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Lake Pointe Baptist Church



Policies And Procedures

14 April 2024

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Amendments

Any Church member or team may recommend amendments to the manual between regular reviews. These recommendations shall be reviewed by the Deacons and presented to the church with a recommendation for approval/disapproval at any regular or special business meeting. Amendments must be approved by a majority vote of members present at a church business meeting. If a recommended change is urgent, it may be temporarily approved by the Deacons. A temporary amendment may be permanently implemented pending approval by the church at the next special or regular business meeting.

Approved amendments will be posted on this page and attached at the end of this manual. Annotate in the original that a change has been approved next to the affected paragraph. These amendments may be incorporated during the subsequent triennial review if appropriate.

Amendment #	Date	Description and Page(s) affected
1	23 June 2024	Page 13 - Finance Team determines speaker fees

Lake Pointe Baptist Church

Policies and Procedures Manual

Introduction

This Policies and Procedures Manual formalizes guiding principles and procedures for the effective and efficient execution of church activities and programs. It shall be used by church officers, staff, teams, ministries and church members during the conduct of church affairs.

This manual seeks to provide both general policies and specific procedures where necessary. A **policy** is a statement that defines authorities, boundaries, responsibilities, and guidelines for executing functions of the church. Policies provide objective guidance and facilitate continuity of operations so that decisions are consistent and not based on personal preference. **Procedures** describe more specifically how a task is accomplished. Each team should write and maintain a continuity folder which describes how and when to accomplish tasks specific to their team.

This Manual has been coordinated with the church Constitution and By-laws and becomes effective upon approval by majority vote of the church at a regular or special business meeting. In the event of conflicting guidance, the Bylaws shall prevail over the Policies and Procedures Manual. This Manual is to be reviewed at least *every* three years, by an ad hoc team selected by the Deacons.

Church Officers

Church officers include the Pastor, Deacons, Church Clerk, Treasurer, and Trustees.

Pastor

Selection: See By-Laws Article II, Section 3, Part 1

Responsibilities:

1. Leads church worship, education; responsible for the overall health of the church.
2. Demonstrates God-given ability to provide sound instruction in the Word.
3. Preaches effectively from the pulpit and from a variety of settings.
4. Encourages, corrects, and equips the membership with diligence and patience.
5. Works with the Deacons and Teams to accomplish various purposes of the church.
6. Will be available by phone, text, and email so members may contact him when needed.
7. Conducts worship services, administer the ordinances of Baptism and the Lord's Supper.
8. Oversees visitation of church members, particularly, the sick and distressed.
9. Visits prospective members to extend invitations to join the church.
10. Shall have an exemplary reputation in the community with a personal and family life meeting the biblical qualifications for a pastor.
11. Has a heart for leading the lost to Christ through outreach and mission endeavors.
12. Is an ex-officio member of all teams and ministries who shall recognize his counsel and leadership, but he shall not be entitled to vote.
13. When expected to be absent from the pulpit for an extended period, notifies the Deacons and, if possible, assists them in securing a suitable substitute.
14. Moderates all special and regular business meetings,
15. Selects one person to serve on the Nominating Team.
16. Will be active in the ministry of the Tallapoosa Baptist Association.

Deacons

Selection: By Laws Article II, Section 3, Paragraph 2

Responsibilities:

1. Serve with the Pastor and Team Leaders in performing pastoral tasks.
2. Along with the Pastor, determine the time and place of worship services.
3. In the absence of a Pastor, the Chairman of the Deacons (or in his absence, the Vice Chairman) shall act as moderator for business meetings.
4. Provide pastoral care for members and other persons in the community.
5. Lead the church in worship, fellowship, witness, education, and ministry.
6. Serve as a council of advice in matters pertaining to church welfare and work.
7. Assist the Pastor in serving the Lord's Supper in regular and special worship services, and to church members who are unable to attend in person.
8. In counsel with the Pastor, exercise oversight of the discipline of the church.
9. When applicable, the Deacons shall call a meeting of the church to declare the Pastor's office vacant.
10. Select one person to serve as the chair of the Nominating Team during the nominations and election process.
11. May appoint a temporary team or ministry to meet an urgent need without a vote of the church.
12. With approval of the Pastor, may recommend a man to be licensed for ministry for approval by a vote of the church.
13. Assist the pastor in recruiting, interviewing, and recommending prospective staff employees, in accordance with By-laws, Article II, Section 4.

Church Clerk

Selection: By-Laws Article II, Section 3, Part 3. Clerk and Assistant Clerk are recommended by the Nominating Team and elected by the church. The term is two years and there is no limit on consecutive terms.

Responsibilities:

1. The Clerk and Assistant shall agree upon their individual responsibilities.
2. Provide notice of upcoming business meetings.
3. Keep suitable records and minutes of all official actions and meetings of the church.
4. Keep a register of members, dates of admission, termination, death and baptism.
5. Issue letters of dismissal voted by the church.
6. File all communications, written reports, and notice of meetings.
7. Prepare and submit the Annual Profile Report to the Tallapoosa Baptist Association.
8. Maintain a current Directory of Ministries and Teams in the church office.
9. Gather and safeguard all church records and historical documents in the church office.

Treasurer

Selection: By-Laws Article II, Section 3, Part 4. The treasurer and Assistant Treasurer are recommended by the Nominating Team and elected by the church. The term is two years and there is no limit on consecutive terms.

Responsibilities:

1. The Treasurer and Assistant Treasurer will be authorized signatories on all financial accounts.
2. In the event of the absence of the Treasurer, the Assistant Treasurer shall assume the duties of the Treasurer.
3. Receiving and preserving all financial documents and records pertaining to the church.
4. Paying all church debts upon receipt of bona fide vouchers and invoices.
5. Maintaining itemized reports of receipts and disbursements.
6. Presenting a quarterly financial report at each regular church business meeting.
7. Making all records available for review by an auditing team or public accountant.
8. The books shall be open to inspection always by any member of the church. Records of individual contributions of any kind will not be made available.
9. All books, records, accounts, and financial documents shall be kept by the Treasurer and maintained in the church office or bank safe deposit box.
10. Upon the election of his/her successor, the Treasurer shall timely deliver to such successor all books, records, accounts, and documents of title to the new treasurer.
11. Ensure that all taxes, forms, and regulations are met on a timely basis.
12. Ensure that an internal audit is conducted every year by an ad hoc team appointed by the deacons. An external audit should be conducted by a qualified external agent/accountant contracted by the deacons no less than every three years.
13. Maintain the fireproof box and a record of its contents.
14. Maintain a record of audits and corrective actions in response to said audits.

Trustees

Selection: By-Laws Section 3, part 5. Trustees are recommended by the Nomination Team and elected by the church. The term is two years and there is no limit on consecutive terms.

Responsibilities:

1. Serve as legal officers for the church and represent the church to appropriate civil officials in all legal matters involving the church.
2. Consult and advise church officers and teams in matters concerning church properties.
3. Maintain all church legal documents in conjunction with the Church Clerk.
4. A true and legal record of the minutes of the meetings of the Trustees shall be kept and maintained by the Church Clerk.
5. When signatures of trustees are required, they shall each and all sign legal documents involving the sale, mortgage, purchase, of property or other legal documents related to church approved matters.

Financial Secretary

Selection: While not a church officer, the Financial Secretary holds a special office of trust in the church. The Financial Secretary and Assistant Financial Secretary are recommended by the Nominating Team and elected by the church. The term is two years and there is no limit on consecutive terms.

Responsibilities:

1. Record and designate contributions into the church database (Churchtrac).
2. Verify accuracy of amounts and forms submitted by the tellers.
3. Complete deposit slip and deposit all funds into the church checking account.
4. Complete and provide year-end tax-deductible contribution statements to members in January of each year.
5. Gifts given in-memoriam are remitted into the indicated designated fund(s). Undesignated in-memory donations are remitted to the building fund.
6. Draft and send thank you letters to large amount donors.
7. Draft and send letters to family members of memorial gifts to let them know a gift was given and accepted in their loved one's memory.
8. Select, train, schedule, monitor, and lead weekly tellers.
9. Coordinate with Church Clerk to add members to the church database in Churchtrac.

Tellers:

1. Should be members in good standing capable of attention to detail and with the ability to meet schedule commitments.
2. Ensure the safe and accurate receiving and recording of monies received from offerings, special events or gifts to the church and then pass them to the Financial Secretary or his/her representative.
3. Two tellers will serve during each week's count.
4. Shall keep all financial information in confidence.

Church Teams and Ministries

Church teams and ministries are formed to plan, coordinate, implement, and execute the religious purposes of the church. Members of teams and ministries will be elected during the church's nominations and election process as outlined in the By-Laws ARTICLE 2, SECTION 5: Nominating Team. The term is two years and there is no limit on the number of consecutive terms for team or ministry members (except for deacons).

Each team or ministry with more than one member will select a leader who must be a member of the church. Other team members may or not be members of the church. The Pastor will serve as ex officio member of each team and will assist teams in their responsibilities. Unplanned vacancies in teams and ministries (except for church officers) may be filled by the deacons at their discretion without a vote of the church.

General responsibilities of Team and Ministry Leaders

1. Decide on the frequency of meetings.
2. Moderate team meetings and maintain meeting minutes.
3. Document key processes, procedures, points of contact, etc. for successor continuity.
4. Request and administer funds in the church budget process.
5. Report significant team and ministry activities at church business meetings.

From time-to-time, the need for an ad hoc or new team or ministry may be desired or needed. A team or ministry may be formed at the discretion of the deacons or Pastor without a vote of the church. The intent is to facilitate timely activity as an opportunity presents and to avoid unnecessary delays. The deacons or pastor, as applicable will inform the church body of the new team or ministry in a timely manner. The new team or ministry will be considered and voted upon during the next nominations and election process.

Budget Process for Teams and Ministries

1. Generally, each team or ministry will have one or more budget line items pertaining to their specific functional area.
2. Each team is responsible for requesting annual budget funding and executing the expenditure of funds within their assigned budget.
3. In September of each year, each team/ministry will complete the Budget Worksheet at Appendix A for the following year and submit it to the Finance Team.
4. The Finance Team develops and presents a comprehensive annual budget to the church for approval no later than the first regular business meeting of each calendar year.
5. The treasurer will present a budget report to the church quarterly.
6. Individual team/ministry budget reports will be provided to individual teams as needed.
7. When occasional unforeseen expenses or financial needs arise, a request for a budget exception may be submitted to the Finance Team for consideration prior to incurring any additional expense. The Finance Team will present the request to the church at a business meeting with a recommendation for approval/disapproval. The requestor must be present at the business meeting to answer questions regarding their request.

Audio-Visual Team

The Audio-Visual Team provides, maintains, and employs a variety of audio-visual equipment used by the church membership and leaders. Team membership should be limited to people with the training and technical skills needed to properly operate the sound system and other equipment. The team consists of the Team Leader. Other volunteers may be members at the Team Leader's discretion.

Responsibilities:

1. Recommend needed changes in media equipment.
2. Operate audio and video equipment when required for any service or meeting.
3. Submit annual budget requests and purchasing procedures.
4. Schedule qualified volunteers to operate equipment when required.
5. Provide training to new team members and train members on new equipment.
6. Prepare an annual budget for recommendation to the Finance Team.

Buildings and Grounds Team

The Buildings and Grounds Team manages the use of and maintains church property. The team should consist of a Team leader and at least two other volunteer members.

Responsibilities:

1. Inspect and maintain buildings, grounds, and landscaping.
2. Consult with ministry leaders concerning space allocations and furnishings.
3. Recommend appropriate use and upkeep of buildings and parking space.
4. Recommend employment, training, and supervision of maintenance personnel.
5. Ensure the upkeep and readiness of church-owned equipment.
6. Arrange periodic maintenance, repair and replacement of HVAC, lighting, plumbing and electrical systems.
7. Manage, store, and maintain the church van.
8. Maintain a list of people who have church keys.
9. Prepare and submit an annual budget recommendation to the Finance Team.

Use of Facilities:

1. The use of church facilities by non-church related persons and entities creates potential liability and, if fees are charged, tax-exempt status issues. Because of this, the church does not routinely make its facilities available to outside groups. Facilities are typically reserved for church sponsored events.
2. At the discretion of the Building and Grounds Team, church sponsored events may include weddings, anniversary/birthday celebrations and other similar occasions relating to significant events in the life of its members.
3. Members and others wishing to use facilities must submit a request to the Buildings and Grounds Team for approval (Appendix B1). Reservations are first come, first served. Approval is at the discretion of the Buildings and Ground Team.
4. Depending on the type of event and at the discretion of the B/G Team, members may be required to remit a refundable cleaning deposit. The deposit will be refunded upon satisfactory completion of items on the Post Event Checklist (Appendix B3).
5. On occasion at the Pastor's discretion, the church may make facilities available at no cost to established tax-exempt organizations such as blood banks, Red Cross, or other organizations that align with the Christian mission and ministries of the church.
6. All persons on church grounds or using church facilities will abide by the Lake Pointe Baptist Church Facilities Use Policy (Appendix B2)

Children and Nursery Ministry Team

This ministry consists of the Children's Ministry Team Leader and the Nursery Team Leader who should coordinate activities and enhance the effectiveness of both ministries. Both should screen, recruit, train, and approve volunteer workers for admission to the team. Both Team Leaders should emphasize safety and security of all children from drop off to pick up. Prepare a consolidated annual budget for recommendation to the Finance Team.

Children's Ministry: Plans and coordinates activities for children (up to 12 years) in the church, with an emphasis on Biblical training and education. This ministry consists of a Team Leader, an assistant and other volunteer at the Team Leader's discretion.

Responsibilities:

1. Recommend and publicize children's policies and procedures.
2. Plan, coordinate, and oversee Children's Ministry activities.
3. Work with other ministries to reach children in the church and community.
4. Recommend the purchase of furnishings and supplies.

Nursery Ministry: Provides a nurturing, safe and educational experience for nursery aged (up to 5 years) children of church members, guests, and visitors. This team consists of a Team Leader and not less than two other members. Everyone on this team should have a heart for caring for and nurturing young children.

Responsibilities:

1. Manage the nursery to ensure safety and care for each child.
2. Workers should be prepared to work in the nursery unexpectedly.
3. Team Leader determines volunteer needs for any given 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.
6. Maintain supply levels, check for broken/dangerous toys, food left in room, etc.
7. Ensure activities, movies, etc. are appropriately educational for children.

Discipleship Ministry

The Discipleship Ministry plans, develops and executes an effective, Bible-based curriculum for the men, women, youth and children of the church. The team consists of the Discipleship Ministry Leader, Men's Bible Study Leader), the Women's Bible Study Leader, the Children's Ministry Leader and each Sunday school teacher.

Responsibilities:

1. Recruit teachers and workers as needed.
2. Conduct periodic meetings to address needs, questions, and concerns.
3. Research and screen Bible study materials and curriculum to ensure that they are consistent with Biblical truth and Christian precepts.
4. Order and place educational materials in classrooms one week prior to class start.
5. Evaluate educational needs and recommend classes and use of available space.
6. Schedule and participate in training related to Bible learning, teaching skills, outreach, and crisis counseling as needed.
7. Coordinate with the Pastor and other teams concerning outreach opportunities such as service projects, visitations, and other fellowship activities.
8. Encourage Sunday school and Bible study attendance.
9. Prepare an annual budget for recommendation to the Finance Team.

Finance Team

The Finance Team oversees the financial assets of the church and administers the church budget. Members include the Team Leader, Financial Secretary, Assistant Financial Secretary, Treasurer and Assistant Treasurer.

Responsibilities:

1. Recommend an annual budget plan for approval by church vote no later than the first business meeting of each year.
2. Consult with team leaders in developing annual budget requests.
3. The Treasurer or Team Leader will present pertinent financial reports to the church during regular quarterly business meetings.
4. Provide budget information and advice to the membership, staff, and team leaders.
5. Make recommendations concerning unbudgeted needs and expenditures.
6. Implement internal controls to ensure accurate accounting and reporting.
7. Assess the need for additional church staff positions.
8. Make recommendations concerning paid staff, employment, salaries, benefits, and work conditions.
9. Determine payment for guest speakers using the Annual Alabama Baptist State Board Church Staff Compensation Study. The treasurer will remit payment by check following the associated event. (Reflects Amendment 1)

Game Changers Ministry

The Game Changers Ministry seeks to reach senior adults in the community for the purpose of addressing unique challenges faced by senior adults. The team consists of Team Leader(s) and volunteers as needed.

Responsibilities:

1. Provide fellowship, a safe environment, social activities, and nourishing meals.
2. Seek out and identify potential areas of service for senior adults in the church and community.
3. Seek ministry opportunities, such as visitations, mentoring, reaching shut-ins, prayer, and fellowship activities on and off-campus.

Hospitality Ministry

The Hospitality Ministry schedules and coordinates church events for covered dish dinners (Holidays, Occasional/Monthly /Quarterly, and organized church-wide functions). This team consists of a Team Leader and volunteer team members. Ministry members are recommended by the Nominating Team and elected by the church. The term is two years and there is no limit on consecutive terms. Volunteer team members serve according to the needs of an event and their availability. Membership may be increased from time to time at the Team Leader's discretion as a need arises.

Responsibilities:

1. Supervise, coordinate, and prepare church meals in the Fellowship Hall for organized church-wide functions.
2. Coordinate with the Outreach and Publicity Team to advertise upcoming events.
3. Buy supplies for the church and fellowship hall such as paper goods, plates, utensils, napkins, and take home containers.
4. Coordinate with the Member Care Team regarding benevolence meals.
5. Decorate Fellowship Hall for special occasions such as Easter, Christmas, etc.
6. Coordinate with the Buildings and Grounds Team regarding the use of facilities.
7. Make sure the Fellowship Hall is kept appropriately clean.
8. From time-to-time, church members and organizations will use the Fellowship Hall facilities. The member or organization using the facility is responsible for cleaning and returning the facility to its original condition.
9. Prepare and submit an annual budget recommendation to the Finance Team.

Library Team

The Library Team supports the church with media and library services to enhance Christian growth and discipleship opportunities. The team consists of a Team Leader and volunteer team members whose interests and gifts are aligned with the mission of the library.

Responsibilities:

1. Catalogue and display books, multi-media items, etc. for use by church members.
2. Determine types of media, literature, and study tools, etc. to include in the library.
3. Assess the needs of the library and make those needs known to church members.
4. The Pastor must approve proposed donations and additions to the church library.
5. The library shall be operated on an honor system. Check-out period is two weeks.
6. A library Checkout Form (at Appendix C) will be posted in the library for members to record checked-out items.
7. If an item is out beyond the scheduled return date, the Team Leader will attempt to contact the party and arrange a timely return of the item.
8. If the involved party does not comply, the Librarian shall notify the Pastor and/or Deacons.
9. No "late charges" or fees for lost items will be assessed. The responsible individual may, of their own volition, reimburse the church for lost items, should they desire.

Loaves and Fishes Ministry

The Loaves and Fishes Ministry provided church volunteers to provide manpower to support food distribution at the local food pantry. The team consists of a Team Leader who solicits and schedules volunteers to participate in the ministry.

Member Care Team

Under Development

Prayer Chain: The Prayer Chain Ministry informs members of special or urgent prayer needs and serves as a primary source of information for the Member Care Team. The Prayer Chain Team consists of a Team Leader and other volunteers at the Team Leader's discretion. All team members must be able to work with church leaders to implement an effective prayer ministry.

Prayer Chain Responsibilities:

1. Members should have a devoted heart for prayer.
2. Evaluate needs and inform the church concerning different prayer ministries.
3. Plan, coordinate, and evaluate prayer ministries.
4. Enlist volunteers to be prayer chain callers.
5. Church members will be divided as equitably as possible among the callers.
6. Each caller is responsible for passing prayer requests to people on their list.
7. Monitor the caller list to make sure new members are added and lists are as accurate as possible.

Men's Ministry

The men's Ministry intends to address the unique needs of Christian men through education, prayer, and meaningful fellowship. This team consist of a Team Leader and volunteers as required at the discretion of the Team Leader

Responsibilities:

1. Plan and coordinate activities geared toward men in the church.
2. Promote spiritual growth through training, education, prayer, and fellowship.
3. Reach out and minister to the men and male youth of the community.

Music Ministry

The Music Ministry serves the church by evaluating, planning, coordinating, and conducting the music ministry. The Worship Pastor is the Ministry Leader. Membership is at the discretion of the Worship Pastor and may include a pianist, instrumentalists, choir members and a representative from the Audio-Visual Team.

Responsibilities:

1. Direct the planning, coordination, and operation of the music ministry.
2. Ensure music performed is based on and centered on scripture
3. Assist the Pastor in planning regular and special worship services of the church including selection of music or special performances.
4. Inform the Publicity Team to include music selection in the Sunday bulletin.
5. Coordinate music selection with the Audio-Visual Team
6. Arrange for a substitute in the event of the Worship Pastor's absence.
7. Purchase music, materials, supplies, tapes, CD's, etc. for use in the music ministry.
8. Perform other music-related duties as requested by church leadership and when requested, consult with families, and arrange music for weddings/funerals.
9. Prepare and submit an annual budget recommendation to the Finance Team.

Nominating Team

The Nominating Team is also responsible for executing the church Annual Nominations and Election Process as outlined in the By-laws Article II, Section 6. The nominations team shall consist of five members who are appointed or elected in accordance with the process outlined in the By-laws, Article II, Section 5. In addition, the Nominating Team recruits up to four volunteers to attend the Tallapoosa Baptist Association Convention Annual Conference. Volunteers will be approved by voice vote at a regular Sunday worship service.

Outreach and Publicity Team

This team plans and conducts activities that serve to spread the Gospel in our community. It leads the church in promoting church events and activities. The team consists of a Team Leader and at least three other members, but volunteers may be recruited at the discretion of the Team Leader.

Responsibilities:

1. Plan and coordinate evangelism training/education activities for church members.
2. Facilitate witnessing events and opportunities in the community.
3. Develop and execute a congregational growth plan.
4. Maintain and monitor the church sign.
5. Inform the congregation and community of upcoming events using various media.
6. Create forms, brochures, postcards, etc. as needed by staff and church.
7. Produce the weekly worship bulletin and maintain website, calendar and directory.
8. Submit weekly announcements to the Multi-media Team.
9. Prepare an annual budget for recommendation to the Finance Team.

Search Team

The Search Team is an ad hoc team that seeks out and recommends a man to serve as Pastor/Interim Pastor and if so directed, staff members. This team should seek God's leadership through the Holy Spirit to guide them in this responsibility.

As per the By Laws, Section 3, part 1, this team "shall consist of three or five persons and two alternates (no husbands and wives), elected by the church in a business meeting via nominations from the floor of "members in good standing willing to serve."

Responsibilities:

1. Be patient...the process will probably take longer than expected.
2. Establish objectives and guidelines at the beginning of the search process.
3. Develop a profile of what the church desires in a pastor/interim.
4. Consider the scriptural qualifications of potential candidates.
5. Gather prospect profiles/resumes and choose top prospects.
6. Seek out, hear, and interview candidates, then focus on one prospect at a time.
7. Recommend a man to the church for approval or disapproval by written ballot.
8. Approval requires a three-fourths majority of those members present and voting.
9. Coordinate welcoming activities and an installation service for the pastor and his family with the Deacons and Hospitality Team.

Service Support Team

The Service Support Team accomplishes activities related to Greeters, Ushers, Baptism, Lord's Supper and Decorations. The team shall consist of at least four members including the team leader and all volunteers including men and women.

Decorations: Plan, purchase and place flowers and decorations for the church.

Greeters and Ushers: Welcome and assist members and guests entering our building for worship or special services. Ushers assist where needed before, during and after worship services.

Responsibilities:

1. Keep a list and schedule volunteer greeters for every worship and special service.
2. Provide names of scheduled greeters for publishing in the bulletin.
3. Find substitutes when greeters "no-show."
4. Greeters cheerfully welcome people entering the church, provide them with a bulletin and give directions to seating, restrooms, nursery facilities as needed.
5. Greeters work with ushers (when on duty) to ensure positive experiences for visitors.
6. Ushers may be recruited and scheduled on an "as needed" basis.
7. Ushers should take the initiative when a need arises (special seating, escort, etc).

Lord's Supper: Assists the congregation in the observance of the Lord's Supper. This function requires a minimum of 2 members.

Responsibilities:

1. Maintain an adequate inventory of materials and supplies.
2. Ensure equipment and materials are in-place prior to each observance.

Baptism: Assists in preparing and administering baptism. This function requires at least one man and at least one woman to accommodate particular needs of baptism candidates. Additional member assistants may be recruited on a temporary basis, as needed.

Responsibilities:

1. Refer to Baptismal Operating Guide in the AV booth cabinet.
2. Ensure baptismal is available/in order at least one week prior to the applicable service.
3. Check the pool for proper filling and temperature.
4. Answer questions and ensure each participant has proper robe, towel, shorts, etc.
5. Meet participants at an appointed time and show them to the dressing room.
6. Ensure participants will be adequately covered when exiting the pool in wet clothing.
7. Assist participants in to and out of the pool and to their dressing rooms.
8. Seek to give each candidate as much privacy as possible.
9. Remain until participants are dressed and ready to leave.
10. Arrange for baptismal garments, towels, and supplies to be ready for the next service.
11. Clean areas used for the baptism, ensuring it is stocked and ready for the next service.

Women's Ministry

The Women's Ministry ministers to the unique needs of women in the church with spiritual support, education, growth, and fellowship. The ministry also seeks to reach out to women of the community and support WMU activities through local, state, and worldwide mission events. The team consists of a Team Leader, the WMU director, a women's Bible Study leader and other volunteers as desired. All women who are active at LPBC may participate in Women's Ministry activities.

Responsibilities:

1. Work with other teams to plan, coordinate and oversee women's activities.
2. Promote discipleship among women and girls in the church and community.
3. Make recommendations concerning women's ministry opportunities.
4. Use WMU resources, available through the Alabama State Board of Missions or the national WMU, to promote missions events and opportunities
5. Maintain contact with the Tallapoosa Baptist Association WMU Director to remain current on local, state, and national mission events/opportunities.
6. Plan, coordinate, and implement a Women's Bible Study.
7. Plan fellowship opportunities as appropriate throughout the year.
8. Attend training events provided by local and/or state WMU organizations
9. Report to the church membership regarding plans and means to promote mission events/opportunities.
10. Prepare and submit an annual budget recommendation to the Finance Team.

Designated Funds

Purpose: Provide guidelines and processes for designated funds and specific policies for standing designated funds at Lake Pointe Baptist Church.

Guidelines: From time to time, church members may want to designate donations for particular projects or line items in the church budget. IRS rules and guidelines are very specific about designation of church funds.

1. Designated donations may only be accepted for Designated Funds specifically approved and established in writing by the church in advance of any contributions.
2. Designated Funds should be broad in purpose rather than narrow in focus.
3. Designated Funds should not be linked to a specific budget line item.
4. The controlling team or church entity must be identified in the document establishing each designated fund. Individuals may not designate funds to a project they control.
5. Monies remaining in a fund after the fund is closed revert to the general fund unless specified otherwise in the document that established the designated fund.

Types of Designated Funds: There are two types of designated funds, temporary and standing. Approved temporary designated fund substantiation will be filed at Appendix E.

1. Temporary designated funds are established for a specific short-term purpose and have a defined open and closing date. Monies will be disbursed from the designated fund in accordance with the document establishing the fund. Funds that are not spent for the stated purpose or project will revert to the general fund on the close date or upon project completion, whichever is later.
2. Standing designated funds are established for long term and ongoing efforts. Standing designated funds may be closed on the recommendation of the Finance Team and a vote of the church. Lake Pointe Baptist Church has four standing designated funds.
 - Building Fund
 - Missions Funds (Lottie Moon, Myers Mallory, Annie Armstrong, etc.)
 - Men's Ministry Fund
 - Game Changers Fund

Establishing a New Designated Fund: When a member or team sees a need for a new temporary or standing designated fund, a request to establish a new designated fund will be submitted to the Finance Team who will submit the proposal to the church with a recommendation for approval or disapproval. The designated fund must be approved and established in writing **before** the church accepts a contribution. The church cannot accept a designated contribution and then establish a designated fund. A list of contributors and their contributions will be maintained by the Finance Team for IRS required record keeping.

Request to Establish a New Designated Fund

(Also found at Appendix D)

The written request for a proposed designated fund should include the following:

1. Purpose: Why the fund is needed and how it furthers the church mission.
2. Oversight: Who is responsible for managing and administering the fund?
3. Donations: How contributions will be received and accounted for.
4. Target: How much money is needed for your project or activity?
5. Disbursements: How funds will be spent.
6. Accounting: Who manages, accounts for and reports donations and disbursements.
7. Termination: How the fund can be closed and how unspent funds will be treated.

Complete and submit this form to the Finance Team 30 days prior to the initiation of the required funding period. You must receive approval before requesting or receiving funds.

Name: _____ Date: _____

Purpose of the Fund: _____

How will contributions be received and how much is needed? _____

How will the funds be spent? _____

Designated Fund Start Date: _____ Termination Date: _____

Oversight, accounting, disbursements, and reporting will be provided by the Finance Team. All funds must be disbursed by the termination date. Money remaining after termination will revert to the general fund.

Requester Signature: _____ Date: _____

Finance Team Recommendation: Recommend _____ Do not Recommend _____

Finance Team Signature _____ Date: _____

Lake Pointe Baptist Church Building Fund

Purpose - This policy provides guidelines for governing the Lake Pointe Baptist Church Building Fund. Lake Pointe Baptist Church recognizes that eliminating debt and maintaining church property is sound stewardship and in exercise of its religious purposes, has established the Building Fund as a *standing designated fund*.

Oversight Responsibility - The LPBC Finance Team is responsible for the management and administration of this policy and the Building Fund. From time to time, The Finance Team or any church member may recommend amendments to the scope and detail of this policy and submit it for a vote of the church membership in accordance with Church Bylaws.

Donations – The church welcomes contributions to the fund. Donations to the fund should be annotated “Building Fund” or “Mortgage Fund.” Administration of the fund, including all disbursements, is subject to the control and discretion of the Finance Team. The team will consider recommendations from anyone, but in no event is the team bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the team failed to honor the donor’s recommendation.

Donations annotated “In memory of” will be designated for the Building Fund.

Disbursements - Building Fund monies will typically be applied to reduce mortgage principal. When the Building Fund balance exceeds \$10,000 at the end of any month, the amount over \$10,000 rounded down to the nearest \$100 will be applied to reduce mortgage principal. The intent is to maintain approximately 2 months monthly mortgage payments in the Building Fund as a reserve. **Exception:** If the end-of-month general fund balance falls below \$30,000, Building Fund money may be used to make monthly mortgage payments.

Accounting - The Church Treasurer will separately identify and track donations and disbursements of monies designated for the Building Fund which will be held in the church bank account. Accounting for the Building Fund will be reported in church financial reports.

Termination - If the church at any time in the future votes to terminate the Building Fund, all monies in the fund at that time will go into the church general fund.

Lake Pointe Baptist Game Changers Fund

Purpose - This policy provides guidelines for governing the Lake Pointe Baptist Church Game Changers Fund. Lake Pointe Baptist Church recognizes that senior adults have special needs and face significant challenges. Providing a safe environment, social activities, and nourishing meals are ways Lake Pointe Baptist Church serves this community. In furtherance of this mission and in exercise of its religious purposes, Lake Pointe Baptist Church has established the Game Changers Fund as a *standing designated fund*.

Oversight Responsibility - The LPBC Finance Team in concert with the Game Changers Team is responsible for the management and administration of this policy and the Game Changers Fund.

Donations – Donations to the fund include cash donations collected at church luncheons for seniors and other similar activities sponsored by the Game Changers Team. Other donations should be annotated “Game Changers.”

Disbursements - The Game Changers Team is responsible for executing their budget. Typically, the Game Changers Team will seek reimbursement from the Game Changers Fund for expenses incurred in the implementation of their activities.

Accounting - The church Treasurer will separately track and account for donations and disbursements of monies designated for the Game Changers Fund which will be held in the church general fund bank account. Accounting for the Game Changers Fund will be reported in church financial reports.

Termination - If the church at any time in the future votes to terminate this fund, all monies in the fund at that time will go into the church general fund.

Lake Pointe Baptist Church Men's Ministry Fund

Purpose - This policy provides guidelines for governing the Lake Pointe Baptist Church Men's Ministry Fund. Scripture is clear about the leadership roles that men have as husbands and fathers and as leaders in the church. They are called to show and exhibit integrity, character, and humility in upholding our Christian principles. This ministry for men creates a bond for men by giving them a forum in which to share and a reason for getting together and serving others. Lake Pointe Baptist Church, in exercise of its religious purposes has established the men's ministry as a *standing designated fund*.

Oversight Responsibility - The LPBC Finance Team in concert with the Men's Ministry Team is responsible for the management and administration of this policy and the Men's Ministry Fund.

Donations – Donations to the fund include the cash collected at breakfasts, cookouts and other similar activities sponsored by the Men's Ministry. Other donations should be annotated "Men's Ministry."

Disbursements – The Men's Ministry Team is responsible for executing their budget. Typically, the men's Ministry will seek reimbursement from the Men's Ministry Fund for expenses incurred in the implementation of their activities.

Accounting - The Church Treasurer will separately track and account for donations and disbursements of monies designated for the Men's Ministry which will be held in the church bank account. Accounting for the Men's Ministry Fund will be reported in church financial reports.

Termination - If the church at any time in the future votes to terminate this fund, all monies in the fund at that time will go into the church general fund.

Lake Pointe Baptist Church Missions Fund

Purpose - This policy provides guidelines for governing the Lake Pointe Baptist Church Missions Fund. The church recognizes that evangelical missions at home and around the world serve our religious purpose of spreading the gospel message and that the church should contribute financially to support those missions. The Missions Fund will be used as an umbrella fund for monies intended for traditional missions (Lottie Moon, Myers Mallory, and Annie Armstrong) and other missions programs that are deemed to serve the religious purposes of the church.

Oversight Responsibility - The LPBC Finance Team is responsible for the management and administration of this policy and the Missions Fund. The Finance Team or any church member may recommend amendments to the scope and detail of this policy and submit it for a vote of the church membership in accordance with church Bylaws.

Donations – The church welcomes and actively solicits contributions to the fund. Donations should be annotated to a specific mission program, if possible. From time to time, a special, unforeseen mission program may arise that the church body wants to support. This possibility is intended to be within the scope of this policy given that the special mission is suitable under appropriate charitable and religious guidelines. Donors should be specific as to the particular mission they wish to support.

Disbursements - Administration of the fund, including disbursements, is subject to the control and discretion of the Finance Team. Missions Fund monies will be applied to the specific mission program indicated by the donor. Donations for *traditional* mission programs (Lottie Moon, Myers Mallory, and Annie Armstrong) should indicate the specific fund, will be accumulated over the donation period for each program and then submitted with the monthly remittance to the Alabama Board of Missions. Funds will be disbursed in a timely manner with the intent of avoiding accumulation of money in the Missions Fund. Donations generically designated for the “Missions Fund” will be disbursed to the next *traditional* mission program that comes due.

Accounting - The Church Treasurer will separately identify and track donations and disbursements of monies designated for the Missions Fund which will be held in the church bank account. Accounting for the Missions Fund will be reported in church financial reports.

Termination - If the church at any time in the future votes to terminate the Missions Fund, all monies in the fund at that time will be disbursed to the next *traditional* mission program that comes due.

APPENDIX A

Budget Worksheet

Team or Ministry: _____ Budget Year _____

Include costs for all planned events and ministries including food, transportation, supplies, fees, etc. Accuracy will help the church execute the budget and avoid midyear adjustments.

Explanations and details: (Unusual events and costs, calculations, etc.)

Line Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Department Total													

Team/Ministry Leader Signature _____

Finance Team: Approved _____ Disapproved _____ Date _____

Reasons Returned for Adjustments: _____

.....

APPENDIX B1

Church Facility Reservation Request and Agreement

Name: _____

Address: _____

Phone: _____ Email: _____

Facilities Requested: Please select the facilities requesting:

- Sanctuary - Fellowship Hall - Kitchen - Classroom(s)

Date, times and purpose for the event:

1. I understand that church facilities may not be used in a way that contradicts the Christian faith and precepts.
2. I agree to abide by the requirements in the "Church Facility Use Policy" (attached)
3. I understand that I am responsible for any damages resulting from our use of the facilities.

Signature: _____ Date: _____

Printed Name _____

Approved/Disapproved

\$300 Cleaning Deposit Required: Yes/No

Buildings and Grounds Rep Signature

Date

APPENDIX B2

Lake Pointe Baptist Church Facility Use Policy

1. Church 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 the Buildings and Grounds Team.
2. Alcohol use, any type of smoking, illegal drugs, substance abuse and gambling are not allowed anywhere on church property.
3. Abusive or foul language and violent or threatening behavior are prohibited on church property. Persons exhibiting this behavior will be required to leave the premises.
4. Service and consumption of food and beverages are restricted to the foyer, coffee bar, and Fellowship Hall.
5. Meals should be usually be catered or brought in. Use of the kitchen must be preapproved by the Hospitality Team.
6. The facility must be left clean and free of trash or leftover food and beverages.
7. Church equipment, tables and chairs, must be returned to their original placement.
8. Church equipment will not to be borrowed or removed from church grounds. The piano is not to be moved without express approval of the Buildings and Grounds Team.
9. Clean-up is the responsibility of the member who requested the facility.
10. Any damages will be reported and are the responsibility of the member who requested to use the facility.
11. The Post Event Checklist will be accomplished and approved by the Buildings and Grounds Team representative before the cleaning deposit is returned.

APPENDIX B3

Post Event Check List

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.	
All tables and chairs returned to proper places	
Stove, oven, counter tops, sink cleaned	
Personal items and decorations removed	

Checklist completed by:

Date: _____

Acceptable to return damage deposit (yes/no): _____

Detailed reason(s) for not returning damage deposit:

APPENDIX C

Library Checkout Form

Date Out	Borrower Name	Book, DVD Video, Mag	Title	Date Returned	Sign when Returned

APPENDIX D

Request to Establish a New Designated Fund

The written request for a proposed designated fund should include the following:

1. Purpose: Why the fund is needed and how it furthers the church mission.
2. Oversight: Who will be responsible for managing and administering the fund?
3. Donations: How contributions will be received and accounted for.
4. Target: How much money is needed for your project or activity?
5. Disbursements: How funds will be spent.
6. Accounting: Who manages, accounts for and reports donations and disbursements.
7. Termination: How the fund can be closed and how unspent funds will be treated.

Complete and submit this form to the Finance Team 30 days prior to the initiation of the required funding period. You must receive approval before requesting or receiving funds.

Name: _____ Date: _____

Purpose of the Fund: _____

How will contributions be received and how much is needed? _____

How will funds be spent? _____

Designated Fund Start Date: _____ Termination Date: _____

Oversight, accounting, disbursements, and reporting will be provided by the Finance Team. All funds must be disbursed by the termination date. Money remaining after termination will revert to the general fund.

Requester Signature: _____ Date: _____

Finance Team Recommendation: Recommend _____ Do not Recommend _____

Finance Team Signature _____ Date: _____

APPENDIX E

Temporary Designated Funds

Date Approved	Name	Date Closed
17 Dec 2023	Parking Lot Fund	5 May 2024

Lake Pointe Baptist Church Parking Lot Fund

Approved by church vote, quarterly business meeting, 17 December 2023

Purpose - This policy provides guidelines for governing the Lake Pointe Baptist Church Parking Lot Fund. Lake Pointe Baptist Church recognizes that maintaining our worship facilities and church property is sound stewardship and in exercise of its religious purposes, has established the Parking Lot Fund as a *temporary designated fund*.

Oversight Responsibility - The Finance Team is responsible for the management and administration of this policy and the Parking Lot Fund.

Timeframe – The fund will open on 1 January 2024 and close on 31 August 2024.

Donations – The church welcomes contributions to the fund. Donations to the fund should be annotated “Parking Lot Fund.” Administration of the fund, including all disbursements, is subject to the control and discretion of the Finance Team.

Disbursements – Parking Lot Fund monies will be applied toward costs associated with sealing the asphalt and painting parking stripes in the Lake Pointe Baptist Church parking lot.

Accounting - The Church Treasurer will separately identify and track donations and disbursements of monies designated for the Parking Lot Fund which will be held in the church general fund bank account. Accounting for the Parking Lot Fund will be reported in church financial reports.

Termination – If warranted, the Parking Lot Fund may be terminated by the Finance Team prior to the termination date. Upon termination, all unexpended monies in the fund at that time will go into the church General Fund.

Closed 5 May 2024

Amendment 1
Lake Pointe Baptist Church Policy and Procedures

Policy and Procedures page 13

Change Finance Team Responsibilities as follows:

Add Item 9:

9. Determine payment for guest speakers using the Annual Alabama Baptist State Board Church Staff Compensation Study. The treasurer will remit payment by check following the associated event.

Approved at 23 June 2024 Called Business Meeting.