

**GREENWELL SPRINGS BAPTIST CHURCH  
BYLAWS**

## **Ministry Teams**

### **GENERAL POLICIES FOR ALL REGULAR AND SPECIAL MINISTRY TEAMS**

1. All ministry teams shall be responsible to the church with direct reporting to the Executive Pastor, in his absence, one designated by the Senior Pastor as an interim.
2. A Ministry Advisory Team shall be formed, made up of the Chair Persons from each of the active Ministry Teams. The Ministry Advisory Team will serve as advisors to the Senior Pastor and the Council of Elders on matters pertaining to the general ministry of the Church.
3. The Nominating Ministry Team (NMT) is responsible for nominating the Sunday School teachers and Ministry Team (MT) members, conformation given by the Council of Elders and final confirmation by the membership. The team responsibilities shall be assigned according to the Bylaws language for a designated team.
4. Chairmen for the MT's, both standing and special, shall be nominated by the NMT with oversight from the Executive Pastor, and approved by the Council of Elders.
5. The Senior Pastor and Executive Pastor shall be ex-officio members of all MT's and shall be notified by the MT's chairman of regular and called meetings in due time for consideration of attendance.
6. Resignations for MT's shall be submitted to NMT chairman and shared with the Executive Pastor.
7. Persons elected to fill an unexpired term of office will fill only the unexpired portion of the term vacated.
8. The Recording Secretary will be elected by the NMT and shall keep permanent minutes of all meetings and shall submit to the Executive Pastor a copy in a timely manor (7-10 days).
9. All MT members shall be in good standing with the church (attendance, support of staff and tithing).
10. The Executive Pastor will strive for unity and give direction in all MT's so as to enhance and accomplish the work, vision and covenant of the church.
11. Sunday School teachers will serve September 1<sup>st</sup> through August 31<sup>st</sup> the following year and all Ministry Teams will serve from January 1<sup>st</sup> through December 31<sup>st</sup>.
12. The use of all tobacco, alcoholic products and illicit drugs shall be forbidden on the property of Greenwell Springs Baptist Church.

## **Nominating Ministry Team**

### Membership:

**Members:** The Deacons shall elect five (5) Church members to serve as the Nominating Ministry Team (NMT) to be approved by the Senior Pastor and Council of Elders. At the first meeting, the team shall nominate the Sunday School Director and Bible College (Training) Director who will become working and voting members after approval by the Senior Pastor and Council of Elders.

**Officers:** Chairman and Secretary. Selected by the Active Deacons.

**Office term:** One year (Consideration to be given to maintain working continuity)

### Responsibilities:

1. To enlist and to nominate general church officers, Sunday School and Bible College officers, teachers/workers, members of Ministry Teams and VBS director.
2. To make nominations for special Ministry Teams, along with the Executive Pastor, with final approval coming from the Senior Pastor and the Council of Elders.
3. To fill vacancies which occur during the year.
4. To make nominations to the Senior Pastor and Council of Elders for approval.
5. To receive resignations from any elected office, nominated by this team.
6. Unless otherwise stated, the NMT shall select the chairman and secretary of each ministry team.

## **Church Ordinance Ministry Team**

### Membership:

**Members:** The team shall consist of three (3) deacons along with their wives, appointed by the Deacon Chairman, and approved by the Senior Pastor and Council of Elders.

**Officers:** The ministry team chairman shall be appointed by the Deacon Chairman.  
The ministry team secretary shall be appointed by the Deacon Chairman.

**Meetings:** The ministry team will meet on a quarterly basis to maintain responsibilities for administering the ordinances and their maintenance.

### Responsibilities:

#### Lord's Supper:

1. Prepare the Lord's Supper table(s) for the observance which includes;
  - a. Secure the elements for the observance.
  - b. Prepare the trays of juice and plates of bread.
  - c. Arrange the table(s) in the Worship Center.
2. Retrieve the empty cups, the excess bread and cups following the service.
3. Clean and store the trays and plates in their storage cabinet, polish the trays and plates as needed for the next observance.
4. Launder the linens and store for the next observance.
5. Determine if any additional equipment is needed and secured using proper purchasing procedures.

## Church Ordinance MT (cont'd)

### Baptism:

1. Assure the cleanliness and neatness of the dressing rooms. Assure that baptismal robes and linens are available, in good repair and properly laundered.
2. Fill baptistery prior to service time and empty following the service in the Worship Center.
3. Assist the baptism candidates and Pastor before, during and after baptism.
4. Prepare the robes and linens for the next baptism. If additional are needed, secure using proper purchasing procedures.
5. Advise the Properties Ministry Team of any maintenance items needed in the baptism pool and changing area.
6. Advise the Executive Pastor if any additional or special cleaning is required in the baptistery area.

## **Long Range Planning Ministry Team**

### Membership:

- Members: The team shall consist of seven (7) members, nominated by the Nominating Ministry team (NMT) and approved by the Senior Pastor and Council of Elders.
- Officers: Chairman and Secretary. Selected by NMT.
- Office term: One year (Consideration to be given to maintain working continuity)

### Responsibilities:

1. Study and analyze the present and future needs of GSBC and the community we are serving.
2. Set GSBC objectives, goals and strategies.
3. Maintain communication with the Senior Pastor and Council of Elders throughout the planning process.
4. Present specific long-range plans to the Senior Pastor and Council of Elders for study/approval.
5. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.
6. Work with the Publicity Ministry Team to inform the Church Family of the works and opportunities in the Long Range Planning Ministry Team.

## **Missions Ministry Team**

### Membership:

**Members:** The team shall consist of seven (7) members (minimum), nominated by the Nominating Ministry team (NMT) and approved by the Senior Pastor and Council of Elders.

**Officers:** Chairman and Secretary. Selected by NMT.

**Office term:** One year (Consideration to be given to maintain working continuity)

### Responsibilities:

1. Conduct studies to determine local missions direction.
2. Conduct studies to determine foreign missions direction.
3. Establish and maintain communication with the Associational Missions Committee and other appropriate groups outside the church.
4. Organize and lead mission teams in doing mission work (spiritual, physical and medical) both local and foreign.
5. Request and administer resources according to the church's policy and procedure for the work approved to be done.
6. Prepare and present a budget request to the Executive Pastor and Council of Elders for the next year.
7. Work with the Publicity Ministry Team to inform the Church family of mission opportunities and needs.

## **Publicity Ministry Team**

### Membership:

**Members:** The team shall consist of five (5) members, nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.

**Officers:** Chairman and Secretary. Selected by NMT.

**Office term:** One year (Consideration to be given to maintain working continuity)

### Responsibilities:

1. The ministries of GSBC are to be communicated to the church membership and to the local community.
2. Methods of communication may be, but not limited to: posters, fliers, announcements, radio & television and other innovative methods.
3. Items requiring communication may be, but not limited to: Vacation Bible School, revivals, concerts, special guests, worship services, etc.
4. All outgoing media shall be approved by the Executive Pastor prior to release.
5. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.

## **History Ministry Team**

### Membership:

- Members:** The team shall consist of two (2) members, nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.
- Officers:** Chairman and Secretary. Selected by NMT and approved by the Council of Elders and Senior Pastor.
- Office term:** One year.

### Responsibilities:

1. Gather, copy and preserve all Church records of past, including but not limited to;
  - a. Important legal documents
  - b. Minute books
  - c. Membership rolls
  - d. Financial records
  - e. Records of Church organizations
  - f. Pictures, recordings and correspondence
  - g. Pictorial clippings
  - h. Biographical materials
  - i. Associational and convention records
  - j. GSBC printed material such as Church Directory, Yearbook, Bulletins and Newsletters
2. Maintain the Church history in an orderly manner, adding current data today, but history tomorrow.
3. Maintain the Church history in fireproof/lockable cabinets.
4. Maintain a display of Church history items for viewing by congregation.
5. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.
6. Work with the Publicity Ministry Team to inform the Church family of any special needs or events as they relate to the history of the Church.

## **Recreation Ministry Team**

### Membership:

Members: The Team shall consist of five (5) members, selected by the Nominating Ministry Team and approved by the Senior Pastor and Council of Elders.

Officers: Chairman and Secretary to be selected by the NMT and approved by the Council of Elders.

Office Term: One year

### Responsibilities:

1. Work in consultation with the Children's Pastor in planning and promoting a recreational program for the entire Church membership, using the Publicity Ministry Team to promote programs and functions.
2. Revise policies, subject to the approval of the Council of Elders in consultation with the Children's Pastor, which governs all phases of Church recreation.
3. Work toward providing adequate equipment and facilities for recreation.
4. See that equipment is properly handled, cared for and stored and kept in repair.
5. Make recommendations to the Executive Pastor and Council of Elders concerning major items in need of repair, purchase or replacement.
6. Insure that all scheduled events are on the Church calendar, when required, and that there is no conflict with other Church functions.
7. Maintain a Christ centered atmosphere and ministry in all recreational functions.

## **Van Transportation Ministry Team**

### Membership:

**Members:** The team shall consist of five (5) members, nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.

**Officers:** Chairman and Secretary. Selected by NMT and approval by the Council of Elders.

**Office term:** One year.

### Responsibilities:

1. Maintain and assure the Church vans are in good working condition.
2. Maintain a safety checklist on a quarterly basis.
3. Maintain oversight of the approved driver list.
4. Review the Van Policy on an annual basis to assure it is up to date and is being followed.
5. Work through the Executive Pastor on the above items.
6. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.

## **Van Policy**

1. The Church vans shall be used by church organizations (ministry teams, committees, classes, athletic teams, etc.) for such activities that require the transport of more than five persons.
2. The vans are not to be loaned to or rented by any organization or person not affiliated with GSBC. The vans are for GSBC use only.
3. The vans may only be operated by drivers selected by the Van Transportation Ministry Team (VTMT) and the Executive Pastor.

4. Reservation of the vans will be on a first come first served basis. The reservation calendar will be kept in the church office (maintained by the Executive Pastor or his designee) along with the list of insurance approved drivers. The person making a reservation for a van will be responsible for contacting and securing an approved driver.
5. All groups needing a chaperon (high school age and younger) will be required to supply one for each van. Drivers cannot be chaperons in the van, as this distracts the driver from the job of driving.
6. The maximum time any one driver will be permitted to drive in one day is eight hours. If the trip requires more than eight hours in one day, two drivers must be used, with a minimum of eight (8) hours rest between drive cycles.
7. The maximum capacity of the vans is 15 with the driver and all passengers seated and buckled.
8. All federal, state and local laws shall be observed while operating the vans.
9. Anyone receiving a moving violation during the operation of the church van is responsible for the fine or other legal requirements. A driver receiving a moving violation may be denied permission to drive the church van by the Executive Pastor or the Van Transportation Ministry Team.
10. The use of tobacco products and or alcohol is prohibited in the vans.
11. The person signing for the van has the responsibility to insure the cleanliness of the van after its use.
12. A mileage log shall be completed before and after each use of the van and returned to the church office (Executive Pastor).
13. The van's fuel tanks are to be topped off if the fuel gauge registers  $\frac{3}{4}$  of a tank or less on the return trip.
14. The van driver is the final authority in the matter of passenger safety and conduct in the van.
15. Responsibility for the van maintenance shall rest with the Van Transportation Ministry Team and the Executive Pastor.
16. Any question regarding the use of the vans is to be directed to the Executive Pastor or the Van Transportation Ministry Team.

17. There shall be three sets of keys for each van. One set is to remain in the church office while the other two sets are to be taken on the van. One by the driver and the second set by the second driver, chaperone or other adult.
  
18. The van driver shall be responsible for a pre-trip inspection of the van prior to allowing it to leave on an outing. As a minimum this check list shall include tires, lights, directional signals, windshield wipers, gas, oil and dash gauges. Any problem shall be reported to the Executive Pastor and the Van Transportation Ministry Team.

## **Weddings, Anniversaries and Wedding Parties**

1. All reservations for rehearsals, weddings, receptions, reunions and etc. shall be made through the church office (Executive Pastor) by completing the “Request for Wedding Reservation Form.”
2. All weddings will be handled through the Wedding Coordinator. The Wedding Coordinator(s) will be selected by the Executive Pastor and approved by the Council of Elders.
3. Dates for reservations are put on the church calendar only after receipt of the completed form.
4. The party securing permission to use these facilities shall be responsible for the adherence to these policies.
5. When a clergyman of another faith requests or is asked to participate in some activity, the clergyman must be approved by the Senior Pastor of GSBC.
6. All music used in a wedding ceremony must be approved by the Wedding Coordinator and the Worship Pastor.
7. Instrumentalists other than GSBC instrumentalists who will be playing in a wedding ceremony must be approved by the Worship Pastor.
8. Only GSBC authorized personnel will operate the sound system for a wedding.
9. No smoking or tobacco use is allowed in any GSBC building.
10. No alcoholic beverages (of any type) or dancing (of any type) will be permitted.
11. GSBC facilities shall be returned to classroom or worship status as soon as possible after the ceremony, as supervised by the Church Custodian.
12. The kitchen shall be left clean and all items restored to their proper places. The Hospitality Ministry Chairman will approve the use of the kitchen facilities and will give a final inspection.
13. The lights will be turned off and the buildings locked after the ceremony.
14. The throwing of birdseed/etc. after weddings shall be confined to areas outside the buildings. All steps and walkways shall be swept clear of birdseed/etc.

15. If janitorial services are required, it is the responsibility of the wedding party to arrange it with the church custodian at a fee arrived at between the Wedding Coordinator, Custodian and wedding party.
16. Non-members, using GSBC facilities, agree to assume liability for any damages that might result from such use.
17. The Minister officiating or his appointed representative shall work closely with the Wedding Coordinator to assure an orderly service.

18. Fees charged for the use of the facilities are as follows:

    Wedding Coordinator:

    \$250.00    Wedding only (members)  
    \$350.00    Wedding and reception (members)

    \$300.00    Wedding only (non-members)  
    \$400.00    Wedding and reception (non-members)

    \$100.00    Worship Center (only)  
    \$100.00    Pastor (should another pastor marry the couple, then  
    \$100.00 would be donated to the church)



    \$100.00    Rehearsal supper (Gym)  
    \$100.00    Reception (Gym)  
    \$125.00    Sound system person  
    \$100.00    Custodian (removal and replacement of pulpit furniture)

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    \$\_\_\_\_\_    Pianist/Organist (Should GSBC's be used, the fee would be  
    decided between the Coordinator, Instrumentalist and the wedding  
    party)

    These fees would be payable two (2) weeks in advance.

19. Permission for non-members to use the facilities of GSBC, shall be granted by the Executive Pastor after consultation with the appropriate Ministry Team.
20. Candles that drip wax will not be used in the Worship Center.
21. Parties using these facilities must leave a signed copy of these regulations in the church office as a means of verifying their acceptance of the above regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## *Wedding Coordinator Job Description*

In order to ensure that it is understood what services are provided by our wedding coordinator, we have included the following information. If you have any questions regarding this please contact the wedding coordinator or the church office.

1. Coordinator will act as contact person for the bride and groom on behalf of Greenwell Springs Baptist Church. Coordinator will:
  - Check the church calendar for availability of dates
  - Receive and process application and deposit
  - Arrange for Sound/Lighting tech for rehearsal and wedding
  - Handle any other needs involving the church facility to the best of her ability
  - Enforce all guidelines as set forth in this booklet by GSBC
  - Correspond with pastor if on GSBC staff to confirm dates, times etc.
  - Correspond with GSBC Worship Pastor to get all ceremony music approved
2. Coordinator will provide a minimum of one consultation to discuss ceremony details at least one month prior to wedding date.
3. Coordinator will direct rehearsal for ceremony. Order of Service will be provided to sound tech and any other applicable vendors.
4. Coordinator will arrive one hour prior to your ceremony on the wedding date and assist in directing your ceremony. Corsages and Boutonnieres can be pinned on if desired by the bride and groom.
5. If reception is held at GSBC, coordinator will be present through the duration to ensure that all aspects of the reception are handled properly. ***Specific requests/needs must be discussed with coordinator in advance*** for example, assistance with reception events such as bouquet toss, cake cutting etc.

GSBC wedding coordinators are professional and are equipped to handle any needs you may have in regards to your wedding. Any services that you may desire in addition to those listed above will need to be arranged directly with your coordinator and for an additional fee to be determined.

## **Bereavement Ministry Team**

### Membership:

**Members:** The committee shall consist of four (4) members, nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.

**Officers:** The chairman shall be nominated by the Nominating Team and approved by the Senior Pastor and Council of Elders.

**Office Term:** Two (2) members shall be elected each year and will serve two (2) year terms. This will be a rotating team assignment.

### For Bereavement: (cases of death)

1. Each case of death shall be investigated to determine circumstances, needs and following services that are needed, such as: a) Persons to stay at the funeral home; b) Assistance in the home; c) Food for the immediate family.
2. If funds are required for food, these should be obtained from the Church budget through the Council of Elders.
3. Notify Church organizations connected with the deceased family and seek to place responsibility. Notify the Flower Ministry Team.

## **Properties Ministry Team**

### Membership

**Members:** The committee shall consist of seven (7) members nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.

**Officers:** The officers shall be appointed by the Council of Elders.

**Office Term:** Members shall be elected for two year terms. Three (3) to be elected in even numbered years and four (4) in odd numbered years.

**Meetings:** The team shall set an initial meeting to plan the activities for the coming year. Subsequent meetings will be called by the officers, team members, Council of Elders or Senior Pastor, as needed.

### Responsibilities:

1. The Team will be responsible for maintenance and repair of all Church properties. These Church properties include:
  - a. All buildings, grounds, equipment and facilities located at 19421 Greenwell Springs Road and in close proximity to the Worship Center.
  - b. Additional properties the Church might acquire.
2. The Team will develop and carry out a routine maintenance program, or contract out as needed, on all equipment such as air conditioning, heating and office equipment. This program will include the responsibility of contract administration on items being maintained by outside concerns.
3. The Team will appoint two members to oversee the purchasing of all janitorial supplies.
4. The Team will cooperate with the Council of Elders on periodic review of the Janitors job descriptions to insure that all duties are covered.
5. Poor performance and infraction of Church policies shall be reported to the Council of Elders.
6. The Team will purchase all supplies required and approved by the Council of Elders.
7. The Team shall insure that safety codes are followed on all facilities.
8. The Team will be responsible for having a proposed budget ready for presentation to the Executive Pastor and Council of Elders in accordance with the established schedule.

## **Cemetery Ministry Team**

### **Membership:**

- Members:** The team shall consist of four (4) members nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.
- Officers:** Nominated by the NMT and approved by the Council of Elders.
- Office Term:** Members will serve four (4) years, one member elected each year. This will be a rotating membership.

### **Responsibilities:**

1. Will administer the Church's policies governing the use and maintenance of the cemetery.
2. Will handle all requests for open graves or place markers. A Cemetery Team member must locate the site prior to grave opening.
3. Will keep an "official register" of the Greenwell Springs Baptist Church Cemetery.
4. Will rule on eligibility not covered by Church policies when Church approval is not feasible.
5. Update the policies for the approval of the Council of Elders as needed.

## Section I Cemetery Policy

The following is intended for the purpose of governing the use of the cemetery, as it exists under the original plot designation.

1. All plots of the cemetery are for the use of Greenwell Springs Baptist Church members and their immediate family (husband, wife, dependent children and parents).
2. Plots may be reserved with the following stipulations:
  - a. The Church will honor all previous commitments regarding reserved plots, however, non-members holding reserved plots will be requested to relinquish their claim and can receive reimbursement of all fees paid if requested by them.
  - b. Only one interment per plot/site is permitted.
  - c. Previously reserved plots may not be sold or reassigned without permission of the Cemetery Ministry Team and approval of the Council of Elders.
  - d. As the need arises plots not reserved, or those which were reserved by former members, no longer on the rolls, will be made available on a first come first serve basis.
3. There will be a yearly fund raising time when those families who have used or reserved plots will be asked to contribute a small amount (set by the current Cemetery Team) to help offset the maintenance cost.
4. Those who need to bury a loved one should contact a member of the Cemetery Team, a Staff Member or the Executive Pastor, who will assist in making the needed arrangements. A Cemetery Team member or someone designated by them shall locate and mark the plot to be used before the grave opening.
  - a. Those using the cemetery will be responsible for digging and refilling graves, moving surplus dirt to a spot designated as soon as possible and generally making the plot neat. The Cemetery Team reserves the right if needed to require a deposit before use to enforce this responsibility. The deposit could be forfeited to reimburse the Church for the expense of doing so.
  - b. Those needing to use the cemetery will be given a copy of the current policies.
5. In order to make perpetual care less of a burden to future generations:
  - a. No above ground vaults are allowed.
  - b. Only flat markers will be permitted and they must be at ground level to enable a mower to pass over them without damage to the mower or to the marker. A member of the Cemetery Team should be contacted prior to purchase and/or installation to determine if all regulations are followed.
  - c. Artificial flowers must be removed after 30 days.
6. All maintenance, financial, and business arrangements will be handled by the Greenwell Springs Baptist Church and with a Cemetery Ministry Team

appointed by the NMT and approved by the Council of Elders to advise and guide in these matters, with this exception: the Cemetery Team shall have the authority, with the approval of the Council of Elders, to act on problems such as eligibility not covered by these policies.

7. The Greenwell Springs Baptist Church office will maintain an “Official Register of the Greenwell Springs Baptist Church Cemetery”, as well as the Cemetery Team Chairman.
8. These policies may be amended or added to as prescribed in the Church bylaws.

## Section II Cemetery Policy

1. It is the policy of the Church to operate a choice unit cemetery, which would include new sections to be used for Church members and dependent children.
2. Persons eligible for burial in sections of the new cemetery shall be: (a) member; (b) spouse of member; (c) dependent child (a child under 21 living with parent or over 21 and/or totally dependent on parent members of Church)
3. There will be a yearly fund raising time when those families who have used or reserved plots will be asked to contribute a small amount (set by the current Cemetery Team) to help offset the maintenance cost.
4. Those who need to bury a loved one should contact a member of the Cemetery Team, a Staff Member or the Executive Pastor, who will assist in making the needed arrangements. A Cemetery Team member or someone designated by them shall locate and mark the plot to be used before the grave opening.
  - a. Those using the cemetery will be responsible for digging and refilling graves, moving surplus dirt to a spot designated as soon as possible, and generally making the plot neat. The Cemetery Team reserves the right if needed to require a deposit before use to enforce this responsibility. The deposit could be forfeited to reimburse the Church for the expense of doing so.
  - b. Those needing to use the cemetery will be given a copy of the current policies.
5. In order to make perpetual care less of a burden to future generations:
  - a. No above ground vaults are allowed.
  - b. Only flat markers will be permitted and they must be at ground level to enable a mower to pass over them without damage to the mower or to the marker. A member of the Cemetery Team should be contacted prior to purchase and/or installation to determine if all regulations are followed.
  - c. Artificial flowers must be removed after 30 days.
6. All requests to open graves or place markers on graves must be presented to the Church office, the Cemetery Team or Executive Pastor for approval.
7. Plots may not be reserved but will be assigned as the need arises. The Cemetery will be filled from the front to the back in consecutive order. In case of the death of a spouse, who is a Church member, a space will be reserved for the surviving spouse until their time of death.
8. The remaining available plots in the old section of the cemetery will continue to be handled as in the past, until all plots are taken. It shall be for immediate members of families already buried in the cemetery, a spouse of a deceased Church member already buried in the cemetery, or parents of a child already buried in the cemetery.

9. The second addition to the cemetery will be the final plot of ground designated for burial on the property of Greenwell Springs Baptist Church. Once the final grave has been filled, there will be no more burials at our church.
10. The Greenwell Springs Baptist Church office will maintain an “Official Register of the Greenwell Springs Baptist Church Cemetery”, as well as the Cemetery Team Chairman.
11. These policies may be amended or added to as prescribed in the Church bylaws.

## **Flower and Decoration Ministry Team**

### Membership:

- Members:** The Team shall consist of four (4) members nominated by the Nominating Team (NMT) and approved by the Senior Pastor and Council of Elders.
- Officers:** Chairman and Secretary to be nominated by the NMT and approved by the Council of Elders
- Office Term:** The members shall serve for two (2) years with two (2) members being elected each year.
- Meetings:** The Team shall meet at least once during each quarter. Meetings will be held on call of the Chairman or  $\frac{3}{4}$  or more of the Team members.

### Responsibilities:

1. To provide appropriate floral arrangements for regular weekly worship services.
2. To provide floral arrangements for special services.
3. To establish responsibility for providing floral arrangements each month of the year.
4. To encourage Church members to offer memorial floral remembrances and to place such remembrances on the calendar.
5. To provide special seasonal decorations such as for Thanksgiving, Christmas and Easter, and other special services.
6. To supervise care for permanent living and artificial floral arrangements in the building.
7. To administer the budgeted funds provided by the Church. This includes funeral flower fund, which provides for flowers for the immediate family of a Church member.
8. Prepare and submit a budget to the Executive Pastor and Council of Elders.
9. Provide Mother's Day corsages for designated recipients.
10. Purchase and care for appropriate vases for altar flowers.

### Decoration

1. Responsible for room decorations and the purchase and preparation for a scheduled event.
2. All special event decorations are to be referred to the Decoration Team.
3. Disassembling and packing reusable decoration and label boxes or bags, etc. with exact contents.

## **Hospitality Ministry Team**

### Membership

**Members:** The team shall consist of 10 members nominated by Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.

**Officers:** Chairman and Secretary to be nominated by the NMT and approved by the Council of Elders

**Office Term:** Each member will be elected to serve two (2) years

**Meetings:**  
The Team will meet quarterly or more often as needed.

### Responsibilities

1. Plan activities in cooperation with the Council of Elders, Deacons and Ministerial Staff.
2. Assume responsibility for Wednesday night meals, as well as all unscheduled events, such as church fellowships and receptions.
3. Plan each event with the primary objective being Christian fun and fellowship.
4. Record detailed expenses of each event in a book of records. Keep a running tally of the amount spent by the Team.
5. Report regularly to the Executive Pastor.
6. Formulate, post and enforce kitchen policies.
7. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next budget year.
8. Maintain an accurate inventory of all equipment in the kitchen.
9. Oversee all activities concerning the use of the kitchen and make periodic inspections to ascertain that persons or groups using the kitchen facilities are adhering to posted policies.
10. Refer equipment problems to the Properties Team and any team problems to the Executive Pastor.

### Food

1. Keep adequate inventory of food supplies in the pantry and stay within the budget. Purchase supplies as needed and keep an itemized list of purchases.
2. Prepare food for events.
3. Responsible for serving food.
4. Solicit adequate help for cleanup.

5. Report finances and other physical items to the Executive Pastor on a quarterly basis. The Executive Pastor will present these items to the Council of Elders.

#### Publicity

Refer all publicity and advertisements to the Publicity Ministry Team.

## **Usher/Greeter Ministry Team**

### Membership

**Members:** The team shall consist of forty (40) Ushers, chosen from the men of the Church, and twenty four (24) Greeters nominated by the Nominating Ministry Team and approved by the Senior Pastor and Council of Elders.

**Officers:** The chairman shall be nominated by the Nominating Ministry Team and other officers, if needed, shall be elected by the Usher/Greeter Team and approved by the Council of Elders.

**Office Term:** One year. Members may serve multiple years with approval from the Council of Elders.

### Responsibilities of the Chairman

1. Train fellow Ushers/Greeters
2. Set a goal of greeting each member and guest at least 3 times prior to them entering the Worship Center.
3. Assign Ushers and Greeters to definite positions.
4. Before each service, secure materials needed for handout – such as bulletins, visitor’s packets, ballots etc.
5. Make certain Ushers and Greeters are available for revivals and special services.
6. Reserve special sections, for seating, when requested.
7. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.
8. Assure that the Greeter/Usher is properly dressed for the occasion.

### Responsibilities of the Usher/Greeter

To be of service to congregational members and guests before, during and after services and to assist in maintaining a worshipful atmosphere in the church.

1. Distribute bulletins and greet people before and after the services.
2. Seat those entering at specified times.
3. Distribute and collect ballots when voting is done in the service.
4. Ushers shall receive the offerings.
5. Be alert to special needs of persons during the service, especially the handicapped, aged or infirm.
6. Help maintain order during services.
7. Provide two Ushers to be on duty, in the foyer, during the services.

8. Provide two Ushers to walk the parking lot area during services and when needed.

## **Library Ministry Team**

### Membership:

**Members:** The team shall consist of three (3) members, nominated by the Nominating Ministry Team (NMT) and approved by the Senior Pastor and Council of Elders.

**Officers:** Chairman and Secretary. Selected by NMT.

**Office term:** One year.

### Responsibilities:

1. The Library Ministry Team shall be familiar with the Library, its use, maintenance and function.
2. Maintain the Library with adequate and proper materials and equipment. Keeping books, periodicals, films, etc. and equipment properly arranged.
3. Display and promote the use of the Library materials and equipment in conjunction with the Publicity Ministry Team.
4. Provide training as necessary to prepare all Church workers and members in the proper use of all library services.
5. Hours to be open are to be scheduled, announced and maintained to encourage library use.
6. Prepare a budget request and present to the Executive Pastor and Council of Elders for the next year.
7. Work with the Publicity Ministry Team to inform the Church family of the GSBC Library special events and activities.

## EMPLOYEE BENEFITS

### Employee Absences:

- a. Absence due to death in immediate family or household – the employee will be paid for absence due to the death for a period not to exceed one week.
- b. Absence due to death of relative other than the immediate family – the employee will be paid for up to three days with the approval of the Senior Pastor or Council of Elders.
- c. Jury or Witness Duty – an employee will be paid for the time absent on such duty and is entitled to retain all compensation for that time missed. If such service does not require the employee to be absent the entire day, he/she is expected to report to the Church for the remainder of the day.
- d. Personal Business – such absences must be approved by the immediate supervisor.
- e. Personal Illness – illness requiring absence from regular assigned duties should be reported and recorded by 8:30 AM on the first day of absence and each succeeding day thereafter. In reporting, the employee should give the best estimate as to the ability to return to work. After the third day missed, a doctor's excuse may be required. Under certain conditions, as determined by the supervisor, serious illness in the immediate family may be classified as personal illness.
- f. Leave of Absence – such absences should be recommended to the Council of Elders and approved by the Senior Pastor.

### Holidays:

All employees of the church, except part-time and temporary employees are eligible to receive pay for the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

If a holiday falls on a Saturday, the holiday will be observed on the last working day before the holiday. If a holiday falls on a Sunday, the holiday will be observed on the first working day after the holiday.

### Vacation Policies

After six (6) months of continuous employment a full time employee will receive one week paid vacation. After twelve (12) months of continuous employment a full time employee will receive one additional week of paid

vacation. After fifteen (15) months of continuous employment vacations may be scheduled without regard to employment date.

No vacation can be taken until the employee has completed six months of continuous service. In each succeeding calendar year thereafter, through nine years of service, employees will be eligible to receive ten days vacation. Employees will be eligible for 15 days vacation annually in the tenth year of service through the 19<sup>th</sup> year of service and 20 days vacation annually in the 20<sup>th</sup> year of service and each full year of service thereafter.

Vacation schedules should be arranged as early as possible each year with the Executive Pastor or Department Head. Every effort should be made to allow longer service employees first choice of vacation time and vacations should be scheduled to adequately staff the offices and other functions during periods of vacation. Employees cannot carry over vacation from one year to the next without special permission from the Council of Elders.

Under no circumstances will employees be allowed vacation in excess of that shown. An employee cannot remain on the job and receive vacation pay.

Vacation:

0-6 months	0
6 months – 1 yr	1 wk
1 yr – 10 yrs	2 wks
10 yrs – 20 yrs	3 wks
20 yrs -	4 wks