School class
- Collect offerings from Sunday School classes (folder for each class)
- Maintain a record log with yearly Sunday School attendance for historical purposes
- Post current attendance and past year attendance on two boards in the two hallways near the sanctuary

Treasurer

Duties/Responsibilities:

- Oversee the accounting of all church monies
- See that all debts incurred by the church are promptly paid and that the budget, as approved by the church, is properly administered
- Provide the church with reports of the church's receipts, expenses, and financial position at regularly scheduled business meetings
- Sign a confidentiality statement
- Present treasurer's report at the bi-monthly business meeting
- Attend Finance Committee meetings as a non-voting member
- Ensure that Counting Committee counts and deposits church monies weekly
- Signs checks as authorized
- Maintain monthly financial reports and bank statements distributed by the administrative secretary
- Secure confidentiality statements from members of the Counting Committee annually

Assistant Treasurer

Duties/Responsibilities:

- Fulfill the duties of the treasurer in the absence or inability of the treasurer to serve
- Serve as contact person for the Counting Committee
- Sign a confidentiality statement

Trustees

Duties/Responsibilities:

- Consist of 3 members nominated by Board of Deacons and approved by the church
- Serve without further election unless a trustee resigns or is unable to fulfill the duties of the office
- Serve as the official appointed representative of the church in all legal matters

Vacation Bible School Director(s)

Duties/Responsibilities:

- Oversee all activities of Vacation Bible School
- Select curriculum
- Recruit volunteers
- Work with volunteers to choose crafts and games
- Coordinate service projects
- Coordinate decoration ideas
- Plan volunteer meetings
- Order materials and supplies

WMU Director

Duties/Responsibilities:

- Serve no more than 3 consecutive years
- Elected by the WMU
- Facilitate the WMU work in the church
- Communicate with the pastor on missions
- Facilitate annual WMU planning meeting
- Compose the WMU highlights for monthly newsletter
- Oversee church-wide mission projects
- Communicate with the mission circles as needed
- Present WMU report at bi-monthly business meeting
- Serve on Nominating Committee or appoint a WMU designee

Associate WMU Director

Duties/Responsibilities:

- Fulfills duties of WMU Director in her absence or inability to serve
- Cooperates with the WMU Director in promoting the work of the WMU

FORMS

Ringgold Baptist Church Benevolence Committee

Guidelines for Assistance

Persons, other than church family, requesting assistance from the Ringgold Baptist Church Benevolence Fund are required to live within a five-mile radius of the church and must fill out an application to be reviewed and approved or denied by the committee.

Applications for assistance are available at the church office during regular office hours, which are Monday through Friday, 8:30 - 12:30 p.m. Persons requesting assistance need to come to the church office and complete an application.

Benevolence Committee
Ringgold Baptist Church
June 9, 2003

Ringgold Baptist Church
Application for Assistance

1. Name: _____

2. Address _____

3. Social Security # _____ - _____ - _____ Phone Number _____

4. Do you attend church, if so, where? _____

Are you a member? _____

5. Who referred you to us? _____

6. What assistance is most needed: _____

Utility _____ Account # _____

Food _____

Clothing _____

Shelter _____

Medical _____

Other _____

7. Have you applied for assistance from Social Services? _____

8. Have you requested assistance from God=s Storehouse? _____

9. Have you requested assistance from the Salvation Army? _____

10. What assistance have you received and when? _____

11. Employer or most recent employer _____

12. Employer's address and phone number _____

13. What source of income do you have? _____

14. Names of family and household members _____

15. Other comments or concerns _____

Signature _____

For Benevolence Committee

Applicant Rejected

The applicant will be helped in the following ways: _____

Signature of Committee member

Date

Ringgold Baptist Church
2016 Budget Request

Committee: _____

Committee Chairperson: _____

Please return your budget request form to the church office no later than
September 6, 2015

RINGGOLD BAPTIST CHURCH
REQUEST FOR MAINTENANCE / REPAIR of CHURCH PROPERTY

This form is to be submitted to the **RBC Building & Grounds Committee** by any church member or staff employee for repairs or maintenance of the property of Ringgold Baptist Church.

Please use the guidelines listed below for all items or areas that require repair or maintenance.

NOTE: Forms must be left in the box located on the church office door.

- **Area / items in need of repair or maintenance:** Please be specific: _____

Request submitted by: (Name) _____

Contact phone number of person making request: _____
(In case there are questions regarding the area or items noted)

RINGGOLD BAPTIST CHURCH
REQUEST FOR MAINTENANCE / REPAIR of CHURCH PROPERTY

This form is to be submitted to the **RBC Building & Grounds Committee** by any church member or staff employee for repairs or maintenance of the property of Ringgold Baptist Church.

Please use the guidelines listed below for all items or areas that require repair or maintenance.

NOTE: Forms must be left in the box located on the church office door.

- **Area / items in need of repair or maintenance:** Please be specific: _____

Request submitted by: (Name) _____

Contact phone number of person making request: _____
(In case there are questions regarding the area or items noted)

RINGGOLD BAPTIST CHURCH - HOURLY TIME SHEET

BUILDING & GROUNDS - PROPERTY MAINTENANCE:

EMPLOYEE NAME: _____

DATE: _____ HOURS: _____

WORK / SERVICES PERFORMED:

RINGGOLD BAPTIST CHURCH - HOURLY TIME SHEET

BUILDING & GROUNDS - PROPERTY MAINTENANCE:

EMPLOYEE NAME: _____

DATE: _____ HOURS: _____

WORK / SERVICES PERFORMED:



RINGGOLD BAPTIST CHURCH

Counting Committee

COVENANT OF CONFIDENTIALITY

The congregation of Ringgold Baptist Church affirms the following:

- ✠ The church exists, by God's grace, as a community of mutual trust.
- ✠ Grave damage can be done to persons through the divulging of confidences given in trust to those church officials or committee members charged with responsibilities that may involve dealings with issues of the most personal nature.
- ✠ The church as a community of trust can be damaged when confidences are violated.
- ✠ The effectiveness of church officials and committees themselves, is greatly diminished when they do not keep faith with mutual understandings of confidentiality.
- ✠ The Scriptures expressly forbid the spreading of gossip and slander and the betrayal of confidences.
- ✠ There are also legal implications at stake in regard to the handling of privileged and confidential information by church officials and committee members.

In consideration of the above premises, the Counting Committee of Ringgold Baptist Church hereby agrees, individually and severally, to respect the right of privacy of the Pastor, the church staff, and/or church members for whom the committee has responsibility, and to strictly maintain the confidentiality of all information shared of a personal, sensitive, or financial nature; whether presented verbally, in writing, or by documents in the course of their duties.

Members of the Counting Committee are selected by a recommendation from the Nominating Committee and by vote of the congregation. The Committee consists of 12 members, divided into four teams of three members each, who will rotate counting duties week to week. The offering count will be conducted on Sunday following the morning worship service. There should be no other persons during the count except Counting Committee members. There are also two alternates named to this Committee who should be contacted in the event any Committee Member will be absent for their assigned week. Any questions, issues, or irregularities with the count should promptly be addressed with the Church Treasurer or the Church Financial Secretary. The deposit is expected to be delivered to the bank on Sunday immediately following the count.

Members of the Committee shall serve a three-year term with one-third of the Committee members rotating off each year. Each member of the Committee is required to sign a Confidentiality Statement.

COUNTING COMMITTEE MEMBER CONFIDENTIALITY STATEMENT

I, _____ understand and agree that the church's giving and financial information is sensitive and confidential. I hereby agree to keep confidential any and all information about an individual's giving to which I am exposed as a member of the Counting Committee. I will not share member financial information or amounts donated to the church with anyone outside my Counting Committee Team. Further, I agree not to share or disclose the safe combination to those not on the Counting Committee.

As a member of the Counting Committee, I understand that I am responsible for making sure the offering is counted, balanced and deposited at the bank on the Sunday my team is assigned.

Signature _____ Date _____

Printed Name _____

Ringgold Baptist Church

Family Life Center Guidelines

Our Philosophy and Purpose

We, the members of Ringgold Baptist Church, have been blessed with facilities to be used in ministry to others. As proclaimed in the second chapter of Acts, They continued in the apostle's doctrine and fellowship, and in breaking of bread and in prayers. It is with this in mind that the Ringgold Baptist Church Family Life Center is established. Within this building, we will know Gods word and His desire for us as a congregation. We will share His teachings with others and will minister to the whole person. Young and old alike will continue to learn of His love as they study together in the new classrooms. Friends, family, and community members will gather together in fellowship, to receive nourishment not only for the body, but also for the soul, as His presence is poured out to all that gather in His name. For all who assemble in the gymnasium, His guidance and direction will be demonstrated in the knowledge that we are strong physically because of His loving spirit that lives within us. Thus, it is the mission of our center to extend the love of Jesus Christ to others through the use of this building. The following guidelines have been established to enable everyone to enjoy these facilities to the maximum and to the Glory of God.

Facility Policy and Procedure

The Family Life Center is available to active members of Ringgold Baptist Church, as defined in the Church's Constitution, for many activities including: showers, family meals, family reunions, and other celebrations. The sponsoring church member must be present throughout the preparation and the activity. Use of the facility will be limited to the time on the approved application. **A refundable twenty-five dollar security deposit is required with the application.** There will be no activity in the FLC during Wednesday night Bible study, Sunday morning and Sunday night services, except those church approved scheduled activities. There will be **NO** activity in the FLC during funerals, weddings and other special services. Community and Civic organizations whose planned activity (and stated purposes) does not conflict with the church's beliefs, doctrines and practices may use the facility after approval and proper scheduling through the Church Office.

Use of the Family Life Center is limited to the FLC, the FLC kitchen, and the restrooms in the foyer. Children are to be supervised and no one is to be in the elevator or in other parts of the church.

Any exception to the written guidelines must be approved by the pastor and or FLC Committee.

Behavior and Dress Code

The Family Life Center activities should reflect the Christian atmosphere consistent with Ringgold Baptist Church. The following guidelines were written to establish certain rules that will ensure safety and courtesy for all to enjoy the facility.

- A. Conduct - Everyone will be expected to conduct themselves at all times in a Christian manner. This includes not only members but also their guest. Language and behavior should reflect the setting.
- B. Supervision - The facility will require supervision by a church member (nineteen years old), for those eighteen years and under. Please adhere to the rules and regulations as interpreted by the supervisor.
- C. Dress Code - Everyone using the facility is expected to dress in an appropriate manner. We request that no suggestive T-shirts or those that advertise alcoholic beverages be worn. For your safety tennis shoes should be worn during gym activities. Shoes or boots that will mar or scratch the floor will not be allowed.
- D. Prohibited from the Family Life Center
 - 1. Tobacco Products
 - 2. Alcohol/Drugs
 - 3. Any type weapon
 - 4. Skating/Skateboarding and dancing

5. Toys or other objects that could injure persons or damage property
6. Food, drink and gum except in designated areas.

Liability Insurance

The Family Life Center (gymnasium) is for use by the members of Ringgold Baptist Church, and their guest or others as set up in the church guidelines. Ringgold Baptist Church carries Liability Insurance to protect itself from claims when the church is found to be negligent in causing bodily injury or property damage. To be held liable, the church will have to be negligent in its actions for failure to act. Participation in gym and sports activities involves risk and dangers of serious injury. Ringgold Baptist Church does not assume liability for these injuries, and everyone participates at their own risk. It is therefore suggested and recommended that anyone who sustains an injury in the Family Life Center file a claim with their own Health Insurance Company. If their company feels the church is liable, they can then subrogate against the Church's Insurance Policy. All outside organizations using the Family Life Center, whether non-profit or not, are expected to have their own Liability Insurance Protection with a minimum of \$300,000 coverage. A certificate of insurance will be required showing proof of coverage.

Equipment Available

- Three (3) 8 ft. Tables
 - Nineteen (19) round tables (maximum seating of 8 per table)
 - Chairs (149)
1. Please return all furnishings to original location at the conclusion of the event.
 2. Any organization making a request sponsored by a church member, a fee of \$150.00 will be required, plus \$100.00 security deposit that will be refunded if everything is in order upon inspection. Should there be damage and if it exceeds \$100.00, the person or persons reserving the facilities will be responsible for the total cost of repairs.
 3. All scheduling will be reviewed and confirmed before approval will be granted.
 4. Return request form into the Church Office at least 14 days prior to the date needed.
 5. A response will be given within three days after the request form has been received.
 6. Any non-member making a request, a fee of \$300.00 will be required at the time the application is approved, plus a \$100.00 security deposit that will be refunded - if everything is in order upon inspection. Should there be damage and if it exceeds \$100.00, the person or persons reserving the facilities will be responsible for the total cost of repairs.
 7. The Family Life Center fee for nonprofit organizations may be waived for good cause by written request and approval of the Family Life Center Committee.
 8. Any church member reserving the FLC is responsible for any damage that occurs and the cost of repairs.

Approved by church on 8/8/2001

Revised on 4/08/09

Ringgold Baptist Church

2014 Family Life Center

Church Property:

- ✓ Please remember that items may not be removed from the Family Life Center, the kitchen, or the church premises.
- ✓ This includes, but is not limited to: tables, chairs, silver, punch bowls, cups, plates, linens or items donated to the church.
- ✓ Use of silver and linens is limited to church members. Silver must be hand washed, dried, rewrapped and returned to boxes. Linens should be taken to cleaners for laundering and returned to original hanging black storage bags.
- ✓ There are metal and wooden tables and metal folding chairs in basement that church members may sign out for personal use.

Church's Paper and Plastic Ware Usage:

- ✓ **Church functions** are allowed to use paper and plastic ware. IF SERVING LESS THAN 30, PLEASE USE THE REAL DISHES TO PROTECT THE ENVIRONMENT. This would include Sunday School classes, FLC dinners, Youth functions, Joy Club, WMU, Committees, and Ministries, Etc.
- ✓ **Non-Church functions** are asked to supply their own tablecloths, paper and plastic ware. This would include all Scouts, birthday parties, showers, and family gatherings, etc.
- ✓ Please remove church's tablecloths and decorations before your functions and return to tables at end of function.

Cleanup Check List:

The Kitchen & Family Life Center should be returned to its original condition.

- All trash containers emptied of trash and trash removed from church property.
- All counter tops, stove, microwave, and appliances wiped off.
- Tables and chairs wiped off and returned to their original locations.
- Family Life Center and kitchen swept and damp mopped as needed.
- Church's pots, pans and dishes washed, dried and put away.
- Oven and dishwasher clean and turned off.
- No food left in refrigerator or on counters.
- All dish cloths and dish towels laundered and returned to church.
- Twelve round tables with seven chairs at each table and three long tables returned to their original arrangement.
- Church's tablecloths and decorations returned to the tables.
- Nothing left in sinks or drainers.

Revised January 2012

If you have any questions – please contact Chair of Family Life Center Committee

RINGGOLD BAPTIST CHURCH
FAMILY LIFE CENTER
Request for use of Family Life Center

Today's Date _____

Date of Event _____

Event Name _____

Group Making Request _____

Individual Making Request _____

Address _____

Telephone: _____ Email: _____

Approximate Number in Attendance: _____

Event Start Time: _____ Event End Time: _____

I have read the guidelines for use of the Family Life Center and agree to abide by same,
so that the refundable security deposit can be returned to me.

Signature of Church Member _____

Signature of Applicant _____

FOR OFFICE USE ONLY

Signature of FLC Committee Member/Church Secretary _____ Date: _____

COMMENTS: _____

RINGGOLD BAPTIST CHURCH

FINANCE COMMITTEE CONFIDENTIALITY STATEMENT

COVENANT OF CONFIDENTIALITY

The congregation of Ringgold Baptist Church affirms the following:

- ✠ The church exists, by God's grace, as a community of mutual trust.
- ✠ Grave damage can be done to persons through the divulging of confidences given in trust to those church officials or committee members charged with responsibilities that may involve dealings with issues of the most personal nature.
- ✠ The church as a community of trust can be damaged when confidences are violated.
- ✠ The effectiveness of church officials and committees themselves is greatly diminished when they do not keep faith with mutual understandings of confidentiality.
- ✠ The Scriptures expressly forbid the spreading of gossip and slander and the betrayal of confidences.
- ✠ There are also legal implications at stake in regard to the handling of privileged and confidential information by church officials and committee members.

In consideration of the above premises, the **Finance Committee of Ringgold Baptist Church** hereby agrees, individually and severally, to respect the right of privacy of the Pastor, the church staff, and/or church members for whom the committee has responsibility, and to strictly maintain the confidentiality of all information shared of a personal, sensitive, or financial nature; whether presented verbally, in writing, or by documents in the course of their duties.

The Finance Committee further agrees that no disclosure of any such confidential information shall be made except by the designated spokesperson of the Committee in accordance with, and by authority of, a written vote of consent by the majority of the members of the Committee.

FINANCE COMMITTEE CONFIDENTIALITY STATEMENT

I, _____ understand and agree that individual giving and financial information within the church is both sensitive and confidential. I hereby agree to keep confidential any and all sensitive information to which I may be exposed as a member of the Finance Committee.

Signature _____ Date _____

Printed Name _____

RINGGOLD BAPTIST CHURCH

4620 Ringgold Church Road

Post Office Box 100 • Ringgold, Virginia 24586

(434) 822-5959

e-mail: office@ringgoldbaptist.org

August 2, 2015

Dear Committee Chairperson,

Please find the attached budget worksheet for which your committee is responsible for.

Please look over these very carefully as you work on the budget figures for the 2016 church year to ensure that you have accounted for all of your budget needs and charges.

To get an accurate account of what you will need for the upcoming year, follow this procedure:

- Take your overall 2015 budgeted amount
- Take out or disregard one-time expenses that will not occur next year.
- This should leave all of your reoccurring expenses
- Then determine any one-time expenses you may need for 2016
- Add this figure to the total of your reoccurring expenses
- This should be the amount you would need to meet your obligations for the 2016 budget

Also, please make a brief explanation of what the expenses are for and if it will be a one-time expense or a reoccurring expense.

If you have any questions, you may contact Finance Committee Chair or Treasurer.

2015 expense / transaction reports are available from the church office. Please contact church Administrative Secretary at 822-5959 or email: office@ringgoldbaptist.org for a copy of your fund account.

Please return the enclosed form to the church office no later than September 6, 2015.

As we serve together,

Finance Committee Chair

RINGGOLD BAPTIST CHURCH

COVENANT OF CONFIDENTIALITY

PERSONNEL COMMITTEE CONFIDENTIALITY STATEMENT

The congregation of Ringgold Baptist Church affirms the following:

- † The church exists, by God's grace, as a community of mutual trust.
- † Grave damage can be done to persons through the divulging of confidences given in trust to those church officials or committee members charged with responsibilities that may involve dealings with issues of the most personal nature.
- † The church as a community of trust can be damaged when confidences are violated.
- † The effectiveness of church officials and committees themselves, is greatly diminished when they do not keep faith with mutual understandings of confidentiality.
- † The Scriptures expressly forbid the spreading of gossip and slander and the betrayal of confidences.
- † There are also legal implications at stake in regard to the handling of privileged and confidential information by church officials and committee members.

In consideration of the above premises, the Personnel Committee of Ringgold Baptist Church hereby agrees, individually and severally, to respect the right of privacy of the Pastor, the church staff, and/or church members for whom the committee has responsibility, and to strictly maintain the confidentiality of all information shared of a personal, sensitive, or financial nature; whether presented verbally, in writing, or by documents in the course of their duties.

The Personnel Committee further agrees that no disclosure of any such confidential information shall be made except by the designated spokesperson of the Committee in accordance with, and by authority of, a written vote of consent by the majority of the members of the Committee.

PERSONNEL COMMITTEE CONFIDENTIALITY STATEMENT

I, _____ understand and agree that any matters discussed in Personnel Committee meetings is both sensitive and confidential. I hereby agree to keep confidential any and all sensitive information to which I may be exposed as a member of the Personnel Committee.

Signature _____ Date _____

Printed Name _____

Ringgold Baptist Church
4620 Ringgold Church Road • P.O. Box 100
Ringgold, VA 24586
434.822.5959 • Fax: 434.822.8959
Email: office@ringgoldbaptist.org

Wedding Application Form

Today's Date:

Brides Name: _____ Telephone number: _____

Address: _____ Parents

Name: _____ Grooms

Name: _____ Telephone number: _____

Address: _____ Parents

Name: _____

Date of Wedding: _____ Time of Wedding: _____

Date of Rehearsal: _____ Time of Rehearsal: _____

Requesting use of: () Sanctuary () Family Life Center

Where reception will be held: _____

Officiate: _____ Number in

Wedding Party: _____ Wedding

Director: _____ Telephone No. _____

Florist: _____ Telephone No. _____

Photographer: _____ Telephone No. _____

Organist: _____ Telephone No. _____

Pianist: _____ Telephone No. _____

Soloist / Singers: _____ Telephone No.: _____

RINGGOLD BAPTIST CHURCH
WEDDING USE POLICIES OF CHURCH FACILITIES BY MEMBERS

INTRODUCTION:

Marriage in the church is a religious ceremony and all elements of the service have significance. In order that you may have a sacred and dignified wedding ceremony you are urged to make thorough preparations, spiritual as well as temporal. The pastor of Ringgold Baptist Church extends every possible assistance to you in order for your wedding in this church to be a memorable experience.

RULES & REGULATIONS

1. Active members of the church or Sunday school and members of their immediate families may use the church facilities for weddings and receptions provided they are scheduled on the church calendar through the church secretary with the approval of the church pastor and does not conflict with events already scheduled. Once the wedding party has decided to use the church there must be an appointment made with the pastor for a premarital consultation. No further plans or dates should be announced until this consultation takes place. The church pastor will officiate. During periods when the church may not have a regular pastor, the church host/hostess or a member of the deacons will be present to offer assistance during the rehearsal, wedding and reception. When another clergyman is desired, a request must be made through the pastor. Should someone else officiate, all rules and regulations will apply.
2. Receptions will be held only in the Family Life Center. All food and items needed to prepare and serve the food for the reception will be furnished by the wedding party. No forms of alcoholic beverages or tobacco products are permitted to be used in the church buildings or on church grounds.
3. Florists should use plastic or wax paper under all candelabra. We request that flowers not be dropped in the aisle unless an aisle cloth is used. Nothing is to be attached to walls or furniture in the way of decorations that would deface. When facilities are used on Saturday night or Sunday afternoon, all decorations, flowers, palms, and other equipment will be removed from the church building immediately following its use. If the bride desires to leave the flowers for Sunday worship, the church office should be notified by Wednesday. Proper acknowledgment will be made in the church bulletin. If church furniture is moved, it is to be put back in its original place after the ceremony. No rice may be thrown inside or outside the building. Bird seed may be used outside only.
4. It is most important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the house of the Lord. Contemporary music, if used, should be chosen in good taste. If the church sound system is to be used, it is required that a member of the sound system committee will operate it. Please coordinate the wedding program with one of the committee members. Any additional sound (electronic) equipment must be approved.
5. The church and its staff will not be held liable for any personal injury or property damage sustained in the course of the scheduling, planning or conducting of wedding services. The wedding party is responsible for returning all items back to their original places (includes pulpit furniture, tables, chairs, etc.) and removal of all trash.
6. The building use fees will not apply, however; compensation should be considered for church members and staff who are providing services for the wedding. The janitorial fee, paid to an outside contractor, is \$150.00 for fellowship hall and \$150.00 for the sanctuary and grounds. Also, a security deposit of \$100.00 for each facility used is required and refundable after inspection and if everything is in order. **These monies are due upon completion and returning of this form.** Should there be damage and if it exceeds \$100.00, the person or persons reserving the facilities will be responsible for the total cost of repairs.

I have read and will abide by the terms of this policy statement.

Signature of responsible parties: _____

Date: _____

Reviewed with church /committee member: Signature _____ Title _____

Signature _____ Title _____

Revised on 7/15/09

INGGOLD BAPTIST CHURCH

WEDDING USE POLICIES OF CHURCH FACILITIES BY NON-MEMBERS

INTRODUCTION:

Marriage in the church is a religious ceremony and all elements of the service have significance. In order that you may have a sacred and dignified wedding ceremony you are urged to make thorough preparations, spiritual as well as temporal. The pastor of Ringgold Baptist Church extends every possible assistance to you in order for your wedding in this church to be a memorable experience.

RULES & REGULATIONS:

1. Those who are not members of Ringgold Baptist Church or the Sunday School must request permission to use the facilities through the church office. The recommendation to use the facilities must come from the pastor and be approved by the board of deacons.
2. Once the recommendation is approved the reservation must not conflict with church or church member events already scheduled. The fees for the facility use will be as follows:

Sanctuary Fee \$450.00 (Includes Custodial Services)

Family Life Center Fee..... \$450.00 (Includes Custodial Services)

Sound System Fee (must be operated by Audio Committee member) \$100.00

Compensation should also be considered for other church members or staff who are providing services for the wedding.

Security Deposit for Sanctuary \$100.00

Security Deposit for FLC..... \$100.00.....These are refundable after inspection.

Should there be damage and if it exceeds \$100.00, the person or persons reserving the facilities will be responsible for the total cost of repairs.

All fees/monies are due with this form when reserving our facilities. The wedding date cannot be reserved in advance without the full deposit. All monies are refundable if cancellation is made more than one month prior to the wedding. Cancellation less than one month prior to the wedding date may result in the loss of the reservation deposit. The janitorial services must be used. If wedding plans are canceled or the date of the wedding ceremony changes, permission must be requested again through the church office by following the original procedures before the church facilities can be used.

3. Once the wedding party is approved to use the church there must be an appointment made with the pastor for a premarital consultation. No further plans or dates should be announced until this consultation takes place. The church pastor will officiate. During periods when the church may not have a regular pastor, the church host/hostess or a member of the deacons will be present to offer assistance during the rehearsal, wedding and reception. When another clergyman is desired, a request must be made through the pastor. Should someone else officiate, all rules and regulations will apply.
4. Receptions will be held only in the Family Life Center. All food and items needed to prepare and serve the food for the reception will be furnished by the wedding party. No forms of alcoholic beverages or tobacco products are permitted to be used in the church buildings or on the church grounds. Access to the FLC will be permitted at noon on the day prior to the wedding.5. Florists should use plastic/wax paper under all candelabras. We request that flowers not be dropped in the aisle unless an aisle cloth is used. Nothing is to be attached to walls or furniture in the way of decorations that would deface. When facilities are used on Saturday night or Sunday afternoon, all decorations, flowers, palms and other equipment will be removed from the church building immediately following its use. If the bride desire to leave the flowers for Sunday worship, the church office should be notified by Wednesday. Proper acknowledgment will be made in the church bulletin. If church furniture is moved, it is to be put back in its original place after the ceremony. This is not included in janitorial service. No rice may be thrown inside or outside the building. Bird seed may be used outside the building only.

6. It is most important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the house of the Lord. Contemporary music, if used, should be chosen in good taste. If the church sound system is to be used, it is required that a member of the sound system committee will operate it. Please coordinate the wedding program with one of the committee members. Any additional sound (electronic) equipment must be approved.
7. The church and its staff will not be held liable for any personal injury or personal property damage sustained in the course of the scheduling, planning or conducting of wedding service.

I have read and will abide by the terms of this policy statement.

Signature of Responsible Parties _____

Date of Signature _____

Reviewed with non-member on

Signature _____ Title

Revised 7/17/2010

Date: _____

Ringgold Baptist Church

Weekly Offering Report

DEPOSIT TO BANK

Loose Checks: _____

(Make copies of all loose checks)

Loose Monies: _____

Envelopes: _____

(Total of envelopes - checks & cash)

Coins: _____

Currency: _____

Checks: _____

Special Offerings

Annie Armstrong: _____

Lottie Moon: _____

Alma Hunt: _____

TOTAL BANK

DEPOSIT: _____

(Include all (3) copies of the deposit slip in bank deposit bag)

OFFICE USE ONLY

Additional Funds Received

Description	Amount

G/L FUND ACCT. No.	G/L FUND ACCOUNT DESCRIPTION	AMOUNT

TOTAL FUNDS

RECEIVED: _____

Counting Committee Team Members

Signed by each team member

Deposit Courier to Bank: _____

(Courier – please promptly return AMNB night deposit box key to the church)