

**Constitution & By-Laws**

**of**

**Immanuel Baptist Church**

**90 East 14<sup>th</sup> at North Oakes  
San Angelo, Texas 76903**

July 14, 2010)

*Preamble: For the more certain preservation and security of the principles of our Faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist denomination, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.*

## **ARTICLE I – NAME**

(Article I was revised by church approval in March 2004)

The name of the Corporation shall be known as Immanuel Baptist Church of San Angelo, Texas, Inc. The church shall be incorporated as a nonprofit religious organization according to the laws of the State of Texas. Any and all assets owned by the church are and shall be pledged for use in performing the charitable, benevolent, religious functions of the church.

In the event that this church ceases to exist, by dissolution or otherwise, it is directed that—subject to the payment of debts, if any thereby – all assets of Immanuel Baptist Church, including real estate and personal property, shall be transferred to the Concho Valley Baptist Association, San Angelo, Texas, its successor(s) or assign(s), provided that such successor(s) or assign(s) are qualified as a tax-exempt charitable, benevolent, religious organization under Section 501 (c) (3) of the Internal Revenue Code, as amended.

## **ARTICLE II – STATEMENT OF FAITH**

This church received the Bible as its authority in all matters of faith and practice. Our understanding of Christian truth as contained therein is in essential accord with the belief of other Baptist churches. This church also subscribes to the “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 1963.

## **ARTICLE III – MEMBERSHIP**

### **Section 1 – General**

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self government in all phases of spiritual and temporal life. The membership reserves the exclusive right to determine who shall be members of this 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 shall be presented for membership in one of the following ways:

- (1) By profession of faith and baptism.
- (2) By transfer of membership from another church of like faith (often referred to as “By Letter” or “Promise of a Letter” of Recommendation).
- (3) By statement of prior conversion experience and scriptural baptism.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacons for investigation and the making of a recommendation to the church within thirty (30) days. A majority vote shall be required to elect candidates to membership.

### **Section 3 – Duties**

Members are expected to be faithful in all duties essential to the Biblical standard of the Christian life which include: attending the services of the church, giving regularly for its support and causes, and sharing in its organized work.

### **Section 4 – Rights**

Each member shall have the right to expression concerning the business of the church and the right to vote without discrimination as to the length of membership, sex, or age. Only those members present for the business conference shall be allowed to vote.

### **Section 5 – Termination of Membership**

Membership shall be terminated in the following ways:

- (1) Death
- (2) Transfer of membership to another church
- (3) Exclusion by action of this church\*
- (4) By personal request

\*Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, by persistent breach of covenant vows, or non-support of the church, the church may terminate his membership by majority vote, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment. Anyone whose membership has been terminated may be restored to membership by vote of the church.

## **ARTICLE IV – CHURCH OFFICERS**

All church officers must be members of the church. The officers of this church shall be as follows:

### **Section 1 – Pastor**

The pastor is responsible for leading the church in functioning as a New Testament church. The pastor will lead the congregation, organizations, and church staff in performing their tasks. The pastor is the leader of worship, proclamation, education, pastoral ministries, and staff administration.

The pastor shall be the undershepherd of the church and all organizations of the church. He shall be the church moderator and shall be an ex-officio member of all committees and organizations of the church and his leadership is to be recognized in them.

When the church shall be without a pastor, a Pastor Search Committee composed of the chairman of the deacons, two other men and two women shall be elected by the church. No two members of the committee shall be from the same immediate family.

The Personnel Committee shall be responsible for obtaining preachers to fill the pulpit until a pastor is called. The chairman of deacons shall act as moderator until a moderator is elected.

A pastor may be called at any regular or special business meeting provided that notice has been given from the pulpit on the preceding Lord's Day. The vote to call will be by a simple majority of those members present and voting.

The Pulpit Committee shall work closely with the active deacons in such matters. The recommendation to call shall include agreements concerning salary, vacations, sick leave, revivals, and other such matters.

To discharge a pastor, such recommendation shall be presented to the church by the deacon body the preceding Lord's Day prior to the action of the church. The motion to discharge a pastor shall carry by a majority vote of the members present and voting.

### **Section 2 – Church Staff**

This church shall call or employ such staff members as the church shall need. A job description shall be provided each staff member. Full-time Ministerial/Vocational Staff other than the pastor shall be recommended to the church by special committee and employed by church action. The church shall maintain an appropriate personnel manual. (This paragraph amended 7-14-2010)

All full-time and part-time staff members shall be responsible to the pastor. Any church employed staff member (full-time or part-time) may be terminated by the unanimous consent of the pastor and the Personnel Committee.

### **Section 3 – Deacons**

The number of deacons shall be at the discretion of the church.

A deacon shall be a male member of the church who has attained the age of twenty-one (21) and who has been a member of this church for at least one year. He shall possess the qualifications as set forth in Acts 6:3 and 1Timothy 3:8-12. He shall agree to support the entire program of the church, including the principle of Christian Stewardship, which is the tithing of his income.

Any deacon joining our church shall not be recommended to serve with the deacon body until he has been an active member of this church for one year.

The church elected deacon screening committee will seek out and recommend to the church men whom they deem eligible and willing to serve.

(1) Any member of the church shall have the right to recommend anyone to the committee for consideration. Such recommendation may be made orally or in writing.

(2) The deacon screening committee shall be recommended to the church if and when the pastor and deacons deem necessary in accordance with the above procedure.

The active deacons shall elect from their number a chairman, a secretary, and other officers they deem necessary, who shall perform such duties as may be required of them. The term of each office shall be twelve (12) months (from October through September). No one shall serve more than two consecutive terms in any office.

This shall serve more than two consecutive terms in any office. This does not exclude re-election at a later time.

Duties: In accordance with the teaching and practice of the New Testament, deacons are servants of the church.

(1) They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.

(2) They shall serve as a council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. With the pastor they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the church.

(3) By proper organization and method among themselves, they are to establish and maintain fraternal relations with, and inspiring oversight of, all the membership of the church. Especially are they to seek to know the physical, moral, and spiritual needs of the membership and to serve the whole church in relieving, encouraging, and developing all who are in need.

(4) In counsel with the pastor and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church. The principles set forth in Matthew 18:15-17; 1 Corinthians 5:9-13; 1 Thessalonians 5:12-14 shall serve as a guide for any disciplinary action.

(5) Deacons shall be faithful in attendance to all services of the church and to the deacons' meetings. Three unexcused absences from deacons' meetings during the calendar year shall cause that deacon to be placed on the inactive list. To become an active deacon again requires church approval of a recommendation from the deacon body regarding that inactive deacon.

The enforcement shall be up to the deacon body, assisted by the chairman and secretary of the deacon body. Deacons needing to be absent from any deacon's meeting should let another member of the body know so that they may be excused and not be counted absent. Excused absences shall be granted for any reasonable circumstance for being absent. Only those serving as active deacons or as Deacon Emeritus shall vote on matters of business in the deacons' meeting.

The regular meeting date shall be established at the discretion of the deacons. A majority of the active deacons shall constitute a quorum to transact business. Special meetings of the deacons may be called by the pastor or the deacon chairman.

The church may elect to Deacon Emeritus any deacon who by reason of age or infirmities is no longer able to render active service. It is understood this is an honorary position in recognition of years of service. It bestows no other special privileges.

It shall in no way restrict the activities of regular church membership. A Deacon Emeritus shall maintain his recognition as a deacon, but will no longer be expected to attend deacons' meetings. He may voluntarily attend all social and business meetings of the deacon body. He shall be presented a suitable plaque or other award as selected by the church.

The qualifications for this special honor are as follows:

- (1) This may be requested by the individual or the request may be initiated by the deacon body, but must have the consent of the deacon.
- (2) He must have served at least two years as an active deacon in this church.
- (3) He must be at least 65 years of age or be permanently incapacitated.
- (4) The request for Deacon Emeritus must be presented to the deacon body. If approved, it shall then be presented to the church for final approval.
- (5) A candidate for Deacon Emeritus must be in good standing with the deacon body and the church. He must have maintained the spiritual qualifications applied to the office of deacon.

#### **Section 4 – Moderator**

The moderator of the church shall be the pastor. In the absence of the pastor, the chairman of deacons shall preside, or in the absence of both, the clerk shall call the church to order, and an acting moderator shall be elected.

#### **Section 5 – Clerk**

The church shall elect annually a church clerk. The clerk of the church shall record, maintain, and preserve in a suitable book a record of the membership and all the actions of the church. These records are church property and shall be filed in the church office.

#### **Section 6 – Treasurer**

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, all money or things of value paid or given to the church.

It shall be the duty of the treasurer to render to the church at each regular business meeting a written statement of the church finances.

Upon rendering the annual account at the end of each fiscal year and upon its acceptance by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent record of the church.

#### **Section 7 – Trustees**

Trustees elected by the church will hold in trust the church property. Five (5) Trustees are to be elected annually by the church and shall serve for twelve (12) calendar months.

They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the Trustees to affix their signatures to legal documents where the signatures of the Trustees are required. At least three of duly elected Trustees must sign each document unless the transaction requires the signatures of all duly elected trustees.

Any trustee(s) may be discharged or replaced by vote of the church at any regular or called Business Meeting upon recommendation by the appropriate committee.

### **ARTICLE V – CHURCH POLITY**

#### **Section 1 – General**

The government of this church is vested in the body of believers who compose it. It 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.

#### **Section 2 – Relationships**

Insofar as it is practical, and as long as it is desirable, this church will cooperate with and support the Concho Valley Baptist Association, the Baptist General Convention of Texas, and the Southern Baptist Convention. This will include, but not be limited to, providing information as requested and regular financial contribution.

The church shall elect annually a specified number of members to serve on the Concho Valley Baptist Association Executive Board. The church may also elect an appropriate number of messengers to the annual meetings of the local association, state and national convention.

#### **Section 3 – Gifts and Budget**

This church may receive by gift, purchase, or devise all kinds of real and personal property and may hold, use, and convey the same for the good of the church or to foster any enterprise the church may direct. The church shall adopt annually a budget.

#### **Section 4 – Contracts**

This corporation may make contracts for the use and purpose of the church, and may sell and convey any or all of its property. It may mortgage any or all of its property both real and personal whenever it shall be deemed in the interest of the church to do so, but no sale or mortgage of the property of this corporation shall be made unless authorized by the action of the church in a regular or called business session. All transfers of title so authorized shall be made by Trustees of the Corporation and attested to by the Secretary.

### **Section 5 – Use of Church Property**

Use of the church property and facilities shall be governed by rules and regulations as adopted and approved by the church.

## **ARTICLE VI – COMMITTEES**

The church shall elect such committees as it deems necessary for the effective and efficient ministry of this church. An appropriate manual shall be maintained providing information as to election, length of service, organization, purpose, responsibilities, and duties of all committees. All committees are ultimately responsible to the church and will provide reports as requested.

## **ARTICLE VII – PROGRAM ORGANIZATION**

The church shall develop and maintain such programs and organizations as it deems necessary for the ministry of this church in implementing the Great Commission. Chief among these will be proper organization for Bible teaching, discipleship, evangelism, ministry, and worship. All the programs and organizations of the church shall be under the control of the church and ultimately accountable to the church and shall make reports to the church as requested.

## **ARTICLE VIII – CHURCH MEETINGS**

### **Section 1 – Worship**

The church shall meet regularly each Sunday for preaching, instruction, evangelism, and for the worship of the Almighty God and at other stated times as the church deems appropriate. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

### **Section 2 – Regular Business Meetings**

Regular business meetings shall be held monthly on the Wednesday following the second Sunday of the month.

### **Section 3 – Notice of Called Meetings**

Notice of all called business meetings of the church shall be given by announcement on the Sunday prior to the meeting.

### **Section 4 – Quorum**

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

### **Section 5 – Parliamentary Rules**

“Robert’s Rules of Order, Revised” is the authority for parliamentary rules of procedure for all business meetings of the church.

### **Section 6 – Fiscal Year**

The fiscal year of the church shall be January 1 through December 31.



## **ARTICLE IX – DISTRIBUTION**

One copy of this constitution and By-Laws shall be kept in the Church Clerk's current record book, one copy shall be preserved in the church's safety deposit box, and additional copies shall be made available to the church membership.

## **ARTICLE X – AMENDMENT(S)**

This constitution may be amended in whole or in part by a two-thirds (2/3) majority vote of the members present and voting at any regular business meeting, provided notice and explanation of the proposed change shall be given at the previous regular business meeting.

By-Laws, policy statements, and other general guidelines may be amended in whole or in part by a simple majority vote of those members present and voting at any regular or called business meeting.

This Constitution shall make void any previous action of the church if such action is not in agreement with the provisions of this constitution.

Adopted by action of the Immanuel Baptist Church of San Angelo, Texas, on this 19<sup>th</sup> day of May, 1976.

Revised and adopted by action of the Immanuel Baptist Church, San Angelo, Texas, on the 21<sup>st</sup> day of September, 1983.

Revised and presented for adoption by action of Immanuel Baptist Church, San Angelo, Texas, on the 13<sup>th</sup> day of September, 2000.

Article IV, Section 2 (Church Staff) was amended July 14, 2010.

# **By-Laws and General Policies**

Article 1 – Bereavement

Article 2 – Committees

(General, Committee on Committees,  
Education Services Committee  
and Policies and Procedures)

Article 3 – Use of Church Buildings and Equipment

(General Rules and Fee Schedule)

Article 4 – Weddings

(General Guidelines, Fee Schedule, Sample Application)

Article 5 – Personnel Policy

Abuse Prevention Policy

## **Immanuel Baptist Church**

### **BY-LAWS AND GENERAL POLICIES**

The By-Laws of Immanuel Baptist Church establish guidelines and policies by which the church can best minister equally and effectively.

These By-Laws and Policy statements may be amended in whole or in part at any regular or called Business Meeting by majority vote of those present and voting.

(9-5-2000)

#### **Article 1: Bereavement Ministry**

A) The church facilities shall be made available for funeral services of members of Immanuel Baptist Church. Use of facilities by non-members shall be subject to the approval of the pastor and chairman of the deacons.

B) When a death occurs in a church member's immediate family (father, mother, husband, wife, son, or daughter – who are still living at home), the church shall make provision for one meal to be served at the family's convenience.

C) The nursery will not be made available for funerals.

(As a matter of information: The church will not be responsible for sending flowers to families or individuals during times of illness or grief. Individual Sunday School classes or departments or other groups within the church may do so at their discretion.)

Amended 10-23-02

(March 31, 2011)

## **By-Laws – Immanuel Baptist Church**

### **Article 2: Committees**

#### ***From the Church Constitution (Article VI)***

*The church shall elect such committees as it deems necessary for the effective and efficient ministry of this church. An appropriate manual shall be maintained providing information as to the election, length of services, organization, purpose, responsibilities, and duties of all committees. All committees are ultimately responsible to the church and will provide reports as requested.*

#### **Section 1 – General**

- A) All committee members shall be recommended by the Committee on Committees (unless otherwise indicated) and be elected by the church.
- B) When practical and possible, committees shall be organized for annual rotation of the committee members. Committee service is from October through September.
- C) Committee members having served a full term (three years) should not normally be renominated that church year to serve on the same committee, but allow a lapse of at least one year before serving on the same committee again.
- D) The number of members of each committee shall be determined by the Committee on Committees. The Committee on Committees shall also designate their recommendation for a chairperson of each committee in their annual report to the church.
- E) A member shall not serve on the Finance Committee and the Personnel Committee during the same year.

#### **Section 2 – Committee on Committees**

- A) The Committee on Committees shall have six members and shall be organized for annual rotation with members normally serving three years.
- B) This newly formed committee shall elect a chairperson and prepare its report for presentation in the September Business Meeting for church approval.

#### **Section 3 – Policies and Procedures**

- A) The church shall maintain a current manual listing the purpose, duties, and staff liaison for each committee.
- B) A church staff member will be assigned to each committee to enhance communication and coordination of all committees and their responsibilities and activities. No committee should meet without the knowledge of the staff liaison.

C) The Committee on Committees shall serve as the Policy-Procedure Committee and be responsible for the following in preparing its annual report to the church:

- 1) Meet annually with all Committee Chairpersons prior to the start of staffing church committees to review the purpose, duties, policies and procedures, as well as to ask for suggestions of potential members to serve on the committee represented by the chairperson.
- 2) In consultation with the appropriate committee, recommend necessary changes to the church to keep the committee manual current. This would also include recommending to the church the creation of any new Standing or Special Committee(s).

## **BY-LAWS - Immanuel Baptist Church**

### **Article 3: Use of Church Buildings and Equipment**

The use of church facilities creates expenses for maintenance, utilities, and custodial services. It is believed that some of these expenses should be paid by the users when the buildings are utilized for activities not directly related to scheduled church programs. Non-related activities include weddings, receptions, music recitals, showers, etc. Our facilities may only be reserved by members of Immanuel Baptist Church for themselves or their children. There is no use charge for funerals or for denominational/associational meetings. There will also be no charge to Christ-centered organizations using our facilities when a member of Immanuel Baptist Church is actively participating in those meetings and responsible for opening and closing the building. (amended July, 2015)

The Building and Grounds Committee shall be responsible for overseeing repairs and a plan of systematic preventive maintenance of the church properties.

The Finance Committee shall consistently set aside monies for the upkeep and repair of church properties.

Note: It is understood that there will be needs for facilities which are not addressed by these policies such as drama, musical presentations, and possible meetings not directly related to the church proper. Such events that would cause violations of these policies must be approved by the Building and Grounds Committee.

#### **Section 1 – Lending of Church Equipment**

A) Church facilities and equipment shall not be loaned to groups outside the church until approval has been granted by the church in a business meeting. This policy eliminates the burden placed on our pastor and staff and leaves the church the right to cooperate with other groups as needed.

B) Equipment may be borrowed by members of Immanuel Baptist Church when it is to be used for a church-sponsored event (i.e. Sunday School Class party, etc.), but must be checked out through the church office. The church office must be notified upon the return of borrowed equipment. The equipment is not available for personal use.

#### **Section 2 – Use of Church Facilities**

A) Anniversary receptions, weddings, baby showers, parties, etc. using church facilities may be scheduled when at least one of those being honored is a member of this church. The appropriate fee(s) shall be paid at the time the event is scheduled on the church calendar. Any exceptions to this must be approved.

- B) All activities must be completed by 10:00 P.M. (unless there is previous approval).
- C) Materials and equipment brought by and belonging to individuals must be removed the same day as the event scheduled. The church cannot be responsible for items left overnight.
- D) Janitorial responsibility involves opening and closing of building; operation of heating, air conditioning, and lights; cleaning of floors, moving and replacing any pulpit furniture; and normal set-up and removal of tables and chairs. Those using the facility are responsible for cleaning the kitchen and washing all dishes and utensils used.
- E) All church groups are requested to avoid, as far as possible, the use of the church facilities on Saturday, and especially Saturday evening (such usage places a burden on the custodian in setting up for Sunday).
- F) No smoking is allowed in any church building.
- G) No alcoholic beverages may be used on the church property.
- H) No nails, tacks, staples, tape, or pins may be used on woodwork.
- I) Covering must be provided beneath all candles to protect the carpet.
- J) Instruments: The church organs, pianos, and keyboards will be used only with approval of the Minister of Music.
- K) The auditorium sound system can be operated only by approval personnel.
- L) All keys to church buildings will remain in the possession of church employees.
- M) At no time will food or drinks be allowed in the Sanctuary (except for Lord's Supper).

### **Section 3 – Maintenance and General Building Use Policies:**

- A) Any changes to the buildings requiring removal of part of the furnishings that are normally fixed to the floor, ceilings, or walls must have approval of the Building & Grounds Committee.
- B) Changes to existing church property that require the addition or alteration of existing fixtures, walls, floors, or ceilings must be approved by the Building and Grounds Committee.

#### **Section 4 – Building Use Fee Schedule:**

A custodial fee will be charged for any event scheduled during non-office hours that requires the custodian to be present to open and close the building. The custodian (or someone approved by the church) must be present while the building is in use by non-members (this would mostly apply to use of the gym). The basic custodial fee may increase in relation to the length of the event or amount of work involved for the custodian. *This fee schedule is for all non-church related events. (For weddings, refer to the Wedding policy: Bylaws, Article 4 )*

Sanctuary	\$75
Custodial Fee	\$25
Damage Deposit	\$50

Reception Area	\$25	(includes: CLC & Kitchen)
Custodial Fee	\$25	
Damage Deposit	\$50	

Gymnasium: User Fee will take into consideration the length of time the building will be used.

Minimum Charge	\$100
Damage Deposit	\$125
Minimum Custodial fee	\$75

A) Reservations will be made through the church office and will be on a “first-come, first-served” basis. All fees will be paid when reservations are made. No activity is considered confirmed until all appropriate fees are paid in full. A full refund will be made if at least three (3) days notice of cancellation is given.

B) Damage Deposits will be returned after it has been determined that no damage was incurred and that no unnecessary work was required by the custodian (other than that previously agreed).

#### Other possible deductions from the Damage Deposit:

- replacement fee will be deducted from the damage deposit for broken or damaged plates, cups, punch bowls, etc.,
- cost to the church if commercially cleaning the carpet is necessary as a result of spills.



## **BY-LAWS – Immanuel Baptist Church**

### **Article 4: Weddings**

(8/31/00, Amended December 15, 2010 & April 29, 2011 & March 11, 2015)

#### **Section 1 – Definition of Marriage:**

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 a 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 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.

*Gen. 2:24; Lev. 18:1-30; Rom. 1:26-32; 1 Cor. 5:1-2; 6-9; 1 Thess. 4:1-8; Heb. 13:4; 1 Cor. 7:10; Eph. 5:22-23; Mark 10:6-9*

#### **Section 2 – Premarital Training Guidelines:**

All couples desiring to use our church facilities for the purpose of marriage must complete the premarital training course as set forth by the Immanuel Baptist Church.

\*The course will be approximately 6-8 weeks in duration/

\*The classes will last approximately 1.5 to 2 hours per class.

\*The course will be conducted by a sponsor couple, at a location to be determined. The location will normally be at the sponsor couples’ house.

In the event of unusual circumstances, exceptions may be granted on a case by case basis, which will be determined by the premarital council (composed of the couples who have been trained to be a part of this ministry).

### **Section 3 – General Guidelines**

Marriage in the church is a religious ceremony and one of the sacred rites of the church. Because the planning and performing of a wedding produces extra work and responsibility upon the staff and facilities, these policies are provided:

- 1 - The date and time for the rehearsal and wedding should be scheduled as soon as possible.
- 2 - A “Wedding Application” sheet must be completed and returned to the church office, and all fees as set by the church must be paid at the time the request form is returned to the church office before the date is placed on the calendar.
- 3 – The prospective bride and groom shall arrange a pre-marital conference with the pastor in advance of the wedding date. (This applies only if an Immanuel Baptist Church Pastor is performing the ceremony.)
- 4 – Couples desiring the use of a minister who is not a member of Immanuel Baptist Church shall consult with the pastor of Immanuel Baptist Church and receive his recommendation thereto and be governed thereby.
- 5 – No smoking is allowed in any church building.
- 6 – No alcoholic beverages may be used on the church property.
- 7 – No nails, tacks, staples, tape, or pins may be used on woodwork.
- 8 – Covering must be provided beneath all candies to protect the carpet.
- 9 – Music used in the wedding is subject to the approval of the church staff.
- 10 - Personal belongings used in the weddings and reception should be removed the same date as the wedding.
- 11 – Those using the church building for the wedding reception shall be responsible for cleaning of all dishes and utensils used.
- 12 – The nursery will not be made available for weddings.
- 13 – Keys to the church building may not be loaned to those desiring to use the buildings. Time for decorating should be arranged with the church ‘s wedding coordinator.
- 14 – No food or drinks shall be allowed except in the reception area.
- 15 – Use only birdseed (not rice) and it shall not be allowed to be thrown within the buildings as it creates a serious hazard on the floors. (Please dispense the birdseed

outside the building.) Fresh flower petals may not be dropped on the carpet (e.g. flower girl). Any other materials used at any time during the rehearsal, wedding, or reception is subject to approval.

16 – The rehearsal shall not exceed two hours in length.

17 – The reception area shall be cleared as soon as possible to provide the custodian adequate time for cleaning.

18 – Saturday weddings must be scheduled early enough to allow all activity to be concluded no later than 8:00 p.m. (to allow adequate custodial cleaning and set-up time for Sunday).

#### **Section 4 – Wedding Fees** (Amended 2009 & April 2011)

All fees are payable to the church and must be paid before the scheduled activity will be considered confirmed and placed on the church calendar.

A) Sanctuary	\$75	
B) Reception Areas		
CLC/Kitchen	\$50	
Gym	\$50	
(An Additional \$50 fee applies if this area is also used for the rehearsal dinner.)		
C) Minister's Fee:		
w/o rehearsal	\$60	
with rehearsal	\$75	
D) Custodian:		
w/o reception	\$75	(Sanctuary, Bride's/ Groom's rooms)
Reception in CLC	\$100	
Reception in Gym	\$150	(includes use of CLC & Kitchen)
Rehearsal Dinner	\$ 50	
If gym is used	\$100	(includes use of CLC & Kitchen)
E) Organist*	\$75	
F) Pianist	\$75	
G) Audio Equipment**	\$65	
H) Damage Deposit	\$125	
I) Clearing the Platform	\$50	(stage sound equipment & furniture)

(If this is requested, the Minister of Music is responsible for coordinating the removal and replacing to the platform sound/music equipment and furniture.)

**Please read carefully the additional notes:**

\*Only approved Organists may use the church organ.

\*\*The sound technician must be approved/secured by the church.

Damage Deposit will be returned after the wedding if there is no damage.

Other possible deductions from the Damage Deposit might include:

- replacement fee for broken or damaged plates, cups, punch bowls, etc.,
- cost to the church if commercially cleaning the carpet is necessary as a result of spills.

(The wedding party is responsible for scheduling instrumentalist(s), any vocalists, & coordinating the music selections with them, but if Immanuel personnel are used, the above fees apply.)

The custodian's schedule and responsibilities during a wedding will be arranged with the wedding coordinator. The custodian will be responsible for:

- opening and closing the building; heating/cooling;
- moving/replacing the pulpit furniture;
- normal set-up & removal of tables & chairs in the CLC for reception (use of the gym is extra);
- and having the building clean and in good order prior to the wedding.

**\*Please note this carefully:**

An additional charge will be deducted from the damage deposit for extra custodial time and/or work. For example:

- If the custodian waits more than 15 minutes for the wedding party to arrive at the agreed time, there will be a \$10 charge for each quarter hour the custodian must wait.
- If the rehearsal is more than two hours in length, there will be a \$10 charge for each quarter hour thereafter. (Refer to #16 in the previous section.)
- If the reception area is not available for cleaning within a reasonable amount of time, additional charges will be incurred.

# WEDDING APPLICATION

For  
Immanuel Baptist Church  
San Angelo, Texas

**Name of Bride-elect** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Church Affiliation** \_\_\_\_\_ **Where** \_\_\_\_\_

**Name of Groom-elect** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Church Affiliation** \_\_\_\_\_ **Where** \_\_\_\_\_

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

**Date of Rehearsal** \_\_\_\_\_ **Time** \_\_\_\_\_

**Place of Reception** \_\_\_\_\_

**Name & Phone of caterer if at IBC** \_\_\_\_\_

**Florist** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Officiating Minister** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Organist/Pianist** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of Soloist** \_\_\_\_\_ **Phone** \_\_\_\_\_

Will you need use of our audio equipment? (Microphones, taped music) Yes\_\_\_ No \_\_\_  
(Dressing rooms are available for the bridal party.)

I have read the conditions provided in Article 4 (regarding "Weddings") of the By-Laws of Immanuel Baptist Church and agree to abide by the same if I am permitted to use these facilities and to insure that my guests will do likewise.

\_\_\_\_\_  
Applicant's Signature

(To be completed by IBC Staff.)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Amount of fees due \_\_\_\_\_

Date of fees paid \_\_\_\_\_

Amount of fees paid \_\_\_\_\_

(August 19, 2012)

## **BY-LAWS – Immanuel Baptist Church**

### **Article 5: Personnel Policy**

The policies and procedures contained herein are intended as guidelines for equitable treatment of all employees and ministers. It is expected that the policies and procedures will be applied to all employees in an equitable manner.

This manual was prepared by the Personnel Committee and reviewed by the Pastor, church staff, and Deacons' and approved by the church. (Originally adopted April, 1991; various revisions since).

These policies and procedures are not intended as minimal standards. Each employee of the church is expected to live in such a manner as to always reflect the best of Christian character and behavior. It is a fact that the activities of the church employees are subject to very critical and close scrutiny by the church members and general public. Violations of basic rules of Christian conduct will not be tolerated and could result in severance of employment.

Any question regarding the interpretation of the policies and procedures contained in this manual should be referred to the Personnel Committee for clarification.

When the church administrator is a person other than the pastor, the following applies: The church administrator is responsible for the daily operation of the church office and church facilities. He/she will be the immediate supervisor for all support staff and coordinator for the ministerial staff (acting in consultation with the pastor). The pastor will be the supervisor for all ministerial staff.

#### **I. EMPLOYMENT** (This section revised July, 2010)

A. As vacancies occur on the full-time Ministerial/Vocational staff, the selection process shall conform to the provisions of the Church Constitution, Article IV, Sections 1 and 2.

B. As vacancies occur on the support staff, the Pastor and/or Administrator will counsel with the Personnel Committee in regard to filling such vacancies. The "action" responsibility is assigned to the Pastor and /or Administrator.

C. As vacancies of part-time staff occur that might be considered "Ministerial" staff, the Deacons shall recommend to the church a special committee be elected or refer the matter to the Personnel Committee for an appropriate recommendation to the church.

(July 14, 2010)

D. Conditions of employment should be agreed upon by the new employee and Administrator. These conditions will include not less than a job description, a thorough review of the personnel policies, and a listing of entitlements. These

conditions should be then be confirmed in writing from the Administrator to new employee with a copy placed in the Personnel File in church office.

## **II. EMPLOYMENT STATUS AND ENTITLEMENTS**

### **A. Regular full-time:**

- 1) Ministerial: Ministers who routinely are scheduled for and paid for not less than 39 hours per week in a budgeted full-time position.
- 2) Support Staff: Employees who are routinely scheduled for and paid for not less than 39 hours per week in a budgeted full-time position.

### **B. Regular Part-Time:**

- 1) Ministerial: Routinely scheduled for and work less than 39 hours per week
- 2) Support Staff: Routinely scheduled for and work less than 39 hours per week.

### **C. Temporary:** Employees hired for a period of one-hundred (100) days or less to fill a temporary position or position temporarily open because of employee illness, vacation, etc. The duration of the position must be specified prior to hiring a temporary employee.

### **D. Entitlements:**

(This section revised December, 2008)

- 1) There are some variations in employee entitlement to the various benefits depending on the employment status. All employees within the same employment status will be entitled to equal entitlements.
- 2) These entitlements may include, but not limited to, medical insurance, retirement, sick leave, holidays, vacation time, and professional leave. The dollar amount of participation by the church for the employee's medical insurance and retirement shall be included in the church budget upon recommendation by the Personnel Committee to the Finance Committee.

## **III. OFFICE AND WORKING HOURS**

A. The offices of the church are open Monday through Thursday (8:00 a.m. to 5:00 p.m.), and Friday (8:00 a.m. to 12:00 noon). A normal work schedule provides that full-time employees work eight (8) hours each day. A one hour meal period and two rest breaks for each day are scheduled by the Administrator so as not to interfere with the needs of the church. Rest periods are granted and paid by the church and are limited to a maximum of fifteen minutes each.

B. Each staff member is entitled to two days off each week to be scheduled by the individual staff member in consultation with the Administrator. Ministers may be required to work on Saturday and Sunday. Sunday is always regarded as an "on duty" day for these individuals. Ministerial staff shall schedule and coordinate longer out-of-town trips (of more than one day) to allow at least one ministerial staff to be in town and available at all times.

(July 30, 2010)

C. Regular & punctual attendance is expected and essential to the efficient operation of the work.

#### **IV. OFFICE CONDUCT**

Visiting and lengthy conversations among employees is discouraged. Courtesy to fellow employees, office visitors, and people who call by phone must be maintained at all time. When an employee's work is caught up, he/she should offer assistance to others.

#### **V. EXEMPT AND NON-EXEMPT**

The terms "exempt"/ "non-exempt" as referred in herein are taken from legislation enacted by the Federal Government (Fair Labor Standards Act & Federal Wage and Hours Guidelines).

A. Non-exempt: An employee whose pay is calculated on an hourly rate basis. Whenever this employee works more than forty (40) hours in a work week, he/she shall (if properly authorized in advance by the Administrator) be paid for these extra hours at the premium rate of one and one-half (1 & ½) times the regular pay rate.

B. Exempt: An exempt employee is classified as either Professional, Executive, or Administrative. Exempt employees are paid at fixed salary (rather than an hourly rate Calculation); therefore, this individual is employed on the basis of "the job to be done" and is not eligible for overtime pay.

#### **VI. EMPLOYEE COMPENSATION** (was titled "overtime pay" – revised December 2008)

A. The "work-week/pay-period" is Sunday through Saturday. Salary checks will be written Tuesday of the following week.

B. All employees are encouraged to complete work assignments within normal shift periods. Overtime will not be permitted except under extenuating circumstances and then only when the Administrator grants permission in advance. Employees are expected to work overtime when requested. Time paid for, but not worked (i.e. sick leave, holiday, etc.) shall not be counted as hours worked for the purpose of determining eligibility for overtime rate. Comp time and flex time will be allowed in place of overtime pay at the discretion of the Administrator.

#### **VII. EMPLOYEE ABSENCES**

A. Any employee who is absent from work for any reason is expected to personally notify the Administrator before the start of his assigned work hours on each day of absence to receive credit for an excused absence. An absence must be classified as excused prior to payment consideration. An appropriate record of all absences will be maintained by the Administrator and forwarded to the personnel file in the church office at the close of each calendar quarter.



- B. A regularly scheduled full-time employee is eligible for absence with pay to be with his/her spouse at the time of childbirth. Normally, this will be one day.
- C. Employees shall be entitled to three days off work with pay in the event of a death in the immediate family – father, mother, spouse, sister, brother, or child. All other time for funerals must be cleared with the pastor or administrator.
- D. Employees are encouraged to be good citizens and involved in community responsibilities, including serving Jury duty. Such time will not be counted as vacation time or sick time.
- E. Employees shall vote during the regular times when the polls are open.
- F. Exceptions to any of the above should be approved by the appropriate supervisor.
- G. Leave Without Pay: Requests may be granted for a period not to exceed 30 days. Any request must be recommended by the Administrator as being in the best interest of the church and must be approved by the Personnel Committee.

## **VIII. PAID SICK LEAVE**

- A. The Personnel Committee may grant additional paid sick leave as a result of extended and unusual circumstances. Normally, the following will apply:
  - 1. Full-time employees will be allowed twelve (12) days of leave with pay annually to be accrued at the rate of one day per month. At the end of the year, one-half (1/2) of sick leave that is not used may be accumulated to a maximum of 30 working days.
  - 2. Part-time employees will be allowed sick leave at the rate of 5% of the total time worked. At the end of each year, one-half of sick leave not used may be accumulated to a maximum of 15 working days. These days may be used under the guidance of the Administrator in the event of surgery, maternity leave, or other illness.
- B. Employees must report to the Administrator by 8:30 a.m. on each day of illness to receive credit for an excused absence. An employee's absence must be classified as excused for that employee to receive any accrued compensation.
- C. Sick leave is not carried over from prior service to re-employment, nor is unused sick leave paid upon termination of employment, nor added to vacation allowances, nor leave of absence.
- D. Employees who fail to return to work after expiration of their accrued sick leave eligibility will be required to request a leave of absence.
- E. Sick leave will not be granted following notice of resignation.

## **IX. HOLIDAYS**

- A. Staff and employees will be granted the following holidays:  
New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (two days) and Christmas Day (two days).
- B. Office Ministry Assistants will be paid the amount of hours they are scheduled to work for the holidays if they fall on a regularly scheduled work day for that employee. (If the holiday falls on Monday and you normally work Mondays, you will be paid according to the hours you would have worked that day.)  
(effective January 1, 2010)
- C. When any of the holidays fall on Saturday or Sunday, either Friday or Monday shall be observed, whichever is nearer. If for any reason it is impossible to close the church office on one of the above dates, a substitute day will be granted.

## **X. VACATION**

- A. Eligibility
1. All regular full-time and part-time employees are eligible to receive vacation with pay as specified below.
  2. Vacation pay will be based on continuous service.  
Continuous service will be defined as full-time work experience at Immanuel Baptist Church except in the case of the pastor and other ministers whose total experience in the ministry field shall be taken into consideration.  
  
"Ministry field" shall be defined to include cumulative full-time applicable work experience at Immanuel Baptist Church and elsewhere.
  3. Regular part-time employees and temporary employees working less than 32 hours per week are not eligible to receive vacations with pay.
- B. Each full-time employee is entitled to one week of vacation pay after six months of employment and an additional week after the first year of employment. Thereafter, two weeks of vacation will be given each year. After completing five years of employment, each full-time employee shall be entitled to a three week vacation. Vacation time may not be accumulated and carried beyond one year. When a holiday falls within a vacation, the employee shall be entitled to an additional day's vacation. Vacation time is based on the anniversary date of the employee.
- C. Office Ministry Assistants and each part-time employee who is hired to work a minimum of 32 hours per week shall be entitled to one week of vacation (equivalent to the number of hours they regularly scheduled to work) after one year of employment.  
(effective January 1, 2010)

After completing two years of employment, each part-time employee working a minimum of 32 hours per week shall be entitled to two week's vacation thereafter.

Vacation time may not be accumulated and carried beyond one year.

When a holiday falls within a vacation, the part-time employee shall be entitled to an additional day's vacation. Vacation time is based on the anniversary date of the employee.

- D. Individuals who terminate for any reason during their first year of employment shall not be eligible for any terminal paid vacation.

## **XI. PROFESSIONAL LEAVE**

Ministers will be allowed paid time off as professional leave for the following:

1. Attendance at conventions and conferences
2. Leading in revivals and special meetings
3. Other Christian business

These shall be agreed upon at the time of employment with the individual and may be amended accordingly by action of the Personnel Committee.

## **XII. SALARY REVIEW**

At least once each year the progress and compensation of each employee is to be reviewed and discussed by the Personnel Committee and the responsible supervisor. The Personnel Committee shall then make appropriate recommendations to Finance Committee for budget consideration.

## **XIII. PERFORMANCE EVALUATION**

A. All new employees shall serve a three month probationary period to determine if continued, regular status of employment will be mutually satisfactory. Prior to the end of this period, a performance evaluation will be completed by the employee's supervisor and explained personally to the employee. If the employee's performance is evaluated as satisfactory by the end of this period, the employee is accorded regular status retroactive to the first day of his employment.

B. Thereafter, each employee will receive a performance evaluation at least once per year prior to consideration of a wage or salary increase. This should be completed in August of each year.

C. Additionally, other evaluations may be completed as deemed necessary by the supervisor. Any evaluation of an employee's performance shall be based on the degree

to which the employee satisfactorily fulfills the requirements of his/her respective job description.

D. At the time of any evaluation, the employee and his/her supervisor will have an opportunity to privately discuss work performance, etc. This is an excellent opportunity for employee personal growth and self improvement.

E. Employee Grievance Procedure: This grievance procedure has been developed to assist employees in resolving problems. Employees will not be subject to intimidation or other negative treatment for initiating a grievance review.

Employees should always attempt to resolve any grievances informally through their immediate supervisor. When an employee has not received satisfactory resolution of his/her problem through informal methods, the employee may consult with the Pastor or Chairperson of the Personnel Committee.

If the employee considers the issue still not resolved adequately, the employee can petition the Personnel Committee in a formal meeting. The majority opinion of the Personnel Committee is final. (This procedure was adopted by the Personnel Committee, February, 2006.)

#### **XIV. TERMINATION OF SERVICE**

(This section revised November, 2004)

Since employment is based on mutual consent, either the employee or the employer is privileged to terminate employment. Notwithstanding any other provision in this section, the church may terminate any employee "at will" without prior notice to an employee, whether termination is of a serious, frivolous, or no violation of personnel policy. However, it is important for the employee's record that termination be brought about properly. It is important for the church to have adequate advance knowledge of an employee's intent to terminate.

There are several types of termination situations and procedures:

**A. Resignation:** An employee who finds it necessary to terminate his/her services with the church is required to provide his supervisor written notice of his intent to resign. The required period of working notice shall be a minimum of two weeks. Employees who resign with proper notice will be eligible for applicable terminal benefits. Failure to return to work after the expiration of vacation time and sick leave will be regarded as self-termination.

**B. Resignation without notice:** This term is applied when an employee leaves without notice. This very poor practice will be reflected in the employee's terminal evaluation, likewise, such an employee will not be eligible for rehire. An employee who terminates without proper notice forfeits claim to all accrued and terminal benefits.

**C. Termination during probationary period:** This may be initiated by either the employee or the church at any time during the probation without cause given.

**D. Dismissal:** This is an immediate termination as a result of a serious and gross violation of personnel policies.

*According to the Church Constitution, **ARTICLE IV**, Section 2:  
Church employed staff members (full-time or part-time) may be  
Terminated by the unanimous consent of the pastor and the Personnel  
Committee.*

- 1) A Verbal Reprimand is a formal notice to the employee of a problem that needs attention. A verbal reprimand may result from any of the following, but is not limited to these examples: Insubordination, poor attendance, tardiness, absenteeism, violation of church policy, smoking, lax work effort, failure to following directions punctually, discourtesy to staff or church members or visitors, leaving the work place without notice, unsatisfactory performance.

The appropriate supervisor will counsel with the employee to explain the problem and review the proper procedure and appropriate conduct. If improvement does not result, a written reprimand may follow. As a matter of record, the verbal reprimand should be recorded, but does not count as a written reprimand.

- 2) A Written Reprimand is the result of a serious violation of church personnel policy. A written reprimand must include the reason for the reprimand and a description of the circumstances. If disciplinary action is required, it must be noted on the reprimand. After discussion with the employee regarding the reprimand, it must be dated, signed by the employee and appropriate staff member, and retained in the employee's personnel file.

A written reprimand may result from any of the following, but is not limited to these examples: Insubordination, dishonesty, theft, intoxication, possession or use of illegal drugs, absenteeism, tardiness, violation of church policy, failure to give notice of absence, discourtesy to staff or church members or visitors, failure to follow directions, lax work effort, uncooperative. Three written reprimands may result in termination of the employee.

## **XV: SEXUAL HARASSMENT**

(This section was adopted by the Personnel Committee 7-27-03 & approved by the church 8-13-03)

### **A. Christian Environment:**

This church affirms its commitment to ensuring an environment for all employees and patrons which is fair, humane, and respectful – an environment which upholds Christian morals and ethics described and mandated by God. In keeping with this commitment, the employment environment should be free from all forms of adverse discrimination and harassment.

**B. Zero Tolerance:**

In keeping with this commitment, sexual harassment of, or by, employees, whether on or off church property, will not be tolerated. Sexual harassment of an employee by non-employees, non-employee by employees, employee by employee, paid or volunteer, will not be tolerated.

**C. Definition and Scope:**

- 1) Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical contact of a sexual nature, submission to which, either explicitly or implicitly, is made a condition of employment or of a person's participation in church activities or enjoyment of any right, privilege, power, or immunity.
- 2) Sexual harassment may range from unthinking and often unintentional verbal denigration of a person on the basis of gender to actual physical assault.
- 3) Sexual harassment may also involve a hostile or offensive work environment created by sexual oriented conversation, jokes, or insults. You may be a victim of sexual harassment even if you are not the direct target of unwelcome conduct. For example, the sexual harassment of one employee may create a hostile or offensive atmosphere for you.
- 4) Men, as well as women, can be either victims and/or guilty of sexual harassment.

**D. Investigation:**

- 1) If you believe you are the victim of sexual harassment in any form, you should report the situation immediately to the Pastor, one of the ministerial staff, the Chairman of the Deacons, or the Chairman of the Personnel Committee. All complaints of sexual harassment will be investigated and, if determined to have merit, appropriate disciplinary action (which may include termination of the offender) will be taken.
- 2) An employee reporting sexual harassment will be protected from any form of retaliation. Reporting allegations of sexual harassment is a very serious matter and steps will be taken to resolve complaints.

**E. Corrective Procedures:**

- 1) Church disciplinary procedures, as outline in Matthew 18:15-17, will be followed, with the goal of restoration of the offender.
- 2) Corrective procedures may include a verbal or written notice to be kept with the Church Personnel file. The Personnel Committee will then review the incident and recommend appropriate action.
- 3) If it is determined that a sexual harassment allegation is totally without foundation, the complainant may be subject to disciplinary action.

## **XVI: DRESS CODE**

(Added January 12, 2011)

### **Procedure:**

The objective in establishing a business casual dress code is to enable employees and volunteers to work comfortably while still projecting a positive and professional image. Because all casual clothing is not suitable for work, the following guidelines will help to identify unacceptable attire/appearance.

**Practice:** All staff and volunteers shall adhere to the Dress Code, Appearance and Grooming Procedure.

### **Dress Code:**

A) No suggestive, provocative or distracting clothing that reveals cleavage, back, chest, stomach, midriff, underwear or buttocks; examples include, but are not limited to:

- 1) No tube tops
- 2) No halter tops
- 3) No tight pants
- 4) No tight shirts
- 5) No leggings (unless paired with a skirt or shirt that is no more than two inches above the top of the knee)
- 6) No transparent clothing
- 7) No overly thin shoulder straps
- 8) No spandex
- 9) No lycra

B) No sweat pants;

C) No torn jeans;

D) No beach wear;

E) No clothing that has words or pictures that may be offensive to others and does not project positive image;

F) No casual flip flops (such as rubber flip flops), house shoes or slippers; and

G) No shorts or skirts that are more than two inches above the top of the knee.

### **Jewelry:**

A) Earrings that are large, dangling or hoop shaped present a safety hazard for those employees who participate in direct care and are therefore prohibited.

B) Ring/hoop shaped and /or barbell style piercings are not permitted to be worn on The nose, eyebrow, tongue, cheek or lip.

### **Appearance:**

A) Offensive tattoos that are not concealed by clothing should be covered.

B) No inappropriate hairstyles.

C) No inappropriate hair color.

**Grooming Guidelines:**

- A) It is expected that employees will come to work clean.
- B) It is expected that employees will come to work free of body odor.
- C) Due to odor sensitivities, allergies, etc. by clients, patients and co-workers, it is recommended that the use of fragrance be very conservative.
- D) Fingernails should be kept neatly trimmed and clean.
- E) Toenails, if visible, should be kept neatly trimmed and clean.

**Compliance/Enforcement:**

- A) Department supervisors may establish more stringent requirements based on business needs but may not establish lower standards than those set.
- B) When an employee is found to be in violation, they will be sent home on their own time (vacation time or leave without pay) to correct the dress code, appearance or grooming violation.
- C) If dress code, appearance or grooming problems persist, progressive disciplinary action will be applied in accordance with IBC Personnel Policy procedure.
- D) Direct supervisors are responsible for addressing dress code, appearance or grooming concerns. Concerns by other supervisors or employees should be addressed with the offending employee's supervisor or manager.
- E) If there are dress code, appearance or grooming situations that are questionable, the Personnel Committee will make the final decision regarding whether the clothing, appearance, or grooming are compliant with procedure.



## Record of Verbal Warning

Employee's Name: \_\_\_\_\_

Date, time, and place of incident: \_\_\_\_\_

### Reason for the Verbal Reprimand

*Dishonesty	*Violation of Church Policy	*Unsatisfactory Performance
*Insubordination	*Theft	*Not Adaptable
*Absenteeism	*Tardiness	*Intoxication
*Discourtesy	*Lax work effort	*Failure to Follow Directions
*Uncooperative	*Sanitation Rules	*Failure to Give Notice of Absence
*Leaving Workplace without Notice		
*Other Just Cause: _____		

Description of Circumstances:

Action Taken:

Additional Remarks:

This is the: 1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

Action Taken:

**I have read and fully understand this reprimand:**

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Other Signature: \_\_\_\_\_

Pastor or Chairperson of Personnel Committee

## Record of Reprimand and/or Disciplinary Action

Employee's Name: \_\_\_\_\_

Date, time, and place of incident: \_\_\_\_\_

### Reason for Reprimand and/or Discipline

*Dishonesty	*Violation of Church Policy	*Unsatisfactory performance
*Insubordination	*Theft	*Not adaptable
*Absenteeism	*Tardiness	*Intoxication
*Discourtesy	*Lax work effort	*Failure to follow directions
*Uncooperative	*Sanitation rules	*Failure to give notice of absence
*Use or possession of illegal drugs		
*Leaving workplace without notice		
*Other just cause _____		

Description of Circumstances:

Action Taken:

Additional Remarks:

This is the: 1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

Action Taken:

**I have read and fully understand this reprimand:**

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Other Signature: \_\_\_\_\_

Pastor or Chairperson of Personnel Committee

## **CHILD PROTECTION GUIDELINES**

### **Purpose:**

The members of Immanuel Baptist Church (IBC) are committed to the safety, welfare, and protection of all Preschool, Children, and Youth participating in any activities and/or programs of this church. These guidelines are intended to protect both the child and worker, and are intended to be a helpful resource in addressing the issues of child safety.

Throughout these guidelines, the terms “Preschool” (Birth-Pre-K), “Children” (K-Grade 6), and “Youth” (Grades 7-12) refer to all persons under eighteen (18) years of age. The standards implemented in these guidelines seek to uphold our commitment to the safety of the Preschool, Children, and Youth of IBC, whether members or guests. These guidelines govern all Ministers, Staff, volunteers, and paid workers enlisted to work with Preschool, Children, and Youth.

### **Qualifications of Workers:**

Every Volunteer working with Preschool, Children, or Youth must be a member of IBC for at least six months prior to beginning their service, or must be under the direct supervision of an adult who has met these qualifications.

Volunteers must be 18 years of age or older and must complete the appropriate training. “Youth Assistants” must have completed the 7<sup>th</sup> grade, be younger than 18 years of age, must complete the appropriate training, and be under the direct supervision of an adult who has met volunteer qualifications.

All teachers and volunteers of Preschool, Children, and Youth activities or programs at IBC will be required to complete a Volunteer Application Profile providing personal and confidential information necessary to perform a background check and reference check on each individual. All personal information disclosed and the results of the background check and reference check will be maintained in the strictest confidence. The refusal of any person to adhere to these requirements will be respected and held in confidence. Nonetheless, any such refusal will equally result in the disqualification from working in any programs or activities with Preschool, Children, or Youth.

### **Screening of Volunteers:**

Security background checks for persons 18 years and older, including a search for criminal history, will be conducted through an agency authorized to perform such background checks. The results of the security background checks will be reviewed by the designated staff member. If the results are questionable, the information will be reviewed with the applicant by the designated staff member.

### **Confidentiality of Information:**

All personal information voluntarily disclosed, the results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential. The written results

of the security background checks and the reference checks after being processed will then be reviewed by the designated staff member. Without the written permission of a volunteer or paid worker, the results of the background checks and the reference checks will be disclosed only to the person collecting the information and the designated staff member.

**Security:**

The staff member will designate a reviewer who will process background checks. This reviewer will maintain a secured storage facility at the church office for all Volunteer Application Profiles and background checks may be required to be updated.

**Disqualification of Applicants and Volunteers:**

Whether disclosed voluntarily or by result of the background or reference check, sexual or violent crimes against children or persons will disqualify a volunteer from participating in the leadership, sponsorship, or any activity or program involving Preschool, Children, or Youth.

All convictions, charges, or indictments for crimes will be reviewed by the designated staff member. If an applicant disputes the information that appears on his/her criminal history record, he or she may appeal through the Texas Department of Public Safety. The DPS's determination of the accuracy of the record will be considered final and conclusive.

**Reporting Violations:**

In order to maintain a safe environment, all persons must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation, which endangers or threatens any Preschool, Children, or Youth. All questions or concerns of suspected activity of abuse or harassment by a volunteer or paid worker should be immediately reported to the supervising staff member.

**Incident Report:**

In the event anyone personally witnesses an occurrence in violation of these guidelines, that person will be required to complete an Incident Report. Anyone witnessing such an occurrence should follow the recommendations as to how such a situation should be handled to ensure the security of the child and to protect against any physical, emotional, or psychological injury to all persons involved. These steps include:

- \* All incidents shall be reported IMMEDIATELY to the Supervising Staff Member, if available, or the adult leader in charge of the event or activity.
- \* Personally secure the safety of the child, children, or youth. Do NOT leave the child while reporting the incident.
- \* Do not personally confront the alleged or accused violator of the Child Protection Guidelines unless imminent injury or damage is present.

- \* The Supervising Staff Member and/or Church Administrator will report the incident to the parents or guardians of the victim(s).
- \* A duly authorized representative of IBC will be responsible for all Communication on behalf of the church.

In the event a Preschool, Child, or Youth reports abusive conduct, regardless of where the conduct occurred, the person initially contacted regarding the incident must complete a written incident report that should include, as much as possible, the precise wording of the Preschool, Child, or Youth.

All reported details and conversations with an adult should be recorded verbatim in the Incident Report. If an incident occurs off church grounds, during a church related activity, it should be treated and reported as if the incident had been witnessed at the church.

In the event a child makes an accusation of abuse or neglect in the child's home, the person initially contacted will report to the designated staff member for disposition of the matter.

#### **General Provisions:**

All IBC activities and programs involving preschool, children and youth, regardless of location, will be subject to the following guidelines:

1. All paid workers must complete the Prevention training annually.
2. All volunteers must complete the Prevention training every two years.
3. As often as practical, two adults will be assigned to supervise or lead all activities and/or programs involving Preschool, Children, and Youth.
4. Volunteers or paid workers under the age of 18 who work in the Preschool, Children, and Youth activities will be supervised by an adult worker.
5. At least two adult leaders will be required for all trips and outings.
6. Private, one-on-one contact between an adult and Preschool, Child, or Youth is strongly discouraged. In those exceptional situations that require personal conferences, the meeting should take place in view of others.
7. Adult leaders must respect the privacy of Children and Youth in situations such as changing clothes or taking showers on church trips & retreats. Adults should intrude only to the extent that health & safety require. Adults should also protect their own privacy in similar situations.

8. On trips and outings, adults are NOT permitted to sleep in the same bed with Preschool, Children, or Youth, other than their own child.
9. Discipline used in church activities should be constructive and reflect Christian values. Corporal punishment, physical hazing, & initiations are strictly prohibited.
10. Written parental and guardian permission is required for all overnight outing and trips out of town.
11. It is understood that circumstances may arise that necessitate the need for deviating from the Child Protection Guidelines. For such infrequent and unusual situations that are not easily classified elsewhere in these guidelines, the “spirit of these guidelines” shall be recognized as being in force.

**Prohibited Acts and Behaviors: (“Prohibited Acts”)**

The following acts or omissions will not be tolerated or accepted during any IBC activity and/or program and shall be reported to the Supervising Staff Member IMMEDIATELY after the safety of the Preschool, Children, or Youth involved has been assured:

1. Direct observation or evidence of sexual activity in the presence of or in association with Preschool, Children, or Youth.
2. Display or demonstration of sexual activity, abuse, insinuation or abuse, or evidence of abusive conduct toward Preschool, Children, or Youth.
3. Sexual advances or sexual activity between an adult and Preschool, Children or Youth.
4. Sexual advances or sexual activity between Preschool, Children, or Youth.
5. Infliction of physically abusive behavior or bodily injury to Preschool, Children, or Youth.
6. Emotional or psychological mistreatment of Preschool, Children, or Youth, including verbal abuse.
7. The possession of obscene or pornographic materials. (This does not restrict the use of Sexual Education materials approved by IBC.)
8. The presence, possession, consumption, or being under the influence of any illegal drugs or alcohol.

**Consequences of Violation:**

1. Any person committing a Prohibited Act, whether staff member, employee, or volunteer, will immediately be suspended from participation in all Preschool, Children, and Youth activities and programs. Such suspension shall continue during any investigation by the church, law enforcement, or child protection agencies.
2. Any person found to have committed a Prohibited Act shall be prohibited from future participation in all Preschool, Children, and Youth activities and programs at IBC.
3. As required by Texas Law, all reports of abuse will be timely forwarded to the appropriate child protection and law enforcement authorities. Such reporting must be accomplished in addition to complying with these Child Protection Guidelines.
4. Failure by any person to timely report a Prohibited Act to the designated person shall be considered a procedural violation of these guidelines and shall be grounds for dismissal from participation in all Preschool, Children and Youth activities and programs.

