

*Great Swamp*

*Baptist*

*Church*



**Policies**

**&**

**Procedures**

**Manual**



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**Policies and Procedures**  
**For**  
**Great Swamp Baptist Church**

**Last Updated: August 8, 2007**

**Leadership**

**Pastor**

- The Pastor will be a duly licensed and ordained Southern Baptist Minister of the Gospel, in full fellowship with all the denominational agencies with which the church is cooperating, namely the Southern Baptist Convention, the South Carolina State Convention, and the Savannah River Baptist Association.
- The Pastor will be called by the congregation at a regular business meeting or at a conference called for that purpose when notice has been given at a regular service of the church at least one week in advance.
- The Pastor will be called for an indefinite period, unless otherwise agreed upon at the time of the call, and will be paid a salary set by the church at the time of the call and then set in the church budget thereafter.
- The Pastor will have general supervision and oversight over all spiritual matters of the church and will direct the administration of the ordinances. He will perform, or be consulted, in all weddings, funerals, and other such services. He will be an ex-officio member of all committees and groups of the church and will perform all other duties which pertain to this office.
- If the Pastor resigns, thirty days' notice will be given, unless otherwise agreed upon by the Pastor and/or the Deacons. Should it become necessary for the Deacons to recommend the dismissal of a Pastor, notice will be given in person and by mail, and will be postmarked at least ten days prior to a conference called for that purpose.
- He will be allowed two weeks vacation with pay annually and may hold revival meetings with pay for a total of two weeks away from the church annually unless otherwise agreed upon by the church. In his absence, for these occasions, the Pastor will secure the pulpit supply and the church will take care of the expense.

## **Minister of Music**

- The Minister of Music will be called by the congregation at a regular business meeting or at a conference called for that purpose when notice has been given at a regular service of the church at least one week in advance.
- The Minister of Music will be called for an indefinite period, unless otherwise agreed upon at the time of the call, and will be paid a salary set by the church at the time of the call and then set in the church budget thereafter.
- The Minister of Music is responsible to the Pastor and the Music Committee.

### **Duties of the Minister of Music include:**

- Planning for a comprehensive music program
- Providing worshipful music for regular church services
- Promoting the total program of the church
- Organizing and supervising a graded choir program (including children)
- Assisting the Pastor in planning congregational services of the church
- Coordinating services with the Audio/Visual Committee
- Working with the Audio/Visual Committee and Music Committee for repair and upkeep of equipment and instruments
- Keeping Pastor and Audio/Visual Committee informed of special events
- The Minister of Music will be allowed two weeks vacation with pay annually and may hold two weeks of service away from the church with pay.
- The Minister of Music will see that all choirs have proper leadership in his/her absence.
- The Pastor and the Minister of Music cannot be away at the same time, except in the case of an emergency.
- Should the Minister of Music resign, 30 days notice will be given to the Pastor who will immediately notify the Personnel Committee and the church.
- In the absence of a full-time Minister of Music, the Personnel Committee in conjunction with the Music Committee will recommend to the church a paid, part-time Minister of Music.
- In lieu of a Minister of Music, the Nominating Committee will recommend to the church a volunteer Music Director based on a recommendation by the Music Committee and the Personnel Committee.
- In the absence of a full-time pastor, the Minister of Music will be under the authority of the Music Committee and the Personnel Committee.

### **Children's Choir Director**

- The Children's Choir Director will coordinate a choir program and any special performances for children.

### **Church Pianist**

- The church pianist will be responsible for playing the sanctuary piano during the worship services of the church.

### **Church Organist**

- The church organist will be responsible for playing the sanctuary organ during the worship services of the church.

### **Minister of Youth**

- The Minister of Youth is responsible to the Pastor in planning a comprehensive youth program and working with all children and youth committees.
- A program for youth should include spiritual growth and learning along with fellowship and fun. Activities should be developed for the whole person growing in Christian grace.
- Programs should be planned with the knowledge our children attend different schools.
- Should the Minister of Youth resign, 30 days notice will be given to the Pastor who will immediately notify the Personnel Committee and the church.
- In the absence of a salaried Youth Minister, the Nominating Committee shall present a person to the church for that position.

### **Part-time Minister of Youth**

- In conjunction with the Youth Committee, the part-time worker will plan and coordinate a program for the youth during the evening worship service on Sunday.
- The part-time worker will arrive at the church on Wednesdays by 6:00 PM to eat supper with the youth and supervise the youth at the playground/youth annex during the supper hour until 7:00 PM. Also, he/she will be available to assist the youth leader as needed during the Wednesday night program.
- The part-time youth worker will be under the direct supervision of the Pastor and the Youth Committee.
- Salary will be determined and provided by the Finance Committee. Funds will come from sources other than money specifically set aside by the youth group for trips, camps, etc.

## **Deacons**

- The body of deacons shall consist of ordained men chosen by the church to serve as deacons. They will elect their own chairman, vice-chairman, and secretary as well as prescribe such rules as necessary for the conduct of their meetings.
- There will be regular meetings at least once a month. Special meetings may be called as necessary by the Pastor or Chairman of the Deacons, providing each is aware of the meeting being called.
- The deacons will be assistants to the Pastor in all those things which would be helpful to the Pastor in the ministry of the Word. The deacons have no authority to control the church, but to assist by their counsel. The deacons will promote the whole program of the church, enlistment, discipline, education, missions, etc. The deacons will have charge of the benevolence of the church.
- A deacon will be elected for a three-year term and may succeed himself when his term expires, if he so desires and is elected by the church.
- The number of deacons will be determined by the needs of the church, upon the recommendation of the presiding deacon body, and voted on by the church.
- The selection of deacons will take place each year, the second Sunday in August. Announcement will be made at least two weeks in advance. The present deacon body will qualify and will present the list for the ballot at that time. The church members present at the morning worship service will vote by secret ballot for the number of deacons to be selected. The present deacon body will count the ballots.

## **Emergency Contingency Plan**

- The Deacons will be granted the authority to determine if an emergency exists, after reviewing the financial condition of the church. A majority of the Deacons must be present and must vote unanimously.

## **Sunday School Director**

- The Sunday School Director will have the responsibility of supervising the Sunday morning Bible study program of the church. He/she will see that the various divisions of the church school are properly staffed and equipped to carry on the Bible teaching program. He/she is to be elected annually.

## **Men's Ministry Director**

- The Men's Ministry Director, the Royal Ambassador Coordinator, RA Counselors, and other officers of the Men's Ministry will be elected annually by the membership of that organization. The Director will coordinate Brotherhood meetings and all Men's Ministry projects. The Director will be presented to the church for approval.

## **Women's Missionary Union Director**

- The WMU Director and other officers of the WMU are to be elected by the membership of that organization. They will be elected annually. The Director will be presented to the church for approval.
- The WMU Director will be responsible for securing age-level leaders (Acteens, Girls in Action, Mission Friends) each year and providing the necessary literature and training for these leaders.

## **General Administration**

### **Administrative Assistant**

- The Administrative Assistant will be a salaried employee of the church working under the supervision of the Pastor.

**The duties of the Administrative Assistant will consist of, but are not limited to the following:**

- Receptionist
- Publishing of bulletins
- All office correspondence
- Administrative and support functions as determined by the Pastor
- Ordering office supplies
- Checking the mail at the post office
- Filing
- Any duties the church deems necessary
- Will assist members and sometimes non-members in certain church-related situations
- Will keep membership rolls up to date with the assistance of the Church Clerk
- Will keep the Policies and Procedures manual and the By-laws up to date with the assistance of the Church Clerk
- Will keep the Policies and Procedures manual and the By-laws backed up on computer disk
- Will receive any funds not deposited by the Toll Committee
- Will prepare all bills and checks for the Church Treasurer to approve
- Will sign all authorization cards for all checking and savings accounts held by the church with the bank
- Will help the Church Treasurer prepare financial reports to be presented to the church
- Will help the Church Treasurer prepare yearly stewardship reports for church members
- Must sign a confidentiality agreement.

## **Moderator**

- The Church Moderator is the presiding officer at all Church business conferences. He is to be elected annually.

### **His duties are:**

- Maintain and support the fellowship of the Church
- Develop with the Pastor and key church leaders an agenda and keep it on course
- Conduct orderly business meetings using Robert's Rule of Order
- Execute church business in a timely manner, clarifying church business for later action and referring it to the proper committee

## **Church Clerk**

- The church clerk will keep a permanent record of all actions and deliberations of the church, written out in legible handwriting or typewritten and saved on computer disk at the church.
- He/she will be required to present to the church at each regular business conference the minutes of all business meetings taken place since the last regular business meeting.
- He/she will assist the Pastor in the reception of new members.
- The church clerk will be responsible for keeping the church secretary up to date on admissions and deletions to the church membership directory.
- All materials pertaining to the office of the clerk are properties of the church and shall be turned over to the church when it is requested or when a new clerk is elected.
- The clerk will also be responsible for presenting to the secretary any changes to the Bylaws or the Policies and Procedures Manual.
- The clerk shall be elected by the church annually.
- In the absence of the Church Clerk, the Assistant Church Clerk will assume the Church Clerk's duties.

## **Trustees**

- The Board of Trustees (Officers of Incorporation) will consist of three members elected to serve until circumstances dictate that replacement is necessary.
- They will elect a chairperson and secretary annually.
- The Trustees will execute all legal instruments that may be authorized by the church. All documents will be executed in the authority of the church. The Trustee Chairman will sign the authorization cards for all checking and savings accounts held by the church with the bank.
- The trustees will be responsible for updating all legal documents with current information (ie. Article of Incorporation and bank cards)
- The third person will serve on the Cemetery Committee and will work with the Building and Grounds Committee to provide counsel on any legal matters.

## **Church Treasurer**

- The Church Treasurer must be a member of the Church and will be elected annually. He/she must have a working knowledge of church organization and will work closely with the Finance Committee chairman. He/she must attend all Finance meetings as an ex-officio member and may not be chairman of any committee.

### **Duties will consist of, but are not limited to:**

- Receive, record and deposit in the bank all funds not deposited by the Toll Committee.
- Pay all bills as approved in the church budget, using a purchase order system by check drawn on the bank. (All other expenditures will require special church authorization.)
- Prepare and present a monthly report to the Finance Committee and the church.
- Work with the Church Administrative Assistant in maintaining and preparing the Church Member Stewardship Reports, following church procedure.
- Sign authorization cards for all documents held with the bank, along with a Trustee, Finance Chairman, and Church Administrative Assistant.
- Insure all checks bear two authorized signatures.
- Must sign a confidentiality agreement.

## **Church Nursery Coordinator**

- The Nursery Coordinator will have the responsibility of enlisting workers for the Nursery to serve during the worship services as well as revival services and associational meetings at the church as needed.
- He/she will work in cooperation with the Sunday School Director in properly equipping the nursery.

## **Church Literature Librarian**

- The Literature Librarian is to be responsible for placing the order for all literature. He/She will compile this order from information furnished by the Pastor and Sunday School Director.

## **Church Historian**

- The Church Historian will be responsible for maintaining and preserving church historical documents, pictures, and articles of historical importance.
- Updating the church history as needed
- Publishing or reporting items that will keep members conscious of the rich heritage of our church

## **Executive Lay Member**

- The Executive Lay Member will be the liaison between the Savannah River Baptist Association and the church. He/she will represent the church at all associational meetings.

## **Vacation Bible School Director**

- The VBS Director will coordinate vacation Bible school each year.
- He/she will be responsible for ordering literature and securing teachers and other staff.

## **Standing Committees/Teams**

### **General Overview**

- The following will be the standing committees and teams of the church. The Pastor will be an ex-officio member of all committees and teams of the church. Each committee/team will elect its own chairman and should notify the church office by October 30th. All committees/teams, with the exception of the Nominating Committee, will be elected annually and may succeed themselves. A full description of each committee/team's responsibilities will be found in the Policies and Procedures Manual located in the church office.

## **Nominating Committee**

- The Nominating Committee will consist of three members, one of which is elected each year for a three year term, to serve on a rotating basis. In addition to the said three, the Sunday School Director will become a member of the Nominating Committee as soon as he/she is elected. He/she will aid in the task of securing workers to be nominated to serve during the coming year.
- The Nominating Committee will recommend to the church all officers and committees to serve the church except deacons, whose election is provided for elsewhere.
- The persons to be elected to the three year term on the Nominating Committee will be nominated by the deacons and voted upon during the August business conference. The person elected will then begin serving September 1.
- Should a vacancy occur on the Nominating Committee, the deacons will nominate someone to serve during the unexpired term.
- It is understood that in accordance with Robert's Rules of Order, nominations from the floor are acceptable and allowable.
- The Sunday School Director will be elected during the month of May.

## **Personnel Committee**

- The Personnel Committee will be an advocate for the church staff. It shall consist of three members, one of which must be an active deacon. Its duties are as follows:
- Study and recommend to the church the need for additional church staff positions, relying on the Pastor and other key leaders in the church
- Prepare and update job descriptions for paid staff members
- Recruit, interview and recommend new personnel
- Recommend a salary program (includes salary, expenses, and benefits)
- Working with the Administrative Assistant and the Bylaws/Policies and Procedures Committee, maintain the Policies and Procedures Manual and keep it current
- Handle all matters of conflict or grievance between personnel, with the exception of the Pastor. Any grievance with the Pastor will be handled by the Deacons and Personnel Committee.
- Staff members other than the Pastor, Minister of Music, and Minister of Youth will be recommended by the Personnel Committee and will be employed by church action.
- Any person hired to perform work at the church or on the Church property on a regular basis must be approved by the church in business conference. The Personnel Committee will present this person to the church. All contracts must be reviewed by the Trustees.

## **Buildings and Grounds Committee**

- The Buildings and Grounds Committee will consist of four persons. The committee will be responsible for seeing that the buildings and grounds of the church are kept in good repair and are neat in appearance.
- The Building and Grounds Committee will have care and custody of all properties of the church and administer the rules prescribed by the church.
- The Committee will work with the Personnel Committee in seeing that the church has a custodian and groundskeepers, and that they care for the buildings and the grounds of the church property.

## **Finance Committee**

- The Finance Committee will consist of five members elected annually. The Finance Committee Chairman shall not chair any other committee.
- This committee will make up the budget annually for presentation to the church. The budget will run from January 1st through December 31st. The proposal will be made available to the church two weeks prior to the November church conference where it will be discussed. The church will vote to accept or to reject the budget as presented, without discussion, during the December church conference.
- This committee will recommend to the church any changes in the budget during the year as deemed advisable and in keeping with the financial ability of the church.
- The church operates under a purchase order system. A purchase order must be turned in to the Treasurer prior to payment.
- Purchases: All purchases of supplies, equipment, etc. will be made only with a requisition which has been filled out and signed by the committee chairman.
- The requisition must be prepared by the purchaser and signed by the chairman.
- The purchaser will be authorized only if sufficient money is available.
- If money is not available, the Finance Committee must make provision before the purchase can be made.
- Non-budgeted items will be brought before the church by the respective committee chairman after consulting with the Finance Committee and the Treasurer.

## **Toll Committee**

- The Toll Committee will be responsible for the counting, recording, and making deposits of all the tithes, offerings, and special gifts received during the service of the church.
- The envelopes will be presented to the Administrative Assistant for recording after each counting.
- The record of deposits will be made by the Toll committee and signed by those compiling it. The record will then be presented to the Administrative Assistant on the same day the deposit was made.
- The Toll Committee will consist of up to six persons plus one alternate. Each member must sign a confidentiality agreement.

## **Long-Range Planning Committee**

- This committee will consist of seven members. It shall meet as needed to determine long-range plans for the church.

## **By-laws/Policies and Procedures Committee**

- The By-laws/Policies and Procedures Committee will consist of three members being the Church Clerk, Deacon Chairman, and another church member.
- The duty of the committee is to review any By-law or policy changes prior to presentation to church for approval.
- Works with Administrative Assistant to keep manuals current.

## **Cemetery Committee**

- The Cemetery Committee will have general oversight of the cemetery. They will be responsible for seeing that the cemetery is kept in good condition and neat in appearance. The church will provide in the budget for the hiring of a worker to maintain the cemetery.
- This committee may recommend rules and policies governing the use and care of the cemetery as deemed necessary. A copy will be kept in the Policies and Procedures Manual.
- This committee will consist of four persons. One person will also be a Trustee. One will serve as the Cemetery Plot Coordinator, and one will be the Assistant Cemetery Plot Coordinator.
- The coordinator will work with the funeral director in finding a proper burial plot when there is a death in the church family. The assistant coordinator shall assist when necessary or when the coordinator may not be available.
- They will keep a plat of the cemetery current so church members may find what plots are available. The coordinator will keep a plat, and one will be kept

in the church office. The plat is the property of the church and shall be turned in to the church office when service is completed.

- The Great Swamp Baptist Church cemetery will always remain the property of Great Swamp Baptist Church. No plot or piece of ground in the cemetery will be given, deeded, or sold to anyone for any purpose unless the church votes to do so.
- Plot assignment may only be changed by the cemetery committee and the cemetery lot coordinator after receiving such a request in writing.

#### Maintenance:

- Approval is required for any work done in the cemetery, with the exception of routine maintenance within the area of your assigned plot.
- Artificial flowers will be removed from your plot if they become faded, unattractive or detract from the cleanliness of the cemetery.
- No shrubbery will be planted in the cemetery.
- In order to properly perform maintenance in the cemetery, no corner markers or coping will be allowed on or around plots in the cemetery.

#### Cemetery Plot Assignments

- Cemetery plot assignments will be issued to current members of Great Swamp Baptist Church with the following exceptions:
- A member who has been assigned a plot and moves their membership may retain their plot after submitting a request in writing to the Cemetery Committee within 6 months after moving their membership. After 6 months has elapsed, their plot will be available for assignment to another church member.
- Former church members having a mother, father, sister, or brother who remains a member of Great Swamp Baptist Church, or is buried in the church cemetery, may request in writing a burial space if one is available in their assigned plot.
- Issuance of cemetery plots will be handled by the cemetery lot coordinator and will be based on availability. The coordinator will designate the location of the plot.
- If a member, or former member, assigns their plot to someone else, they may lose their privilege to be assigned another plot. This change must be approved and documented by the cemetery lot coordinator.
- Any child of a church member may receive a burial space as long as the family plot has enough room for the child to be buried. A “child” is defined as a son or daughter of a member, or a son or a daughter of parents who are buried in the cemetery.

## **Pastor Search Team**

- This team will consist of five persons. They will be elected as soon as possible after the Pastor has resigned or is terminated.
- The Pastor Search Team will have the responsibility of seeing that the pulpit is supplied until the church calls a pastor.
- This team is charged to be active as soon as it is established. In seeking a pastor, only one person will be recommended and considered by the church at a time.
- The team will have its expenses paid by the church.
- In the absence of a full-time Pastor, the Pastor Search Team will be responsible for filling the pulpit.
- A Supply Preacher will only be responsible for filling the pulpit at all regularly scheduled services.
- If an Interim Pastor is called, he will be voted on by the church by simple majority. The Interim Pastor will assume the duties of a Pastor.
- Upon the pastor's assumption of his duties, the team will, as soon as possible, request to the church that they be relieved of their duties and the team be dissolved.
- At the time of the vote at least 90% of the members, present and eligible to vote, must approve the calling of the prospective pastor.
- This will be voted on by secret ballot and counted by the Deacons. The Search Team shall witness the counting of the ballots.

## **Minister of Music and/or Youth Search Team**

- This team will consist of five members. They will be elected as soon as possible after the event of the church becoming without a Minister of Music and/or Minister of Youth.
- In seeking a Minister of Music or a Minister of Youth, one person will be recommended and considered by the church at one time. The team will have its expenses paid by the church. Upon the Minister of Music or Minister of Youth assuming his or her duties, the team will as soon as possible request to the church that they be relieved of their duties and the team dissolved.

## **Music Committee**

- This committee will consist of the organist, pianist, Minister of Music, all choir directors elected by the church, and two other members.
- This committee will be responsible for worshipful music for all services of the church. Any group or soloist who wishes to do a concert must be approved by the music committee in advance.
- This committee will also be responsible for the musical instruments of the church, the hymn books, and other materials pertaining to the music program.

## **Youth Committee**

- The Youth Committee will be composed of the Minister of Youth, two of the young people from our church (one male and one female), and two adults. This committee (with the exception of the Minister of Youth) will be elected annually and may succeed themselves.
- The Youth Committee will work in coordination with the Minister of Youth in planning and supervising the youth activities of the church.
- Youth Sunday school teachers will be ex-officio members.
- In the absence of a full-time Minister of Youth, a part-time person may be hired. This committee, working with the Pastor, will plan and supervise the Youth activities of the church.

## **Children's Committee**

- The Children's Committee will be divided into two age groups: Committee I (3yrs to 2nd grade) and Committee II (3rd grade to 6th grade). These committees are to be composed of three leaders. These leaders can ask parents for help as needed.

## **Evangelism Committee**

- This committee is to be composed of three members elected by the church on the rotating system.
- The duties of the committee include the following: assisting in the planning of revivals in our church, promoting worshipful services in local places of confinement (prisons, jails, hospitals, nursing homes, etc.), and promote evangelism in the community at large.

## **Homecoming, Kitchen, and Social Committee**

- This committee will consist of four persons, elected annually. It will have the responsibility of supervising all church-wide dinners, the Thanksgiving supper, and the Christmas Social. It will also maintain equipment such as pots, pans, etc. in the church kitchen. A supply of paper plates, cups, napkins, etc. will be kept on hand in the kitchen for use by the church and its various organizations. A provision for such kitchen supplies will be made annually in the budget.

## **Hospitality Team**

- This team will consist of two members.
- It will plan any social events of the church such as showers, associational events, etc.
- It will publicize events and enlist help from the church.

### **Harvest Fest Team**

- This team will plan and arrange the Harvest Fest. The team will be comprised of the following: Harvest Fest Director, a parent from Great Swamp Baptist Church, a parent from Step of Faith Christian Academy, and a teacher from Step of Faith Christian Academy. The Director will be recommended by the Nominating Committee, and all other members will be selected by the Director.

### **Christmas Team**

- This team will consist of three persons. It will be responsible for decorating the buildings for the Christmas season.

### **Recreation Park Committee**

- The Recreation Park Committee is to consist of three members. Duties will be to enforce the rules and regulations as adopted by the church governing the use of the recreation park and be responsible for the maintenance of the area.

### **Baptism Committee**

- The Baptism Committee will consist of 4 persons, two women and two men. They will assist the candidates to be baptized by seeing that proper arrangements have been made for the service. The Pastor will advise the candidates of the time for the service and of the proper clothing needed. They will also be on hand to assist the candidates into and out of the pool. They will consult the Building and Grounds Committee in reference to having the pool ready.

### **Bereavement Committee**

- This committee is to minister to the bereaved in the church family. This committee will consist of four members. This committee will coordinate meals as necessary. The chairperson should contact other persons necessary to perform this ministry.

### **Senior Adult Activity Committee**

- This committee will consist of three members. The duties of this committee are to plan and to be responsible for special activities for the senior members of the church.

## **Audio/Visual Committee**

- The Audio / Visual Committee will consist of six (6) persons, three (3) sound operators, (2) two members of the tape ministry and the Minister of Music.
- Responsibilities: This Committee will schedule Sound room operators for all services of the Church, (i.e. Sunday Mornings, Sunday Evenings, and Wednesday Nights.) This schedule should be planned for six months, and a copy shall be given to the church office. There will be a list of all operators and phone numbers located in the church office. This is to aid in the planning of church services. The operator should be notified a day or more before services of any needs or location changes so the operator has time to set up for services. Services such as weddings, funerals, and unscheduled services will require three to four days notice to be given. This will depend upon the availability of an operator. The operator has the right to charge a \$50.00 fee for weddings he/she may be required to attend.
- This Committee will keep the sound rooms stocked with recording media and see to it that the equipment needs for audio and video reproduction are met. The master of recorded media will be stored on church premises in suitable room provided by the church. Any audio / video equipment purchased for the church should be discussed with this committee so as to cut down on equipment conflicts. Each member of this committee will be provided a key to the equipment areas of audio/video equipment. These keys, along with one key in the church office and one on the key ring for the Chairman of Buildings and Ground Committee, should be the only keys to these areas.
- Soloists and groups will be informed by the Minister of Music that they are responsible for contacting the sound room operator scheduled for the Sunday they will perform to arrange practice session.
- All sound room operators will be trained by someone familiar with the system before they are allowed to be in the room alone.

## **Church Website Committee**

- This committee will consist of four members. The duties of this committee are to design and to be responsible for maintaining the church website.

## **Child Development Ministries Committee**

- The Child Development Ministries Committee will consist of five members elected annually by the Church. The Daycare Director and the School Administrator will report and give input to the committee pertaining to their areas of responsibility.
- The CDM Committee will elect chairman, vice-chairman, and a secretary. These three, along with the School Administrator and Daycare Director, will sign bank signature cards for the committee. Other personnel may be designated by the committee. Two of these persons are required to sign all checks.
- The CDM will oversee the functions of the Daycare and Step of Faith Christian Academy in providing child development programs for the church and community that are not included in the normal ministries of the church (SS, GA's, RA's, etc.). They will monitor the financial condition of these ministries with the help of the Daycare Director and the School Administrator.
- The committee will assist the Daycare Director and School Administrator in preparing an annual budget for these ministries; the budgets will be approved by the CDM Committee by the first Wednesday in December and will run concurrent with the school year. The budgets will be presented to the church, as information only, during the month of December
- The committee will report quarterly to the church on the ministry's financial and physical condition. Any major changes or additions to these ministries will be discussed and approved by the committee before being presented for church approval. Any recommendations to fill vacancies on the committee will be discussed and approved by the CDM prior to being presented to the Nominating Committee for church approval. The chairman will be responsible for making these reports and recommendations to the church on behalf of the School and the Daycare. These items will be given to the chairman one week prior to the church meeting.

## **Special Committees/Teams**

- Committees and teams may be established by the church to serve special needs from time to time. When the creation of a special committee/team is to be recommended to the church, it will be announced one week prior to the business conference. The name of the committee/committee, its duties, and the number of its membership, will be included in the recommendation's announcement.

## Resignation of Elected Positions

- Any person wishing to resign from an elected position must put resignation in writing, sign, and present to the Nominating Committee. Any other effort to remove persons from elected positions will come through the Deacons.

## Facilities- General

- Church Buildings will be used for the regularly scheduled meetings of the church as approved by GSBC and the Building & Grounds Committee. Use of the buildings at other times, for other purposes, will be considered only after a written request is submitted to the Building & Grounds Committee explaining fully what the facilities will be used for. If approved, the usage will be scheduled through the office.
- GSBC facilities exist primarily for the use and ministries of its members. Therefore, we reserve the right to determine who will utilize our buildings and campus grounds for any purpose.
- Use of the facilities for weddings (members only) are addressed in our wedding application.
- The facilities may not be used for the sale or trade of merchandise, other than concert and other ministry related items, such as books, tapes, CD's, etc.
- The use of church facilities for approved special functions must be scheduled through the church office. The fees and cleaning deposit are to be paid to the church office. The cleaning deposit will be refunded upon confirmation that the facilities used are cleaned according to the church guidelines.
- If the person in charge of the function must have access to the building after normal office hours, arrangements must be made through the church office for someone to meet them to unlock the facility and disable the alarm system. Also the user is required to give to the person opening the church an approximate finishing time so the building can be secured afterwards.
- The person in charge of the meeting is responsible for, turning off all lights and leaving the area used clean and orderly for the next day's work.
- The order of priority to be observed for use of the GSBC facilities is as follows. 1. Church wide events. 2. Organizational use (Sunday School-WMU-Men's Ministry-Music, SFCA, etc.), 3. Departmental use. 4. Classes or groups. 5. Other uses ( wedding anniversaries, baby showers, etc).
- After these considerations, any group from outside the church desiring to use the facilities must submit a written request, as described above, to the Building & Grounds Committee for approval.

- Church buildings will be used for church related or church sanctioned functions only.
- **NO SMOKING OR USE OF ALCOHOLIC BEVERAGES IS PERMITTED IN ANY BUILDINGS OR ON THE CHURCH GROUNDS.**
- **The following guidelines will be adhered to in all buildings:**
- Dripless candles ONLY may be used in the candelabra with fire preventive materials underneath to protect the floors and tables.
- NO NAILS, SCREWS, THUMBTRACKS, MASKING TAPE, or anything that could mar a surface may be used on the furniture, tables, woodwork or walls.
- Catered meals should be scheduled only in the MPB. Casual food may be served in other areas, but it is your responsibility to clean up area and remove trash before leaving. **NO FOOD OR DRINK of any kind is allowed in the sanctuary.**
- No church silver, dishes, linens, etc. may be removed from the church for any reason.
- Use of the kitchen and any outside caterers must be cleared with the Building & Grounds Committee. All garbage must be put in the outside garbage container immediately at the conclusion of the function. The kitchen must be cleaned according to the kitchen cleanup checklist. No equipment or utensils are to be removed from the kitchen for events outside the church.
- All areas in buildings or campus must be left clean and room left like it was originally set up.
- Please Note: These rules and guidelines are necessary to help keep our buildings and campus in good condition at all times to be enjoyed by everyone.
- These are considered to be regular scheduled church sanctioned functions:
  - Sunday School
  - WMU
  - Men's Ministry
  - Music
  - SFCA
  - RA's
  - GA's
  - Grandmother's Group
  - Etc. (other approved functions)
  - Options: Wedding, Anniversaries or Showers
    - Option to clean Sanctuary (church custodian)
    - Option to clean MPB (church custodian)

## **KITCHEN RULES**

- Please look around and see how the kitchen is arranged and leave it as you found it.
- Please wash any items used and place them where they belong.
- Don't leave any dishes in or on the sink.
- Don't leave any food on the tables or counters.
- Please wipe off all tables and counters.
- Don't leave any food in the refrigerator unless it will be used the next day.
- Please leave coffee pots clean and turned off.
- Please leave steam table cleaned, drained and turned off.
- Make sure all stoves and ovens are turned off.
- Please empty all trash cans, replace liners and place in dumpster.
- Please leave floor clean and mopped.

## **Playground**

- Only members of the Church and their guests are welcome to use the playground area.
- No smoking, alcoholic beverages, drugs, profanity or unsportsmanlike activities will be permitted on the playground area.
- Playground area will be available for use by church members and guests only.
- Playground area will not be in use after 9:30 PM. NO activities allowed on Sunday (except for organized church activities.)
- Pants or appropriate Gym shorts with shirt and tennis shoes required. (NO bathing suits or bare backs allowed.)
- Anyone using the playground area will be responsible for cleaning up their litter.
- Anyone using playground area will park on Church property. (Vehicles, bicycles, go-carts or motorcycles not allowed on the playground.)
- Rules of Safety will be observed at all times. Absolutely no horse-play permitted.
- No one under 16 allowed without adult supervision on playground area.

**Adopted May 13, 2009**

1. The By-Laws committee recommends that Article Nine in the Constitution and By-Laws be amended as follows:

Fiscal Responsibilities be changed to Annual Responsibilities **Motion Carried**

2. The By-laws committee recommends that Article Nine in the Constitution and By-Laws be amended as follows:

Addition to Section 1- Homecoming will be observed the 3<sup>rd</sup> Sunday in October **Motion Carried**

3. The By-Laws Committee recommends that the Policies and Procedures Manual be amended as follows:

Recreation and Parks Committee be dissolved **Motion Carried**

4. The By-Laws Committee recommends that the Policies and Procedures Manual be amended as follows:

Additions to Finance Committee Section

**Any special event and/or** non budgeted items will be...(this is additional wording to bullet 9)

Any new designated fund(s) must be presented to the Finance Committee, who, in turn, will present to the Church for approval

Non-budgeted items up to \$1500 may be approved by the Finance Committee Chairman, after consulting with the Finance committee, without prior Church approval.

Non-budgeted items up to \$500.00 may be approved by the Finance Committee Chairman without prior Church approval

All non-budgeted items will be itemized in the Monthly Treasurer's Report **Motion Carried**

5. The By-Laws Committee recommends that the Policies and Procedures Manual be amended as follows:

Addition to Administrative Assistant section

Will receive any funds not deposited by the Toll Committee

Any non-designated funds given to the Church will be deposited into the General Fund. **Motion Carried**

6. The By-Laws Committee recommends that the Policies and Procedures Manual be amended as follows:

Addition to Toll Committee section

Any non-designated funds given to the Church will be deposited into the General Fund. **Motion Carried**

# Great Swamp Baptist Church

P.O. Box 446, Ridgeland, SC 29936  
(843)726-3631 Fax:(843)726-3294

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greatswampbc@gmail.com

## Facilities Use Policy

### General Policy

Church Buildings shall be used for the regularly scheduled meetings of the church as approved by GSBC and the Building & Grounds Committee. Use of the buildings at other times, for other purposes, shall be considered only after a written request is submitted to the Building & Grounds Committee explaining fully what the facilities will be used for. If approved, the usage will be scheduled through the office.

GSBC facilities exist primarily for the use and ministries of its members. Therefore, we reserve the right to determine who will utilize our buildings and campus grounds for any purpose.

Use of the facilities for weddings (members only) are addressed in our wedding application.

The facilities may not be used for the sale or trade of merchandise, other than concert and other ministry related items, such as books, tapes, CD's, etc.

The use of church facilities for approved special functions must be scheduled through the church office. The fees and cleaning deposit are to be paid to the church office. The cleaning deposit will be refunded upon confirmation that the facilities used are cleaned according to the church guidelines.

If the person in charge of the function must have access to the building after normal office hours, arrangements must be made through the church office for someone to meet them to unlock the facility and disable the alarm system. Also the user is required to give to the person opening the church an approximate finishing time so the building can be secured afterwards.

The person in charge of the meeting is responsible for, turning off all lights and leaving the area used clean and orderly for the next day's work.

The order of priority to be observed for use of the GSBC facilities is as follows. 1. Church wide events. 2. Organizational use (Sunday School-WMU-Men's Ministry-Music, SFCA, etc.), 3. Departmental use. 4. Classes or groups. 5. Other uses

( wedding anniversaries, baby showers, etc).

After these considerations, any group from outside the church desiring to use the facilities must submit a written request, as described above, to the Building & Grounds Committee for approval.

Church buildings shall be used for church related or church sanctioned functions only. **NO SMOKING OR USE OF ALCOHOLIC BEVERAGES IS PERMITTED IN ANY BUILDINGS OR ON THE CHURCH GROUNDS.**

The following guidelines will be adhered to in all buildings.

A. Drip less candles **ONLY** may be used in the candelabra with fire preventive materials underneath to protect the floors and tables.

B. **NO NAILS, SCREWS, THUMB TACKS, MASKING TAPE**, or anything that could mar a surface may be used on the furniture, tables, woodwork or walls.

C. Catered meals should be scheduled only in the MPB. Casual food may be served in other areas, but it is your responsibility to clean up area and remove trash before leaving. **NO FOOD OR DRINK of any kind is allowed in the sanctuary.**

- D. No church silver, dishes, linens, etc. may be removed from the church for any reason.
  - E. Use of the kitchen and any outside caterers must be cleared with the Building & Grounds Committee. All garbage must be put in the outside garbage container immediately at the conclusion of the function. The kitchen must be cleaned according to the kitchen cleanup checklist. No equipment or utensils are to be removed from the kitchen for events outside the church.
  - F. All areas in buildings or campus must be left clean and room left like it was originally set up.
- If birdseed or rice is used at the conclusion of a wedding, it must be cleaned up and removed from all walking areas.

Please Note: These rules and guidelines are necessary to help keep our buildings and campus in good condition at all times to be enjoyed by everyone.

Areas available for use and the corresponding fees:

EVENT	USAGE	MEMBER	NON MEMBER	CLEANING DEPOSIT
WEDDING	SANCTUARY	-0-	Not available	\$25.00
WEDDING	MPB	-0-	Not available	\$100.00
REUNION	MPB	\$100.00	\$250.00	\$100.00
DINNER	MPB	\$100.00	\$250.00	\$100.00
ANNIVERSARY	SANCTUARY	-0-	Not available	\$25.00
ANNIVERSARY	MPB	-0-	Not available	\$100.00
BABY SHOWER	MPB	-0-	Not available	\$100.00

Please Note:

These are considered to be regular scheduled church sanctioned functions:

- Sunday School
- WMU
- Men's Ministry
- Music
- SFCA
- RA's
- GA's
- Grandmother's Group
- Etc. (other approved functions)

Options: Wedding, Anniversaries or Showers

- Option to clean Sanctuary (church custodian)
- Option to clean MPB (church custodian)

I have read the complete policy and understand by signing below, I will abide by and accept the guidelines within.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RULES FOR USE OF GREAT SWAMP BAPTIST CHURCH  
PLAYGROUND AREA**

- 1** Only members of the Church and their guests are welcome to use the playground area.
- 2** No smoking, alcoholic beverages, drugs, profanity or unsportsmanlike activities will be permitted on the playground area.
- 3** Playground area will be available for use by church members and guests only.
- 4** Playground area will not be in use after 9:30 PM. NO activities allowed on Sunday (except for organized church activities.)
- 5** Pants or appropriate Gym shorts with shirt and tennis shoes required.  
(NO bathing suits or bare backs allowed.)
- 6** Anyone using the playground area will be responsible for cleaning up their litter.
- 7** Anyone using playground area will park on Church property.  
(Vehicles, bicycles, go-carts or motorcycles not allowed on the playground.)
- 8** Rules of Safety will be observed at all times. Absolutely no horse-play permitted.
- 9** No one under 16 allowed without adult supervision on playground area.

# Great Swamp Baptist Church

P.O. Box 446, Ridgeland, SC 29936

(843)726-3631 Fax:(843)726-3294

greatswamp@islc.net

## **BUILDING(S) CAMPUS AND ACTIVITY EVENT REQUEST FORM**

Please check one:  New Event  Change  Cancellation Date Requested: \_\_\_\_\_

Exact Name of Event (as it will appear on calendar): \_\_\_\_\_

Event Date: \_\_\_\_\_ Day of Week (circle) Sun. Mon. Tue. Wed. Thurs. Fri. Sat.

Beginning Time: \_\_\_\_\_ A.M. /P.M. Ending Time: \_\_\_\_\_ A.M./P.M.

Is this a church-related activity?  Yes  No Number of people expected: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Phone number of person making request: \_\_\_\_\_

Rooms Needed:

Classrooms; Number needed \_\_\_\_\_

Multi-Purpose Building

Kitchen

Sanctuary

Other \_\_\_\_\_

Custodial Fee Required?  Yes  No Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Food Services Needed  Yes  No

Sound System Needed  Yes  No If yes, you must contact Audio/Visual Committee for availability and fees.

Special Instructions for set up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

Event Approved By \_\_\_\_\_

Date Approved \_\_\_\_\_

Event entered on church calendar

Date Entered \_\_\_\_\_

# Great Swamp Baptist Church

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greatswampbc@gmail.com

## FEES FOR FACILITIES USE AND CUSTODIAL SERVICES MULTI-PURPOSE BUILDING

### Facilities Use

Use of MP Building	Church Members	\$100.00
Use of MP Building	Non Members	250.00

### Cleaning Deposit

All users will be required to pay a cleaning deposit.

MP Building	100.00
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### Options

Option to clean MPB (Church Custodian)	100.00
Kitchen Supplies: Paper goods, coffee and tea	5 0.00

Total \_\_\_\_\_

Form must be signed, dated and returned to the church office before scheduling is finalized.

By signing below, I will abide by and accept guidelines.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Please Note:

Mark the items above that apply to the information supplied.

Please notify church office of any changes or corrections.

MPB can be reserved in advance. All fees must be paid one week before scheduled event. Fees will be refunded if event is cancelled. Make checks payable to GSBC.

Cleaning deposit will be refunded only if building is left clean and after being inspected.

Kitchen is included as part of MPB.

User is responsible in setting up tables, chairs, etc. Also, responsible in leaving room as it was originally set up.

The foyer, main room, kitchen and restrooms are all considered to be MPB. Offices and classrooms are not part of the agreement.

Adopted: March 2007

# WEDDING APPLICATION

## Great Swamp Baptist Church

P.O. Box 446, Ridgeland, SC 29936

(843)726-3631 Fax:(843)726-3294greatswamp@islc.net

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Complete this form after reading and understanding the Wedding Application. Be aware that the wedding date will be confirmed only after this application is completed and returned to the church office.

The Church buildings will be used for weddings by those who are members of the church, or whose parents are members. The pastor may perform weddings for others at his discretion. Exceptions to this policy will be made only by the pastor and the Building and Grounds Committee.

Bride (full name) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Groom(full name) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address after marriage \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Times available for Pre-Marital Counseling \_\_\_\_\_

Other Local Contact Person \_\_\_\_\_

Marital Status (bride) Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Marital Status (groom) Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Do you consider yourself a religious person?  
(bride) Yes \_\_\_\_\_ No \_\_\_\_\_ (groom) Yes \_\_\_\_\_ No \_\_\_\_\_

Do you believe in God?  
(bride) Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_ (groom) Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

Are you saved?  
(bride) Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_ (groom) Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_

Church membership (bride) \_\_\_\_\_

Church membership (groom) \_\_\_\_\_

Parent's Names (Bride) \_\_\_\_\_ Phone \_\_\_\_\_

Parent's Names (Groom) \_\_\_\_\_ Phone \_\_\_\_\_

Name of Officiating Minister(s) \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Vocalist \_\_\_\_\_

Florist \_\_\_\_\_

Location of Reception \_\_\_\_\_

Wedding Director \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_

Best Man \_\_\_\_\_ Phone \_\_\_\_\_

Maid (Matron) of Honor \_\_\_\_\_ Phone \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

I have read the complete application and understand by signing below, I will abide by and accept.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Great Swamp Baptist Church

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greatswampbc@gmail.com

## WORSHIP CENTER CALENDARING OF EVENTS REQUESTS (ADDENDUM)

EVENT NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_

MINISTRY/DEPARTMENT IN CHARGE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ EXT. NO. \_\_\_\_\_

**Appropriately answer and furnish any additional information for the following:**

1. Will the platform need to be cleared of furniture? \_\_\_\_\_

\_\_\_\_\_

2. Will the organ and/or piano(s) need to be moved? \_\_\_\_\_

3. Will any pews/chairs need to be moved? \_\_\_\_\_

4. Will choir risers need to be moved? \_\_\_\_\_

5. Will plants need to be moved? \_\_\_\_\_

6. List/detail any staging or equipment to be added (brought in) for this event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Detail any special lighting needs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Detail any special audio/sound equipment needs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Detail any special audio-visual, filming or recording needs or plans \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Additional comments/needs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Great Swamp Baptist Church

PO Box 446 9009 Tarboro Rd.  
Ridgeland, SC 29936  
Ph. 843-726-3631 Fax: 843-726-3294  
E-Mail: greatswampbc@gmail.com  
Website: greatswampbaptistchurch.com

## Funeral Arrangement Worksheet

Today's Date \_\_\_\_\_

Name of Deceased \_\_\_\_\_

Address \_\_\_\_\_

Date of Death \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

GSBC Church Member?  0 Yes  0 No If family member of church member, give following information:

0 Spouse  0 Child  0 Mother  0 Other \_\_\_\_\_

Of \_\_\_\_\_

Family Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

=====  
Date of Visitation \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Date of Funeral \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Burial Location \_\_\_\_\_

Graveside Service Only?  0 Yes  0 No Cremation?  0 Yes  0 No

Officiating Minister(s): \_\_\_\_\_

Name of Funeral Home \_\_\_\_\_ Telephone \_\_\_\_\_

Funeral Director \_\_\_\_\_

=====  
Family Meal:  0 Yes  0 No Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Bereavement Committee Person Contacted: \_\_\_\_\_

Other Food Arrangements: \_\_\_\_\_

### Office Use Only :

\_\_\_\_ Pastor \_\_\_\_\_

\_\_\_\_ Deacon \_\_\_\_\_

\_\_\_\_ Music Minister \_\_\_\_\_

\_\_\_\_ Organist/Pianist \_\_\_\_\_

\_\_\_\_ Sound Operator \_\_\_\_\_

\_\_\_\_ Prayer Minister \_\_\_\_\_

\_\_\_\_ Bereavement \_\_\_\_\_

\_\_\_\_ Florist \_\_\_\_\_

Notes: \_\_\_\_\_

# KITCHEN RULES

- 1. Please look around and see how the kitchen is arranged and leave it as you found it.**
- 2. Please wash any items used and place them where they belong.**
- 3. Don't leave any dishes in or on the sink.**
- 4. Don't leave any food on the tables or counters.**
- 5. Please wipe off all tables and counters.**
- 6. Don't leave any food in the refrigerator unless it will be used the next day.**
- 7. Please leave coffee pots clean and turned off.**
- 8. Please leave steam table cleaned, drained and turned off.**
- 9. Make sure all stoves and ovens are turned off.**
- 10. Please empty all trash cans, replace liners and place in dumpster.**
- 11. Please leave floor clean and mopped.**





