

**CIBOLO VALLEY BAPTIST CHURCH  
POLICY MANUAL**

**CIBOLO VALLEY BAPTIST CHURCH  
5500 FM 1103  
CIBOLO TX 78108**

**CHURCH MANUAL  
POLICIES AND PROCEDURES**

Presented by the Nominating Committee

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**CHAPTER I**

**CONSTITUTION AND BYLAWS  
O F T H E  
CIBOLO VALLEY BAPTIST CHURCH**

**STATEMENT OF BASIC BELIEFS  
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# CONSTITUTION

## ARTICLE I

### PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

## ARTICLE II

### NAME

This body shall be known as the Cibolo Valley Baptist Church, 5500 FM 1103, Cibolo, Texas 78108.

## ARTICLE III

### OBJECTIVES

To be a church, composed of baptized believers who share a personal commitment to Jesus Christ as Savior and Lord, to be a redemptive body in Christ, through the power of the Holy Spirit, growing toward Christian maturity through worship, witness, education and ministry, proclaiming the gospel to the whole world, and applying Christian principles to man and society that God's purpose may be achieved.

## ARTICLE IV

### STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963. We voluntarily band together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to all mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

## ARTICLE V

### CHURCH COVENANT

Having been led as we believe by the Spirit of God to receive by faith the Lord Jesus as our Lord and 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 will strive 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, doctrines and discipline; to contribute cheerful and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also strive to maintain family and private devotions; to religiously educate our children, to seek the salvation of our kindred and acquaintances; to work circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct; and to abstain from those habits which will degrade our Christian witness as taught by the Holy Scriptures; to be zealous in our efforts to advance the kingdom of our Savior. We will further strive 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 strive 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.

## **ARTICLE VI**

### **POLICY AND RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by this church shall report to and be accountable only to this church, unless otherwise specified by church action.

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 cooperates with and supports the San Antonio Baptist Association, the state General Baptist Convention of Texas, and the Southern Baptist Convention.

## **BYLAWS**

### **ARTICLE I**

#### **CHURCH MEMBERSHIP**

##### **Section 1: General**

This is a Theo-democratic Baptist church governed by the membership according to the sovereign will of God. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and everyday life of this church.

The membership reserves the exclusive right to determine who will be members of the church and the conditions of such membership.

## **Section 2: Candidacy**

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

- a. By profession of faith and baptism according to the policies of the church
- b. By promise of a letter of recommendation from another Baptist church of like faith and belief.
- c. Upon a statement of faith, Salvation experience and baptism by immersion.
- d. By restoration upon statement of prior conversion experience and baptism when no letter is obtainable.

Should there be any dissent as to any candidate presented, such dissent will be referred to the Deacon fellowship for discussion and recommendations to the church body. Following the report, a majority vote of those church members present and voting will be required to elect such candidates to membership.

## **Section 3: New Member Orientation**

A new member orientation will be provided periodically and new members are encouraged to participate.

## **Section 4: Category of Members**

- A. **Resident Members:** Are individuals in good standing who regularly attend services and practice their faith at Cibolo Valley Baptist Church (CVBC).
- B. **Nonresident Members:** Are individuals in good standing who are unable to attend services and practice their faith at CVBC (i.e. deployed military personnel, members in hospitals, rest homes or home bound). This category also includes members who have moved to areas beyond the ministry of this church who have not asked to be removed from the church rolls or have specifically asked to remain on the church rolls.
- C. **Inactive Members:** Are individuals who no longer attend services or practice their faith at CVBC. These members should be encouraged to unite with another church within one year. Persons not uniting with another church within one year, nor keep the church advised of their desires to remain a Resident Member, will be placed on an Inactive Membership Roll. Such members will not be counted in the reporting of the Church membership totals.

## **Section 5: Rights of Membership**

- A. Every resident member, age 16 years old or older, 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.
- B. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church, unless otherwise specified with these bylaws.
- C. Every member of the church may participate in the ordinances of the church as administered by the church.

- D. Every member will be encouraged to follow Malachi 3:6-18 and I Corinthians 16:1-4 in which their membership in the church involves a financial obligation to support the church and its causes with regular tithes and offerings.
- E. Every member is encouraged to participate in the outreach activities and programs of the church. (See Section 300 for programs)

### **Section 6: Termination of Membership**

Membership will be terminated in the following ways:

- a. Physical death of the member.
- b. Transfer by letter to another Baptist church.
- c. Exclusion by action of a church vote according to section seven.
- d. Removal upon request of member or proof of membership in a church of another denomination.

### **Section 7: Discipline**

When a serious condition exists which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-20. If it becomes necessary for the church to take action to exclude a member, a three-fourths vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. The spirit of Christian kindness and forbearance will pervade all such proceedings.

The church will restore to membership any person previously excluded, upon request of the excluded person, and by three-fourths vote of the members present upon evidence of the excluded person's repentance and reformation.

## **ARTICLE II**

### **CHURCH ORDINANCES**

#### **Section 1: Baptism**

This church will receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- A. Baptism will be by immersion in water; when practical.
- B. The pastor, or whomever the church shall authorize, will administer baptism.
- C. Baptism will be administered as an act of worship during any worship service of the church.
- D. The pastor and/or staff or deacons will counsel a person who professes Christ, and is not baptized after a reasonable length of time. If negative interest is ascertained on the part of the candidate, he will be deleted from those awaiting baptism.



## **Section 2: The Lord's Supper**

The church will observe the Lord's Supper every quarter, unless otherwise scheduled by the church. The Pastor and Deacons will administer the Lord's Supper; this includes administering to those who physically are unable to attend services. The deacons will be responsible for the physical preparations.

- A. This church body practices open communion for all people who have accepted Christ as their Savior.

## **ARTICLE III**

### **CHURCH MEETINGS**

#### **Section 1: Worship Services**

The church will meet regularly each Sunday morning, Sunday evening and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction and evangelism will be among the ingredients of these services. The pastor will direct the services for all the church members and for all others who may choose to attend.

#### **Section 2: Special Services**

Revival services and any other church meetings essential to the advancement of the church's objectives will be placed on the church calendar.

#### **Section 3: Statement on Marriage and Sexuality (Added September 17, 2014)**

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest pornography or any attempt to change one's sex, or disagreement with one's biological sex is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

**Section 4: Regular Business Meetings (Amended April 29, 2015)**

The church will hold regular business meetings every other month starting June 2015. The church council will meet prior to the business meeting.

**Section 5: Special Business Meetings**

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting. The notice will include subject, the date and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

**Section 6: Quorum**

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

**Section 7: Parliamentary Rules**

Robert's Rules of Order Revised is the authority for parliamentary rules of procedure for all business meetings of the church.

**ARTICLE IV (Amended March 13, 2013)**

**CHURCH OFFICERS AND COMMITTEES**

All who serve, as officers of the church and those who serve on church committees will be members of this church.

**Section 1: Church Officers**

The officers of this church are the Pastor, the Music Director, the Youth Director, the deacons, a moderator, a clerk, a treasurer, trustees, and any other officers deemed necessary by the church.

- A. **The Pastor** is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations and the church staff to perform their tasks in accordance with I Peter 5:1-3.

The Pastor is leader of pastoral ministries in the church. As such, he works with the deacons and the church staff to:

- 1. Lead the church in the achievement of its mission
- 2. Proclaim the gospel to believers and nonbelievers
- 3. Care for the church members and other persons in the community

The pastor will be chosen and is the only staff member called by the church whenever a vacancy occurs. The election will take place at a meeting called for that purpose, of which at least one-week public notice has been given.

A pastor selection committee will be elected by the church to seek out a suitable pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making other nominations to the church according to the policy established by the church. The committee will bring to the consideration of the church only one name at a time. Election will be by secret ballot, an affirmative vote of three-fourths of those present being necessary for choice.

The pastor, thus elected, will preside at the meetings of this church, other than business meetings, and if so designated will serve as moderator in all business meetings in keeping with rules of order authorized in these by-laws.

The pastor may relinquish the office as pastor by giving at least two-week written notice to the church at the time of resignation.

When a serious condition exists which would cause the pastor to become a liability to the general welfare of the church, the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-20 (See Section 7 Church Policy Manual). Except in instances of gross misconduct, the pastor will be given every opportunity for redemption, or refuting, what may be false accusation/s. The spirit of Christian kindness and forbearance will pervade all such proceedings.

The church may declare the office of pastor to be vacant. Such action will take place at a Special Business Meeting called for that purpose. A one week public notice must be given for Special meetings. The meeting will be called upon the recommendation of a majority of the Personnel Committee and the Deacons or by written petition signed by not less than one-fourth of the Resident Church Members. The members present at this meeting will designate the moderator by majority vote; he will be someone other than the pastor. The vote to declare the office vacant will be by secret ballot and affirmative vote of three-fourths of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of this total annual compensation. The pastor will be given a two (2) week written notice of the termination except in instances of gross misconduct where the pastor will be immediately placed on administrative leave and the compensation will be rendered in not more than thirty days.

If the Deacons and Personnel Committee fail to reach a resolution regarding the office of the pastor; the very last resort will be a written petition. Petition signatures will be publicly solicited from the whole church body in the following manner:

- a. Formal Notice explaining the reason for the Petition will be posted on the church bulletin boards.

- b. The name of the person collecting signatures of Resident Members will be listed on the Petition.
- c. The signed Petition will be presented to the Church Clerk within thirty (30) days or as soon as the required number of signatures is obtained from the church body, whichever comes first.
- d. The Church Clerk will confirm the required number of signatures has been obtained and validate any questionable signatures.
- e. The signature validation will be accomplished by the Church Clerk speaking directly to the individual whose signature is being questioned.
- f. The Church Clerk will notify the Pastor, Deacons, and Personnel Committee when the Petition has been validated.
- g. A date will be set for the Special Business Meeting and the Church Clerk will send out the required one week notification to the church body.
- h. The completed Petition with the stated reason and names of the signers will be made public at Special Business Meeting and not before. **(Amended March 2013)**

**B. The Church Staff**

The church staff will consist of the Music Director, Youth Director, and Secretary.

1. **Employment** - The staff will be employed as the pastor determines the need for such offices and will serve under the supervision of the pastor. When the need for additional staff is determined, the position will be presented to the church for funding and approval. Upon approval, the pastor and personnel committee will pursue hiring with the pastor having the final approval.
2. **Resignation** - At the time of resignation at least two weeks written notice shall be given to the pastor.
3. **Termination** - Upon the pastor's recommendation to the deacons and personnel committee (after due diligence with the employee along with written documentation), the pastor will terminate the staff employee immediately in writing. The compensation conditions will be determined by the personnel committee and stewardship committee.

**C. A Deacon - Deacon Election**

When feasible, the church will have 15 families per deacon. The Deacons serve three years active, one year inactive, when there are enough Deacons to keep the Deacon to family ratio. When there is a need for more active Deacons, the Deacon Fellowship will

seek input from the church and Nominating Committee for potential Deacon selectees. The active Deacon Fellowship will be determined as follows:

1. A list of qualified men as determined by the Deacon Fellowship and described in Acts 6:3 and I Timothy 3:2-13, will be submitted to the church by the Deacon Fellowship, when the need arises (e.g. too many families per Deacon). Those who have been previously ordained and are currently qualified in keeping with accepted qualifications will be indicated by a single asterisk beside their name on the list. Their previous ordination by this church or a like faith and order will suffice. All men elected who have not been ordained previously and have been a member of this church for a minimum of six (6) months are eligible to be considered for ordination. Once the church has voted, the men selected by the church will be ordained in the first Sunday morning service available after the elections.
2. All Deacons will receive a period of training which incorporates updated information on the modern deacon from the association which the church is a member of or from updated published studies. The chairman of the Deacons will be responsible for insuring this training is accomplished.
3. In the case of previously ordained men, there will be no obligation to accept the position of an active deacon.
4. In accordance with the meaning of the work and practice in the New Testament, Deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the ministries tasks of:
  - a) Leading the church in achievement of its mission
  - b) Proclaiming the gospel to believers and unbelievers
  - c) Caring for the church's members and other persons in the community
  - d) Providing support in the other areas as noted in this document

**D. Moderator – Moderator Election**

The church may elect a moderator as its presiding officer. In the absence of the moderator, the chairman of the deacons shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.

**E. Clerk - Clerk Election (No term limit)**

The church will elect annually a Clerk as its clerical officer. The clerk will be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk will be responsible for keeping a register of names of members, with dates of admission, demission, death, or erasure, together with a record of baptisms. The clerk will issue letters of demission voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk will be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a Church secretary who will assist the elected clerk. All church records are church property and will be kept in the church office when an office is maintained.

**F. Treasurer - Treasurer Election (No term limit)**

The church will elect annually a church Treasurer and Assistant Treasurer. The Treasurer will serve as the church's financial officer. It will be the duty of the treasurer to receive, preserve and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times itemized account of all receipts and disbursements.

It will be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. The treasurer's report and records will be audited quarterly by an auditing committee or public accountant. The treasurer will be bonded, the church paying the bond. Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records will be delivered by the treasurer to the church clerk, who will keep and preserve the account as a part of the permanent records of the church. The stewardship committee will be responsible for appointing the auditing committee members.

**G. Trustees - Trustees Election**

The nominating committee will nominate three or more church members to be elected to serve as legal officers for the church. They will hold in trust the church real property. Upon 75% vote of the church authorizing each action, they will have the power to buy, sell, mortgage, lease or transfer any church real property. When the signatures of trustees are required, they will sign legal documents involving the sale, mortgage, purchase or rental of property, or other legal documents related to church-approved matters. To serve as a Trustee the person must have been a member of Cibolo Valley Baptist Church for at least one (1) year and serve for three (3) years, with one trustee term expiring each year. If a replacement trustee is required they will serve for the remainder of the original term.

**Section 2: Church Committees (Listed in Policy No. PM 301)**

The committees of this church include a nominating committee, personnel committee, property and space committee, stewardship committee, and such other regular and special committees, as the church authorizes. All church committee members will be recommended by the church nominating committee and elected by the church unless otherwise specified within these bylaws. They will be elected by December and serve a one (1) year term (1 January through 31 December).

Serving and operating under Matthew 18:16, if there is a situation with a committee member there will be a discussion of the issue with the committee chairman and the individual. If the situation cannot be resolved then the chairman of the committee will call a meeting between the chairman, the individual, and the pastor.

## **ARTICLE V**

### **CHURCH PROGRAMS**

The church will maintain programs of Bible teachings; church member training, church leader training, new member orientation, mission education, action and support, music education training and performance. All organizations will operate under the church policies and procedures. Directors/chairpersons will be elected by the church and report to the church council. These program activities are subject to church coordination and approval. The church will provide the human resources, the physical resources and the financial resources for the appropriate advancement of the programs. (Programs Listed in Policy No. PM 301)

## **ARTICLE VI**

### **CHURCH COUNCIL**

The church council will serve by leading in planning, coordinating, conducting, and evaluating the committees and programs of the church.

The primary functions of the church council will be to recommend suggested objectives and church goals; to review and coordinate committees and program plan recommendations. The council is to evaluate achievements in terms of church objectives, goals, and priorities.

Members of the church council will be the pastor, other staff members, directors of church programs, treasurer, chairman of deacons and the chairman of each church committee.

All matters agreed upon by the council, which call for action not already approved, will be brought before the church for final approval or disapproval.

## **ARTICLE VII**

### **CHURCH FINANCES**

#### **Section 1: Budget**

The stewardship committee in consultation with the church council will prepare and submit to the church for approval an inclusive budget, indicating by item the amount needed and sought for all expenses.

**Section 2: Accounting Procedures**

All funds received for any and all purposes will pass through the hands of the church treasurer or church secretary, and be properly recorded on the books of the church. The church secretary records contributions made to the church on each members confidential giving record.

A system of accounting that will adequately provide for the handling of all funds will be the responsibility of the stewardship committee.

**Section 3: Fiscal Year**

The church fiscal year will run from January 1 through December 31.

**ARTICLE VIII**

**AMENDMENTS**

Changes in the constitution and bylaws will be made at any regular business meeting of the church. Each amendment will have been presented in writing at a previous business meeting. Changes must be made available two weeks prior to the vote. Copies of the proposed amendment will be made available to members. Amendments of the constitution and bylaws will be by three-fourths vote of church members present.

**ARTICLE IX**

**WORKER'S COVENANT**

Members of the church, who hold positions as paid or volunteer workers, will perform his/her duties under the provision of the worker's covenant of the church. It will be the responsibility of the Nominating committee to insure all prospective workers are presented the Worker's Covenant and agree to its contents.



## **WORKERS COVENANT CIBOLO VALLEY BAPTIST CHURCH**

Realizing the importance, privilege and responsibility of serving in the Cibolo Valley Baptist Church, I will do my utmost with the help of God to keep this covenant and perform my duties as described.

1. Support all functions of the church and encourage others to do the same. (Hebrews 10:24-25)
2. Be faithful in attendance of my duties and if at any time through some unavoidable circumstance I am unable to be present, I will notify my director, chairman, etc. as far in advance as possible. (I Corinthians 4:2)
3. Participate in visitation programs of prospects and members of the church through a Sunday school class, church wide visitation program or contact through other means such as telephone, etc. (Matthew 18:12; 25:36)
4. Abstain from any habit or action, which would degrade my Christian witness and membership of this church as taught by the Holy Scriptures and the accepted belief of the church. (Romans 12:1-2; 14:21)
5. Participate in study courses, seminars and training available to me through the church in order to enable me to work more effectively. I will carefully prepare for my duties and make them a matter of earnest prayer. I will strive to be on time for all activities. (II Timothy 2:15)
6. Support God's work through the method that the Bible teaches about tithes and offerings and encourage others to do the same. (Genesis 28:22; Malachi 3:8-11; II Corinthians 8)
7. Understand I must be a member of Cibolo Valley Baptist Church at least 3 months before taking a permanent position in the church with the exception of a Deacon, which requires 6 months.
8. Pray regularly for my church, the Pastor and all the members and the homes from which they come. (I Thessalonians 5:17; Ephesians 6:18) We agree to preach, teach and convey God's Word from the Bible as interpreted by the Baptist Faith and Message adopted by the Southern Baptist Convention in 1963, in which we subscribe to and believe to be the true Gospel.
9. To enjoy the fellowship of the Cibolo Valley Baptist Church and make every endeavor to keep it sweet. (John 1:1-7)

**CIBOLO VALLEY BAPTIST CHURCH**

**WORKERS' COVENANT**

I, \_\_\_\_\_ accept the position of \_\_\_\_\_

To be filled until the end of the church year \_\_\_\_\_.

Realizing the importance, privilege and responsibility of serving in the Cibolo Valley Church in an elected position, I will do my utmost with the help of God to serve and perform my duties to the best of my ability.

I certify that I have received a copy of the **WORKER' COVENANT** and will make myself acquainted with its contents and apply them to the performance of my duties.

\_\_\_\_\_

Signature & date

(Original to be retained by committee chairman and copy to church office)

# CVBC CHILD PROTECTION POLICY

## Why a Child Protection Policy?

We live in a world where evil exists. Part of this evil includes people who want to exploit and harm our children. We would like to think that our churches are safe and free from sexual predators. Unfortunately sexual predators will go to great lengths to harm our children, even in our churches. Child abuse is an issue that many people find hard to talk about. But here are some startling facts that dictate a strict policy for all teachers and leaders working with our young people:

- A child is molested every two minutes
- Thirty three percent of girls and 20 percent of boys will be abuse by the age of 18.
- Ninety five percent of sexual abuse victims know their abuser.
- There are an estimated 60 million survivors of sexual abuse in the U.S.—20 percent of the population.
- The typical child sex offender molests an average of 117 children—most of the children do not report the offense.
- Sixty percent of convicted sex offenders are on parole or probation.

CVBC Child Protection policy exists for 3 reasons;

- Protection of children; this must be first and foremost.
- Protection of leaders and teachers; an unwarranted accusation could result in legal action and significant embarrassment, humiliation, and stress.
- Protection of the Church; any accusation, warranted or not, could result in legal action

**Any known or suspected child abuse must be reported immediately to the Pastor or church official.**

## What is Child Abuse?

Child abuse is generally broken down into three categories: physical, emotional, and sexual. By law, child abuse must be reported to police or child protective services. In order to be more effective in this responsibility, all volunteers who work with children must be know what abuse is and what indicators (signs) to look for.

## Definitions of Abuse

Physical Abuse occurs when someone harms a child's body, resulting in scrapes, bruises, welts, broken bones or other physical injuries.

Emotional Abuse occurs when someone harms a child using critical words, threats or demeaning terminology. Neglect, such as abandonment, is also included in this category.

Sexual Abuse occurs when someone violates a child's sexual privacy in any way.

## Signs and Indicators of Child Abuse

The following signs may be indicators of abuse:

- Shifts in personality – sudden or abrupt
- Regression to earlier behaviors
- Bodily complaints related to stress
- Unexplained welts, bruises or burns
- Sleeping problems or nightmares
- Overly aggressive or withdrawn behavior
- Depression
- Inappropriate sexual behavior with peers or use of sexually-explicit language
- Reluctance to be alone with someone or clinginess to others
- Irritation, pain or injury to the genital area
- Running away
- Substance abuse or eating disorders
- Suicidal gestures or self-mutilation
- Family history of violence

**All child and youth program volunteers will conform to the following:**

- Read, understand, and sign the Children Protection Policy:
- Submit to a background check.
- Be active members of CVBC for a minimum of six months before working with children. (This requirement may be waived by the Pastor on a case by case basis after a thorough background check)
- One-on-one interaction between a child and adult of opposite sex is strictly forbidden.
- Two adults must be present during interaction with children. Whenever possible or feasible the two adults should not be married to each other.
- One adult may be present with two or more children during classroom instruction within the line of sight of another adult.
- When transporting children in the church van, two adults will be present and whenever possible one male and one female (not married to each other).
- Report any suspicion of child abuse to the Pastor or church official.

**Acknowledgement of receipt of CVBC Child Protection Policy**

Statement

I have been given a copy of the Child Protection Policy. I have read and understand this policy and I understand that my service as a volunteer with children at Cibolo Valley Baptist Church is dependent on my strict adherence to these policies.

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_

## ARTICLES OF FAITH

**First:** We believe that men divinely inspired wrote the Scripture of the Old and New Testament and that they are the only infallible rule of Faith and Practice

**Second:** That there is only one true and living God, revealed to us as the Father, Son and the Holy Spirit, the same in essence and equal in every divine perfection.

**Third:** That man was created holy, innocent and happy, but by the disobedience of one, man sin entered into the world, and death by sin, so death passed upon all men for that all have sinned.

**Fourth:** That the only way of salvation is by grace through faith in the atonement and righteousness of Jesus Christ.

**Fifth:** That it is the duty of all men to believe on the Lord Jesus Christ as personal Savior.

**Sixth:** That nothing can separate true believers from the love of God, but that they will be kept by His power through faith unto salvation.

**Seventh:** That Christian Baptism is administered only by immersion of believers in water in the name of the Father, the Son and the Holy Spirit, and that Baptized believers are entitled to partake of the Lord's Supper, after examining their heart.

**Eighth:** That there will be a general resurrection of the dead, and a general judgment when all mankind will be judged according to their deeds, that the wicked shall go away into everlasting punishment, but the righteous into life eternal.

**Ninth:** That the Christian ministry is a divinely appointed means for the spread of the Gospel throughout the world, and that it is the duty of all Christians according to ability to contribute to its support.

### ***MISSION STATEMENT OF THE CIBOLO VALLEY BAPTIST CHURCH***

*The mission of Cibolo Valley Baptist Church is: Extending God's love to all by sharing the good news.*

*Business Meeting June 17, 1992*

## CHAPTER 2

**PERSONNEL MANUAL**

The personnel positions are classified and the following is an explanation of the classification:

**FULL TIME (FH)** Positions scheduled and requiring 40 hours per week. Rate determined at time of hire.

**SALARY (S)** Base pay plus entitlement as established.

**PART TIME SALARIED (PS)** Positions requiring less than 30 hours per week at the established salary (Work-Without-Benefits).

**PART TIME HOURLY (PH)** Positions that are scheduled for less than 30 hours per week. Rate determined at time of hire (Work-Without-Benefits).

**Subject: Employee Benefits****PM-201 EMPLOYEE BENEFITS**

1. **Salary:** See PM-203 Salary Administration number 2. Salary Distribution
2. **Car Expense:** Car expense will be determined each year by the Personnel Committee and recommended to the Budget Planning Committee.
3. **Employee Training Program:** The church staff members are encouraged to increase their job knowledge and skills. Work schedules will be adjusted to accommodate classes as approved by the Pastor.
4. **Insurance:** The church does not finance nor secure insurance for employees with the exception of the Pastor.
5. **Holidays:** The San Antonio Baptist Association holiday schedule will be followed which includes: New Year's Day, Martin Luther King Day, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas.
6. **Moving Expenses:** The church may approve moving expenses of each staff member according to need and resources.
7. **Pension Plan:** The church will contribute to the pastor's Annuity Plan according to the Pastor-Church Covenant. Other staff members will make their personal contribution either privately or by payroll deduction. Staff and other employees will be given the option to participate by personal contribution.
8. **Social Security:** All non-ordained employees will participate in social security contributions upon employment. The church will pay its share and automatically deduct the employee's share (with the exception of the Pastor).

**Employee Benefits**

9. **Vacation:** Annual vacation with pay is provided for employees scheduled more than 30 hours per week. Employees will schedule vacations with the Pastor's approval. The church provides two (2) weeks of vacation after 1st year of employment.

Full time employees who have completed more than ten years' service with the church will be entitled to three (3) weeks of vacation with regular pay. Any vacation not taken by the end of the calendar year will be forfeited.

Vacations must be scheduled by January 31<sup>st</sup> of same year. If there are conflicts in requested vacation days, final decision regarding vacation approval will be made by the Pastor.

Exceptions to any provisions of the vacation policy will be handled on an individual basis with the approval of the Pastor.

10. **Revival and Educational Meetings:**

- A. The Pastor will be allowed two (2) weeks for revivals and two (2) weeks for conferences in addition to his regular vacation and conventions.
- B. Other staff may be allowed time for revivals and conferences. Any additional time will be approved by the Pastor.

The above employee benefits are designed to help and protect the employee, but they are also to help and protect the church; therefore, these benefits are always over and above the base salary and can never be considered a part of cash remuneration paid by the church. An employee cannot take the cash equivalent in place of any benefit.

**Subject: Absence****PM-202 Absences**

1. **Death in the immediate family of a full time employee** Grant time off with pay up to three (3) working days for funeral services.
2. **Personal illness** The Church Sick Leave Plan provides that, without cost to the employee, one day of sick leave will accrue to each full time employee's accumulated sick leave for each calendar month of employment (not to exceed two (2) weeks). If during the month more than five (5) days are missed due to illness or non-occupational injury, such month will not be considered a full month for the purpose of accruing sick leave. The accrual will provide two (2) work weeks sick leave coverage annually. In case of illness for a period beyond accumulated sick leave, a special consideration will be given with respect to compensation and vacation time allowance. In the event illness prevents the performance of duties by an employee for any regularly scheduled work day, such employee will, to the extent of his accumulated sick leave, receive one day's pay for each such day's illness, provided all the following conditions are met.

That pay from the church will not be in addition to any compensation provided for by the church in form of insurance or Workmen's Compensation. The church will, in situations covered by insurance or Workmen's Compensation, pay the difference between such compensation and the amount required to assure the employee full pay of salary for the period involved under sick leave earnings.

**CONDITIONS:**

- (a.) Must, upon request, present evidence satisfactory to the church of inability to work because of illness.
- (b.) Must adopt remedial measures as may be commensurate with his or her disability.
- (c.) Must report by telephone the cause of absence the first day of each period of absence due to illness. If requested, must present a physician's certificated setting forth the illness and incapacity, which entitles him or her sick leave pay.

Due to the inability of the church to be responsible for prolonged illness, each employee or staff member is encouraged to secure personal health insurance with disability coverage. The provisions here in contained will be provided for the annual two (2) week period only. The Personnel Committee will determine any provisions after the two (2) weeks.

Sick leave credit cannot be used for any other purpose than specified in the plan, and is not payable in cash or in any other form should the employee leave the church.

If any employee becomes ill or injured while on vacation or holiday period, benefits under the Sick Leave Plan would commence upon completion of the scheduled vacation or holiday.

3. **Personal Reasons:** Absence for personal reasons are discouraged but in emergencies must be approved by the supervisor.
4. **Jury Duty:** Employees are encouraged to cooperate in citizen responsibilities. The worker on Jury Duty will receive full pay in addition to his jury fees.



**Subject: Salary Administration and Dress Code**

**PM-203 Salary Administration**

1. **Salary Structure:** The Personnel Committee recommends the salary structure for the coming budget to the Budget Planning Committee. Upon termination, unused earned vacation time will be included in the last pay check.
2. **Salary Distribution:** Salaries will be paid on the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of each month. Payroll deductions or special instructions for salary distribution will be the responsibility of the employee.

**PM-203A Dress Code**

**Dress Code:** The Church maintains a business-casual dress code for paid staff. Dress should always be clean, respectable, modest, and appropriate to meet the demands of the job service task at hand.

**Tops and dresses**– Must be opaque (not see through) with no plunging neck lines or low cut backs; sleeveless tops must be covered by a jacket. Midriff tops or waisted tops that allow any bare skin to show are inappropriate.

**Pants and skirts**– Must not fit too tightly and be appropriate in length. Stretch pants, stirrup pants, leggings, or warm-ups are not allowed. Men’s pants must be worn at the waist. Shorts are not allowed. It is preferred jeans not be worn except on Fridays

(There will be occasions when exceptions to the policy will be appropriate.)

**Subject: Job Description – Pastor**

**JOB DESCRIPTION: Pastor**

**Principle Function:** The pastor is responsible for providing administrative leadership for the church and for using his skills in proclamation and pastoral care in meeting the needs of persons in the church and community.

**Responsibilities:**

1. He is the spiritual leader and overseer of the congregation.
2. Provide administrative leadership for the total church program.
3. Serve as chairman or delegate and share the leadership of the Church Council with such other staff members as he may, from time to time, designate.
4. Proclaim the gospel and lead the church in proclaiming the gospel to the church and the community.
5. Lead the staff and the church in a caring ministry for persons in the church and the community.
6. Lead or delegate the leadership of the congregational services; plan, coordinate and evaluate congregational services.
7. Preach at all worship services, which include preaching or arrange for someone else to perform this function.
8. Serve as moderator of the church.
9. Recommend the selection of all staff members to the personnel committee. To include the hiring and termination of paid staff members.
10. Give supervision to other members of the church staff according to the staff organization set forth in the Church Organizational Chart.
11. Plan for and provide leadership in observance of the church ordinances.
12. Conduct funeral service and wedding ceremonies as he is able, sharing and delegating to others on the staff the responsibilities in this area.
13. Appoint committees as set forth in the By-Laws and other such special committees as the church may request or he may deem advisable from time to time.
14. Counsel with and assist in training deacons for their responsibilities.
15. He is to perform a written performance review on the paid staff members annually.

**Subject: Job Description: Administrator**

**JOB DESCRIPTION: Administrator**

**Principle Function:** The Administrator oversees all responsibilities as listed below.

**Responsibilities:**

- Works with the Pastor, church committees, and members of the congregation and the paid staff to achieve the organization's mission.
- Works closely with other committee chairpersons to ensure the facilities and vehicles are being maintained and used wisely and efficiently.
- Helps administer policies and procedures for use of church properties
- Assists committees by working with contractors as requested.
- In cooperation with other committees, evaluates the church's insurance needs and reports the results of those evaluations to church leadership.
- Responsible for ensuring custodial contract is fulfilled by contracted workers.
- Direct supervision of part-time maintenance person.
- Assists in organizing volunteer efforts.
- Responsible for security of the church to include key control and alarm system access control.
- Attends scheduled staff meetings.
- Other duties as assigned.
- Serves as member of Church Council.
- Will not be part of Property & Space or Hospitality Committees

**Requirements:**

- Must be committed to Cibolo Valley Baptist Church and its mission.
- Must be willing to undergo a mandatory background investigation.
- Must profess faith in Jesus Christ as Lord and Savior.

**Subject: Job Description - Director of Children's Ministries**

**Position Status:** Part time

**JOB DESCRIPTION: Director of Children's Ministries**

**Principle Function:** The Director of Children's Ministries is responsible for the development and implementation of the vision, strategy and tactical elements for all programs and activities related to Children's Ministry (Nursery - 6<sup>th</sup> grade) at Cibolo Valley Baptist Church.

**Qualifications:** The incumbent should have several years of applicable experience working with youth and children. A Bachelor's Degree is preferred but not required. Must profess faith in Jesus Christ and teach in accordance with beliefs and principles of the Cibolo Valley Baptist Church.

**Responsibilities:**

1. The Director of Children's Ministries will work under the supervision of the Pastor; the Pastor will offer support, guidance, and resources to equip the Director in this ministry.
2. Work hours will be determined by the Pastor and Director of Children's Ministries.
3. Work in cooperation with other staff members, church organizations and parents/guardians to carry out the total church ministry.
4. Attend Church Council meetings; provide updates on the goals and plan of the Children's department.
5. Plan and coordinate programs for Sunday School, Children's Church, midweek ministries (Wednesday evenings) big events, Sunday evening activities during Summer Session and VBS to help children grow spiritually within a planned annual budget and encourage them to bring their friends.
6. Secure and support leaders for seasonal programs such as Children's Christmas Program.
7. Actively cooperate with and support the Children's Music program.
8. Recruit leaders/workers and organize training and planning sessions.
9. Prepare a timely annual budget for recommendation to the Stewardship Committee. The recommended budget needs to be reviewed by the Pastor prior to the deadline established by the Stewardship Committee.
10. Be responsible for an activities report to the church at the regularly scheduled business meeting.
11. Responsible for ensuring background checks are conducted on all those who work with children (initially and annually).
12. Other duties deemed necessary by Pastor.

**Subject: Job Description – Director of Music**

**JOB DESCRIPTION: Director of Music**

**Principle Function:** The Director of Music is responsible for assisting/communicating with the church in planning, conducting and evaluating of a comprehensive music ministry.

**Responsibilities:**

1. Direct the planning, coordination, operation and evaluation of a comprehensive Music Ministry.
2. Assist the Pastor in planning congregational services of the church; be responsible for the selection of the music.
3. Be available for weddings and funerals to be held in the church as requested. Available for counsel and arrange and provide music for special projects, ministries and other church related activities in cooperation with appropriate individuals or groups.
4. Direct music groups and congregation singing.
5. Supervise the work of music leaders in the Music Ministry, i.e., Children's Choirs
6. Coordinate with the Pastor performance schedules of music groups and individuals in the functions of the church.
7. Be responsible for maintenance of additions to the music library and equipment; provide musical materials, supplies, instruments and other music equipment for use in the church's program.
8. Remain current with music methods, materials, promotion and administration, utilizing them where appropriate.
9. Coordinate the training and use of instrumentalists and vocalists in groups or as individuals.
10. Prepare an annual budget to be recommended to the Stewardship Committee.
11. Participate in the evangelistic outreach of the Church. i.e.; Weekly visitation and monthly outreach.
12. Keeps minutes of any meeting the committee may have and file a copy in the church office.
13. Provides written/oral monthly reports in various Church Meetings.
14. Director of Music will serve under the direction of the Pastor.

**Subject: Job Description - Senior Adult Minister's Responsibilities**

**Position Status:** Part-Time

**JOB DESCRIPTION: Senior Adult Minister**

**Principle Function:** The senior adult minister will direct and oversee the senior's ministry, minister to senior adult members and follow up with senior adult guest. The senior adult minister must have a heart for senior's ministry and be willing to work to include this valuable group of people in the ministry of the church.

**Qualifications:** The incumbent should have several years of applicable experience working with adults and senior adults. A Bachelor's Degree is preferred but not required. Must profess faith in Jesus Christ and teach in accordance with beliefs and principles of the Cibolo Valley Baptist Church.

**Responsibilities/Duties:**

1. Reach older adults with the Gospel of Jesus Christ.
2. Promote the church's full utilization of the skills and abilities of seniors; to fully integrate seniors into the church body to make them as much a part of the church as younger members.
3. Participate in teacher meetings and training opportunities.
4. Give direction to and oversee the seniors' ministry.
5. Visits regularly and calls on the members with special needs. This is achieved through hospital visitation, nursing center visitation and home visitation in coordination with the Pastor.
6. Participate in outreach ministry to senior adult guest who have visited the church.
7. Lead prayer and devotional messages in appropriate senior adult meetings.
8. Activities should be scheduled at minimum by-weekly; prepare an activity calendar and distribute copies to senior adults.
9. Give a copy of the activity schedule to the administrative secretary for when someone calls with questions about dates and activities and so that the information may be included in the church master calendar.
10. Notify the pastor or proper authorities if one of the adult group members has an emergency or critical need for assistance.
11. Recruits and trains volunteers for assistance in the homebound ministry.
12. Participates in the annual strategic planning process; manages implementation of annual plans and budgeting process according to the mission, goals and objectives of the Church relating to Senior Adults Ministries.

(This position was added 5/21/2014)

**Subject: Job Description: Director of Youth and Outreach**

**JOB DESCRIPTION: Director of Youth and Outreach**

**Principle Function:** The Director of Youth and Outreach, working under the supervision of the Pastor, is responsible for oversight of the ministry to students in grades 7-12. His primary responsibility is to make and grow disciples among these students and reach unchurched and unsaved people for Christ. To enhance his ministry, it is imperative that he build relationships with the students, their parents, and those who work with him in the student ministry. He is to plan and promote outreach campaigns to reach our community with the gospel as directed by the Pastor.

**Responsibilities:**

- Establish annual goals, objectives and plans to implement the youth ministry strategies.
- Plan and oversee all youth activities and programs.
- Work with Sunday School Director to develop and promote biblically-based education for youth.
- Lead in mentoring and encouraging students to serve others, their church, each other and our community, as well as through local and foreign mission opportunities.
- Provide spiritual guidance and counseling to the youth. Give ongoing opportunities to hear the gospel message, opportunities for discipleship and to assist them to become spiritually mature Christians.
- Plan activities that develop comradery among students and outreach events that will draw unchurched students.
- Plan and implement outreach strategies to reach people in our community through events, advertising, and community awareness opportunities (e.g. adopt-a-highway, local festivals, etc.)
- Must communicate effectively with the church leadership, staff, parents, youth and members of the congregation and respond to phone calls, emails and texts within 24 hours.
- Attend scheduled staff meetings.
- Serve as member of Church Council.
- Responsible for an activities report to the church at the regularly scheduled Council meetings.
- Provide appropriate material for church newsletter.
- Prepare annual budget for recommendation to the Stewardship Committee.

**Requirements:**

- Must be committed to Cibolo Valley Baptist Church and its mission.
- Must apply for membership along with his spouse, if married, within the first 30 days.
- Must be committed to maintaining confidentiality, especially as it relates to personal matters students and parents share with him.
- Must be committed to a high standard of ethical and moral principles, never putting himself in a position where he could be accused of inappropriate activities, behavior, or speech.
- Must have youth ministry experience.
- Bachelor's degree required or experience equivalent.
- Must be willing to undergo a mandatory background investigation.
- Will abide by the CVBC Child Protection Policy at all times.

**Subject: Job Description – YOUTH MINISTRY INTERN**

**JOB DESCRIPTION: Youth Ministry Intern**

**PRINCIPLE FUNCTION:** The Youth Ministry Intern is to assist the Youth Minister in nurturing the spiritual development of Junior High or Senior High students. This is an Ad-Hoc position and will be filled as needed.

**RESPONSIBILITIES:**

1. Part time 12 hours per week, paid position.
2. Lead a small group Bible study with Junior and/or Senior High students.
3. Assist with Junior and/or Senior High youth programs.
4. Assist with planning and implementation of special youth events.
5. Meet with Youth Minister weekly for prayer and planning.
6. Accompany the Youth Minister in transporting students to and from church or events when available.
7. Attend one of the Sunday morning worship services weekly.
8. Attend the monthly church staff meetings as scheduled.

**QUALIFICATIONS:**

1. Person who knows Jesus Christ as their personal Lord and Savior
2. Passion for God and students
3. Demonstrates a servant's heart.
4. Be a team player.
5. Possesses a willingness to learn and grow.
6. An ability to teach diverse and emerging personalities
7. Must be at least 18 years of age
8. Must be able to provide own transportation to and from the church

**STIPEND AND BENEFITS:**

1. \$6240 annual stipend paid semimonthly
2. All expenses paid on trips and special events.
3. All expenses paid training event for Youth Specialties



**Subject: Job Description — Hourly Nursery Worker**

**JOB DESCRIPTION: Hourly Nursery Worker**

**Principle Function:** The nursery worker is to supervise the care and wellbeing of nursery age children left in their care. The hourly nursery worker is responsible to the church under the supervision of the Director of Children's Ministries.

**Qualifications:**

1. Must have a personal relationship to Jesus Christ
2. Character and reputation of a loving Christian caregiver
3. Previous experience is desired
4. Must love children
5. Congenial in temperament
6. Dependable
7. Be a good role model for young children
8. Neat and well groomed
9. Must be at least 18 years of age.

**Responsibilities:**

1. Be available for these specific times — Sunday School, Morning Worship, Discipleship Training; Evening worship, Wednesday Night Prayer Meeting, Choir Rehearsals & Night Visitation.
2. Availability to work during other scheduled activities of the church, as need arises (VBS, Revivals, Bible Study Groups, WMU, etc.).
3. Any problems or questions should be referred to the Nursery Director.
4. Workers should be in the nursery 15 minutes before time for the activity to begin. If no children are present, the nursery worker is guaranteed one (1) hour of work.
5. Workers may leave as soon as the last child is picked up and the room is in order.
6. If unable to work for any reason, worker should notify the Nursery Director as soon as possible.
7. If additional supplies are needed, notify the Nursery Director.
8. Will take the certification in neonatal and infant CPR.
9. Teach age appropriate curriculum at this level.

**Subject: Job Description – Church Secretary**

**JOB DESCRIPTION: Church Secretary**

**Principle Function:** The Church Secretary is responsible to the pastor for the satisfactory completion of all work from the church office.

**Requirements:**

See Worker's Covenant for requirements.

**Responsibilities:**

1. Serves as receptionist for the office visitors and telephone callers.
2. Refers callers/visitors to proper individual.
3. Treats all personnel and guests with courtesy and respect.
4. Maintains the official church calendar. All requests must be channeled through her. No one else may enter, delete or change information on the official calendar.
5. Typing staff correspondence is a priority task. However, the Pastor's correspondence will be the first responsibility of the secretary. Typing for the other church staff will be coordinated with the secretary and staff member. Correspondence will not be delayed more than one day after it is given to the secretary.
6. Copies of all correspondence going out and coming into the church will be filed.
7. Church files (Electronic and Paper) will be maintained within the guidelines of the retention scheduled as issued by the SBC Secretaries.
8. Serves as the Church Clerk in the absence of the church clerk.
9. Prepares certificates, keeps up-to-date church membership directory and acknowledges memorials.
10. Gathers material for and prepares Sunday Bulletin.
11. Gathers material for and prepares Monthly Newsletter.
12. Distributes and suspends incoming correspondence. Determines priority and appropriate organizational distribution.
13. Orders supplies for the church office and office staff. Keeps office machines in working order with proper supplies
14. Oversees maintenance of office equipment and computers. Ensures computer files are backed up on a regular basis. Arranges for staff training for use of computers and office equipment as necessary. Reviews office equipment and computers regularly and in consultation with church leadership, determines when new machines should be purchased and oversees request.
15. Maintain all the excess church keys. Has new keys reproduced when necessary. Issues keys and alarm codes as directed by the Administrator. Maintains key and alarm access log book.
16. Keep resident membership directory current and publish up-to-date edition as needed.
17. Sends weekly visitation letters and keeps prospect files current.
18. Performs various other duties as required and with the approval of the pastor.
19. When the secretary is made aware of a crisis situation in a member's life (illness, death, etc.) that information will be conveyed immediately to the pastor, family deacon, and Sunday School teacher. In the death of a member or family member, the Savior's Servants Director will be called in the order to coordinate the need for arrangements for meals and etc.
20. The prayer coordinator will be notified of all prayer requests received by the office.

**Effective: 06/20/2012**

**Policy No. PM-204**

**Subject Job Description – Custodian**

This job description and duties are covered under the separate Maintenance Agreement between the Custodian and Cibolo Valley Baptist Church, which is not part of this manual.

**Subject: Job Description – Part-time Maintenance Person**

**JOB DESCRIPTION: PART-TIME MAINTENANCE PERSON**

**Principle Function:** The Maintenance person is responsible for repair of any minor problem which occurs on a day to day basis.

**Responsibilities:**

1. Will be responsible to the Administrator.
2. Weed eating and any area of yard work needed.
3. Changing air conditioning filters.
4. Changing light bulbs.
5. Minor plumbing problems (faucets, washers, toilet tank kit, etc.)
6. Help setup and take down equipment for different events for the church.

**Subject: Church Positions and Committees with Related Staff Assignment**

**CHURCH COMMITTEES AND PROGRAMS**

AWANA Commander – Children’s Ministries Director

AWANA Co-Commander – Children’s Ministries Director

Brotherhood Director – Missions Coordinator

Deacons – Pastor

Decorating/Display Committee – Property & Space Chairman

Director of Single Adults – Ministries Coordinator

Director of Visitation – Deacon Chairman

Discipleship Training Director – Pastor

Fall Fest Director – Missions Coordinator

Fellowship Committee – Hospitality Coordinator

History (Sub-committee) – Ministries Coordinator

Homebound Ministry Director – Ministries Coordinator

Hospitality Coordinator – Pastor

Information Technology (IT) Technician – Administrator

Long Range Planning – Pastor

Media Center – Ministries Coordinator

Ministries Coordinator – Pastor

Missions Coordinator - Pastor

Nominating Committee – Pastor

Nursery Director – Ministries Coordinator

Pastor Search Committee - Deacons

Personnel Committee – Pastor

Prayer Coordinator – Pastor

Property and Space Committee – Pastor

Public Relations Committee – Pastor

Savior’s Servant Committee – Hospitality Coordinator

Sound Committee – Property & Space Chairman

Stewardship Committee – Treasurer

Sunday School Director – Pastor

Teller Committee – Treasurer

Transportation Committee (Sub Committee of Property & Space) – Pastor

Treasurer - Pastor

Trustees – Pastor

Usher Committee – Deacon Chairman

Vacation Bible School Director – Ministries Coordinator

WMU Director – Missions Coordinator

Youth Committee – Youth Director

Youth Counsel – Youth Director

**Effective Date: 9/17/2014**

**Policy No. PM-302**

**Subject: AWANA Program**

**JOB DESCRIPTION: AWANA Commander**

**Principle Function:** With the Director of Children's cooperation and leadership, and under responsibility to the church, the AWANA Commander will be responsible for coordinating and supervising of AWANA club activities. The AWANA Commander will be elected by the church annually in June of the preceding calendar year.

**Responsibilities:**

1. The AWANA Commander will work with the Co-Commander, Director of Children and other church leadership in coordinating the AWANA club ministry.
2. Will hold an all-day planning meeting prior to the start of the AWANA year.
3. Provide leadership training opportunities for current and prospective leaders.
4. Keep leader records for achievement awards, etc.
5. Challenge and encourage club directors, leaders and children to achieve goals they have set.
6. Recruit AWANA Leaders.
7. Complete the AWANA Club Charter paperwork plus ensure all directors and leaders have taken and past the appropriate tests prior to the beginning of each club year.
8. Plan the year-end awards program.
9. Submit an annual budget to the Stewardship Committee.
10. Keep minutes of quarterly meetings the AWANA workers have and file a copy in the church office.
11. Ensure all money collected is turned over to the designated recipients as soon as possible and no later than the end of the club year.

**Subject: AWANA Program**

**JOB DESCRIPTION: AWANA Co-Commander**

**Principle Function:** With the Director of Children's cooperation and leadership, and under responsibility to the church, the AWANA Co-Commander will support and edify the AWANA Commander in the coordinating and supervising of AWANA club activities. The AWANA Co-Commander will be elected by the church annually in June of the preceding calendar year.

**Responsibilities:**

1. The AWANA Co-Commander will work with AWANA Commander and other church leadership in fulfilling the AWANA Commander's responsibilities.



**Subject: Brotherhood Director Responsibilities**

**JOB DESCRIPTION: Brotherhood Director**

**Principle Function:** With the Missions Coordinator's cooperation and leadership, and under responsibility to the church, the Brotherhood Director leads in "initiating, coordinating and evaluating the Brotherhood program." He will be elected annually in December. As Director he guides his organization in carrying out the three (3) basic tasks of the Brotherhood.

**Tasks:**

1. Teach Missions
2. Engage in mission action
3. Support world missions through prayer and giving

**Responsibilities:**

1. Direct the Brotherhood program (men and boys) of the church
2. Interprets the church tasks to be carried out through the program
3. Interprets church council assignments to the Brotherhood Council
4. Reports status of the program periodically to the church
5. Leads in organizing needed units for both men and boys
6. Coordinates the work of multiple units of the Baptist Men
7. Recommends and enlists leaders required by the proposed organization
8. Guides Brotherhood leaders to an understanding of their responsibilities
9. Coordinates the ordering of Brotherhood literature and supplies according to the church plan
10. Serves as chairman of the Brotherhood
11. Works with WMU Director in coordinating the mission program
12. Recommends the annual budget of Brotherhood to the Stewardship Committee
13. Keeps minutes of the Brotherhood meetings and files a copy of them in the church office

**Subject: Deacons Responsibilities**

**JOB DESCRIPTION: Deacons**

**Principle Function:** By example, influence and positive leadership the deacon gives direction in every area of the church life to lead the church fulfilling its tasks. Under the responsibility to the church the deacon's chief purpose is to minister. The deacon does not make policy nor does he have authority and power to command. The deacon serves or ministers.

**Responsibilities:**

1. Help proclaim the Gospel to believers and unbelievers.
  - a. Participate in the witnessing activities.
  - b. Participate in the preaching program
2. Help care for the church's members and other persons in the community.
  - a. Minister in times of crisis.
  - b. Help provide counsel
  - c. Help provide vocational guidance
  - d. Provide acts of benevolence
  - e. Minister through prayer and outreach
  - f. Minister through concern and faithfulness
  - g. Assist the pastor in church discipline
3. Help lead the church to engage in a fellowship of worship, witness, education, ministry and application.
  - a. Help maintain church fellowship
  - b. Help lead corporate worship
  - c. Help administer ordinances
  - d. Be informed about the life and work of the church
  - e. Set a personal example of Christian living in faithfulness, support, financial stewardship, humility and love
  - f. Support all programs and activities of the church
4. Help lead the church in performing its tasks.
  - a. The deacons will organize the Deacon Ministry, which will be led by a Chairman, Vice Chairman and Secretary. These Officers will serve a two-year term with re-election options. Election will be held every other year in December.
  - b. The Deacon Ministry will oversee the:
    - i. Benevolence Committee (Responsibility outline being Drafted)
    - ii. Ushers Committee (See Job Description)
  - c. The Chairman of Deacons serves as a member of the Church Council.
  - d. Encourage cooperative work with other churches.
5. Help the pastor through encouragement, wise counsel, comfort and strength.
6. Reflect marriage and family needs of members to the Church Council for use in planning ministry emphasis.
7. Keeps minutes of the Deacons meetings and file a copy in the church office.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Decorating/Display Committee**

1. Will work with the cooperation and leadership of the Property & Space Chairman.
2. Coordinate decorations and/or displays for holidays and special emphasis projects such as missions.
3. Will be elected by the church annually in December.
4. Formulate and facilitate procedures for providing floral arrangements for church services and special occasions.
5. Oversee purchase, placement, and care of decorations in the sanctuary and entry halls and Bibles for graduation & dedication services.
6. Assist church staff in educating the congregation in proper care of facilities, i.e. keeping food and drinks out of sanctuary area, picking up litter, and making sure no animals are being allowed in the sanctuary other than seeing, working or hearing dogs trained for such purposes.
7. Update the names of deceased staff members on the plaque.
8. Nothing is to be hung on walls or bulletin boards in foyer or hallways without prior approval of the Decorating/Display committee.
9. All bulletin boards will be used for seasonal displays and special emphasis promotions under the direction of this committee.
10. Materials used in short-term promotion of special events will be displayed on the bulletin boards in the hall and removed immediately after the event date.
11. Photographs of new church members will be displayed on the small bulletin board just outside the office. As new pictures are added, older pictures will be placed in the church album.
12. The bulletin board across from the offices will be used primarily for sign-up sheets, thank you notes, etc.

**Subject: Director of Single Adults Responsibilities**

**JOB DESCRIPTION: Director of Single Adults**

**Principle Function:** With the Ministries Coordinator's cooperation and leadership, the Director of Single Adults serves as the spokesperson and coordinator of single adult, ages 18 (out of high school) and older. They will be elected by the church annually in December.

**Responsibilities:**

1. Promote the needs and interests of single adults in the church and in the community served by the church.
2. Coordinate with the Pastor, Ministries Coordinator, Sunday School Director, Discipleship Director, and any other director any church programs and activities related to single adults.
3. Be informed of methods, materials, principles, procedures, promotion and administration as related to single adults.
4. Prepare and maintain an annual budget for recommendation to the Stewardship Committee.
5. Be responsible for an activity report to the church at the regularly scheduled business meeting.
6. Keep minutes of any meeting the committee may have and file a copy in the church office.

**Subject: Director of Visitation Responsibilities**

**JOB DESCRIPTION: Director of Visitation**

**Principle Function:** The Director of Visitation is responsible for assisting the church to develop a comprehensive visitation ministry for CVBC. The Visitation Director will be elected by the church annually in December.

**Responsibilities:**

1. The Director of Visitation will work under the supervision of the Deacon Chairman.
2. Coordinate with other ministry leaders in planning, training and implementation of the visitation program.
3. Keep informed of methods, materials, principles, procedure, promotion and administration as pertaining to the visitation ministry.
4. Be responsible for an activity report to the church at the regularly scheduled business meeting.
5. Provide appropriate news information for the church newsletter.
6. Prepare an annual budget for recommendation to the Stewardship Committee.
7. Perform other duties as needed.

**Subject: Discipleship Training Director Responsibilities**

**JOB DESCRIPTION: Discipleship Training Director**

**Principle Function:** The Discipleship Training Director is also a vitally important staff member in a small church. He/she is responsible to the congregation for planning, directing and coordinating the church Discipleship training program. His/her responsibility is to give leadership and direction to the training of church members for all areas of Christian and church life, and should work very closely with the Pastor. They will be elected by the church annually in December.

Under the Pastor's leadership the Discipleship Training Director is responsible for leading the church in carrying out the tasks of Church Discipleship Training.

**Responsibilities:**

1. Orient new church members.
2. Train church members to perform the functions of the church.
3. Train church leaders.
4. Teach Christian theology, Christian history and church policy and organization.
5. Provide and interpret information regarding the work of the church and denomination.
6. Serve on the Church Council.
7. Recommend improvements in policies, procedures and activities for the church training program.
8. Recommend the budget for the church training program.
9. Provide organization, leadership and other resources for short-term training projects related to the church goals, special emphasis or individual needs or interests.
10. Give leadership in selection, ordering and use of literature and other resources.
11. Keeps minutes of any meeting they have and files a copy of them in the church office.

**Effective Date: 6/10/2015**

**Policy No. PM-302**

**Subject: Fall Fest Director**

**JOB DESCRIPTION: Fall Fest Director**

**Principle Function:** With the Missions Coordinator's cooperation and leadership and responsible to the church. The Fall Fest Director will be elected by the church annually in December.

**RESPONSIBILITIES:**

1. The Fall Fest Director will work with the Missions Coordinator and other church leadership to coordinate fund raisers at least 5 to 6 months before October 31<sup>st</sup>.
2. Set up meetings and plan the event fund raisers, booths, etc.
3. Setup and distribute flyers, banners, newspaper articles, posters. etc.
4. Prepare sign-up sheets for all booths and coordinate with the people working at each booth.
5. Select judges for the chili cook off and any other judging that might take place.
6. Select entertainment as needed and ensure payment arrangements are made.
7. Determine all items that will be rented, make deposits, payments, and ensure they are picked up and returned. This includes coordinate set-up and take down the same day of the festival.
8. Work with local business to get donations.
9. Coordinate the collection of candy in October and prepare it in proper containers for each booth at the festival.
10. Purchase and award door prizes.
11. Coordinate with person handling the silent auction tables, get prizes, and prepare sign-up sheets.
12. Purchase and coordinate all food, drinks, ice, snacks, and cooking. Ensure all purchase orders and receipts are turned in properly with money balanced to the budget.
13. Make sure a first aid kit is stocked and easily accessible in a First Aid area.
14. Submit an annual budget to the Stewardship Committee.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Fellowship Committee**

**Principle Function:** With the Hospitality Coordinators cooperation, the church fellowship committee is responsible for supervising and operating the church kitchen and dining room. The chairman of the fellowship committee, which consists of at least five (5) members, is responsible for the planning and promotion of church wide social activities. The fellowship committee is to be elected by the church annually in December.

**Responsibilities:**

1. Direct the fellowship committee in the planning of all church wide social activities.
2. Requisition and/or supervise all purchases of food and kitchen supplies for all church wide social activities.
3. Coordinate the preparation and serving of food for all church wide social activities.
4. Plan any other church meals served away from the church building, such as picnics, etc.
5. Oversee the setup of tables and chairs for all social activities.
6. Maintain high standards of cleanliness.
7. Oversee the cleaning of the church kitchen after church wide social activities.
8. Maintain the equipment needed to carry out the designated responsibilities.
9. Keep informed of the calendar of activities.
10. Submit an annual budget to the Stewardship Committee each year.
11. Keeps minutes of any meetings the committee may have and files a copy in the church office.



**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: History (Sub-Committee of Media Center Committee)**

**Principle Function:** The History Committee maintains an accurate history of Cibolo Valley Baptist Church. They will be elected by the church annually in December.

**Responsibilities:**

1. Assist the church in making and keeping accurate, comprehensive records of its current life and work.
2. Gather and safeguard all historic records of the church.
3. Help the church understand and learn from its own history.
4. Help church members know and appreciate their larger heritage as Baptists.
5. Help the church locate and use historic information to accomplish God's mission.
6. Develop and recommend to the church policies and procedures regarding the preservation and use of historical materials.
7. Help the church celebrate church anniversaries and other appropriate dates that should be remembered.

**Subject: Homebound Ministry Director Responsibilities**

**JOB DESCRIPTION: Homebound Ministry Director**

**Principle Function:** With the Ministries Coordinator's cooperation, the Homebound Director leads a vital ministry of CVBC, enabling individuals who are unable to attend church services due to illness, etc. to receive God's word on a weekly basis. The Homebound Director will be elected by the church annually in December.

**Responsibilities:**

1. Record the Sunday School Lesson (or select someone to record the lesson each week) and make enough copies for each Homebound home to be delivered.
2. Make sure each Morning and Evening Worship Service is recorded and pick up each tape after the service.
3. Work with the Pastor and other ministry leaders while implementing the Homebound ministry.
4. Make copies of each recorded service for every home delivered to within the Homebound ministry.
5. Listen to each copy made to ensure good quality (first few minutes).
6. Bundle copies of the Sunday School lessons and Church Services in preparation of delivery. This should be accomplished by 9:00am, Monday morning whenever possible.
7. Enlist volunteers to assist in delivering the tapes each week. This should be accomplished as early in the week as possible.
8. Recruit an assistant for help whenever the need arises.
9. Order new and/or replacement tapes as needed.
10. Report status of the program at the regularly scheduled business meetings.
11. Submit an annual budget recommendation to the Stewardship Committee.

**Subject: Hospitality Coordinator Responsibilities**

**JOB DESCRIPTION: Hospitality Coordinator**

**Position Summary:**

The Hospitality Coordinator will oversee the Hospitality Ministry by providing administrative support, as well as spiritual guidance. The Hospitality Coordinator will be responsible for all special events scheduling.

**General Job Description:**

1. Organizes Hospitality Committee meetings with all sub-committees; sub-committees include, but are not limited to: Fellowship and Savior Servant.
2. Coordinates service needs with appropriate committees to ensure all hospitality needs for the church and special events are met.
3. Ensures all documentation for the Hospitality Committee is current and up to date, maintains a record of event requirements, ensures calendars are updated, etc.
4. Develops the hospitality budget for the year.
5. Plan, supervise, and coordinate internal and external uses of the kitchen, including pre-event planning meetings when necessary.
6. Serve as the contact person for the Church with regard to ministry partners or other non-Church groups using or requesting to use the facilities. Oversees social media and organizes and coordinates meetings and events with other leaders as necessary.
7. Participates in selective sub-committee meetings as required.
8. Must be able to handle conflict in a biblical manner.
9. Serves as a member of the Church Council.
10. Keeps notes of all meetings.

**Subject: Church Committee Responsibilities****JOB DESCRIPTION: Information Technology (IT) Technician****General Responsibilities:**

1. The Information Technology (IT) Technician is responsible for planning, executing, and evaluating projects according to the predetermined standards, timelines and budgets.
2. Perform installations, web-site recommendations, technology maintenance, updates and repair work on any audio, video and computer related equipment that supports the church.
3. Serve all staff and ministry leaders with a focus on Sunday morning and all ministry meetings that can be enhanced through the use of technology.
4. Provide technical leadership in web development, user interface (UI) design and coding expertise required to manage multiple development projects in support of web properties and digital communications. Influencing others through experience and technical knowledge, and interacting with ministry stakeholders will be critical to the success of this role

**Specific Responsibilities:**

1. Work with all staff and reports to the Administrator, seeking direction from him/her, especially when there are any immediate needs to address.
2. Coordinate technology use in multiple forms at meetings. For example, using Skype during the worship service or at mission's meetings, use of technologies for seminars, advising staff on best technology (example: devices, apps, techniques, web-site management), ensuring all events are free from technological glitches and creating a fail proof standard with redundancy.
3. Advise staff and leadership for future IT purchases and current recommended maintenance.
4. Monitor and maintain technology for maximum access.
5. Ensure technology is equipped with the latest hardware and software and is accessible to end users.
6. Manage and maintain laptops, desktops, printers, local area networks, wide area networks, any piece of computer related peripheral or software an end user would be using.
7. Coordinate video producing, advertising updates and communications, delegate sermons post chronologically (in order) to volunteers, set up podcast and/or video for delivery to congregation (spoken word) via the webpage and enable worship service video usage.
8. Recommends the annual budget to the Stewardship Committee for technology needs.

**Desired Qualifications:**

1. A personal relationship with Jesus Christ, and a passion to see the power and truth of the gospel actively at work in the Church.
2. Possess a can-do attitude with the ability to get up to speed quickly.
3. Must be a self-starter who can jump in quickly without a lot of direction.
4. Strong communication skills (interpersonal, written, and verbal).
5. Passionate and committed with strong sense of ownership, craftsmanship and attention to detail.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Information Technology (IT) Technician**

6. Demonstrated planning, analysis, and estimation skills.
7. Demonstrated ability to work independently and multi-task.
8. Experience interacting with both technical and non-technical personnel.
9. Extensive experience of computers and servers.
10. Thorough understanding of Microsoft, Apple and various network hardware.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Long Range Planning Committee**

**Membership and Term of Office:** The Long Range Planning Committee will be composed of at least five (5) members elected by the church. The members will remain on the committee for at least five (5) years or until they withdraw. New members may be added annually in December. The chairman will be elected by the Committee membership annually in December. Committee membership will elect their vice-chairman and secretary each year.

**Responsibilities:**

1. Lead in developing a plan for growth and expansion.
2. Work with the organizational committees and Property and Space Committee to understand the current needs as well as the future needs of the church.
3. Make recommendations to Property and Space Committee concerning the maintenance and/or construction of the church buildings.
4. Make recommendations to the Personnel Committee concerning Staff needs.
5. The chairman will serve on the Church Council.
6. The chairman will report to the church at the regular monthly business meeting.
7. Keep minutes of all committee meetings and file a copy in the church office.

**Subject: Ministries Coordinator Responsibilities**

**JOB DESCRIPTION: Ministries Coordinator**

**Position Summary:**

The Ministries Coordinator will oversee various ministries of the Church by providing administrative support, as well as spiritual guidance. The Ministries Coordinator will be responsible for all of the ministry related committees.

**General Job Description:**

1. Works with and organizes meetings with all sub-committees; sub-committees include, but are not limited to: E-mail, Prayer, Homebound, Children's Ministry Director, Discipleship, Seniors (Clay) Director, Singles Director, Nursery Director, AWANA, VBS Director, and Media, History, Library.
2. Coordinates service needs with appropriate committees to ensure all of the needs for the church and various ministry events are met.
3. Ensures all documentation for the sub-committees is current and up to date, maintains a record of event requirements, ensures calendars are updated, etc.
4. Develops the budgets for the year with the sub-committees.
5. Plan, supervise, and coordinate fund-raising related events with the various sub-committee chairmen's and church leadership.
6. Serve as the contact person for the Church with regard to developing various ministry programs and their activities. Oversees social media and organizes and coordinates meetings and events with other leaders as necessary.
7. Participates in selective sub-committee meetings as required.
8. Must be able to handle conflict in a biblical manner.
9. Serves as a member of the Church Council.
10. Keeps notes of all meetings.

**Subject: Missions Coordinator Responsibilities**

**JOB DESCRIPTION: Missions Coordinator**

**Position Summary:**

The Missions Coordinator will oversee the Missions Ministry by providing administrative support, as well as spiritual guidance. The Missions Coordinator will be responsible for all of the mission related committees.

**General Job Description:**

1. Works with and organizes meetings with all sub-committees; sub-committees include, but are not limited to: RACAP, WMU, Brotherhood, Fall Fest, Welcome Back Fest.
2. Coordinates service needs with appropriate committees to ensure all of the needs for the church and mission events are met.
3. Ensures all documentation for the sub-committees is current and up to date, maintains a record of event requirements, ensures calendars are updated, etc.
4. Develops the mission budgets for the year with the sub-committees.
5. Plan, supervise, and coordinate fund-raising related events with the various sub-committee chairmen's and church leadership.
6. Serve as the contact person for the Church with regard to missions and mission activities. Oversees social media and organizes and coordinates meetings and events with other leaders as necessary.
7. Participates in selective sub-committee meetings as required.
8. Must be able to handle conflict in a biblical manner.
9. Serves as a member of the Church Council.
10. Keeps notes of all meetings.



**Subject: Church Committees Responsibilities**

**JOB DESCRIPTION: Nominating Committee**

**PRINCIPAL FUNCTION:** Coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. The nominating committee will be comprised of seven (7) members. The nominating committee will first approve the person volunteering for a position before they are approached for recruitment. The nominating committee will present to the church for election all those who accept the invitation to serve. The nominating committee will provide guidelines for all volunteer workers. The committee is elected by the church annually in December.

**RESPONSIBILITIES:**

1. All persons being considered for any volunteer position will first be approved by the nominating committee.
2. After approving the list of possible volunteers, nominating committee members will approach those volunteers for acceptance or rejection. Acceptance or rejection to serve will be brought to the nominating committee. If the nominee is in agreement, a copy of the job description for the position being considered and a copy of the workers covenant will be given to the nominee.
3. The complete list will be presented to the church body during a business meeting at least one month before the beginning of the year of service. During that business meeting, nominations from the floor will be considered for vote.
4. If a vacancy occurs during the year, the nominating committee will be responsible for filling that vacancy.
5. An exception to these steps is volunteers working in the AWANA program, which covers the time period September through May. The list of names and positions need to be provided for vote of the church during the August business meeting. This list is to be provided by the AWANA Commander.
6. The nominating committee will review and coordinate the job descriptions with the affected committee and the Pastor. Any changes will then be brought to the church business meeting for final approval.
7. To assist in compiling the list of nominees, the nominating committee will prepare a survey to determine where members have worked in the past and are willing to work now.
8. See the Church Constitution Article IV, Section 2.

**Effective Date: 8/10/2016**

**Policy No. PM-302**

**Subject: Nursery Director Responsibilities**

**JOB DESCRIPTION: Nursery Director**

**Principle Function:** The Cibolo Valley Baptist Church recognizes and is committed to the spiritual, physical and educational needs of the community's children. As ministries are developed, the Director of Children's Ministries will be the individual responsible for the development and supervision of the nursery. The Nursery Director will minister under the supervision of the Director of Children's Ministries. The Nursery Director will be elected by the church annually in December.

**Areas of Responsibilities:**

1. Childcare during the Sunday morning worship.
2. Childcare during the Sunday evening worship.
3. Childcare for Wednesday evening activities.
4. Childcare for any and all special events at the church or sponsored by the church, which requires supervision of nursery, age children at the church.

**Responsibilities:**

1. To work with the Pastor, Director of Children's Ministries and/or necessary committees in the planning and programming of ministries for nursery age children.
2. To budget and equip the nursery area of CVBC.
3. To report to the Director of Children's Ministries or necessary committee chairman any needs related to physical space, staff, spiritual development or other areas of concern.
4. Lead in training that prepares workers for service within the nursery area.
5. Post childcare and cleanliness guidelines within the nursery.
6. Ensure in readiness of the nursery for all services and activities.
7. Keeps minutes of any meeting the committee has and file a copy in the church office.

**Subject: Church Committees Responsibilities**

**JOB DESCRIPTION: Pastor Search Committee**

**Membership and Term of Office:** The Pastor Search Committee will be composed of five (5) members and two (2) alternates nominated by the Deacon Fellowship and elected by the church. The committee will name the chairman. Their term of office will be until a pastor is found and he is properly acclimated to the church or until it is necessary to replace the committee.

**Qualifications:**

1. Members of the Pastor Search Committee must be mature and growing Christians.
2. Committee members must be member of the church for not less than six (6) months.
3. Members must be active in attendance and participation in church ministries.
4. Members will represent a cross section of the total membership of the congregation as far as possible.
5. Consideration should be given to the ability to honestly and tactfully express oneself and to work with others.

**Responsibilities:**

1. To lead the church in the spiritual preparation necessary for selecting a pastor.
2. To provide for the pulpit supply and an interim pastor.
3. Receive resumes and prayerfully consider each one.
4. To arrive at a unity of thought on the priority of resumes.
5. To select the top resume and prayerfully prepare to consider this person.
6. Send at least five (5) letters of reference on each person considered.
7. Attain a credit report for each person considered.
8. Attend a worship service to listen how God uses the candidate in the pulpit and observe his interpersonal relationships.
9. Conduct a personal interview.
10. When the committee reaches a united decision they will invite the individual to Cibolo Valley to be heard by the entire church family in view of a call. This should be done in consultation with the Church Council and the interim pastor.
11. After the vote, the chairman will relate the results to the new pastor. If the result is not in favor of the individual, the committee will start again with the next appropriate resume.
12. When a pastor is called this committee should work together with the Fellowship Committee and Church Hostess to properly welcome the new pastor. Care must be taken to meet his needs and help in the adjustment of him and his family.

(Note: The importance of prayer by this committee and for this committee cannot be over emphasized. Also this committee should take advantage of the assistance offered by the associational office for training search Committees)

**Subject: Church Committees Responsibilities**

**JOB DESCRIPTION: Personnel Committee**

**Membership and Term of Office:** The Personnel Committee will be composed of at least five (5) members. Members cannot serve on the Stewardship Committee while a member of this committee. The chairman and committee will be elected by the church in December. Committee membership will elect their vice-chairman and secretary each year.

**Responsibilities:**

The responsibilities of this committee will fall in three (3) major areas: employment, salaries and employee benefits.

**EMPLOYMENT:**

1. In consultation with the Pastor (who has the final determination) this committee will have the responsibility of recruiting, interviewing and recommending the Church Staff.
2. In consultation with the church committee and staff members directly affected by each personnel position, this committee will have authority to employ and discharge all personnel staff. This is to be done in the framework of the approved budget.
3. Following employment this committee should assist in placing the new staff members on the job. In order to be consistent in employment practices, this committee will use a written application form and means whereby references can be checked.

**SALARIES:**

1. To aid in salary recommendations this committee will formulate and maintain a written description of each position on the church staff describing the major duties assigned to that position.
2. This committee will design a program of salary administration and make annual recommendations to the Stewardship Committee.

**EMPLOYEE BENEFITS:**

1. An employee benefits program -- will be recommended by this committee. This to include such things as retirement, pension plan, vacation, holidays, other time off, hospitalization and life insurance, etc.
2. Eligibility for benefits will be clearly stated as policy.

The authority vested in this committee will limit the authority of any and all other committees regarding personnel.

**Subject: Prayer Coordinator Responsibilities**

**JOB DESCRIPTION: Prayer Coordinator**

**Principle Function:** To encourage and inspire the church family to understand the privileges, responsibilities and potential of real Biblical praying. They will be elected by the church annually in December.

**Responsibilities:**

1. To keep prayer opportunities before the church at all times in every way possible so that there is a constant awareness of prayer needs (bulletins, newsletters, announcements, tracts and booklets, posters, events, printed prayer lists, etc.).
2. To organize the church family in a way to reach appropriate coverage for maximum efficiency (prayer chains, telephone, prayer groups, weeks of special prayer emphasis).
3. To enlist and train all people required to carry out a full and inclusive prayer ministry.
4. To work with all church ministry leaders in compiling a list of prayer needs (i.e. VBS, etc.).
5. Report to the church at regularly scheduled business meetings.
6. Serve on the Church Council.
7. Submit an annual budget to the Stewardship Committee.
8. Keep minutes of any meeting the committee may have and file a copy in the church office.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Property and Space Committee**

**Membership and Term of Office:** The Property and Space Committee will be composed of at least five (5) members. The committee and the chairman will be elected by the church annually in December. Committee membership will elect their vice-chairman and secretary each year.

**Responsibilities:**

1. Be responsible for the safekeeping, protection, maintenance and repair of the buildings, grounds, operating facilities and attached equipment including heating, cooling and lighting.
2. Be responsible for seeing that all equipment is properly operating.
3. Make recommendation or take actions should emergency necessitate, regarding: replacement of worn out items of equipment, landscaping and care of the grounds, maintenance of safe conditions, parking facilities.
4. Work with the Personnel Committee concerning the needs for maintenance personnel and assist in the employment of these personnel by interviewing applicants and making recommendations.
5. Consult with appropriate staff in preparing an annual budget for the committee function and recommend it to the Stewardship Committee.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Public Relations Committee**

1. Chairperson serves on Church Council.
2. The committee will be elected by the church annually in December.
3. Develop systematic plans and procedures for communicating church programs to the church and the community.
4. Inform pastors, staff, and elected church leaders and church committees about public relations problems related to specific and overall church programs.
5. Assist the staff and other committees in acquiring and/or producing communication materials to be used with media including newspapers, radio, TV, website, etc.
6. Assist in communications to the church and the community special recognitions, achievements, accomplishments, and plans of the church or individual members.
7. Arrange special publicity campaigns for major church-sponsored activities such as VBS, Revivals, bible studies, musical programs, etc.
8. Develop awareness among church members that good public relations are the work of all the members.
9. Develop and maintain an ongoing public relations program.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Savior's Servants Committee**

**Principle Function:** With the Hospitality Coordinator's cooperation, the Savior's Servants Committee is comprised of several designated individuals who, during a time of crisis or need of a Church Member, come together to provide what is requested by the Church Member to ease the situation being experienced. They will be elected by the church annually in December.

**Responsibilities:**

1. The committee will assist families following the death of a loved one, extended illness, or other difficulties that pose a crisis to that family.
2. The Savior's Servants will activate upon the death of a family member. If required, the committee will oversee delivery of a meal to the home or other designated place following the funeral service and provide volunteers to serve, if requested. Servants will arrange for needed meals to be provided when requested, babysitting assistance, or assistance with other minor household tasks, as needed.
3. If the death of a Church member's loved one occurs in a distant city, the committee will provide assistance in tasks required while the member is out of town, such as water plants, feeding animals, gathering mail or newspapers, etc.
4. In the event of hospitalization, serious illness or injury the Savior's Servants will make arrangements to ensure the individual's requirements are met.
5. Volunteers will be solicited to assist should help be requested.
6. The Director of the Savior's Servants will receive notification of events that fall within the range of the responsibilities of the committee.
7. The Director will notify all members of the committee of needs of individual requesting help.
8. The Servants will share with the Director, the task of notifying individual church members in order to solicit volunteers.
9. The Director will work with the Pastor in meeting membership needs.
10. The Director will submit an annual budget to the Stewardship Committee.
11. Keep minutes of any meeting the committee may have and file a copy in the church office.
12. Responsible for ordering funeral flowers.



**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Sound Committee**

**Principle Function:** With the Property & Space Committee's cooperation and leadership, the sound committee is responsible for providing amplified sound for church/visiting activities. They will be elected annually in December.

**Responsibilities:**

1. Work with the Pastor, Music Director, and other people as needed to provide amplified sound to all church activities and visiting activities (i.e. weddings), within the church property, using Cibolo Valley Baptist Church property.
2. The members of the sound committee must be members of CVBC and trained on the operation and use of the sound equipment owned by the church.
3. The sound committee must approve all use of the sound equipment.
4. The sound committee will provide the required amplified sound for the Pastor, music minister and announcements as needed.
5. The sound operator will work with the Music Director to find out required microphones needed, set up of those microphones and check them for proper operation for the activity.
6. The sound operator will be required to provide sound for solos or group practices-to include the choir music, plays, weddings, etc.
7. The sound operator will be required to tape all assigned solos, prayers, sermons, etc. as requested by the homebound ministry.
8. The Music Director will serve as an ex-officio member of the sound committee.
9. Will submit an annual budget to the Stewardship Committee.
10. Keeps minutes of any meeting the committee may have and file a copy in the church office.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Stewardship Committee**

**Membership and Term of Office:** With the Treasurer's cooperation, the Stewardship Committee will be composed of at least five (5) members. Members cannot serve as members of the Personnel or Teller Committee while on this committee. The committee and chairman will be elected by the church annually in December. Committee membership will elect their vice-chairman and secretary each year.

**Responsibilities:**

1. The Stewardship Committee will estimate anticipated income based on the previous year's church income, prevailing economic conditions, past years giving record of membership and anticipated plans for its growth.
2. The committee will request church leaders to submit the previous year's account ledger and an itemized list of budget needs for the New Year by the second Sunday of October.
3. The committee will bring all submitted ledgers and proposed budgets together for the first meeting of the new Stewardship Committee and if necessary notify church leaders to be present at the indicated time to discuss their requests.
4. The committee will prepare the budget, after evaluation and adjustments, for presentation to the church by the first Sunday of December.
5. The committee will consider all expenditures for budgeted items.
6. The committee will hear requests for budget revisions and make recommendations as necessary to the church.
7. The committee will approve authorized individuals to make expenditures for the church based on the church's financial standing.
8. The committee will review for approval all expenditures exceeding \$250.00. Any voting committee member may review and approve expenditures of \$250.00 or less.
9. Each committee member will be kept informed of the church's financial standing in order to make sound decisions when reviewing expenditures for approval.
10. The committee will provide an internal quarterly audit of all church financial records and books and will submit a written report on a quarterly basis.
11. The committee will meet quarterly unless otherwise required.
12. The committee will keep minutes of committee meetings and file a copy in the church office.

**Subject: Sunday School Director Responsibilities**

**JOB DESCRIPTION: Sunday School Director**

Whereas the Sunday School Director is not generally considered a staff member, he/she is (or should be) one of the most important leaders in the total ministry of the church.

The Pastor and Sunday School Director should work closely together in carrying out the work of the Lord. A. V. Washburn and Melva Cook, in Administering the Bible Teaching Program, state:

"The Sunday School Director will look to the Pastor ... for counsel and leadership in the Sunday School. The pastor, in turn, will recognize and use the Sunday School organization as one of the most valuable resources for fulfilling the mission of the church."

**Principle Function:** The Sunday School Director is responsible for leading the church in carrying out the tasks of the Sunday School. The Sunday School Director will be elected by the church annually in December.

**Tasks:**

1. Teach the Biblical revelation: teach for decision.
2. Focus on reaching the un-reached for Christ and church membership.
3. Secure outcomes in action:
  - a. Worship
  - b. Witness
  - c. Educate
  - d. Minister
  - e. Fellowship
4. Support church and denominational emphasis.

**Responsibilities:**

1. Lead in determining organization, schedules and approaches for carrying out the tasks of the Sunday School.
2. Recommend workers required by the organization.
3. Interpret to leaders the tasks.
4. Lead leaders in setting goals for achievement.
5. Review with department leaders and lead in recommending curriculum.
6. Directs officers and teachers meetings; keeps minutes and files a copy in the church office.
7. Is a member of the Church Council and Nominating Committee.
8. Works with the Stewardship Committee to establish financial needs for the Sunday School.
9. Leads in determining training needs and in planning and directing training activities.
10. Guide in communicating appropriate information to leaders about the work of the church and denomination.
11. Report periodically to the church on the status of the program.
12. Maintain records for evaluating progress.
13. Guide other elected Sunday School officers in carrying out their responsibilities.
14. Work closely with VBS principal in planning, promoting and carrying through a strong VBS.
15. Lead the Sunday School, by example and encouragement, in supporting all church activities and programs.

**Effective Date: 06/20/2012**

**Policy No. PM-302**

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Teller Committee**

See **PM-403** for Policies and Responsibilities of this committee which is elected by the church annually in December. The term is from 1 January to 31 December.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Transportation Committee (Sub Committee of Property & Space)**

1. Formulate and recommend to the congregation rules and guidelines regarding the use of church vehicles.
2. Maintain a list of authorized drivers available to be called upon by various church organizations to be kept in church office. Groups using vehicles are responsible for obtaining a driver from the list.
3. Provide for proper preventative maintenance of church vehicles.
4. Make sure vehicles are in good running order and arrange for repairs when necessary.
5. Insure that safety and first-aid equipment are up-to-date on each vehicle. Vehicles should be checked a minimum of every six months. The following items will always be inside all vehicles:
  - a. Statement of coverage — coverage limits, insurance company, insuring agent, and proper persons to contact in the event of an emergency
  - b. First Aid Kit
6. See that emergency phone numbers are posted in each vehicle in case a group encounters an emergency while on a trip.
6. The committee will gas and check vehicles for all trips over two hundred and fifty (250) miles (round trip).
7. Make recommendations to the church budget committee annually concerning insurance coverage on vehicles to include: bodily injury, property damage, medical payments, collision, fire, theft, and vandalism and malicious mischief.

**Subject: Treasurer's Responsibilities**

**JOB DESCRIPTION: Treasurer**

1. Serve on the Church Council.
2. Will be elected by the church annually in December.
3. Work with the Stewardship Committee and should meet with them regularly and work together to develop and recommend policies and procedures related to receiving and disbursing church monies along with helping in the stewardship education for the church.
4. Maintain records of funds received and disbursed. An adequate procedure and record of receipts and disbursements should be kept by the treasurer at the church office. The treasurer should be familiar with procedures and should verify the statements concerning receipts and disbursements.
5. Sign checks in accordance with church policies and procedures. In most cases this requires the check to be requested in the proper manner with supporting data. Also, in all cases, church checks must be co-signed. The treasurer, by signing first, will give his/her consent to approval of the expenditure and that the check complies with church policies. The Stewardship Committee chairperson or designated member will be the co-signer. In the absence of the treasurer, two eligible members (persons who are listed on the signature card at the bank) of the Stewardship Committee will sign.
6. Two designated persons deemed eligible by the Stewardship Committee must have signed signature cards at the bank as well as the Treasurer.
7. Monthly:
  - a. Make reports for the appropriate committees and church. The Treasurer should make regular reports to the Stewardship Committee and the church. Other reports may be made as needed.

**Subject: Trustees' Responsibilities**

**JOB DESCRIPTION: Trustees**

1. Will be elected by the church annually in December.
2. Trustees are the legal representatives of the church and officer of the corporation. They will act for the church in legal matters, but must have the authority of the church for any actions after church vote according to the procedures of the church constitution.
3. Trustees will hold titles to all church property. They have no right to buy, sell, or dispose of property belonging to the church, or act in any way except upon the express authorization of the church.
4. Trustees will, upon direction of the church, execute all deeds, deeds of trust, mortgages, bonds, promissory notes, releases, and all other necessary legal papers in the name of the church and only by its authority.
5. Trustees are custodians of the titles and papers evidencing church property, but are not custodians of the property.
6. The church will keep in mind the following facts relating to the Trustees:
  - a. Trustees are responsible to the church body.
  - b. Trustees have authority only as approved by vote of the church according to the church constitution.
  - c. Trustees sign instruments (documents) as trustees of the church, not as individual representing either themselves or the church.
  - d. Trustees are legal representatives of the church in the event suit is brought for or against the church.
7. Maintain an inventory of all capital investments with a copy to be kept in the church files including, but not limited to all buildings, property, furnishings, and sound equipment.

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Usher Committee**

**Membership and Term of Office:** With the Deacon Chairman's cooperation and leadership, the Usher Committee will be composed of at least seven (7) members. The church will elect the committee and chairman annually in December. Committee membership will elect their vice-chairman and secretary each year in December. The term is from 1 January thru 31 December.

**Responsibilities:**

1. Assure that the sanctuary is in order before each service and the lights in the sanctuary are on.
2. Check to make sure offering plates, bulletins and other needed aids and supplies are in their proper place.
3. Greet each person with a warm and cordial welcome.
4. Provide each person with a church bulletin and other materials.
5. Seat people according to their wishes or as seats are available.
6. Provide visitors' cards to visitors as requested.
7. Give direction and answer questions as needed.
8. Greet the people at the close of the service. Introduce visitor to leaders and members nearby.
9. Dress Code: Dress shirt and slacks for Sunday morning and less formal attire (excluding shorts) for other services.



**Subject: Vacation Bible School Director Responsibilities**

**JOB DESCRIPTION: Vacation Bible School Director**

**Principle Function:** With the Ministries Coordinator's cooperation, the Vacation Bible School (VBS) Director and Assistant Director will be responsible for assisting in the general and overall supervision of the VBS activities. They will be elected by the church annually in December,

**Responsibilities:**

1. Work with the Ministries Coordinator in planning and preparing the VBS program.
2. Meet with the Sunday School Director and/or Sunday School Council to plan the school as a part of the church's annual Bible teaching ministry.
3. Lead in determining the date, schedule and number of departments to be provided in the school.
4. Plan the organization based on the anticipated enrollment of each age group and assign space for each department.
5. Order appropriate administrative helps, curriculum materials and other teaching resources.
6. Lead in an enlistment procedure that clarifies workers duties and provides the resources needed at the time of enlistment.
7. Lead in a training plan that prepares workers for every session of the school.
8. Work with the Pastor in planning the schools evangelistic approaches.
9. Serve as ex-officio member of all committees which relate to VBS.
10. Works to ensure that each teacher receives in due time all materials necessary for preparation and teaching.
11. Lead VBS workers to alert the Media Library, in advance, as to necessary books and audiovisuals.
12. Work with the Media Library Director to have the library open during the school and to provide a worker(s) to help with the audiovisuals.
13. Guide in keeping accurate daily records and in reporting the schools statistics to appropriate organizations.
14. Work with the Sunday School Director to lead the church to reach and minister to families involved in VBS but not enrolled in Sunday School.
15. Lead the church in conducting Mission VBS and Backyard Bible Clubs.
16. Prepare the budget for VBS along with the Stewardship Committee.
17. Keep minutes of any meeting concerning VBS and file a copy in the church office.

**Subject: Women's Missionary Union Director Responsibilities**

**JOB DESCRIPTION: WMU Director**

**Principle Function:** With the Missions Coordinator's cooperation and leadership, and under responsibility to the church, the Women's Missionary Union Director leads in planning, conducting and evaluating WMU. They will be elected by the church annually in December. As Director she guides her organization in carrying out the four (4) basic tasks of the WMU.

**Tasks:**

1. Teach Missions
2. Engage in mission action
3. Support world missions through praying and giving
4. Provide and interpret information regarding the work of the church and the denomination.

**Responsibilities:**

1. Work with the Pastor and Missions Coordinator.
2. Lead the WMU, conferring with WMU Council members; help them in their work.
3. Work with the Brotherhood Director in planning and conducting joint work of the two organizations.
3. Interpret the work of the church and denomination to WMU; encourage participation in total work of the church.
4. Assist the WMU leadership in selecting the WMU officers and leaders.
5. Work with the Stewardship Committee and submit budget needs for the annual budget.
6. Give leadership in selecting and ordering literature and other materials.
7. Report the progress of WMU work to the church regularly.
8. Keeps minutes of the WMU meetings and files a copy of them in the church office.

**Subject: Church Committees Responsibilities**

**JOB DESCRIPTION: Youth Committee**

The Youth Committee will consist of the Youth Director and up to eight adult members of the Church, always keeping an odd number for tie breaker votes. The members will be nominated for a seat on the committee by the Nominating Committee and presented to the Church for election annually in December. The Youth Director and Nominating Committee will coordinate with each other to review the members and needs of the committee at the end of each year. The committee will meet as agreed upon by the Youth Director and the members of the committee. The Youth Committee will elect a secretary to keep minutes of each meeting. The purpose of this committee is not to critique or tell the Youth Director what to do; they will only give advice and will be involved as he/she is requested to be involved. The purpose of the Youth Committee is to give the Youth Director and youth support and direction in their endeavors to grow in their Christian walk by:

1. (A) Being actively involved with the Youth in their Sunday school classes, entertainment, mission trips, and Bible studies either at church or in a church member's home.  
(B) Help in raising the funds needed to accomplish paragraph 1 (A).
2. The Youth Director, if necessary, will call a committee meeting where the Youth Council can share their requests. The Council will present their ideas, suggestions, requests, or desires to the Youth Committee for final approval, support, or guidance. If the committee elects not to approve the request, they may make suggestions to make the desired request workable for all concerned.
3. If an adult has a suggestion for the youth, it should be taken to the Youth Director for action or it can be addressed during a Youth Committee meeting with the Director's approval.

The overall purpose of the committee is to help the Youth Director in his/her position and the youth of the church plus their friends. The committee members should do all they can to help the Youth Ministry be one the youth will want to be a part of and proud to invite their friends to the Youth Ministry functions.

**Members of the Youth Committee must be willing to commit themselves to the youth of the Church and not tell the Youth Director what to do. They must be willing to make suggestions only.**

**Subject: Church Committee Responsibilities**

**JOB DESCRIPTION: Youth Council**

The Youth Council will consist of a Youth Council President (moderator) and at least four to six youth under the Youth Director's guidance. The members will be elected by Sunday school class or by age group, as the Youth Director determines appropriate. The purpose is to have the Youth Council members elected by their peers and approved by the Youth Director. The President will be elected by the members of the council and approved by the Youth Director.

The Youth Council will meet as needed to discuss ideas and suggestions. Before meeting, each council member should:

1. Canvas their class or age group for activities they wish to accomplish.  
For example:
  - a. Youth Party
  - b. Fund Raiser (What kind and purpose)
  - c. Bible study either at church or alternate location (What book to study and where)
  - d. Mission Trip
  - e. More involvement in Sunday services (example: working with the ushers to pass out visitor cards or take the offering)
  - f. Get the puppet ministry started again
  - g. Visit people at the nursing home or go Christmas caroling
  - h. Etc.
  
2. The member will take the idea or suggestion to the Youth Council for discussion. If a majority of the council agrees, the idea or suggestion will be presented to the Youth Director. The Director will call a meeting of the Youth Committee if it is determined they need to be involved for input, support, and counseling on financing, location, or fund raising needs.

**Subject: Stewardship Policy and Procedures**

**CHAPTER 4**

**CVBC STEWARDSHIP POLICY AND PROCEDURE**

**EXPENDITURE AND REIMBURSEMENT POLICIES**

**1. Designated Funds**

- All funds designated for a specific purpose will be used for that purpose unless otherwise approved by the provider of the funds.
- Any funds designated for a ministry/committee but not a specific purpose will be available to cover the expenses of that ministry committee at the discretion of the director/chairperson.

**2. Requesting Reimbursement**

- Complete an Expenditure Request Form (CVBC Purchase Order Form 1) including the budget account number or designated account number, the approval and signature of the ministry director/chairperson.
- Submit the P.O. for expenditure under \$250.00 to any Stewardship Committee Member for approval and signature.
- Submit the P.O. for expenditure of \$250.00 or more to the Stewardship Committee for approval and signature.
- Submit the P.O. with required signatures to the Church Treasurer within three (3) business days from the date the check is to be issued.
- The amount to be reimbursed will not exceed 20% over the original approved P.O.
- The director/chairperson submitting the P.O. will keep one (1) copy for their records.
- The Church Treasurer will keep one (1) copy for the Church books and provide one (1) copy to the Stewardship Committee.
- The Church Treasurer will be authorized to pay only those requests approved by the Stewardship Committee.
- Any invoice presented for payment for expenditures not previously approved by the committee will not be paid by the church and becomes the responsibility of the individual who authorized the expenditure.

**3. Submitting Receipts**

- Receipts for expenditures are required for reimbursement and must be attached to the P.O. when submitted to the Church Treasurer.

**Subject: Stewardship Policy and Procedures**

- If funds are required before the purchase, receipts and any excess funds must be submitted to the Church Treasurer.

**4. Unbudgeted Expenditures**

- If the request is in excess of the approved budget for the account, the Stewardship Committee will consider the request and will advise the requester of the committee's decision.
- If the Stewardship Committee approves the request, the committee will present the request to the church body.

**5. Accounting**

- Each ministry director/committee chairperson will maintain an account ledger of all expenditures and credits to their account and a file of the reimbursed P.O.
- The ledger will be required along with the proposed budget request worksheet for the fiscal year.
- Accounts not requiring a P.O. will be designated on the budget with an asterisk. For example: electric, water, phone, etc.

**Subject: Cibolo Valley Harvest Project**

**Purpose: A Home Repair Ministry of Cibolo Valley Baptist Church**

In this ministry we strive to act as Jesus Christ directed in Matt 22: 37-39; ...39 And the second is like it: 'Love your neighbor as yourself.'..." By supporting the needy, poor, and elderly, we strive to have Christ's love shine through us by our words and our actions. We will accomplish this by providing a variety of home services and repairs as lead by the Holy Spirit. In faith, we rely on God to provide the resources and expertise so that all we do will be for His glory and based on His will.

The purpose of the church home repair team is to serve hurting people in the community, and to demonstrate the love of Jesus Christ to them by first addressing a home maintenance or repair need.

Homeowners know that there never seems to be enough time for all of the home repairs and maintenance a house requires. For most of us, this is not a problem. For many widows, single moms, elderly, sick, or handicapped people, this is an impossible job due to lack of funds, skills, or knowledge. The CVBC home repair ministry exists to meet this need.

**Criteria for project selection:**

1. Is God leading us to do this project?
2. Are we capable of doing the project well?
3. Are we serving a brother/sister in need or are we able to witness for Jesus Christ?
4. Are we shining God's light in a dark place?

If interested in receiving help, individuals must complete an application and sign a Release and Waiver of Liability.

The Brotherhood Director will lead the Harvest Project ministry unless otherwise decided by the Church.

All projects should be approved by Harvest Project leadership prior to being accepted or funds expended.

**Subject: Procedures for Teller Committee****PROCEDURES FOR TELLER COMMITTEE****Policies:**

Members cannot serve on the Stewardship Committee while members of this committee.

Three tellers are required to count the offering.

To protect the privacy of the contributors, only tellers are allowed at the table. Please request family members to wait outside.

Please refrain from beginning the counting process until at least two of the three tellers are present.

**Procedures:**

1. Assemble necessary supplies; adding machine, deposit book, empty envelopes, deposit stamp, pens, scratch sheet, deposit bag and all collections.
2. Empty all envelopes and cash from all collection plates and Sunday school bag. Separate (special/designation offering) envelopes from general offering envelopes.
3. Make envelopes as needed for checks without envelopes. (All checks require envelopes.) When emptying envelopes, verify amount on envelope with contents and complete envelope if not completely filled out with name and amount. Mark the envelope with (\$) for cash and (check#) for checks.
4. Organize currency and coins in like amounts for counting.
5. Remove deposit ticket and duplicate from book prior to filling out.
6. Stamp checks on the back with the deposit stamp.
7. Total checks on adding machine.
8. To double check totals, run 2, d tape from the checks. If the two tapes don't balance run additional tapes until balance agrees.
9. Two tellers count the currency and coins to confirm amount, fill out the teller's worksheet with currency and coin amounts and total check amount.
10. Complete deposit ticket with currency, coin & check totals. Total number of items from check tape and date. Total offering amounts are listed on one deposit ticket.
11. Using the special/Designation envelopes, list Designated funds on the tithes/Offerings/Contributions certification sheet.
12. Determine General Fund amount by subtracting total of Designated Funds from the total funds for deposit.



**Subject: Procedures for Teller Committee**

13. Place envelopes, tape of checks yellow deposit ticket, and number identification strip (completed and attached to the work sheet) from plastic deposit bag in manila envelope. Label envelope with date and a.m. or p.m. service with team captain's name.
14. Fill out front of plastic deposit bag to include: Cibolo Valley Baptist Church, account number from deposit ticket, total checks, currency, coins, deposit total and date.
15. Place currency and coins in appropriate side of deposit bag, and checks with tape(s) and deposit ticket(s) in other side.
16. When positive deposit is complete and accurate, remove tape from adhesive and seal bag.
17. **If it becomes necessary to open the deposit bag, a new bag must be completed** and the opened one discarded.
18. The team captain is responsible to insure the deposit bag is deposited at the Wells Fargo night deposit box on Hwy 78 in Cibolo immediately after leaving church. The key is located in the safe.  
**Please insure the key is returned to its proper place ASAP after deposit.** The team captain can have another teller make the deposit if necessary.
19. Put the teller supplies back in the plastic container on the teller cabinet.
20. Place the manila envelope with all pertinent papers, including prayer request, visitor slips and a list of any needed supplies for the teller committee on the secretary's desk.

**Subject: Use of Church Properties****CHAPTER 5****GENERAL POLICIES**

1. Any consideration of special uses of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building and related activities.
2. Regularly scheduled meetings and services will have prior claim to space, facilities and equipment ordinarily used by them.

**ADMINISTRATIVE**

1. Before scheduling an activity requiring a meeting room or other space assignment, a request for such space will be made to the church office, so that all assignments may be coordinated and recorded on the church calendar of activities. It is particularly important that the scheduling of wedding rehearsals, ceremonies and receptions be done well in advance.
2. Organizations, groups or individuals not a part of this church will make their requests for space, in writing, to the church office that will direct it to the appropriate authority.

**DIRECTIVES ON USE  
OF THE BUILDINGS**

1. The use of decorations, the changing of furniture, attachment of materials to walls and items of similar nature will be done only with the advice and consent of the Property and Space Committee.
2. The Property and Space Committee will instruct florist and decorators in the church policies concerning decorating the sanctuary.
3. The public address systems are carefully designed. No additions or changes in the system will be made without the express approval of the Church Staff and Property and Space Committee.
4. No temporary structure will be built anywhere on the premises without the consent and supervision of the Property and Space Committee. This refers to such structures as platforms; structures or devices that attach to the floor, wall or ceiling; or those that may damage coverings.
5. Use of any portion of the property will conform to city fire and safety ordinances.
6. The janitors and personnel of the church will move all equipment and furniture when it is necessary and will see that it is in the proper place for regular meetings.
7. Use of the kitchen and its equipment may not be made except with prior arrangement with the Church Host.

**EQUIPMENT**

1. Projectors, records and other audio-visual equipment of the church will be loaned only when properly checked out through the Library.
2. Lending of equipment other than visual aids and recreation is to be done only through the office. A written record of loaned equipment must be provided.

**Subject: Use of Church Properties**

**POLICY FOR THE TRACTOR**

**The tractor was purchased for the purpose of maintaining the CVBC grounds. Therefore, the following policies will govern its use.**

1. The Property and Space Committee will be charged with the care and maintenance, maintaining gas, oil, grease and necessary repairs.
2. The tractor will be housed in the location designated by the Property and Space Committee.
3. Due to the danger to person and equipment only church members who are age 16 or older and are properly trained and designated by the Property and Space Committee, will operate the tractor.
4. The tractor will not be loaned or rented by anyone including members of the church family, but used only for CVBC grounds.

**CHILDREN'S PLAYGROUND**

**The following rules are safety rules and guidelines for use of the Children's Playground area.**

1. The playground gates are to remain locked at all times when not in use.
2. The playground is designated only for children through sixth (6th) grade.
3. Children may use the playground only when there is adult supervision present.
4. Hours of operation will be after regular worship services and during times scheduled by the children's workers.
5. Before entering the building children must clean themselves off (i.e. shoes, pants, etc.).
6. Children should use only the walk through gate. The double gate should remain locked and closed.

**COMMUNITY USE GUIDELINES**

1. The use of the Church buildings will be offered to the community provided the following guidelines are met.
2. That all policies contained within the church bylaws and policies manual are met.
3. That if the use of the building is by a community entity for the purpose of ministry or assistance to the community the building will be offered free of charge and as a joint ministry of the community agency and this church. CVBC will reserve the right to use as appropriate amount of time to welcome the group; lead in prayer or do whatever is appropriate during that time.
4. If the request for use of the building is by a group which will derive financial gain or use it as a money making effort by its group a donation of \$150.00 will be received to cover the cost of utilities, clean up and lock up.
5. Basic guidelines include the following:
  - a. As a House of Worship of the Lord there will be no use of tobacco or alcohol in connection with the building inside or outside.
  - b. Replacement charges and/or repair cost for damage incurred to equipment, furniture, fixtures and/or premises will be charged to the appropriate party.

**Subject: Use of Church Properties**

- c. Proper clean up should be performed even by groups paying for the building use. The group using the building will pay for -additional cleaning required.
- d. Consumable supplies stored in the church are for church use only. That group must supply any supplies needed by others.
- e. Activities must be confined to only those areas of the building necessary for that function.
- f. Any materials of equipment must be returned to its original location before leaving.
- g. There must be a representative of the church present while the building is in use.

**Subject: Food Pantry****CVBC FOOD PANTRY**

**PURPOSE:** To minister in obedience to our Lord as instructed in Matthew 25:35-36, "For I was hungry and you gave me meat; I was thirsty and you gave me drink; I was a stranger and you took me in; naked and you clothed me; I was sick and you visited me; I was in prison and you came to me." Proverbs 19:17, "He that hath pity upon the poor lendeth unto the Lord; and that which he hath given will he pay him again." James 1:22, "Be ye doers of the Word and not hearers only, deceiving your own selves." These are familiar passages that lay the foundation for us to be ready to help those in need.

**FOOD:** To establish and maintain a food pantry of staple food items and personal items (soap, toothpaste, washing powder, etc.) that can be given as needed to those who have an identified need.

**RESPONSIBILITY:** The WMU and Brotherhood will be responsible for the establishing, maintaining and as necessary the procurement of items to keep the pantry adequately stocked. The dispensing of the food will be done primarily by the church staff (Pastor, secretary, etc.), for those who come to the church seeking help. The WMU/Brotherhood will help in delivering items as necessary, especially during the Thanksgiving and Christmas seasons.

**PROMOTING AND ADVERTISING:** Place notices in the church bulletin asking for necessary items. Also, make announcements during Sunday school, midweek prayer time or other times as appropriate. Poster can be used and collection boxes can be placed for food/sundry items.

**WHO DO WE HELP?** Anyone in need - from our membership or nonmembers who attend and those in our nearby community who ask for help.

**WHEN DO WE HELP?** When someone asks for help we should be ready and willing to do what we can regardless of who they are. A possible exception is when we are made aware of someone who is a "professional hustler" and who could be using the items for personal profit. These people should be referred to the appropriate agency as necessary. Otherwise, we should always trust the Lord for the opportunity to be a servant.

**CONFIDENTIALITY:** Just a reminder: Assisting a family or an individual should remain in confidence. We do not want to embarrass anyone by telling others in the church or community those who are being helped. If those we help, express they're thanks to the church that is perfectly acceptable. Otherwise, we must use good judgment in helping others and always try to do the best we can do to meet their needs.

Subject: Wedding Policy

## YOUR WEDDING AT CIBOLO VALLEY BAPTIST CHURCH

### SCHEDULING YOUR WEDDING

1. Before your wedding can be placed on the church calendar, you must fill out the wedding information form, with as much information as possible.
2. The availability of the time and date you request must be cleared through the church secretary. If you plan to have a rehearsal and/or reception here, those dates and times must be cleared also.
3. If you desire the Pastor of this church to officiate at your wedding, you must clear his availability for your chosen date as well. This can be done through the church secretary.
4. If you plan to use a Pastor from another church or someone licensed to perform weddings, the Pastor of CVBC must give his approval of that person.
5. When a date has been settled on, the church will notify the custodian(s) of your need and arrange for custodial services.

### MAKING ARRANGEMENTS

1. Pre-marital counseling appointments must be made with the Pastor.
2. The church has a wedding consultant that must be utilized.
3. The church has very limited kitchen facilities, which may be used by the wedding party. There are kitchen policies that must be met and these are available through the church office.

### CHURCH MEMBERS

1. Weddings for church member families are a ministry of the church. The fees for use of the building facilities have been waived with the exception of Custodian services.
2. The Pastor's fee is to be set by the Pastor and is to be **PAID DIRECTLY TO HIM**. A suggested honorarium can be found within our fee schedule.
3. The wedding consultant can put you in touch with the Minister of Music. You are not required to use them, but the Minister of Music on our instruments must check anyone else you select out. Arrangements must be made with the musicians themselves regarding their personal fee. **ALL MONIES SHOULD BE PAID DIRECTLY TO THEM BEFORE REHEARSAL**. A suggested fee can be found within our fee schedule.
4. The wedding consultant can put you in touch with the Sound Director. Arrangements must be made with the Sound personnel themselves regarding their personal fee. **ALL MONIES SHOULD BE PAID DIRECTLY TO THEM BEFORE THE REHEARSAL**. (See fee schedule)
5. The wedding consultant can put you in touch with the Church Custodian(s). **ALL MONIES SHOULD BE PAID DIRECTLY TO THEM BEFORE THE REHEARSAL**. (See fee schedule)

Subject: Wedding Policy (cont.)

**FEE SCHEDULE**

**1. Fees to CVBC must be paid in ADVANCE OF THE REHEARSAL DATE. Checks must be made payable to Cibolo Valley Baptist Church and turned into the church office.**

a. USE OF SANCTUARY AND ENTRANCE HALL .....	<b>\$400.00</b>
b. USE OF FELLOWSHIP HALL FOR RECEPTION .....	<b>\$250.00</b>
c. PASTOR'S HONORIUM (Paid directly to Pastor).....suggested.....	<b>\$200.00</b>
d. Wedding Consultant (Paid directly to person) .....	<b>\$200.00</b>
e. MUSICIAN(S) FEE (Paid directly to person(s))	
Without Rehearsal .....	\$35.00
With Rehearsal.....	\$50.00
f. SOUND PERSONNEL FEE (Paid directly to person(s))	
Without Rehearsal .....	\$35.00
With Rehearsal.....	\$50.00
g. CUSTODIAN(s) FEE (Paid directly to person(s))	
Sanctuary.....	<b>\$100.00</b>
Fellowship Hall .....	\$100.00
h. CHURCH REPRESENTATIVE for opening and closing the building if Pastor of CVBC is not officiating at wedding. (Paid directly to person)	
Rehearsal and Wedding.....	\$30.00
Reception.....	\$30.00

**2. When scheduling a date for the wedding and/or rehearsal a deposit of 20% will be required to secure the calendar date. This fee will be rolled into the total amount due unless canceled within two (2) weeks of the wedding. If a cancellation occurs within two (2) weeks of the reserved date the deposit will be forfeited.**

**3. Replacement charges and/or repair costs for damage incurred to equipment, furniture, fixtures and/or premises will be charged to the wedding party.**

## Subject: Wedding Policy (cont.)

**GENERAL BUILDING POLICIES**

IT IS THE RESPONSIBILITY OF THE PERSON SCHEDULING THE WEDDING TO ENSURE THAT THE FLORIST, PHOTOGRAPHER, CATERER, MUSICIAN(s), SOUND PERSONNEL, WEDDING PARTY AND ALL GUESTS COMPLY WITH THE FOLLOWING POLICIES.

1. **NO ALCOHOLIC BEVERAGES** will be served or consumed on church premises.
2. **NO SMOKING** is permitted in any of the buildings.
3. **NO CONFETTI EGGS, GLITTER, BUBBLES, RICE OR BIRDSEED** will be used inside the building.
  - A. **BIRDSEED, BUBBLES, OR RICE** only allowed outside.
4. Candles will be of the drip less variety and **MUST** be in a candelabrum, which will catch and contain all drippings plus has a floor covering underneath. The bridal party will be held responsible for the removal of any wax from the floor coverings and furniture.
5. Attachments of materials to building walls or doors will **NOT** be permitted.
6. Bows may be attached to chairs using safety pins only.
7. The kitchen and its equipment may not be used without prior arrangement through the church office.
8. Only the church member responsible for opening and closing the building will set the air-conditioning/heating thermostats.
9. Permission to move church furniture will be arranged through the church office.
10. The rehearsal will be limited for a period of two (2) hours or an additional fee will be required.



Subject: Wedding Policy (cont.)

WEDDING POLICY INFORMATION

FOR OFFICE USE ONLY

**Cibolo Valley Baptist Church**  
**5500 FM 1103**  
**Schertz, TX 78108**

\*\*\*Sanctuary Fee Paid \_\_\_\_\_

\*\*\*Custodian Notified \_\_\_\_\_

\*\*\*Deposit Fee Paid \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Bride: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Religious Affiliation: \_\_\_\_\_ CVBC Member \_\_\_\_\_

Groom: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Religious Affiliation: \_\_\_\_\_ CVBC Member \_\_\_\_\_

Officiating Minister: \_\_\_\_\_

Musicians: \_\_\_\_\_

Sound Personnel: \_\_\_\_\_

Music Selections: Sheet Music: \_\_\_\_\_

CD's \_\_\_\_\_

Cassettes \_\_\_\_\_

Provide Own \_\_\_\_\_ Church Provides \_\_\_\_\_

Florist: \_\_\_\_\_ Caterer: \_\_\_\_\_

Person in charge of decorations, etc.: \_\_\_\_\_

Wedding Consultant: \_\_\_\_\_

Please circle the appropriate answers: Ring Ceremony? Single Double

Will the bride be given away? YES NO By Whom? \_\_\_\_\_

Best Man: \_\_\_\_\_ Phone: \_\_\_\_\_ (work or home)

Maid of Honor: \_\_\_\_\_ Phone: \_\_\_\_\_ (work or home)

Number of Bridesmaids: \_\_\_\_\_ Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Will groom and groomsmen wear: Tuxedos? \_\_\_ Suits? \_\_\_\_\_ Color: \_\_\_\_\_

Place of Reception: \_\_\_\_\_

Future Address of Couple: \_\_\_\_\_

Future Phone of Couple: \_\_\_\_\_

\*Musician(s), Sound, Custodian(s), Pastor's, and Wedding Consultant's fees are to be paid directly to that person(s). \*\* Audio/Video Taping of ceremony is Bride and Grooms Responsibility

\*\*\*ALL FEES MUST BE PAID TO THE CHURCH BEFORE THE REHEARSAL

## POLICY AND RULES for MEDIA CENTER

**For all materials secured for our church media library of the highest quality and of the greatest benefit to leaders and members, these selection guidelines will be followed:**

1. The church library staff will approve all materials for the media library.
- 2. All material should be accurate in facts, scriptural interpretation and doctrine.**
- 3. All materials related to denominational groups and other religions should be objective in content.**
- 4. All materials should be constructive in influence and morally sound.**
5. All material should reflect Christian standards of conduct and should be free of racial and religious prejudice, political bias and other evidences of unchristian attitudes and actions.
6. All materials should be of high literary or technical quality.
7. All materials should include and reflect sound educational methods and should aid in learning.
- 8. Gifts to the media library are encouraged. It is suggested that gifts be money. The giver and the media staff should determine the specific item and that item purchased through the media library.**
9. All gifts to the media library must meet the same standards as purchased items. No provisional gifts will be accepted.

### PROCEDURE FOR CHECKING OUT BOOKS and MATERIALS

1. You must fill out a membership card. Note: Parents must sign for children under 12 years of age to have a membership card.
2. Materials will be checked out for a two (2) week period, and may be renewed if there isn't a waiting list.
3. Fines will be set by the Media Staff and posted in the Library.
4. Lost books, videos, DVD's and cassettes will be replaced at the current prices. Items beyond repair will also be replaced at the current price.
- 5. Audiovisuals such as videos, cassettes and DVD's will be checked out for a one (1) week period. They may be renewed if there is no waiting list.**
6. Children under 15 will not be allowed to check out videos or DVD's. Parents may check out videos for their children and will be responsible for their return or replacement.

## MOTHER'S DAY OUT POLICIES AND PROCEDURES

### Staff Employment Policies:

1. Working hours for preschool employees are to be set by the church Preschool Director.
2. No staff member should report to work when ill. Please contact the Director as soon as you know you will be absent so a substitute can be called.
3. Do not leave your group unattended. If you are called away, make sure the Director has designated another person to supervise your group until you return.
4. Telephone calls and personal visitations should be made only in emergencies and should always be brief as possible.
5. If a child in your group is ill, or injured, bring the child to the office immediately and his/her parent will be notified.
6. Workers must be Christian with a love and concern for children.
7. Grievances should be taken directly to the Director and not discussed among the workers.
8. When daily attendance does not justify keeping all scheduled workers, the worker with the least seniority will be the one to leave for the day.

### Responsibilities:

1. Plan and make arrangements for children's learning experiences.
2. Prepare materials for the next class. Discuss plans, children and scheduling with the Director.
3. Let the Director know when you leave the room and where you are taking the children.
4. All workers are involved in the whole appearance of the school. They must keep materials picked up and in order in the halls, bathrooms, kitchen, nursery, counters, etc. and encourage the children to do the same.
5. Workers will wash their hands after each diaper change and before handling food.
6. The worker is here to meet the children's needs: Keep shoes tied, hands and faces clean, noses wiped, etc. Supervise children when they go to the restrooms helping those who need help, and helping them keep the restrooms clean. Supervise as they wash their hands after using the restroom and before going to eat.
7. Keep all toys in place when not in use.
8. Children will be clean and taken to the restroom before the parent arrives.
9. The last worker to leave the room should turn off the lights and leave the room in order.
10. Notify the Director immediately when an accident occurs. Fill out an accident report on every child who is hurt.
11. Full fees will be charged for all children attending MDO. The only exception to this rule is the children of teachers.
12. Classrooms should be appropriately furnished and supplied according to the children's age and needs.

**Subject: Transportation Regulations**

**DRIVERS:**

1. The age of a driver will be a minimum of 25 years.
2. The license required will be an operator's license for the van.
3. Each driver, before being approved, will attend instructional classes dealing with procedures and policies of the transportation committee. He/She will also be instructed on the use of the vehicles and all auxiliary equipment.
4. No driver should drive in excess of six (6) hours without relief.
5. Any driver will be removed as an eligible driver for disobeying traffic laws. Any traffic violation encountered by a driver will be paid for by the driver and reviewed by the transportation committee for dismissal.
6. The driver will not exceed the speed of 60 mph.

**MAINTENANCE AND UPKEEP:**

1. The group using the van will be responsible to clean the interior of the van after use, including:
  - a. Sweeping
  - b. Cleaning racks and seats
  - c. Mopping up spills
2. The routine maintenance of the van will be performed in accordance with the recommended service schedule provided by the transportation committee. The transportation committee will be responsible for the implementation of all maintenance.
3. These items will always be on the van:
  - a. First Aid Kit
  - b. Fire Extinguisher
  - c. Three Reflector Flares
  - d. Flashlight
  - e. Insurance Information
  - f. Emergency Procedures

**INSURANCE:**

**Coverage** — The transportation committee will arrange for the following coverage:

Personal Injury - \$5,000.00

**Subject: Transportation Regulations**

Uninsured Motorist - \$100,000

Liability - \$1,000,000

1. Accidents will be reported to the church office and transportation committee chairman as soon as possible when they occur. In case of injuries to passengers or others **IMMEDIATE NOTICE MUST** be transmitted by telephone to the church office or transportation committee chairman.

## **RULES FOR USE OF VANS**

### **GENERAL REGULATIONS:**

1. Use of vans will be limited to groups of 6 or more, but not to exceed 15 per van.
2. Any major breakdown (\$25.00 or more), the driver must call one of the numbers posted in the van for such emergencies, except if a Church staff member or Transportation Committee member is included on the trip. In such instances, the staff person or committee member may authorize the repairs. If unable to contact emergency numbers, repairs may be authorized.
3. Use of the vans will be limited to Cibolo Valley Baptist Church and its organization.
4. The vans will be returned to the church clean and full gas tank after use.

### **RULES:**

1. Person in charge of groups are responsible for group discipline and care of the vans.
2. VANS WILL BE CLEANED OUT BY THE SPONSORING GROUP. Trash will be deposited in trash containers provided. Failure to do this could result in your loss of privilege to use vans.
3. The van driver is responsible for the operation and maintenance of the van, during its use, and for passenger safety.
4. No person is allowed to stand or change seats while van is in motion. Keep hands inside the van at all times.
5. NO SMOKING/TOBACCO/ALCOHOL/NON-PRESCRIPTION DRUGS ON THE VAN.
6. There will be no use of aerosol sprays (hairspray) in vans.

### **SCHEDULING:**

1. All use of the vans must be scheduled through the church office. Priority will be determined on a first come, first served basis.
2. Scheduling is to be on the calendar at least 24 hours in advance of use.

## **DRIVERS:**

1. The age of a driver will be a minimum, of 25 years.
2. An operator's license is required in order to drive the vans.
3. A COPY OF YOUR LICENSE MUST BE PROVIDED TO THE OFFICE. This is to place you on the insurance.
4. A list of authorized drivers is posted in the office (with calendar). Parties using the van are responsible for securing a driver from the list.

## **MAINTENANCE AND UPKEEP:**

1. The group using the vans will be responsible to clean the interior of the van after use, to include:
  - a. Empty trash containers.
  - b. Wipe up spills
  - c. Clean seats and floors
2. DO NOT LEAVE THE VANS EMPTY OF GAS. It is the user's responsibility to fill the gas tank after use.
3. Gas credit cards *can* only be obtained from *Church* Secretary and will be signed out for not more than 24 hours. If your trip is to be longer than this (i.e. Youth Camp) special concession will be made for use of card.
4. The following items will always be on the van:
  - a. First Aid Kit
  - b. Fire extinguisher
  - c. Three reflector flares
  - d. Flashlight (with good batteries)
  - e. Insurance information car

## **INSURANCE:**

1. ALL DRIVERS MUST PROVIDE DRIVER'S LICENSE TO CHURCH OFFICE, so you can be added to the insurance.
2. Accidents will be reported to the Church Office (210-658-0525) or Transportation Committee chairman (Jim Gardner at 830-837-2956) as soon as possible when they occur.
3. When gas is charged, you must return the credit card and THE RECEIPT.

## VAN CHECKLIST

A checklist is to be completed EACH TIME VAN IS USED. Leave in the church office.

Ministries using the van on a routine basis (Sunday School and Children's Ministry) may turn in the checklist one time a week. All other rules are to be adhered to at each use.

VAN DRIVER (print) \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_ RETURN MILEAGE \_\_\_\_\_

MINISTRY \_\_\_\_\_ PURPOSE OF TRIP \_\_\_\_\_

### DEPARTURE CHECK LIST

\_\_\_\_\_ 1. Check oil, tires & water BEFORE YOU LEAVE

\_\_\_\_\_ 2. Van clean & gas available

Note: If van was left dirty or tank empty, please report to church office.

### RETURN CHECKLIST

\_\_\_\_\_ 1. Trash emptied

\_\_\_\_\_ 2. Spills cleaned up

\_\_\_\_\_ 3. Gasoline level maintained.

\_\_\_\_\_ 4. Check First Aid Kit for supplies.

\_\_\_\_\_ 5. Are windows closed, van locked & keys RETURNED TO CHURCH OFFICE.

\_\_\_\_\_ 6. Return gas credit card AND CHARGE RECEIPT to the church office.

### PROBLEMS WITH VAN:

If you notice a problem (i.e.: air conditioner not working, defective brakes, noise in engine, etc) please indicate below.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Return Date)



**Subject: Policy and Procedures for Martial Arts Ministry**

**PRINCIPLE FUNCTION:** With the Youth Director's leadership and cooperation plus the support of the church the Martial Arts Ministry is designed to foster spiritual growth and personal self-improvement. This Christian ministry will promote the development of self-confidence, defensive skills, invigorate and bolster faith in Jesus Christ. Students will learn through God's Word while developing important character traits such as: humility, honor, respect, courtesy, kindness, discipline, self-control, peace, love, and harmony in a Christian setting.

**PROCEDURES:**

1. The once a week class will be taught by certified instructors and the Youth Director.
2. All instructors or volunteers are to be members of Cibolo Valley Baptist Church and have an approved background check prior to teaching or helping.
3. The classes will be for a total of 90 minutes which includes Bible Study, prayer, discussion, Karate, Gung Fu, T'ai Chi, Judo, and Street Tactics.
4. The Bible Study includes a devotional time, prayer, and written assignments. The written assignments will include topics on scripture, martial arts history, Christ centered response, attitude, and Karate assignments.
5. The classes will be open to participants 10 years old and older.
6. Each participant will sign a standard waiver or if a minor, parents or guardians will sign the waiver.
7. Each participant will qualify for the class by attending church service on Sundays, participate in one (1) Bible class per week, and if a minor, be approved by the Youth Director.
8. Participants will be required to pay an annual fee to cover part of the insurance cost. The annual fee is to be determined by the church body with the budget.
9. The time, day of the week, and location will be determined by the instructors and Youth Director.
10. The Youth Director with the assistance of the instructors will submit an annual budget to the Stewardship Committee.
11. The instructors will keep a record of attendance and provide each participant or participant's parent or guardian with a monthly progress report.
12. Rank advancements will be awarded as they are earned.
13. The Youth Director will provide an update of this ministry to the church body through his Youth Director Report.

(This ministry was added in October 2014)

## WELCOME BACK FROM SUMMER POLICIES AND PROCEDURES

**Purpose:** This event is a back to school function for the local neighborhoods around Cibolo Valley Baptist Church (CVBC). It will introduce families to CVBC's various services and programs for both youth and adults.

### Responsibilities:

1. The Men's Brotherhood will be the primary organization responsible for planning all of the requirements for the event to be held on the Saturday before school starts each year.
2. The Brotherhood will select a site for the event such as church property, a public park, HOA park, or private property.
3. The Brotherhood will start advertising and recruiting sixty (60) days prior to the event.
4. The Brotherhood will promote the recruitment of volunteers to ensure all purchased, rented, or borrowed items needed are identified and a volunteer assigned to pickup, deliver, and return such items. Major items to rent may include:
  - A. SABA Party Trailer – (includes two bounce houses) let SABA know four (4) months ahead of the scheduled event
  - B. Dunking Booth – Randolph Recreation Center (Thirty (30) days prior to the event by someone with a military ID)
  - C. BBQ unit – Large enough to accommodate the needs of the event
5. The Brotherhood will ensure the following are accomplished prior to the event:
  - A. Invite Church Departments to setup an area to explain their function in the church.
  - B. Purchase the food which could include hot dogs and fixings, drinks, popcorn, crushed ice for drinks, snow cones, and water meleons.
  - C. Pastor's area is set up for his presentation.
  - D. Notify Police and EMS the Monday prior to the event.
  - E. Make sure a first aid kit is stocked and easily accessible in a First Aid area.
6. Volunteers should be at the event site at least two (2) hours before the start time.
7. Tear down will start immediately after the end of the event.
8. The Brotherhood Director will ensure all purchases and rentals are on approved purchase orders with the receipts and all rented or borrowed items are promptly returned.

# CONTRACT FOR FELLOWSHIP HALL RENTAL FOR NON-MEMBERS MEMBERS

The person scheduling the event shall be sure all guests comply with the following policies:

1. **NO ALCOHOLIC BEVERAGES** will be served or consumed on church premises.
2. **NO SMOKING** is permitted in any of the buildings.
3. **NO RICE, BIRDSEED, CONFETTI OR BUBBLES** will be used inside or outside the buildings.
4. **TIMES OF USEAGE** will be mutually agreed upon between renter and the Church office.

## **RENTAL FEES:**

**NON-MEMBERS** will be charged a non-refundable \$200.00 deposit which will be for 4 hours rental. Every ½ hour after will be an additional \$25.00. Chairs, tables, etc. must be moved back to original positions when finished. Hall, kitchen & bathrooms must be left clean. All trash must be put in the outside trashcans or the dumpster.

All plates, beverages, utensils, etc. will be provided by the renter.

Date of Rental Usage: \_\_\_\_\_.

Times: \_\_\_\_\_.

Non-Member: \_\_\_\_\_.

Church Representative: \_\_\_\_\_.

Effective Date: 6/20/12

Approved at Business Meeting

# CONTRACT FOR FELLOWSHIP HALL RENTAL FOR CHURCH MEMBERS

The person scheduling the event shall be sure all guests comply with the following policies:

1. **NO ALCOHOLIC BEVERAGES** will be served or consumed on church premises.
2. **NO SMOKING** is permitted in any of the buildings.
3. **NO RICE, BIRDSEED, CONFETTI OR BUBBLES** will be used inside the buildings.
4. **TIMES OF USEAGE** will be mutually agreed upon between the renter and the Church office.

## **RENTAL FEES:**

**CHURCH MEMBERS** will be charged a \$75.00 deposit which will be refunded after area is cleaned up. Chairs & tables moved to original positions, kitchen & bathrooms clean. All trash is to be put in outside trash containers or the dumpster.

All plates, beverages, utensils, etc. will be provided by the renter.

Date of Rental Usage: \_\_\_\_\_.

Times: \_\_\_\_\_.

Church Member: \_\_\_\_\_.

Church Representative: \_\_\_\_\_.