

Cane Creek Baptist Church

**6901 Orange Grove Road
Hillsborough, NC 27278**

POLICIES AND PROCEDURES

MANUAL

This manual, along with the Articles of Incorporation and the Bylaws, is one of the governing documents of the church. It contains detailed descriptions of church policies and procedures. It is authorized by Article XI.1.i and Article XVIII of the Bylaws that empower the Board of Deacons to create and maintain the manual. A copy must be available in the church office for members to inspect.

Any member may, at a regular church meeting, recommend changes to this manual and such changes will become effective upon the approval of a majority of those active members in attendance providing that a quorum is present.

TABLE OF CONTENTS

	PAGE
MISSION STATEMENT	3
VISION STATEMENT	3
BELIEFS	
CHURCH COVENANT	
AFFILIATIONS	4
MEMORIAL ASSOCIATION BYLAWS	5
JOB DESCRIPTIONS	
PASTOR	8
MINISTER OF YOUTH AND CHILDREN	11
MINISTER OF MUSIC	13
SECRETARY	15
FINANCIAL SECRETARY	17
CUSTODIAN	19
 COMMITTIES	
CONTRACTUAL GUIDELINES	
GRASS MOWING	21
 POLICIES CONCERNING USE OF FACILITIES	
ACTIVITY CENTER	22
VAN USAGE	23
 APPENDICES	
A: FORM FOR PASTOR EVALUATION	25
B: FORM FOR BIDDING ON MOWING	28
C: FORM FOR WEDDINGS	30
D: FORM FOR USE OF ACTIVITY CENTER	32

MISSION STATEMENT

Our mission as a church under the Lordship of Jesus Christ is to:

WORSHIP: Celebrate God's grace and active presence in our lives.

DISCIPLESHIP: Prepare people to live Christ-centered lives.

EVANGELISM: Lead people into a saving relationship with God

FELLOWSHIP: Show God's loving care through interaction.

SOCIAL CONCERN: Be actively involved in our community as we have since 1789.

VISION STATEMENT WITH GOALS

Our vision at Cane Creek Baptist Church is to be a Christ-centered church made up of people who are lovingly devoted to God and caring for others

GOAL: Our focus on Sunday morning is to worship God in spirit and truth involving as many people as we can as we communicate the message of Jesus Christ through the spoken word, music, drama, and other media.

GOAL: Jesus taught in the Great Commission (Matthew 29:19) to "go" and "make disciples." We want everyone who comes to Cane Creek to believe in Jesus as their Lord and Savior -- That's how you begin to be a disciple. Being a disciple means we must be in relationship with others, those who have long been with us as well as those who have just walked through our doors. We will take advantage of all opportunities to minister in word and deed, involving everyone in the life of the church.

GOAL: We will deepen our understanding of God's love to us and strengthen our love and commitment to God.

who are committed to family-centered ministries

GOAL: Our children and youth are the future leaders of the church. We seek to provide activities that communicate God's word, that are fun, and that are open to all students in the area. As we minister to these students, we will make ourselves available to the rest of the family.

GOAL: We will provide ministries that address the special needs of young adults and parents incorporating fun, support, and understanding.

GOAL: Our senior citizens offer wisdom, experience, and a unique ministry perspective. We will continue to minister to their needs while providing outlets for them to serve others.

GOAL: We will give all ministries at Cane Creek the highest level of commitment both individually and collectively. As we do this we will continue to look for new ways to come together as a congregation in shared effort for the kingdom of God.

who are dedicated to growth in our spiritual lives

GOAL: We will make every effort to assist members in their spiritual growth incorporating traditional and innovative methods.

GOAL: We want all members to discover and utilize their gifts for spiritual growth

GOAL: Prayer is our principle means of communicating with God. We will implement prayer into all aspects of life.

and who actively support mission work in our world.

GOAL: We accept mission as an imperative from God. We will increase and expand the scope of our mission effort. Within and beyond our community. We will also continue to address needs in our own congregation. We will provide opportunity for all members to be involved in service projects.

[NOTE: The following two sections, Beliefs and Covenant, were moved here from the Bylaws in March, 2006]

BELIEFS

1. **Scripture:** The Scriptures of the Old and New Testaments were given by inspiration of God, and are the only sufficient, certain and authoritative source of all saving knowledge, faith and obedience.
2. **Trinity:** God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence or being.
 - a. **God:** God is the father, perfect in holiness, infinite in wisdom, and measureless in power. We rejoice that God is mercifully concerned in the affairs of all; that our prayers are heard and answered; and that our salvation from sin and death comes through the work of God's son, Jesus Christ.
 - b. **Son:** Jesus Christ is the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, sinless in His life, making atonement for the sins of the world by His death. He was bodily resurrected, ascended into Heaven, and will return to the world according to His promise.
 - c. **Holy Spirit:** The Holy Spirit came forth from God to convince the world of its sin, of righteousness and judgment, and to regenerate, sanctify, and comfort those who believe in Jesus Christ.
3. **Providence:** God from eternity has decreed or permitted all things that have come to pass or will come to pass. There is no event that transpires which comes as a surprise to God. God's providential control and knowledge extends to all of creation. While God's providence is complete, God is neither the author nor approver of sin and evil. Humanity's freewill has resulted in the problem of evil. Through God's choice of self-limitation, humanity can choose to sin, and we do. But God also chooses to save those who confess their sins and believe in Jesus as their savior.
4. **Election:** Those persons, who by their faith in Jesus Christ and a confession and repentance in Christ, are elected to be saved. (See 2 Timothy 2:10: "Therefore I

endure all things for the elects' sake that they also may obtain the salvation which is in Christ Jesus with eternal glory.”)

5. **The Fall of Humanity:** Humanity was originally created in God's own image, free from sin. Through the temptation of Satan, we transgressed the command of God and fell from original holiness and righteousness our children inherit a corrupt nature opposed to God's law. We are under condemnation and as soon as we are capable of moral action, become transgressors.
6. **The Mediator:** Jesus Christ, the only begotten Son of God, is the divinely appointed Mediator between God and humanity. Having taken upon Himself human nature, yet without sin He perfectly fulfilled the law, suffered and died upon the cross for the salvation of sinners. He was buried, rose again the third day, and ascended to His Father, where He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the Universe.
7. **Repentance:** Repentance describes those who turn toward God and away from their sinful ways (2 Chronicles 7:14). An awareness of the depth of one's sin and a genuine sorrow for that sin accompanies repentance.
8. **Faith:** Faith is the belief in, and commitment to God through Jesus Christ. We are saved by faith and faith alone (Ephesians 2:8) and are sanctified to a life of holiness through our continual expression of faith.
9. **Regeneration:** Regeneration is a change of heart. The Holy Spirit creates a new life in the sinful person who repents and comes to a saving belief in Jesus Christ. This new life is characterized by holiness and renewal. The grace of God is the source and completion of the regenerate work.
10. **Justification:** Those who believe in Jesus Christ are acquitted from the penalty of their sins and restored to righteousness in the eyes of God. Our justification has been made complete through Jesus Christ and is not based on merit or works.
11. **Sanctification:** Sanctification is a progressive divine act of making the believer holy. As the believer conforms more of their life to God's moral commands, that believer grows in holiness. The Holy Spirit's indwelling is the crucial motivator for the sanctification process.
12. **The Church:** The Church is a living spiritual body in which Christ is the Head and of which all regenerated people are members.
13. **Ordinances:** As an act of obedience to our Lord and Savior Jesus Christ, we practice two ordinances:
 - a. **Baptism** – A public act of immersion in water that affirms and celebrates the commitment and regenerate work of God in a person's life. The act of baptism must be accompanied by repentance, recognition that one is saved by grace through faith, and commitment to a local congregation for continued spiritual growth.
 - b. **The Lord's Supper** – An act of remembrance of what Jesus did through his death and resurrection for all who believe. The Lord's Supper should follow the pattern of Jesus' last supper with his disciples and participation should happen only after careful reflection of one's relationship with God.
14. **The Lord's Day:** The Lord's Day finds its origin in the Hebrew concept of Sabbath. While the traditional Sabbath is on Saturday, our typical Sabbath rest is on Sunday, the day Jesus rose from the grave. Rest and worship are its hallmarks. The most

important component of a Sabbath rest is not the day, but the observance. A Sabbath rest provides a balance and a rhythm for living in relationship with God. People who have jobs requiring them to work on Sunday should choose another day to rest and worship.

15. **Resurrection:** Believers will one day experience a bodily resurrection where they will go to be with God. The resurrection body may have similarities to our earthly body but will also be different in many ways.
16. **Judgment:** God is the sole determiner of one's guilt or innocence of sin. Those who have professed their faith in Jesus Christ will be declared righteous by the grace of God and will spend eternity with God (Heaven). Those who have rejected Jesus as their Lord and Savior will be separated from God for eternity (Hell). God's judgment is final, just, and complete.

CHURCH COVENANT

In the presence of God and this assembly, we solemnly and joyfully enter into this covenant with one another, as one body in Christ.

We pledge to strive for the advancement of this church in wisdom and holiness and to promote its wellbeing and spirituality. We pledge to contribute cheerfully and regularly to the expenses of the church, the relief of the poor, and the spread of the Gospel throughout the world.

We pledge to maintain family and secret devotion and to religiously educate our children.

We pledge to watch over one another in brotherly love, to remember each other in prayer, to aid each other in distress, to be just in our dealings with others, to be courteous in speech, to be slow to take offense, and to always be ready for reconciliation.

AFFILIATIONS

This church, by vote of the membership, chooses to affiliate with the Mt. Zion Association, the Cooperative Baptist Fellowship, the State Baptist Convention of North Carolina, and the Southern Baptist Convention.

Cane Creek Baptist Church Memorial Association Bylaws and Guidelines

Bylaw I: Purpose of Memorial Association

The purpose of this association shall be to maintain Cane Creek Baptist Church Cemetery and to raise funds for this maintenance.

Bylaw II: Membership

Membership rights are restricted to a right to be buried. All decisions concerning the maintenance, upkeep, finances, and changes in the cemetery are reserved for the active membership of Cane Creek Baptist Church. Membership in the Memorial Association shall be based on three levels. Determination of level of membership in the Memorial Association shall be made by the Memorial Association Committee.

The levels shall be as follows:

- A. **Active Member Level** – All active members of Cane Creek Baptist Church who have been active in the ministries of Cane Creek Baptist Church and have contributed at least \$150.00 to the care of the cemetery during their membership may be buried in the cemetery at no additional cost. The Active Member Level includes children of Active Members and their spouses.
- B. **Family Level** – Former members of Cane Creek Baptist Church and their relatives may secure a plot in the cemetery for \$500.00. “Relatives” shall be defined as: first cousins, siblings, children and spouses. All other relative associations shall be considered on the Community Level.
- C. **Community Level** – Non-Members of Cane Creek Baptist Church who wish to be buried in the cemetery may secure a plot in the cemetery for \$1,000.00 with the approval of two Memorial Association Committee members.
- D. **Waiver of Burial Fees** – The above fees for any level of membership may be waived in whole or in part where there is a demonstrated need. This determination shall be made solely by the Memorial Association Committee.

Bylaw III: Membership Meeting

The annual membership meeting shall be held on the 3rd Sunday of May each year. This coincides with the Cane Creek Baptist Church Homecoming. During this meeting a report of the financial status of the Memorial Association shall be provided along with a listing of Memorial Association Members buried since the previous Homecoming.

Bylaw IV: Memorial Association Committee

The business, administration, raising of funds, designation of grave plots, determination of Memorial Association Member Level, and any other affairs of the Cane Creek Baptist Church cemetery shall be managed by the Memorial Association Committee. These members of the committee shall be nominated by the Cane Creek Baptist Church Nominating Committee and approved by Cane

Creek Baptist Church. The members of the committee shall be five in number: a President, a Vice-President, a Secretary-Treasurer, and two general officers. Each shall serve an indefinite term and can be replaced at their request or removed by vote during October elections of other Church officers. The pastor of Cane Creek Baptist Church shall serve in an advisory capacity to the committee.

Bylaw V: Memorial Association Committee Responsibilities

- A. **Issuing of Burial Plots** – The Memorial Association Committee shall be in charge of determining location of burial plots.
- B. **Grave Location Assistance** – A member of the Memorial Association Committee shall assist the funeral home in the location of burial plots.
- C. **Collection of Fees** – A member of the Memorial Association Committee shall be in charge of collecting fees for burial plots. These fees shall be collected within 1 week of the burial unless other arrangements have been made. Fees for the purchase of burial plots shall not be considered tax deductible contributions.
- D. **Designation of Membership Level** – Level of membership in the Memorial Association shall be determined by the Memorial Association Committee.
- E. **Maintaining Records** – The Memorial Association Committee shall maintain a plot of the cemetery for those who have died and those who have plots reserved. This plotting shall be a written record.
- F. **Manage the Memorial Association Funding** – The Secretary / Treasurer shall pay all bills incurred and provide accurate records of account balances and financial situation of the Memorial Association.
- G. **Maintenance of Grounds** – The Memorial Association Committee shall coordinate the maintenance of the grounds. They shall review and award mowing contracts, and approve any plantings of bushes, flowers, or trees. They shall also recruit workers and supervise any work groups for tasks that need to be done in the cemetery.

Bylaw VI: Cemetery Guidelines

- A. **Vaults** – Vaults are required for all graves.
- B. **Maintenance of Individual Gravesites** – Graves are to be filled with soil, packed and covered with sod level with the surrounding ground. The site is to be left clean with excess soil and stone moved to the low area on the north side of the cemetery.
- C. **Planting** – Flowers, shrubs, bushes, or trees are not to be planted in the cemetery unless approved by the Memorial Association Committee.
- D. **Head Stones** – All head stones must have a footing 4 inches deep and with an apron 4 inches wide.
- E. **Memorial Flowers** – All commemorative flowers placed in the cemetery shall be securely attached to the head stone.

Bylaw VII: Amending bylaws

The bylaws of the Memorial Association may be amended by recommendation from the Memorial Association Committee and ratification of the membership of Cane Creek Baptist Church at any called business meeting.

JOB DESCRIPTIONS

1. PASTOR

- a. Election
 - i. The calling of a Pastor shall take place at a duly called business meeting for that purpose.
 - ii. Two weeks notice to all active members is required.
 - iii. A pulpit committee of at least five members and two alternates, two of which shall be Deacons, shall be appointed by the Board of Deacons to seek out a suitable pastor and its recommendation shall constitute a nomination. The Chairman of the Board of Deacons cannot serve on the Pulpit Committee.
 - iv. A vote of three-fourths (3/4) of the members present and voting at a duly called business meeting shall be necessary for election.
- b. Term
 - i. The pastor shall be elected for an unspecified term.
- c. Termination
 - i. If either the pastor or the church shall feel constrained to terminate the pastorate, the party desiring such a change shall give the other party thirty days written notice; except that in a case of gross misconduct on the part of the pastor, the church may, upon written recommendation of the Board of Deacons, immediately terminate the pastorate.
- d. Protections
 - i. The pastor should be protected against hostile attacks and unjust criticism. The deacons will maintain open communication with the church body with respect to any accusations against the pastor.
 - ii. The pastor cannot be dismissed by any person or committee (including deacons) in the church. Any dismissals or attempts thereof, must be handled in accordance with these bylaws.
- e. In the event of prolonged illness, the church will agree to continue the pastor's financial support until such time as disability insurance goes into effect.

A. Pulpit Responsibilities

1. Church Programs

Sunday morning service.

Sunday night programs, including Bible training, youth activities, etc.

Weekly church program

2. The quality of sermons:

Sermons should be Bible based and reflect Biblical concern in the spirit of love.

The care and feeding of God's flock should be the foremost interest of each sermon.

Each message should include the plan of salvation for the unsaved.

B. Pastoral Responsibilities:

1. Visitation of church members having special needs:
 - Sick and shut-ins
 - Bereaved and grief stricken
 - Domestic problems
 - Those estranged from the fellowship of the church
2. Visitation of the unchurched and unsaved
3. Counseling in the spirit of Christian compassion:
 - Dealing with hostility
 - Dealing with problems (personal, domestic, etc.)
 - Pre/post marital counseling
4. Officiating at weddings of church members when asked
5. Conducting funerals of church members when asked
6. Officiating the church ordinances at the appropriate times

C. Administrative Responsibilities:

1. The pastor is the coordinator of the church program, in consultation with the board of deacons.
2. The pastor directs the work of the church staff, including the Minister of Music and the Minister of Youth.
3. The pastor (or the Deacon Chairman) may serve as moderator of all church business meetings.
4. The pastor serves as consultant to all officers and committees of the church.
5. The pastor is ex-officio members of the deacons and all other committees of the church.
6. The pastor should consult with the Chairman of the Finance Committee for each annual budget.

D. Privileges Afforded the Pastor:

1. Spiritual
 - Adequate time will be allowed for study in:
 - The preparation of Bible-centered messages and Bible studies
 - Personal growth and self improvement
 - Adequate time will be allowed for prayer concerning:
 - Messages and studies being prepared
 - The minister's own spiritual growth
 - Special needs of church members
2. Financial Compensation:
 - a. The pastor's salary shall be commensurate with his/her needs, educational preparation and experience. The initial salary plus benefits shall be mutually agreed upon at the time of his/her call.
 - b. The pastor's financial needs shall be reviewed at least once annually or sooner if necessary.

- c. The pastor shall be afforded a performance appraisal, initially six months following his/her call; thereafter, annual appraisals on or near the anniversary date of his/her call. The evaluation form is in Appendix A.
 - d. The pastor should be invited by the budget committee to share his/her needs candidly, confidentially, and without embarrassment. The committee will give due consideration to those needs.
3. Free time for leisure and recreation:
- a. The pastor shall be afforded one full day off each week. This day will be made known to the church body. Only a dire emergency should interfere with this free time, in which case additional time should be taken on another day to compensate. Compensatory time will be coordinated with the Chairman of the Board of Deacons.
 - b. The pastor shall have two weeks of paid vacation each year (See Section 2. B). The Pastor should be available for the Easter Sunday morning service and the Sunday morning on or before Christmas Day). The pulpit supply shall be provided in the budget for those Sundays as required. Any additional time accrued through tenure shall be agreed upon at the time of call.
 - c. The pastor shall be allowed two Sundays to be away for revivals. The pulpit supply shall be provided for by the pastor.
 - d. The pastor shall be afforded two Sundays as sick leave. Pulpit supply will be provided for both Sundays.
 - e. Observed holidays will be given except as specified.
 - f. Leave of absence for immediate family hardships will be given as approved by the Board of Deacons.
 - g. A written record of all leave will be kept by the Chairman of the Board of Deacons and reported to the congregation as needed.
 - h. Pastor Appreciation Sunday will be recognized annually in conjunction with the date set aside by the Mt. Zion Association.

Salary

- A. The Pulpit Committee at the time of presenting a candidate for consideration will recommend a scale of compensation which it considers mutually acceptable. After his/her salary has been fixed at the time of the election, by vote of the church, it shall not be changed thereafter, except by agreement of the pastor and Finance Committee with the approval of the Church.
- B. The Pastor's salary shall be paid at least monthly.

2. MINISTER OF YOUTH

Purpose of Position

This position is intended to provide planning and direction for the Youth Ministry of Cane Creek Baptist Church as a means of helping each person to develop a growing personal relationship with Jesus Christ.

General Characteristics

Under the administrative guidance and direction of the Pastor, the individual will plan, organize, implement, and evaluate the Youth ministry. She will coordinate this program in conjunction with the other programs and activities of the church. When appropriate, this individual will consult with the Diaconate Board or other committees of the church.

Specific Characteristics

This position is currently part-time with a range of 10 hours per week. The individual will be expected to devote approximately 80% of their time to the Middle School & High School age group and 20% to worship/planning leadership. The Youth Minister will have one Sunday a month off for self care and family. Youth Minister is to facilitate spiritual growth in others by encouraging others to lead as well as participate in events. The church will pay for pastor/diaconate approved educational opportunities that pertain to youth ministry.

Specific Duties & Responsibilities

1. Set aside time for personal development and spiritual growth.
2. Develop an overall written plan for the Youth Ministry in conjunction with the Youth & Children's Committee which includes specific objectives and methods of achievement, and an appropriate time frame to carry out objectives.
3. Plan and carry out events and activities consistent with objectives.
4. Plan and carry out outreach activities,
5. Recruit and train members of the congregation to assist in this ministry.
6. Coordinate annual Vacation Bible School during Summer months in conjunction with Children's leader and youth/children committee
7. Serve as a member and oversee the work of the Youth & Children's Committee.
8. Prepares reports and updates on programs for parents, church members, and other church bodies as appropriate.
9. Personal discipleship of Youth should always be a priority.

Compensation

Evaluation procedures will be consistent with other staff members of Cane Creek Baptist Church. A recommended beginning salary is \$5,500.00 per year.

Minimum Qualifications

The individual will be evaluated on the basis of a combination of education, training, and experience.

3. CHILDREN'S MINISTER

Purpose of Position

This position is intended to provide planning and direction for the Children's Ministry of Cane Creek Baptist Church as a means of helping each person to develop a growing personal relationship with Jesus Christ.

General Characteristics

Under the administrative guidance and direction of the Pastor, the individual will plan, organize, implement, and evaluate the Children's ministry. She will coordinate this program in conjunction with the other programs and activities of the church. When appropriate, this individual will consult with the Diaconate Board or other committees of the church.

Specific Characteristics

This position is currently part-time with a range of 10 hours per week. The individual will be expected to devote approximately 80% of their time to the Children's Ministry age group and 20% to worship/planning leadership. The Children's Minister will have one Sunday a month off for self care and family. She is to facilitate spiritual growth in others by encouraging others to lead as well as participate in events. The church will pay for pastor/diaconate approved educational opportunities that pertain to children's ministry.

Specific Duties & Responsibilities

10. Set aside time for personal development and spiritual growth.
 11. Develop an overall written plan for the Children's Ministry in conjunction with the Youth & Children's Committee which includes specific objectives and methods of achievement, and an appropriate time frame to carry out objectives.
 12. Plan and carry out events and activities consistent with objectives.
 13. Plan and carry out outreach activities,
 14. Recruit and train members of the congregation to assist in this ministry.
 15. Coordinate annual Vacation Bible School during Summer months in conjunction with Children's leader and youth/children committee
 16. Serve as a member and oversee the work of the Youth & Children's Committee.
 17. Prepares reports and updates on programs for parents, church members, and other church bodies as appropriate.
 18. Personal discipleship of children should always be a priority.

Compensation

Evaluation procedures will be consistent with other staff members of Cane Creek Baptist Church. A recommended beginning salary is \$5,500.00 per year.

Minimum Qualifications

The individual will be evaluated on the basis of a combination of education, training, and experience.

F. Evaluation

The individual will be evaluated on the basis of a combination of education, training, and experience.

3. MINISTER OF MUSIC

A. Purpose of Position

This position seeks to provide leadership in the music ministries of Cane Creek Baptist Church.

B. General Characteristics

Under the administrative guidance and direction of the pastor, the individual will plan, organize, and implement the music ministry and will have the freedom to develop new music opportunities. He/She will integrate this program with the other programs and activities of the church. When appropriate, he/she will consult with the Diaconate Board and Personnel Committee for guidance.

C. Specific Characteristics

This position is a part-time position. The agreement can be terminated by either party if either party fails to uphold this agreement. The expectation is that he/she will work according to the contract specifics and as the job requires.

D. Specific Duties & Responsibilities

The minister of Music shall:

1. Plan and direct weekly adult choir involvement in worship services. The Music Director shall have the freedom to involve various instruments in worship as he/she sees fit.
2. Communicate at a weekly scheduled time with the pastor regarding worship themes, staff building, and upcoming events.
3. Fill out and turn in activity reports to pastor monthly documenting duties performed and hours worked.
4. Assist in the selecting of hymns for worship services.
5. Serve as church pianist and schedule replacement pianists in his/her absence.
6. Direct two or three special cantatas or concerts performed by the choir during the calendar year.
7. Supervise other paid/non-paid musicians.
8. Provide for a replacement in the event of an absence and make sure all responsibilities are covered for that week's worship. Three week's notice of absence is expected with the exception of illness or emergencies.
9. Serve as a member of the music committee.
10. Schedule any special musical groups that may minister at Cane Creek Baptist Church.
11. Plan and direct an annual adult choir retreat in cooperation with the adult choir and pastor.
12. Manage the music budget working with the guidelines and amounts adopted.
13. Foster relationships with those outside of music programs to promote unity of all ministries.

E. Privileges Afforded

1. Salary shall be paid on a monthly basis at an amount approved by the Church.
2. A phone card will be provided the Music Director for church business calls.

- 3. The equivalent of two Sundays paid vacation will be afforded during calendar year and one Sunday paid leave for continuing education or revivals.
- 4. Evaluation will include a monthly monitoring of activity reports and quarterly evaluations by the personnel committee. Other evaluation procedures may be instituted by the Personnel Committee as required.
- 5. The Music Director is protected under the guidelines of the church constitution regarding dismissal, criticisms, and performance appraisals.

Signature of Employee _____ Date _____

Signature of Personnel Committee Chair _____ Date _____

Signature of Pastor _____ Date _____

4. ADMINISTRATIVE ASSISTANT

A. General Areas of Responsibility

1. Shall receive direction primarily from the Pastor, the Treasurer, and the Secretary.
2. Shall perform the duties required to operate the church office in a well-ordered manner, including general office work, maintenance of supplies and various files, record keeping and preparation of periodic or occasional reports as requested.
3. Transcribe dictation, prepare letters and documents, including letters of transfer of membership and letters of dismissal, make copies, and perform various office tasks as required.
4. Exercise tact, courtesy and diplomacy in receiving callers, personal or telephone; keep calendar of appointments.
5. Edit and prepare weekly church bulletin.
6. Help prepare the church newsletter in conjunction with church staff or the appropriate committee.
7. Financial Duties and Responsibilities:
 - a. Will deposit moneys and receipts from general and special fund collections into the designated bank accounts, and present the deposit slips to the Financial Secretary for posting in the church financial system.
 - b. Will (in most cases) create the computer-generated checks from the list of authorized payables provided by the Financial Secretary and mail them to the payees.
 - c. May be bonded at the initiative of the Finance Committee.
 - d. Makes monthly federal tax deposits.
 - e. Is authorized to sign checks or drafts.
 - f. Keep records of church receipts and prepare and make weekly deposits of receipts to proper accounts as follows:
 Working in pairs, according to a monthly schedule, deacons count church receipts on the church premises. Calculated amounts are recorded on a report form. The report and the money are then given to the administrative Assistant for recording and depositing.

B. Privileges

1. The Administrative assistant's salary shall be commensurate with his/her needs, educational preparation and experience. The initial salary plus church-related travel expenses shall be mutually agreed upon at the time of his/her call. The position of Administrative assistant is regarded by the church as a part-time position.
2. The Administrative assistant's financial needs shall be reviewed at least once annually or sooner if necessary.
3. The Administrative assistant shall be afforded a performance appraisal, initially six months following his/her call-, thereafter, annual appraisals on or near the anniversary date of his/her call.

4. The Administrative assistant should be Invited by the Personnel committee to share his/her needs candidly, confidentially and without embarrassment. The committee will give due consideration to those needs.

C. Time commitments for work, leisure and recreation

1. The Administrative assistant shall have ten hours of paid leave each year. This should be arranged in advance with the pastor.
2. Unpaid leave of absence for immediate family hardships will be given as approved by the Personnel committee.
3. A written record of all leave will be kept by the pastor and reported to the Personnel committee as needed.

D. Protections

1. The Administrative assistant cannot be dismissed by any person or committee(including deacons) in the church. Any dismissals or attempts thereof, must be handled in accordance with the church Bylaws.
2. The Administrative assistant will be bonded by the church.
3. The Administrative assistant shall give written notice of his/her desire to change or leave a position with the church by giving at least thirty days prior notice to the Personnel committee.

5. FINANCIAL SECRETARY

(note: There is no such position under incorporation)

A. General Duties and Responsibilities

1. Issue checks from General Fund to staff members, designations, and organizations in accordance with church policy. Checks will normally be computer-generated by the Administrative assistant on a bi-weekly basis from the authorized list provided by the Financial Secretary. The Financial Secretary will sign all checks. Checks written manually will be posted to the church financial system on a biweekly basis.
2. Record bank deposits made by the Administrative assistant into the church financial system.
3. On a monthly basis, reconcile the church financial system to the bank statements, and ensure that expenditures and receipts have been assigned to the correct budget category.
4. On a quarterly basis, or as requested by the Finance Committee, generate account balances and budget reports from the church financial system.
5. Prepare monthly payroll for church staff, ensuring compliance with all withholding, tax, and legal requirements.
6. Prepare and submit required quarterly and annual government reports.

B. Privileges

1. The position of Financial Secretary is regarded as a part-time position, requiring approximately 5-10 hours per month using computer generation of checks and reports. The Financial Secretary's salary shall be commensurate with his/her educational preparation, experience and familiarity with computerized book keeping.
2. The Financial Secretary's salary plus benefits will be mutually agreed-upon at the time of his/her call, and will be reviewed within 6 months, and at least annually thereafter.
3. The Financial Secretary shall be afforded a performance appraisal within six months of his/her call, and annually thereafter. Performance will be evaluated on the following criteria: (1) Accuracy of accounts, payables, and reports (2) Compliance with tax regulations and reporting (3) Timeliness of payment and reporting activities
4. Time commitments: the Financial Secretary has no daily or weekly required time commitments other than the requirement to issue checks, submit required forms, and produce reports on the agreed-to schedule.

C. Protections

1. The Financial Secretary can be dismissed only in accordance with the church constitution, i.e., by recommendation of the Personnel Committee to the membership, and then requiring a 2/3 vote.
2. The Financial Secretary will be bonded by the church.
3. The Financial Secretary shall give written notice of his/her intent to resign the position at least 30 days prior to the effective date of said resignation.
4. The Financial Secretary will keep track of their hours on a monthly basis so that time requirements and fairness of compensation can be evaluated.

6. CUSTODIAN

A. The purpose of the job is to keep the facilities of the church clean and well-kept. The Custodian's work shall be supervised by the pastor and Custodian shall report concerns or observations to the pastor.

B. General Areas of Responsibility.

1. Vacuum carpet in the sanctuary and Education Building on a weekly basis or more often in the event of special activities such as funerals and special services.
2. Steam clean carpets annually or more often as needed.
3. Clean both the Men's and Women's bathroom on a weekly basis or more often as needed.
4. Clean & organize kitchen area of Education Building on weekly basis.
5. Dispose of trash collected both inside and outside the Church & Education Building.
6. Pick up extra bulletins and paper left in pew racks, sanctuary, and Education Building on a weekly basis.
7. Straighten and clean nursery on a weekly basis.
8. Straighten and organize folding chairs on a weekly basis.
9. Dust furniture and windowsills on a weekly basis.
10. Wash windows of Church & Education Building semi-annually.
11. Change light bulbs in fixtures as needed.
12. Take care of miscellaneous cleaning items around Church and Education Building that supervising Pastor assigns to Custodian.
13. Purchase cleaning supplies with the understanding that custodian will be reimbursed for those supplies in a timely manner.
14. Give written notice of his/her desire to leave the position at least 30 days prior to leaving.

C, Privileges

1. The Custodian's salary shall be commensurate with his/her needs. The initial salary and benefits shall be agreed upon at the time of his/her call. The position of Custodian is regarded by the church to be a part-time position. At the time this description was drafted, the position took the Custodian between 2-3 hours per week. The amount of time spent on the job should not fall below 2.5 hours.
2. The Custodian's financial needs shall be reviewed annually or sooner at the request of the pastor, personnel committee, or employee.
3. The Custodian shall be afforded a performance appraisal, initially six months following his/her call; thereafter, annual appraisals on or near the anniversary date of his/her call.
4. The Custodian will be invited by the Personnel Committee to share his/her needs candidly, confidentially, and without embarrassment. The Personnel Committee will give due consideration to those needs.
5. The Custodian shall have 10 hours of paid leave each year. This should be arranged with the pastor and the Custodian shall make arrangements with someone to care for the facilities in his/her absence.
6. Unpaid leave of absence for personal matters will be given pending approval of the Personnel Committee.

7. The Custodian is protected under the guidelines of the Church Constitution regarding dismissal, criticisms, and performance appraisals.

Signature of Custodian _____

Date: _____

Signature of Personnel Committee Chair _____

Date: _____

Signature of Pastor _____

Date: _____

7. CLERK AND ASSISTANT CLERK

A. The Clerk of the church shall not serve as the Secretary of the corporation.

B. Duties

1. The Clerk shall keep a correct record of all changes in membership and, so far as possible, the correct addresses of members and shall, when called upon to do so, produce such records and books for inspection by any church member.
2. When requested at a business meeting, the clerk shall give the number of members that constitutes a quorum.
3. The Clerk shall keep and safeguard all records pertaining to this office.
4. The Clerk shall prepare the annual letter to the association of which the church is a member.
5. The Clerk may assume duties delegated by the Secretary.
6. These duties are vested in the Assistant Clerk in the event the Clerk is absent or unavailable.

8. CHURCH REPRESENTATIVES AND MESSENGERS**A. Church Representatives**

1. Representatives are to be elected to represent the church to the Orange Congregations in Missions and missions and projects sponsored by the Mt. Zion Association.
2. These persons shall be nominated and elected from the congregation at a business meeting prior to the annual meeting of these bodies.

B. Church Messengers

1. Messengers to the Mt. Zion Baptist Association, the Baptist State Convention of NC, the Southern Baptist Convention, and any other church in annual meetings. organization with which this church is associated, shall represent the
2. These persons shall be nominated and elected from the congregation at a business meeting prior to the annual meetings of these bodies.

9. HISTORIAN

Shall assemble and keep in an orderly manner all valuable information dealing with the present and past progress and activities of the church.

10. ORGANIST

- A. Shall play for all worship services and any other services when called upon.
- B. In the event of unavailable, the organist shall secure someone else prepared to play in his or her place.

11. SUNDAY SCHOOL SUPERINTENDENT

- A. Shall supervise Sunday School and all of its officers.

FINANCIAL PROCEDURES**D. Relation to Finance Committee**

1. The Finance Committee has the duties and responsibilities for financial oversight as described in the constitution.
2. The Finance Committee chairperson will be responsible for reviewing monthly bank reconciliation and budget reports provided by the Financial Secretary.
3. The Finance Committee is responsible for developing and implementing an efficient and accurate financial system and procedures, and will provide assistance and guidance to that end.

COMMITTEES

Mission and Extension Committee

- A. This committee shall consist of five members representing a cross section of the congregation.
- B. They shall provide guidance and leadership regarding the mission giving and outreach activities of the church.
- C. Specifically, they shall:
 - Submit to the Finance Committee their recommendations for mission giving in the budgetary process.
 - Take an active leadership role in welcoming visitors and integrating new people into the life of the congregation.
 - Work with the pastor in promoting and participating in mission projects both locally (including our shut-ins) and beyond.

Building and Grounds Committee

- A. This committee shall be composed of seven members.
- B. The committee shall have general charge of the administration and upkeep of the grounds and buildings owned by the church.
- C. The committee will perform an inventory of church property in even numbered years.
- D. If the committee sees fit, it may appoint a sub-committee of more members based on the needs of the committee.

Music Committee

- A. This committee shall be composed of four members, one of whom shall be the Minister of Music.
- B. This committee shall:
 - Assist with music selection when asked and to assist with special music functions as needed.
 - Recommend suitable persons for organist and chorister and other such positions as may be needed.
 - Be responsible for the care and upkeep of the piano and organ and make recommendations about the repair and purchase of musical equipment.

Planning and Coordinating Committee

A. This committee shall consist of the Pastor, the Minister of Youth, one Deacon, the WMU director, the Chair of the Missions Committee, and three others nominated by the Nominating Committee.

B. This committee shall

Be responsible for coordinating activities of the Sunday Schools and all other programs carried out by the church.

Recommend to the Board of Deacons Board objectives and plans to handle growth and, upon approval by the church, assist with implementation.

Anticipate church growth and recommend appropriate action to the deacons and to the church.

5. Constitution Committee

A. This committee shall consist of five members.

B. The committee shall meet at least quarterly to study the church Constitution and Bylaws and to make recommendations for changes to the Board of Deacons.

C. Upon request, this committee may provide its interpretation of ambiguous sections of the governing documents of this church.

6. Ordinances Committee

A. This committee shall consist of three members.

B. This committee shall:

Render assistance to the pastor and to the candidates as may be necessary for the ordinance of baptism.

Make preparation for the observance of the Lord's Supper.

This committee is not required to keep minutes.

7. Vacation Bible School

A. This committee shall consist of five members.

B. The Chairperson shall be the VBS Director.

C. This committee shall be responsible for planning and preparing for Vacation

D. Bible School in cooperation with the Minister of Youth and Children.

8. Finance Committee

A. This committee shall consist of seven members.

B. The Chair shall serve as Treasurer of the corporation.

C. This committee shall:

1. Supervise the raising of all money in the church and have supervision over all expenditures.

2. Consult with the pastor, the Board of Deacons Board, and other committees, as appropriate, in order to receive concerns and requests regarding the budget.

3. Meet to review the budget of the past year and to prepare a budget for the new year in light of the needs of the congregation and the ability of the congregation to finance the needs of the church.

4. Upon approval of the proposed budget by the Board of Deacons, the Chair shall present and explain it to the congregation, answer questions, and attain final approval by a majority vote.
5. In accordance with Article XII, consult with the Board of Deacons on all proposals for major expenditures not covered by the annual budget.
6. Promote commitment to tithing and stewardship.

9. Flower Committee

- A. This committee shall be composed of three members.
- B. The committee shall be responsible for all flowers for the church for all occasions.
- C. This committee is not required to keep minutes.

10. Nursery Committee

- A. This committee shall be composed of five members.
- B. This committee shall:
 1. Maintain an adequate nursery for all worship services, and special services including revivals.
 2. Be responsible for providing a nursery schedule for publication in the bulletin as well as weekly reminders to members who have nursery duty.
 3. Be responsible for keeping the sheets and toys clean and disinfected.
 4. Receive toy donations and determine their safety before placing them in the nursery for the children.

11. Youth and Children's Committee

- A. This committee shall consist of a youth group and a children's group of six members each. Membership shall include children, youth, and adults.
- B. It shall be the duty of this committee to:
 - Meet regularly with the Minister of Youth and Children to plan, develop, and evaluate the youth and children's ministries.
 - Cooperate with the youth and children's Sunday School teachers to encourage attendance.
- C. Two representatives from each of the groups will serve as a Search Committee for a suitable person as Minister of Youth and Children as may be needed.

12. Senior Citizen's Committee

- A. This committee shall be composed of three people.
- B. The committee will plan and provide a Christmas meal for senior citizens each year.
- C. This committee may also assist as needed with the Young At Heart Program.
- D. This committee is not required to keep minutes.

13. Hospitality Committee

- A. This committee shall be composed of five members.

B. It shall be the duty of this committee to:

Secure a place for the pastor and visiting ministers to eat during special services such as revivals,
 Coordinate and organize for special meals given by the church, and
 Organize baby and bridal showers, etc. as needed.
 This committee is not required to keep minutes.

14. Nominations Committee

A. This committee shall consist of nine members.

B. The members shall serve staggered three-year terms.

Each year, one member shall be nominated by the Board of Deacons, one by the Planning and Coordinating Committee, and one by the Nominations Committee.

C. The committee shall begin regular meetings in order to make their nominations on or before the first Sunday in September.

D. All committees, officers, teachers, and church representatives to other bodies, (excluding messengers to the State Baptist Convention), but no paid positions, are nominated by this committee unless otherwise provided for by these Bylaws.

E. This committee will have the responsibility of assuring that all persons nominated are willing to serve.

F. The Nominations Committee should seek to enlist a sufficient number of volunteers to prevent any one person from having excessive responsibilities.

15. Usher Committee

A. This committee shall consist of four persons.

B. Duties of the ushers shall be to

Welcome all visitors,
 Assist in seating at all services,
 Distribute church bulletins,
 Take up collection and special offerings and
 Other duties as are assigned to them.
 This committee is not required to keep minutes.

16. Personnel Committee

A. Composition

The Personnel Committee shall consist of six members, each of whom will serve a term of three years, with two members rotating off the committee each year. The pastor shall serve as an ex-officio member, but not as the chairperson.

At least one member shall be nominated by the Board of Deacons. The Nominating Committee shall attempt to make this committee equally representative of men and women.

B. Vacancies will be filled on the Personnel Committee in the same manner as they are elected.

C. Duties

1. The committee shall survey the need for new church staff positions and make recommendations to the church. The committee may appoint a sub-committee from the congregation to assist in this task. The committee will, in cooperation with individual staff members, recommend to the Board of Deacons job descriptions and covenant relationships for all paid church staff as outlined in these Bylaws. Such covenants shall become part of the Policies and Procedures Manual and will be made available at the church office for inspection by any member.
2. Once a year, the committee shall work with the church staff in keeping their individual covenants up-to-date.
3. The committee shall review compensation and time arrangements with staff members and with the finance committee and make recommendations to it regarding salary and compensation.
4. The committee shall arrange annually for mutual evaluation sessions using a mutually chosen and previously agreed upon method and instrument of evaluation.
5. The committee shall handle criticisms, help with staff difficulties, and make recommendations to the Board of Deacons. The committee shall deal with any problems that may arise, seeking to promote harmonious relationships between the staff and the church.

17. Special Gifts Committee

- A. This committee shall consist of four members.
- B. This committee shall make recommendations to the Board of Deacons upon receipt by the church of a gift of any size designated as a "special gift" whose purpose is otherwise not stated.

CONTRACTUAL GUIDELINES

UPKEEP OF THE GROUNDS

Each year the Building and Grounds committee shall select a person or business to maintain the grass for all church owned property. The form in Appendix B shall be used to secure bids.

POLICIES AND PROCEDURES CONCERNING FACILITIES AND RESOURCES

1. ACTIVITY CENTER

The church makes its Activity Center available to members of the church and their families. In addition, the building may also be used by individuals and groups approved and recommended by the church.

Reservations

1. Those wishing to use the Activity Center should contact the church office to reserve a date on the church's calendar.
2. Reservations should be made at least thirty days in advance if possible.
3. Activities sponsored by Cane Creek Baptist Church have first priority in scheduling use of the building.
4. Non-church activities should not be scheduled to conflict with ongoing activities and meetings of the church unless approved by the church's Buildings and Grounds Committee.
5. Keys for the building, and check-in and check-out procedures will be coordinated through a representative of the Buildings and Grounds Committee.
6. Users will receive a copy of the form in Appendix D which must be signed to acknowledge agreement to the terms and conditions for use of the building.

Policies Regarding Use of the Building and Grounds

1. No alcoholic beverages, narcotics, firearms or fireworks are allowed in the building or on the grounds of the facility.
2. Those using the building and/or property are responsible for any losses or damages incurred to the building or property.
3. Cane Creek Baptist Church is not responsible for any losses, injuries, or damages incurred by individuals or groups using the building or property for a non-church sponsored activity.
4. Those using the building are responsible for supplying their own disposable paper and plastic products: cups, napkins, plates, table cloths, eating utensils, etc.
5. Those using the building are welcome to use the Activity Center's kitchen and its equipment including pots, pans, etc. (non-disposable items only).
6. Those using the facility shall leave the building, equipment and grounds clean and in proper order. (See clean-up procedure list attached).

7. Cane Creek Baptist Church does not charge any fee for the use of the building or grounds. However, maintaining the building and grounds, including electricity, water, maintenance, etc. is an ongoing expense for the church. Donations from those using the building for non-church sponsored activities are welcome.

2. CHURCH VANS

A. Purpose of Van

The church van is to be used to assist the church in carrying out its mission. Its use is to be restricted to church-sponsored activities, functions, and business. The van will not be used for the personal convenience of church members.

B. Administrative Supervision of Van Usage

The pastor shall generally be in charge of the van. The pastor will maintain custody of the keys, and authorize use of the van. The pastor may delegate this authority to others as deemed appropriate.

C. Schedule of Usage

If needed, and as the usage of the van increases, a calendar will be maintained, setting forth the schedule of the van. Where there are duplicate needs for the van at any given time, the pastor will determine which need takes precedence.

D. Records of Usage

A log shall be maintained for each trip made. The log will show the driver's name, purpose of the trip, time of departure and return, and odometer reading at departure and return.

E. Expenses of Van

A record will be maintained of all expenses incurred for use of the van. Expense categories will include the following: A. Operating Expenses - Gas B. Repair and maintenance C. Insurance & License, tax, fees. The church shall maintain a monthly record of all expenses in order to allow adequate funds to be budgeted in the following year.

Use of the mobile phone in the van shall be restricted to official church use. Personal calls should not happen unless it is an emergency.

F. Driver Responsibility

The driver is responsible for the comfort and safety of the passengers and so must be a person in whom the church has great trust. The driver should be at least 18 years of age. Observance of all traffic laws and regulations is required.

Courtesy to other drivers should be given at all times as those driving and riding in the van must realize that they are representatives of Cane Creek Baptist Church. Drivers are expected to familiarize themselves with operational aspects of the van when using it for the first time, especially with regard to items which may be needed such as a spare tire, jack, emergency lights, etc. All reports and records will be completed as specified elsewhere.

G. Maintenance

The van shall be maintained in good working condition at all times. At regular intervals or as needed, the van shall be serviced (lubrication, oil changes, inspections, etc.). Tires and other replaceable parts should be checked and replaced as needed.

H. Breakdowns & Emergencies

In the event of a breakdown on a trip, the driver should contact the pastor or some other church official for guidance on how to proceed. If the driver cannot reach anyone, wrecker service should be acquired and the van should be towed to the nearest garage. If a minor repair is needed (less than \$100.00), the repair can be authorized by the driver so the van can proceed on the trip. If a major repair (over \$100.00) is needed, the driver should wait until authorization is given by the pastor or any current member of the Board of Deacons.

In the even of an accident, the following steps should be taken:

1. If there are personal injuries, medical attention should be obtained as quickly as possible. This can be done by calling police and rescue squad by dialing 911.
2. The accident should be reported to the police/highway patrol before any movement of the van is attempted.
3. If a collision occurs with another vehicle, the name, address, and telephone number of other driver(s) involved and their insurance carrier should be obtained.
4. The pastor or any deacon should be notified immediately.

I. Miscellaneous Expenses of Driver

The driver will be reimbursed for expenses incidental to the trip. This includes gasoline, parking fees, etc. Receipts should always be obtained for out-of-pocket expenses.

J. Location of Van When Not In Use

The van will be kept either in the fire station or church parking shelter when not in use.

APPENDIX A: FORM FOR PASTOR EVALUATION

The Constitution of Cane Creek Baptist Church affords the pastor a performance appraisal on the anniversary of his / her call (see By-Law VII: Pastor; Section 3-D, letter c). In accordance with the Constitution, the Personnel Committee would like you to evaluate the pastor's performance based upon the categories of the Church-Pastor Covenant. Please rate performance by circling:

E	VG	G	F	NI	P
Excellent	Very Good	Good	Fair	Needs Improvement	Poor

Also, please add any additional comments below the item that would be helpful for our pastor in improving his service to Cane Creek Baptist Church. You may remain anonymous in this evaluation if you choose. All evaluations will be weighed equally. Please return this form to the Personnel Committee chair.

Competency In Worship

Sermons	E VG G F NI P
Communication in Worship	E VG G F NI P
Sermons are Biblically Based	E VG G F NI P
Public Prayer Leadership	E VG G F NI P
Are You Being Spiritually Fed?	E VG G F NI P
Comments:	

Availability and Exposure

Availability To People	E VG G F NI P
Exposure to Community	E VG G F NI P
Visitation of Members/Attendees	E VG G F NI P
Outreach to New People In Community	E VG G F NI P
Comments:	

Administration & Organizational Competency

Administration & Organizational Competency	E VG G F NI P
Provides effective leadership in meetings	E VG G F NI P
Organizational skills	E VG G F NI P
Leadership in General	E VG G F NI P
Staff Leadership	
Comments:	

Communication Skills

Communication within committees	E VG G F NI P
Attempts to keep committee chairs Informed	E VG G F NI P
Communication of church program to congregation	E VG G F NI P

Promptness in returning phone calls
Comments:

E VG G F NI P

Time Management

Is easily reached at home or church office
working as much as I expect him to
Is efficient in getting things
done in timely manner
Comments:

E VG G F NI P

E VG G F NI P

E VG G F NI P

Wednesday Night Program

Bible Studies are informative and spiritually rewarding
Devotionals at Wednesday Night Program
Comments:

E VG G F NI P

E VG G F NI P

Please feel free to use back of this page to share other comments or concerns.

APPENDIX B: FORM FOR BIDDING ON MOWING

Contractor: Cane Creek Baptist Church. Inc.
6901 Orange Grove Road
Hillsborough, NC 27278

WORK TO BE PERFORMED

Work consists of mowing and trimming grass in two areas of church property. Bidders will make offers separately, on either or both of the properties described below.

Property #1: Referred to as Church grounds. This area is adjacent to the main church building. The bidder will be shown the exact boundaries and ground to be mowed and trimmed.

Property #2: Area is adjacent to Cane Creek Church Activities Center and some right of way along Orange Grove Road between the church and the Activities Center. The bidder will be shown the exact boundaries and ground to be mowed and trimmed.

SPECIFICATIONS

Property #1: The grass should be maintained at a height of approximately 3 inches. Frequency of mowing will be determined by time of growing season and moisture. It is expected that mowing will occur once weekly during the early growing season, and less frequently in the latter part of the season when the weather tends to be hotter and drier. The successful bidder will be responsible for keeping the grounds neat, mowing as frequently as growth requires.

Property #2: This property is not "lawn quality" ground. Grass height should be kept at 5-6 inches in height. It is expected that mowing every two weeks would be sufficient, with some variation according to time of year and rainfall.

PAYMENT

The successful bidder will be paid for each time the properties are mowed; therefore the bid will be on a per-time-mowed basis. The successful bidder will determine the frequency, first, and last mowing, according to the above specifications. The successful bidder will be paid monthly, not later than the 10th of the month following, upon presentation of a written bill. The bill will state the number of times the property was mowed in the billing period.

LENGTH OF CONTRACT

The bid will cover the _____ growing season. The contract may be extended beyond this period by agreement of both parties.

TERMINATION OF CONTRACT

The contract may be terminated by either party with two weeks advance notification. The contract will not be terminated by the contractor unless there is non-performance of work or other just cause.

I understand and agree to the terms and conditions of this bid. I have reviewed the properties to be mowed. My bid is stated below.

Property #1: \$_____ Per time mowed. Property #2: \$_____ Per time mowed.

Bidder's Name: _____

Address: _____

Telephone: _____

Signature: _____ Date: _____

APPENDIX C: FORM FOR USE OF CHURCH FOR WEDDINGS

Using Cane Creek Baptist Church for Your Wedding

Thank you for including us in your wedding day! We were glad that we could provide a location for you to get married. It's easy in the midst of all the details to forget some things so we're offering this checklist of things that need to be remembered as you plan and taken care of once the wedding is over.

If you have a wedding coordinator or someone in charge of decorations, it's wise to give them a copy of this so they can make their preparations accordingly.

_____ A \$250.00 refundable deposit must be made prior to the Wedding Rehearsal. The check should be made out to "Cane Creek Baptist Church." A partial or full refund of this deposit is dependent on putting things back as they were found after the ceremony and cleaning up. The clean-up process must happen within 4 hours of the completion of the ceremony. A \$200.00 non-refundable fee is required for the use of the facilities for your wedding. This covers utilities and use of the building, etc. and must be received prior to the start of rehearsal.

_____ Flowers and candles are welcomed for your wedding day. Please make sure that if you're using candles that all wax is cleaned up from the floor or the candleholders. Fresh flowers should not be put on the piano, organ speakers, or other furniture as to prevent water stains. The exception to this requirement is the two flower stands with glass tops. Flowers can be placed on them but the glass tops must remain in use at all times.

_____ The pulpit, the chairs, the piano, and the altar table are all moveable. If you want to move them to accommodate your service, feel free to do so (If you choose to move them, you must receive special instructions before doing so.) Once the wedding is over, these items must be put back in the location they were found.

_____ If you're using programs for your service, please be sure that all of these are picked up and thrown away after the ceremony. Please look carefully on the floor, in the hymnal racks, and outside the building to be sure that all scrap paper is cleaned up.

_____ Flowers, ribbons, or decorations are not to be taped to the pews or woodwork. If they just hang over the edges of the pew, that is fine, but tape will remove the finish and leaves a sticky residue.

_____ Once your wedding is over, vacuuming will need to be done. You will need to provide your own vacuum as the church uses commercial cleaners who have their own. If the Education Building is used for a reception, vacuuming will need to be done in this facility as well.

_____ Trash can liners are available for clean up. All trash should be bagged and hauled off of the church premises by the clean-up person.

_____ We have chairs and tables for use in the Perry Room. You are welcome to use them in whatever arrangement you find agreeable. Please remember that these all must be put back where they were found.

_____ You are welcome to put decorations up outside on the church grounds but remember these must be cleaned up afterwards. This includes all paper, confetti, and streamers. Also, if the couple's car is decorated, please make sure that anything that falls off is picked up.

_____ If you use the Activities Center, sweeping, trash clean-up, and restoration to the way it was found should also be done.

_____ Please remember that we do not allow smoking or alcohol in any of the buildings at Cane Creek Baptist Church. Also, no food or beverages of any kind are to be present in the Church sanctuary. The sanctuary is a place of worship and is to be treated with the utmost respect.

Please remember the above things and then assign someone to be responsible for checking these items off. It's best to have someone other than the bride or groom in charge of clean-up.

The person we have chosen to be responsible for clean-up is:

Name: _____

Address: _____

Phone: _____

Remember: If clean up after the wedding is not done or damage occurs, the couple getting married will be responsible for paying for the clean-up and or damages. In the event that damage occurs, payment must be made prior to the wedding license being mailed to the county.

Please return a signed copy of this form to the pastor of Cane Creek Baptist Church before the start of the wedding rehearsal. A copy will be made for you to give to your cleanup person.

Again, thank you for letting us share in your wedding day!

Groom's Signature: _____

Bride's Signature: _____

(Signing this document acknowledges full agreement with the policies outlined. The bride and groom accept full responsibility should the agreement be compromised in any way.)

APPENDIX D: FORM FOR USE OF THE ACTIVITIES CENTER

_____ requests permission to use the Activity Center of Cane Creek
(name)

Baptist Church on _____ Permission granted by _____
(date)

Policies Regarding Use of the Building and Grounds

1. No alcoholic beverages, narcotics, firearms or fireworks are allowed in the building or on the grounds of the facility.
2. Those using the building and/or property are responsible for any losses or damages incurred to the building or property.
3. Cane Creek Baptist Church is not responsible for any losses, injuries, or damages incurred by individuals or groups using the building or property for a non-church sponsored activity.
4. Those using the building are responsible for supplying their own disposable paper and plastic products: cups, napkins, plates, table cloths, eating utensils, etc.
5. Those using the building are welcome to use the Activity Center's kitchen and its equipment including pots, pans, etc. (non-disposable only).
6. Those using the facility shall leave the building, equipment, and grounds clean and in proper order. (See clean-up procedure list attached).
7. Cane Creek Baptist Church does charge a use fee for the use of the building or grounds. Maintaining the building and grounds, including electricity, water, maintenance, etc. is an ongoing expense for the church. A fee of \$125 will be assessed to non-members for use.

CLEANING CHECK LIST

Please mark off items once they have been completed. All items on this list must be completed each week or after each usage unless otherwise noted. Please help us keep the Activities Center clean and usable!

_____ All kitchen equipment, utensils, pots and pans, dishes, etc. should be washed, dried, and returned to their proper storage location.

_____ All trash should be put into bags, the bags need to be tied, and they must be removed from the site by the users.. New trash liners should be put in the inside trash cans.

_____ All counters, tables, and sinks should be wiped down with an all-purpose cleaner, disinfectant cleaner, or cleaning solution of 1 part bleach to 10 parts water.

_____ All leftover perishable food should be given or thrown away. To eliminate leftover food from spoiling, only staples and non-perishable foods (salad dressing, shortening, Parmesan cheese, soft drinks, etc.) can be stored in the refrigerator.

_____ Large quantities of leftover food can be temporarily stored in the freezer, if it is properly sealed in freezer bags or containers and labeled with the date and contents.

_____ The coffeepot should be emptied, cleaned, and rinsed out. The iced tea and lemonade containers should be emptied, rinsed out, and stored with the lids off to dry. The beverage cart should be wiped clean and moved back to the kitchen area.

_____ All toilets need to be flushed and cleaned.

_____ All floors should be swept. Drink areas in the kitchen must be mopped.

_____ All chairs and tables must be put back in original positions.

_____ Double check gas stoves and electrical appliances to be sure they are off.

_____ Check the furnace/air conditioning. In winter months, the thermostat should be set a60 degrees when leaving. In the summer, the thermostat for air conditioning should be turned to off.

_____ All trash on grounds should be picked up and put in trash container outside.

_____ One member of the clean-up crew should collect the wet dish towels and wash cloths and launder them at home, returning them before the next supper.

_____ Any cleaning supplies that run low or are needed should be noted on the supply reorder forms on the clipboard, dated, and signed.

_____ All the doors and windows should be locked when the last person leave.

I have read and understand the information above, and agree to abide by these policies in using the Cane Creek Baptist Church Activity Center and grounds.

Signed: _____

END OF P&P MANUAL