

Proposed change to

THE POLICIES

AND

GUIDELINES OF

ELAM EGYPT BAPTIST CHURCH

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The following guidelines and Policies of Elam Egypt Baptist Church are for guidance in operation of the church and use of its facilities. The latest policies and guidelines are a part of the Constitution (Article XVI Section 1(a)) by reference, but may be altered or changed as the need arises.

I. Policies

1. Membership

Persons desiring membership in Elam Egypt Baptist Church may present themselves in any public worship or mid-week service of the church and shall be received upon vote of approval by the members of the church in that same service.

2. Expectations of Members

In order that persons applying for membership in this church shall be informed as to the expectations as members, they shall have a copy or be made aware of the availability of the Church Constitution, the Church Covenant, Church Policies and Guideline and such other information as may seem desirable. These may be presented to them by any member of the church.

3. Social Activities and Special Events

Christian social activities should be engaged in by the church family and groups related to the church and Sunday School in order to provide closer spiritual fellowship and warm Christian friendships among the people of the church.

We encourage such activities as seasonal parties, picnics, retreats, skating and hiking parties, etc. for Sunday School classes and departments, men's groups, women's groups, choirs, etc. Invitations are encouraged to be extended to non-church members as an outreach program. These should, however, be conducted in a manner befitting the children of God. As a church function, each social should begin and end with prayer.

I. Policies (*Continued*)

4. Weddings

Any use of the building will be for spiritual reasons. Any wedding will be in accordance with Christian doctrine. If a visiting minister is to perform the ceremony, he must first speak with the Pastor of the church on the use of his vows, etc. The building should be only for spiritual reasons. A wedding that takes place must be between only Christians. II Corinthians 6: 14-18 forbids us as Christians to engage in yoking together with unbelievers. Arrangements for use of the building must be made with the Board of Trustees in accordance with the Constitution of this church.

5. Vacating Positions

Any officer, chairperson or teacher, who, for a period of three (3) months, shall fail to faithfully perform the duties pertaining to his position without just cause, thereby automatically vacates said position. The Church has the power, for good and sufficient cause, to remove from a position any officer, committeeman or teacher.

6. Child Protection Policy

The church shall establish a Child Protection Policy.

7. Cemetery Policy

The church shall establish a Cemetery Policy

8. Open Hands Policy

The church shall establish a Open Hands Ministry Policy

9. As needed

The church shall establish additional policies as needed.

II. Guidelines

1. Committees

In general the church shall have the following Committees. Other than the committees specifically called out in the Church Constitution, these guideline neither require the formation of every listed committee nor prevent the formation of other committees

deemed appropriate to conduct the business of this church.

- a. **Nominating Committee:** Shall nominate one person to serve as chairman and as many as need be to fill the committee. It shall interview each nominee proposed to ascertain his or her willingness to serve if elected. The nominating report shall be posted on the bulletin board at least one week before the annual election.

In case of vacancies in the elective positions, with the exception of Sunday School Teachers, during the course of the year, this committee shall announce for a special meeting and election. This may be a Regular Business Meeting or a Called Business Meeting by the Pastor. The committee shall then place in nomination a person by the same rules which govern the annual elections.

- b. **Finance Committee:** To audit the church books once a year if the church deems necessary. To draft budget for the church and present it at least two weeks before the annual meeting. The Church Treasurer serves as ex-officio member of the Finance Committee.
- c. **Messengers to the Middle Baptist Association:** Members in good standing are to be elected and serve for the church year. They must be willing to attend the annual convention or meeting of the Middle Baptist Association. They are to report to the church such meeting at the Church annual meeting or meeting which follows the Associational meeting.
- d. **Executive Committee to the Middle Baptist Association:** Shall consist of two members in good standing and the Church Pastor. They will attend all possible Executive Committee meetings of the Association and the Pastor will report to the Church business meeting the outcome of this meeting.
- e. **Vacation Bible School (VBS):** The VBS Director shall direct all functions of the yearly VBS and appoint teachers for the school. The VBS Director will work with the Pastor in securing a graduation exercise. The VBS Director will appoint a secretary who will keep all records of the weekly activities and make a report to the Pastor.
- f. **Audio/Visual/Music Committee:** This committee will be chaired by the Music Director and consist of the church pianist (and/or organist), church song leader, and choir members and all audio/visual personnel. Duties shall be to make recommendations to the Church

II Guidelines (*Continued*)

concerning choice of hymn books and other music materials; it shall consult with the Pastor in providing special music for all services of the Church and shall make arrangements for and promote special music services. It shall consult the Pastor for music in all Revivals.

- g. Youth Committee:** To promote and supervise the fellowship of all our young people and sponsor programs that will edify, teach and entertain our young people. A devotion is to be read at all functions concerning our youth.
- h. Cemetery Committee:** To manage the church cemeteries in accordance with the Church Cemetery Policy
- i. Homecoming Committee:** Working with the Church Clerk to mail a card of invitation to all members both active and inactive and as many former members that are known. Our Homecoming Sunday will be the second Sunday in October. Make all arrangements for invitations and greeting committees at Homecoming. Church clerk will supply a statement concerning Church history which the Homecoming Committee is responsible to secure.
- j. Flower Committee:** To send cards and/or flowers to the sick and bereaved persons who are members of our church family. To arrange for flowers to beautify the Church sanctuary for all services. To appoint committees for seasonal or special service decorations; such as Thanksgiving, Christmas, Easter, etc. To report at quarterly Business Meetings of all activities that took place during the quarter.
- k. Hostess Committee:** To plan and arrange for all church fellowship events; example - dinners, fellowship periods and other events which shall further the spiritual life of the church family. To coordinate dinners for bereaved families related to our church family during the time of funerals. To supervise the use of the church kitchen and its facilities by auxiliary organizations or persons authorized for special purposes.