



Calvary Baptist Church

549 Plank Road
Carthage, NC 28327

**Articles of Incorporation
Bylaws
Committee Guidelines & Policies**

Revised 2016

**ARTICLES OF INCORPORATION
CALVARY BAPTIST CHURCH OF CARTHAGE
A NONPROFIT CORPORATION**

Preamble

We declare and affirm these principles in the light of the Holy Scripture to govern the body in an orderly manner. These principles will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

The period of duration of the corporation shall be perpetual.

We, the undersigned natural persons of the age of eighteen or more, acting as incorporators for the purpose of creating a nonprofit corporation under the laws of the state of North Carolina, as contained in Chapter 55A of the General Statutes of North Carolina, entitled “Nonprofit Corporation Act”, and the several amendments thereto, do hereby set forth:

Article I – Name

This body shall be known as Calvary Baptist Church of Carthage, North Carolina using facilities located at 549 Plank Road, Carthage, North Carolina in the county of Moore. The initial registered agent of the corporation is Patricia Mabe, Church Clerk, 548 Marley Road, Robbins, NC 27325 (mailing address).

Article II – Objectives

Our purpose as a local body is as follows:

1. To worship God as a fellowship of believers, in the power of the Holy Spirit, under the lordship of Jesus Christ.
2. To minister to each other and to all the world.
3. To lead the lost to a saving knowledge of Jesus Christ both at home and around the world.
4. To nurture Christian growth through preaching, teaching, and fellowship.

Article III – Government

We are governed by the Lord Jesus Christ, who is the Head of the body, the church, as He shall reveal His leadership to us through the Word of God and the Spirit of God. This church is subject to no other ecclesiastical body, but it recognizes and sustains mutual counsel and cooperation, which are common among Southern Baptist churches.

The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership, which authority shall be exercised in the manner set forth in the bylaws. Members alone shall have the authority to adopt and amend bylaws, approve budgets, receive members and govern and conduct the affairs of this corporation.

Article IV – Members

The corporation shall have one class of members as provided for in the Bylaws and all members shall be elected by the congregation in the manner set forth in the Bylaws. All present members of the church shall automatically become members of the corporation.

Article V – Initial Directors

The number of initial directors shall be five (5), and the initial directors shall be the same as the current deacons of Calvary Baptist Church and their terms in accordance with the Bylaws of Calvary Baptist Church of 549 Plank Road, Carthage, whose names and addresses appear as follows;

Charles Mabe, 755 Flint Hill Church Road, Robbins, NC 27325

Arthur Brewer, 380 Plank Road, Carthage, NC 28327

Greg Ritter, 11218 Hwy 24-27, Carthage, NC 28327

Ed Maness, 247 Ritter Road, NC 27325

Billy Marley, 132 Wayland Road, Robbins, NC 27325

Article VI – Dissolution

Upon the dissolution of the corporation, the board of directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any further U.S. Internal Revenue Law), as the board of directors shall determine. Any such assets not so disposed of shall be dispersed by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Article VII – Covenant

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

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

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

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

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

The Holy Bible is the inspired Word of God and is the basis for any statement of faith.

Article VIII – Amendments

Changes in the Articles of Incorporation may be made at any regular business meeting of the church, provided that copies of each amendment have been presented in writing at the previous regular business meeting, that a written copy of the amendment has been published at least twice in the weekly church announcements bulletin prior to being voted on, and copies have been made available to the church membership. Amendments shall be passed by majority vote of all members present and voting.

Article IX – Adoption

Section 1 – This Article of Incorporation shall be considered adopted and in immediate effect if and when majority of the members present and voting at the business meeting at which the vote is taken shall vote in favor of same. This vote shall be taken not less than 30 days after formal presentation of the Articles of Incorporation to the church.

Section 2 – This Article of Incorporation abolishes, supersedes, and takes the place of any constitution, rules, and bylaws and amendments that preceded it.

Section 3 – A copy of this Article of Incorporation and Bylaws shall at all times be kept by the church clerk and another copy shall be kept in the church office. All amendments and revisions shall, after passage by the vote of the church, be prepared by the church clerk and incorporated in the Article of Incorporation and Bylaws and made available to church members on request.

Section 4 - Responsibilities of all committees will be developed and voted on by the church. These duties will be formed and made available in print to all church members on request.

Article X – Bylaw Amendments

Changes in the Bylaws shall be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at the previous regular business conference meeting or that a written copy of the amendment has been published at least twice in the weekly church newsletter or bulletin prior to being voted on, and that written copies of the proposed amendment be furnished to each member present. Amendments to the Bylaws shall be ratified by majority vote of members of the church present and voting.

Article XI – Bylaw Adoption

The Bylaws shall be considered adopted and in immediate effect if and when majority of the members present and voting at the business meeting at which the vote is taken shall vote in favor of the same. This vote shall take place not less than 30 days after formal presentation of the Bylaws to the church.

In TESTIMONY WHEREOF, we have hereto set our hands, this the 19th day of July A.D. 2010.

(Signatures of Incorporators)

**BYLAWS
OF
CALVARY BAPTIST CHURCH OF CARTHAGE, NORTH CAROLINA
(A NON-PROFIT NORTH CAROLINA CORPORATION)**

I. NAME

The name of this church shall be CALVARY BAPTIST CHURCH OF 549 PLANK ROAD, CARTHAGE, NORTH CAROLINA, a Non-profit Corporation existing under the laws of the State of North Carolina.

II. OBJECT

The object of this church shall be the salvation of the lost, the Christian education of the saved, and the promotion of the Kingdom of God on earth.

III. MEMBERSHIP

A. Those persons who believe in the Lord Jesus Christ and have taken Him as Savior and Lord of their lives and whose names now appear on the roll of this church shall constitute the membership thereof.

B. Other believers in Christ may present themselves at a public service of the church for membership. Prospects may become active members by a vote of the Church after:

1. A statement of faith and baptism by immersion.
2. A letter of membership has been received from another Baptist Church.
3. After a statement of Christian experience and scriptural baptism, it is the belief of this membership that one who is a Baptist shall have been baptized in the manner above (see B-1).

C. Members may be dismissed by letter of request from another church or dropped from the roll on vote of the membership at any regular or called business meeting.

D. RIGHTS OF MEMBERS

1. All members shall be permitted to vote on all matters brought before the church.
2. Every member of the church is eligible for consideration by the membership as candidates for elective positions in the church.
3. Members shall have access to the principal records of the church including principal financial reports. However, consistent with Baptist doctrine and practice, these rights shall not include the right to review or inspect individual donor records or personnel files.

IV. ARTICLES OF FAITH AND COVENANT

A. The Articles of Faith shall be those adopted by the Southern Baptist Convention (Refer to the *Baptist Faith and Message*).

B. The Covenant of this church shall be as adopted by the church.

V. OFFICERS

A. The officers of this church shall be; pastor, deacons, clerk (also referred to as secretary), treasurer, and such other officers as shall be required to do the work of the church in any of its departments or organizations. All of these shall be elected by the church and all of the officers shall be members in good standing at the time of election.

VI. ELECTION AND DUTIES OF CHURCH OFFICERS

A. PASTOR - The pastor shall serve as minister of Jesus Christ in the capacity of spiritual leader of the church serving at the pleasure of the church, or until such time as he shall be called and accept the call to another field of service. In any case, there shall be written notice given in advance of the termination of services, by the Pastor or by the church, as the case may be. By notice given by the church for termination or by the pastor of resignation, any final compensation package recommended by the deacons will be voted upon by the church members.

B. DEACONS - There shall be a minimum of five (5) active deacons. The deacons shall be elected *in accordance with the deacon selection guidelines* and ordained to serve at the pleasure of the church membership for no set term. The deacons shall elect their chairman and vice chairman at the beginning of each church year. Deacons shall at all times consider themselves as servants of the church, to implement congregational directives. If a deacon exhibits qualities which do not reflect loyalty to God, his work, and his calling to the deaconship, the deacons shall seek avenues of restoration and/or resignation of that deacon. Deacons shall establish and maintain spiritual fraternal relationships with all members of the church. With the pastor and as the Holy Spirit may direct, have observance of the ordinances. The currently serving Deacons shall, meeting and acting together, perpetually constitute the Board of Directors of Calvary Baptist Church. The pastor or the chairman of the deacons may call the deacons into special session whenever the need for such arises (see “Meetings” and “Church Government” *and “Deacon Selection Guidelines”* on following pages).

C. Church Clerk - They shall be nominated by the Nominating Committee and elected by the church. They will be responsible for recording minutes at all business meetings and providing a written report of meetings for church members. Corresponds with other churches to request or transfer letter of membership. Responsible for annual report to the Sandhills Baptist Association and other duties expected of this office.

D. Treasurer – They shall be nominated by the Nominating Committee and elected by the church. They shall record all monies received and disbursed for the church, deposit weekly offerings, write checks for monthly bills, provides for a quarterly and annual treasurer’s report, and will disperse individual giving reports at end of the year. All other duties that are expected of this office will be carried out as well.

- E. OFFICERS - The duties and terms of the officers of the Church not given above shall be those usually expected of such officers. The chief officers of each major organization of the church, including the Sunday school leadership, music ministries, shall be nominated by the Nominating Committee and elected by the church to serve one year beginning and inclusive of October 1st and ending September 30th.

VII. COMMITTEES

- A. A church NOMINATING COMMITTEE of five active members from the congregation at large shall be elected each year by member vote with the pastor serving in an advisory capacity. This committee may consist of men and women church members. A deacon, in order of rotation, shall be assigned ex-officio chair person. The nominating committee shall place in nomination for election by the congregation all elected officers; excluding deacons and pastor but including Sunday School teachers of the church and other organizational committees for the upcoming church year. The nominating committee shall recommend alteration of positions/duties for church approval by vote.
- B. The BUDGET COMMITTEE shall be composed of current deacons, and the current church treasurers. It shall be the duty of this committee to prepare and give their help and advice when a new budget is under consideration. Responsible for adequate handling of church funds to review budget needs and quarterly treasurer reports at a called deacons meeting.
- C. A PASTOR SEARCH COMMITTEE comprised of men and/or women members shall be elected by the church as needed. Duties shall be to present a pastoral candidate to the church congregation for approval by ballot vote. Any other committee duties or directives will be determined by the church members present at the time of formation and prior to the election of the committee. The committee may elect its chairman. If not elected, the Chairman of Deacons shall be the ex-officio chairman of the committee. The committee, its duties and directives, will be considered disbanded at the time a pastor is approved by the church.
- D. The BUILDING AND GROUNDS/BEAUTIFICATION COMMITTEE shall be nominated by the Nominating Committee and elected by the church. It will be the responsibility of said committee to plan for any additional building projects. To see that all of the church property, building and grounds are properly cared for and maintained. The committee chairperson will work in close relation to the Church Deacons and Budget Committee. The committee has authority to act in matters of expenditures not to exceed \$1,000.00 without church or Deacon approval, depending upon the state of emergency. All new projects for the church, fellowship hall and parsonage property will be funded by the Building and Grounds checking account. All maintenance and upkeep of the church, fellowship hall and parsonage property will be funded by the General checking account. The Building and Grounds chairperson will meet with deacons once a quarter or as needed to update the progress of the committee. The Building and Grounds committee will oversee mowing and custodial contract work and any other contract work that pertains to such committee. Building and Grounds committee will be responsible for

maintaining the water test quarterly or as required. Cemetery Committee will be a sub-committee of Building and Grounds. If land is needed for expansion or other issues that are not addressed by the cemetery committee's responsibilities, the issue will be brought to Building and Grounds for consideration.

- E. The representatives to the ASSOCIATIONAL EXECUTIVE COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to attend the Sandhills Baptist Association meetings and report back to the church.
- F. The FLOWER COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to make provision for display of flowers for all revivals and special occasions. Order flowers for deaths, hospital stays, and other occasions as deemed necessary. To ensure that Flower Committee Guidelines* established by the church are adhered to. Guidelines as updated by the committee members will be approved by the Deacons or church.
- G. The PRESS RELEASE & PUBLIC ANNOUNCEMENTS COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to notify newspapers, radio stations, other churches, and Sandhills Association of any news or special events happening at the church.
- H. The USHERS/PARKING LOT COMMITTEE shall be nominated by the Nominating Committee and elected by the church. Each coordinator will be responsible for recruiting ushers for all services during their assigned month and recruiting individuals to serve as greeters in the parking lot. To ensure that the Usher Committee Guidelines* established by the church are adhered to. Guidelines as updated by the committee members will be approved by the Deacons or church.
- I. The SENIOR CITIZEN COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to plan and organize activities and/or trips for senior citizens.
- J. The FELLOWSHIP HALL COMMITTEE shall be nominated by the Nominating Committee and elected by the church. They shall be contact persons for reserving the fellowship hall. Will maintain a schedule of dates/times/group reservations and will follow up with a facility inspection. Facilities reservation form will be completed and given to a member of the committee for approval. To ensure that the Fellowship Hall Committee Guidelines* established by the church are adhered to. Guidelines as updated by the committee members will be approved by the Deacons or church.
- K. The CHRISTMAS PROGRAM COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to choose, purchase material and organize all aspects of the program including rehearsals, set-up, and clean-up.

- L. The CHRISTMAS TREAT COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duties it shall be to coordinate the purchase, compilation, and distribution of the treat bags.
- M. The CEMETERY COMMITTEE shall be nominated by the Nominating Committee and elected by the church. Duties shall be to maintain updated records of the cemetery and to meet with anyone having questions pertaining to plots. To advise the deacons of any issues concerning the cemetery condition or status. This committee will coordinate with the Refreshments Committee at any time with any burial service that takes place at the church. To ensure that the Cemetery Committee Guidelines* established by the church are adhered to. Guidelines as updated by the committee members will be approved by the Deacons or church.
- N. The VACATION BIBLE SCHOOL COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to coordinate all aspects of bible school including materials, speakers, teachers, and promotions.
- O. The ASSOCIATIONAL MESSENGERS shall be nominated by the Nominating Committee and elected by the church. They will be responsible for attending and representing the church at the annual Sandhills Baptist Association meeting and report back to the church.
- P. The COMMUNION SERVICE COMMITTEE shall be nominated by the Nominating Committee and elected by the church; duties shall be to purchase, prepare, and the clean up of communion items.
- Q. The VAN COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to arrange maintenance and service of the church van and the recording of reservations for van use. To ensure that the Van Committee Guidelines* established by the church are adhered to. Guidelines as updated by the committee members will be approved by the Deacons or church.
- R. The REFRESHMENTS COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to set up refreshments in the fellowship hall for bereaved families/friends after a funeral service; and leave worship service early to prepare food & drinks in fellowship hall for special meals. This committee will coordinate with the Cemetery Committee for any burials. To ensure that the Refreshments Committee Guidelines* established by the church are adhered to. Guidelines as updated by the committee members will be approved by the Deacons or church.
- S. The PRAYER CHAIN COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to notify church of any immediate, emergency prayer concerns, and will be responsible for notifying the church in the event

of inclement weather or other changes in church service schedule.. To ensure that the Prayer Chain Committee Guidelines* established by the church are adhered to. Guidelines as updated by the committee members will be approved by the Deacons or church.

- T. The YOUTH COORDINATORS shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to coordinate church youth oriented activities. To ensure that the Youth ***Outreach Committee*** Guidelines* established by the church are adhered to. Activities may include, but not be limited to, ***any*** youth programs of the church. Youth Coordinators will organize all aspects of Youth Sunday including Sunday school and worship service (not including the Pastor's message). Church members currently serving on a youth oriented program will be considered youth coordinators. ***The Youth Coordinators have the authority to act in matters of expenditures not to exceed \$500.00 without church or Deacon approval.*** Guidelines as updated by the committee members will be approved by the Deacons or church.
- U. The MEN'S SUNDAY COORDINATORS shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to organize all aspects of Sunday school and worship service for Men's Sunday (not including the Pastor's message).
- V. The WOMEN'S SUNDAY COORDINATORS shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to organize all aspects of Sunday school and worship service for Women's Sunday (not including the Pastor's message).
- W. The REVIVAL COMMITTEE shall be nominated by the Nominating Committee and elected by the church; whose duty it shall be to assist the pastor in organizing and preparing for the visiting speaker (hotel accommodations, welcome basket, meals, etc.)
- X. ANNOUNCEMENT BULLETIN/PRAYER GUIDE; personnel shall be nominated by the Nominating Committee and elected by the church. Duties shall be to generate, update, and print for distribution each Sunday morning, announcements and prayer request handouts.
- Y. The pastor shall be a ***non-voting*** ex officio member of all committees and may be expected to be present except at such times as matters pertaining to his own personal material prosperity are being considered.

VIII. CHURCH GOVERNMENT

- A. The government of this church shall be congregational in nature, and the final authority for the operation and management of the affairs of this corporation, spiritual and temporal, shall be vested in the membership of the corporation, which authority shall be exercised in the manner set forth in the bylaws. Members alone, acting as set forth in

these bylaws, shall have the authority to adopt and amend the articles and bylaws, elect officers, approve budgets, receive members and generally govern and conduct the affairs of this corporation.

- B. This church is an independent, autonomous church with full and final authority to determine solely within itself all matters related to the life of this church including but not limited to its financial affairs, affiliations, ownership and uses of property, and pastoral leadership.
- C. All known motions and reports for business conference shall be brought to the proper committee and/or deacons for informational purposes prior to being printed in the announcement bulletin or addressed in a business conference. A yes/no vote shall be stated as such when the motion is presented in the church bulletin.
- D. Any motion from the floor during a business conference shall be deferred to the deacons in order to be studied for future presentation.
- E. Any motion not receiving a majority of the vote of those present will be defeated at that meeting. The content of the motion can be brought again before the deacons for consideration and possible modification for future presentation at another meeting as a new motion to be voted upon.
- F. Voting by proxy or absentee ballot shall not be permitted.

IX. AFFILIATION

This church shall be affiliated with the Southern Baptist Convention and the Baptist State Convention of North Carolina and is a free, autonomous, and independent body, congregational in nature with authority to determine for itself, in the manner set forth in these bylaws, free of any outside control, authority of power, whether governmental or otherwise, the use of its property and all church policies.

X. MEETINGS

- A. Annual Election of Officers. The annual meeting to elect officers of the church for the ensuing year shall be held during September of each year on a date and time set by the church.
- B. Regular Meeting. The regular meetings for business of the church shall be held at the discretion of the pastor or the Deacon Board.
- C. Other Meetings. Other business meetings of the church may be called at any time by the pastor, chairman of deacons, or a majority of the deacons of the church. Such meetings shall be held during the hour of a regular Sunday service of the church, provided that at least a two week notice is given before holding such a special meeting. Any such special

meetings shall be advertised in the church bulletin and other church communications stating the purpose of the meeting, time and place. At such special meetings only the matter so publicized to the membership may be acted upon. The only exceptions shall be pertaining to the receiving of new members to the church or any emergency issues. At the discretion of the pastor, the church may, as set forth in these bylaws, call itself into special session and vote on the membership of a candidate or any emergency issues deemed by the deacons.

D. Quorum Requirements.

1. For meetings of the members of the church, a quorum shall be considered those members present for the meeting.
2. For meetings of the Board of Deacons and meetings of committees, the quorum shall be majority (one more than half) membership of the Board of Deacons or the majority of the Committee members.

E. Rules of Procedure. The rules of procedure will be those generally recognized by democratic bodies. All business meetings shall be conducted in general accord with Robert's Rules of Order (the current edition), except that the moderator may, in the absence of objection, deviate from such rules in the interests of efficiency, Christian fellowship and justice. The Pastor shall act as moderator except at such times as matters pertaining to his own personal material prosperity are being considered. The chairman of the deacons shall serve as moderator in the absence of the pastor.

XI. AMENDMENTS

These bylaws may be amended, altered, or repealed by majority vote of the members present at any regular business meeting, provided, however, that notice and proposal of such amendment, alteration or repeal must be given in writing at the preceding regular business meeting of the church or two (2) weeks written notice advertised in the church bulletin.

ADOPTED, this _____ day of _____, 2010.

Church Secretary / Clerk

*Committee Guidelines & Church Policies Attached

COMMITTEE GUIDELINES & CHURCH POLICIES
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Building and Grounds Guidelines

Committee will consist of 11-13 voting members of which the Pastor will be a non-voting member. Committee will not be considered in session unless a quorum is present. A quorum is one more than half of the membership. Meetings are held monthly or as needed.

Chair and Vice Chair positions are for a minimum of two years, with the Vice Chair assuming the position of Chair after the two year term as Vice Chair. The Chair will be notified of any issues or concerns that affect Building and Grounds.

Standing duties listed below are assigned each year for church approval:

1. Sign
2. Water test
3. Minutes
4. Thermostat
5. Baptistry
6. Fire Extinguisher
7. First Aid
8. Check off sheet for inside custodian
9. Check off sheet for outside custodian
10. Ice Machine Maintenance
11. Check Fellowship Hall Propane
12. Assist Cemetery Committee

The Pastor will be responsible for any small maintenance issues at the parsonage (i.e. check propane gauge, etc.) and will notify Chairperson.

Yard maintenance and custodial contract bids are submitted by the fourth Sunday in July with the Chair presenting all bids to the Deacons annually. Once bids are received and approved by deacons, a contract with social security and liability information will be signed and filed with the church Treasurer and Chair. Building and Grounds Committee will oversee all work by check-off sheets, which will be filed by Treasurer. Bid Sheet, Contract and Check-off sheet will be attached to the B&G Guidelines.

Plumber, electrician, and HVAC personnel will be voted upon by Building and Grounds yearly. Propane and Oil companies will be voted upon as needed.

Long-range facilities plan is maintained and voted upon by the church. This is to be revisited every two years for modification and refinement.

Three bids are necessary for any major maintenance upgrades and purchase.

Twice a year workdays are called by this committee for ALL church members to participate in an overall cleaning and maintenance of church facilities. An inventory of all assets will be done in the Spring cleaning. An inspection of the parsonage twice a year will also be done.

These guidelines will be reviewed and modified as needed annually in August.

Cleaning Service Agreement

This Cleaning Service Agreement dated the _____ day of _____ 201_ between:

Calvary Baptist Church
549 Plank Road
Carthage, NC 28327
(the "Customer")

And
(the "Cleaning Service Provider")

Background:

- A. The Customer is of the opinion that the Cleaning Service Provider has the necessary qualifications, experience, and abilities to provide services to the Customer.
- B. The Cleaning Service Provider is agreeable to provide such services to the customer on the terms and conditions set out in this agreement.

In Consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Cleaning Service Provider agree as follows:

Services Provided:

1. The Customer hereby agrees to engage the Cleaning Service Provider to provide the Customer with services consisting of:

Church Building – Weekly

Vacuum all carpeted areas
Empty all trash cans, replace liners and remove trash from premises
Dust window seals, ceiling fans, and mini-blinds, where applicable
Straighten & place all hymnals & fans in pew book holders
Dust and polish furniture
Remove trash from the seat cushions, pew book holders, and choir loft
Remove all spider webs inside entire building
Clean bathrooms – sweep and mop floors, clean toilets, urinals, sinks, mirrors
Replace paper products and urinal cakes in bathroom as needed (Toilet paper and Hand towels)
Replace antibacterial soap in dispensers (3) as needed
Replace burned out light bulbs in all chandeliers as needed

Fellowship Hall – Weekly

Empty all trash cans, replace liners and remove trash from premises
Remove all spider webs inside entire building
Clean bathrooms – sweep and mop floors, clean toilets, urinals, sinks, mirrors
Replace paper products and urinal cakes in bathroom as needed (Toilet paper and Hand towels)

Church Building – Monthly

Clean paneling in sanctuary

Clean all windows (inside only)

2. The Services will also include any other tasks which the Parties may agree on. The Cleaning Service Provider hereby agrees to provide such services to the Customer.

Terms of Agreement:

3. The Terms of this Agreement will begin on the date of this Agreement and will remain in full force and effect until _____, subject to earlier termination as provided in this Agreement.

Performance:

4. The Parties agree to do everything necessary to ensure that the Terms of this Agreement take effect.

Compensation:

5. For the services rendered by the Cleaning Service Provider as required by this Agreement, the Customer will provided compensation to the Cleaning Service Provider of \$_____ yearly.

6. The compensation will be payable on a weekly or monthly basis, with the submission of the check-off sheet, while this agreement is in force. The check off sheet should be given to _____ on a weekly basis, after inspection of cleaning _____ will give the check off sheet to the Treasure for payment. Payment will be given to the Cleaning Service Provider the following week.

Provisions of Extras:

7. The Customer agrees to provide, for the use of the Cleaning Service Provider, the following: toilet paper, hand towels, urinal cakes, trashcan liners, light bulbs.

8. The Cleaning Service Provider will supply all cleaning products and equipment for cleaning.

Reimbursement of Expenses:

9. The Cleaning Service Provider will not be reimbursed for expenses incurred by the Cleaning Service Provider in connection with providing the Services of this Agreement.

Payment Penalties:

10. No late payment penalty will be charged if the Customer does not comply with the rate amounts or payment dates provided in this Agreement.

Capacity/Independent Contractor:

11. In providing the Services under this Agreement it is expressly agreed that the Cleaning Service Provider is acting as an independent contractor and not as an employee. The Cleaning Service Provider and the Customer acknowledge that this agreement does not create a partnership or joint venture between them, and is exclusively a contract for services.

Notice:

12. Any complaint of Cleaning Service Providers services will be addressed verbally to the Cleaning Service Provider by the Customer. The Cleaning Service Provider has one cleaning service to correct the issue. Continuous complaints will lead to termination of this Agreement and Services of the Cleaning Service Provider.

Limitation of Liability:

13. It is understood and agreed that the Customer will not be held liable to the Cleaning Service Provider for any accident occurring on the property of the Customer by the Cleaning Service Provider or members of the Cleaning Service Providers crew.

Modification of this Agreement:

14. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing and signed by each Party or an authorized representative of each Party.

Assignment:

15. The Cleaning Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligation under this Agreement without prior written consent of the Customer.

Entire Agreement:

16. It is agreed that there is no representative, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Gender:

17. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law:

18. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be constructed in accordance with and governed to the exclusion of the law of any other forum, by the law of the State of North Carolina, without regard to the jurisdiction in which any action or special proceedings maybe instituted.

Severability:

19. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver:

20. The Waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be constructed as a waiver of any subsequent breach of the same or other provisions.

In Witness Whereof, the Parties have duly affixed their signatures under hand on this _____ day of _____, 201_.

Calvary Baptist Church Representative

Date

Calvary Baptist Church Representative

Date

Cleaning Provider Name

Date

Make Checks Payable To: _____

Mailing Address: _____

Phone #: _____

SS #: _____

I would like checks to be written to me on a _____ basis.

2015 Cleaning Check-Off Sheet

Calvary Baptist Church

549 Plank Road, Carthage, NC 28327

Week of _____

Custodian Signature _____

Church Building – Weekly

- ____ Vacuum all carpeted areas
- ____ Empty all trash cans, replace liners and remove trash from premises
- ____ Dust window seals, ceiling fans, and mini-blinds, where applicable
- ____ Straighten & place all hymnals & fans in pew book holders
- ____ Dust and polish furniture
- ____ Remove trash from the seat cushions, pew book holders, and choir loft
- ____ Remove all spider webs inside entire building
- ____ Clean bathrooms – sweep and mop floors, clean toilets, urinals, sinks, mirrors
- ____ Replace paper products and urinal cakes in bathroom as needed (Toilet paper and Hand towels)
- ____ Replace antibacterial soap in dispensers (3) as needed
- ____ Replace burned out light bulbs in all chandeliers as needed

Fellowship Hall – Weekly

- ____ Empty all trash cans, replace liners and remove trash from premises
- ____ Remove all spider webs inside entire building
- ____ Clean bathrooms – sweep and mop floors, clean toilets, urinals, sinks, mirrors
- ____ Replace paper products and urinal cakes in bathroom as needed (Toilet paper and Hand towels)

Church Building – Monthly

- ____ Clean paneling in sanctuary
- ____ Clean all windows (inside only)

Approved By: _____

Date: _____

Office Use Only

Ck#: _____

Ck Date: _____

Ck Issued By: _____

SUPPLY FORM ---- OVER

Order Form for Cleaning Supplies

_____ Light Bulbs (Chandelier)

_____ Urinal Cakes

_____ Hand Towels

_____ Vacuum Bags

_____ Toilet paper

_____ Deodorizer Refills (Bathrooms)

_____ Purell Refills

_____ GoJo Soap Refills

_____ White Trash Bags

_____ Black Trash Bags

Trashcan Liners:

_____ Small

_____ Large

Yard Maintenance Agreement

This Cleaning Service Agreement dated the _____ day of _____ 201_ between:

Calvary Baptist Church
549 Plank Road
Carthage, NC 28327
(the "Customer")

And
(the "Yard Maintenance Provider")

Background:

- A. The Customer is of the opinion that the Yard Maintenance Provider has the necessary qualifications, experience, and abilities to provide services to the Customer.
- B. The Yard Maintenance Provider is agreeable to provide such services to the customer on the terms and conditions set out in this agreement.

In Consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Yard Maintenance Provider agree as follows:

Services Provided:

1. The Customer hereby agrees to engage the Yard Maintenance Provider to provide the Customer with services consisting of:

Mowing:

Areas to be mowed include all of the lawn surrounding the church, fellowship hall, cemetery and parking area across the street from the church. All areas that cannot be reached with a riding mower or push mower, such as along buildings, grave stones, and ditches should be "weed-eaten" each time the lawn is mowed. Debris such as grass clippings and leaves need to be blown off of the parking lot and side walk after lawn maintenance is completed each time. Grave stones should be blown off after mowing and weed eating.

Pruning:

Shrubbery surrounding the church and in front and beside of the fellowship hall and sign should be pruned as needed based on appearance and season.

Pine straw:

All areas that currently have pine straw should be re-strawed two times per year. This should be done in the late spring before our homecoming (2nd Sunday of June) and again after the fall pruning. The cost of pine straw should be included in bid.

RoundUp:

Roundup applicator is responsible for any pesticide license and for wearing any protective equipment or clothing that may be required. All flowerbeds, shrubbery areas, around sidewalks, and parking lots on church property as needed.

Flower Collection:

Collect and place at the back of the Fellowship Hall all flowers blown from gravestones.

Fire Ant Control:

Fire Ant Control will be done year round on all church property listed above. (Pesticide applicator is responsible for any pesticide license needed and for wearing any protective equipment or clothing that may be required.)

2. The Services will also include any other tasks which the Parties may agree on. The Yard Maintenance Provider hereby agrees to provide such services to the Customer.

Terms of Agreement:

3. The Terms of this Agreement will begin on the date of this Agreement and will remain in full force and effect until _____, subject to earlier termination as provided in this Agreement.

Performance:

4. The Parties agree to do everything necessary to ensure that the Terms of this Agreement take effect.

Compensation:

5. For the services rendered by the Yard Maintenance Provider as required by this Agreement, the Customer will provided compensation to the Yard Maintenance Provider of \$_____ yearly.

6. The compensation will be payable on a weekly or monthly basis, with the submission of the check-off sheet, while this agreement is in force. Check off Sheet should be given to Richard Thomas or Junior Brown on a weekly basis, after inspection said parties will submit the check off sheet to the Treasure for payment.

Provisions of Extras:

8. The Yard Maintenance Provider will supply all equipment and supplies needed to do the Yard Maintenance properly.

Reimbursement of Expenses:

9. The Yard Maintenance Provider will not be reimbursed for expenses incurred by the Yard Maintenance Provider in connection with providing the Services of this Agreement.

Payment Penalties:

10. No late payment penalty will be charged if the Customer does not comply with the rate amounts or payment dates provided in this Agreement.

Capacity/Independent Contractor:

11. In providing the Services under this Agreement it is expressly agreed that the Yard Maintenance Provider is acting as an independent contractor and not as an employee. The Yard Maintenance Provider and the Customer acknowledge that this agreement does not create a partnership or joint venture between them, and is exclusively a contract for services.

Notice:

12. Any complaint of Yard Maintenance Providers services will be addressed verbally to the Yard Maintenance Provider by the Customer. The Yard Maintenance Provider has one maintenance service to correct the issue. Continuous complaints will lead to termination of this Agreement and Services of the Yard Maintenance Provider.

Limitation of Liability:

13. It is understood and agreed that the Customer will not be held liable to the Yard Maintenance Provider for any accident occurring on the property of the Customer by the Yard Maintenance Provider or members of the Yard Maintenance Providers crew.

Modification of this Agreement:

14. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing and signed by each Party or an authorized representative of each Party.

Assignment:

15. The Yard Maintenance Provider will not voluntarily or by operation of law assign or otherwise transfer its obligation under this Agreement without prior written consent of the Customer.

Entire Agreement:

16. It is agreed that there is no representative, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Gender:

17. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law:

18. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be constructed in accordance with and governed to the exclusion of the law of any other forum, by the law of the State of North Carolina, without regard to the jurisdiction in which any action or special proceedings maybe instituted.

Severability:

19. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver:

20. The Waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be constructed as a waiver of any subsequent breach of the same or other provisions.

In Witness Whereof, the Parties have duly affixed their signatures under hand on this _____ day of _____, 201_.

Calvary Baptist Church Representative

Date

Calvary Baptist Church Representative

Date

Yard Maintenance Provider

Date

CALVARY BAPTIST CHURCH
Lawn Maintenance Check List

Date: _____

Signature: _____

MAINTENANCE AREA	MOWING	TRIMMING (WEED-EAT)	CLEARING DEBRIS	FIRE ANT CONTROL	SPRAYING	PRUNING	PINESTRAW 2 X PER YR	FLOWER COLLECTION
All								
<i>If not All areas: check specific</i>								
Church Yard								
Cemetery								
Fellowship Hall								
Side parking								
Parking Lot Area								
Other:								

Notes: _____

Office Use Only

Ck #: _____
 Ck Date: _____
 Ck Issued By: _____

CEMETERY GUIDELINES

Names on the cemetery map (owned by the church and stays in the church) as of March, 2010 will stand. After April 18, 2010 the new rules will apply. Names will be on all taken plots.

1. No one will be buried without cemetery committee's permission.
2. Cemetery committee will be appointed by the church.
3. Money designated for the cemetery, can only be used for the cemetery upkeep and expansion.
4. Active members FREE*
5. Spouse of an active member FREE
6. Dependent children (under 18) of a member FREE
7. Active but not a member FREE
8. Non-Member \$500.00**
9. Inactive member is same as non-member \$500.00
10. Designating plots will be done by the committee.
11. Within one year a marker should be in place.
12. Monuments need to be approved by the cemetery committee.
13. No obstruction for mowing. No trees or shrubs.
14. Older or unsightly grave decorations will be removed by the committee.
15. Vaults are required for burial.
16. Calvary Baptist Church will NOT be responsible for any theft or damage to markers or graves.

*An active member is a member who has regularly attended for the prior year.

Exceptions will be made for special circumstances (Example: member is sick and not able to attend). Cemetery committee will make these decisions.

**You can't legally charge for a cemetery plot. It must be made as a "Gentleman's Agreement" or a donation. Meaning if someone doesn't pay you, you can't bill them. You can ask them to make a deposit and make payments if they can't pay at the time of death.

Deacon Selection Guidelines

1. Qualifications
 - A. A candidate for deacon shall be examined in accordance with the scriptures (Primarily Acts 6:1-8 and I Timothy 3:8-13). He must have been an active member of Calvary Baptist Church for at least two years. If a candidate has moved his membership from this church after having met the above requirements and then returned, he must still have been a member at least two years since his return to be eligible to serve as deacon.
 - B. A candidate must have proven himself in service, ministry and spiritual leadership at Calvary Baptist Church to be considered. He shall be able and willing to give the time that the responsibilities as a deacon will entail.
 - C. A deacon shall be a man who is a minimum of 25 years of age.

2. Election
 - A. Candidates will be nominated through an undisclosed ballot by those members at a designated business meeting. The current deacon leadership team will collect and review those ballots of nomination.
 - B. Those qualified candidates will be contacted to see if they are willing to serve. If accepting, the name will be put on a ballot.
 - C. A called business meeting (two weeks notification) will have a paper ballot with the candidates' names placed on it. The deacon leadership team (a quorum of 3) will count the ballots and the person receiving the majority of the votes will be elected as the new deacon.
 - D. Results will be released by the deacon leadership team as soon as the count has been complete with the public announcement of the new deacon at the same business meeting.

3. Term of Office
 - A. There shall be no prescribed term of office but a deacon shall cease to be a deacon at Calvary when he ceases to function as a deacon as described in the Duties Section below.

4. Duties
 - A. Deacons shall assist the pastor in leading and serving the people of this local church body. The deacons shall serve as extensions of the pastor in imparting vision, providing "watch Care" and protection, establishing supportive structures and enabling individual and collective growth of our people to the honor and glory of Jesus Christ. As servant of Christ, they are to seek out and know the spiritual and physical concerns, cares, and needs of the people individually and collectively and to provide pray, provision guidance, and teaching that might focus the situation on God's perspective.
 - B. Deacons, as a part of their duty, may be assigned by the congregation to areas of ministry within the church. Deacons have a special responsibility to lead the church by example and to equip others for service.
 - C. Deacons shall perform all of their duties in a manner that is described in I Corinthians 13. The love of Christ must be the foundation for the actions of a Christian and deacons are to serve as models for the congregation. As described in Acts 6, the primary duty of a deacon is to promote unity within the church. Through the love of Christ he will be able to promote the unity of Christ's church.

5. Termination

- A. A person shall cease to function as a deacon of Calvary Baptist Church:
 - a. If he fails to perform the function that he is assigned.
 - b. If he fails to live up to the requirements by which he has been selected.
 - c. For failure to perform his duties satisfactorily and/or engages in activities which are an offense to the name of Jesus according to church beliefs and practices.
- B. A person shall be removed from the office of deacon through:
 - a. A recommendation by the current Deacon leadership Team and. . .
 - b. A majority vote by the congregation in attendance at a designated business meeting.
- C. A person shall be removed from the office of deacon in accordance with scripture requirements found in I Corinthians 5 which focuses on love and support.
- D. Self-termination or resignation should be addressed by letter and/or public proclamation to the congregation as a business meeting.

FELLOWSHIP HALL GUIDELINES

All activities in this fellowship building must be ministry related and treated as part of the church. Everything that is done must be in full agreement with the Bible and the church.

1. At no time can this building be used during church worship services.
2. This building can be used for any church activity and by any church member in good, faithful standing. This building is not to be used by inactive members unless approved by the Fellowship Hall Committee and Deacons.
3. Permission must be obtained in advance from the Fellowship Hall Committee in order to use the building. The church always has first priority.
4. Any damage to the fellowship hall must be reported to the Fellowship Hall Committee as soon as possible.
5. Persons signed up to use the building are responsible for thoroughly cleaning after use.
 - A. Empty all trash cans (including the restrooms) and remove from the building.
 - B. Sweep and mop the floor (including the kitchen and restrooms).
 - C. Clean all tables and counter tops. If using utensils, pots, pans, bowls, etc. make sure they are returned to the cabinet.
 - D. Remove any left-over food and drink.
 - E. Wash any used towels (return to the kitchen drawer).
 - F. Plates, cups, napkins and silverware may only be used for church activities.
 - G. Furniture is not to be removed from the church property.
 - H. Make sure the heat and air conditioning is returned to original setting.
6. No smoking or alcoholic beverages are permitted in the fellowship hall.
7. Make sure the doors are locked and the lights are turned off before you leave.
8. Check all bathrooms and kitchen sink to ensure no water is running and the toilets have finished the cycle.
9. Motto –Leave the fellowship hall looking better than you found it.

Calvary Baptist Church is not responsible for accidents occurred on the premises.

**CALVARY BAPTIST CHURCH
FELLOWSHIP HALL PERMISSION FORM**

Name	
Phone	
Date	
Event	
Approval	

Please follow the guidelines below:

FELLOWSHIP HALL GUIDELINES

All activities in this fellowship building must be ministry related and treated as part of the church. Everything that is done must be in full agreement with the Bible and the church.

1. At no time can this building be used during church worship services.
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4. Any damage to the fellowship hall must be reported to the Fellowship Hall Committee as soon as possible.
5. Persons signed up to use the building are responsible for thoroughly cleaning after use.
 - I. Empty all trash cans (including the restrooms) and remove from the building.**
 - J. Sweep and mop the floor (including the kitchen and restrooms).**
 - K. Clean all tables and counter tops. If using utensils, pots, pans, bowls, etc. make sure they are returned to the cabinet.**
 - L. Remove any left-over food and drink.**
 - M. Wash any used towels (return to the kitchen).**
 - N. Plates, cups, napkins and silverware may only be used for church activities.**
 - O. Furniture is not to be removed from the church property.**
 - P. Make sure the heat and air conditioning is returned to original setting.**
6. No smoking or alcoholic beverages are permitted in the fellowship hall.
7. Make sure the doors are locked and the lights are turned off before you leave.
8. Check all bathrooms and kitchen sink to ensure no water is running and the toilets have finished the cycle.
9. Motto –Leave the fellowship hall looking better than you found it.

Calvary Baptist Church is not responsible for accidents occurred on the premises.

Flower Committee Guidelines

Death in Family

Church Members: Husband, Wife, Son, Daughter, Father, Mother, Sister, Brother,

Grandchildren, Grandparents, Step-brother, Step Sister, Step-Children, Step-Parents. Not In-

Laws

Procedure: For funerals – a cross from Kinza’s Creations - \$60-\$70

Hospital Stay

Active Church Members

Sunday School Members

Flowers are given to the women unless they want the money. (\$35.00 amount)

Fruit Baskets are given to the men unless they want the money.

Ask the parents what they desire if it is for children.

Procedure: Make out a request form for the money and also the fruit baskets.

When ordering the flowers for a death or hospital stay, give the name of the person ordering and the telephone number. The bill will be sent to the treasurer in the church name. Confirm on the billing the church and treasurer name. Give all receipts to the treasurer for anything purchased.

Florist’s used:

Kinzia’s Creation – Robbins 948-444

Sherrie’s Florist – Carthage 947-5544

Sandhills Florist - Aberdeen – 944-0904 – for Hospital Deliveries

MARRIAGE AND CHURCH FACILITY USE POLICY GUIDELINES

Marriage Position & Policy

Our statement of faith, the Baptist Faith and Message (2000), expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God's unique gift to reveal the union between Christ and His Church.

We believe that God creates each person as male or female. These two distinct, complementary genders together reflect the image of nature and God.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; Ephesians 5:22-33). We regard marriage as a good creation of God and, marriage within the church as a rite and institution tied directly to our foundational belief of God as creator who made us male and female. We also regard marriage as a sacred institution which mages the mysterious and wonderful bond between Christ and His Church. To us, then, marriage is much more than merely a contract between two persons (a secular notion). It is a covenant grounded in promises between a man and a woman which finds its divinely intended expression in the “one flesh” union of husband and wife, and between the “one flesh” union of husband and wife and God (the divine design). We therefore will only authorize and recognize marriage between a biological man and biological woman.

Church Facility Use

This local church believes that wedding ceremonies on a church property are spiritual observances of worship of God who grated this divine institution. As worship services, weddings on church property shall be officiated by one or more ordained ministers of the gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both parties are not biblically and/or legally qualified to marry and in accordance with our marriage policy. Such determination may be made by the pastor, or the church deacon board, subject to the direction of the church.

No minister or employee of the church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

All activities/events on our campus must comply, uphold, advance, and advocate policies, principles, and beliefs of CBC. Therefore, the facilities and property of CBC shall only host weddings between one man and one woman. It is the desire of this church that every wedding conducted at our facility will be a true worship experience and if at any time CBC feels a wedding or any activity does not meet these standards, we have the right to nullify any agreement and cancel the event including weddings.

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 the Scriptures nor the doctrine and practices of this church.

OUTREACH COMMITTEE GUIDELINES

Purpose: Responsible for overseeing the various outreach efforts of our church which will be then shared with the Deacons for review.

The Outreach Committee will organize and maintain a calendar of events for church activities. November 15 will be the deadline to update any events for any committees.

Church members will be responsible for coordinating all events through the Outreach Committee to avoid any conflicts of resources, proving “Who, What, When, Where and How”.

Committee will coordinate quarterly luncheon for all committee chairs or representatives to share information and create common goals.

A yearly mailing with church calendar, general information and an invitation to attend will be done by this committee.

PRAYER CHAIN GUIDELINES

When is the prayer line to be used?

- For immediate church family and regular attendees.
- Urgent, life threatening situations (serious accidents) and deaths.
- Any hospital visits
- If the request is questionable please contact the Pastor, in his absence call one of the Deacons.

What do I do if I have a request?

- If your request does not fit the qualifications above, please contact one of the members on the Prayer Guide listed in our Nominating Report or the Pastor so your request can be added to our weekly prayer request prayer sheet.
- If your request fits the qualifications above, please notify your prayer chain representative (or any member of the Prayer committee listed in our Nominating report).

How is information up dated?

- The person making the request is asked to call the prayer chain representative back with any changes and /or updates. That member then notifies other Prayer Chain Members.
- If you would like additional information or updates, please call your representative back for this information.
- If the situation drastically changes (such as death or an urgent-life threatening complication) the prayer chain members will re-call their assigned lists.

REFRESHMENT COMMITTEE GUIDELINES

If the deceased is a Member of Calvary Baptist Church, an appropriate bereavement service will be proved in the fellowship hall following interment.

1. Relationship of the deceased, and or the family to the church.
2. (Member/dependent child)/non-member)
3. Church service only
4. Church service and burial
5. Time of day of the funeral service (AM, PM, before lunch, before supper, etc.)

The Time Window below provides some guidelines to be used when setting up the service for the family.

The level of service provided will be governed by the Time of Day that the funeral service is conducted. (Please see Notes 1 & 2 below)

Time Window	Level of Service
Time: 8:00-10:00 AM (end time)	Expect: Coffee, hot or cold tea, juice or soft drinks, pastries/breakfast rolls
Time: 10:00 AM – 1:00 PM (end time)	Expect: Meal type of foods, casseroles, soups, or crock pot specialties, sandwiches, chips, drinks and desserts.
Time: 1:00 – 4:00 PM (end time)	Expect: Light finger foods, cheese plates, veggie plates, light sandwiches, chips and coffee cakes, cookies/desserts, and drinks

Note (1): If the family of a deceased member of Calvary Baptist Church or the members of the church desire the Level of Service to be “Meal type of foods” regardless of the Time Window of the Funeral, the Committee will provide and support that request.

Note (2): When possible the Refreshment Committee and Cemetery Committee will convey the bereavement notice and discuss the appropriate level of service to be rendered.

Deceased, non members, who are related or not to a Calvary Baptist Church member, and will only have a church service at Calvary Baptist Church (CBC), and are to be buried elsewhere will not require a bereavement service from CBC.

In the event that the deceased has the church service elsewhere and is entitled to be buried at the Calvary Baptist Church Cemetery, a family member can request the service or use of the fellowship hall for bereavement and fellowship. This request must be approved by the committee or a church officer.

USHER COMMITTEE GUIDELINES

Usher duties include:

1. Greeting and communicating with guests and members.
2. Welcoming any first-time guests and answer any questions they may have.
3. Assist anyone who needs help getting from/to their car into/out of the church. This includes giving assistance to those who need help walking, providing “umbrella coverage” if it is raining, and help with those who have children or need help carrying items. To have at a minimum one (1) usher to assist with loading/unloading vehicles at the Fellowship Hall for meal functions.
4. Help with parking (especially on “high attendance” occasions) and keep circle drives open for easy exit.
5. Being available for duty in the parking lot before and after any church service.
6. **Four members of the committee will be responsible for receiving the offering and one member will say an Offertory Prayer.**

VAN COMMITTEE GUIDELINES

The members of the Van Committee will oversee the operation, use, cleanliness, and maintenance of the church van. They will also make sure that the van is full of gasoline before any scheduled trip. This committee depends on people dedicated to the van's upkeep to ensure that the church has a vehicle that can meet the church needs, as well as to ensure the safety of the passengers.

Drivers:

1. Must have a registered and valid North Carolina driver's license
2. Must have a "clean" driving record
3. Must have on file a valid driver's license with the church treasurer
4. Must be listed on the church's auto insurance policy
5. The driver of any trip is responsible for the Trip Log Information
6. In case of an accident, the driver is responsible for gathering all information for insurance purposes, type of accident, number of vehicles involved, police report, etc. (Insurance information is in the van)
7. In case of an accident, please contact a member of the van committee as soon as possible.
8. Make sure van doors are locked when no one is in it
9. All trips must be scheduled with the van committee
10. All trips must be church related

Van Safety Rules:

1. The driver and all passengers must use seatbelts
2. Do not allow anyone to be standing when the van is in motion
3. No more than 14 passengers shall ride the van, plus the driver
4. Assist the elderly and disabled when entering and exiting the van
5. Children under the age of eight or under 80 pounds must be in car seats and/or booster seats
6. Posted speed limits must always be obeyed.

It is the responsibility of the driver and passengers to throw away all trash, leave the van clean and in good condition after each use. Please make sure that the gas tank is full upon return. Make sure that the Damp Rid container is back in the van when locking up.

Thank you for your cooperation. With your help, the van will always be ready to be used by the next group in fellowship and service to God.

YOUTH OUTREACH COMMITTEE GUIDELINES

For On-site and Travel Events

CBC (Calvary Baptist Church) Youth/Children Age Groups:

Youth Group #1 – 1 – 11 years

Youth Group #2 – 12 – 18 years

All Youth Groups will have the following forms completed:

1. Permission for Treatment
2. Extended Medical Authorization and Release for Minor

Copy of insurance card is to be attached to forms. These forms are to be notarized and will be kept on file for one (1) year. Forms will be carried in binder when the event is pertaining to a travel event, other than that they will remain in the CBC office.

Youth Group #1 will have a parent or guardian accompanying them on travel events away from CBC.

Any CBC member who is an adult going on a travel event may elect to fill out the Medical Authorization and Release form for adults.

Any CBC non-member will be required to fill out the Medical Authorization and Release form. This is in case of emergency and to release CBC from any claims, demands, actions or cause of action arising out of any damage or injury, while participating in any such church related in-house activity or travel event.

Youth coordinators will periodically inspect the permission and medical authorization forms to reassure information is updated and correct, especially before a church related activity or travel event.

Waivers will be given to anyone who wishes to NOT sign the above forms for children or adults.

PERMISSION FOR TREATMENT

For a period of one year from the date hereof, I/We hereby give permission for the leader of any Calvary Baptist Church Program or Activity, in case of sickness or injury for the below named minor, permission to authorize medical treatment in the absence of parent/guardian. Further, I/We do hereby release and forever discharge all sponsors and Calvary Baptist Church pastoral staff, ministry staff, and volunteers from any and all claims, demands, actions or cause of action, past, present, or future arising out of any damage or injury while participating in any such church related activity or event. Further, as the custodial parent of this minor child, I am voluntarily giving my authorization as follows:

Authorization to Consent to Health Care for Minor

I, _____, of _____ County, North Carolina, am the custodial parent having legal custody of _____, a minor child, age _____, born _____, _____. I authorize any pastor of Calvary Baptist Church, staff member of Calvary Baptist Church, or any other person acting as an authorized agent for Calvary Baptist church, all of which are adults, in whose care the minor child has been entrusted, with such church being located at 549 Plank Road, Carthage, North Carolina, to do any acts which may be necessary or proper to provide for the health care of the minor child, including, but not limited to, the power (i) to provide for such health care at any hospital or other institution, or the employing of any physician, dentist, nurse, or other person whose services may be needed for such health care, and (ii) to consent to and authorize any health care, including administration of anesthesia, X-ray examination, performance of operations and other procedures by physicians, dentists, and other medical personnel except the withholding or withdrawal of life sustaining procedures.

This consent shall be effective from the date of execution to, and including, one year there from.

By signing here, I indicate that I have the understanding and capacity to communicate health care decisions and that I am fully informed as to the contents of this document and understand the full import of this grant of powers to the agent named herein.

Custodial Parent (Seal)

Date Signed

STATE OF NORTH CAROLINA

COUNTY OF MOORE

On this _____ day of _____, _____, personally appeared before me the named _____, to me known and known to me to be the person described in and who executed the foregoing instrument and he (or she) acknowledges that he (or she) executed he same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Notary Public
(Official Seal)

My commission Expires: _____

Please attach a copy of the front and back of your insurance card to this form.

Calvary Baptist Church

549 Plank Road

Carthage, NC 28327

Last Name

Medical Authorization and Release for Minor

NAME _____ **AGE** _____ **DATE OF BIRTH** _____

ADDRESS _____ **ZIP** _____

IN CASE OF EMERGENCY NOTIFY: _____ **PHONE** _____

ALTERNATIVE PERSON TO NOTIFY: _____ **PHONE** _____

FAMILY PHYSICIAN _____ **PHONE** _____

INSURANCE COMPANY _____ **POLICY NO** _____

IMMUNIZATIONS: (Please check) Tetanus _____ Polio Booster _____

Measles _____ Mumps _____

Other _____

ALLERGIES: Food _____

(List type) Penicillin or other drug (name) _____

Insect stings/bites _____

Poison Ivy, Oak, or Sumac _____

Other _____

Previous operations or serious illness _____

Any current medications (list) _____

Special Diet (name) _____

Childhood Diseases: Chickenpox _____ Measles _____ Mumps _____

Whooping cough _____ Other _____

Calvary Baptist Church

549 Plank Road

Carthage, NC 28327

Last Name

Medical Authorization and Release for Adult

NAME _____ **AGE** _____ **DATE OF BIRTH** _____

ADDRESS _____ **ZIP** _____

IN CASE OF EMERGENCY NOTIFY: _____ **PHONE** _____

ALTERNATIVE PERSON TO NOTIFY: _____ **PHONE** _____

FAMILY PHYSICIAN _____ **PHONE** _____

INSURANCE COMPANY _____ **POLICY NO** _____

PAST MEDICAL HISTORY (Check giving appropriate information)

Asthma _____ **Sinusitis** _____ **Bronchitis** _____ **Kidney Trouble** _____ **Heart Trouble** _____

Diabetes _____ **Dizziness** _____ **Stomach Upset** _____ **Hay Fever** _____ **Other** _____

ALLERGIES: Food _____

(List type) Penicillin or other drug (name) _____

Insect stings/bites _____

Poison Ivy, Oak, or Sumac _____

Other _____

Any current medications (list) _____

W A I V E R

CALVARY BAPTIST CHURCH
549 PLANK ROAD
CARTHAGE, NC 28327

I do hereby release and forever discharge all sponsors and Calvary Baptist Church pastoral staff, ministry staff, youth coordinators and volunteers from any and all claims, demands, actions or cause of action, past, present, or future arising out of any damage or injury while participating in any such church related activity or event. (On-site or a travel event).

(Signature)

(Date)

STATE OF NORTH CAROLINA
COUNTY OF MOORE

On this _____ day of _____, _____, personally appeared before me the named _____, to me known and known to me to be the person described in and who executed the foregoing instrument and he (or she) acknowledges that he (or she) executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Notary Public
(Official Seal)

My Commission Expires: _____