

# Cane Creek Baptist Church

6901 Orange Grove Road  
Hillsborough, NC 27278

\*\*\*\*\* 5th D R A F T \*\*\*\*\*  
(March, 2002)

## POLICIES AND PROCEDURES MANUAL

This manual is a part of the Constitution and Bylaws and is authorized under BYLAW VI, Section 5, Paragraph H, which empowers the Diaconate to:

create and endorse revisions to a Policies and Procedures Manual which shall contain all currently controlling policies and procedures governing all aspects of the church's affairs including committee responsibilities and authority, staff job descriptions (including that of the pastor), policies regarding the handling of funds, use of facilities, and employment policies and practices. A copy of the Manual shall be available in the church office for any member to inspect.

Suggestions for additions and changes must be reviewed by the Diaconate and approved by the church.

**NOTE: Contains two changes: pages 5 and 14. Also see pages 18 and 21.**

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## **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 28:19) 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.

**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 3<sup>rd</sup> 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.

**-- END --**

## **JOB DESCRIPTION FOR PASTOR**

### **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.

## **JOB DESCRIPTION FOR MINISTER OF YOUTH AND CHILDREN**

### **A. Purpose of Position**

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

### **B. General Characteristics**

Under the administrative guidance and direction of the Pastor, the individual will plan, organize, implement, and evaluate the Youth/Children's ministry. He/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 and the Church Council.

### **C. Specific Characteristics**

This position is currently part-time. The expectation is that the individual will work 10 hours/week from September through May, and 30 hours/week from June through August. The individual will be expected to devote approximately 70% of their time to the Middle School & High School age group; 20% to the kindergarten – 6th age group, and 10% to worship/planning leadership.

### **D. Specific Duties & Responsibilities**

The Minister of Youth and Children shall:

1. Set aside time for personal development and spiritual growth.
2. Develop an overall written plan for the Youth/Children's Ministry, 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, including contacts with students at schools, home, or work.
5. Recruit and train members of the congregation to assist in this ministry.
6. Coordinate annual Vacation Bible School during summer months.
7. Assist in leading and planning worship, including preaching exposure if desired.
8. Assist in leading workshops and training sessions for Sunday School teachers to further develop their skills.
9. Prepares reports and updates on programs for parents, church members, and other church bodies.
10. Consider the personal discipleship of Youth and Children to be a priority.

**E. Compensation**

Salary will coincide with qualifications, subject to negotiation with interested and qualified applicants. Evaluation procedures will be consistent with other staff members of Cane Creek Baptist Church.

**F. Evaluation**

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

Signature of Youth/Children's Minister \_\_\_\_\_ Date \_\_\_\_\_

Signature of Personnel Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pastor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Personnel Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## **JOB DESCRIPTION FOR 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 \_\_\_\_\_

## **JOB DESCRIPTION FOR CHURCH SECRETARY**

### **A. General Areas of Responsibility**

1. Perform general office work, maintain supplies and various files; keep records and compile these into periodic or occasional reports as requested
2. Transcribe dictation, type letters and documents, make copies and perform various office tasks as required.
3. Exercise tact, courtesy and diplomacy in receiving callers, personal or telephone; keep calendar of appointments.
4. Edit and prepare weekly church bulletin.
5. Help prepare church newsletter in conjunction with church staff or appropriate committee.
6. Serve on the church council keeping official minutes and records.
7. Keep records of church receipts and prepare and make weekly deposits of receipts to proper accounts as follows:

**Procedure:** 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 is then given to the church secretary for recording and depositing.

8. Perform other office duties as requested.

### **B. Privileges Afforded the Church Secretary**

1. The Church Secretary'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 Church Secretary is regarded by the church as a part-time position.
2. The Church Secretary's financial needs shall be reviewed at least once annually or sooner if necessary.
3. The Church Secretary 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 Church Secretary 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 Church Secretary 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 Afforded the Church Secretary**

1. The Church Secretary 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 **constitution**.
2. The Church Secretary will be bonded by the church.
3. The Church Secretary shall give written notice of his/her desire to change or leave a position with the church by giving at least fifteen (30) days prior notice to the Personnel committee.

**E. Financial Duties and Responsibilities**

1. The Church Secretary 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.
2. The Church Secretary 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.
3. The Church Secretary may be bonded at the initiative of the Finance Committee.

## **JOB DESCRIPTION FOR FINANCIAL SECRETARY**

### **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 Church Secretary 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 Church Secretary 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 Afforded The Financial Secretary**

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 Afforded The Financial Secretary**

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.

**NOTE: Most of the stuff below should be moved to the Bylaws**

### **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.

## **JOB DESCRIPTION FOR CUSTODIAN**

**A. Purpose of the Job:** To keep the facilities of Cane Creek Baptist Church clean and well-kept.

**B. General Areas of Responsibility.**

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

**C. Privileges Afforded The Custodian**

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: \_\_\_\_\_

## **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**

### **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.

## **Church Van Policies & Procedures**

### **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**

Driver responsibility is all important, and the following areas should be emphasized: - The safety and comfort of driver and passengers is of utmost importance. - Driver should be a minimum of 18 years of age. - Observance of all traffic laws and regulations is paramount.

Courtesy to other drivers should be given at all times as those driving and riding in the van are representatives of God and of Cane Creek Baptist church. Each driver is 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 I , or assistance on how to proceed. If the driver cannot reach the pastor, 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. Usually 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 lot 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:

<b>E</b>	<b>VG</b>	<b>G</b>	<b>F</b>	<b>NI</b>	<b>P</b>
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  
Staff Leadership

E VG G F NI P

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 total church  
program to congregation

E VG G F NI P

Promptness in returning phone calls

E VG G F NI P

Comments:

**Time Management**

Is easily reached at home  
office or church office

E VG G F NI P

Gregg is working as much as I expect  
him to

E VG G F NI P

Gregg is efficient in getting things  
done in timely manner

E VG G F NI P

Comments:

**Wednesday Night Program**

Bible Studies are informative and spiritually rewarding

E VG G F NI P

Devotionals at Wednesday Night Program

E VG G F NI P

Comments:

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  
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 lawn on 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 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

Thank you for including us in your wedding day! We are glad that we can 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 and taken care of once the wedding is over.

Please remember the following things and then assign someone to be responsible for checking these items off:

- \_\_\_\_\_ 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 and the candle holders
- \_\_\_\_\_ 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. 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. Please look carefully on the floor, in the hymnal racks, and outside the building to be sure that all scrap paper is cleaned up.
- \_\_\_\_\_ Once your wedding is over, vacuuming will need to be done. The church has a vacuum cleaner available for use
- \_\_\_\_\_ Trash can liners are available for clean up. We ask that all trash be put in bags and taken care of by the clean-up person. If you do not have a pickup or vehicle that can haul trash, please talk with the minister to make arrangements for this to be disposed of.
- \_\_\_\_\_ We have chairs and tables for use. You are welcome to use them in whatever arrangement you find agreeable. Please remember that these must all be put back where they were found.
- \_\_\_\_\_ You are welcome to put decorations up 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, vacuuming, 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.
- \_\_\_\_\_ We prefer that flowers, ribbons, or decorations not be taped to the pews. If they just hang over the edges, that is fine but tape often removes the finish and leaves a sticky residue.

There is no charge for the use of our facilities provided that the items above are adhered to and carried out. We do ask that a donation be made to help us cover cost of utilities, etc. A suggested donation is \$50.00 but we leave the amount up to the individuals. 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. In the event that damage occurs or clean up is not done, the wedding license will not be mailed until things are taken care of. It's best to have someone other than the bride or groom be in charge of clean-up.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Please return this form on or before the day of wedding rehearsal. We'll make a copy 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: \_\_\_\_\_

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.

Those who are not members of Cane Creek Baptist Church should make the check payable to the pastor of Cane Creek Baptist Church

## APPENDIX D: FORM FOR USE OF THE ACTIVITIES CENTER

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

Baptist Church on \_\_\_\_\_  
(date)

Permission granted by \_\_\_\_\_

### 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 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.

### 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 put outside the kitchen door in the large trash container. If the trash container is full, do not put the trash on the ramp! Leave it tied up at the back door. 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**

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