

PROPERTY AND GROUNDS COMMITTEE

The Property and Grounds Committee shall consist of a chairman, a vice-chairman, and at least four(4) other members.

This committee shall have general supervision of the church building, equipment, and grounds and shall be responsible for the custodian and such other labor as may be necessary. The vice-chairman shall be responsible for the church grounds.

This committee shall see that the church is open for all regular services and special meetings when notified and shall have the building properly heated in winter and cooled in summer. It shall be responsible for issuing keys to the proper persons. It shall have the responsibility to recommend to the church for adoption any policy for use of the building and equipment by members or others.

Reference: Bylaw IV.12

To allow the hanging of the WMU Anniversary Quilt in the entrance hallway near the new library.

[7-21-93]

That the existing signs remain at both playgrounds, and that the padlock at the nursery playground be removed.

[6-16-93]

PROPERTY AND GROUNDS COMMITTEE (continued)

FACILITIES AND EQUIPMENT USE POLICIES

1. All requests for use of the church's facilities and/or equipment shall be made by completing the Application for Use of facilities, Equipment and/or Van and submitting it to the church office.
 2. Church members may borrow tables and chairs for church related functions to be held in their homes. The Church Staff is authorized to grant such requests. However, the furniture and furnishings from the parlor and offices shall not be loaned out.
 3. Church members requesting the use of facilities and/or equipment for non-church related functions will receive an answer within 7 days. Permission for use shall be granted by the Church Staff after review and approval at its regular weekly staff meeting. However, no grounds maintenance equipment shall be loaned out.
 4. Use of our facilities by Richmond, Virginia, and Southern Baptist Convention organizations shall be authorized by the Church Staff after review and approval at its regular weekly staff meeting. If the Staff feels unable or is unwilling to make the decision, the request shall be referred to the Church Council for a recommendation to the church. No fee shall be charged for such use.
 5. Use of our facilities by other religious organizations shall be limited to groups whose Christian beliefs and principles are compatible with ours. Permission for use shall be granted by the Church Staff after review and approval at its regular weekly staff meeting. If the Staff feels unable or is unwilling to make the decision, the request shall be referred to the Church Council for a recommendation to the church. All extended uses of our facilities will be authorized only by the church upon recommendation by the Church Council.
 6. Use of our facilities by non-religious organizations and/or persons not members of the church will be authorized only by the church upon recommendation by the Church Council. An answer to such request will be given after the next business meeting of the church, i.e., within 30 days.
- No political or for-profit organization may use the church facilities.
8. Alcoholic beverages are not permitted in the building or on the grounds; smoking is not permitted in the building.
 9. Groups and persons using the church facilities and equipment assume all responsibility for repair of breakage or damage.

*Amended
March 15 2006
see attached
7 p. 807.*

PROPERTY AND GROUNDS COMMITTEE (continued)

10. The following use fees established by the church will be paid on or before the scheduled activity.

<u>FEE SCHEDULE</u>	<u>Non Member (\$ per hour)</u>
Sanctuary	27.00
Parlor	10.00
Fellowship Hall	15.00
Kitchen	40.00
Classroom	10.00

11. 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.
12. Use of our facilities by organizations of our church and organizations sponsored by our Church shall be at no charge.
13. Those groups presently permitted to use our facilities at no cost, namely Needle's Eye, and Bon Air Business and Professional Group, shall continue to be granted such no cost use so long as their use is uninterrupted. Once use is interrupted, a new application shall be required and consideration of the request shall be subject to the existing facilities and equipment use policies.
14. Applicant shall defend, indemnify and hold harmless Bon Air Baptist Church from any and all loss, injury (including death) or damage, or claim of loss, injury (including death) or damage, arising out of or resulting from the claims of any and all persons using the building, grounds and/or equipment described above together with all costs, including attorney's fees, incident to any such claim and/or the prosecution thereof. (11/18/87)
15. That the office space be made available to the Richmond Director, Fellowship of Christian Athletes and that the fee required by the Facilities Use Policy be waived without precedence, accepting the opportunities to have the Fellowship's speakers available to speak to our membership and other advantages anticipated to be derived from having the Fellowship's Richmond office located at Bon Air Baptist. The space to be designated for use by the director shall be located in the existing building, not in the new office space and the choice of such space to be made by the Pastor and Staff. Further, a suitable agreement shall be executed establishing the understanding regarding the use of the office space and the benefits to be derived by the church.

[3/17/93]

I need a clarification from Ad Interim:

- Page 79, Facilities and Equipment Use Policies
 - “6. Use of our facilities by non-religious organizations and/or persons not members of the church will be authorized only by the church upon recommendation by the Church Council. An answer to such request will be given after the next business meeting of the church, i.e., within 30 days.”
 - It appears that the policy means that any such organization (James River High, Red Cross, etc.) that wants to use our buildings must get approval from both MCC and Ad Interim. Members of MCC have asked me why it must go through them since they are more strategic and not tactical (my wording not theirs). Also, there is concern that one-time facilities use must go through several hurdles.
 - Can we change the policy to:
Use of our facilities by a non-religious, non-profit organization and/or persons not members of the church one time within a 12 month time-frame can be authorized by the church staff after review and approval at its regular staff meeting. If the staff is unable or is unwilling to make the decision, the request will be referred to the church (~~Quarterly Business Meeting or Ad Interim~~) for a decision. Use of our facilities by a non-profit, non-religious organization and/or persons not members of the church multiple times within a 12 month time-frame can be authorized only by the church (~~Quarterly Business Meeting or Ad Interim~~).

Adopted March 15, 2006

See #6, page 79

PROPERTY AND GROUNDS COMMITTEE (continued)

BON AIR BAPTIST CHURCH
2531 Buford Road
Richmond, Virginia 23235

Date _____

Application for Use of Facilities, Equipment and/or Van

Your Name _____

Address & Phone # _____

Name of Person Supervising Activity _____

Address & Phone # _____

Organization you represent _____

Address & Phone # _____

Are you a member of Bon Air Baptist? _____

Facilities you wish to use:

Sanctuary____ Fellowship Hall____ Kitchen____ Van____

Room Numbers _____ No. of People _____

Date to be used _____ Hours _____

Purpose and usage _____

Equipment you wish to use:

Item(s) _____ How Many? _____

Purpose and usage _____

PROPERTY AND GROUNDS COMMITTEE (continued)

Application for Use of Facilities (continued)

Date to be borrowed _____ Date to be returned _____

Signature of person authorizing usage _____

The conditions contained in the applicable use policies have been read and are hereby agreed to.

The undersigned agrees to defend, indemnify and hold harmless Bon Air Baptist Church from any and all loss, injury (including death) or damage, or claim of loss, injury (including death) or damage, arising out of or resulting from the claims of any and all persons using the building, grounds and/or equipment described above together with all costs, including attorney's fees, incident to any such claim and/or the prosecution thereof.

Signature of person using Facilities _____

Signature of person borrowing Equipment _____

Signature of person receiving return of
equipment _____

[11/18/87]

PROPERTY AND GROUNDS COMMITTEE (continued)

ROOM/EQUIPMENT/RESOURCES REQUEST POLICY

1. Confirm with the Church Secretary that the meeting is scheduled on the church calendar.
2. Determine the requested room is available and reserved on the church calendar.
3. Complete the Custodial Work Order (attached) indicating time needed in the meeting room, such as, the number and type of chairs and tables, lecterns, projectors, movie screens, etc.
4. Submit the completed Custodial Work Order to the Minister of Education and Outreach or the Education Secretary two (2) weeks before the scheduled meeting, if possible, but no later than five (5) days before the scheduled meeting.

[1-16-91]

WORK ORDER

CUSTODIAL and AUDIO/VISUAL

Church Office: (804) 272-1475 * FAX #: 272-3926

Event _____

Date of Event _____

Time of Event _____ to _____

Location _____

Person in Charge _____

Home Phone # _____

Business Phone # _____

Deadline for Setting Up _____
(Date) (Time)

General Equipment Needed: (Check if needed and specify quantity.)

☐ Tables (6' X 30") _____ ☐ Chairs _____ ☐ Floor Lamps (6) _____
☐ Podium _____ ☐ Small Desk _____ ☐ Other _____

<input type="checkbox"/> Platform Risers:	<input type="checkbox"/> Platform Risers:	<input type="checkbox"/> Step Risers:
3' X 6' X 8" (2) _____	3' X 8' X 8" (1) _____	1' X 3' X 8" (5) _____
3' X 6' X 16" (2) _____	3' X 8' X 16" (1) _____	1' X 3' X 16" (5) _____
3' X 6' X 24" (2) _____	3' X 8' X 24" (1) _____	1' X 3' X 24" (5) _____

Audio/Visual Equipment Needed: [NOTE: A/V requests cannot be guaranteed if made less than one week in advance.]

Check if needed and specific quantity following equipment description.

<input type="checkbox"/> VCR/TV _____	<input type="checkbox"/> Spotlight _____
<input type="checkbox"/> Overhead Projector _____	<input type="checkbox"/> Slide Projector _____
<input type="checkbox"/> Movie Screens <input type="checkbox"/> 12' <input type="checkbox"/> 5' 10"	<input type="checkbox"/> 16mm Movie Projector _____
<input type="checkbox"/> Cassette Player/Recorder _____	<input type="checkbox"/> Extension Cord _____

Sound System: ☐ Sanctuary ☐ Fellowship Hall ☐ Other _____

☐ The above equipment will be used outside BABC. Pick-up Date: _____

Please submit drawing of room setup using other side of this form or with an attached sheet.

Your Name _____ Today's Date _____

General Comments: (if any)

PLEASE READ CAREFULLY!

1. Confirm with the *Records Secretary* that the meeting is scheduled on the Church Calendar.
2. Determine with the *Records Secretary* that your requested room is available and reserved.
3. Complete this Work Order indicating your need for chairs and tables, projectors, movie screens, etc.
4. Submit the completed Work Order to the *Church Administrator* or the *Records Secretary* two (2) weeks prior to the scheduled meeting, if possible, but no later than five (5) days before the scheduled meeting.

PROPERTY AND GROUNDS COMMITTEE (continued)

WEDDING POLICIES

1. A couple wishing to use our church building for a wedding, and a reception, if applicable, will contact the pastor's secretary. The couple will indicate the time and date requested, the minister they would like to have officiate or assist, whether the reception will be held in our building, and if the ceremony will be in the sanctuary or parlor/chapel.

The couple will be furnished a copy of these Wedding Policies for their study and review with the Wedding Director. Paragraphs 3, 4, 8 and 10 outline specifics regarding the use of our church facilities by members and non-members.

The requested date, time, space, and the minister(s) to officiate or assist will then be considered on the following Monday by our pastor and staff to ensure that the building is available and that the wedding ceremony and reception, if applicable, will not conflict with other church activities, and that the requested minister(s) is available and approved.

The wedding couple shall be advised of the result immediately following consideration of the requested date, time, space, and minister(s).

All requests for weddings and receptions to be held in our church building shall be approved by our pastor or designee.

When the date, time, space and officiating and/or assisting minister(s) are agreed to by the couple and approved by our pastor or designee, the couple shall submit the "Wedding Application/Use of Bon Air Baptist Church" along with the appropriate building and custodial fees to the pastor's secretary who shall reserve the use of the building on the church calendar. In the event of cancellation, the fees shall be refunded with the exception of the cost for *Prepare* - premarital counseling book fee. All honoraria are to be paid on or before the day of the wedding.

2. For all weddings (members and non-members) a member of Bon Air Baptist Church, selected from a list of approved persons, shall be the Wedding Director, assisted by another church member or non-member if the wedding couple desires. The Wedding Director shall be the couple's primary contact person and shall review these Wedding Policies and other appropriate information with the couple. The Wedding Director shall be present at the wedding ceremony and all pre-wedding and post-wedding activities to assist the minister(s) and the wedding couple. (Refer to the Duties of the Wedding Director.)

PROPERTY AND GROUNDS COMMITTEE (continued)

3. Members shall be permitted to use our church facilities for weddings on any date, provided the time and date requested do not conflict directly with, or with adjoining church activities previously scheduled. The determination that such a conflict exists shall be made by our pastor or designee.

The use of our church building by non-member couples for weddings shall be at the discretion of our pastor or designee; however, there will be no non-member Sunday weddings.

The use of the sanctuary, parlor or other church facilities for a wedding is prohibited if our pastor feels that the type of ceremony is not compatible with the beliefs and practices of our church.

4. Members are encouraged to schedule Saturday weddings to begin no later than 2:00 P.M.; however, a wedding may begin as late as 6:00 p.m., provided the reception will not be held in our church building. If an adjoining reception will be held in our church building, the wedding may not begin later than 4:00 p.m.

Non-member Saturday weddings shall be scheduled to begin no later than 2:00 P.M.

5. Wedding couples are required to attend a premarital counseling program provided by our church to assist in their building a stable marital relationship. If a couple is unable to attend our church's counseling program, confirmation must be given that such a program has been attended elsewhere.
6. A wedding is a Christian ceremony, and appropriate music should be used. All music and musicians used at all weddings shall be approved by our Minister of Music or designee.
7. No pictures shall be taken during the actual wedding ceremony except that time exposures may be taken from the balcony. Video taping is permitted from the balcony area if the lighting and cameraman are inconspicuous.
8. When those getting married are members of our church, i.e., either party getting married or a parent or grandparent of either party is a member of Bon Air Baptist Church or Sunday School, there is no charge for the use of the building, furnishings or equipment.
9. The sanctuary, fellowship hall, and parlor will have been cleaned and pulpit furniture, fellowship hall tables and chairs and parlor furniture moved by the church custodians on regular working time prior to the wedding. All wedding parties are required to pay the church custodians the appropriate fee for having the building cleaned and aforementioned furniture replaced after the wedding and/or reception.

PROPERTY AND GROUNDS COMMITTEE (continued)

The furniture and furnishings shall not be removed from the parlor and offices for use in weddings and/or receptions. Chairs located in the choir loft of the sanctuary may not be removed for weddings.

10. The use of the building for a wedding reception is reserved for members of our church, as defined in paragraph 8 above. Those using the kitchen shall obtain a copy of the Kitchen Policies and conform to them.
11. The wedding party is responsible for any damage to and littering of the grounds, building, furnishings, and equipment by the guests, florists, or caterer.
12. The use of church-owned candelabra and other related amenities may be arranged through the Wedding Director.
13. No beverage alcohol shall be allowed on the church premises, and there shall be no smoking in any of the buildings.
14. The wedding party is responsible for providing all consumable decorations such as candles and any other equipment used for decorating which the church does not own.

The use of the church building and all such decorations shall conform to the Chesterfield County Fire Department Codes.

Candles in the sanctuary are permitted to be burned in the altar area only. The altar area is defined as that particular area in front of the church where the choir, the pastor, the communion table, etc. are located. (All candles used in the sanctuary or the fellowship hall must be a dripless type candle.) There will be no candles allowed in the aisles. Candles that are encased with globes may be placed in the windows of the sanctuary provided there are no curtains adorning the windows. Clear cellophane or plastic must be placed under candelabra to protect the carpet from falling tallow. No greenery or combustibles may be placed near the candles. Candles may not be held by the congregation or by wedding party attendants.

Candles used in the fellowship hall must be encased with globes if used for decoration. No candles can be used in the windows of the fellowship hall. All candles must be properly supported and acceptable to our pastor or designee.

Decorations (nails, tacks, etc.) that could mar the building or its furnishings shall not be used. Nothing such as rice, confetti; or birdseed may be thrown inside the church building. No rice or confetti may be thrown outside the building; only birdseed shall be used if anything is thrown outside.

PROPERTY AND GROUNDS COMMITTEE (continued)

All wedding decorations shall be removed immediately after the ceremony and/or reception. If the building has been decorated for Easter or Christmas, those decorations may not be removed. Decorations for other occasions may be removed and replaced only upon prior approval of our pastor or designee.

15. The applicable fees, charges and honoraria for member and non-members will be furnished the wedding couple by the pastor's secretary. The fees, charges and honoraria may be changed from time-to-time by our pastor and staff to reflect the cost of using our church facilities and providing the services.

[Adopted 2/21/96]

2012 PROPOSED FEE CHANGE

CHURCH MEMBER FEE SCHEDULE

(Fees are subject to change)

		New charge	02/13/2012 Amended
May 18, 2011	*Sanctuary Fee	\$75	\$250 \$150
	*Parlor Fee	\$0	\$50
	*Garden	\$0	\$50
	The Commons – Half	\$125	
	The Commons – Full	\$200	
	Fellowship Hall	\$125	
	Officiating Minister	Honorariums vary	
	Organist	Fee set by individual organist	
	Wedding Director	\$200	
	*Sound Tech	\$100	\$150
	*Custodian Fees		
		REHEARSAL	\$50 \$0
		WEDDING	\$50 \$0
	Candelabras	\$25	
	*New charge		

2012 PROPOSED FEE CHANGE

NON-MEMBER FEE SCHEDULE

(Fees are subject to change)

		New charge	02/15/2012 Amended
Sanctuary Fee	\$1000		
Parlor Fee	\$100		
Garden	\$100		
*The Commons -- Half	Not Available	\$250	
*The Commons -- Full	Not Available	\$500	
*Fellowship Hall	Not Available	\$250	
Officiating Minister	Honorariums vary		
Organist	Fees set by individual organist		
*Wedding Director	\$250	\$300	
*Sound Tech	\$125	\$150	
*Custodian Fees			
	REHEARSAL	\$50	\$0
	WEDDING	\$50	\$0
Candelabras	\$25		

*New charge

* If additional requests for the Sound Tech is required there may be an additional fee.

PROPERTY AND GROUNDS COMMITTEE (continued)

POLICY FOR ATTACHING OBJECTS TO WALLS/CEILINGS/DOORS

To maintain the attractive appearance of the interior and the non-destructive condition of the church buildings, the following policy shall be observed by all organizations, ministries and staff:

1. There shall be no posters, banners, pictures, etc. temporarily attached to any wall, ceiling or door in the church buildings without first notifying and consulting with, and receiving consideration from the Property and Grounds Committee. After consultation with the Property and Grounds Committee, it is to be understood that all temporary attachments will be placed on a wall and or door with removable plastic adhesive only. This adhesive will be made available and provided for by the church.
2. Bulletin Boards, easels and the large rolling bulletin boards are to be utilized for displaying posters, pictures, etc. Where ceilings contain asbestos, such as the Fellowship Hall, there shall be no exception granted to permit attaching objects to such ceilings.
3. In an effort to maintain the continued sound absorption of the movable partitions on the third floor east, there shall be no materials applied (taped, tacked, etc.) to the partition. The movable partition is not constructed as a tackable surface, but solely for sound absorption. There will be no exception made in this regard.
4. Notices shall be displayed on bulletin boards located throughout the church buildings.
5. The Property and Grounds Committee shall be responsible for providing the necessary cork strips and/or bulletin boards in classrooms for displaying children's projects and/or posters, pictures, etc.
6. A request for any permanent attachment of an object to a wall or ceiling **MUST BE PRESENTED** to the Property and Grounds Committee with full details, including cost, and justification for such permanent attachment to the church buildings. The Committee shall consider each request and it shall make a timely reply to the person, organization and/or such projects are to be submitted at least 3 months prior to the requested date for installation to allow sufficient time for adequate consideration and for procuring the proper personnel to complete the project should it be approved. Disposition by the Property and Grounds Committee of any permanent installation request shall be presented to the church Business Meeting for information and/or approval.

PROPERTY AND GROUNDS COMMITTEE (continued)

7. Exempt from the above stated policy are those existing permanent and previously approved attachments which are made from time-to-time listed below:

Church year banners, Christmas decorations and Hanging greens, pictures of the Pastors, Lottie Moon framed quilt, information centers for Evangelism, Family Life,

Pastor's Sermons, New Members pictures, Deacons pictures and direction signs, the Media Library, Weekday School, WMU missions curio, required emergency and phone equipment and church-approved decorative accents.

[10/18/95]

PROPERTY AND GROUNDS COMMITTEE (continued)

ROOM DECORATION AND ASSIGNMENTS

1. Any decorating of any room by any organization in the church must be done with the permission of the Property Committee which will prescribe the color and type of paint that may be used.
2. Any room which is occupied by any organization of the church is used with the understanding that the space is for a one-year assignment only. [__-__-87]

ASBESTOS ABATEMENT PLAN

The Grounds/Property Committee shall have authority to appoint an ad hoc committee to study and recommend a plan to abate asbestos present in certain areas in the church building. The ad hoc committee shall report to the Properties\Grounds Committee and shall have three (3) to five (5) members selected by the Chairman of the Properties\Grounds Committee. The ad hoc committee, utilizing outside expertise, as needed, paid for with budgeted and approved funding, shall develop a comprehensive plan to ultimately remove and dispose of asbestos ceilings and floor tile in various areas in the church building, i.e., sanctuary, fellowship hall, third floor south classrooms, etc. The ad hoc committee shall submit its first interim report to the Properties\Grounds Committee no later than March 1, 1992, and recommend its comprehensive plan to the Committee no later than June 1, 1992. The Properties\Grounds Committee expects to submit an asbestos removal and disposal plan to the church for its consideration no later than the July 1992 Business Meeting.

[9-18-91]

PROPERTY AND GROUNDS COMMITTEE (continued)

MAINTENANCE/REPAIR REQUEST FORM
Bon Air Baptist Church Property Committee

DATE: _____

Detail Of Work To Be Done:

Location Of Work To Be Done:

Date Work Must Be Finished By: (If Any) _____

Budget Account Work Is To Be Charged To: (If Other Than Property):

Person Requesting Work: _____

Home Phone: _____ Business Phone: _____

Church Organization: _____

Maintenance/Repair Request Procedures

1. Obtain a maintenance/repair request form located in the manila folder labeled "Blank Maintenance/Request Forms" which are located in the Property Committee mailbox in the Mail room of the Church Office.
2. Fill out the maintenance/repair request form as completely as possible.
3. Place the completed form in the manila folder labeled "Completed Maintenance/Repair Request Forms" which are located in the Property Committee mailbox in the Mail room of the Church Office.
4. Property Committee members will pick-up the forms and work to correct the problem. You will be notified when definite plans are complete.
Thank You!

[6-17-92]

PUBLIC RELATIONS COMMITTEE

Include the following:

RECREATION COMMITTEE

The purpose of the Recreation Committee is to provide opportunities for our families to know each other and to enjoy each other's fellowship. To achieve its overall purpose. The Recreation Committee has the responsibility to provide genuine opportunities for fellowship which are designed to strengthen our interpersonal relationships and to develop a greater bond among the members of our church family.

The Recreation Committee shall be composed of nine (9) people representing all age groups.

The Recreation Committee shall develop and implement, but not be limited to the following activities:

1. Sponsor and publicize recreational opportunities
 - Men's softball team
 - Ladies' softball team
 - Youth/Children's softball teams
 - Basketball leagues for all ages
 - Inter-church volleyball league
 - Semi-annual golf tournament
 - Indoor sports weekend-games
2. Sponsor semi-annually:
Home fellowship groups with four (4) families visiting each others' homes once a month.
3. The Recreation Committee's responsibilities include developing and implementing opportunities to accomplish its purpose through, but not limited to the following activities:
 - Church-wide picnic
 - Homemade Ice Cream Night
 - Talent Night
 - Men's Cake Bake-off

[Adopted 11/16/94]

[Amended 1/18/95]

RELIGIOUS PERIODICALS COMMITTEE

SCOUT COMMITTEE

SOCIAL COMMITTEE

The Social Committee shall consist of a chairman and at least two (2) other members.

Reference: Bylaw IV.25

SPECIAL NEEDS COMMITTEE

The Special Needs Committee consists of the Minister of Education and Outreach, Special Education Sunday School Director and three (3) to five (5) additional persons. The three (3) to five (5) additional committee members shall be elected by the church upon recommendation of the Nominating Committee. The chairperson shall be elected by the Committee at its first meeting of the year called by the Special Education Sunday School Director.

The Special Needs Committee shall: (1) coordinate special education activities of the church, (2) provide personal assistance, encouragement and resources to handicapped church members and others in the community, (3) analyze the needs of the handicapped in our church and recommend to the church the means to best meet such needs, (4) participate in regular outreach/visitation to handicapped prospects, (5) serve as a resource to Sunday School teachers and directors to assist with special needs students, (6) create an awareness of special needs within the church and community, (7) assist in the planning of facilities and programs to assure, where appropriate, means to meet special needs are included, such as, large print Bibles, hymnals and music for the visually impaired, special activities during recreation periods at Vacation Bible School for those handicapped children unable to participate in regular activities.

[5-16-90]

SPIRITUAL GIFTS COMMITTEE



STEWARDSHIP COMMITTEE

The Stewardship Committee shall consist of a chairman and at least eleven (11) other members. Two of these eleven members shall be the Treasurer and Financial Secretary, both of whom shall be non-voting ex-officio members.

This committee shall present to the church in October a proposed budget for the coming year. They shall be responsible for the expediting of such financial program as may be adopted by the church, and shall make such financial recommendations to the church as it may deem advisable. They shall direct, or cause to be directed, annually, an Every Member Canvass to meet the proposed budget.

Reference: Bylaw IV, V, 10

DUTIES OF STEWARDSHIP COMMITTEE

- I. Responsible for the overall stewardship program of the church.
 1. Develop a year-round stewardship emphasis for the church. This will include the planning of a calendar of stewardship activities.
 2. Through periodic studies of church records, determine the stewardship level of the church, including time, talent and material possessions.
 3. Using the most reliable sources available, determine the potential giving ability of the church.
 4. Enlist and train necessary leadership to be used in stewardship development.
 5. Work with appropriate organization and church leadership in coordinating the church's stewardship activities throughout the year.
 6. Provide stewardship materials and information for leadership as required by the annual calendar of stewardship activities.
 7. Plan and secure necessary cooperation in conducting stewardship education actions, designed to develop distinctive Christian stewards.
 8. Seek to develop positive attitudes that will result in increased support of world missions through the Cooperative Program.
 9. Create an awareness of the importance of associational and state missions and lead the church to adequately support this work.

STEWARDSHIP COMMITTEE (continued)

10. Develop and administer a plan for enlisting members of the church to make Christian wills which include gifts to Bon Air Baptist Church, or Virginia Baptist and Southern Baptist agencies.
- II. Responsible for effective budget planning.
 1. Study the history of budget pledging and budget expenditures of the church.
 2. Analyze the strengths and weaknesses of the current budget.
 3. Secure and evaluate budget requests.
 4. Prepare and submit annual budget based on needs, priorities and giving ability of the church.
 - III. Responsible for effective budget subscription program.
 1. Secure, study and utilize best materials available for stewardship education and budget promotion.
 2. Recommend a calendar of events for budget promotion to the church.
 3. Conduct the annual budget subscription campaign.
 - IV. Responsible for effective budget administration.
 1. Develop and administer the most effective and secure plan for receiving, recording, and depositing funds.
 2. Develop and administer the most efficient procedures for requisitioning and purchasing.
 3. Responsible to see that expenditures are in accord with adopted budget.
 4. Maintain adequate records of receipts and disbursements and submit reports as requested by the church.
 5. Keep the church informed on financial conditions.
- [Nov. 1990]

That, as long as the church has a budget line item for a family ministry program, the church accept all gifts designated for this program without the requirement of individual approval for each gift.

STEWARDSHIP COMMITTEE (continued)

1996 COOPERATIVE PROGRAM FUNDS

The church shall use the following plan for the distribution of Cooperative Program funds for 1996:

1. Bon Air Baptist Church Cooperative Program funds for 1996 be allocated 62% to the Virginia Baptist budget and 38% to world missions with no allocation to partnership missions.
2. The church use the Bon Air Baptist Church Plan as the primary plan for allocation of the world missions portion of the Cooperative Program funds for 1996. The Southern Baptist Convention Plan and the Cooperative Baptist Fellowship Plan are alternatives which may be selected by any church member.
3. Each church member shall select either the Bon Air Baptist Church Plan, the Southern Baptist Convention Plan or the Cooperative Baptist Fellowship Plan for allocation of the portion of his or her contributions to be distributed to world missions in accordance with the Bon Air Baptist Church budget. Any member who does not make a selection by April 30, 1996 shall be deemed to have selected the Bon Air Church Plan.

[Adopted 3/20/96]

1996 COOPERATIVE PROGRAM FUNDS DISTRIBUTION OPTIONS

03/14/86

OPTION ONE		OPTION TWO		OPTION THREE	
BON AIR BAPTIST CHURCH PLAN		SOUTHERN BAPTIST CONVENTION PLAN		COOPERATIVE BAPTIST FELLOWSHIP PLAN	
SBC Operating	0.00	SBC Operating	1.98	Global Missions	58.77
Foreign Mission Board	50.00	Foreign Mission Board	50.00	Baptist World Alliance	0.22
Home Mission Board	19.56	Home Mission Board	19.56	Baptist Principles	
Annuitiy Board	0.76	Annuitiy Board	0.76	Personnel & Administration	1.84
Seminaries		Seminaries		Theological Education	16.96
• Southwestern	4.86	• Southwestern	5.86	Associated Baptist Press	1.39
• Southern	3.67	• Southern	4.43	Baptist Today	0.55
• New Orleans	2.98	• New Orleans	3.60	Baptist Joint Committee	2.78
• Southeastern	2.17	• Southeastern	2.62	Church Resources	
• Golden Gate	1.58	• Golden Gate	1.91	Personnel & Administration	1.41
• Midwestern	1.64	• Midwestern	1.98	Ministry to Ministers	0.35
• Richmond	2.49	SBC Foundation	0.21	Christian Education	0.86
• Seminary Scholarship Fund	1.00				
SBC Foundation	0.21	American Seminary Commission	0.18	Ethics & Public Policy	1.72
American Seminary Commission	0.18	Brotherhood Commission	0.69	Lairty	0.06
Brotherhood Commission	0.69	Christian Life Commission	0.98	Administrative	
Christian Life Commission	0.00	Education Commission	0.35	Personnel Cost	0.75
Education Commission	0.35	Historical Commission	0.35	General & Administrative	3.60
Historical Commission	0.35	Radio-TV Commission	3.90	CBF Foundation	1.99
Radio-TV Commission	3.90	Stewardship Commission	0.34	General Assembly	2.41
Stewardship Commission	0.34	Baptist World Alliance	0.29	Communication	2.54
Baptist World Alliance	0.29		100.00%	Committee Expenses	0.56
Baptist Joint Committee	1.97			Representations & Relationships	0.05
Associated Baptist Press	1.00			Networking	1.09
	100.00%				100.00%