

Lake Pointe Baptist Church



Policies And Procedures

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Revisions

Date	Revision Description
November 13, 2022	Added Budget Policy, Designated Funds Policy and Designated Funds Request Form

Introduction

A **policy** is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step-by-step description of the process is used to complete the job. Each team will write procedures for their area. These procedures will be combined to make up the Church Operating Guidelines. A master copy of the Church Operating Guidelines will be kept in the Church Office. The Team Leader will also maintain a copy. The leader of each team will be responsible for ensuring copies are current.

This Policies and Procedures Manual sets out the guiding principles and operational procedures to enable the effective and efficient working of the church's various organizations and programs. The Manual is to be used by all church officers, staff, deacons, committees (teams), and church members.

All the procedures contained in the Manual have been coordinated with the Bylaws of the church and become effective upon their adoption by the church at a regular or special business meeting. In the event of any contradiction, the Bylaws shall prevail over the Policies and Procedures Manual.

A Church Council will be established that will be comprised of the directors or each committee/area and chaired by the Pastor. The Church Council will ...plan the ministries of the Church. The CC will meet quarterly unless otherwise necessary. This Manual is to be reviewed at least *every* three years, by an ad hoc (temporary) team selected by the Church Council. In the interim between regular reviews, any Church Council member or team may suggest an amendment or modification to the Manual. Those changes shall be reviewed by the Church Council, and if accepted, presented to the church for approval at any regular or special business meeting.

If changes are approved and urgent, they can **temporarily** approved by the Deacons as presented by a CC member. These changes will be implemented pending that approval.

The Church Council shall meet at least quarterly or as necessary as determined by the Pastor and Chairman of the Deacons.

Relationships

As stated in Article IV of our Constitution, the government of this church is vested in the body of believers (members) who compose it. This church will be, and is always to be a sovereign, autonomous Baptist church, self-governing on all matters by a majority of the body of members who compose it and recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches. In no way is this to be understood that such cooperation, or affiliation shall ever become one of the doctrines and/or tenets of this church.

Church Officers

Pastor

Refer to Section 3, Part 1 of the By Laws for general guidelines for the Pastor. More specifically:

1. The Pastor is responsible for supporting the church to function as a New Testament church. Demonstrate a God-given ability to provide sound instruction in the Word: preaching faithfully from the pulpit; teaching effectively in a variety of settings and formats; and encouraging, correcting, admonishing, and equipping the congregation for ministry with diligence and patience. (2 Timothy 4:2-3, Titus 2:1; Acts 20:20, Colossians 1:28; 2 Timothy 4:2, Romans 15:14; Ephesians 4:11-12, 4:2)
2. The Pastor must evidence a clear call from God to pastoral ministry.
3. The Pastor is responsible for leading the congregation, the ministry organizations, and the church staff to perform their tasks. The primary and major concern of the Pastor is the leadership of worship, proclamation, education, pastoral ministry, and overall health of the church.
4. The Pastor is leader of the pastoral ministries in the church. As such he works with the Deacons and Team Leaders to lead the church in the achievement of its mission, proclaim the gospel to believers and unbelievers and care, as a shepherd, for the church's members and other persons in the community.
5. When away from the church during regular work hours, he will keep the church secretary, or other designated persons, informed where and how he can be reached.
6. Since communication is very important the Pastor will make himself available by phone, text, or email so that members may contact him in case of an urgent need.
7. Since the members of Lake Pointe Baptist Church believe in the completeness and
 - a. infallibility of the Holy Scriptures, we expect the Pastor to strive to exhibit characteristics as set forth in the following scriptures:
 - b. Titus 1:7-9 (An overseer must be above reproach ...)
 - c. 1Corinthians 13: 4-8 (Love chapter)
 - d. Galatians 5:22-26 (fruit of the Spirit)
 - e. Ephesians 4:11-13 (He gave some to be apostles, prophets, etc.).

8. Be a faithful and diligent student of the Word, equipping himself for ministry and modeling a desire to know God more fully (Philippians 3:8-10, 1 Timothy 4:14-16, 2 Timothy 2:15).
9. The Pastor shall conduct the worship services of the church, administer the ordinances of Baptism and the Lord's Supper, preside at all business and Church Council meetings, oversee regular visitation of the membership of the church, particularly, the sick and distressed, visit prospective members to extend to them an invitation to join the church, cooperate fully with all church officers and ministry teams.
10. Have an exemplary reputation in the Christian community as well as in his larger neighborhood community with a personal and family life meeting the biblical qualification for a pastor. (1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4).
11. Have a heart for seeing the lost come to Christ and is equipped to provide leadership in local and global outreach/mission endeavors. (2 Corinthians 5:20, Ephesians 6:19-20)
12. He shall be an ex-officio member of all ministry teams and organizations of the church, as stated in the By Laws. All church ministry teams and organizations shall recognize his counsel and leadership, but he shall not be entitled to vote.
13. When he expects to be absent from the pulpit, he shall notify the Deacon Chairman, and, if necessary, they shall assist him in securing a suitable pulpit supply.
14. The Pastor should be active in the ministry of the Tallapoosa Baptist Association.
15. In counsel with the Deacons and by such methods as the Holy Spirit may direct in accordance with New Testament teachings, they are to exercise oversight of the discipline of the church. In administering church discipline, they are to be guided always by the principles set forth in Matthew 18:15-17, 1 Corinthians 5:9-13 and 1 Thessalonians 5:12-14.

Deacons

As stated in By Laws Section 3, part 2, the duties and responsibilities of the Deacons are outlined. The term of service is outlined in the By Laws. In addition to those:

1. The task of the deacon is to serve with the Pastor, staff, and Team Leaders in performing pastoral ministries tasks.
2. Along with the Pastor, determine the time and place of worship services for our church.
3. In the absence of a Pastor, the Chairman of the Deacons (or Vice Chairman) shall act as moderator for business meetings.
4. To proclaim the gospel to believers and unbelievers.
5. To care for church members and other persons in the community.
6. Lead the church to engage in a fellowship of worship, witness, education, ministry, and application and lead the church in performing its tasks.
7. They shall serve as a council of advice and conference along with the Pastor in all matters pertaining to the welfare and work of the church.
8. They are to assist the Pastor in serving the Lord's Supper in regular and special worship services, and to church members who are homebound or in nursing homes or similar facilities.

9. In counsel with the Pastor and by such methods as the Holy Spirit may direct in accordance with New Testament teachings, they are to exercise oversight of the discipline of the church. In administering church discipline, they are to be guided always by the principles set forth in Matthew 18:15-17, 1 Corinthians 5:9-13 and 1 Thessalonians 5:12-14.
10. Working with the Personnel Committee, the Deacons can call a meeting of the church to declare the Pastor's office vacant.
11. The Deacons are to select one person to serve as the chair of the Nominating Committee.
12. The Chairman of the Deacons can appoint temporary teams or organizations for temporary projects, functions, etc. without a vote by the church.
13. Deacons can recommend a man, upon approval of the Pastor, to be licensed to preach.
14. If it becomes necessary to fill any deacon vacancies, a special election will be held by the Church fill the vacancy from the candidates put forth by the Deacon Board.
15. The Pastor will select one person to serve on the Nominating Team.

Church Secretary

Membership: Position is recommended by the nominating committee and approved by the church on an annual basis.

Responsibilities:

1. Prepare church bulletin.
2. Pick up mail from mailbox and distribute to responsible departments
3. Look on phone to see if there are any messages and write down the messages and give to the appropriate person. Answer any calls that may come in while working in office.
4. Buy office supplies such as ink, paper, etc.
5. Buy stamps for outgoing mail
6. Maintain Master Copy of all Church Operating Guidelines.

Church Clerk

The responsibilities of the Clerk are outlined in the By-Laws under Article II, Section 3, Part 3.

Membership: Position is recommended by the nominating committee and approved by the church on an annual basis.

Responsibilities: In addition to those listed above:

1. Provide records for church history.
2. The Clerk and the Assistant shall agree upon clerical responsibilities that are assigned to the Assistant Clerk.
3. The Clerk and/or Assistant Clerk shall provide for minutes, records, etc. to be kept in the event of their absence.
4. Great effort will be made by the Clerk and Assistant to ensure that all records are accurate and complete for the good of the Church.

Treasurer

As stated in By Laws Section 3, part 4, the duties of the Treasurer are outlined. The church membership elects this position annually.

Membership: Position is recommended by the nominating committee and approved by the church on an annual basis.

Responsibilities: In addition to those listed above:

1. All books, records, accounts, and documents of title to the property of the church shall be kept by the Treasurer and shall be considered property of the church.
2. The books shall be open to inspection always by any member of the church, except that the records of individual contributions shall not be made available.
3. The Treasurer, upon the election of his/her successor, shall promptly deliver to such successor all books, records, accounts, and documents of title to the property of the church.
4. The Treasurer and Assistant Treasurer will both be signatories on all financial accounts.
5. Ensure that all governmental taxes, form, and regulations are met on a timely basis.
6. In the event of the absence of the Treasurer, the Assistant Treasurer shall assume the duties of the Treasurer.
7. Audits shall be conducted as set forth in the By Laws.

Trustees

Purpose: As stated in By Laws Section 3, part 5, Trustees will serve as legal officers for the Church. Their selection shall be on election of the Church membership. Trustees will act only on the authority of church approval. In addition to the responsibilities stated in the Constitution and By Laws.

Membership: Position is recommended by the nominating committee and approved by the church on an annual basis.

Responsibilities:

1. Relate to appropriate civil officials in all legal matters involving the church.
2. Keep abreast of the latest legal changes, report such changes to the appropriate church leaders, and advise the church staff and any team concerning legal matters.
3. Counsel with appropriate church officers and teams in matters related to church properties.
4. Maintain all church legal documents in conjunction with the Church Clerk.
5. A true and legal record of the minutes of the meetings of Trustees shall be kept.

Financial Secretary

Purpose: Record the contributions into the Church database, deposit all funds taken into the church treasury, and forward information to the treasurer for use in support of the mission and ministry of Lake Pointe Baptist Church.

Membership: Position is recommended by the nominating committee and approved by the church on an annual basis.

Responsibilities:

1. Collect all monies and completed forms from the tellers.
2. Check the totals and verify correctness.
3. Record the contributions into the church database (Churchtrac).
4. Print various reports to reflect the general and designated funds
5. Complete deposit slip and deposit all funds into the bank.
6. Print and give "Category Overview" report to treasurer
7. Created individual year-end tax contribution statements for all monies donated to church.
8. Keep up with individual contributions and complete forms annually. Deliver those forms to members to file with their taxes.
9. Gifts given in memoriam are recorded into the designated funds. Undesignated

memoriam monies are added to the building fund.

10. Send thank you letter to donors of large amounts.
11. Send a letter to the family member of the memorial gift to let them know a gift was given in their loved one's memory.
12. Train tellers.
13. Coordinate with Church Clerk to add givers to the church database.

Committee (Teams) Policies and Procedures

The committees (teams) of the church exist to plan, coordinate, implement, and evaluate the work assigned to them by the church. All teams are subject to the conditions set out in Section 8 of the By Laws.

Types of Teams: All teams shall be classified as Standing or Special. A standing team works throughout the year. A standing team has a list of duties that require regular performance.

Standing Teams

Assimilation	Nominating
Baptism	Nursery
Benevolence	Personnel
Buildings and Grounds	Prayer Chain
Children's Ministry	Publicity
Evangelism/Outreach	Senior Adult Ministry
Finance	Student/Youth Ministry
Greeters	Sunday School
Historian	Tellers
Hostess	Ushers
Lord's Supper	WMU
Men's Ministry	Women's Ministry
Music	

Special Teams

Bereavement	Pastor Search
Disaster Relief	Pianist
Library	Planning
Multi-Media	VBS

Membership:

Members of teams shall be selected first, by the conditions set forth in the Constitution and By-Laws, then by the Policies and Procedures set forth by each team. The same should govern selection of Chairpersons. The number of team members shall be determined by the need, with any teams that would require a majority decision to move forward with a project, requiring any odd number of members.

Personnel:

1. The Chairperson of each team shall be a church member. Other members may or may not be church members as determined by the team.
2. Personnel for standing teams are to be recommended to the church in August of each year by the Nominating Team.
3. Personnel for any team should be chosen based on their spiritual gifting and interest. All team members should commit to pray regularly and earnestly for each other and those they specifically serve, as to be directed by the Holy Spirit in their service and work.
4. Attempt to limit service to one person per family on all standing teams.
5. All team members will serve at the pleasure of the church with no specified term limits, except those teams and offices whose terms are limited by the Constitution and By Laws.

Rotation:

Membership on all standing teams shall be on a rotational basis. Each team will define the frequency and percentage of members to rotate off.

Term of office:

The team membership year is from September to August. Except for Deacons, Clerk, and Treasurer, all team members may serve an indefinite term. However, a minimum one-year commitment is implied upon accepting the position of team member. Any member who is unable to perform his/her duties shall immediately notify the chairperson of that team, who shall provide a replacement as soon as practical, through the Nominating Team. Any team member who fails to perform his/her duties may be removed by a majority vote of the team and replaced by the Nominating Team.

Officers:

Each team shall have a chairman to be selected by the Nominating Team. The chairman from each team will serve on the Church Council. While coordinating with the Nominating Team, each chairman will select additional team members, if needed.

Meetings:

All teams shall meet at least quarterly. Some teams will require monthly meetings. Team Leaders will decide on the frequency of meeting and inform their members.

Minutes:

Each team shall maintain permanent minutes of all meetings. They shall be available to the Pastor, and Church Council upon request.

Reports:

All teams shall make a report to the Church Council of their activities and plans. Reports should be made either monthly or quarterly, depending on the frequency of team meetings. As a rule, if your team holds a meeting, a report of that meeting should be presented at the next Church Council meeting.

Vacancies:

The Nominating Team shall recommend new members to fill vacancies that occur during the year.

Budgeting:

All teams shall submit requests for budget monies to the Finance Team. All teams shall abide by the policies and procedures for requisitioning purchase of supplies, equipment, and other expenditures as adopted by the church.

Staff Advisors:

The Pastor will serve as ex officio member of each team. The Pastor will be responsible for assisting teams in fulfilling their responsibilities. In the future, any Staff member will assume the duties of chairman of the teams in their respective area of responsibility.

Duties of a Team Chairperson

1. Commit to pray for God's direction concerning the team and its members.
2. Know the purpose, duties, and members of the team.
3. Must be a voting member of Lake Pointe Baptist Church (at least 18 years old).
4. Request and administer team budgeting.
5. Serve as a member of the Church Council.
6. Plan the agenda for each meeting of the team.
7. Conduct meetings.
 - Each meeting should have a purpose and an agenda
 - Each meeting should plan for follow-up.
 - Each meeting should be reported.
8. Supervise the work of the team.
9. Assign responsibility to team members for follow-through actions.
10. Lead the team to:
 - Identify and schedule some activities/projects.
 - Develop a sequence of actions.
 - Prepare a timetable.
 - Determine the resources needed.
 - Complete activities/projects.
11. Report team action(s), as appropriate, to the Church Council, and the church business meeting.
12. Collaborate, as necessary or desirable, with church staff members, church officers, Church Council, Deacon Board, church program directors, and other teams.

Duties of a Team Member

1. Know the purpose, duties, and members of the team.
2. Commit to pray regularly for the members of the team.
3. Be present and on time for meetings.
4. Participate in discussions.

5. Contribute to the planning and achievement of activities/projects.
6. Complete assignments as agreed upon.
7. Keep the team chairperson informed about progress on assignments, report at team meetings.

Standing Teams

Assimilation Team

Purpose: The Assimilation Team shall consist of members to oversee all functions, activities and ministries which are involved in assisting first time guests of Lake Point Baptist Church along a path toward becoming fully functioning members of the body of Christ.

Membership: The Assimilation Team shall consist of at least one man and at least one woman. Team members may recruit additional help, on a temporary basis, as needed.

Responsibilities:

1. Ensure guests always experience a very favorable first impression.
2. To greet guests warmly and sincerely.
3. To assist guests in navigating campus facilities.
4. To make sure guests are seated comfortably.
5. To work towards helping guests establish seven friend relationships in the church within the first six months of the guest's first-time visit: and
6. To ensure that all follow up activities are done in a timely and compassionate manner.
7. Work closely with the Building and Grounds Team to ensure the facilities are always to their best

Baptism Team

Purpose: The Baptism Team shall consist of members to assist the Pastor/Officiate in preparing for and administering the ordinance of baptism during any worship service, or other times the Pastor/Officiate or candidate(s) schedule.

Membership: The Baptism Team shall consist of at least one man and at least one woman. Team members may recruit additional help, on a temporary basis, as needed.

Responsibilities:

8. See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.
9. Meet the candidates at the appointed time and show them to their dressing rooms. Answer questions that may arise and see that each candidate has proper robe, towel, shorts, etc. Make sure each candidate will be adequately covered when exiting the pool in wet clothing.
10. Check the pool for proper filling and temperature.
11. Assist the candidates into and out of the pool and to their dressing rooms. Seek to give each candidate as much privacy as possible.
12. Remain until all candidates are dressed and ready to leave for the worship service or for home if the service is held at the close of the worship hour.
13. Arrange for baptismal garments, towels, and other supplies to be ready for the next service.
14. Clean all areas used for the baptism service, making sure it is stocked and ready for the next service.
15. Make arrangements with Church Historian for photos to be made of all baptisms.

Benevolence Team

Purpose: This team exists to help identify and meet legitimate emergency needs of members and persons approaching the church for assistance, consistent with the resources of the fellowship and the needs of the church membership. The team will be fair and consistent in the administration of benevolent funds, with the intent to err on the side of mercy in cases of a questionable nature.

Membership: The team shall consist of at least three members, men, and women. At least one member shall be involved on the Finance Team, Trustees, Deacons, or other officer. The Pastor shall be an ex-officio member of this team and must be consulted on each case.

Responsibilities:

1. Disbursement of funds from the regular budget benevolence account will be at the discretion of at least 2 team members, as well as the Pastor or Chairman of the Deacons.
2. Disbursement of funds from the designated benevolence funds account will be made only after approval of the church fellowship in a regularly scheduled business meeting or a special business meeting called for the purpose.
3. If there is an immediate need for funds, cash or checks for cash will not be disbursed from the designated benevolence funds account. Immediate assistance may be given in the form of a meal ticket, purchase of gasoline (10-gal maximum), purchase of groceries (\$35 maximum), etc.
4. Each request for assistance will be investigated to determine the legitimacy of the request. Again, if there is any question regarding the need, it is the intent to err on the side of mercy rather than to establish rigid, undeviating procedures.
5. When resources are limited and circumstances appear to be equal, preference will be given first to Lake Pointe Baptist Church members, then to baptized believers, and lastly to others.
6. Anyone requesting assistance will be required to provide proof of identity, a valid mailing address and phone number (if possible), information regarding church affiliation, and the names of churches and other organizations from which the person has requested assistance within the previous twelve months.

Procedure for Handling Request for Assistance:

1. Persons appearing at the church for assistance will be directed to the Pastor(s) or a member of the Benevolence Committee.
2. Persons requesting assistance will be required to fill out a copy of the attached Assistance Request Form. All items of information requested on the form are to be provided. Explanation must be given for any information that cannot be supplied.
3. Persons requesting assistance by phone or other means of contact will be directed to the Pastor(s) or a member of the Benevolence Committee.
4. If the need appears to be genuine, falls within the guidelines above for handling within the regular budgeted benevolence account, and budget funds are available, the Pastor or member of the Benevolence Committee may supply a meal ticket, purchase gasoline, purchase groceries, etc. as may be appropriate. Cash will not be given. The person responding the need will normally accompany the person requesting assistance to an appropriate place of business to submit payment for the food, gasoline, or groceries, etc. Receipts for the expenditure will then be submitted to the church secretary to initiate reimbursement.
5. If the need is beyond the scope of the regular budgeted benevolence account, it will be referred to the Benevolence Committee for investigation and a recommended course of action. Such recommendations may include, but not be limited to, utilizing funds from the Benevolence designated fund account, a special offering, or a special assessment from uncommitted general funds. The Stewardship and Finance Committee will be consulted before making any recommendation beyond utilization of needs beyond the scope of the regular

budgeted benevolence account.

Investigation:

1. The person reviewing the Request for Assistance Form will verify the completeness of the form and attempt to verify the accuracy of the information supplied.
2. If time permits, and the request is of a minor nature, the person reviewing the Request for Assistance will determine if the person requesting assistance has made any prior requests of Lake Pointe Baptist Church.
3. If the request for assistance is more substantial than covered by the scope of the regular budget Benevolence Account, more extensive investigation will be made. For Lake Pointe Baptist Church members this can consist of a few informal phone calls or conversations with other church members familiar with the need. For all others this will include as a minimum the following investigation:
 - If places of employment, address, and phone number are given, phone calls will be made to verify the information.
 - The office of the Tallapoosa Baptist Association will be contacted regarding the assistance request history of the individual(s).
 - Other local benevolence organizations, such as Loaves and Fishes, Crisis Center, etc., will be contacted regarding their record of assistance requested by the individual(s).

Recordkeeping:

The Benevolence Team will maintain a file of all completed Assistance Request Forms for future reference. This file will include information regarding the investigation(s) made and the action taken. The Pastor will be made aware of all persons requesting assistance.

NOTES:

1. This procedure does not prevent any church member from taking whatever action they feel led to make on their own initiative, and at their own expense, when they become aware of a need for assistance by any other individual(s). Many needs for assistance in the past have been handled directly by the individual first becoming aware of the need as a personal benevolence activity. This procedure is intended only to guide the management of Lake Pointe Baptist Church resources.
2. When a member of the church has taken benevolence action on their own initiative the Pastor, Deacons and Benevolence Committee may recommend that the church reimburse the individual taking such action if circumstances warrant.

Buildings and Grounds Team

Purpose: The team is to assist the church in caring and use for all property and buildings.

Membership: The team shall consist of at least 3 members, including a Team Leader.

Responsibilities:

1. Inspect all church properties periodically.
2. Consult with ministry leaders concerning space allocations.
3. Recommend changes in the use of facilities and property.
4. Make recommendations concerning employment, training, and supervision of maintenance personnel.
5. Ensure the upkeep and readiness of church-owned equipment.
6. Develop and recommend arranging, equipping, and supervising parking space.
7. Prepare budget recommendations.
8. Consult with church organization leaders and other groups concerning furnishings.
9. Maintain a detailed list of holders of church keys and use.

Use of Buildings, Grounds and Equipment:

The Pastor or his designee must approve all uses of church facilities. Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

Church facilities and equipment may be made available to non-members or outside groups as long as they are not partisan political groups nor groups operating for commercial gain and if they meet the following qualifications:

1. The Pastor or his designee reserves the right to consult with the Deacons and the Building and Grounds Team as to whether a group may use its facilities.
2. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.
3. The group or person seeking facility use must submit a signed "**Church Facility Reservation Request and Agreement**" form.
4. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

Who may use Church facilities (in order of priority)

1. LPBC church groups or church members using the facilities as part of the ministry of the church. This would include Bible study classes, small groups, LPBC committees and teams, and LPBC staff. No charge.
2. Groups that come as invited guests of the congregation of Lake Pointe Baptist Church. No charge.
3. Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only.
4. LPBC church members may reserve church facilities per the approval process.

5. Outside social, civic, educational, and non-service groups, or individuals using LPBC facilities for activities may be charged a facilities usage fee, custodial services fee, and a host/hostess fee. (See Fees and Deposits)

*Fees for non-member groups may be reduced or waived at the discretion of the Buildings and Grounds Team, with the concurrence of the Pastor or his designee.

Facility Use Hours

Facilities are available between the hours of 8 a.m. and 9 p.m. Use outside these hours may be approved by the Pastor or his designee.

Scheduling Events

1. Requests for facility use may be made to pastor@lakepointebaptist.com and by submitting the "**Church Facility Reservation Request and Agreement**" form. The event will be reserved and placed on the church calendar when the Pastor or his designee approves the use and typically after the damage deposit is paid.
2. Member and non-member groups and individuals will be assigned a host/hostess for the event. (See host/hostess fees)
3. Those approved for building use will subsequently need to submit the declaration of policy page from their insurance policy when final fees are paid (members are covered by church's insurance). The final fees and declaration of policy page must be submitted two weeks before the event.
4. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.

Fees and Deposits:

Use of church facilities is subject to a use and maintenance fee to help pay for the upkeep of church facilities. Official church sanctioned event fees and fees for Church members may be reduced or waived at the Pastor or his designee's discretion.

1. For nonmembers and organizations, a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user following the appropriate inspections at the end of their occupancy agreement.
2. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows:
 - a. \$250 for the use of the Sanctuary
 - b. \$100 for the use of the Fellowship Hall
3. Host/Hostess — Member and Non-Member (Fee paid directly to host/hostess.)
 - a. \$75 for the Sanctuary
 - a. \$50 for the Fellowship Hall
4. Audio-visual technician fee: (Fee paid directly to the technician*)
 - a. \$100 for the Sanctuary (Member)
 - b. \$150 for the Sanctuary (Non-Member)
 - c. \$50 for the Fellowship Hall (Member and Non-Member)

*technician must be LPBC member or designee

5. Custodian Fee according to custodial services (applies to members and non-members):
 - a. \$100 for the Sanctuary
 - b. \$100 for the Fellowship Hall

All fees for use shall be paid in advance to Lake Pointe Baptist Church or as indicated herein. Some fees may be waived or reduced at the discretion of the Pastor or his designee and/or the Building and Grounds Team.

Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.

Insurance

For all non-church-sponsored events, the group or person requesting the facilities use must:

1. Obtain and provide Event Liability Insurance coverage in the amount of at least \$1,000,000.

Facility Use Guidelines

1. Alcohol use, any type of smoking, illegal drugs or controlled substance use and gambling are not allowed on church property.
2. Groups are restricted to only those areas of the facility that the group has reserved. A church staff member or approved representative must be on-site the entire event. Also, the person responsible for the function must be over 21 and on campus the entire time. Adequate adult supervision is required and defined as one adult per 10 children/teens (both male and female adults if the group is mixed sexes)
3. Food and beverages are to be restricted to the foyer, coffee bar, and Fellowship Hall. Meals should be typically be catered or brought in. The use of the kitchen must be preapproved and left clean and free of trash or leftover food and beverages. "The Kitchen Checklist" must be completed before leaving the Fellowship Hall.
4. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event. Church equipment is not to be borrowed or removed from church grounds. The piano is not to be moved except in the rarest of cases. The buildings and grounds must be left in the same or better condition as before the event. All personal items and decorations must be removed from the grounds.
5. Clean-up is the responsibility of the person that requested the facility use. Any damages are to be reported and are the responsibility of the person that requested the facility use. The LPBC host/hostess and custodian will determine the need for professional cleaning.
6. Abusive or foul language, violent or threatening behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.
7. The requesting person or group must sign the "**Church Facility Reservation Request and Agreement**" form prior to reservation of church facilities.

Children's Ministry Team

Purpose: The Children's Ministry Team is responsible for planning and coordinating the activities for children in the church, with an emphasis on Biblical training and education.

Membership: This ministry team shall consist of at least three members, including the Team Leader.

Responsibilities:

1. Recommend and publicize children's policies and procedures.
2. Plan, coordinate, and oversee all Children's Ministry activities. Work with other ministries (Women's, VBS, Evangelism, etc.) to reach children in the church and community.
3. Recommend the purchase of furnishings and supplies.
4. Coordinate space assigned to children's work
5. Coordinate and train volunteer workers.
6. Approve all workers for Children's Ministry.
7. Determine and implement security and safety procedures. This will include screening methods for workers/volunteers and child pick up procedures, among others that are deemed necessary by the team.

Evangelism/Outreach Team

Purpose: As a church body, we all strive to become a community of Christ followers who are motivated by God's Glory, transformed by God's Grace, and empowered by God's Spirit, so that our love for one another and individual concern for the lost, result in a corporate and individual witness of Jesus Christ in our everyday walk in life, at home and around the world. This team will coordinate training, education, encouragement, and planned witnessing opportunities in our community, county, etc.

Membership: Members should be those persons who have a desire to reach unchurched and lost people for Christ. This ministry team shall consist of at least three members, both men and women. The Team Leader will serve on the Church Council.

Responsibilities:

1. To develop and implement a strategic plan to reach those persons in the community who are not currently attending church or who have never professed Christ as their personal Savior.
2. To assist our congregation by providing training, educational, and outreach opportunities to encourage and develop individual evangelism.
3. Work with all groups and persons in the congregation to keep an updated prospect file and provide for visitation ministries.
4. Set goals for congregational growth and plan specific evangelistic events and missions.

Finance Team

Principle Function: To lead the church in budget planning, promotion, subscription, and administration.

Membership: The Treasurer shall be an ex-officio member. The chairman and other team members are to be recommended by the Nominating Team as specified in the By Laws.

Purpose: As stated in Section 7 of the By Laws, the Finance Team will develop and recommend an overall budget and budget subscription plan. It advises and recommends in the administration of the gifts of Church members and others, using sound principles of financial management.

Responsibilities:

1. Team Chairman will make reports to the church during business meetings.
2. Develop and recommend to the Deacons an overall stewardship education /information plan.
3. Review with team chairpersons, directors, and staff periodically the expenditures of teams to ensure correspondence with budget allocations and budget adjustments.
4. Consult with the chairperson of each team annually to determine the financial resources needed by each team for its work during the following year.
5. Answer questions about the work of the Finance Team.
6. Recommend financial policies and procedures to be practiced by the church.
7. Make recommendations concerning proposed expenditures not included in the current budget.
8. Recommend an annual church budget to be presented to the church in proper order to be voted on by the membership.
9. The Team shall begin meeting no later than June so preparation on the church budget can be completed and presented to the church according to schedule in the month of August.

Greeter Team

Purpose: To greet members and guests entering our buildings .

Membership: This team shall consist of at least 3 members, men and women, and a Team Leader. All volunteers are considered members of this team.

Responsibilities:

1. To create of list of volunteers willing to serve as greeters.
2. To schedule volunteers for each Sunday morning service or special event. The number of volunteers will determine the frequency of rotation.
3. Contact volunteers for upcoming services/events. After confirming greeters, give names to the person preparing the bulletin.
4. Find an alternate if the scheduled greeter is unavailable or does not show when needed.
5. Greeters should cheerfully welcome each person entering our church, provide them with a bulletin and give direction to seating, restrooms, and nursery facilities as needed. Greeters should work in conjunction with the ushers to ensure all persons entering our building have a positive experience.

Historian Team

Purpose: To assist the church in making and keeping accurate, comprehensive records of its current life and work, to gather and safeguard all historic records of the church, to help the church understand and learn from its own history, to help church members know and appreciate their heritage and mission.

Membership: The team shall consist of those persons who are interested in recording and preserving our church history.

Responsibilities:

1. Gather and preserve all historic records of the past.
2. Assist in recording present-day activities. Be willing to attend most events involving our church and its members.
3. Be aware of events and happenings of church life that will need to be documented, whether through pictures, video, or written material. Examples include Baptismals, church fellowships, etc.
4. Use historic facts and documents to challenge the church to accomplish its mission.
5. Develop and recommend to the church policies and procedures regarding the preservation and storage of historic materials.
6. This team will aid in planning church Home Coming at the appropriate time.
7. Make records/documents available for viewing by church members.

Hostess Team

Purpose: To meet the church needs by scheduling/coordinating events for covered dish dinners (Holidays, Occasional/Monthly /Quarterly, and organized church-wide functions) and benevolence dinners.

Membership: This team will consist of a Team Leader and volunteer team members. The volunteer team members shall be on call and serve according to the needs of an event and their availability. Membership may be increased from time to time as the need arises and at the discretion of the Team Leader. The Team Leader will serve on the Church Council and be available to consult with Buildings and Grounds Team regarding the use of facilities as it pertains to areas specifically designated to this team.

Responsibilities:

1. Supervise all functions of the Fellowship Hall
2. Buy supplies for Church and Fellowship Hall such as garbage bags, paper towels, cleaning supplies, etc.
3. Prepare/coordinate meals for Church functions.
4. Decorate Fellowship Hall for special occasions such as Easter, Christmas, etc.
5. Make sure the Fellowship Hall is clean at all times.
6. Be on hand for non-Church functions to ensure everything is left in proper order.

The Hostess Team and Team Leader is not responsible for the following:

- Purchasing any kitchen /food supplies for VBS
- Vacuuming, sweeping, or mopping after function/dinner (except the kitchen)
- Taking outside trashcans to the roadside.
- Weddings, receptions, showers, birthdays, VBS, anniversaries, youth functions, children's functions, outreach functions, Brotherhood Breakfasts or any other functions that are not scheduled as an organized church-wide function.

Lord's Supper Team

Purpose: To assist the congregation in the observance of the Lord's Supper.

Membership: This team shall consist of not less than 2 members.

Responsibilities:

1. Maintain an adequate inventory of materials and supplies.
2. Determine equipment needs and make recommendations to the church concerning those needs.
3. See that all equipment and materials are available and in place prior to each observance of the Lord's Supper.
4. See that all equipment is gathered, cleaned, and stored after each observance of the Lord's Supper.

Men's Ministry Team

Purpose: To assist men to be involved in ministering to the unique needs of men, to support men through education, prayer, and involvement, and to engage in meaningful fellowship with other men.

Membership: This team shall consist of not less than 3 members, all men.

Responsibilities:

1. Plan, coordinate, and oversee all men's activities in the church.
2. To promote personnel spiritual growth and leadership of men, through training, education, prayer, and fellowship.
3. Recommend to the church any such changes in the men's program, as it deems necessary for the overall well-being of the men.
4. Work with the Pastor and Church Council to formulate effective ways to reach out and minister to the men/boys of the community.

Worship Pastor

Purpose: Serve the church by evaluating, planning, coordinating, and conducting the music ministry. Ensure that all music performed by the congregation, soloists, groups and/or guests, is based upon and centered on scripture and is not contrary to the Holy Bible. Music Director will monitor this to the best of his ability.

Membership: The Music Director will be the Music Team Leader. The Church Council will determine whether this position will be filled by a volunteer or become a paid staff position. He shall be a Christian who has a heart for worshipping God and a desire to lead others to worship Him in spirit and in truth.

Responsibilities:

1. Direct the planning, coordination, and operation of the music ministry, including various age groups as participation warrants.
2. Assist the Pastor in planning congregational services of the church including the responsibility for the selection of the music for regular and special services, which will be given to the Secretary and the Multimedia Team to include in the Sunday bulletin.
3. Direct music groups and congregational singing or arrange for someone to substitute in the event of the Music Director's absence.
4. Coordinate the performance of music groups or individuals, as appropriate, for special occasions at the Church.

5. Purchase music, materials, supplies, tapes, CD's, etc. within the budget, for use in enhancing the music ministry.
6. Prepare an annual budget for recommendation to the Finance Team.
7. When requested, counsel with families and arrange music for weddings and funerals.
8. Perform other music related duties as requested by Church leadership.

Music Ministry Team

Purpose: To represent the entire choir and assist the Music Director and Pastor in leading the congregation in worship through music and songs.

Membership: The Worship Pastor will be the Chairman of the team. Membership will be as determined by the Worship Pastor. Members may include the pianist, organist, and any other instrumentalist. All are welcome to participate in the choir; however, those members who will accept the responsibility of leadership roles should participate on this team.

Responsibilities:

1. As leaders in the choir, team members will aspire to lead the other choir members to selflessly and inconspicuously direct the hearts of the congregation toward God in worship.
2. An attitude of humility is essential. This attitude will reflect itself in a spirit of reverence toward God, a spirit of submission toward the Pastor and Music Director, and a spirit of teamwork toward fellow members of the choir.
3. Participate in practices and rehearsals for the choir, whether for regular services or special events.
4. Be spiritually prepared each week to lead (by example) the congregation to worship in song.
5. The choir is one of the most visible ministries of the church. Therefore, it is important that Music Ministry Team Members encourage the members of the choir see themselves as representatives of Jesus Christ and of this church always. In their personal lives, choir members will be expected to live by the highest standards of moral purity, ethical integrity, corporate unity, and personal charity. Onstage, they should conduct themselves in a spirit of professionalism, reverence, and joy. Physical expressions in worship (Lifting of hands, clapping, etc.) are welcome.

Nominating Team

Principle Function: To coordinate the staffing of all church-elected leadership positions filled by volunteers, unless otherwise specified in the Constitution and By Laws, to approve all volunteer workers before they are enlisted to serve in church-elected positions.

Purpose: To coordinate the staffing of all church leadership positions filled by volunteer workers, to approve persons considered for such positions before they are approached for recruitment. The Nominating Team shall present to the church for election all that accept the invitation to serve.

Membership: The Team Leader and members will be selected by the policies and procedures as stated in the church By Laws, Section 5, and revised on 9/15/13. "The Deacons select one person to serve as chair, the Pastor selects one person, and the Church selects 3 people at a business meeting.

Responsibilities: The Team Leader serves as a member of the Church Council, contributing and receiving information related to the work of the Nominating Team.

1. Study the work responsibilities of all officers, directors, chairperson, and teams to understand the nature and scope of their work.
2. Counsel with the chairperson of each team to determine present and/or future leadership needs.
3. Contact and enlist all nominees for officers, organizations, teams, and ministries, prior to presentation for election/appointment, as required by the Constitution, By Laws or by church action that does not otherwise prescribe the method of election.
4. Make periodic reports on the work of the Nominating Team to the church at the business meeting.
5. Recommend all members of every standing and special team.
6. Designate chairperson of each standing team annually. (This should be done when the team members are presented to the church for election.)
7. Designate chairperson of each special team when the team is elected. (This should be done when the team members are presented to the church for election.)
8. Recommend all church officers.
9. The Nominating Team shall begin meeting no later than June to prepare a slate of officers and team members to be presented at the regular church business meeting in August, since members will begin serving in September.

Nursery Team

Purpose: To provide a nurturing, safe and educational experience for nursery aged children for church members, guests, and visitors.

Membership: Members of this team should have a heart for caring for, nurturing and being a Christ-like example to young children. This team should consist of not less than 3 members.

Responsibilities:

1. To manage the nursery to ensure safety and care for each child.
2. To recruit, train, and manage volunteer workers. The team will be responsible for scheduling workers for any event in which childcare will be necessary. Workers should be prepared to work in the nursery unexpectedly, as guests may bring children with them to services.
3. The Team Chairperson will be responsible for screening workers and determining the number of workers based on need for the service/event.
4. The Team shall be responsible for monitoring the nursery workers, supplies, toys, etc.
5. Ensure the cleanliness and neatness of the nursery space. Check supply levels, check for broken/dangerous toys, food left in room, etc.
6. The church nursery shall always exhibit the love of Christ to children and parents, so all activities, movies, etc. should be Christ centered and Biblically educational for all children.

Personnel Team

Principle Function: To assist the church in matters related to employed personnel administration and to provide employed personnel with information about working conditions, employee benefits, and some of the policies affecting their employment. One of our objectives is to provide a work environment that is conducive to personal, professional, and spiritual growth.

Membership: There shall be three team members as stated in the church By Laws, Section 6.

Purpose: The primary purpose of the personnel team is personnel administration. The personnel team should be an advocate for the church staff, including the pastor and other staff, to protect the church's investment of time and money.

Responsibilities:

1. Survey the needs for additional church staff positions.
2. Prepare and update as necessary position descriptions for all employed personnel.
3. Prepare and maintain the development of the Church Policies and Procedures
4. Manual, to include job descriptions related to staff, officers, team members and employed personnel.
5. Recruit, interview, and recommend prospective employees, other than the Pastor, to the church. A special Pastor Search Team, as necessary, shall fill the position of Pastor.
6. Make recommendations for church staff positions to the Church Council, who will then make recommendations to the church members for approval at a business meeting, as set forth in Section 6 of the By Laws.
7. Develop and recommend salaries and benefits for employed personnel. The team shall recommend to the Finance Team at least annually any appropriate changes in salaries for each and all paid workers, including the Pastor and all other ministerial staff.

Prayer Chain Team

Purpose: To inform members of special or urgent prayer needs.

Membership: The Chairperson should have a devoted heart for prayer. All team members must be able to work with the Pastor and other leaders to organize an effective prayer ministry. This team shall consist of not less than 3 members.

Responsibilities:

1. Evaluate needs and inform the church body concerning different prayer ministries.
2. Meet regularly to plan, coordinate, and evaluate prayer ministries.
3. Find volunteers to be prayer chain callers. Church members will be divided as equitably as possible among the callers. Each caller is responsible for passing prayer requests along to each person on their list.
4. Monitor the caller list to make sure new members are added and lists are as inclusive as possible.

Publicity Team

Purpose: Lead the team and all Lake Point Baptist Church members in promoting church related events/activities.

Membership: This team shall have a Team Leader and solicit other team members.

Responsibilities:

1. Use various media resources to promote church related events/activities.
2. Maintain outdoor sign by enlisting volunteers monthly.
3. Monitor the use of the sign.
4. Prepare an annual budget for recommendation to the Finance Team.
5. Report to Deacons regarding plans and means to promote church events/activities.
6. To create forms, brochures, post cards, etc. as needed by staff and church. This will include the creation and upkeep of the church calendar and directory.
7. To creatively produce the weekly worship bulletins and assist with any other
8. promotional periodicals.
9. To manage the Church website and all other social media formats.
10. To submit any announcements to the Multi-Media team.
11. To seek opportunities to publicize all events within the Church, such as Bible Studies, Sunday School events/upcoming topics of study, ministry opportunities, Choir rehearsals/events, meetings, birthdays, etc.

Senior Adult Ministry Team

Purpose: To provide a comprehensive ministry that continues to reach senior adults in our community, especially those who may be lonely or have social, emotional, physical, or spiritual needs and to provide fellowship time that will lead to new Christian friendships.

Membership: The team chairperson shall serve on the Church Council. Team members should be acquainted with the needs of senior adults and be willing to plan events, etc. to meet those needs.

Responsibilities:

1. Explore and identify potential areas of service to senior adults of our church and community.
2. Plan various senior fellowship activities.
3. Identify and implement ministry opportunities, such as visitations, mentoring, reaching shut-ins, prayer, etc.

Discipleship Director

Purpose: The Discipleship Director is responsible to the church for planning, conducting, and evaluating the work of the Sunday School/Bible Study.

Membership: Must be a motivational person who desires to see his church family grow spiritually and has a clear understanding of his walk with Christ.

Responsibilities:

1. Make sure literature for all Sunday School classes is ordered and placed in the appropriate classrooms at least one week before the new quarter begins. Quarters are winter (Dec-Feb), spring (Mar-May), summer (June-Aug), and fall (Sep-Nov).
2. Prepare an annual budget for recommendation to the Finance Team.
3. Work with the Nominating Team to enlist teachers and other workers as needed.
4. Should plan a quarterly meeting with all teachers and workers to address any questions or concerns they may have about their class.
5. Make sure teachers and helpers are available and on time. Teachers are

responsible for contacting the Director or Assistant Teacher if they are to be absent. Every effort is to be made to make these arrangements so the substitute can be prepared for the class. In such case as no one can be contacted, Assistant Teachers and the Director should always be prepared to teach the class.

6. Fill out Sunday School records and reports for the Church and Association.
7. To ensure that all instructional materials are Scripturally based and adhere to the Baptist message, that said material is challenging and educational to every student
8. Lead workers in setting challenging but reachable goals.
9. Keep Sunday School leaders informed of any training that would be beneficial to teachers and workers.
10. Report periodically to the Church Council and the church on the progress of the Sunday School.
11. Coordinate with the Pastor and other teams concerning outreach opportunities.

Discipleship Team

Purpose: To assist the Pastor and Discipleship Director in planning, developing, and executing an effective, Bible-based curriculum for small group study in the Church.

Membership: This team shall consist of The Discipleship Director (chairman), each Sunday School teacher, and other related workers and volunteers as deemed necessary. All members of this team must be persons of real faith and seeking to mature in their own Christian life. They must be persons who love others and are willing to develop skill in sharing that love by demonstrating the love of Christ to their students.

Responsibilities:

1. To research Sunday School/Bible study topics and curriculum to ensure that all study/learning materials are Biblically accurate, align with the Baptist faith message, and are free from any false teaching.
2. To make recommendations to the Pastor for his review and approval of said material.
3. To evaluate needs of a growing Sunday School and make recommendations for additional space, classes, or specific needs.
4. Participate in training related to Bible learning, teaching skills, outreach training, crises training, counseling others, etc. as would benefit the growing congregation.
5. Be alert for outreach opportunities from the congregation and community that could be addressed by a small group. This may include service projects, visitations, contacts (cards, letters, phone calls, etc.), and other fellowship opportunities.
6. Lead Sunday School members in developing relationships with those who are not currently attending Sunday School or Church, in order to minister to them.

Student/Youth Ministry

Principle Function: To work alongside parents/guardians to raise godly youth and to train and teach youth to honor and glorify God. To train, challenge, exhort and encourage youth as they function as Christians in a lost world. To develop young adults who are able to serve in the church. In addition, this ministry will follow the guidelines as stated in the By Laws, Sections 1, 2 and 8.

Membership: Team members will be selected in accordance with the Nominating Team policies and procedures. Young people aged in range from 7th grade to 12th grade (approx.

12 - 17yrs.) will be considered eligible to participate in student/youth activities.

Purpose: The Team Leader (or Youth Minister or Director) will coordinate all activities for this age group that will glorify God and accomplish the goals as stated in the principle function. He/She will work with parents/guardians to support youth to grow spiritually, and become faithful, motivated followers of Christ.

Responsibilities:

1. Team Chairman will serve as a member of the Church Council
2. The Chairman and members will provide Biblical teaching and instruction for the youth during Wednesday night services.
3. Work with Sunday School leaders to meet the needs of Students on Sunday.
4. Coordinate activities to promote spiritual growth, fellowship and outreach opportunities for the youth.
5. Report all activities to the Church Council and church during business meetings.
6. Keep parents/guardians informed of all programs for their youth.
7. Obtain signed permission forms (see form in Appendix) from parents/guardians for any activities that may require transportation in the church van or other vehicle. This form will require information that will aid any church staff or member in the event of a medical emergency and to legally protect the church. This information will not be shared with anyone not directly involved with the youth, and then only as necessary.

Tellers Team

Purpose: Tellers ensure the safe and accurate recording of all monies received by the church from offerings, special events or gifts, and prepares for deposit all church resources.

Membership: Tellers should be members in good standing who possess the ability to meet schedule commitments, are reliable, and possess good attention to detail. The Team Leader shall determine the number of members needed, not to be less than 3 members. No less than 2 Tellers will serve each week.

Responsibilities:

1. The Financial Secretary shall provide training for all tellers. This should occur annually, even for those who have previously served as a Teller.
2. The Financial Secretary shall create a schedule for teller team members to serve as often as necessary.
3. The Tellers shall receive the money from all channels within the Church.
4. They shall count the money and fill out the appropriate records and prepare for deposit all church resources and then give to the Financial Secretary.
5. They shall keep all financial information in confidence.
6. The Tellers shall also count all written ballots from church business meetings.

Usher Team

Purpose: To work alongside the Greeters to welcome people to our church and to aid people during and after the worship service.

Membership: This team shall consist of not less than 3 members. The Team Leader will determine the total number of Ushers needed for any event. Team members should exhibit the fruit of the Spirit, understand the role of an Usher, possess a servant heart, be supportive of the church leadership and be committed to the mission and vision of Lake Pointe Baptist Church.

Responsibilities:

1. Be prepared spiritually with a servant heart each week.
2. Take initiative when a need arises. Whether persons with special seating needs or guests, who are unfamiliar with our campus, always look for opportunities to serve others and meet their needs.
3. Coordinate annual training for all ushers.
4. Help people find a seat. Special consideration should be given to those who have mobility issues, or those who may need to get up during the service.
5. Collect the offering. Each week, not less than 3 ushers will serve to collect the offering during the worship service. The Team Leader will provide training for all ushers.
6. Get an accurate people count of all attending.
7. The Team Leader will recruit and schedule the ushers for all services in which they are needed.
8. At least one usher should be assigned to monitor the parking lot for each service.

WMU Team

Purpose: To guide the women of LPBC to grow in their faith and share the love of Christ through local, state, and worldwide mission events/opportunities.

Membership: All women who are active at LPBC may join the WMU. As a member of WMU, they assume the responsibilities/obligations of a standing team member as stated at the beginning of this document.

Responsibilities: The Team Leader shall:

1. Preside at monthly meetings.
2. Use WMU resources, available through the Alabama State Board of Missions (ALSBOM) or the national WMU organization, to conduct meetings and promote mission events/opportunities to include local and state missions and the North American Mission Board and the International Mission Board.
3. Maintain contact with the Tallapoosa Baptist Association WMU Director to remain up to date on local, state, and national mission events/opportunities.
4. Attend training events provided by local and/or state WMU organizations.
5. Engage all church members to participate in local, state, and worldwide mission events/opportunities.
6. Report to Deacons and/or the Church Council regarding plans and means to promote mission events/opportunities.

Team Members are expected to support and participate in most of the events/activities of this team.

Women's Ministry Team

Purpose: The Mission of the Women's Ministry is to minister to the women of the church with spiritual support, education, growth, and fellowship; and to provide Christian outreach to individuals and groups of women outside of the church. The team will promote Christian discipleship among women and girls in the church and community.

Membership: Team members shall be those who have a heart for women and a desire to meet the needs of women and girls in the church and community.

Responsibilities:

1. Work with other related teams to plan, coordinate and oversee all women's activities in the church.
2. Evaluate the needs of the women and make recommendations to the Pastor and Deacons for any additional ministry opportunities.
3. Work with WMU in promoting missions and service work for women.
4. Work with the Children 's and Student Ministries to support women in the spiritual growth of her family.
5. This team will plan, coordinate, and implement a Women's Bible Study according to God's direction.
6. The team will plan fellowship opportunities as appropriate throughout the year.

Special Teams

Bereavement Team

Purpose: To provide a meal or flowers/donation for church members who have a death of an immediate family member. (Spouse, child, or parent only)

Membership: The team shall consist of three members including the team leader.

Responsibilities/ General Guidelines:

1. Contact bereaved member to offer food for before or after the memorial service.
2. If the memorial service is out of town, make arrangements to have flowers provided for the memorial service. If the family requests a donation in lieu of flowers, the bereavement team can make the donation according to the family's wishes. The donation should approximate the cost of providing flowers.
3. If a meal is requested, team makes arrangements to provide the food for the family. The team may either contact church members to prepare a meal or purchase the food.
4. Team makes arrangements and delivers food to home or may serve the family in the fellowship hall.
5. A list of food donations will be given to the bereaved member.

Building Team

Purpose: To seek and collect sound advice and information on building plans/future for the church. This includes a church, sanctuary, and any additional buildings.

Membership: Team will be formed when the needs of the Church dictate the need. The team will consist of 5LPBC members, consisting of men and women. All LPBC members can recommend persons to serve on the Team, with good reason. These recommendations will be given to the Nominating Team and will be voted on by ballot by LPBC members. These ballots will be collected by a Teller at a business meeting and counted. The Nominating Team will ask 2 members, plus one to act as a third party, to count these ballots. The results will be revealed to church members by the end of the business meeting.

Responsibilities:

1. Collect information for building plans, which may include visiting various sites.
2. Work with all other teams to determine needs/desires for space.
3. Consult with members/others to accumulate designs and find out what the members would like.
4. After information has been compiled, the recommendations/plans are to be presented to the LPBC members for their approval. Upon approval, the chosen plans will be given to the newly formed Building Team to oversee construction.

Disaster Relief Team

Purpose: This team will lead those who will attempt to respond with God's love and care in the event of disaster and devastation to help with physical and spiritual needs.

Membership: The team members should be willing to be trained in various capacities in order to be available to respond when needed in the event of natural or man-made disaster.

Responsibilities:

1. The Team Leader will be responsible for promoting, recruiting, and providing training opportunities for those interested in serving on the Team.
2. All members who are interested in being available to be deployed for the Alabama

- Baptist Disaster Relief must be trained and receive credentials.
3. Lake Pointe Baptist Church will not deploy, send out, or assign duties to persons who have not been credentialed or who are not members of our church in the event of a local disaster of any kind.

Library Team

Purpose: To support the church by carrying out the mission and vision of the church through media and library services, to enhance Christian growth and discipleship opportunities

Membership: The membership should include those whose interests and gifting are aligned with the mission of the library.

Responsibilities:

1. Develop an effective and efficient system for cataloging and displaying books, multi-media items, etc. for use by the church members. See **Library Checkout Form** in Appendix.
2. Using guidance from the Holy Spirit and wisdom, be able to discern what kind of information, literature, study tools, etc. should be included in our library.
3. Assess the needs of the library and make those needs known to the church members. The Team Chairman and Pastor or Deacon Chairman must approve proposed donations/additions to the Church Library.
4. The library shall be operated on an honor system. Check out period shall be for two weeks. A form (see attachment) will be posted for members to record checked-out items.
5. The Team Chairman shall be responsible for organization of all library media and shall screen the checkout system to ensure compliance.
 - All items will be checked out utilizing the **Library Checkout Form**, which will be posted in the library.
 - If an item is determined to be out beyond the scheduled return date, the Team Chairman shall attempt to contact the involved party and arrange a timely return of the item.
 - If the involved party does not comply, the Librarian shall notify the Pastor and/or Deacons of the problem.
 - Neither "late charges" nor fees for lost items shall be assessed. The responsible individual may, of their own volition, reimburse the church an appropriate amount for lost items, should they so desire.

Multi-Media Team

Purpose: To provide, store and administer the use of equipment needed by the church membership and leaders, to keep equipment repaired and ready to use when, needed, and to cooperate in the total church program by having a variety of equipment available for use in the meetings and educational programs.

Membership: Only people with special knowledge and technical skills and training should operate the sound system and other equipment.

Responsibilities:

1. Recommend any needed changes in the media equipment. Follow the guidelines in the By Laws for budgeting and purchasing procedures.
2. Operate the audio and video equipment for any services or meetings that require it.
3. The Team Leader shall ensure that qualified personnel are available to operate the

- equipment, by scheduling workers for various services/meetings.
4. The Team Leader will also provide training to new team members and train all members when new equipment is installed.

Pastor Search Team

Purpose: The primary purpose of this team is to find and recommend someone to serve as Pastor/Interim Pastor. This team, naturally, should seek God's leadership through the Holy Spirit to direct them in this responsibility.

Membership: As per the By Laws, Section 3, part 1, this team "shall consist of 5 Persons and two alternates (no husbands and wives), elected by the Church in a business meeting from nominations made from the floor for members in good standing willing to serve."

Responsibilities:

1. Establish guidelines for the work of the team before it begins looking for a pastor/interim.
2. Develop a profile of what the church desires in a pastor/interim. The team shall consider the scriptural qualifications of potential Pastors/interims.
3. Seek out, hear, and interview candidates. Determine an appropriate amount of time required for a prospect to respond to the Team.
4. Gather prospect profiles/resumes.
5. Choose top prospects.
6. Focus on one prospect.
7. After consideration, the Team shall recommend a man to the Church for approval or disapproval by written ballot. Only one name will be considered at a time.
8. Approval by at least a 75 % majority of those members present, and voting represents the acknowledgement of God's calling of the Pastor/interim
9. Plan welcoming activities and an installation service for the pastor and his family.

VBS Team

Purpose: To provide Bible training for guests and members ages 5 through Adults (These age groups may be determined annually to accommodate changing needs of the church.). VBS will be held on the property of LPBC (unless special arrangements have been made otherwise).

Membership: The VBS Director/Team Leader is nominated and voted upon annually and must be a member in good standing of Lake Pointe Baptist Church. The Director shall ask for volunteers for positions to be filled for the event. These volunteers shall be members in good standing of LPBC. The volunteers will be members of the VBS Team and thus, be expected to fulfill the requirements/obligations for special team members, as stated at the beginning of this document.

Responsibilities:

1. Working with the Pastor, Deacons and other Team Leaders, the Director shall determine a time to have VBS. This shall be during public school recess or vacation times and can be held during the day or evening. Scheduling should be considerate of other functions in the church, so there is no interference with previously planned events.
2. Volunteers (Team Members) shall fill the following positions:
 - Teachers - classes and Missions
 - Music-director/leader

- Snacks-coordinator
 - Crafts-coordinator
 - Recreation -coordinator/director
 - Decorations (for those decorations that will be for the common areas).
Each of the above team members will provide decorations for their area/classroom.
3. Team Members shall be responsible for choosing an assistant/helper. These assistants/helpers must be members of LPBC. Team Members must notify the Director of all those who will be involved in helping and/or working with them.
 4. The Director shall choose the VBS literature used each year. This literature shall be in accordance with LPBC values and beliefs and be presented to the Pastor and/or Deacons for review and approval.
 5. The Director is responsible for reporting VBS statistics to the Sunday School office/TBA in Montgomery, AL.
 6. The Director shall oversee all aspects of VBS training listed above, monitoring expenses, and turning in all receipts/expenditures to the Finance Team.

Appendix

Policies

- **Policy for Church Budget**
- **Policy for Designated Funds**

Forms

- **Church Facility Reservation Request and Agreement**
- **Post Event Check List**
- **Request for Assistance**
- **Library Checkout Form**
- **Student/Youth Permission Form**
- **Designated Funds Request**

Categories of Teams

LAKE POINTE BAPTIST CHURCH POLICY FOR CHURCH BUDGET

November 13, 2022

Purpose: To outline a process to ensure proper stewardship of God's resources at Lake Pointe Baptist Church. The process will outline how to build and track the budget for the Church and each budget category.

Process: The teams responsible for each budget category will be responsible for providing the budget for their respective areas and then tracking expenses against the budget. Below are the steps to build and track the budget at Lake Pointe Baptist Church.

1. Each team will complete the Budget Worksheet and submit it to the Finance Committee.
2. The Finance Committee will consolidate all the Budget Worksheets into an overall budget for the Church. Once the budget is created, the Finance Committee will meet and approve or recommend changes before presenting to the Church Body for approval.
3. Each month a budget report will be distributed as part of the church reports.
4. The team will manage expenses throughout the year to meet the approved budget for their respective area.
5. If an unforeseen expense or need arises, the request for a budget exception will be submitted to the Finance Committee for approval prior to incurring the expense. The Finance Committee along with the requestor will present the request at the next Church Business Meeting. The requestor must attend the Business Meeting in order to answer questions regarding their request.
6. Each team is expected to meet and not exceed the budgeted amount for their respective area.

Approved at the November 13, 2022 Business Meeting

LAKE POINTE BAPTIST CHURCH POLICY FOR DESIGNATED FUNDS

Purpose: To outline a process for designation of funds at Lake Pointe Baptist Church.

Current: Members have donated tithes and offerings and designated them to a line item in the Church's operating budget. In some instances, members designated funds to a particular ministry or budget line item that they were responsible for managing. Per the IRS guidelines, if an individual designated funds to a category that they had direct control in deciding how the funds were utilized, these designated funds are not tax deductible.

Proposed Definition: Designated funds will be used for specific needs, have a defined open and close date, and be distributed following the close date so that no funds reside on the books of the Church. The Finance Committee may have a standing list of designated funds.

Process: When there arises a need for designated funds, a request will be submitted to the Finance Committee for approval. The Finance Committee will review the need, and along with the requestor, present the request for approval at the next Church Business Meeting. The request must be approved before any designated funds are received. Designated funds will not be given for a line item in the operating budget. Examples of designated funds include missions, special offerings, special projects, etc.

Guidelines:

1. All designated funds must be approved by the Church in advance of contributions.
2. All designated funds are under the control of the church.
3. If a designation is not an approved fund, the church will not accept the gift.
4. A designated offering may not be for a specific person (except an adult paying for their own or teenage child mission trip).
5. Designated funds should be broad rather than narrow in focus. Building Fund rather than Family Life Center Fund; Music fund rather than choir robe fund, etc.
6. Staff love offerings are under church control.
7. Any funds remaining in a designated fund following the completion of the project/ministry will revert over to the General Fund.
8. An individual can't designate money and then decide how to use it, designated funds must be controlled by the Church.
9. Utilize current designated fund balances as expenses are incurred to eliminate designated funds on the Church's books.

List of standing approved designated funds:

- Building fund
- Men's ministry (monies collected for meals)
- Missions (Annie Armstrong, Lottie Moon, Myers Mallory, etc)
- Funds given 'In Memory Of' will be designated to the Building Fund

Approved at the November 13, 2022 Business Meeting

Church Facility Reservation Request and Agreement

Name of person and organization requesting use of facilities:

Please select whether you are a:

☐ - LPB Church Member

☐ - Church-Sponsored Ministry

☐ - Non-Member

☐ - Non-Member Group/Organization

Contact Information:

Address:

Phone Number: _____

Email Address: _____

Facilities Requested: Please select the facilities requesting:

☐ - Sanctuary

☐ - Fellowship Hall

☐ - Kitchen

☐ - Classroom(s)

What date(s), time(s), and duration are you requesting to use the facilities:

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

Please list the organization's website, if any: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

Please list the names of the organization's office-holders and leaders:

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

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Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent, and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a damage deposit in the amount of \$500, a certificate of Insurance for at least \$1,000,000 of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Pastor's approval, which is conditioned in part on my agreement to abide by the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.

6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature

Printed Name

Date

Post Event Check List

This checklist is to be completed following the use of the facilities before returning damage deposit. Improper use of the facilities will result in the forfeiture of the damage deposit.

Item	Acceptable (Yes/No)
Kitchen clean, trash removed, no leftover food or beverages	
Floors swept and any spills cleaned up.	

Request for Assistance

Name: _____

Please print

Home Address: _____

City, State, Zip code

Home Phone (_____) _____

Cell Phone (_____) _____

Place of Employment: _____

Address: _____

Name of Supervisor: _____

Work Phone: _____

Date Last Employed: _____

Driver's License Number: _____ State: _____

Church Affiliation and Membership:

Organizations from which assistance has been requested in the past twelve months:

Names of dependents of which you are the main support:

Type of Assistance Requested: _____

Names and phone numbers of three (3) personal references:

Signature: _____ Date: _____

TO BE COMPLETED BY LAKE POINTE BAPTIST CHURCH

Information verified _____ Baptist Association contacted _____

Other Agencies Contacted

Results of Contacts

Action Taken or Recommended

Follow-up (if needed): _____

Signature _____ Date _____

Library Checkout Form

Date Out	Borrower	Item Type*	Title	Date Returned	Signature

*=Book, video, DVD, magazine, etc.

Please sign upon return.

Student/Youth Permission Form

Request for Designated Funds

The Request for Designated Funds will be completed, submitted to the Finance Committee and approved before requesting or receiving funds. Please provide to the Finance Committee at least one month prior to the initiation of the funding period.

Department: _____

Description:

Start Date of Donations: _____ End Date of Donations: _____

Department Leader Signature _____

Finance Committee Action: Approved _____ Not Approved _____

Date Approved: _____

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Categories of Teams

Administration:

Nominating
Pastor Search Finance
Personnel
Tellers
Buildings and Grounds
Planning
Historian
Hostess

Education:

Children's Ministry Men's Ministry
Senior Adult Ministry Student/Youth Ministry Women's Ministry
WMU
Nursery
Sunday School
Library

Worship:

Worship Pastor
Lord's Supper Music
Pianist Multi-Media
Baptism

Care/Outreach:

Assimilation
Greeters
Ushers
Evangelism/Outreach
Benevolence
Disaster Relief
VBS
Publicity
Prayer Chain

Revision Table

Version	Date	Changes