

LORD'S SUPPER COMMITTEE

The Lord's Supper Committee shall consist of a chairman and at least three (3) other members.

Under the direction of the Chairman, the Committee shall organize to effectively prepare for such services of communion as are prescribed by the church.

The Lord's Supper shall be observed monthly, preferably the first Sunday of the month, or as otherwise scheduled.

Reference: Bylaw IV.15

The Lord's Supper Committee shall prepare for such observances of the Lord's Supper as are prescribed by the church. (Article IV, Section 15, Bylaws)

Paul Honaker is the staff representative and will facilitate assignments and advise if there are any calendar changes. If there are any questions the team leader or the committee chairman cannot answer, contact Mr. Honaker; church 272-1475 or home 272-0036.

1. The first named person(s) on the schedule for a particular date is designated as the team leader and he/she will:
 - a. Contact members scheduled to prepare the elements and agree upon a time to meet at the church for preparation.
 - b. Secure the Sacristy closet key from Paul Honaker if the Chairman is not there. (Custodial staff does not have the key.)
 - c. Juice and bread will be in the Sacristy closet.
 - d. Assure that bread left over from an earlier observance is used before opening new boxes.
 - e. Assure that after clean-up, there are adequate supplies for the next service. If not, notify the Committee Chairman what is needed.
 - f. Decide how many team members will be necessary to prepare the elements before the services and notify those selected. It is suggested that only 4 arrive at 8:00 AM. Alternate the early risers.
2. All members of the team should be familiar with procedures for preparing the elements, picking up the empty cups and the final clean-up and storage of supplies.

LORD'S SUPPER COMMITTEE (continued)

3. All team members will participate in the pickup of cups after each service and the washing and drying of trays on their assigned Sunday. This usually takes about 30 to 40 minutes after the second service.
4. If a person is scheduled for a service and cannot participate he/she should trade with another committee member and notify the team leader.
5. Procedure for preparation:
At least 4 of the assigned team members will meet in room 212 at 8:00 AM to prepare all of the trays for both services. The rest of the team will take plastic bags given to them by the team leader and promptly pick up used cups after the services, 10:00 AM and 11:30 AM.

The team leader will place the white cloth runner from the Sacristy closet on the communion table after removing all items there from previous services. The bases are placed on the table first and the trays are placed on them, no more than 6 trays high. A lid is placed on each stack. Stacks should be evenly placed on the table and all smudges and drops of juice should be removed from the trays with a soft paper towel.

For the early service, 3 stacks of 4 trays on bases with lids are placed on the table. For the second service, 3 stacks of 6 trays on bases with lids are placed on the table. Also 3 extra trays are needed, 1 tray on a base with lid placed on the shelves in each corner of the transepts, the 3rd tray on a base with lid is placed on the rail in front of the organ close to the choir. The number of trays for each service may be changed from time-to-time, as required.

If communion is to be served at the evening service, the trays can be set up just after the morning service and placed in the Sacristy closet, or prepared before the evening service at the discretion of the team leader. Six (6) trays are normally prepared and all are placed on the table. Check with Paul Honaker to confirm the number of cups needed.

DO NOT pre-fill communion trays and allow to sit overnight.

Refrigeration of the tray will cause corrosion of the metal and will void the guarantee.

LORD'S SUPPER COMMITTEE (continued)

6. Cleanup:

- a. Used communion cups will be collected after each service. Plastic bags will be in the Sacristy closet for gathering up used communion glasses.
- b. All persons scheduled for the date will assist in the collection of the cups. Collection of cups can be finished quickly if each person is assigned a specific section of the sanctuary to clean. Use caution in collecting the cups to prevent splashing juice on the rug or in clothing, the stains are very difficult to remove.

c. The cleanup will consist of:

- (1) Gathering up all cups and equipment used and taking them to the kitchen.
- (2) Placing all cups in a solution of Dawn and Clorox water to soak overnight. Prepare solution before the service. There are gray plastic containers in the kitchen to be used for this.

Use caution to prevent splashing juice or bleach on clothing, those handling these items may wish to bring a apron.

- (3) Washing the communion trays, lids and bases:
After the 2nd service, the silver trays, lids and bases will be washed, in a mild detergent, rinsed and dried with a soft towel. All team members are to help. Do not put clean trays in Tarnish Preventive Storage Bags. Return the trays to the Sacristy closet shelf to thoroughly dry overnight and then place them in the storage bags.
- (4) Place left-over bread in plastic bags for future observances.
- (5) The Committee Chairman will return the following day to wash the cups in the dishwasher, spread them out on paper towels to air dry for 4 hours before returning them to the plastic containers in the Sacristy closet. At that time the trays, bases and lids will be returned to the tarnish preventive bags for storage.

7. The following supplies and equipment are available in the Sacristy closet:

27 silver trays	Plastic bags for gathering used glasses
6 silver bases	Dawn and Clorox for soaking solution
6 silver lids	Towels and dishcloths for washing/drying trays
5 filler bottles	Tarnish preventive storage bags
Boxes of bread	Silver polish and polishing cloth
Grape juice	

[Adopted 3/15/95]

MEDIA MINISTRY COMMITTEE

The Media Ministry Committee shall consist of a chairman and at least four (4) other members. The Minister of Education shall be an ex-officio member of this committee.

This committee shall appoint a Church Librarian and, in conjunction with the librarian, have charge of the church media center, and shall establish such procedure concerning the purchase, care, custody, and lending of books and other papers as may be reasonable and proper.

This committee shall be responsible for the purchase and care of the audio-visual equipment (including sound/public address systems) owned by the church. They shall direct its use and seek to promote a more effective ministry in the church by the use of visual aids.

The committee may add other church members as it deems necessary to operate and maintain church sound/public address systems.

AUDIO-VISUAL EQUIPMENT USE POLICIES

1. Audio-visual (A-V) equipment shall be under the control of the Media Committee.
2. Requests for the use of audio-visual equipment available for loan shall be made to the Media Committee by completing an Application for Use of Building, Equipment and/or Van form.
3. Permission for use of audio-visual equipment and the period of time for such shall be granted by the Media Committee after its review and approval.
4. If the Media Committee is unable or is unwilling to make the decision concerning the use of audio-visual equipment, the request shall be referred to the Church Council for a recommendation to the church.
5. The audio-visual equipment available for loan:

<u>Quantity</u>	<u>Description</u>
1	Spotlight, ALT follow
1	16mm sound film projector, Bell & Howell Filmsound (self loading)
1	Slide projector, Kodak 5200
1	Overhead projector, 3M Five Twenty Two/121BAM

MEDIA MINISTRY (continued)

- 1 Overhead projector, G.T. Luscombe Co. Mod. 4000
- 1 Cassette tape recorder, Sharp RD-660AV1
- Cassette recorders/players (Media Center)
- Filmstrip projectors (Media Center)
- Record players (Media Center and S.S. Rooms)

6. The audio-visual equipment not available for loan:

<u>Quantity</u>	<u>Description</u>
1	Peavy Electronics Corp. Mod. PA-600 mixer/amplifier sound system w/2 sound column speakers.
<u>ALL</u>	Sanctuary sound system equipment (fixed and portable) including microphones & mic stands, and monitor speakers.
<u>ALL</u>	Fellowship Hall Public Address System equipment
1	portable cassette recorder, Marantz PMD-200
2	microphone booms, ATLAS Sound
1	Audio "snake" cable
1	35mm camera, Vivitar Champion 3
1	16mm sound film projector, ELMO model 16-AL (self loading), w/remote control and front speaker cover options
1	35mm film strip projector, DuKane Micromatic II (Mod. 28A81C), w/audio cassette player and remote control
1	1-copy cassette tape duplicator, Telex Copyette I (mono)
1	3-copy cassette tape duplicator, Telex CD4MS (stereo)
4	Stage lights, PAR64

MEDIA MINISTRY (continued)

- 1 Spotlight, Trouperette III follow
- 2 Lighting tripod stands, Ultimate TS-33BT (Load Capacity: 100 lbs.)
- 2 TV/VCR w/48" 3-shelf table
 Comb. A: G.E. Mod. 8-2549 TV w/Panasonic Mod. NV-U234 VCR
 Comb. B: Zenith Mod. M2310W TV w/G.E. Mod. 9-7100 VCR
- 1 Da-Lite 12' X 12' Floor Model C Projection Screen w/floor saddle
- 1 50" X 50" Tripod Projection Screen
- 3 70" X 70" Tripod Projection Screen
7. Those using the audio-visual equipment assume all responsibility for repair of breakage or damage.
8. Priorities are as listed.
 1. Our church organizations.
 2. Our church members.
 3. Other Baptist Church groups.
 4. Church-related groups other than Baptists.
 5. Other organizations.

[7-18-91 by Committee and approved 7-19-92]

MEDIA MINISTRY (continued)

AUDIO-VISUAL EQUIPMENT REQUEST

DATE OF REQUEST: _____ Bon Air Baptist Church Audio-Visual Ministry
2631 Buford Road
Richmond, VA 23235 Phone: 272-1475

Due to the limited availability of equipment, requests should be placed 1 week in advance.

Delivery or Pick-up Date: _____ Delivery or Pick-up Time: _____

Delivery Location: _____

Program or Event: _____
(Please confirm with the church secretary that the meeting and location is scheduled on the church calendar.)

Return Date: _____ Return Time: _____

Equipment Needed:

Spotlight _____	Film Strip Projector _____
16mm Projector _____	Slide Projector _____
Overhead Projector _____	TV/VCR _____
Movie Screen: _____	Standard Tripod Screen - 5' wide _____
	Large Floor Screen - 10' wide _____
	Rear Projection Screen - 6' wide _____

Projection Cart _____ Extension Cord _____ (Feet)

Sound System _____
(Specify)

Please use Sanctuary drawing on other side of form.

Other _____
(Specify)

Church Member's Name: (please print) _____

Home Phone # _____ Business Phone # _____

SIGNATURE OF CHURCH MEMBER WHO IS AUTHORIZING AND WILL BE RESPONSIBLE FOR EQUIPMENT:

Special Instructions: Please submit completed form to the Sound/Audio-Visual Box located in the Mail room of the Church Office

MEDIA MINISTRY (continued)

**SANCTUARY PLACEMENT DIAGRAM
FOR AUDIO-VISUAL AND SOUND EQUIPMENT**

[actual form has diagram here]

Note: Place an "X" where you want a microphone.
Circle the "X" if you want it on a stand.

Program: _____

Date: _____ Time: _____

Person In Charge: _____

Phone: _____

[6-17-92]

MEDIA MINISTRY (continued)

LIBRARY SELECTION OF MEDIA

1. Materials selected for the media library shall reflect and promote the goals and objectives of Bon Air Baptist Church. Books and audiovisuals will be carefully selected to promote the mission of the media library.
2. All media should meet a particular need in the library; should be true to biblical teaching and the doctrinal position of the church; should be appropriate for the age or interest group for which it is intended; should be of lasting value, current information and interest.
3. Author should be qualified on subject; publisher should be of good reputation.
4. Source of help in selection: Reviews, recommended book lists, requests of staff, teachers and library users.
5. Monetary gifts in the form of memorials or honorariums make possible the addition of media not provided through the church budget. Gifts in the form of media must meet the same criteria as stated in the selection policy.

[adopted 02-16-94]

Libraries

MESSENGER COMMITTEE

MISSIONS COMMITTEE

1. The Missions Committee shall consist of a chairman and at least five (5) other members. These members shall consist of a representative from the Sunday School, Training Union, Woman's Missionary Union, Baptist Men, Deacons, and Trustees.
2. It shall be the duty of this committee to promote a church-centered mission program. The purpose or aim of this committee is:
 - a. To keep our church a missionary church.
 - b. To represent our church in cooperation with the Richmond and Middle District Associations, and the Virginia Missions Board in discussions concerning mission work in this section of our community.
 - c. To use and develop in Christian service as many of our church members as follows:
 - (1) To discover and develop Christian leaders for local, associational, state and foreign mission endeavors, and to encourage them to assume responsibility for carrying on the work for Christ.
 - (2) To investigate opportunities in opening and using church houses where services have been discontinued for want of leadership or financial strength.
 - (3) To provide religious services in the neglected communities for the purpose of reaching people, teaching them the Word of God, winning them to Christ, training them in Christian service and using them for the glory of God and the establishment of His Kingdom upon the earth.
3. ~~They shall submit recommendations to the Stewardship Committee for Section II - Missions - of the annual budget of the church.~~

Reference: Bylaw IV.16

MISSIONS COMMITTEE (continued)

PARTNERSHIP MISSIONS GUIDELINES

Guidelines for Financial Support

Individual Scholarship Support: This guideline applies to individuals who are participating in a team project or to a one-person volunteer requesting financial support.

- Individual feels a call and a desire to do volunteer mission work.
- Individual has the necessary skills to do the work required for the mission project.
- Individual demonstrates the financial need to the Associate Pastor, Team Leader (if a group project) and Missions Committee Chairperson with the assurance that this information will not be disclosed to anyone.

Associate Pastor, Team Leader (if applicable,) and Missions Committee Chairperson decide to whom to provide the financial support and how much to provide. Partial support may also be provided.

Missions Committee will be informed of all financial support that is granted.

Project Support: Many mission endeavors require financial support for materials, supplies, equipment, etc., to complete the project. This guideline will be used for those requesting project-related monies.

Team Leader (or one-person volunteer) determines (from the field missionary or other appropriate sources) the estimated project costs and presents this information to the Associate Pastor and Missions Committee Chairperson.

Associate Pastor and Missions Committee Chairperson decide whether or not to provide the financial support and how much to provide. Partial support may be provided for the project costs.

Missions Committee will be informed of all project support that is granted.

MISSIONS COMMITTEE (continued)

GUIDELINES FOR MISSION TEAMS

The following are suggested guidelines for groups (more than one person) who wish to go on mission projects where the endorsement and support of Bon Air Baptist Church are needed. Church members are encouraged to do mission work on their own and do not need to go through this process if they do not need church or financial support.

1. A Team Leader gathers information about a project and shares that information with the Associate Pastor and the Chairperson of the Missions Committee.
 - . description of the project, type of work, and skills required
 - . number of people requested
 - . estimated total cost per person
 - . estimated costs for the project (materials & supplies)
 - . travel dates
 - . country or location
 - . agency (Home Mission Board or Foreign Mission Board)
 - . team leader's name and experience in leading similar projects
 - . estimated financial support needed

Mission Committee Chairperson may request additional information or may refer on to the committee for review.

2. Team Leader presents the information to the Missions Committee in writing. The Missions Committee then decides whether or not to support the project and whether or not to recommend to the church to support the project.
 3. Missions Committee presents project to the church.
 4. Missions Committee issues an open invitation to interested church members to participate in the project. Interested members are directed to the Team Leader and an initial informational meeting.
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5. Team Leader assembles the interested members and prepares for the project.

Team meetings should be held and members should be required to attend the majority of the meetings. Meetings should include trip/travel details, Bible study, and prayer time at each meeting. The primary purpose for the meetings should be spiritual preparation for the mission project.

Team Leader should function as the contact point for the mission field/missionaries resolving all pre-trip details. Several contacts with the field missionary should be made before departure.

MISSIONS COMMITTEE (continued)

Team Leader, Associate Pastor, and Missions Committee Chairperson should work with team members to identify those who may need individual scholarship support and should identify project costs also. The guidelines for financial support will apply here.

Team Leader should keep the Missions Committee Chairperson informed of progress and problems encountered during preparation.

6. Team Leader and Missions Committee arrange a commissioning service for the project team near the time of departure.
7. Mission Team travels and does the work!
8. The Team develops a report to share the experience with the church within 30-60 days of return.
9. Team Leader develops a final report to the Missions Committee with accounting for all financial support received from the church and feedback from the mission team members, mission agency, and the mission field regarding the success of the project.

MISSION TEAM MEMBERS:

- . must be 18 years old (or accompanied by parents if under 18);
- . must be a Christian;
- . preferably be a member of a Baptist church.

MISSION TEAM LEADERS:

- . should be a mature Christian;
- . must be a member of Bon Air Baptist Church;
- . preferably should have led a mission trip before, have participated in a mission trip before, or have significant missions experience in leading others with positive feedback from the team, mission field, mission agency, and the sending church; co-leaders are encouraged as a less experience team leader can work with a more experienced leader;
- . must coordinate effectively with the Missions Committee, the mission agency, the field missionary, and the mission team.

The Missions Committee will always have the privilege of making exceptions to these guidelines when they feel it is in the best interest of the mission project to do so.

[3-17-93]

MISSIONS COMMITTEE (continued)

WOOLRIDGE ROAD (WOODLAKE) BAPTIST MISSION

We approve the decision of the Woolridge Road Baptist core group to extend a call to Mark Harvey as interim pastor for the term November 18, 1990 through February 28, 1991, with the option to extend the agreement for one month if agreeable to both parties at a salary/travel allowance of \$175.00 per week. We approve the request for 25 free hymnals, Sunday School literature and discipleship material from the Sunday School Board which is offered to new churches.

[11-14-90]

TRANSFER OF RESPONSIBILITY TO
THE WOOLRIDGE ROAD BAPTIST CHURCH MEMBERS

- I. In preparation for this transfer, all who wish to become members will be invited to indicate this by checking the guest card, by coming forward in an invitation time or by speaking to one of the members of the counseling team.
- I. The Director of counseling will assign counselors to each one applying for membership. Following counseling, the counselor will report the results to the Director of counseling who will prepare a list of recommended members to form the nucleus of the church.
- III. A joint service will be scheduled on the evening of January 6(?), 1991 with the Bon Air Baptist Church. At this service, those who are seeking membership by baptism will be baptized by the pastor of Woolridge. All who are recommended for membership will be presented to the Bon Air Baptist church for approval as members of the Woolridge Road congregation.
- IV. On the evening of January 13 (?) the members of the Woolridge Road Baptist Church will meet in a business session. At this time a nominating committee will be elected. It is recommended that this committee include representatives from the Woolridge Road committee of the Bon Air church, the Core Group which has been involved in establishing the church and those who are now joining the congregation from the community. This committee will prepare nominations for the committees and officers needed by the church (utilizing the present structure as a starting point), giving appropriate attention to the value and need of some carry over from those presently serving.
- V. The present officers, leaders and committees elected by the Core Group will continue to serve until the church elects their replacements or phases out their work.

MISSIONS COMMITTEE (continued)

WOOLRIDGE ROAD (WOODLAKE) BAPTIST MISSION (continued)

- VI. Beginning January 6 (or on the date the Bon Air Baptist Church approves the initial group of members) the Woolridge Road Baptist Church will be authorized by Bon Air Baptist Church to conduct its own affairs as a congregation according to the governing principles and policies adopted by the Core Group on July 15, 1990. This will include:
- A. Conduct its own business, consulting as needed and appropriate with the BABC and the Advisory group (established for this purpose by the BABC and the associations supporting this new work). However, in matters of legal contracts, incurring of indebtedness, establishing or changing denominational relationships and calling a pastor the BABC will make the final decision, based on recommendations from the Woolridge congregation.
 - B. Receiving and terminating of members and maintaining membership records, but with due notification each week to the Bon Air Baptist Church (BABC) of additions and/or subtractions so the BABC can maintain a current separate membership list for the Woolridge Road congregation.
 - C. Receiving and disbursing of all their funds except that matters involving legal contracts and indebtedness must have prior approval by and be executed by the BABC.
 - D. Maintaining a separate statistical identity for reporting in their own annual letter (report) to those associations of which the church is a member.
 - E. Day to day operations and maintenance of facilities, services and programs.
- VII. In preparation for the transfer of responsibility, the Core Group will establish a bank account in the name of the Woolridge Road Baptist Church and establish systems for receiving, disbursing, protecting and reporting on the church's funds.

RECOMMENDATIONS:

That we approve this plan for transfer of responsibility to the Woolridge Road Baptist Church.

That we set up a separate membership role for the Woolridge Road Baptist Church.

That those who are elected members of the Bon Air Baptist Church missions sub-committee related to this work be allowed to join the new church and retain their membership with Bon Air (have dual membership). [11-14-90]

MISSIONS COMMITTEE (continued)

WOOLRIDGE ROAD (WOODLAKE) BAPTIST MISSION (continued)

July 18, 1990

We affirm the action of the Richmond Baptist Association in buying property for the new Woolridge Road Baptist Church, and we commit ourselves as a church to share with the Association in any financial responsibility incurred should there be a default on the loan related to this property.

June 20, 1990

At its October 18, 1989 Business Meeting, Bon Air Baptist Church established the Woodlake Mission Project Committee and authorized it to immediately begin work on a mission project.

The mission's first Worship Service and Sunday School were held on June 3, 1990, and Worship Services and Sunday School are being held regularly each Sunday.

Funds are being contributed to support the mission through offerings and gifts by those attending the mission as well as members of Bon Air Baptist Church.

Therefore, to provide an effective means for Bon Air Baptist Church to receive, disburse and account for such funds, the following is recommended in accordance with the policy regarding designated gifts adopted July 20, 1977:

That a Woodlake Mission Project Designated Fund be established and that the Missions Committee Chairman or his designated representative(s) be authorized to request funds be disbursed from the Fund to meet the financial obligations of the mission.

The Missions Committee Chairman will designate in writing to the Treasurer the member(s) of the Woodlake Mission Project Committee authorized to request funds be disbursed from the Fund.

The Missions Committee Chairman hereby designates the following Woodlake Mission Project Committee members as authorized to request funds be disbursed from the Woodlake Mission Project Designated Fund:

Delcie Wakefield
Shirley Freeland
Edward Griggs, III

MISSIONS COMMITTEE (continued)

WOOLRIDGE ROAD (WOODLAKE) BAPTIST MISSION

October 18, 1989

The church accepts the challenge of taking the lead in establishing a mission project in the Woodlake subdivision area in cooperation with and with the approval of the Richmond and Middle District Baptist Associations. To begin the work on the project immediately, the Missions Committee is authorized to select necessary additional people to work with the Committee on the proposed Woodlake Mission Project. The Woodlake Mission Project Committee shall report its progress and/or recommendations to the church on a regular basis, but in no event any less frequently than every other monthly Business Meeting with the first report to be made at the January 1990 Business Meeting.

[10-18-89]

NEW MEMBER COMMITTEE

The New Member Committee, consisting of at least five (5) members, including the chairperson, shall have as its purpose to work with new church members to acquaint them with Bon Air Baptist Church's ministries and to encourage them to become active in one or more of the ministries utilizing their spiritual gifts and talents to the glory of God.

The Nominating Committee shall stagger the terms of the initial Committee members: One (1) member for 1 year, two (2) members for 2 years and two (2) members for 3 years.

The Committee shall submit its budget needs to the Stewardship Committee to provide appropriate materials to our new members and to sponsor programs and/or events which are designed to acquaint new members with the various opportunities of service at Bon Air Baptist Church and to encourage new members to become involved in the ministries of our church.

To fulfill its above stated mission the Committee shall consider, but not be limited to, the following events, programs and/or activities:

- * Select and assign Host Families to each new member family unit for a six (6) month's period to nurture the new members and to help them become familiar with the church's facilities and programs, and to introduce them to other church members.
- * Encourage new members to become involved in Bon Air Baptist Church's ministries and to assist the Nominating Committee in determining appropriate places of service for the new members.
- * Hold quarterly dinners for new members.
- * Conduct a recognition program each quarter for new members followed by a reception.
- * Arrange for new members to meet with the Pastor, Associate Pastor, Minister of Education-Outreach, Minister of Music, Minister to Youth, Minister to Children and other Staff members as appropriate. These meetings can be either on an individual or group basis depending on the number of new members and their needs.
- * Supervise and coordinate a four (4) week Sunday morning (Sunday School hour) orientation program in conjunction with Discipleship Training and including, among other things, the following:
 - * Briefing by the Pastor and other ministers.
 - * Tour the church building and grounds and provide a drawing of the building.
 - * Review Baptist doctrine.
 - * Briefing by major Department Heads: Sunday School, Discipleship Training, Woman's Missionary Union, Baptist Men, Stewardship, Music, Youth, Children, Deacons, etc.
 - * Review the church's annual budget, identifying the various ministries.
 - * Provide a copy of and review the Constitution and Bylaws.
 - * Review the Operations Manual (Policies).
 - * Provide a copy of and review the Bon Air Baptist Church's Ministries Brochure.

[Adopted Jan. 22, 1992]

NOMINATING COMMITTEE

The Nominating Committee shall consist of a chairman and at least six (6) other members. It shall be nominated by the Church Council at or within one month of the annual business meeting of the church.

This committee shall nominate all annually elected officers of the church, including the Deacons, Clerk, Treasurer, Financial Secretary, Sunday School Director, Church Training Director, the General Officers of the W.M.U. and of the Baptist Men, and the chairmen and members of the various committees of the church. (Exception - the officers of the W.M.U. and the Baptist Men are elected within the respective organization.) The committee shall present its nominations to the church as hereinafter set forth.

In the event of vacancies during the year, the committee shall present nominations to the church at a feasible time to fill these vacancies. Reference: Bylaw IV.17

CHURCH COMMITTEE GUIDELINES

Some of our most important work is done by committees. In a congregational style of government, their work is essential. They also provide opportunity for many people to serve and to make a contribution to their church.

In an effort to provide greater involvement, the following proposals are made:

1. Committee membership should be the prime opportunity for service for those not involved in program ministries. Many people cannot teach or lead groups but can serve on committees. Priority should be given to persons who are not program leaders.
2. With so many capable persons, individuals should serve on only one major committee unless, by their office, they have dual responsibilities. Major committees would include Stewardship, Nominating, Personnel, Missions, Property/Grounds, Long Range Planning (when such a Committee exists), Music and Youth Councils.
3. To enable all persons to serve on committees, terms are to be three years. Individuals cannot succeed themselves nor should a member of an immediate household be placed on the same committee.
4. Membership on a committee is dependent on attending at least 50% of the meetings during the year. [Nominating Committee Approval 1-28-91]

The Church Ministry Nominating Committee, a subcommittee of the Nominating Committee (similar to the Nominating Committee for Committees), shall seek to enlist every member in a place of service. Such Committee shall work with the Nominating Committee and the Nominating Committee on Committees to properly coordinate its work.

PERSONAL MINISTRY COMMITTEE

The Personal Ministry Committee shall provide Christian assistance by alleviating material needs of those who are hurting in the community (not members of Bon Air Baptist Church), and those members of the church who are hurting.

The Committee shall be comprised of not less than six (6) members: not less than three (3) to serve in meeting the needs of community members, and not less than three (3) to serve in meeting the needs of our church members. Those members ministering to the community shall be nominated by the Nominating Committee from the congregation at large, and those ministering to church members shall be nominated by the Nominating Committee from the active deacons. The Pastor and Associate Pastor shall serve as ex-officio members.

Following are policies specific to each area of ministry:

COMMUNITY NEEDS

Source of Funds

- * To be provided from the Communion special offering and/or the church budget.

Administering the Funds

- * The identity of those who receive assistance shall be confidential.
- * Checks shall be made payable to the business, firm, utility, organization, etc., owed monies and not to the individual receiving assistance.
- * Generally, the payment of cash will not be made to the individual receiving assistance but such payment will be made directly to the entity to which monies are owed.

-
- * Requisition for funds may be made by a member of the committee after consultation with the Pastor or Associate Pastor.

Other

- * Apprise the church of community needs when appropriate.
- * Cooperate with the Missions Committee regarding meeting the needs of the homeless and others.

PERSONAL MINISTRY COMMITTEE (continued)

- * Meetings of the committee will be held as needed to update the committee members of the nature and amounts of assistance being given. Names are not to be divulged.

CHURCH MEMBER NEEDS

Source of Funds

- * To be provided from designated gifts and/or the church budget.
- * May be provided as a percentage of the Communion Special Offering as may be authorized by the church from time to time.

Administering the Funds

- * The identity of those who receive assistance shall be confidential.
- * Assistance may be in the form of a gift or an interest free loan.
- * Checks shall be made payable to the business, firm, utility, organization, etc. owed monies and not to the individual receiving assistance.
- * Generally, the payment of cash will not be made to the individual receiving assistance, but such payment will be made directly to the entity to which monies are owed. If a check is made payable to cash, it shall not be given to the individual receiving assistance because that person's endorsement of the check would compromise the required confidentiality.
- * Requests for funds may be made through the Pastor, Associate Pastor, or a committee member.
- * Requisition for funds shall be signed by the Pastor or Associate Pastor and One (1) committee member. Two (2) signatures are required.
- * The Associate Pastor shall maintain confidential accounting of the funds requested and disbursed. Name of beneficiaries and the amounts of assistance will only be identified in the Associate Pastor's confidential accounting file.
- * Limits to the amount of assistance given to any one family shall be determined by the whole committee from time to time.

PERSONAL MINISTRY (continued)

Other

- * Assist in the search for employment or public assistance when appropriate.
- * Regular meetings of the committee will be held to update the committee members, Pastor and Associate Pastor of the nature of assistance being requested and the amounts of assistance given. Names are not to be divulged.
- * Apprise the church of members' needs when appropriate.
- * This Committee shall have a chairperson and a chairperson-elect. The chairperson, preferably will be in the third year of his/her three year term on the Committee and the chairperson-elect in the second year of his/her three year term. The chairperson-elect shall succeed the chairperson.

[Adopted Mar. 25, 1992]

[Revised 11/15/95]

PRAYER COMMITTEE

PRESCHOOL COMMITTEE

The Preschool Committee shall consist of a chairman and at least five (5) other members.

This committee shall arrange for child care during the regular services of the church.

They shall make recommendations to the Properties Committee concerning any equipment or facilities they deem advisable in providing adequate child care accommodations.

Reference: Bylaw IV.18]

POLICIES FOR PARENTS

1. Preschool activities are provided for preschoolers (birth-kindergarten) while their parents are engaged in church related activities.
2. Preschoolers and their teachers are the only persons permitted in their department. (The exception will be the invited parent or nursing mother.) A teacher will receive the child at the door. Observing this policy will provide greater safety for children and will enable the teachers to provide activities to meet the needs and challenge of each child.
3. Children who show signs of illness, such as high temperature, cannot be accepted in a Preschool department. The teachers will not give medication to any child.
4. The children should be brought and called for by a parent or other responsible person. If someone other than a parent is to call for a child, teachers should be notified in writing in advance who will have this responsibility.
5. Children will be called for immediately at the close of each session. Sometimes even the most well-adjusted child will become fearful or anxious if he is left after the other boys and girls have gone.
6. Labelled bottles and baby food brought by the parents will be given to each child according to his parents' instructions. Diapers/change of clothes will be provided by the parent and in a labelled bag.
7. During the extended session, a light snack will be served to the children (beginning with ones).
8. Table food will not be served in a preschool department except during sessions when mealtime or a food tasting activity is a part of the program. (Notice of food tasting activities will be given). Please notify teachers concerning any allergies your child may have.

PRESCHOOL COMMITTEE (continued)

9. Preschoolers are discouraged from bringing toys and other personal items that may be distracting. (Security items for younger preschoolers are acceptable.)
10. Since your child may participate in activities such as painting, water play, outside play, etc. we encourage you to dress your preschooler accordingly.

POLICIES FOR TEACHERS

Teacher: Any Adult in a Preschool Room.

1. Teachers in a Preschool department should be members of the church in which they teach.
2. All preschool teachers, both volunteers and employed, are encouraged to increase their knowledge of preschoolers through reading and other learning opportunities.

Some of the recommended books: Understanding Today's Preschoolers, C. Sybil Waldrop, How to Guide Preschoolers, Janette Strickland. Recommended learning opportunities include activities sponsored by Bon Air Baptist Church, Richmond Baptist Association, Virginia Baptist General Board, and the Southern Baptist Convention.

3. All teachers are expected to study approved curriculum materials for their particular age group and the plan activities so that appropriate religious education can take place whenever preschoolers are at church.
4. All teachers are expected to show love, understanding and acceptance with all preschoolers and to greet children as they arrive with a bright smile and warm words.
5. To enhance communication with preschoolers, teachers are encouraged to sit on a child-size chair or on the floor.
6. Teachers will change diapers as necessary and check each child prior to departure.
7. Teachers are encouraged to place waxed paper under each child for diaper changing. Diapers with stool must be placed in provided plastic bags before disposal.
8. Teachers must wash their hands with soap after each diaper change or contact with body secretion (saliva, nasal drainage). Hand washing has been proven to be the most effective method of controlling spread of infections.

PRESCHOOL COMMITTEE (continued)

9. Preschool teachers and extended session workers will be responsible for the sanitation of toys and equipment that have had contact with saliva or nasal secretions and for leaving the room clean and free from clutter.
10. Directors and or leaders are responsible for putting materials away, such as books, puzzles, block accessories, pictures, and leftover art materials, at the end of each session and leaving the room clean and free from clutter.
11. A fourteen or fifteen-year-old may assist any adult who is teaching extended session with the approval of the teacher; an older youth, sixteen or above, may assist any adult. Parents are encouraged to use their best judgment concerning allowing their own school age children to be present in extended session.

GENERAL POLICIES FOR USE AND CARE OF PRESCHOOL DEPARTMENTS

1. Any group or organization desiring to use preschool rooms shall contact the Preschool Committee or appropriate staff member for approval and room assignment. Preschool rooms are not available for use on Saturdays unless previous approval has been obtained from the Preschool Committee.
2. For any event provisions for preschoolers will terminate by 9:30 p.m.
3. When organizations need provision for preschoolers during special events, they should notify the church office one month prior to the event. To insure adequate provision for preschoolers during special events, advance reservations of five days are required.
4. At least two teachers are needed in preschool room for safety reasons and to provide good teaching opportunities for the preschooler.
5. Preschoolers will be transferred from the baby to the one year old department within the Preschool section according to their development. The department directors will make it known to the division director when children are ready to be transferred. One year olds may be transferred to the two year old department according to the church's grading and promotion date.
6. Any request for changes in policies, furnishings, and/or equipment for any department will be submitted by organizational directors to the Preschool Committee for consideration and approval.

[9-17-86, revised 12-16-87; revised 2-25-91 by Committee and approved 7-19-92]