

**CHURCH
PROCEDURES**

Sharon Heights

Baptist Church

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FORWARD

This is intended to be used as an instruction for how our church functions. It is for instruction, clarification and information. It is not intended to be an eternal or unchangeable document.

This document was compiled by Pastor, Jason Dunlap; Associate Pastor, Ricky King; Deacon, Gary Parsons; members, Barbara Harris, and Susan King with the help of Department Directors, members, various ministry Teams and other church guidelines.

Any changes should be brought to the attention of the Deacons and appropriate parties for discussion. If, after discussion and prayerful consideration, proposed changes are deemed unnecessary, no further action will be taken. Proposed changes should then be brought to the church and discussed at least one business meeting before voting on changes.

PURPOSE STATEMENT

Sharon Heights Baptist Church will strive to keep people out of hell and get them to Heaven by sharing the Gospel of Jesus Christ with them. Not only to keep them out of hell but to train them to share with others by developing the following areas: Ministry, Discipleship, Fellowship, Worship, Teaching, and Evangelism.

07/05

I. NAME

This body shall be known as the Sharon Heights Baptist Church, Inc. of 520 Bivens-Brookside Road, Birmingham, Alabama 35214, in Brookside, Alabama.

II. STATEMENT OF FAITH

We believe the Holy Bible is the inspired Word of God and is the basis for any statement of faith. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind and to the regular worship of our Lord Jesus Christ. We strive to adhere to the church covenant as printed below.

The government of this church is vested in the body of baptized believers who compose it. This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist Churches.

Insofar as is practical, this church will cooperate with and support the following:

SOUTHERN BAPTIST CONVENTION and its programs;

ALABAMA STATE CONVENTION affiliated with the Southern Baptist Convention;

Baptist Offices: 2001 East South Boulevard
Montgomery, Alabama 36111

Mailing Address: Post Office Box 11870
Montgomery, Alabama 36198

NORTH JEFFERSON BAPTIST ASSOCIATION and its sister churches.

Office: 3396 Mt. Olive Road
Mt. Olive, Alabama 35117

III. CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, destructive drugs or intoxicating drinks as a beverage; to shun pornography; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

IV. POLITY

Section 1. Reason

We establish these procedures so that this body may be governed in an orderly manner. This description of church procedures will preserve the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

Section 2. General Doctrine

WHAT WE BELIEVE

We believe the Bible is God's written revelation to man. It is verbally inspired in every word, and absolutely inerrant in the original documents. We affirm the infallibility, sufficiency, and authority of Scripture.

We believe that there is but one Living and true God, an infinite, all-knowing Spirit, perfect in all the attributes, one in essence, eternally existing in three Persons – the Father, Son, and Holy Spirit – each equally deserving worship and obedience.

We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that the salvation of man, who is sinful and lost, is instantaneous and accomplished solely by the power of the Holy Spirit through the instrumentality of the Word of God when the repentant sinner – enabled by the Holy Spirit – responds in faith. This salvation is wholly of God by grace on the basis of the redeeming work of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works. All the redeemed are kept by God's power and are thus secure in Christ forever.

We believe in the Spirit-filled life. As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. The Holy Spirit also indwells, sanctifies, instructs, empowers them for service, and seals them unto the day of redemption.

We believe in the bodily resurrection of both the saved and the unsaved; the saved unto the resurrection of life and the unsaved unto the resurrection of damnation.

We believe that all who put their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual Body, the church, of which Christ is the head. The purpose of the church is to glorify God by building its members up in the faith, by instruction of the Word, by fellowship, by keeping the ordinances, and by advancing and communicating the gospel to the entire world. The formation of the church, the Body of Christ, began on the Day of Pentecost and will be completed at the coming of Christ for His own at the rapture.

This church's understanding of Christian truth as contained therein is in essential accord with the belief of the Southern Baptist Convention and our firm belief in the Priesthood of each believer. Sharon Heights Baptist Church adheres to the Baptist Faith and Message 2000.

V. MEMBERSHIP

Section 1. General

Being a sovereign and democratic Baptist church under the Lordship of Jesus Christ, the membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

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Section 2. Candidacy

Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular worship service for membership in any of the following ways:

- 1) By profession of faith and full immersion baptism.
- 2) By receiving a letter from a sister Southern Baptist church. Until this letter is received, the candidate is under the watchcare of the church.
- 3) By restoration upon a statement of prior conversion experience and baptism in a sister Southern Baptist church when no letter is obtainable. From an Independent Baptist church upon a statement of their faith in Christ and prior full immersion baptism. A candidate from any other denominational church must have been baptized by full immersion. If not they should be willing to be fully immersed.
- 4) At the discretion of the Pastor or the Deacons, any candidate may be placed under the watchcare of the church in case there is a need for parental consent or further counseling.
- 5) Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and the Deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those members present and voting shall be required to elect such candidates to membership.
- 6) To become a member there will be a motion and second for each candidate with a majority yes votes of present members.

Section 3. New Member Orientation

New members of this church are encouraged to participate in the church's new member orientation classes to be conducted periodically by a church teacher.

Section 4. Rights of Members

- 1) **Voting** - Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.
- 2) **Elective Offices** - Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church, except when such office has specific criterion established by the church.
- 3) **Ordinances**
The Lord's Supper - All persons present in the church meeting when the Lord's Supper is administered are welcome to participate according to their own convictions.
Baptism - All persons upon their profession of faith in the Lord Jesus Christ as Savior will be baptized by full immersion only.

Section 5. Privileges and Needs of Ministry

- 1) Reporting of ministry needs arising in a church member's family (such as deaths, sickness, etc.) Is the responsibility of the church member. This should be reported to the Pastor and the Associate Pastor.

2) Faithfulness, tithes and prayer support.

3) To participate in Work Days.

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4) To cooperate with ministry Teams by preparing food items and/or furnishing other items when contacted.

5) To minister to others (such as in deaths, sickness, etc.).

6) To work in extended session.

7) To participate in visitation/contacting of prospects as well as members.

Remember, you may be the next one who needs assistance.

VI. TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

- 1) death
- 2) dismissal to another Baptist church
- 3) erasure upon becoming affiliated with a church of another faith or denomination
- 4) by member's written request to be dropped from membership
- 5) exclusion by action of this church*
- 6) every two (2) years a letter of courtesy will be mailed to inactive church membership to determine if member wishes to continue to be on church roll or has united with another church.

*Should a member become an offense to the church and to its good name by reason of immoral or gross unchristian conduct, or by persistent breach of his covenant vows, or nonsupport of the church, the church may terminate his membership by a three-fourths vote, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and restoration.

VII. DISCIPLINE

The practice of this church shall be to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other church ministerial staff, Deacons, and other leaders are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastor, Deacons, and other concerned church members will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present and voting is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

Any request for restoration shall be submitted to the Deacons who shall make a recommendation to the church

within thirty (30) days. In investigating the request, the Deacons shall place special emphasis on matters of doctrine, theology, Christian conduct, or any other such matters that may have caused the member to be excluded by the church.

VIII. CHURCH STAFF

Section I. PASTOR

A. Calling and Duties

The Pastor will be called by a majority vote of the church for an indefinite period of time. The Pastor is responsible for leading the church to function as a New Testament church. He will lead the congregation, the organizations, and the church staff to perform their tasks. He will be the leader of Pastoral ministries in the church and he will work with the other church ministerial staff members and the Deacons to:

- 1) lead the church in the achievement of its mission.
- 2) proclaim the gospel to believers and unbelievers.
- 3) minister to the church's members and other persons in the community.

The Pastor is the leader of worship, proclamation, education, and Pastoral ministry.

The Pastor will be called by the church. Whenever a vacancy occurs, a Pastor Search Ministry Team will be recommended by the active Deacons. This Pastor Search Ministry Team shall consist of no more than five (5) members elected by the church.

The five (5) recommended by the Deacons may be voted on as a whole. If this is not acceptable, then a ballot listing each person will be distributed for a majority vote. If only some of these are elected by majority vote, then further recommendations will come from the Deacons to fill these vacancies.

This Team, upon election, will be given the responsibility of seeking out a suitable Pastor.

This Team shall bring to the consideration of the church only one minister's name at a time. This ministry Team should seek only Southern Baptist ministers. Its recommendation will constitute a nomination.

If the candidate is not ordained, then the church he comes from or out of may ordain him, or our church will ordain him, when he is elected as Pastor.

Election shall be by secret ballot, an affirmative vote of three-fourths of those present and voting being necessary for an election. The vote shall be taken on a Sunday morning, following the morning worship hour. Notice of the vote will be given in three regular meetings of the church before the meeting at which the vote is to be taken, with each notice giving the date of the voting and the name of the person to be presented to the church. The Pastor thus elected will serve until the relationship is terminated by his request or the church's request.

He may relinquish the office as Pastor by giving at least two weeks notice to the church at the time of resignation.

If a situation arises then the church may declare the office of Pastor to be vacant. Such action will take place at a meeting called for that purpose, after having been announced at three regular meetings of the church before the called meeting. The notice will include the date, time and purpose of the meeting. The meeting may be called by not less than one-fourth of the resident church members. The moderator of this meeting will be designated by the members present by majority vote, and he must be someone other than the Pastor. The vote to declare the office vacant will be by secret ballot; an affirmative vote of two-thirds of the members present and voting being necessary to declare the office vacant.

The Deacons will recommend compensation, if any, according to church policy for the Pastor so excluded from office, with a majority of those church members present and voting required for approval.

B. Church Obligations to Pastor

1. The Pastor shall have the privilege of a day away from duties each week.
2. The Pastor shall be given an annual vacation with pay,
 - a. One week for one year,
 - b. Two weeks for two years,
 - c. Three weeks after five years.

The church will pay for the pulpit supply.

3. The Pastor shall be permitted to attend the State & Southern Baptist Conventions and State Evangelistic Conference, with the church supplying the necessary financial arrangements within the guidance of the budget and finances. The church will pay for the pulpit supply, if one is required.

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4. The Pastor shall be granted up to two weeks per year away from the church to conduct revivals. The church will pay for the pulpit supply.

Any time visiting pulpit supply is needed, the Pastor is responsible for securing same with the Deacons' mutual agreement on this supply.

If, in the event the Pastor is unable to do so, it becomes the Deacons' responsibility.

In case of illness, guidelines are to be established by the finance ministry Team and the church.

(A pulpit supply is constituted by the Pastor's absence.)

C. He should enter into a Pastor-Church Covenant.

COVENANT FOR PASTOR-CHURCH RELATIONSHIP

The Pastor's Expectations of His Church

1. Trust in him as a person of integrity dedicated to the work of the ministry and as a competent professional person who can manage the use of his time wisely.
2. Support him as leader by faithful stewardship in attendance, giving and serving in the church along with recognition when his work is well done.
3. Consultation with him about church affairs before decisions are made so that the church can benefit from his training and experience and so that the work of the church can be coordinated.
4. Concern for him and his family by proper upkeep of the parsonage or by an annual review of the parsonage allowance arrangement.
5. Authority for him to approve or disapprove the coming of other ministers and religious groups to the church and to supervise all paid employees of the church.

The Church's Expectations of Its Pastor

1. Competency in ministry through well-prepared sermons, regular visitation where there is a need, Pastoral care in crisis situations, administrative and organizational leadership, and the improvement of Pastoral skills through continued study.
2. Availability by having it announced when and where he can be contacted during the week and by letting it be known how he can be contacted while he is away from the church field.
3. Leadership in worship services, evangelistic outreach efforts, the development of a Christian education program, and the administrative work of the church in cooperation with the church's leaders.
4. Loyalty to Baptist beliefs as found in the Scriptures, attendance at denominational meetings, and support for the Cooperative Program.
5. Participation in civic and community affairs and cooperation with compatible inter-denominational endeavors in the area.

The Pastor's Obligation To His Church

1. To fulfill the duties of the office of Pastor as a servant of the church rather than the church's ruler who always knows what is best.
2. To seek to meet the spiritual needs of his people through biblical preaching and teaching and to refrain from proclaiming his own opinions as the Word of God.
3. To meet the reasonable expectations of the congregation for him as its minister while at the same time living his own life as he believes God would have him to do.

4. To manage his money with integrity so as not to bring reproach upon the church.
5. To accept the church as an imperfect organization composed of imperfect people who must be loved and forgiven, to work with the elected leaders of the church, and to try to be the Pastor of all the people in the church.
6. To acknowledge that constructive criticism from the congregation can be helpful and to be open enough to accept it and profit by it.

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7. To recognize the need for help from outside the church when his role as Pastor is endangered and to avoid actions that would harm the church.

The Church's Obligation To Its Pastor

1. To respect the office of Pastor and to support his ministry for as long as he holds that office to which the church has called him.
2. To guarantee the freedom of the pulpit so that the Pastor can preach his convictions in his own manner and style as the Spirit of God leads him.
3. To allow the Pastor to be himself instead of trying to fit him into some ministerial mold.
4. To provide for the Pastor's support to the best of the church's ability and to review annually the Pastor's compensation as an evidence of the church's care and concern for his welfare.
5. To recognize that because the Pastor is human he makes mistakes and needs forgiveness like everyone else and that because of the limitation of time he cannot fulfill everybody's expectations.
6. To confer with the Pastor about any accusation made against him instead of discussing it in secret and to refrain from passing judgment upon him until he has had the opportunity to defend himself.
7. To counsel with the Pastor when there is a disruptive conflict involving him.
8. To give him adequate time to relocate if he has been requested to leave.
9. To expect no more of his family than any other family in the church.

Matters of Mutual Agreement

1. The church shall have a Pastor-Deacon responsibility keeping this covenant up-to-date, abiding by the guidelines adapted for the relationship, reviewing compensation and time arrangements, arranging for mutual evaluation sessions, handling criticisms of the Pastor and hearing his complaints, helping with staff difficulties and dealing with any problems that may arise.
2. When the Pastor moves to the community in which the church is located, the church shall pay his moving expenses. If the Pastor is dismissed or resigns under pressure or if he retires, the church shall pay his moving expenses subject to the recommendation of the Finance Ministry Team.
3. If there is a disruptive conflict in the church, the Pastor and the Deacons shall mutually agree to seek competent help from outside the church membership to meet with them and advise them about solving their problems.
4. If the Pastor is dismissed or resigns under pressure, he shall be paid based on the recommendation from the Finance Ministry Team and shall not be expected to fill the pulpit or perform ministries during that time.
5. The newly elected Pastor should present himself for church membership at his earliest convenience.

SECTION II. ASSOCIATE PASTOR

A. Calling and Duties

The Associate Pastor will be called by a majority vote of the church for an indefinite period of time. The principle function of the Associate Pastor is to be responsible to the Pastor for providing leadership in administration, proclamation and Pastoral care as the church may require.

Responsibilities:

1. Assist the Pastor in all areas of the Pastor's work, as requested.
2. Proclaim the gospel and assist the Pastor in leading the church in proclaiming the gospel to the church and community.
3. Assist the Pastor in leading the staff and the church in a caring ministry for persons in the church and in

the community.

4. Lead congregational services as directed. Help the Pastor plan, coordinate, and evaluate congregational services.
5. Preach at worship services as directed by the Pastor.
6. Conduct funeral services and wedding ceremonies as requested, subject to the Pastor's direction.
7. Counsel with and assist in training Deacons for their responsibilities.
8. Plan and participate in a continuous visitation ministry to senior adult members, particularly those in hospitals, nursing homes, and homebound shut-ins.

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9. Be involved in any evangelism process.
10. Perform other duties as assigned by the Pastor.

The Associate Pastor will be called by the church. Whenever a vacancy occurs, if the church deems it necessary at the time, an Associate Pastor Search Ministry Team will be recommended by the active Deacons. This Associate Pastor Search Ministry Team shall consist of no more than five (5) members elected by the church.

The five (5) recommended by the Deacons may be voted on as a whole. If this is not acceptable, then a ballot listing each person will be distributed for a majority vote. If only some of these are elected by majority vote, then further recommendations will come from the Deacons to fill these vacancies.

This Team, upon election, will be given the responsibility of seeking out a suitable Associate Pastor.

This Team shall bring to the consideration of the church only one minister's name at a time. This Team should seek only Southern Baptist ministers. Its recommendation will constitute a nomination.

If the candidate is not ordained, then the church he comes from or out of may ordain him, or our church will ordain him, when he is elected as Associate Pastor.

Election shall be by secret ballot, an affirmative vote of three-fourths of those present and voting being necessary for an election. The vote shall be taken on a Sunday morning, following the morning worship hour. Notice of the vote will be given in three regular meetings of the church before the meeting at which the vote is to be taken, with each notice giving the date of the voting and the name of the person to be presented to the church. The Associate Pastor thus elected will serve until the relationship is terminated by his request or the church's request.

He may relinquish the office as Associate Pastor by giving at least two weeks notice, if possible, to the church at the time of resignation.

If a situation arises then the church may declare the office of Associate Pastor to be vacant. Such action will take place at a meeting called for that purpose, after having been announced at three regular meetings of the church before the called meeting. The notice will include the date, time and purpose of the meeting. The meeting may be called upon the recommendation of a majority of the Deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator of this meeting will be designated by the members present by majority vote, and he must be someone other than the Associate Pastor. The vote to declare the office vacant will be by secret ballot; an affirmative vote of two-thirds of the members present and voting being necessary to declare the office vacant.

The Deacons will recommend compensation, if any, according to church policy for the Associate Pastor so excluded from office, with a majority of those church members present and voting required for approval.

B. He should enter into an Associate Pastor-Church Covenant.

COVENANT FOR ASSOCIATE PASTOR-CHURCH RELATIONSHIP

The Associate Pastor's Expectations of His Church

1. Trust in him as a person of integrity dedicated to the work of the ministry and as a competent professional person who can manage the use of his time wisely.
2. Support him as leader by faithful stewardship in attendance, giving, and serving in the church along with recognition when his work is well done.
3. Concern for him and his family.

The Church's Expectations Of Its Associate Pastor

1. Competency in ministry through well-prepared sermons, regular visitation where there is a need, Pastoral care in crisis situations, administrative and organizational leadership, and the improvement of Pastoral skills

through continued study.

2. Availability - Endeavor to let the church know where he can be contacted during the week and by letting it be known how he can be contacted while he is away from the church field, especially during Pastor's absence.
3. Leadership in worship services, evangelistic outreach efforts, the development of a Christian education program, and the administrative work of the church in cooperation with the Pastor and church's leaders.
4. Loyalty to Baptist beliefs as found in the Scriptures, attendance at denomination meetings, and support for the Cooperative Program.
5. Participation in civic and community affairs and cooperation with compatible inter-denominational endeavors in the area.

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The Associate Pastor's Obligation To His Church

1. To fulfill the duties of the office of Associate Pastor as a servant of the church rather than the church's ruler who always knows what is best.
2. To seek to meet the spiritual needs of his people through biblical preaching and teaching and to refrain from proclaiming his own opinions as the Word of God.
3. To meet the reasonable expectations of the congregation for him as its Associate Pastor while at the same time living his own life as he believes God would have him to do.
4. To manage his money with integrity so as not to bring reproach upon the church.
5. To accept the church as an imperfect organization composed of imperfect people who must be loved and forgiven, to work with the elected leaders of the church, and to try to be the Associate Pastor of all the people of the church.
6. To acknowledge that constructive criticism from the congregation can be helpful and to be open enough to accept it and profit by it.
7. To recognize the need for help from outside the church when his role as Associate Pastor is endangered and to avoid actions that would harm the church.

The Church's Obligation To Its Associate Pastor

1. To respect the office of Associate Pastor and to support his ministry for as long as he holds that office to which the church has called him.
2. To guarantee the freedom of the pulpit so that the Associate Pastor can preach his convictions in his own manner and style as the Spirit of God leads him.
3. To allow the Associate Pastor to be himself instead of trying to fit him into some ministerial mold.
4. To provide for the Associate Pastor's support to the best of the church's ability and to review annually the Associate Pastor's compensation as an evidence of the church's care and concern for his welfare.
4. To recognize that because the Associate Pastor is human he makes mistakes and needs forgiveness like everyone else and that because of the limitation of time he cannot fulfill everybody's expectations.
6. To confer with the Associate Pastor about any accusation made against him instead of discussing it in secret and to refrain from passing judgment upon him until he has had the opportunity to defend himself.
7. To counsel with the Associate Pastor when there is a disruptive conflict involving him.
8. To give him adequate time to relocate if he has been requested to leave.
9. To expect no more of his family than any other family in the church.

Matters of Mutual Agreement

1. The church shall have an Associate Pastor-Deacon responsibility keeping this covenant up-to-date, abiding by the guidelines adapted for the relationship, reviewing compensation and time arrangements, arranging for mutual evaluation sessions, handling criticisms of the Associate Pastor and hearing his complaints, helping with staff difficulties and dealing with any problem that may arise.
2. If possible, attend all church related meetings including Deacon's meetings.
3. The Associate Pastor should present himself for church membership at his earliest convenience.

SECTION III. MINISTER OF YOUTH

A. Calling and Duties

The Minister of Youth will be called by a majority vote of the church for an indefinite period of time. The principle function of the Minister of Youth is to be responsible to the Pastor for assisting church ministry organizations to develop a comprehensive educational ministry for grades 7 – 12.

B. Responsibilities

1. Enlist and train all department directors in the youth division; assist in enlisting and training teachers.
2. Give guidance and coordination through enlistment, education, and motivation of the key leadership of youth work.
3. Advise in the use of ministry materials, equipment, supplies, and space for youth groups in all church ministry organizations.

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4. Maintain an active ministry of personal witnessing by participating in any evangelism process.
5. Provide appropriate activities for special projects' cooperate with the music ministry in providing music activities related to youth (musicals); plan and conducting special projects (such as camps and retreats) for youth ministry organization groups.
6. Provide appropriate activities and training for parents of youth.
7. Work with the media person or persons in providing resource materials for youth and youth workers.
8. Prepare an annual budget for needs of the youth division for recommendations to the finance ministry Team.
9. Keep informed on the latest materials and methods related to youth work.
10. Be sure that the Missions program is being taught and the youth guys are being taught missions (Challengers).
11. Perform other duties as requested by the Pastor/Associate Pastor.

SECTION IV. DEACONS

A. Tasks

In accordance with the meaning of the work and the practice of the New Testament, Deacons are to be servants of the church. The task of the Deacon is to assist the Pastor in performing Pastoral responsibilities.

B. Qualifications

The Deacons should be active members trying to live up to the qualifications expressed in I Timothy 3:8-13 and to include these attributes:

- 1) Be ordained.
- 2) Be a tither.
- 3) Regular participation in Sunday School, Discipleship Training, Brotherhood, Visitation.
- 4) To participate in all other church activities for the promotion of Christ's Kingdom.
- 5) Be prepared to perform any emergency duty that should arise and to carry on the orderly function of all activities.
- 6) To assist, when asked, all officers, teachers, ministry Teams or any member to achieve their duties and to strive to come to a working solution for problems that will arise.

C. Duties

1) Meetings:

- a) To attend all regular Deacons' meetings, unless providentially hindered, that are held at least once a month for the purpose of implementing the vision and purpose of the church.
- b) Deacons, striving to maintain orderly function and increase spiritually and growth, will make recommendations to be voted on in regular business meetings.
- c) The Deacons are to elect their own officers and conduct their meetings adhering to Roberts Rule of Order, revised Edition. Two-thirds of the active Deacons must be present to constitute a quorum.
- d) Any church member that has something they want to present to church's Deacons member should request an audience with the Chairman of Deacons and he will grant member an audience with the Deacons' Meeting for a specific request, problem, or any business they may wish to present. Member must leave after they have made their presentation and member will receive an answer from the Deacons as soon as possible.

- e) All Deacons' meetings are moderated by elected Chairman of Deacons.
- f) Only the present Deacons can vote on a proposed recommendation.
- g) In any emergency such as Pastor's absence due to death, sickness, family, or church emergency, the Deacons are responsible for securing a pulpit supply. The Deacons shall be responsible for making necessary preparations to assure that services are conducted properly or by usual procedure.
- h) Prepare and serve the Lord's Supper.

2) Benevolence:

- a) Any three active Deacons must agree upon the solution for benevolence requests from members.
- b) Pastor and Associate Pastor excluded from all benevolence discussions.
- c) No money will be given directly to a needy person if it can be avoided.
- d) Bill requested to be paid and deemed to be necessary by the Deacons such as electrical, gas, water and any other need the Deacons deem necessary will be paid to the source for services.
- e) Any non-member needs will be referred to the Caring Center.
- f) Referrals to the caring center will if possible be made on Sundays after the morning services, and will be handled by the chairman of deacons. If for some reason he is not available, then the next deacon on the list will take care of this referral.
- g) Any member needing help will meet with the deacons after the morning service on Sunday, if possible.
- h) Members can receive assistance once every six months (per household).

Understanding that there have been emergency situations that come up, the deacons have the right to help more than once per six months, but this is only in certain situations that they deem necessary.

D. Mutual Agreement

- 1) There is no obligation to constitute as an active Deacon, a Deacon who comes from another church where he has served as a Deacon.
- 2) The Deacons will be dropped from the active list at his request or on recommendation from other active Deacons and presented to the church for vote. Grounds for being dropped:
 - a) Gross spiritual misconduct.
 - b) Refusing to perform duties listed above.

NOTE- Must be counseled with by a ministry Team from active Deacons to try and rectify these problems before this terminating recommendation is presented to church vote.

E. Choosing new Deacons for active duty:

- 1) The active Deacons should observe all male church members in accordance with I Timothy 3:8-13 and especially note his faithfulness in all functions of the church and determine if he is a tither.
- 2) They should evaluate suggestions from church members.
- 3) If a man is determined by the active Deacons that he has proven his ability, then he should be recommended to the church for approval or disapproval. If approved by church vote, he will be ordained and placed as an active Deacon.
- 4) If he is already ordained from another church, he will be recommended by the active Deacons and then voted on by the church with majority in affirmative and be placed as an active Deacon.

SECTION V. ORDINATION

A. Ministers

Any male member may voice his calling of God to serve as a minister. The church can then evaluate his calling and may license him as a minister. If, and when, he is called into a sister Southern Baptist Church, our church will ordain him as a minister.

B. Ordination Service

Minister Candidates and Deacon Candidates shall be ordained thusly:

- a) A date and time will be determined.

b) All ordained men of the church or any invited ordained men may meet on a fixed date and time to examine the candidate on his faith and beliefs. This council will elect a Moderator and a Clerk. The elected moderator will conduct this meeting in an orderly manner. The clerk will list members present and record the findings of the council. If the findings of the council are favorable, the ordination will proceed.

c) On a fixed date and time and with an open house for all guests, the clerk will read the recommendation from the council and ask for a motion from the floor to proceed. If a favorable vote of the majority is obtained, the ordination will proceed.

d) The candidate may have the right to choose two (2) ordained ministers of a Missionary Baptist faith to:

- 1) Charge the church
- 2) Charge the candidate

e) Pastor will bring ordination message. An ordination prayer will be given by a member of council or as designated by the moderator. All ordained men in the assembly are invited to participate in the laying on of hands to the candidate. A new Bible is presented to the candidate and the service shall be closed with prayer.

SECTION VI. EDUCATION ADMINISTRATOR

The Education Administrator will be called by a majority vote of the church for an indefinite period of time. The principle function of the Education Administrator is to be responsible to the Pastor for assisting the church educational ministry in Sunday School and Extended Session ministries by planning, conducting and evaluating comprehensive educational opportunities and providing leadership in administration, as the church may require.

Responsibilities

1. Lead the church in planning, conducting, and evaluating a comprehensive ministry of Christian education in Sunday School and Extended Session ministries.
 2. Lead the church to be aware of the educational and curriculum materials available and choose the most suitable for the ministries at that time.
 3. Guide in the selection, enlistment, training of workers.
 4. Be actively involved in the Evangelism strategy (Sunday School) of the church.
 5. Maintain an adequate system of records.
 6. Promote workers' meetings and push for involvement in the leadership training each year offered by the church and also throughout the year.
 7. Work with the teachers to keep all rooms used as clean as possible.
 8. Be sure all preschool rooms have necessary items (diapers, wipes, disposable gloves, etc.) for each week.
 9. Work with any ministry Teams that are planning more educational space.
 10. Perform other duties as assigned by the Pastor.
- As the church continues to grow, the needs will increase for the administrator.

SECTION VII. MUSIC DEPARTMENT

The church shall endeavor to have and support a competent music department.

A director, pianist, organist and any other leaders, as the church deems necessary under the music department, will be elected by church vote.

Said director to work closely with the Pastor and musicians so there will be harmony in all worship services.

Director's Duties

- A. Conduct and train an adult choir for music in any church services.
- B. Conduct regular practices with adult choir.
- C. Supply selected music copies to choir members.
- D. Encourage church members to join choir.
- E. Endeavor to rehearse to present an Easter and Christmas Cantata annually.

- F. Encourage youth and children's choirs and endeavor to secure leaders for these choirs.
- G. All church music, youth choir, and children's choir specials, etc. shall be at the discretion of the director, along with all leadership, as to the content and the timing of the presentation.
- H. All purchased equipment, music, books or any needed supplies must be evaluated and approved by the music director in keeping within the allocated money for the music department.

When a vacancy occurs with the music director, a volunteer or someone may be appointed by the church to act as interim until a qualified director can be elected. When this vacancy occurs, the active Deacons shall nominate a search ministry Team of three persons to search out a music director and present candidate to the established choir for a tryout and the choir's approval. If the choir approves a new director then new candidate will be presented to the church for election.

Duties of Pianist and Organist

- A. To work closely with the Director to maintain harmony worship services.
- B. Assist Director in training adult choir for music in any church service.
- C. Attend regular practices with adult choir.

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- D. Encourage church members to join choir.
- E. Endeavor to rehearse to present and Easter and Christmas Cantata annually.
- F. Provide prelude and postlude music.
- G. Provide offertory music.

SECTION VIII. CHURCH OFFICERS

A. Church Treasurer

- 1. Election
 - Elected annually by vote of the church.
- 2. Responsibilities
 - a. Work with the Counting Ministry Team to:
 - 1. Receive all money that comes into the church.
 - 2. Count the money.
 - 3. Make out deposit slips.
 - 4. Deposit in the bank as soon as possible.
 - b. Keep an accurate weekly record of all money contributed.
 - c. Deposit all designated and undesignated contributions into one account.
 - d. Make sure all tithing and special envelopes are given to the Financial Secretary weekly.
 - e. Make a listing of all loose checks received, noting the name and amount, and give to the Financial Secretary weekly.
 - f. Church requires two signatures on the checks. Any two of the following are acceptable; Church Treasurer, Associate Church Treasurer, financial Secretary or Associate Financial Secretary.
 - g. Report all money received for all purposes so that information may be printed in the Sunday bulletin.
 - h. Maintain ledger of cash, checks and total deposit along with signatures of each week's Counting Ministry Team.
 - i. In the event of the church Treasurer's absence the Associate Church Treasurer will assume the duties of the Treasurer.

B. Associate Church Treasurer

- 1. Elected annually by vote of the church.
- 2. Trained by the Treasurer to assume the Treasurer's duties in case the Treasurer is not available.
- 3. Assist Treasurer when assistance is needed.

C. **Financial Secretary**

The Financial Secretary is responsible to the church for performing secretarial duties.

Responsibilities

1. Act as receptionist to Pastor, make appointments and receive visitors.
2. Coordinate baptismal services making sure notices are sent to the candidates who are to be baptized.
3. Inform the Pastor, Associate Pastor and/or Deacons as to deaths, illness and other crisis of the membership.
4. Prepare weekly bulletin for worship and monthly newsletter.
5. Perform other duties as assigned by the Pastor.
6. Post receipts and disbursements of all accounts according to financial systems.
7. Post offerings weekly to individual accounts; file envelopes.
8. Prepare monthly and annual financial statements.
9. Inform responsible persons of their budget expenditures.

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10. Prepare and issue checks in accordance to church policy.
11. Maintain Sunday School, Discipleship Training, WOM, and Men's Ministry records and files; compile and type reports as requested.
12. Maintain accurate weekly attendance of all members.
13. Contact any visitors that attend during the month.
14. Any other general clerical work needed.

D. **Trustees**

1. The trustees shall consist of three (3) persons and shall be elected for a period of three (3) years; unless something unforeseen happens (such as death, resignation or inability of any member to serve), at which time, a successor shall be elected.

A. **Term of Service**

1. Each year the Nominating Ministry Team shall nominate the Chairman of the Trustees (who normally would be the longest serving member).
2. Each year the longest serving member will be rotated from the Trustees and a new member elected.
3. They shall have title deeds to the church property and shall serve as legal officers of all church business. All legal documents, deeds, insurance policies or deemed valued document (such as an up-to-date inventory of all real property) shall be kept in a church designated place. At present the current designated place is AmSouth Bank (Safe Deposit Box #248), Forestdale Branch, 1304 Tomahawk Road, Birmingham, Alabama 35214.
4. The Church Clerk and Chairman of Trustees are authorized by the bank to have access into the Safe Deposit Box. Newly elected clerk or trustee must be reauthorized by the bank.
5. The Trustees shall perform such duties as required by law subject to the approval of the church.
6. They shall make sure that necessary insurance on all church property and vehicles have sufficient coverage and bond for any necessary personnel of the church. They shall hold in trust all church property, but shall have no power to buy, sell or mortgage without the approval of the church.
7. A Trustee may be re-elected after one years' absence.
8. The Trustees shall meet quarterly.

E. **Clerk**

1. A church clerk shall be elected annually by vote of the church.
2. Record minutes of all church business meetings, which record shall be approved by church vote.
3. Keep an accurate register of the names of members with dates of admission, dismissal, deaths, transfers to sister Southern Baptist Churches, together with record of baptisms. When we obtain knowledge of a member joining a church of another denomination, we remove that name from our church roll by vote of the church.
4. Issue requested Letters of Recommendation as voted by church to other sister Southern Baptist Churches.
5. Inform church when Letters of Recommendation are received from other sister Southern Baptist

Churches.

6. Prepare annual letter to the Association and obtain approval of the church prior to submission.
7. Correspond with other churches concerning the transfer of membership to or from our church and advise the church of all such correspondence.
8. Keep a record of events such as revivals, new purchases, new buildings and events the clerk deems as future interest.
9. All church records are church property and are to be preserved in a place designated by the church. If possible, in two places in case of possible destruction.
10. If, for any reason, the clerk is absent from any meetings or events, the Associate Clerk shall assume duties of church clerk. If, for any reason, the church clerk and the associate are both unable to attend, the clerk should get a replacement or the moderator shall appoint someone to fulfill the duties of clerk and all minutes or information shall be passed over to regular church clerk to be included in recorded church books.
11. Up-to-date membership roll kept in safe deposit box.
12. Keep copies of all records, minutes, etc. in a separate place in case of fire or storm.

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13. The Church Clerk and Chairman of Trustees are the two who are authorized by the bank to gain access to the church safe deposit box. When a change of church clerks occurs, the incoming clerk and the trustee chairman are to go to AmSouth Bank, Forestdale Branch, 1304 Tomahawk Road, Birmingham, Alabama for reauthorization by the bank.

F. Associate Clerk

1. Elected annually by the church.
2. The associate clerk shall assist the church clerk when assistance is needed.
3. Trained by the clerk to assume the duties in case the clerk is incapacitated.

SECTION IX. CHURCH ORGANIZATIONS

1. Sunday School

This church shall have an organized Sunday School for the purpose of teaching God's Word. The school shall be divided into the appropriate graded classes, with a teacher and associate teacher and staff elected by church vote.

Sunday School shall normally meet every Sunday morning beginning at 9:30 a.m. The staff shall be as follows:

A. Sunday School Director

This person will be nominated by annual Nominating Ministry Team and elected as soon as possible by church vote. This person will then serve on the new annual Nominating Ministry Team for the coming year. RE: Nominating Ministry Team Duties

1. The Director's qualifications and job description shall be:
 - a. The Director should actively support the total ministry of Sharon Heights Baptist Church.
 - b. The Director should be a good steward.
 - c. Evaluate class division needs.
 - d. Promote new classes/teachers.
 - e. Endeavor to evaluate teachers to best meet needs of the Sunday School members.
 - f. Order Sunday School literature.
 - g. Make sure that supplies are available for all class needs.
 - h. Maintain Sunday School Attendance Graph.
 - i. Lead in Sunday School Directors' Meetings.
 - j. Do what is necessary to promote Sunday School and goodwill in Sunday School.

B. Sunday School Associate Director

1. The Associate Director's job description shall be:
 - a. Take care of the Director's responsibilities in the Director's absence.
 - b. Assist Sunday School director.
 - c. Promote Sunday School and goodwill in Sunday School.
 - d. Be available as needed to fill in as Department Director in that Director's absence.
 - e. Post Sunday School attendance figures on the attendance board.
 - f. Signal the close of the Sunday School hour.
 - g. Give Sunday School report to the church congregation.

2. **Discipleship Training**

This church shall have an organized Discipleship Training for the purpose of training people to better serve in building Christ's Kingdom work and promote regular reading of God's Word.

The organization shall be divided into the appropriate graded classes with a class leader and associate class leader elected by church vote.

Discipleship Training will normally meet every Sunday evening beginning at 5:00 p.m. and ending at 5:45 p.m. The staff and officers shall be as follows:

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A. Discipleship Training Director

This person will be nominated by annual Nominating Ministry Team and elected as soon as possible by church vote. This person will then serve on the new annual Nominating Ministry Team for the coming year. RE: Nominating Ministry Team Duties

Discipleship Training Director will be elected annually.

1. The Director's qualifications and job description shall be:
 - a. The Director should actively support the total ministry of Sharon Heights Baptist Church.
 - b. The Director should be a good steward.
 - c. The Director shall have supervision and direction of the Discipleship Training Program. He should actively promote the use of and learning of Discipleship Training programs of the Sunday School Board of the Southern Baptist Convention.
2. Ordering and distributing new literature.
3. Evaluate departments to report to Nominating Ministry Team recommendations.

WOMEN ON MISSION

Our church shall promote and support W.O.M. The director will be nominated by annual Nominating Ministry Team and elected as soon as possible by church vote. This person will then serve on the new annual Nominating Ministry Team for the coming year. RE: Nominating Ministry Team Duties.

A. **Purpose**

To promote and support the mission programs of the church.

B. **Responsibility**

Endeavor to make the truth of God known to the surrounding neighborhoods and extending to the frontiers of the world.

C. **Basic Tasks**

1. Teach missions.
2. Engage in mission actions and personal witnessing.
3. Support missions through:
 - a. Praying.
 - b. Giving.
 - c. Providing personal ministries for missionaries and their families.
 - d. Emphasizing the need for people to become involved in mission service.

- e. Being involved in volunteer mission service.
 - f. Supporting the Cooperative Program, the Associational, state and foreign mission programs with prayer and gifts.
4. Interpret and undergird information regarding the work of our church and our denomination.
 5. Organize and support organizations of the WMU:
 - a. Women on Missions
 - b. Baptist Young Women
 - c. Acteens
 - d. Girls in Action
 - e. Mission Friends
 6. Endeavor to train all children, youth and adults in the ways and purpose of missions following the guidelines from the National WMU headquarters.
 7. Order all WMU age level literature.

BROTHERHOOD

Our church shall maintain a men's brotherhood organization for the purpose of instilling in the men of the church a cooperative fellowship as true brothers should have. The director will be nominated by annual Nominating Ministry Team and elected as soon as possible by church vote. This person will then serve on the new annual Nominating Ministry Team for the coming year. RE: Nominating Ministry Team Duties

- A. Purpose: To promote and support the mission programs of the church.
- B. Responsibility: Endeavor to make the truth of God known to the surrounding neighborhoods and extending to the frontiers of the world.
- C. Basic Tasks:
 1. Teach missions.
 2. Engage in mission actions and personal witnessing.
 3. Support missions through:
 - a. Praying.
 - b. Giving.
 - c. Providing personal ministries for missionaries and their families.
 - d. Emphasizing the need for people to become involved in mission service.
 - e. Being involved in volunteer mission service.
 - f. Supporting the Cooperative Program, the associational, state and foreign mission programs with prayer and gifts.
 4. Interpret and undergird information regarding the work of our church and our denomination.
 5. Organize and support organizations of the Brotherhood:
 - a. Baptist Men,
 - b. Baptist Young Men,
 - c. Baptist High School Young Men,
 - d. Pioneers,
 - e. Crusaders,
 - f. Lads.
 6. Endeavor to train all children, youth and adults in the ways and purpose of missions following the guidelines from the National Brotherhood headquarters.
 7. Striving in cooperation to maintain needed maintenance of the church in cooperation with the properties ministry Team and also needed maintenance for local needy people in the community.
 8. Order all Brotherhood age level literature.

VBS

Our church shall have and support a Vacation Bible School each year as an arm of the Sunday School Department.

- A. Purpose: To reach people of all ages and to teach them God's plan of salvation and the Bible, which is God's Will for their life.
- B. Basic Tasks
 - 1. Teach the Bible.
 - 2. Evangelize the lost.
 - 3. Discipline Christians.
 - 4. Enroll all who are not actively enrolled in a Sunday School somewhere.
- C. Curriculum: Shall use literature that adapts to our doctrine and beliefs.

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D. Leadership:

- 1. VBS Director
 - a. VBS Director shall be nominated by the Nominating Ministry Team and elected by the church.
 - b. Schedule VBS and set goals.
 - c. Set up classes based on last year's projections for this year. In the event two classes are needed in one age group, children are to be divided alphabetically, or according to the best interest of the school.
 - d. Faculty enlisted by VBS director and secretary with Sunday School Director's approval. Volunteers are allowed to work if needed.
 - e. Secure all teaching materials and distribute as soon as possible.
 - f. Set up planning meetings and promote Associational Clinic.
 - g. Purchase all teaching and craft materials which can be purchased in bulk (for example, crayons, paint brushes, pencils, construction paper, tempera paints, etc. See Supply List in VBS file).
 - h. All classes are given a craft expense allowance. Teachers are responsible for any expenses over the allowance.
 - i. Responsible for publicity.
 - j. Secure Refreshment Ministry Team and follow up.
 - k. Secure Transportation help and set up routes according to need.
 - l. Make room assignments.
 - m. Promotion and Registration of school to be held on the Saturday before school.
 - n. Encourage teachers to set up rooms as early as possible before VBS.
 - o. Lead the opening worship service and see that decision service is done. (Secure slide projector, screen, music tape, etc., and have set. up for services).
 - p. Direct Family Night service.
 - q. Evaluate school.
 - r. Inform church of the evaluation.
 - s. Follow up on all decisions made and prospects found.
- 2. Faculty
 - a. All teachers are encouraged to attend all faculty meetings, Associational Clinic and to read requested parts of Reaching and Teaching Through VBS.
 - b. Teachers are responsible for preparation and presentation of all lesson materials.
 - c. To work with and assign workers responsible in the above, as well as crafts.
 - d. Work together with others in planning Family Night program.
 - e. Oversee all class expenditures.

E. Money Matters

1. Expenses of school are, as much as possible, to be within the Church Budget allowance.
2. Offering taken on Family Night is toward school expenses.
3. Reimbursement to teachers made by the Church Financial Secretary. Bring all receipts on Saturday morning of VBS parade and on/or Friday, the last day of VBS. Expect reimbursement in the form of a check on the following Sunday.

CHURCH BUSINESS MEETINGS

1. The church shall have a business meeting each month (the third Sunday night after p.m. service) at which time all current business will be taken care of. The Pastor shall be moderator of all meetings for the transaction of business, unless otherwise specified by church vote. In his absence the Associate Pastor, the Chairman of Deacons, the Chairman's appointee, or a moderator pro-tem shall be elected to preside for that meeting.
2. The minutes of the previous meeting will be presented. Any corrections or additions must be approved by church vote.

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3. There will be a monthly financial report given and voted on for approval or corrections that need to be made.
4. A report will be heard from each organization as to attendance and events of Sunday School, Discipleship Training, Brotherhood, WMU, GA's, RA's, etc.
5. All business will be presented to the church adhering as nearly as possible to Roberts' Rules of Order, Revised. If procedure to an issue is challenged by a member, this issue must be tabled until the proper procedure from Roberts' Rules of Order, Revised is determined and then presented again.
6. Recommendations from the Deacons will be heard and dispensed with.
7. Any member may bring up an order of business as long as it is deemed in order by the moderator.
8. Reports will be given from each active ministry Team when necessary and if any issue must be voted on by the church, this will be done.
9. Requests for letters of recommendation to another sister Southern Baptist Church will be dispensed with. As previously stated, any information from any other denomination or to the other denomination shall be used for the purpose of dropping names from our membership rolls if said member has joined any other denomination.
10. Quorum will be constituted by church members present. Only church members will be allowed voting rights.

SPECIAL BUSINESS MEETINGS

A special business meeting is a meeting which is called to resolve a matter before the church which is deemed necessary to address before the next regular scheduled business meeting.

For a special business meeting to be called, the reason for the meeting must be announced in the three previous scheduled church meetings.

To convene this special called meeting there must be a two-thirds majority vote of those present in favor of calling the meeting.

No other business, other than that for which this meeting was called, can be conducted at this meeting.

The meeting shall be conducted according to Roberts' Rules of Order.

The desires of the church on any given matter, expressed by majority vote, shall be adhered to by all staff, officers, ministry Teams or any organizations of the church.

This is God's business and should be conducted in a manner that would please Him.

MINISTRY TEAMS

NOMINATING MINISTRY TEAM

- A. To be elected at least four (4) months prior to each new church year.
- B. The first three (3) members of this Team shall be recommended by the active Deacons and subject to approval of the church.
- C. This Team will nominate, as soon as possible, candidates for the Sunday School Director, Discipleship Training Director, WMU Director, and Brotherhood Director. Upon their election, these will join the Nominating Team to serve for one year. They are to nominate all general officers, starting ministry Teams, directors and associate directors, officers, teachers and associate teachers for Sunday School, Discipleship Training, WMU Organizations, and Brotherhood Organizations for the new church year.
- D. This Team will be nominated annually and, up approval of the church, will serve for one year.
- E. This Team will nominate personnel for officers and teachers required to be elected by the vote of the church. They will also be responsible for nominating personnel for vacancies that occur during the new church year, unless otherwise specified.
- F. This Team will evaluate members of the church using volunteers and Christian Survey cards (filled out by members) to try and get the best possible qualified personnel for each officer and teacher. Each candidate agreed upon by the Team will be contacted personally by the Team to ascertain if said candidate will be willing to serve.
- G. Candidate's name(s) will be presented to a regular church business meeting, or if necessary, a special called meeting, to be voted on by church vote.

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PROPERTIES MINISTRY TEAM

- A. This Team will consist of as many persons as needed elected annually by vote of the church.
- B. The duties of this Team are:
 1. Endeavor to have knowledge of all church property, except specified properties under other Teams, and strive to maintain property for regular church use.
 2. To direct use of any part of church property, except regular church usage and to insure that use of the property does not become detrimental to the church and its mission.
 3. Maintaining church property (that is not under other specified personnel), grounds and parking lot for usage and appearance.
 4. Keeping records of any loaned-out church property and emphasizing it is to be returned without any damage and, if damaged, restitution will be sought.
- C. This Team shall have the authority to enlist volunteer helpers or to hire helpers to maintain duties listed above; keeping within the church budget. Any necessary maintenance above church budget shall be evaluated with the active Deacons and then through regular church procedures for authorization.

FINANCE MINISTRY TEAM

- A. This Team shall consist of as many persons as needed elected annually by church vote. These are joined by the elected Treasurer and Associate Treasurer.
- B. Requirements
 1. All members of this Team must be tither.
- C. Duties
 1. From the existing budget, this Team shall evaluate the church needs for the coming year and project a probable dollar amount to the financing of each church organization and paid employees. NOTE: This said budget exists only for the purpose of giving authorization to pay the expenses of the church and its organizations without having to have a church vote to pay each expense as it comes due. Any item of the said budget can be changed at any regular church business meeting by majority church vote. Furthermore, no money can be spent above projected amount without approval of a church vote.
 2. All monies the church wants to spend apart from said budget must be evaluated by the Finance Ministry Team to ascertain if the church's finances can meet all budgeted obligations with this added expense; then presented for church vote.

COUNTING MINISTRY TEAM

- A. This Team shall be made up from Deacons, Finance Ministry Team and Members-at-large. The members-at-large shall be selected by the Nominating Ministry Team.
- B. Duties
 - 1. Help count together all monies received with the Treasurer.
 - 2. Verify bank deposit slips by signature.
 - 3. Help make listing of all loose checks received.
- C. Requirements
 - 1. All members of this Team must be a tither.

USHERING MINISTRY TEAM

The church shall have an organized ushering Team. The principal function is to be of service to congregational members and guests before, during and after services and to assist in maintaining a worshipful atmosphere in the church.

Ushers Duties

- 1. Greet the people before and after services.
 - 2. Seat those entering at specified times before and during services.
 - 3. Provide information about church services, programs and facilities.
 - 4. Distribute church bulletins.
 - 5. Receive offerings.
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- 6. Be alert to needs of persons during services.
 - 7. Help maintain order during services.
 - 8. Be available for training for duties suggested by S.B.C. in emergencies as to sickness, fire and efficiency procedures.
 - 9. Direct traffic in parking lot when necessary.

The church shall elect an usher and vice-usher chairman as to church procedures. The chairman will then assist in the selection of other needed ushers.

The Chairman's Duties

- 1. Assist nominating Team in nominating ushers.
- 2. Talk with Pastor before each service for any changes of service or instructions the Pastor needs to make.
- 3. Determine if enough ushers are present for specific duties for each service.
- 4. Assign ushers to duties.
- 5. Check heat and ventilation before service begins.
- 6. Identify all reserved sections when they are needed.
- 7. Make sure offering plates are in place.
- 8. Securing ushers for special services such as revivals or associational meetings, musicals, etc.
- 9. Making head count if required.
- 10. Plan fellowship meetings for ushers.
- 11. Making sure ushers are identified when needed; such as badges, buttons, arm bands, etc.
- 12. Responsible for golf cart transporting before morning services.

The Vice-Chairman's Duties

- 1. Assuming the chairman's duties as listed in the absence of the usher chairman.
- 2. Assisting in all the duties listed under chairman.

BEREAVEMENT MINISTRY TEAM

This Team shall consist of as many persons as needed elected annually by church vote.

The duties of this Team will be to endeavor to give needed sympathy to our church-connected bereaved at the ministry Team's discretion, such as trips, clean-up and etc., mostly to send prepared food for the bereaved family's use so as to eliminate the burden from the bereaved.

NOTE: Church-connected bereaved will be as follows:

1. Active members
2. Spouses of active members
3. Father or Mother of active members
4. Father-in-law or Mother-in-law of active members
5. Active members' children

This Team is to enlist people to donate food, or assistance, at their discretion to purchase food to supply this usage within guidelines of church budget.

This Team is to make sure the food is delivered to one specified place as designated by the bereaved family.

This Team, in their enlistment for food, should caution all food donators to clearly mark food containers or to deliver food in disposable containers for the obvious reason to eliminate the burden of the bereaved family in returning containers to the proper owners. All containers left beyond thirty (30) days will be subject to church use or disposal.

NOTE: Someone from the family of the bereaved should notify the church at its earliest convenience.

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FOOD SOCIAL MINISTRY TEAM

This Team shall consist of as many persons as needed elected annually by church vote. This Team should elect its own chairman or any other officers they deem necessary.

This Team is to be responsible for:

- A. Evaluating food needs for church-wide socials or enlisted organization socials.
- B. The preparations and the serving of said food.
- C. Container clean-up and area clean-up after each food social.
- D. To enlist assistance and to purchase necessary food or supplies as they deem necessary; keeping within church budget guidelines.
- E. Working with the church Properties Ministry Team to avoid conflicting usage of the kitchen at any church or outside usage.

FLOWERS MINISTRY TEAM

This Team shall consist of as many persons as needed elected annually by church vote. This Team must be notified when and for what purpose flowers are to be bought. Flowers are to be sent to funerals for:

1. Active members
2. Spouses of active members
3. Father or Mother of active members
4. Father-in-law or Mother-in-law of active members
5. Active members' children
6. Flowers will be sent for Staff's immediate family.

NOTE: Someone from the family of the bereaved should notify the church at their earliest convenience.

CHURCH POLICY CONCERNING MINISTRY IN TIMES OF DEATH

Our church currently sends flowers and provides food for the family in the death of: (See above—flowers ministry)

The member or member's family is responsible for notification of Pastor, Associate Pastor, or church concerning the death of member or family member.

Simply as a matter of information: The Funeral Flowers Contact Person, who orders flowers and the Funeral Food Contact Person, who supervises food for families in times of death need to be informed of all deaths concerning our church. This is not a matter of concern for the family.

Also, as a matter of information, in case of emergencies, sickness, surgeries, etc., it is the responsibility of member or family to notify Pastor and Associate Pastor.

SPECIAL EVENTS MINISTRY TEAM

This Team shall consist of as many persons as needed elected annually by church. Vote. This Team is responsible for special events such as Pastor and Staff Appreciation Days, Ordination of Ministers, Ordination of Deacons, Fundraisers, etc. This Team shall also assist the Pastor with any special event he deems necessary.

VAN MINISTRY TEAM

A. CHAIRMAN

1. The job will consist of one person elected annually by vote of the church.
2. It will be this person's duty to:
 - a. Dispatch any church vehicle for any trip, other than regular Sunday School, Discipleship Training, Wednesday Services, etc. usage, to assure the vehicle is not expected by more than one organization at the same time.
 - b. To dispatch qualified drivers, making sure only one person is expected for the trip. Persons should contact this Chairman before trips are scheduled.
 - c. To assure that any needed repairs or unsafe conditions should be reported to vehicle maintenance person.
 - d. To make sure regular route drivers make their regular routes for all church services.

NOTE: Organizations are responsible for posting trips on calendar in advance.

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VEHICLE MAINTENANCE PERSON

This person shall be elected annually by church vote. It shall be the responsibility of said person to maintain the mechanics, safety and presentability of all church vehicles; as well as assuring they are fueled for use and assuring they are greased, oil changed routinely as needed.

The church elected Chairman and his drivers shall report any needed repairs to said person.

All expenses for minor repairs and routine maintenance shall be at the discretion of said person, in keeping within the limits of church budget for vehicles.

This person shall have authority to enlist volunteer maintenance workers or to hire maintenance workers when needed to fulfill above named responsibility.

Any major repairs or any repairs over budgeted amount must be evaluated with the church Properties Ministry Team as to procedures and financing within the church budget procedure and church guidelines.

BAPTISMAL MINISTRY TEAM

To assist Pastor in carrying out the ordinance of baptism:

1. Person in charge of cleaning, filling, heating and emptying of the baptistry.
2. Person or persons to assist in hallway preparation.

JANITOR

1. Preschool and Children's Hallway
 - A. Empty garbage cans (make sure an extra bag is left in the bottom of the can).
 - B. Wipe down all tables with Pine Sol and counter tops (use white bucket in closet to mix Pine Sol with water).
 - C. Clean sink, window, and door window with Windex.
 - D. Sweep floor.
 - E. Erase everything off the dry erase board.
 - F. Throw away any papers left in the room and put anything else away under the cabinets.
 - G. Vacuum rooms.
 - H. Mop all tile floors.

2. Adult Hallway
 - A. Empty garbage cans (leave extra bag in bottom).
 - B. Erase dry erase boards.
 - C. Clean out window sills.
 - D. Take all coffee pots home and wash in dish washer.
 - E. Wipe off any coffee stands and tables.
 - F. Vacuum all rooms.
 - G. Throw away any food left in the room.

3. Bathrooms
 - A. Windex mirrors and water faucets.
 - B. Clean sinks with Pine Sol.
 - C. Clean toilets with Blue Bowl.
 - D. Change toilet tissue and put an extra on the back of the toilet.
 - E. Check little garbage bags in stalls, replace if needed.
 - F. Sweep and mop floors.
 - G. Change men's urinal mat every two weeks.

4. Sanctuary:
 - A. Pick up all trash in the floor.
 - B. Straighten all hymnals (facing one way).
 - C. Check all visitor tags, offering, building fund envelopes (2 of each).
 - D. Clean Remembrance Table and podium with special cleaner.

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- E. Pick up all choir books and put in choir room on table.
 - F. Leave purple book on chair for Laura.
 - G. Leave red books for Jere on his stand and one hymnal.
 - H. Dust mop under chairs and mop.
 - I. Vacuum stage with push vacuum.
 - J. Dust mop and mop back stage.
 - K. Take red towels home and wash (if they have been used).
 - L. Use backpack vacuum on the rest of the sanctuary.
5. Upstairs:
 - A. Empty all garbage in Children's Department and Youth rooms (bags in the bottom of can).
 - B. Vacuum floor.
 - C. Vacuum hallway.
 - D. Empty garbage in sound room.
 - E. Vacuum sound room.
 - F. Vacuum or sweep stairs.
 - G. Mop bottom of stairs.
 - H. Clean tables with Pine Sol.
 - I. Erase dry erase boards.

 6. Upstairs Bathrooms:
 - A. Clean toilets.
 - B. Windex mirrors.
 - C. Clean sinks and counter tops.
 - D. Change out toilet paper and put an extra roll on back of toilets.
 - E. Change out trash cans in stalls.
 - F. Take out trash.
 - G. Refill hand towels.

- H. Sweep and mop floors.
- I. Change men's urinal mat every two weeks.

- 7. Foyer:
 - A. Dust tables and chairs.
 - B. Windex doors inside and out.
 - C. Sweep floor.
 - D. Vacuum rugs with push vacuum.
 - E. Mop.

Monthly:

- A. Dust all vents in rooms and hallways.
- B. Clean all baseboards.
- C. Clean all cobwebs off ceiling.
- D. Make sure all closets are clutter free.
- E. Clean windows.

Weekly:

- A. Take home and wash rags.
- B. Take coffee pots and any dishes left in rooms home and wash in dishwasher.

This list may not be all-inclusive. Should a member of the staff see any other need this will also be make a part of the Janitor's duties.

EMERGENCY ALERT AND NOTIFICATION POLICY

Purpose: The purpose of this policy is to provide guidelines for alerting and notifying the members of this church when emergency actions or instructions are needed.

Guidelines:

- A. **General:** When an emergency arises that potentially affects our entire church membership, the Pastor and Chairman of Deacons will consult and determine the actions to be taken for our church. For example, when the national weather bureau has issued a severe weather alert for our area, the Pastor will notify the Chairman of Deacons of the situation, and they will determine to what extent our church may be affected. Should our scheduled services or other activities involving the church need to be canceled or revised, the Pastor and Chairman of Deacons will implement the alert/notification plan as outlined below. (See Appendix 1) Any other emergency situation involving our membership-at-large should be handled in a similar manner.
- B. **Public Media Notification:** The local radio and TV stations provide emergency notification to the public in general when local emergencies affect our surrounding areas, e.g., ice storms, tornadoes, etc. When an emergency situation occurs that affects the public in general, the Pastor and Chairman of Deacons will designate someone to notify the local radio and TV stations with specific information as pertains to our church-at-large. For example, if it becomes necessary to cancel a scheduled service, the radio and TV stations should be advised that our services have been canceled, etc.
- C. **Notifying the Pastor:** When a member of the church learns of an emergency situation which may affect our church members, and there is a possibility that the Pastor may not be aware of the emergency, that person should notify the Pastor of the situation so that appropriate action may be taken.

Appendix 1
Emergency Alert/Notification Plan

Pastor – Notify Chairman of Deacons and Sunday School Director.

Sunday School Director – Notify all division coordinators.

NOTE: This is for Sunday morning. If for some reason a case should arise throughout the day and there is a need for canceling the evening service, the order of calling will be as follows:

Pastor – Notify Chairman of Deacons and Discipleship Training Director.

Discipleship Training Director – Notify all class teachers.

Every member that is contacted usually sends the message forward to another member.

PHONE DIRECTORY OF CONTACT PERSONS
(To be updated yearly)

| | | |
|------------------|---------------------------|----------|
| Pastor | Rev. Jason A. Dunlap | 674-8358 |
| Associate Pastor | Rev. Richard G. King, Sr. | 674-6483 |
| Youth Minister | Dustin Norman | 674-7092 |
| Deacons | John Bensko | 674-6879 |
| | Bill Capps | 674-1545 |
| | Dennis Cordell | 674-6033 |
| | Ken Harris | 674-1747 |
| | John Henderson | 791-1914 |
| | Dennis Jean | 674-7103 |
| | David King | 674-5264 |
| | Edgar Owen | 674-1342 |
| | Butch Pickle | 674-7758 |
| | James Ragsdale | 674-8945 |
| | Jimmy Schaffer | 674-6971 |
| | Gary Skovira | 841-1237 |

OFFERINGS

“Bring ye all the tithes into the storehouse, that there may be meat in mine house, and prove me now herewith, saith the Lord of hosts, if I will not open you the windows of heaven, and pour out a blessing, that there shall not be room enough to receive it.” (Malachi 3:10)

“Woe unto you, scribes and Pharisees, hypocrites! For ye pay tithe of mint and anise and cumin, and have omitted the weightier matters of the law, judgment, mercy, and faith: these ought ye to have done, and not to leave the other undone.” (Matthew 23:23)

Believing that the Bible teaches tithing as a means of support for the ministry and mission of the church, our church receives a regular offering. We further believe that the tithe is 10% and that stewardship, which is particularly taught in the New Testament, goes beyond the tithe.

Furthermore, we receive offerings for the Lord’s work beyond our immediate borders. On a regular basis of supporting this belief, our church gives 7 1/2% to the Cooperative Program and 5 1/2% to Associational Missions, thereby tithing of its income. Besides our regular offerings, our church participates in the following major offerings:

1. Lottie Moon Christmas Offering for Foreign Missions,
2. Annie Armstrong Easter Offering for Home Missions,
3. Kathleen Mallory Offering for State Missions,
4. Monetary gifts are and can be made to the Alabama Baptist Children’s Home through our church. Offerings designated for the Children’s Home should be noted on the envelope.
5. Monetary gifts may also be made to the Southern Baptist World Hunger Relief Fund. This may be done by a notation on the envelope. There are no administrative costs deducted by the Southern Baptist Convention from these gifts. 100% goes directly toward World Hunger Relief.

All offerings are to be put into envelopes provided for the sake of verification of gifts to the church. Any offerings outside of envelopes cannot be verified.

Sharon Heights Baptist Church Wedding Policies

Marriage in the church is a religious ceremony, and all the elements have significance. It is a holy time, the birth of a new family through the union of two individuals. You are urged to make thorough preparation, spiritual as well as temporal.

Serious study and prayerful consideration have gone into the preparation of the wedding policies and procedures of Sharon Heights Baptist Church.

They have been approved by the church body and are a part of the standing policies and procedures of the church. You are urged to read the following material carefully prior to making final plans.

Making Reservations

Reservations will be made through David King or Danny Hudgens at Sharon Heights Baptist Church.

The date of the wedding should be set as soon as possible. Non-member weddings cannot be scheduled earlier than six months before the date desired, in order to permit **Active members to include the sons or daughters of active members** of Sharon Heights to have preference of dates. No dates should be announced until dates are confirmed on the church calendar by the church Properties Ministry Team. The attached application must be completed and returned to the church office before confirmation can be provided.

Non-member weddings cannot be scheduled earlier than six months before the date desired, in order to permit members or children of members of Sharon Heights to have preference of dates.

We encourage weddings to not be scheduled around the time of major holidays, our staff deserves the freedom to enjoy the holidays as do others.

No evening weddings may be scheduled to begin later than 7:00 PM on weeknights or 6:30 PM on Saturdays. The time frame for the wedding should NOT exceed: 3 Hours for rehearsal and rehearsal dinner and 4 hours for wedding ceremony and reception.

Policies

It is the responsibility of the applicant to familiarize the members of the wedding party, caterer, musicians, florist and photographer with any and all policies respectively as they apply.

- A. Smoking and intoxicants are not permitted on the church property or in any of the church buildings. Neither rice, confetti, nor other materials may be thrown inside any of the church buildings. It is requested that these rules be called to the attention of ALL members of the wedding party.
- B. Though the caterer and florist are expected to return the facilities to their original order (as existed prior to the wedding preparation) the applicant is ultimately responsible for ANY and ALL damages incurred.

Pastor's Policies

- A. The Chairman of the Properties Ministry Team must review and approve all weddings to be held in the church before the confirmation of date can be made.
 - B. If the wedding is to be conducted by a member of Sharon Heights Baptist Church staff, then a premarital conference will be required. The Bride and Groom will be expected to contact the church secretary at the earliest possible time to arrange for a conference with the Pastor.
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- C. If a minister other than the minister of Sharon Heights Baptist Church officiated the ceremony, the visiting minister will be expected to consult with our Pastor concerning general arrangements.
 - D. The Pastor reserves the right to decline to perform a marriage ceremony for reasons he deems appropriate.

Florist

- A. The florist should coordinate with the church Hostess concerning the time when decorations are to arrive so arrangements can be made for access into the building.
- B. No tacks, staples, nails and the like shall be used on the church property in decorating. No candles shall be used unless proper protection from dripping candle was is provided to protect carpet and surrounding areas. Drip-less candles are suggested. The florist and applicant shall be held responsible if these directions are not adhered to. In the event of damage to the church property, it is expected that the applicant will be financially responsible.
- C. Extra caution should be taken when removing pillar candles (allowed when used with lanterns or globes). Be sure to allow wax time to set before removing.
- D. If applicant wishes the florist to leave the flower arrangements to be used for Sunday worship services, the church Hostess must be notified one week prior to the wedding.
- E. Removing and replacing the furniture in the sanctuary will be covered in the wedding fees.

Caterer

- A. Caterers will be expected to provide their own materials and equipment. Applicants WHO ARE CHURCH MEMBERS should coordinate the use of kitchen materials and equipment (ex. Punch bowls, serving pieces, linens,

- etc.) with the church Hostess. Applicant will be responsible for all missing or damaged items.
- B. There must be a Hostess present at the reception dinners and wedding reception which is covered in the wedding fees for use of the fellowship hall.
 - C. All caterers should designate, with the church Hostess, the time when equipment, supplies, etc. will arrive in the reception area so arrangements can be made for access into the building.

Music

- A. If the sound system is requested, applicant must schedule and confirm the date with the sound system chairperson. NO ONE may operate the sound system except Sharon Heights Sound Technicians.
- B. If an organist or pianist (other than Sharon Heights instrumentalist) is employed, he/she must be approved by the Director of Music.
- C. The music used in the ceremony should be APPROPRIATE SELECTIONS FOR A CHRISTIAN WEDDING and approved by the Director of Music at Sharon Heights Baptist.

Custodial

- A. Applicant must specify on application which services below are needed:
 - 1. Final clean up and lock up: the custodian will be responsible for performing the final clean up of the facilities. This includes any mopping, vacuuming, etc. Which is needed to prepare the facilities for normal use. This also includes removal and returning furniture to its normal location. The custodian will also lock all doors, turn thermostat off or down, and turn off all lights.

Fees

Established fees are as follows and shall be paid 5 days in advance of the wedding date by the applicant. Fees should be paid to the church Properties Ministry Team. Checks should be made payable to Sharon Heights Baptist Church. In general, these fees cover the expense to insure that facilities are maintained properly and to offset expenses.

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Deposit Requirements for Non-Members

A deposit is required at the time the wedding application is filed with the church office. This deposit will be refunded after a final inspection of the building and equipment have been made.

Sanctuary.....\$200.00
Fellowship Hall.....\$50.00

Fees

| <u>CATEGORY</u> | <u>MEMBERS</u> | <u>NON-MEMBERS</u> |
|--|-----------------|--------------------|
| Sanctuary | \$100.00 | \$500.00 |
| Fellowship Hall/Reception | \$100.00 | \$100.00 |
| Kitchen Hostess/Rehearsal Dinner | \$100.00 | \$100.00 |
| Custodian | \$100.00 | \$100.00 |
| <i>Choir chairs removed and replaced **</i> | <i>\$ 50.00</i> | <i>\$ 50.00</i> |
| <i>Choir divider/ banister removed and replaced **</i> | <i>\$200.00</i> | <i>\$200.00</i> |
| Sound Technician | \$ 50.00 | \$ 50.00 |
| Sharon Heights Musicians (pianist or organist) | \$ 50.00 | \$125.00 |
| Minister | Gratuity | Gratuity |
| Vocalist(s) | Gratuity | Gratuity |

Wedding Director

Gratuity

Gratuity

**** *This is an option for the wedding party.***

Gratuity for the minister, singers, and wedding director is left to the discretion of the Bride and Groom and payment should be made directly to each party.