

XI. Church Operations Manual

The membership, committee members, qualifications, organization and procedure, and duties of a committee chairman are outlined in this manual. Also outlined in this manual are the duties, responsibilities, and term of office for the Church Clerk, Church Council, Nominating Committee, and Treasurer.

I. Membership

- A. Committees shall be composed of three, six, nine or twelve members (including the Chairman). Members will be designated by the Nominating Committee.
- B. The enlargement or reduction of any committee shall be done in multiples of three and only as the church desires.
- C. Only one person from immediate family shall serve on the Personnel Committee, Finance Committee, Properties Committee, or Constitution Review Committee at the same time (i.e.: husband, wife, son, daughter, son-in-law, daughter-in-law).
- D. Nominating Committee members at large cannot be an immediate family member of anyone currently serving on the committee.

II. Term of Office

- A. Committee members will serve three-year terms, being elected on a rotating schedule with one-third of the membership of each committee rotating off each year. No person shall serve more than three years on any one committee until a period of one year has elapsed.
- B. Vacancies occurring during the year will be filled by the church upon recommendation from the Nominating Committee.

III. Qualifications for Committee Members

- A. Each committee member shall be a sincere church member willing to assume responsibilities of Committee membership.
- B. All committee members are expected to reflect a Christ-like attitude.
- C. Each committee member shall understand the responsibilities of the committee, the time involved, and the type of work to be done.
- D. Each committee member shall have a willingness to conduct creative, constructive, practical thinking, while always considering the best interest of the entire church body. Each member present should participate in making the decisions regarding business presented before the committee.
- E. Each committee member shall practice good communications, profit from the ideas of others, and respectfully consider all suggestions made by other members.
- F. Each committee member shall approach each meeting and subsequent discussion with an open mind.
- G. Each committee member shall limit input to the scope of the current discussion.
- H. Each committee member shall avoid personal barriers between himself and other committee members.
- I. Each committee member shall desire to see the business of the committee carried out harmoniously to the best advantage of the church.
- J. Each committee member shall have a willingness to devote the necessary time to the work of the committee.
- K. No person shall serve on more than two standing committees at the same time.
- L. Committee members are expected to attend all meetings as able.

IV. Organization and procedures

- A. Each committee shall elect a vice chairman to preside in absence of the chairman.
- B. Each committee shall elect a secretary whose responsibility will be to notify all committee members of the meetings, and to record and retain the business of each meeting.
- C. Each committee will meet regularly at least once a month or once each quarter at a time designated by the committee,.
- D. Each committee shall be responsible for the planning and overseeing of the work assigned to it. Any request made by the church, pastor, or deacons, not included in this manual, shall be brought to the Constitution Committee for consideration.
- E. Material will be purchased in accordance to procedures developed by the Finance Committee.

V. Duties of the Chairman

- A. The chairman will prepare an agenda and make necessary plans for each meeting, ensuring that the agenda is followed as scheduled.
- B. The chairman will ensure that the secretary gives proper notification of meetings.
- C. The chairman will prepare necessary resource materials.
- D. The chairman will begin the meeting promptly and will organize the committee for action.
- E. The chairman will clarify any points of misunderstanding as to the duties, procedure, and desired results.
- F. The chairman will keep discussions within scope.
- G. The chairman will ensure that the Secretary keeps adequate notes of discussions and prepares reports for the church.
- H. The chairman will promote democratic discussion.
- I. The chairman will see that recommendations are clear and concise.

Church Clerk

The Church Clerk shall be elected annually at or before the September business meeting upon nomination by the Nominating Committee. The Church Clerk is charged with keeping accurate record of the church.

The specific duties and responsibilities of the Church Clerk shall consist of the following:

- 1. To attend church business meetings regularly.
- 2. To keep a record of the minutes and actions of the church during the regular and special church business meetings.
- 3. To assist the Pastor at all worship services during the invitation to insure that proper and complete information is obtained on candidates for membership.
- 4. To see that church letters on new members are secured from previous church affiliation.
- 5. To see that upon church approval, church letters are sent to other Baptist churches as requested.
- 6a. To be responsible for keeping an up to date church roll with dates of admission or baptism and dismissal or death.
- 6b. Upon approval of the church at a regular business meeting, the clerk shall enter the names of the candidates and dates in the minutes. The names of candidates awaiting letters or baptism with dates will be entered again in the minutes of the business meeting after the time of action.

(Church Clerk Continued)

7. To be responsible for keeping a roster of members making a commitment for full-time Christian service.
8. To be responsible for keeping a roster of members who are Ordained Ministers.
9. To be responsible for preparing and submitting to the church the annual letter to the Blackwater Association.

Treasurer

The Treasurer will receive a copy of the Summary of Receipts and bank deposit ticket from the Counting Committee each week. The Treasurer will be elected annually and will serve from July 1-June 30.

The specific duties and responsibilities for the Treasurer shall consist of the following:

1. Posting records of receipts to the Receipts Journal.
2. Determine that the checks are in order; sign and distribute checks.
3. Posting the record for all disbursements to the Disbursements Journal.
4. Filing voucher copy of all checks and supporting data.
5. At the end of each month, reconciling bank statement. Preparing Statement of Receipts and Disbursements and the Balance Sheet for presentation to the church.
6. Maintaining as a permanent record the Cash Receipts Journal, the Cash Disbursements Journal, and the monthly Financial Statements.

Director of Training

The purpose of the Director of Training shall be to strengthen the education and evangelistic programs of the church through the guided and correlated planned study program, and to supervise the use, maintenance and storage of study course materials.

The specific duties and responsibilities of the Director of Training shall consist of the following:

1. To be responsible, with assistance from the Pastor, Assistant Pastor, Educational and Music Directors, in promoting study course periods during the year as outlined by the Sunday School Board of the Southern Baptist Convention.
2. To be responsible for securing teachers for planned study courses with assistance from organizational leaders (Sunday School Director, etc.).
3. To be responsible for securing the names of all those who attended and met the requirements as outlined by the Sunday School Board.
4. To maintain all necessary records and make necessary reports to the Sunday School Board, who in return report to the committee all earned awards, diplomas and seals.
5. To be responsible for turning all money received from adults for manuals to the Church Treasurer or equivalent. Mission study manuals are normally paid for by the Woman's Missionary Union.
6. To be responsible for all the ordering of study course material, through the church office.
7. To be responsible for all study course library and to maintain an adequate number of books to serve individual use.
8. To suggest to the Finance Committee each year the amount of money needed to carry on the study course work.

Church Council

The Church Council shall meet quarterly or as needed for the consideration of all matters of common interest, for the coordination and unification of plans, and for the promotion of the welfare of all departments of the church as well as the church as a whole. They will formalize the annual church objectives and work up a church calendar of activities. The Council shall act in an advisory capacity only, making recommendations to the groups involved and to the church. The Church Council will be comprised of the Senior Pastor, all ministry staff members, Sunday School Director, Discipleship Training Director, Woman's Missionary Union Director, Brotherhood Director, Chairman of Deacons and all committee chairpersons. The Senior Pastor or his designee will serve as chairman.

Youth Council

The purpose of the Youth Council shall be to plan activities to involve the youth and the church in the work of the church. It shall be composed of three adult sponsors nominated by the Nominating Committee and two youth from the youth department from grades 10-12. The Youth Representatives shall be nominated by the youth in Sunday School. This Council shall serve from September 1-August 31.

Deacons

A. General Duties

In accordance with the meaning of the work and the practice of the New Testament that Deacons are to be the servants of the church:

1. First, they are to be zealous to guard the unity of the Spirit within the church in the bonds of peace.
2. They will serve as a council of advice and conference with the Pastor. They are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension of the Kingdom of God.
3. By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the church. They are to seek and to know the physical needs, moral, and spiritual struggles of the brethren and sisters; and to serve the whole church in relieving, encouraging, and developing all who are in any such need.
4. In counsel with the Pastor and by such methods as the Holy Spirit, they may direct in accordance with New Testaments teachings and have over-sight of the discipline of the church in administering of which they are to be guided always by the principles set for in Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14; Acts 6; II Timothy. The Deacons shall be free to call upon any member of the church to aid in the discipline.
5. In case of absence or unavailability of the Senior or Associate Pastor, subject to advice from and conference with them they will provide pulpit supply speakers. In any period when the church is without a Pastor, unless the church shall otherwise provide, the Deacons will arrange the temporary ministry and take counsel with reference to securing an Interim Pastor.

(Deacons Continued)

B. Methods of Procedure

1. The Deacons shall elect annually one of their members as Chairman, one as Vice Chairman, and one as Secretary. This election shall be held at the December Deacons meeting each year. The chairman must have served for one year before election. The chairman cannot succeed himself.
2. The whole body of Deacons shall be organized as a unit for the consideration of all larger problems and general policies and shall meet by-monthly or as deemed necessary. They may organize themselves into such committees as their wisdom may direct for efficiency in service.
3. They shall apportion the membership of the church among themselves, or make plans whereby the entire membership may have the benefit of the oversight in Christ of their brethren.
4. Each Deacon shall freely confer with the Pastor about all matters and cases of discipline which in his judgment would be more wisely and spiritually handled in private.

C. Elections of Deacons

1. Deacons shall be elected as follows:

In accordance with Acts 6:1-5 and 1 Timothy 3, candidates for the office of deacon must be at least twenty-one (21) years of age and as a regular practice attend Sunday morning worship, Sunday evening worship, mid-week prayer meeting and Sunday School, and be a member of Wilroy Baptist Church for at least one (1) year immediately prior to serving.

Each member of the church will receive a copy of the list of eligible men by the first (1st) of September. The members shall select the number of names as stated on the ballot. The ballot must be returned to the church office no later than the third (3rd) Sunday (P.M. service).

A panel of the chairman and vice chairman of Deacons, associate pastor, senior pastor, and one deacon at large perform an annual review of men meeting the above Biblical requirements to be considered for the selection of the office of deacons.

On the fourth (4th) Sunday in October, the names of the elected deacons shall be presented to the church body for final confirmation. The membership shall be notified in writing at least one week in advance of this presentation.

Deacons who have not been ordained will be ordained in November.

In case of death, removal, or incapacity to serve, the church may elect to fulfill the unexpired term in the manner prescribed above.

2. After serving a term of three (3) years, no Deacon shall not be eligible for re-election until the lapse of at least one (1) year.
3. It shall be pertinent for the deacons to recommend to the church lifetime membership to a Deacon body by reason of age or infirmities, after six (6) years of service as an active Deacon in Wilroy Baptist Church, who are no longer able to render active service.
4. Honorary deacons will be recommended by the Deacon body and voted on by the church. Lifetime Deacon membership to the Body will be voted on by the present group.
5. Lifetime deacons are invited to attend all meetings and functions. Lifetime deacons will not have voting privileges in meetings.

(Deacons Continued)

D. Baptism

Their purpose is to assist the pastor in preparing for the Baptismal Service, with the aim of making such services more meaningful to the candidates and to the total membership.

The Baptismal Committee shall be composed of deacons and wives as designated by the deacons. It shall meet as necessary to plan and perform its duties.

1. To supervise the preparation required for such services: light, heat, water temperature, etc. This shall include the light in the auditorium during the service.
2. To see that robes, towels, and handkerchiefs are available and ready, and to assist the candidates in every way possible.

E. Lord's Supper

The purpose of the Lord's Supper committee shall be to supervise provisions for the observance of the ordinance, with the intent of making the service a real worship experience for the congregation. The committee shall be composed of deacons and their wives. Specific duties and responsibilities are as follows:

1. To supervise the care, maintenance, and provision for the Lord's Supper trays, cups, plates, and cloths to be used, and to recommend any additions to the equipment to the Properties Committee as it becomes necessary.
2. To meet with the Pastor, if necessary, for any special instructions.
3. To prepare or secure the elements to be used for the Lord's Supper and their arrangement in the sanctuary.
4. The Lord's Supper is to be observed at least once a quarter.
5. To recommend to the Finance committee each year the amount of money needed to accomplish these responsibilities.

Auditing Committee

The purpose of the Auditing Committee is two-fold: (1) to provide the church and its leadership with assurance that all funds have been handled according to the instructions of the church and (2) to provide an appraisal of the effectiveness with which the accounting responsibilities are being performed.

This Committee shall be composed of the three (3) in-coming and three (3) out-going members of the Finance Committee. It shall be subject to the General Information found at the beginning of this manual.

1. Arrange for an annual audit of the church finances of the various church funds.
2. Audit report shall be given to the church within 60 days after the end of the fiscal year.
3. Finance Committee chairman will designate one of the outgoing members as the Auditing Committee Chairman.

Counting Committee

The purpose of the Counting Committee is to insure correct handling of all the monies given to the church and that records are kept so that the church accounting system can function properly. This committee is exempt from the General Information found at the beginning of this manual.

The duties of this committee are:

1. The committee shall be composed of six members.
2. Receive all contributions from the Sunday School, church offering plates and other sources.

(Counting Committee Continued)

3. Open all church offering envelopes and verify the amount enclosed with the amount written on the face of the envelope.
4. Prepare the money for deposit and deposit it in the bank.
5. Prepare a summary of Receipts, give a copy to the Treasurer, and keep one copy in the records of the Counting Committee,

Flower Committee

The purpose of the Flower Committee shall be to supervise the securing of flowers for the sanctuary for Sunday services and for other special occasions (revivals, Associational meetings, etc.). The committee shall be composed of three members. It shall meet as necessary.

Specific duties and responsibilities shall be as follows:

1. To supervise the placement of flowers each Sunday and maintain a church flower calendar.
2. To supervise the purchase (by contract from a local florist) of necessary additional flowers to supplement the memorial flowers.
3. To make plans for live arrangements after their use in Service.
4. To suggest to the Finance Committee each year the amount of money required to fulfill these responsibilities.

History Committee

The purpose of the History Committee shall be to preserve the historical records of the church and to make them available for use when needed. The committee shall be composed of three members who may request the presence of the Church Clerk when necessary. This committee shall meet quarterly except when circumstances necessitate additional meetings.

The specific duties and responsibilities shall be as follows:

1. To gather and preserve all church records of the past including:
 - a. Important legal documents such as church Constitution and By-Laws, deeds, blueprints, etc.
 - b. Minute books of church business meetings
 - c. Annual report from Deacons
 - d. Chronological list of membership
 - e. Records of church organizations and an annual report from each organization
 - f. Copy of budget/financial report for the beginning of the fiscal year and a copy at the end of the fiscal year financial statement
 - g. Church bulletins (Special Services), directories, brochures, and folders.
 - h. Pictures and recordings. Correspondence that relates to hiring and resignation of personnel and other historical events.
 - i. Periodical clippings such as published articles and pictures relating to the life and work of the church and individual members.
 - j. Biographical material of those who have served the church as Pastor, Minister of Music, Youth, and other staff members.
 - k. Association and convention records.
2. To assist with the records or present day activities.
 - a. See that adequate records are being kept. All committees will submit a yearly report to the History Committee.

(History Committee Continued)

- b. See that church members are informed of the importance of recording the present day achievement so that tomorrow's history will reveal accurately today's activities.
3. To see that records are available for use by the church. Committees of the church will need records available in order to plan better for the future.
4. To suggest to the Finance Committee each year the amount of money required to fulfill these duties.
5. To oversee that historical material needed by church members is properly checked out.

Kitchen Committee

The purpose of the Kitchen Committee is to supervise the kitchen in general and to aid church organizations in using the kitchen. The committee shall be composed of six (6) members. It shall meet when circumstances necessitate.

Specific duties and responsibilities shall be as follows:

1. To see that the kitchen is equipped with necessary supplies and equipment.
2. To advise and cooperate with other committees or other organizations on any church wide socials or special occasions.
3. To be responsible for Wednesday night suppers.
4. To notify the custodian by posting on the calendar or in person to set up and take down the tables and chairs for Family Night Suppers.
5. To purpose to the Finance Committee each year the amount of money needed to carry out the foregoing functions.
6. The chairman of this committee will be responsible for ANY and ALL ordering of supplies (paper products, plastic table cloths, utensils, etc.) for this committee and other committees.

Social/Activities Committee

The purpose of the Social/Activities Committee is to serve the entire church in seeing that all church wide socials/activities are properly planned and that these events contribute to the ultimate objectives of the church. The committee shall be composed of nine (9) members. It shall meet when circumstances necessitate.

Specific duties and responsibilities shall be as follows:

1. To plan and carry out the events that may or could include the following:
 - a. Homecomings, July 4, Thanksgiving meal or fellowship, Fellowships after Children's Christmas programs or Adult's, etc.
2. To notify the custodian by posting on the calendar or in person the amount of tables and chairs to be set up and taken down for the event.
3. To purpose to the Finance Committee each year the amount of money needed to carry out the foregoing functions.

3-L (Live, Laugh, Love) Committee Senior Adult Committee

The purpose of the 3-L Committee is to plan activities and ministries to the Senior Adults in the church. This committee shall be composed of six (6) members. It shall meet when circumstances necessitate.

(3-L Committee Continued)

Specific duties and responsibilities shall be as follows:

1. To plan (menu, program and activity) for the specific date.
2. To see that the date is posted on the calendar.
3. To notify the custodian in person the number of tables and chairs that need to be set up and taken down for the event.
4. To purpose to the Finance Committee each year the amount of money needed to carry out the foregoing functions.

Memorial Committee

The Memorial Committee shall maintain a current list of all deceased members of the church and maintain a list of all memorials and donations of deceased members, their spouses, children, mothers, and/or fathers. The committee shall record each list and keep on file. The committee shall give an annual report of the deceased members at the September business meeting. This report shall become a permanent part of the church minutes.

The Memorial Committee shall offer its services to those who wish to establish memorial gifts in honor of a loved one.

This committee shall meet quarterly except when circumstances necessitate additional meetings. It shall be subject to the General Information found at the beginning of this manual.

Nominating Committee

The purpose of the Nominating Committee is to discover, interview, enlist and nominate to the church for election such persons who are suitable to fill all elected positions, excluding deacons. This committee of three (3) members, plus organization heads, Sunday School, WMU, Brotherhood Directors, and Chairman of Deacons, shall serve from April 1 through March 31 of the following year. Nominating Committee members at large cannot be an immediate family member of anyone currently serving on the committee. It shall be subject to the General Information found at the beginning of this manual.

Specific duties and responsibilities of this committee are as follows:

1. To provide and maintain annual necessary organizational leadership.
2. To work closely with Department heads in keeping abreast of leadership problems and in preventing vacancies.
3. To secure and process prospective leadership information from new church membership.
4. To maintain an up-to-date index of leadership potential, active and past.
5. To begin work several months before the new church year begins in order to nominate Sunday School, Discipleship Training Director, the WMU Director and Brotherhood Director in March or before whose terms begin in September.
6. With the election of those mentioned in Item 5 and three members at large, the committee is formed which will begin work in April to:
 - a) Recruit and nominate individuals to fill positions in these various areas.
 - b) To submit no later than the July business meeting the nominations for departmental directors,
 - c) To submit no later than the July business meeting the teachers, outreach leaders, secretaries, etc. for the new year.
 - d) To submit no later than a special called business meeting by August 31 for committee members and church officers.

Personnel Committee

The Personnel Committee is a connecting link between the paid staff and the church in matters relating to personnel administration and management. The Personnel Committee acts mainly as a policy-making group. It usually initiates and gets church approval of policies and procedures in such areas as staff organization, employment practices, salaries, benefits, and personnel services. It may assist, when called upon, in relieving the Pastor of minor administrative details. The members of the Personnel Committee do not usurp the supervisory and administrative responsibilities of the Pastor or any staff person.

The committee shall be composed of six (6) members. Only one person from immediate family shall serve on the personnel at the same time (i.e.: husband / wife / son / daughter / son-in-law, daughter-in-law). It shall meet quarterly except when circumstances necessitate additional meetings. It shall be subject to the General Information found in the beginning of this manual.

Specific duties and responsibilities shall be as follows:

1. To establish staff organization.
 - a) Identify staff functions of the Education's and Music Ministry, Office Clerical, and Facility Maintenance.
 - b) Group related activities.
 - c) Assign responsibility. (Communicate job assignments.)
 - d) Avoid overlapping responsibility. (Clearly indicate job differentiation.)
 - e) Identify levels of supervision (delegation and shared authority).
 - f) Maintain a reasonable span of control (refers to number of persons supervised by any one person.
 - g) Keep the organization flexible.
 - h) Keep the organization as simple as possible.
 - I) Prepare an organization chart.
2. To establish employment practices.
 - a) Set up qualifications and skills.
 - b) The Pastor will assist the Committee in recruiting, interviewing, and placement.
 - c) Set up daily and weekly work hour schedules.
 - d) Set up salary program.
 - e) Determine employee services.
 - f) Provide for future personnel expansion.
 - g) Regularly review staff organization.
 - h) Establish termination policy.
3. To recommend salary policy as follows:
 - a) Prepare written job descriptions.
 - b) Rate the jobs.
 - c) Determine starting and maximum salary, step increases, and salary review dates.
4. To recommend employee benefits and services as follows:
 - a) Survey the benefits presently provided for staff workers and compare to the staff workers of other churches.
 - b) Decide on new benefits to be included and on present benefits to be upgraded.
 - c) Prepare a clear and complete statement of each item to be included in overall benefit plan.
 - d) Prepare an analysis of the cost of each benefit.

(Personnel Committee Continued)

- e) Consider the following benefits for staff workers.
 - 1) Vacations
 - 2) Holidays
 - 3) Hospitalization
 - 4) Life Insurance
 - 5) Retirement Pension
 - 6) Sick Leave
 - 7) Paid Moving Expenses
 - 8) Housing Allowance
 - 9) Car Expenses
 - 10) Time Allotments for Revivals, Conventions, Conferences, etc.
 - 11) Help in locating housing for new employee.
 - 12) Help in arranging medical services, etc.

Properties Committee

The purpose of the Properties Committee shall be to supervise maintenance, repairing, etc. of all church properties.

The Committee shall be composed of nine (9) members. Only one person from immediate family shall serve on the properties at the same time (i.e.: husband / wife / son / daughter / son-in-law / daughter-in-law). It shall meet monthly except when circumstances necessitate additional meetings. It shall be subject to the General Information as found at the beginning of this manual.

Specific duties and responsibilities shall be as follows:

- 1. To plan, order, and supervise the maintenance and decoration of all church properties, buildings, grounds, furniture and equipment.
- 2. To authorize, supervise the purchase of, and erect all church properties such as furniture, fixtures, and equipment maintenance.
- 3. To make purchases with the budgetary limitations in accordance with the established policies of the church.
- 4. To make purchases and award contracts on competitive bids as often as seems feasible.
- 5. Each member of the committee shall be given an area of the church properties to inspect regularly and make recommendations as to their care, cleaning, maintenance, or repair.
- 6. To establish and administer policies concerning the use of church building, equipment, and furniture.
- 7. To study fire hazards on the church properties and provide, inspect, and maintain fire prevention equipment measures.
- 8. To keep the church informed as to any major repairs that will be forthcoming and to the progress it is making from time to time.
- 9. To suggest to the Finance Committee each year the amount of money necessary to accomplish the foregoing functions.

Website Committee

The purpose of the Website Committee shall be to supervise the church's publicity through all available and practical media, such as, newspaper, radio, TV, Internet, etc.

(Website Committee Continued)

This committee shall be composed of three (3) members. It shall meet quarterly except when circumstances necessitate additional meetings. It shall be subject to the General Information as found at the beginning of this manual.

Specific duties and responsibilities shall be as follows:

1. To supervise and coordinate the preparation and issuance of publications and press releases of the church concerning some forthcoming event.
2. To keep the church membership aware of the importance of good church publicity.
3. Updating of the website on a regular basis.

Finance Committee / Lifestyles Stewardship Committee

Specific duties and responsibilities of the Finance/Lifestyles Stewardship Committee shall be as follows:

1. To be responsible for the planning and the administration of the church's yearly budget. It shall be subject to the general information found at the beginning of this manual. The Committee shall be composed of nine (9) members. Only one person from immediate family shall serve on the Finance/Lifestyles Stewardship Committee at the same time (i.e.: husband / wife / son / daughter / son-in-law / daughter-in-law). It shall meet monthly except when circumstances necessitate additional meetings. Three (3) new members-at-large will be elected by April to work with the existing committee on the new budget.
 - a) To see that each committee chairman receives a new financial budget worksheet to be filled out and returned to the Finance Committee in a timely manner to aid the committee in preparing the new yearly budget.
2. To be responsible for providing information concerning certain budget items to church leaders.
 - a) Provide information on the budget and giving to appropriate church leaders.
 - b) Provide information on the Cooperative Program to appropriate church leaders.
 - c) Provide information on Christian wills and trusts to appropriate church leaders.
3. To be responsible for the church's budget administration.
 - a) Develop and administer the proper plan for purchasing church materials and equipment.
 - b) Approve budget expenditures, especially large purchases.
 - c) Review expenditures periodically in terms of budget allocations.
 - d) Review with the Church Council requests for special offerings.
 - e) Designate persons to co-sign checks.

The purpose, specific duties and responsibilities of the Lifestyles Stewardship Committee shall be as follows

1. To provide that proper emphasis on lifestyle stewardship promotion is carried out in the church throughout the year.
 - a) Develop and recommend to the Church Council an overall plan for sharing stewardship information.
 - b) Secure and study latest information on Lifestyle Stewardship.
 - c) Share with the Pastor any materials and ideas related to stewardship promotion.
 - d) Recommend to the Church Council suggested dates for any and all stewardship campaigns.

(Finance / Lifestyles Stewardship Committee Continued)

2. To insure that an effective plan for budget subscription is followed by the church.
 - a) Secure and study latest information on stewardship.
 - b) Share with the Pastor materials and ideas related to budget subscription promotion.
 - c) Recommend to the Church Council suggested dates for the church's budget subscription campaign.
 - d) Conduct the church's budget subscription campaign.
 - e) Provide the budget subscription information for use in the church's educational program.
3. To be responsible for the church's budget administration.
 - a) Develop and administer proper plan for purchasing church material and equipment
 - b) Approve budget expenditures.
 - c) Review expenditures periodically in terms of budget allocations.
 - d) Review with Church Council requests for special offerings.
 - e) Designate persons to co-sign checks.

Usher Committee

The purpose of the Usher Committee is to provide all possible assistance to guests and members before, during, and after worship services. The Usher Committee shall meet as needed.

Specific duties and responsibilities shall be as follows:

1. Organize ushers for each Sunday Worship service and the weekly prayer service.
2. Develop an organizational plan for the ushers. A possible example:
 - a) How to greet people.
 - b) How and when to pass out visitor cards.
 - c) How, when, and where to seat people.
 - d) Usher identification.
 - e) Where and when to report for duty.
 - f) Provision for knowing Saturday night who will be present to serve as ushers on Sunday.
 - g) Develop plans for lighting, ventilation, sound and heat comfort.
3. Assume responsibility for planning ushers for any special meetings, i.e., revivals, etc.
4. To suggest to the Finance Committee each year the amount of money required to accomplish the foregoing.

Greeter Committee

The purpose of the Greeter Committee is to provide all possible assistance to guests and members before Sunday School and worship services. The Greeter Committee shall meet as needed.

1. Appoint and insure that several individuals are present at each worship service to act as greeters. These individuals will seek out any strangers or long-absent members and:
 - a) Make them welcome.
 - b) Introduce them to as many members as possible and to the Pastor.
 - c) Invite them to Sunday School, etc.
 - d) Make sure they are guided to any part of the church as necessary.
2. To suggest to the Finance Committee each year the amount of money required to accomplish the foregoing.

Wedding Committee

The purpose of the Wedding Committee shall be to develop rules and regulations concerning the use of church facilities for weddings and receptions and to coordinate communications between the wedding party and necessary church groups. The committee shall be composed of three (3) members of which at least two (2) are women. This committee shall meet quarterly except when circumstances necessitate additional meetings. It shall be subject to the General Information found at the beginning of this manual.

Specific duties and responsibilities shall be as follows:

1. Prepare a handout, approved by the Church Council and the church, for prospective brides detailing the facilities of the church available for weddings, rules concerning the same, etc.
2. Function as a screening committee to insure that the building will not be damaged.
3. Coordinate liaison between wedding party and other church functions: Property Committee (janitors), Pastor and any others necessary.
4. Insure that after such functions all church property has been cleaned and replaced in its proper place and is ready for immediate use again without expense to the church.
5. Review church wedding procedure with bride and groom to insure proper understanding of wedding procedures.
6. Have bride and groom sign as to their understanding and acceptance of procedures.

Procedures for Church Weddings

Wilroy Baptist Church is pleased to offer its facilities as a significant and helpful ministry in church weddings. The availability of this ministry to those contemplating marriage is based upon certain conditions, principals of which are listed below. These are set forth as an aid in making arrangements, as well as for the purpose of achieving agreement between the principals in the wedding and those carrying responsibility for the church.

Arrangements

- The bride should first make an appointment as far in advance as possible with the Wedding Coordinators to discuss the date and plans for the wedding. At this time, she will stipulate the date, facilities and services desired, etc. Permission to use the church facilities will be on a first come, first served basis. If it is the desire of the bride that the Pastor perform the ceremony, the bride should contact the church office to schedule an appointment for premarital counseling.

Music

- The bride should consult with the Wedding Coordinators with reference to the availability of instrumentalists and vocalists, if the church is to supply the music for the service. If an organist other than the church organist is used, arrangements for the organ to be unlocked must be made with the Wedding Coordinators. Only music appropriate for a Christian ceremony will be acceptable.

Floral Decorations

- Since our auditorium is already furnished as a place of dignity, one does not necessarily need elaborate decorations. The florist is responsible for any damage caused by the decorations. The bride may wish the flowers to be used for Sunday services; if so, the bride should contact the church office. All equipment of the florist must be removed immediately from church property.

(Wedding Committed Continued)

Rehearsal

- It is to be understood that the Wilroy Baptist Church Wedding Coordinators will be in charge of the wedding rehearsal. The rehearsal is usually scheduled the night before the wedding is to take place, prior to any rehearsal dinner. This avoids having to rush the meal and arrive at a later rehearsal on time. Set the time when all parties involved can be present and arrive promptly. This rehearsal is a time of careful preparation for a service of worship. Under certain conditions, the rehearsal dinner may take place at the church. If this service is desired, arrangements can be completed with the Wedding Coordinators. An additional fee may apply.

Wedding Day

- The church assumes no responsibility for the security of personal articles in connection with the wedding when left unattended in the church. Rooms are available for the bride and her attendants for use as a dressing area.

Photographs/Photographer's Guidelines

- We appreciate the importance of preserving the memory of a wedding ceremony, and are grateful for the cooperation of excellent photographers and videographers. We welcome them to our church and wish to cooperate with them in every way to make their task easier and to please the families involved in the marriage ceremony and reception. Therefore, we respectfully request their cooperation as follows:
 1. The photographer/videographer should arrive at the church to take the pictures a minimum of one hour prior to the time of the wedding.
 2. All rules pertaining to the use of the church facilities observed by the florist and others are to be observed by the photographer/videographer. They are to observe the "No Smoking" rule, and are not to move furniture or use furniture as ladders, etc.
 3. No flashbulbs or artificial lights are to be used during the marriage ceremony. Time exposures may be made as long as the photographer is unseen, unheard, and unnoticed by the worshippers.
 4. Photographs in the church should be kept to a minimum.
 5. Pictures of the bride on the arm of her father and the other wedding participants can be taken during the processional. Flashbulbs may be used at this point.
 6. After the benediction, the photographer may take pictures of the bride and groom as they make their exit down the aisle.
 7. Flashbulbs, of course, may be used at this point.
 8. If the wedding party wishes to return to the altar for a group picture after the ceremony, this should be kept to a maximum of 30 minutes. The couple's first picture should be taken with the Officiating Pastor.
 9. The Sanctuary will not be available for pictures after the reception. The videographer should discuss with the bride, groom, and Wedding Coordinators as to where he/she may position their cameras.
 10. Please be sure your photographer/videographer has a copy of these guidelines.

Reception

A. Caterer

Professional caterers are allowed if certain policies are followed. All equipment of the outside caterer must be removed immediately from church property. The caterer is required to wash all dishes and leave all church property in the same order in which he/she found them, and is responsible for any damage incurred.

(Wedding Committee Continued)

B. Non-Professional

Instructions for receptions should be cleared with the church office. It is required that all dishes should be washed and put in their proper places, and the person in charge of the reception is responsible for any damage incurred to church property.

Miscellaneous

1. Smoking is never permitted anywhere in our church buildings. Groomsmen should be requested to politely help assure that this is not violated during the wedding activities.
2. Alcoholic beverages will not be allowed on the church premises at any time. No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages. If this should occur, we reserve the right to cancel the ceremony or dismiss any wedding participant who may degrade the ceremony. The Pastor and staff should not be invited to any rehearsal dinner or reception at which alcoholic beverages are to be served no matter where the events are held.
3. Rice or confetti shall not be thrown inside the church.
4. All church property and furnishings must be returned to their proper place immediately after the ceremony.
5. The bride, groom, and their families, are responsible for any damage to church property or furnishings.
6. If you wish to place an announcement in the church's bulletin, a copy of the bridal announcement must be turned in to the church office two weeks prior to the wedding date.
7. Protection for carpeting shall be placed under candle holders.
8. No food or beverages shall be allowed in the Sanctuary.
9. In the absence of a Pastor, no wedding can be held without the approval of the church.

Fees and Honorariums

- These fees are to be paid directly to each individual. The Wedding Coordinators request that the fees be paid one week prior to the rehearsal and wedding. They will be in charge of distributing the Honorariums.
 - a) Pastor's Honorarium \$75.00-\$125.00
 - b) Wedding Coordinator \$100.00
The Wedding Coordinator's fee covers working with the couple on all aspects of their wedding. They coordinate the functions of the other persons participating in the wedding. They are the liaison between the couple and the Pastor. They direct the wedding as you wish but according to the church policies. They will guide you in certain decorating ideas, music suggestions, program progression, rehearsal and the actual wedding ceremony.
 - c) Organist \$ 50.00
 - d) Soloist \$ 35.00
 - e) Pianist \$ 50.00
 - f) Sound Technician \$ 50.00 Rehearsal/Wedding
\$ 75.00 Rehearsal/Wedding/Reception at church.

(Wedding Committee Continued)

Facility and Custodial Fees

- Use of the facilities by a non-member (to be paid to Wilroy Baptist Church)
 - a) Sanctuary \$500.00
 - b) Fellowship Hall \$100.00
 - c) COC \$500.00***
***plus a refundable \$250.00 deposit

According to the Wilroy Baptist Church COC Guidelines the \$250.00 refundable deposit is to cover any damage done to the building or equipment. If no damage is found the deposit will be refunded in full.

Custodial Fees

- Custodial fees apply to members and non-members
- Wedding Rehearsal/Wedding in Sanctuary/Reception \$150.00

Other Fees

- Deposit \$ 50.00 (Non-refundable)
This deposit secures the date on the church calendar and applies to members and non-members. All deposits are required when contracts are signed.

When Weddings May Be Held

- The Wedding Committee will determine when a wedding can be held.

Bereavement Committee

The responsibility of the Bereavement Committee is to offer its service to the families of deceased members of the church. This committee will first notify the Sunday School Class of the deceased. If there is no Sunday School Class involved, then the Bereavement Committee will contact members of the church to assist in helping the family of the deceased by providing food, drinks, and the proper paper products (plates, cups, utensils, napkins). This committee shall be composed of six (6) members. This committee will work with the Kitchen and Benevolence Committees.

Associational Representative

An Associational Representative is elected annually and serves from April 1 through March 31. The elected representative with the Pastor of the church will serve on the Executive Committee of the Association. The Association Representative will also serve on standing committees of the Association. The duty of the Executive Committee of the Association is to execute the plans and decisions of the Association, including the program of missions and extension. The representative will represent the church in Association activities and keep the church informed of the work of that organization.

Nursery Coordinator

The Nursery Coordinator is elected annually along with other church officers and serves from October 1 through September 30.

(Nursery Coordinator Continued)

Specific duties and responsibilities are:

1. Recommend policies for presentation to the Nursery Committee.
2. Publicize the policies of the Nursery Department.
3. Work with the Nursery Committee in which the department directors and leaders may enlist assistants for the extended sessions as well as special sessions.
4. To strengthen parent-worker relationships.
5. To make recommendations about cleanliness, care of rooms, and equipment to the Nursery Committee.
6. To work with the Nursery Committee to administer all phases of the activities carried out in and through the nursery.
7. To implement and carry out the policies established by the Nursery Committee.
8. The Nursery Coordinator shall be responsible for supervising and scheduling the paid nursery personnel, as needed, for extended worship services and other church wide activities.

Nursery Committee

The Nursery Committee is to coordinate the church's nursery activities and to help nursery parents and teachers work together. It will be the responsibility of this committee to secure volunteer workers for extended worship services. (A.M. and P.M. worship services and other church wide activities.) The committee will see that adequate provisions are made for nursery children each time they meet together. This committee will work with the nursery department (bed babies, creepers, toddlers and ages two and three) to establish and implement nursery guidelines. This committee will prepare a budget at the start of the new church year and present it to the Finance Committee.

Nursery Guidelines

1. The church shall provide, through the Nursery Committee, a nursery for church wide functions and meetings as is necessary at the expense of the church.
2. The Nursery Committee may require reservations of the nursery; and a minimum notice of one week shall be given the Nursery Coordinator for any use of the nursery (church wide or other).
3. Individual church organizations (other than church wide) may use the nursery and shall provide enough workers so children can be separated -- bed babies, toddlers, and 2's and 3's. Nursery guidelines should be followed as far as age of workers and adult supervision, and shall provide adequate workers to be paid through love offerings. Nursery should be left in order.
4. Youth ages (14 and up) may serve as volunteers with adult supervision. Parents of infants are asked to leave written instructions. We cannot rely on oral instructions.
5. All nursery workers for regularly scheduled worship services, Sunday School, Discipleship Training, and Wednesday prayer services, will be on a volunteer basis, except for full time workers.
6. Statements on hygiene will be posted in rooms.
7. Statements on first aid instructions and other emergencies will be posted in hall by phone. Also, names of members with medical training and where they can be found will be listed.
8. Workers and volunteers are asked to be in 15 minutes before services begin. Parents are

(Nursery Guidelines Continued)

- asked to pick children up as soon as possible after services. Workers need this time to get nursery in order and volunteers have families to get back to.
9. Parents must fill out an information sheet before a child can stay in the nursery. You will be given one of these information sheets the first time you leave your baby in the nursery.
 10. Parents of babies and toddlers 0-2 must check in and get a wristband put on the child and you will receive a numbered pager (the wrist band will have the child's name and the pager number on it). Parents of 3, 4 and 5 year olds must get a numbered pager. If we need you in the nursery we will call your pager and it will vibrate to let you know you are needed. To pick up your child, you must have your pager.
 11. One parent only drop off child unless you have more than one child in the nursery. This will help with congestion and confusion in the hall way. Three, four and five year old children will be taken to the preschool Children's Church by their Sunday School teacher and parents can pick them up there after church. Children's Church is in the first room on the nursery hall in room number 115 (no youth or children will be allowed to drop off or pick up children).
 12. Parents must label diaper bags and bottles. Please do not send sippy cups for toddlers. We will have a sit down snack time and we will provide a sippy cup. The cup will be taken up and washed, this way children will not be sharing cups. We have diaper bag tags for everyone. The first one will be free. If it has to be replaced you will be charged \$2.00 for the new one.
 13. Pacifiers must be on clips.
 14. Please do not come to the nursery or send youth or children to the nursery to check on children between Sunday School and the 11:00 a.m. service. This just makes the children unhappy. They think you are coming to pick them up and then you leave them again. If we need you we will page you.
 15. If you are dropping off a child in the nursery, you must stay at church.
 16. NO child with a fever will be allowed to stay anywhere in the nursery.
 17. If you have any questions about our nursery or our nursery guidelines, please feel free to contact the nursery coordinator.

Panorama Director

It shall be the duty of the Panorama Director to establish the number of scenes for the drive-thru, get the workers for the building of sets, get set directors, costume director, kitchen workers; traffic and safety people, lights and sounds workers, publicity director, and get live animals as needed. It will also be the responsibility of the Panorama Director to make sure all the sets and equipment are cleaned up and/or stored away at the end of the Panorama. This person will be a member of the Church Council and will work with the Council in getting the Panorama date on the calendar from year to year.

The Panorama Director will prepare a budget at the start of the new church year and present it to the Finance Committee. All monies collected from love offerings and deposited in fund 50d will be spent first.

Vacation Bible School Committee

The VBS Committee shall work under the direction of the VBS Director to prepare and plan for VBS by securing faculty, setting dates for the school as well as training sessions for the faculty

(VBS Committee Continued)

and securing the necessary materials. This committee shall be composed of three (3) members to be elected annually along with other committees.

Specific duties and responsibilities shall be as follows:

1. To begin work shortly after elected to determine dates for VBS as well as training sessions for workers.
2. To work with the Director to secure a faculty and training materials no latter than March 15.
3. Will prepare the budget for the following year.
4. Will prepare the annual VBS report.

Local Missions Committee

The purpose of the Local Missions Committee is to conduct mission activities in the local community. In case of a local disaster all disaster relief efforts will be organized by the local missions committee.

Music Committee

The Music Committee shall be charged with the promotion of the best music obtainable for all services consistent with the means and talent at its disposal. The music tasks shall be to teach music and harmonious praise; provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing, train persons to lead and sing music; provide organization and leadership for special projects of the church. The church music program shall have such officers and organizations as the program requires.

Constitution Review Committee

The purpose of the Constitution Review Committee shall be to review and/or change the constitution and recommend updates as necessary. The committee shall be composed of six (6) members. It shall meet as necessary.

Food Ministry

It shall be the responsibility of this ministry to administer the food pantry of the church. This requires the purchase of food from the Southeastern Virginia Food Bank in Norfolk, the proper storage of food in our food closet, the distribution of food, and maintenance of records of the purchase and distribution of food. The food bank is open to qualified persons in the church and Suffolk community.

Tentmakers

The purpose of the Tentmakers committee is to be responsible for mission work beyond the church area. Work through the Home Mission Board, Blackwater Association mission programs and disaster relief. The committee shall be subject to the general information found at the beginning of this manual. The committee needs to work closely with the Pastor, WMU Director, Brotherhood Director and Youth Director to prevent overlapping of work.

The duties of the Tentmakers are listed below::

1. Attend Church Council meeting and present plans of mission activities for information and approval. Then present this to the church business meeting for approval.

(Tentmakers Continued)

2. Begin recruiting members for mission activity and include them in the planning meetings.
3. Submit to the Finance Committee each year the itemized amount of money needed to fulfill these duties.

Long-Range/Short-Range Planning Committee

The chief work of the Planning Committee is to study long/short range church and community needs, analyze the present effectiveness of the church's work, set objectives, goals, and strategies. This committee is usually a special committee recommended to the church by the Nominating Committee.

The duties of the Planning Committee are listed below.

1. Analyze present and future needs of the church and community.
2. Set church objectives, goals, and strategies.
3. Maintain communication with church members throughout the planning process.
4. Present specific plans to church for study and approval.

Sound Technicians

The purpose of the Sound Technicians is to maintain and operate sound equipment at all services and special services. Only authorized technicians will set up and control sound equipment. Sound Technicians will be responsible for purchasing new equipment and maintenance of existing equipment. Church approval has to be made before disposal of any equipment. Submit to the Finance Committee each year the amount of money needed to fulfill these duties.

Singles Director

The Singles Director is responsible for planning, conducting and evaluating the total work of the Singles Ministry.

Specific duties shall be as follows:

1. Make contact with single church members and encourage participation in the Singles Ministry.
2. Determine the needs of singles and actively strive to meet those needs.
3. Extend the Word of God to singles in the community through visitation.
4. Provide curriculum materials, appropriate meeting places and other resources as needed.
5. Discover, enlist and assist a teacher, fellowship leader/coordinator and other leaders as needed. Once this is done conduct a monthly meeting of the department leaders to exchange information on activities, attendance, Bible studies, prayer needs, and any other needs of the department and its people.
6. Coordinate and oversee planned outings and activities and encourage participation and fellowship by all.
7. Represent the singles department in all meetings as deemed necessary by the church.
8. Prepare annual budget for the department.
9. Set annual goals for the department.

Job Description for Church Secretary

1. The secretary would be responsible to the pastor. She should be able to do all the necessary work that the pastor would assign. Should be discreet in regards to the church business and maintain confidentiality at all times.
2. All work done by the secretary should be done in a professional manner, such as spelling and neatness.
3. The secretary should keep adequate supplies and see to proper maintenance of the office equipment.
4. The secretary would be responsible for the church bulletin in its preparation, as well as the newsletter and other pastoral correspondence. Also, the secretary will be responsible for any typing or copy work needed by the committees and department heads.
5. She will be responsible for posting the weekly contributions and preparing the quarterly report for each member of the church.
6. It would be the responsibility of the secretary to answer the phone and take messages for the pastor, also for the church.
7. In case of an emergency, the secretary should be able to get in touch with the pastor.
8. The secretary is encouraged to keep updated on the latest computer software.

Termination

The secretary shall give at least thirty (30) days notice at the time of resignation before terminating the responsibilities as secretary.

Library Selection Policy

For all materials secured for our church library to be of the highest quality and of the greatest benefit to our leaders and members. The following guidelines will be followed:

1. All items to be placed in the church library will be selected and/or approved by the church library staff. At times when all those staff members participating in the selection do not agree, the decision of the majority will be accepted. Any media placed in the library is subject to review at any time. Any user with concerns or questions about the validity of any materials in the library may address those to any member of the library committee at any time and the questioned materials will be reviewed by the library committee at the next regular library meeting. A report as to whether the media will remain or be pulled from circulation will be made and the person (s) will be notified of the status.
2. All material shall be scripturally and doctrinally sound.
3. All materials related to denominational groups and the other religions shall be objective in content.
4. All materials shall be constructive in influence and morally sound.
5. All material shall reflect Christian standards of conduct and should be free of racial and religious prejudice, political bias, social injustice, and other evidences of unchristian attitudes and actions.
6. All materials should be of high literary or technical quality.
7. All materials shall include and reflect sound educational methods and should aid in learning.
8. Gifts to the library are encouraged. Gifts may be in the form of media, furniture, or money. Monetary gifts are welcomed and the library staff will be willing to assist in selection of materials, provide current information on requested items, wish lists, and prices. If possible, the item selected for purchase shall be purchased through the library

(Library Continued)

(often church libraries are given discounts). Gifts may be donated as honorariums or memorials.

9. All gifts to the library must meet the same standards as purchased items. No provisional gifts will be accepted.
10. No material (books, tapes, etc.) will be removed permanently from the library without the authorization of the church at a regular business meeting.

Library Rules

1. Who can borrow?
 - a) Anyone who is a member of the church or any of the organizations of the church. Others by special arrangement only.
2. Membership Cards:
 - a) Anyone who borrows must fill out a Library Membership Card.
 - b) Children under 12 must have parents signature. Parents will be responsible for loss or damage.
3. How may books/other materials be checked out?
 - a) There are no restrictions on amounts of materials that can be checked out at this time. Limits may be imposed at the discretion of the librarian.
4. Length of time materials can be checked out.
 - a) Books - 2 weeks
Cassette tapes/video tapes - 1 week
5. Renewal
 - a) Materials may be renewed for 2 additional weeks if not in demand. Books must be brought to the library and be renewed by the Librarian. Leaders and teachers may check out and renew materials for indefinite periods of time unless materials are requested by others.
6. Fines
 - a) Five cents per item will be charged for overdue materials from Sunday through Wednesday and Wednesday through Sunday (total of ten cents per week). Proceeds will be used for purchasing new materials.
 - b) Lost or damaged items must be paid for by the borrower/parents. Fines and/or charges for lost or damaged items must be paid before other items may be checked out.
7. Hours
 - a) Before and after services as follows:
 - 1) Sunday mornings and evenings
 - 2) Wednesday evenings
8. Special rules will be posted during reading clubs.

Bus/Transportation Committee

- A. This Committee shall be composed of at least three (3) members who have knowledge of operation and maintenance of motor vehicles and of laws governing operation of commercial vehicles.
- B. Committee members may operate vehicles as needed, provided they are properly licensed.

(Bus/Transportation Continued)

C. Specific Duties

1. Ensure that the drivers are properly licensed and qualified.
2. Ensure that the drivers maintain acceptable driving records.
3. Authorize and schedule the use of church vehicles.
4. Secure drivers as needed.
5. Secure State and City licenses and to secure the annual State inspection.
6. Ensure that church vehicles are properly insured.
7. Maintain and/or recommend maintenance on church vehicles on a regular basis and have them inspected frequently by a competent mechanic.
8. Recommend to the Finance Committee fees to be charged for use of church vehicles.
9. Recommend purchase and/or replacement of church vehicles.
10. Prohibit the use of cellular phones by the driver while operating a church vehicle, but require cell phone on board for emergencies. Be sure drivers have a list of emergency phone numbers.
11. Ensure that drivers be at least 25 years old and pre-approved, pursuant to church policy.
12. Advise the driver that he/she is personally responsible for any traffic or parking citations, tickets or fines incurred while using a church vehicle.
13. Ensure that church vehicles are used only for activities authorized by the Bus/Transportation Committee.
14. Keep a log book of all maintenance performed.
15. To propose to the Finance Committee the amount of money needed to keep the bus maintained.

Wilroy Bus Rules

This posting of limitations of use for the church bus has been determined in part by insurance policy review. The following rules will apply in granting permission to use the bus with no exceptions.

1. Minimum passenger requirement: 10 persons
2. Maximum passenger allowance: 24 persons + driver (No aisle seating or standing)
3. Permission for bus use will only be granted to church members for church sponsored functions.
4. Church members requesting use of the bus are to first seek the commitment of an available approved driver then notify the bus committee chair.
5. Approved drivers are only those on the insurance carrier's approved driver's list and are on an "as available volunteer" basis with reasonable notice given for their intended service. Currently the approved drivers are: Allen Ellis, Patricia Powers, Lydia Devenuto, Richard Wright.
6. After receiving permission for use by the committee chair, the requesting church member will then post the date, time, function, location, number of passengers, and name of driver in writing on the church wide calendar for scheduling. (Calendar is located on the bulletin board next door to the church secretary's office.
7. Prior to the completion of intended bus trip, passengers will be required to pay for any amount of gasoline used with use beginning at departure from the church parking lot. The bus driver will make a gasoline stop prior to completion of the trip, which will determine the actual cost to be paid at the time of fueling.